



## **Board of Directors *Notice of Meeting***

**June 25<sup>th</sup> - ~1:00 p.m., Visitor Services Centre, Warwick C.A.**

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### **Tentative Agenda**

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1. Chair's Remarks
2. Declaration of Pecuniary Interests Minutes
4. General Manager's Report
  - (i) GM's Report
5. Chair & Conservation Ontario Report
  - (i) CO March 30, 2015 minutes verbal report on June 22, 2015 meeting
6. Business arising from last meeting
7. Land Management Reports
  - (i) Conservation Lands Update
8. Water Resources Reports
  - (i) Current Watershed Conditions
  - (ii) Low Water Response Meeting
  - (iii) WECI Projects
  - (iv) Lambton Area Water Supply Erosion Project
9. Biology Reports
  - (i) Healthy Watersheds Program in Lambton Shores
  - (ii) Great Lakes Sustainability Fund
  - (iii) Aquatic Inventory and Education Outreach Program
  - (iii) Reptiles at Risk Program
10. Conservation Services Report
  - (i) Spring Tree Planting
  - (ii) Larvicide Program in Lambton County
11. Planning
  - (i) Regulations Report
  - (ii) Monthly Planning Report
  - (iii) Drainage Act and Conservation Authority Act Protocol (DART)
  - (iv) Bill 73 – Smart Growth for our Communities Act
  - (v) AOC Report
12. Finance Reports
  - (i) Revenue & Expenditure Report to April 30th
  - (ii) April and May Disbursements
  - (iii) 2015 General Levy Update
  - (iv) March 18, 2015 Health & Safety Committee minutes
  - (v) Administration Office Renovations Report
  - (vi) Administration Manual Report

13. Communications
  - (i) Communications Report
  - (ii) Education Report
14. New Business
15. Adjournment

Please contact Marlene (call 519-245-3710, 1-866-505-3710 or e-mail [mdorrestyn@scrc.on.ca](mailto:mdorrestyn@scrc.on.ca)) at the Administration Office by June 23<sup>rd</sup>, if you are unable to attend.

Board of Directors Proposed Resolutions

2. It is requested that each Director declare a conflict of interest at the appropriate time, on any item within this agenda in that a Director may have pecuniary interest.
3. (i) Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
That the minutes of the Board of Directors meeting, held April 23, 2015, be approved as distributed.
4. (i) Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
That the Board of Directors acknowledges the General Manager's report, dated June 15, 2015.
5. (i) Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
That the Board of Directors acknowledges the Conservation Ontario's minutes of March 30, 2015 as well as a verbal report from the Conservation Ontario Board Meeting of June 22, 2015.
6. (i) Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
That the Board of Directors acknowledges the updates on business arising from the April 23, 2015 Board of Director's meeting.
7. (i) Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
That the Board of Directors acknowledges the Conservation Lands Update, dated June 11, 2015 on Conservation Areas, McKeough Upstream lands and Lambton County properties.
8. (i) Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
That the Board of Directors acknowledges the report dated June 9, 2015 on the current watershed conditions and Great Lakes water levels.
8. (ii) Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
That the Board of Directors acknowledges the report dated June 8, 2015 on the Low Water Response and the committee meeting held on May 21, 2015.
8. (iii) Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
That the Board of Directors acknowledges the report dated June 8, 2015 on the ongoing Water and Erosion Control Infrastructure projects across the watershed and further acknowledges the project updates on the previously funding projects and projects submitted for 2015-2016 funding.

8. (iv) Moved by: Seconded by:  
That the Board of Directors acknowledges the report dated June 8, 2015 on the Lambton Area Water Supply Erosion Project.
9. (i) Moved by: Seconded by:  
That the Board of Directors acknowledges the report dated June 6, 2015 on the Healthy Watersheds Program in Lambton Shores, and endorses staff efforts to engage private landowners in Best Management Practices to improve the surface water quality.
9. (ii) Moved by: Seconded by:  
That the Board of Directors acknowledges the report dated June 9, 2015 on allocation of funding from the Great Lakes Sustainability Fund (GLSF) towards SCRCA development of a Fish and Wildlife Habitat Management Plan for the St. Clair River AOC.
9. (iii) Moved by: Seconded by:  
That the Board of Directors acknowledges the report dated June 8, 2015 on the Aquatic Inventory and Education Outreach Program in and around Lake Huron tributaries within the SCRCA jurisdiction will continue to provide current information on watershed health and encourage residents to get involved in stewardship activities.
9. (iv) Moved by: Seconded by:  
That the Board of Directors acknowledges the report dated June 10, 2015 on the Reptiles at Risk program, including an outreach workshop at the Sombra Museum, and reptile research on monitoring efforts on properties in the St. Clair Region.
10. (i) Moved by: Seconded by:  
That the Board of Directors acknowledges the report dated June 12, 2015 regarding spring 2015 tree planting on private, corporate and public lands.
10. (ii) Moved by: Seconded by:  
That the Board of Directors acknowledges the report dated June 12, 2015 regarding the Authority's agreement with Lambton County to undertake the application of Larvicide to catch basins as part of Lambton County Community Health Services West Nile Virus Program.
11. (i) Moved by: Seconded by:  
That the Board of Directors acknowledges and concurs with the Regulations Committee Reports on "*Development, Interference with Wetlands & Alterations to Shorelines & Watercourses*" Regulations (Ontario Regulation 171/06), dated April 30, 2015 and May 31, 2015.

11. (ii) Moved by: Seconded by:  
That the Board of Directors acknowledges the St. Clair Region Conservation Authority's monthly Planning Activity Summary Reports for April and May 2015.
11. (iii) Moved by: Seconded by:  
That the Board of Directors acknowledges the report, dated June 9, 2015 on Drainage Act and Conservation Authority Act Protocol (DART) Municipal drain activities and drain Letters of Review for April and to date June 2015.
11. (iv) Moved by: Seconded by:  
That the Board of Directors acknowledges the report, dated June 11, 2015, on Bill 73 - Smart Growth for our Communities Act, 2015 including Conservation Ontario's comments on the amendments dated June 3, 2015.
11. (v) Moved by: Seconded by:  
That the Board of Directors acknowledges the report, dated June 8, 2015 on the St. Clair River Area of Concern.
12. (i) Moved by: Seconded by:  
That the Board of Directors acknowledges the revenue and expenditure report to April 30, 2015, as it relates to the budget.
12. (ii) Moved by: Seconded by:  
That the Board of Directors approves the April and May 2015 disbursements as presented in the amount of \$1,428,668.96.
12. (iii) Moved by: Seconded by:  
That the Board of Directors acknowledges the status report on the 2015 general levy receipts to June 11, 2015.
12. (iv) Moved by: Seconded by:  
That the Board of Directors acknowledges the March 18, 2015 meeting minutes of Health and Safety Committee.
12. (v) Moved by: Seconded by:  
That the Board of Directors acknowledges the report, dated June 15, 2015 regarding the renovations to the Authority's Administrative Offices.
12. (vi) Moved by: Seconded by:  
That the Board of Directors acknowledges the report, dated June 15, 2015 regarding changes to the Authority's Administration Manual and further approves the update to the Manual dated June 2015 including authorization for staff to make changes to the manual resulting from legislative and regulatory changes as well as Board of Directors resolutions.

13. (i) Moved by: Seconded by:  
That the Board of Directors acknowledges the communications report dated June 10, 2015, including scholarships, Aamjiwnnang Earth Day, Memorial Forest Dedications, Art Walk and Lake St. Clair Conference.

13. (ii) Moved by: Seconded by:  
That the Board of Directors acknowledges the education staff report dated June 10, 2015, including the canoe race, spring education programs, special events, and community outreach.

15. Moved by: Seconded by:  
That the meeting be adjourned.

## General Manager's Report 4. (i)



To: Board of Directors  
Date: June 15, 2015  
From: Brian McDougall, General Manager

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### Ipperwash Beach Management Working Group

- ☞ as directed by the Board at their February meeting, I have been attending the working group meetings as the Authority's representative
- ☞ this group was established to provide a forum for the parties to discuss their views regarding Ipperwash Beach, share perspectives, reconcile differences, and seek an agreement about the management of the beach
- ☞ the group met 9 times and were able to achieve a verbal agreement by all parties regarding the establishment and control structures that will all but eliminate motorized vehicles on the centre Ipperwash section of the beach for 2015
- ☞ the Ipperwash Beach Management Working Group process, which was scheduled to end in May, came to a close on June 9, with a final meeting
- ☞ the working group was able to settle on shared values that include public safety, environmental protection, historic uses, and protection of property, and this will form a basis for future discussions
- ☞ Kettle Stony Point First Nation chose to step back from the working group process at the end of May stating that it did not appear that common ground could be found for a long term solution and that their representatives did not feel respected at Group meetings
- ☞ both Mayor Weber and Chief Bressette noted their appreciation for all the group participants and each agreed to continue discussions and to work together on many shared community interests, especially in the areas of infrastructure and economic development
- ☞ Mayor Weber and Chief Bressette are both candid in recognizing that reaching a long term agreement on uses affecting Ipperwash Beach will not be quick or easy, both have both committed to an ongoing dialogue on issues and opportunities of importance to both their communities
- ☞ the long term management plan for the Ministry of Natural Resources and Forests (MNRF) properties continues to be considered
- ☞ these properties have provided the public with access to the beach, washroom facilities, garbage collection and off street parking
- ☞ due to funding cutbacks and reduced focus on recreation, MNRF is no longer able to undertake maintenance on these properties and there was concern that Ontario Parks, who has been helping with maintenance in the recent past, would no longer be able to assist however, it has been confirmed that they will be able to assist in the maintenance through 2015

- ☞ MNRF continues to seek one group to act as a lead in a community cooperative group and sign an agreement to undertake the long term management and maintenance of these Provincially owned properties
- ☞ the Authority, the Municipality of Lambton Shores and the Kettle and Stony Point First Nation and MNRF are continuing discussions regarding such a long term arrangement
- ☞ maintenance of these properties cannot be accomplished within the Authority's current work regimen and significant changes would be require to service this area at the level being discussed

#### Conservation Authorities' Biennial Tour

- ☞ the Biennial Tour returns this fall with the Grand River and Long Point Region Conservation Authority's as host for 2015
- ☞ the attached brochure provides details as well as an brief notes regarding some of the highlights of the Tour
- ☞ Please contact Marlene or myself with any questions or if you wish to attend

#### Great Lakes and St. Lawrence Mayor's Conference

- ☞ the Authority will be hosting a booth at the conference in Sarnia later this week
- ☞ partnering with the St. Clair River Area of Concern we will be highlighting works completed on the St. Clair River shoreline as well as some of the projects that we have been working on under the Healthy Lake Huron Centre program
- ☞ additional information will be provided at the Board meeting



#### Corporate Compensation Review

- ☞ staff have been able to obtain almost all the preferred comparables and have completed most of the analysis on the information in hand
- ☞ a consultant, Deborah Ward, has been engaged to provide third party review and to compile a report and recommendations
- ☞ in 2002, the Board of Directors approved the use of Lambton County's Job Evaluation System (Associun Consultants, August 2000)
- ☞ the Authority has been using this system to date
- ☞ Lambton County staff have been very helpful in providing information on their revised system and it appears to be a good fit for the Authority as well
- ☞ staff will be reviewing the system over the summer
- ☞ a full report on the Compensation Review as well as any recommended changes to our existing Corporate Compensation Plan and Job Evaluation Techniques at the Board meeting in September



# REGISTER NOW!

## 2015 CONSERVATION AUTHORITIES BIENNIAL TOUR



**SEPTEMBER**  
**20 | 21 | 22 | 23**  
SUN | MON | TUE | WED

**Working together:**  
**It's in our nature**

**Partnerships are the lifeblood of  
Conservation Authorities.**

Long Point Region and Grand River Conservation Authorities invite you to see how a broad range of partnerships improve, enhance and protect the natural environment in their watersheds. This year, the tour is also open to representatives of conservation authority foundations.

The tour will take you through some of the most picturesque scenery in Southern Ontario, from the village of West Montrose – home of Ontario's only covered bridge – to the rare Carolinian forests and the Lake Erie shoreline. Tour thriving agri-businesses where restoration projects have revitalized natural areas. Visit a major flood control dam and enjoy a sunset dinner cruise on the Grand River.

**REGISTRATION is open to July 31, 2015**  
**See reverse for details.**



# Working together: It's in our nature



**SEPTEMBER**  
**20 | 21 | 22 | 23**  
**SUN | MON | TUE | WED**

## 2015 CONSERVATION AUTHORITIES BIENNIAL TOUR

### REGISTRATION

Easy online booking through Eventbrite at:  
<https://ca-tour-2015.eventbrite.ca>  
Password: CATour2015

**PRICE** – \$725

**DEADLINE** – July 31

**PAYMENT** – Use your credit card on Eventbrite or send a cheque payable to the Grand River Conservation Authority by Aug. 15

### HOTEL

You are responsible for booking your own room at the Best Western Plus Brant Park Inn, 19 Holiday Dr., Brantford.

**PRICE** – All rooms – single and double – \$114.99/night (+HST)

**DEADLINE** – July 31

**TO BOOK** – Call 1-877-341-1234 and ask for “Grand River Conservation” or quote Group Number 107782

### CONTACT US

If you have questions, contact us at:  
[Tour2015@grandriver.ca](mailto:Tour2015@grandriver.ca)

### ITINERARY

#### DAY 1 - Sunday, Sept. 20

- Register for the conference and check in at the Best Western Plus Brant Park Inn, 19 Holiday Dr., Brantford
- Enjoy a buffet dinner in the Alexander Graham Bell Room
- Keynote Address:** Chief Ava Hill, Six Nations Elected Council



#### DAY 2 - Monday, Sept. 21

Board the bus at 8:30 a.m. and spend a day travelling through the central Grand River watershed.

- Forest in the City** – A community effort to develop a new forest in an industrial area in Brantford
- The Living Levee** – Dikes protecting Cambridge (Galt) are also a major municipal riverfront park
- Snyder's Flats** – Former gravel pits have been revitalized as a popular, multi-faceted natural area
- Lunch** – Enjoy a meal at the Stone Crock and see downtown St. Jacobs in the heart of Mennonite Country
- Rural Water Quality Program** – Learn about efforts to protect water on the farm
- West Montrose Covered Bridge** – An iconic landmark, and also the site of a GRCA Rivercam
- Guelph Lake Park** – See Guelph Dam and the site of a new nature centre and pollinator garden
- Grand River Dinner Cruise** – A sunset cruise on the Grand near Caledonia and the Six Nations Territory
- Return to the Brantford Best Western

#### DAY 3 - Tuesday, Sept. 22

Board the bus at 8:30 a.m. and tour the Long Point Region watershed.

- Whistling Gardens** – A one-time cornfield near Wilsonville has been transformed into one of the largest public collections of conifers in the world with over 2,500 species
- Bonnieheath Estate Lavender and Winery** – More than a dozen naturalization projects have taken place at this ecological agri-tourism destination near Waterford
- Lunch** – Enjoy lunch in the outdoor pavilion at Woodside Green Golf Club near Simcoe with views of the course and Carolinian forest
- South Walsingham Forest** – A rich Carolinian forest featuring more than 570 tree and plant species, and 100 breeding bird, 30 mammal and 26 reptile and amphibian species
- Lee Brown Waterfowl Management Area** – More than 800 acres of Provincially Significant Wetland near Port Rowan, part of the Long Point Marsh System
- Port Rowan Wetland Naturalization Project** – Old municipal sewage lagoons have been transformed into a functioning wetland.
- Dinner** – Dine at the famous Erie Beach Hotel in picturesque Port Dover
- Return to the Brantford Best Western

#### DAY 4 - Wednesday, Sept. 23

Wrap up the tour at the Brantford Best Western with a breakfast buffet, guest speaker (TBD) and farewell remarks.



**Conservation Ontario Council  
Minutes from Meeting #1/15  
Monday, March 30, 2015  
Black Creek Pioneer Village**

**Members Present:**

**Dick Hibma, Chair**

**Mark Burnham, Vice Chair**

**Lin Gibson, Vice Chair**

Brian Horner, Ausable Bayfield  
Robert Morrison, Cataraqui Region  
Steve Knechtel, Cataraqui Region  
Sally Martyn, Catfish Creek  
Kim Smale, Catfish Creek  
Chris Darling, Central Lake Ontario  
Nando Iannicca, Credit Valley  
Deb Martin-Downs, Credit Valley  
Tim Pidduck, Crowe Valley  
Richard Wyma, Essex Region  
Forrest Rowden, Ganaraska Region  
Linda Laliberte, Ganaraska Region  
Jane Mitchell, Grand River  
Joe Farwell, Grand River  
John Cottrill, Grey Sauble  
John Vice, Halton  
Ken Phillips, Halton  
James Howlett, Hamilton  
Chris Firth-Eagland, Hamilton  
Heather Stauble, Kawartha  
Rob Messervey, Kawartha  
Bill Mackie, Kettle Creek  
Elizabeth VanHooren, Kettle Creek  
Geoffrey Dawe, Lake Simcoe Region  
Mike Walters, Lake Simcoe Region  
Bill Bartley, Lakehead Region  
Mervi Henttonen, Lakehead Region  
Dave Beres, Long Point Region

Cliff Evanitski, Long Point Region  
Don Pearson, Lower Thames Valley  
Ray Bennis, Lower Trent  
Glenda Rodgers, Lower Trent  
Art Versteeg, Maitland Valley  
Phil Beard, Maitland Valley  
Bruce Timms, Niagara Peninsula  
Carmen D'Angelo, Niagara Peninsula  
Carl Jorgensen, Nickel District (Cons. Sudbury)  
Brian Tayler, North Bay – Mattawa  
Gail Ardiel, Nottawasaga Valley  
Gayle Wood, Nottawasaga Valley  
Dan Marinigh, Otonabee  
Janice Maynard, Quinte  
Terry Murphy, Quinte  
Alton Blair, Raisin Region  
Roger Houde, Raisin Region  
Lyle Peterson, Rideau Valley  
Sommer Casgrain-Robertson, Rideau Valley  
Wayne Brohman, Saugeen  
Rhonda Bateman, Sault Ste. Marie  
Bill Smirle, South Nation  
Doug Thompson, South Nation  
Dennis O'Grady, South Nation  
Steve Arnold, St. Clair Region  
Norm Giffen, St. Clair Region  
Brian McDougall, St. Clair Region  
Brian Denney, Toronto and Region  
Jane McKelvie, Upper Thames River  
Ian Wilcox, Upper Thames River

**Voting Members Absent**

Mattagami Region

**Guests:**

Jinnie Sahota, KPMG  
John Matheson, Strategycorp  
Amber Crawford, Strategycorp

Denyse Sanderson, Otonabee  
Francois St. Amour, South Nation  
Paul Speck, Marsh Canada Limited

**Staff:**

Kim Gavine, General Manager  
Jayme Crittenden  
Jane Dunning  
Bonnie Fox  
Chitra Gowda

Jane Lewington  
Matthew Millar  
Leslie Rich  
Jo-Anne Rzadki  
Rick Wilson

**1. Welcome from the Chair**

Chair Dick Hibma called the meeting to order and welcomed everyone in attendance.

He welcomed CO staff member Rick Wilson (Information Management Coordinator). He reported that Jayme Crittenden (Communications Officer) would be leaving CO mid-April to begin her new career with Kawartha Conservation. Leslie Rich (Policy and Planning Officer) will be beginning her parental leave in May and will be replaced by Taylor Knapp, seconded to CO from the Lake Simcoe Region CA.

Russ Powell's (Central Lake Ontario) recent retirement was acknowledged by the Chair.

CAOs/General Managers were given the opportunity to introduce new Chairs, Vice Chairs and Voting Delegates.

**2. Resolution re: AGM Date Change**

**#01/15 Moved by: Jane Mitchell**

**Seconded by: Mark Burnham**

***WHEREAS Section 3 of the General Organizational By-law of the Corporation provide, among other things, that the annual meeting of the Corporation shall be held between March 31 and May 1 of each year;***

***AND WHEREAS the Council in its meeting of December 8, 2014, fixed the date for the Annual General Meeting at March 30, 2015***

***BE IT RESOLVED THAT:***

***The members of the Corporation acknowledge and confirm that they consent to the holding of the Annual General Meeting of the Corporation for the year 2015 on March 30, 2015, and that all business conducted at the 2015 Annual General Meeting shall be deemed to be in conformity with the constitution of the Corporation notwithstanding the irregularity of having the meeting held on March 30, rather than between March 31 and May 1<sup>st</sup>, and that all actions taken at the meeting, including without limitation all resolutions passed and the election of any person, shall be deemed to have been taken properly in accordance with the by-law of the Corporation.***

**CARRIED**

**3. Adoption of the Agenda**

**#02/15 Moved by: Bill Bartley**

**Seconded by: Bill Smirle**

***THAT the agenda be adopted as circulated.***

**CARRIED**

**4. Declaration of Conflict of Interest**

There was none.

**5. Approval of the Minutes of the Previous Meeting**

It was noted that the following names had erroneously been omitted from approved committee lists:

December 8, 2014 (#C.W. 47/14) Conservation Authorities Act Review Working Group – Carmen D’Angelo (Niagara).

September 29, 2014 (#C.W. 32/14) Flood Management Business Case Insurance Industry Relations Sub-Committee - David Barrick (Niagara).

**#03/15 Moved by: Forrest Rowden**

**Seconded by: Steve Arnold**

***THAT the minutes from the December 8, 2014 meeting be approved as amended;***

***AND THAT the omission from minutes of the September 29, 2014 meeting be corrected.***

**CARRIED**

**6. Business Arising from the Minutes**

There was none that had not been addressed in the meeting agenda.

**7. Conservation Ontario’s 2014 Annual Report & Presentation**

The final 2014 Annual Report will be circulated to the CAs. The presentation is [attached](#) to the minutes of the meeting.

**#04/15 Moved by: Bill Smirle**

**Seconded by: Lin Gibson**

***THAT Conservation Ontario Council accept the 2014 Annual Report.***

**CARRIED**

**8. Conservation Ontario Members Survey of the 2014 Council & Members Survey – Videoconference**

Kim Gavine (CO) highlighted the purpose of the annual members’ survey noting that staff will use the results to consider changes that can be made to better serve our members. She also noted that with the new strategic plan, there is opportunity to change the questions.

With respect to the videoconference, there were mixed comments regarding this method of meeting. Staff will consider comments received, together with the survey results before planning another meeting of this type.

**9. 2014 Audit Findings Report and Financial Statements**

Mark Burnham (Treasurer) introduced Jinnie Sahota, Sr. Accountant, KPMG. There were no questions regarding the Financial Statements of Conservation Ontario for the year ended December 31, 2014.

**#05/15 Moved by: Don Pearson**

**Seconded by: Sally Martyn**

***THAT the Conservation Ontario Audit Findings Report for the year ended December 31, 2014 be received;***

***AND THAT Conservation Ontario accept the Budget and Audit Committee’s recommendation that the Financial Statements of Conservation Ontario for the year ended December 31, 2014 be approved.***

**CARRIED**

**Appointment of Auditors for 2015-2019**

**#06/15 Moved by: Art Versteeg**

**Seconded by: Mark Burnham**

***THAT Council defer appointment of the auditor for the year 2015; it being noted that inasmuch as the Lake Simcoe Region Conservation Authority will be undertaking a request for proposals for auditing services for 2015 and subsequent years, it is prudent for Conservation Ontario to participate in this process and enter into an agreement for auditing services with the successful bidder.***

**CARRIED**

**10. Voting Delegates & Alternates; 2015 Committee Representatives**

**#07/15 Moved by: Bill Bartley**

**Seconded by: Bill Smirle**

***THAT the recommendation regarding Voting Delegates & Alternates and 2015 Committee Representatives be 3 separate items and made into 3 separate recommendations.***

**CARRIED**



Kim Gavine called a second and third time for nominations and hearing none called for a motion to close the nominations.

**#12/15 Moved by: Don Pearson**

**Seconded by: Mark Burnham**

***THAT the nominations for Chair of Conservation Ontario for 2015 be closed.***

**CARRIED**

Dick Hibma (Grey Sauble) accepted his nomination and was declared Chair of Conservation Ontario.

Kim Gavine called for nominations for Vice Chairs (2) of Conservation Ontario for 2015.

Bill Bartley (Lakehead Region) nominated Bill Smirle (South Nation).

Jane McKelvie (Upper Thames) nominated Mark Burnham (Mississippi Conservation).

Brian Tayler (North Bay Mattawa) nominated Lin Gibson (Conservation Sudbury).

Kim Gavine called a second and third time for nominations and hearing none called for a motion to close the nominations.

**#13/15 Moved by: Bill Bartley**

**Seconded by: Rhonda Bateman**

***THAT the nominations for Vice Chairs of Conservation Ontario for 2015 be closed.***

**CARRIED**

Bill Smirle, Mark Burnham and Lin Gibson accepted their nominations and were given the opportunity to speak to their nomination. Ballots were cast and counted. Mark Burnham and Lin Gibson were elected Vice Chairs of Conservation Ontario.

Kim Gavine called for nominations for the Directors (staff positions) for 2015.

Cliff Evanitski (Long Point Region) nominated Ken Phillips (Halton).

Terry Murphy (Quinte) nominated Steve Knechtel (Catarqui Region).

Kim Gavine called a second and third time for nominations and hearing none called for a motion to close the nominations.

**#14/15 Moved by: Brian Tayler**

**Seconded by: Sally Martyn**

***THAT the nominations for staff position Directors of Conservation Ontario for 2015 be closed.***

**CARRIED**

Steve Knechtel and Ken Phillips accepted their nominations and were declared Directors for 2015.

Kim Gavine called for nominations for the third Director for 2015, noting that this could be a staff or voting representative.

Bill Bartley (Lakehead Region) nominated Bill Smirle (South Nation).

Sally Martyn (Catfish Creek) nominated Jane Mitchell (Grand River).



Kim Gavine called a second and third time for nominations and hearing none called for a motion to close the nominations.

**#15/15 Moved by: Mark Burnham**

**Seconded by: Lin Gibson**

***THAT the nominations for the Director of Conservation Ontario for 2015 be closed.***

**CARRIED**

Bill Smirle and Jane Mitchell accepted their nominations and were given the opportunity to speak to their nomination. Ballots were cast and counted. **Jane Mitchell was elected Director of Conservation Ontario.**

**#16/15 Moved by: Mark Burnham**

**Seconded by: Brian Tayler**

***THAT the ballots be destroyed.***

**CARRIED**

Dick Hibma resumed chair of the meeting.

### **13. Update on 2016-2020 CO Strategic Plan**

John Matheson's (StrategyCorp) presentation was circulated to members prior to the meeting and is [attached](#) to the minutes. Using the sign-up sheet on page 11 of the presentation, council members were encouraged to volunteer for the various working committees by submitting the sheet to Jane Dunning (CO). There will be 6-7 individuals on each working committee.

### **14. Motion to move from Full Council to Committee of the Whole**

**#17/15 Moved by: Mark Burnham**

**Seconded by: Jane McKelvie**

***THAT the meeting now move from Full Council to Committee of the Whole.***

**CARRIED**

### **15. Committee of the Whole - Items for Decision**

#### **1) 2015 Special Projects Budget**

Kim reported that since the agenda was posted, CO had a signed agreement with the MOECC for the Provincial Groundwater Monitoring Network position. The total 2015 special projects budget is expected to be \$1,871,923.

C.W.#01/15 Moved by: Mark Burnham                      Seconded by: Ray Bennis

*THAT the draft 2015 Special Projects Budget as amended in the amount of \$1,871,923 be approved as recommended by the Budget and Audit Committee.*

CARRIED

2) Revisions to Multi-stakeholder 2015 Review Summit Areas of Agreement

C.W.#02/15 Moved by: Heather Stauble                      Seconded by: Sally Martyn

*THAT the revised multi-stakeholder 2015 Review Summit Areas of Agreement (January 27, 2015) be endorsed.*

CARRIED

3) Climate Change Update & Conservation Ontario's Comments on the "Climate Change Discussion Paper" (EBR# 012-3452)

Jo-Anne Rzadki (CO) highlighted the report provided with the agenda.

C.W.#03/15 Moved by: Lin Gibson                              Seconded by: Forrest Rowden

*THAT the comments on the "Climate Change Discussion Paper" (EBR# 012-3452) submitted to the Ministry of Environment and Climate Change on March 29th, 2015 be endorsed.*

CARRIED

4) Conservation Ontario's Comments on the proposed "Great Lakes Protection Act" (EBR# 011-6461)

Bonnie Fox (CO) provided an update to the draft letter attached to the report (page 90 of the agenda) that in addition to the inclusion of **hydrology and biological communities** in the list of monitoring and reporting, that they specify that it should be done on a **watershed basis** which would be consistent with the focus on the ecological health of the Great Lakes and St. Lawrence River basins.

Bill Bartley (Lakehead Region) suggested that Great Lakes Guardian Councils include a minimum of 2 CAs per Great Lake. Bonnie clarified that, as currently proposed by the Province, the Great Lakes Guardian Councils will be set up on a case by case basis, and that this point could be added to the other suggested improvements in the draft letter.

C.W.#04/15 Moved by: Mark Burnham                      Seconded by: Deb Martin Downs

*THAT Conservation Ontario's Comments on Bill 66: Proposed Great Lakes Protection Act (EBR #012-3523) be endorsed for submission to the Ministry of Environment and Climate Change.*

CARRIED

**5) Conservation Ontario's Comments on the "Discussion Paper: Enhancements to the microFIT Program"**

Leslie Rich (CO) added that she had been invited to speak by the Ministry of Energy to a group of pre-qualified applicants for the Large Renewal Procurement (LRP) program in order to explain the CA role (ie Section 28) in reviewing the applications. Leslie received a lot of positive feedback from the applicants about the working relationship with the CAs.

**C.W.#05/15 Moved by: Lin Gibson**

**Seconded by: Sally Martyn**

***THAT Conservation Ontario's Comments submitted to the Independent Electricity System Operator on January 23, 2015 in response to the "Discussion Paper: Enhancements to the microFIT Program" be endorsed.***

**CARRIED**

**6) Conservation Ontario's Comments on the "Discussion Paper: Enhancements to the FIT Program"**

**C.W.#06/15 Moved by: Mark Burnham**

**Seconded by: Joe Farwell**

***THAT Conservation Ontario's Comments submitted to the Independent Electricity System Operator on January 23, 2015 in response to the "Discussion Paper: Enhancements to the FIT Program" be endorsed.***

**CARRIED**

**7) Intervenor Status - Campbell vs. Bruce County**

Kim highlighted the report and options outlined. Members expressed their support and their experiences. Don Pearson clarified that this was not a commitment to enter as intervenors and that Council would have the opportunity to decide whether they want to pursue intervenor status.

Members were supportive that Stage 1 of the report be funded out of the unrestricted reserve.

It was agreed that the recommendation provided in the report would be more appropriately split into 2 motions.

**C.W.#07/15 Moved by: James Howlett**

**Seconded by: Mark Burnham**

***THAT the CO Council endorse and support the committee in following Stage 1 outlined above;***

***AND THAT the CO Council endorse CO funding being drawn from the unrestricted reserve.***

**CARRIED**

C.W.#08/15 Moved by: John Vice

Seconded by : James Howlett

***THAT the Insurance and Benefits Committee bring to CO Council a subsequent report outlining the status of Stage 1 and outline Stage 2 regarding the Campbell vs Bruce County Legal Case, and options and considerations at the appropriate time;***

***AND THAT Conservation Halton staff, participating through membership on the Committee, provide the lead in managing the process.***

**CARRIED**

**8) Conservation Ontario's Comments on the "Provincial Bait Policy Review – Angler Use and Movement of Baitfish in Ontario" (EBR#012-2836)**

C.W.#09/15 Moved by: Mark Burnham

Seconded by: Deb Martin-Downs

***THAT the comments submitted to the Ministry of Natural Resources and Forestry on December 17, 2014 in response to the "Provincial Bait Policy Review – Angler Use and Movement of Baitfish in Ontario" (EBR#012-2836) be endorsed.***

**CARRIED**

**9) DFO-CO MOU Workplan Working Group**

The Chair acknowledged the significant commitment of committee membership over the years, but this does not preclude others from contributing their expertise to this effort.

Carmen D'Angelo (Niagara) sought clarification on the legality of the Agreement and whether the province was involved. Bonnie indicated that MNRF was at the table throughout development of the agreement and that Legal Counsel for the Federal Government had reviewed it. Carmen further suggested that the funding model needed to be examined with regard to DFO's expectations of CA staff and it was clarified by Bonnie that the Memorandum of Understanding (MOU) is between CO and DFO and does not bind a CA to do anything; the MOU is more of a documentation of the ongoing relationship. It was further noted by Carmen that they were not pleased to have CO as a go-between with regard to notices of violations as indicated in the MOU since they already have a good relationship with DFO staff in their area. Bonnie agreed that clarification can be sought on implementation of that clause.

C.W.#10/15 Moved by: Brian Tayler

Seconded by: Deb Martin-Downs

***THAT Carl Jorgensen (Conservation Sudbury), Amie Boudreau Ivany (South Nation), Dena Lewis (Toronto and Region), Jeff Brick/Karen Winfield (Upper Thames River), Carmen D'Angelo (Niagara Peninsula), Bonnie Fox and Leslie Rich (Conservation Ontario) be endorsed as members of the DFO-CO workplan working group.***

**CARRIED**

**10) CO Representation On Elevation Strategy-Related Committees**

**C.W.#11/15 Moved by: Mark Burnham                      Seconded by: Dan Marinigh**

***THAT Ian Jeffrey of Ganaraska Region Conservation Authority be endorsed to continue representing Conservation Ontario on the following:***

- 1. Provincial Elevation Coordination and Consultation Committee (EC3)***
- 2. Provincial Elevation Data Acquisition Specifications Sub-Committee (of EC3)***
- 3. Ontario Height Modernization Working Group.***

**CARRIED**

**11) Board of Directors Meeting Minutes to be received**

Kim Gavine clarified the language around the strategic planning funds which were unused in 2014 and were to be expended in 2015. The recommendation will be reviewed by the Board of Directors at their next meeting.

The Board was asked to consider providing the reports identified in the minutes in the future.

**C.W.#12/15 Moved by: Don Pearson                      Seconded by: Jane Mitchell**

***THAT the Board of Directors Meeting Minutes be received.***

**CARRIED**

**16. Program Updates**

There were no questions or concerns regarding the program updates as provided in the agenda package:

- 1) Source Water Protection
- 2) Marketing and Communications
- 3) Business and Partnership Development
- 4) Conservation Authority Member Services

**17. Committee of the Whole – Items for Information**

**1) General Managers Report**

There were no questions or additions to the report provided in the agenda.

**2) Conservation Ontario's Business Case for Strategic Reinvestment in Ontario's Flood Management Programs (Flood Business Case)**

Jo-Anne Rzakki (CO) highlighted that CO is promoting the case through the Climate Change Discussion Paper and via other opportunities. We are anticipating an announcement re: disaster mitigation funding program, funding will flow through provinces and territories. Conservation Ontario staff and the Flood Business Case Working Group and Subcommittees continue to emphasize the importance of CO and CAs being at the table to provide advice regarding potential projects and allocation of funding.

**3) Conservation Authorities Act Review – Status Update**

Kim Gavine (CO) highlighted the staff report provided. The CA Act Review Working Group will be meeting on March 31, 2015.

Bill Smirle (South Nation) reminded members of the importance of meeting with local MPPs and MPs on at least an annual basis.

**4) 2014-2015 Conservation Ontario (CO) Representatives and Conservation Authorities Program Discussion Group List**

Chair Hibma reflected on the wealth of expertise and commitment this list represents.

**5) Great Lakes Water Quality Agreement Executive Committee and Annexes Sub-Committees - Updates**

There were no questions or additions to the report provided in the agenda.

**6) Insurance Committee Update and 2015 Renewal**

Denyse Sanderson (Otonabee) highlighted the report provide with the agenda, noting that Marsh Canada had negotiated an as-is renewal for the 2015-2016 term. Paul Speck (Marsh) was available for questions. There were none.

**7) CO Section 28 Regulations Workshop**

There were no questions or additions to the report provided in the agenda.

**8) Submission of Conservation Ontario's Annual Effectiveness Report on the Class Environmental Assessment for Remedial Flood and Erosion Control Projects**

There were no questions or additions to the report provided in the agenda.

**9) Conservation Ontario's Contributions to the Ontario Aquatic Referral Protocol (2015)**

There were no questions or additions to the report provided in the agenda.

**10) Conservation Authorities University – Update**

Deb Martin Downs (Credit Valley) reported that 39 registrations had come in for CA University from 25 CAs. Four of the 11 CAs that did not sign up indicated that they plan to do so in the next few years.

**11) Oak Ridges Moraine Foundation Update**

Rob Messervey (Kawartha) highlighted that the Foundation will not exist beyond December of this year unless there is recapitalization from the Province. Rob highlighted the report and provided an update that Mayor Geoffrey Dawe (Aurora) will be replacing Mayor Morrison (Town of Caledon) on the Board of Directors.

**12) Innovative Stormwater Management - Low Impact Development Technologies and Green Infrastructure Ontario Update**

Jo-Anne Rzadki (CO) highlighted the report provided with the agenda.

**13) 2015 Latornell Conservation Symposium Update**

Members were reminded that the deadline for proposals for program development were the day of the meeting. Deb Martin-Downs (CVC) also reminded members that donations to the Auction held at the symposium are always appreciated from the CAs. Proceeds from the silent auction go towards supporting the Grant program.

**14) Coordinated Review of the Four Provincial Plans**

Heather Stauble (Kawartha Conservation) provided some commentary on a recent decision of the Environmental Review Tribunal and indicated that she would send the comments in writing.

Jane Lewington (CO) provided members with a brochure entitled *Protecting our Future – Ontario Provincial Plans and Conservation Authorities*. The brochure can be found on the Conservation Ontario [website](#).

Ray Bennis (Lower Trent) and Leslie Rich (CO) both reminded members of the provincial regional consultations sessions taking place around the province. CO has sent meeting notices to the CAs.

#### **15) Project Tracking**

There were no questions or additions to the project tracking document.

#### **16) Correspondence**

- John Baird to Chair Hibma re IJC Report
- Bill Mauro (MNR) to Chair Hibma re Premier's Mandate Letter

#### **18. Motion to Move from Committee of the Whole to Full Council**

**#18/15 Moved by: Bill Smirle**

**Seconded by: Mark Burnham**

***THAT the meeting now move from Full Council to Committee of the Whole.***

**CARRIED**

#### **19. Council Business**

- **Council Adoption of Recommendations**

**#19/15 Moved by: Forrest Rowden**

**Seconded by: Jane Mitchell**

***THAT Conservation Ontario Council adopt Committee of the Whole (C.W.) Recommendations: C.W. #01/15 to C.W. #12/15.***

**CARRIED**

#### **20. New Business**

Staff were directed to investigate using a consent agenda approach at future meetings.

#### **21. Adjourn**

***The meeting was adjourned***

**CARRIED**



# Staff Report

6. (i)



To: Board of Directors  
Date: June 15, 2015  
From: Marlene Dorrestyn  
Subject: Business Arising from April 23, 2015 meeting

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- show recorded vote for budget with February 19, 2015 minutes – *a copy of the recorded vote was sent out with the April board minutes*
- concern that Parks Canada will not be able to do all the work required and felt that St. Clair would be the obvious organization to help – *see Brian's report*
- Hazard land fragmentation:
  - *fees will not be imposed; in actuality, there should be a reduction in staff time requirements as planning applications are not brought forward for review/comment and with no lot(s) created; potential for future regulation issues/violation should be lower.*
  - *next steps: SCRCA staff have discussed the concept with several key municipal planners. They see merit in concept. Sarnia planning has examined the potential for severance and see the need in formalizing guidelines and policy. County of Lambton sees merit in some situations. Planners contacted wish to be involved in development of principles and policy. Time permitting, CA staff to draft principles and coordinate meetings.*
- request that electricity for laptops be made available for those directors using that method for their meeting packages – *electrical power bars will be available.*

# Staff Report

7 (i)



To: Board of Directors  
Date: June 11, 2015  
From: Kevan Baker, Director of Lands  
Subject: Lands Update

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## Conservation Areas:

- the Conservation Authority owns 15 conservation areas in the watershed
- of those 15 Conservation Areas, 6 are managed by the local municipality and 9 are operated by the Conservation Authority
- of these 9, 3 conservation areas are regional campgrounds which attract campers from primarily Southwestern Ontario
- our three regional campgrounds have over 500 campsites and have 418 seasonal campers
- profits obtained from our campgrounds are used to offset capital improvements
- the camping season in 2015 runs from Friday, May 1<sup>st</sup> to Thanksgiving Day

## Warwick Conservation Area:

- the new entrance roadway has been completed, it was ready for vehicle traffic prior to the Victoria Day weekend
- 15 new picnic tables have been purchased & distributed
- 11 existing 15 amp campsites have been upgraded to 30 amp
- the pool washroom and pump house has been resided with steel
- roads have been upgraded with gravel
- a superintendent's office has been constructed within the existing workshop
- a new campground reservation and accounting system has been implemented



#### L.C. Henderson Conservation Area:

- 15 new picnic tables have been purchased & distributed
- upgrades have been completed to the WIFI system
- roads have been upgraded with gravel
- the main pavilion roof has been replaced with steel
- 2 new basketball standards have been installed (funded through Foundation bingo)



#### A.W. Campbell Conservation Area:

- 15 new picnic tables have been purchased & distributed
- roads have been upgraded with gravel
- a new 200 amp hydro panel has been installed at the pool washroom building
- 4 new entrance gates have been installed & landscaping improvements have been completed at the main gate
- 2 new portable washrooms have been purchased and assembled (funded through Foundation bingo)
- over 50 spruce and hardwood trees have been planted
- a new campground reservation and accounting system has been implemented



#### Other Conservation Areas:

- new property identification signs have been installed at Tony Stranak and Clark Wright Conservation Areas
- Bonduelle Foods of Strathroy will be donating funds to develop an accessible trail loop, install 2 trail benches and construct a safety railing along the existing trail (Strathroy Conservation Area)
- due to high lake levels it was not necessary to dredge the boat ramp and harbour area at the Highland Glen Conservation Area this year
- accessible picnic tables have been installed at 6 Conservation Areas

## Marketing/Camping Statistics:

Our Conservation Areas have been marketed in the following publications or events in 2015:

- Sarnia Lambton and Chatham-Kent Tourism Guide
- camping ads have been placed on MyFm, Strathroy-Middlesex Chamber of Commerce, and Victoria Playhouse websites
- Blue Water Tourism Guide (in partnership with other Conservation Authorities)
- Middlesex Home & Leisure Show (Strathroy Gemini Complex – April 25<sup>th</sup>)
- Sarnia Art Walk (Downtown Sarnia, June 6<sup>th</sup> and 7<sup>th</sup>)
- Grafiks Marketing & Communication has completed our new conservation area visitor guides; approximately 5,000 guides have been produced
- 418 seasonal campers have registered in our 3 campgrounds, up from 406 in 2014. 190 seasonal campers are registered at Warwick (185 in 2014), 120 at LC Henderson (118 in 2014) and 109 at A.W. Campbell (103 in 2014).

### 2015 Conservation Area Staff

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Director of Lands                | Kevan Baker                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| A.W. Campbell Conservation Area  | Mike Tizzard (Superintendent) 847-5357<br>Don Skinner (Assistant Superintendent)<br>Mary Ann Niewenhuizen (Maint. Foreman)<br>Travis Pavey (Visitor Services)<br>Emily Quinn (Lifeguard - summer)<br>Alexandra Humphries (Lifeguard- summer)<br>Ann Dymond (Visitor Services)                                                                                                                                                               |
| L.C. Henderson Conservation Area | Terry Barrie (Superintendent) 882-2280<br>Mark Bakelaar (Assistant Superintendent)<br>Sherry Turner (Maint. Foreperson)<br>Joe Breakey (Visitor Services)<br>Bruce McDonald (Lifeguard – summer)<br>Sally Butler (Gatehouse- summer)                                                                                                                                                                                                        |
| Warwick Conservation Area:       | Bill Turner (Superintendent) 849-6770<br>Glenn Baxter (Assistant Superintendent)<br>Jesse VanderVaart (Visitor Services – seasonal)<br>George Ruiger (Visitor Services – seasonal)<br>Madison Hollingsworth (Gatehouse – summer)<br>Allison Blunt (Gatehouse/ Events – summer)<br>Aaron Rops (Maintenance – summer)<br>Stephen Oulds (Maintenance – summer)<br>Janessa O’Hara (lifeguard – summer)<br>Delaney Willemse (lifeguard – summer) |
| Keith McLean Conservation Lands  | Kelly Johnson & Matt Caron (Property Overseers)                                                                                                                                                                                                                                                                                                                                                                                             |

#### McKeough Upstream Lands:

- Property 38 – a large wetland has been completed
- Property 97 – soil erosion works have been completed
- approximately 5.2 acres of grass buffer strips have been planted along drains and natural water courses throughout the McKeough Upstream Lands
- Property 38 & 39 - two homes and 5 out buildings have been demolished; most of the grading and concrete removal has been completed

#### Lambton County Lands:

##### Lambton County Heritage Forest:

- staff regularly inspect and perform maintenance on the 8 kms of trails
- Forestry staff have inventoried, marked and will oversee logging operations within one of the forestry compartments

##### Marthaville:

- staff regularly inspect and perform maintenance which includes trail and parking lot maintenance
- Phragmites around the ponds to be managed with herbicide



##### Bowens Creek:

- Forestry staff to manage the existing 50,000 seedlings previously planted
- new entrance gates have been installed on the access laneway

##### Perch Creek:

- Staff regularly inspect and perform maintenance
- Existing trails will be cut by a local grass contractor

#### Foundation Lands:

##### Harrison Woodlot:

- a new property identification sign has been installed

##### Keith McLean Conservation Lands:

- a 50 x 65 ft gravel parking lot has been constructed
- 2 access gates have been installed at the Rose Beach Line entrance
- grass buffer strips have been planted along the water courses
- a trail loop has been developed

# Staff Report

To: SCRA Board of Directors  
 Date: June 9, 2015  
 From: Steve Clark, Water Resources Specialist  
 Subject: Current Watershed and Lake Level Conditions

8.(i)



## Highlights:

- Significantly low spring precipitation level improving
- No major flood events across the region
- Lake levels continue to improve over 2014

## Precipitation and Streamflow Conditions

- As with most watersheds in Southern Ontario, our watershed experienced extremely dry spring with only **65%** of the normally expected precipitation regionally over the past three months. Conditions improved significantly at the end of May and into June
- Several storm events at the end of May and continuing into June resulted in the region receiving **40mm to 50mm** or **50%** of the total average precipitation for the month of June within the first 10 days of the month improving conditions slightly. Watershed conditions responded with higher flows (fig 1) at the end of May and into June.
- As of this report, extensive rainfall over a short period has flooded some fields and drainage culverts however with the current seasonal flow conditions being close to normal, much of the watershed has responded with a moderate increase as we move into June but levels still remain close to anticipated seasonal levels (fig 2)
- Precipitation numbers for the last 3 months continue to be only **62.5%** and **61%** for the last 6 months. While numbers suggest improvement in May (below) and into June, the regional trend is expected to remain “statistically” low when compared with 6 and 12 month regional averages.

| Current Month (to Date) | Sarnia | Strathroy | London | Windsor |
|-------------------------|--------|-----------|--------|---------|
| May % of Normal         | 121%   | 73%       | 73%    | 85%     |
| Total Precipitation     | 84.8   | 54        | 60.2   | 68.5    |

Fig 1. Station Level Comparison Year to Date – (WSC data.)

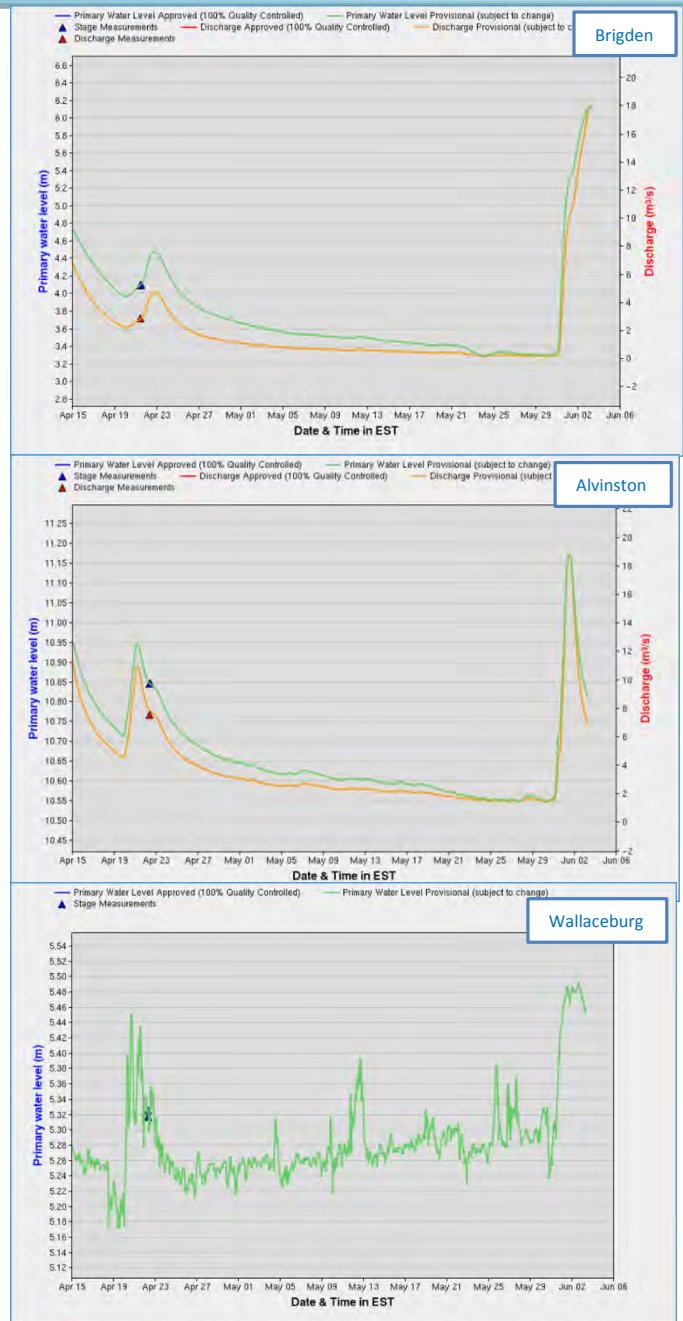


Fig 2. Current river levels compared to period of record average (SCRCA May 2015 data)

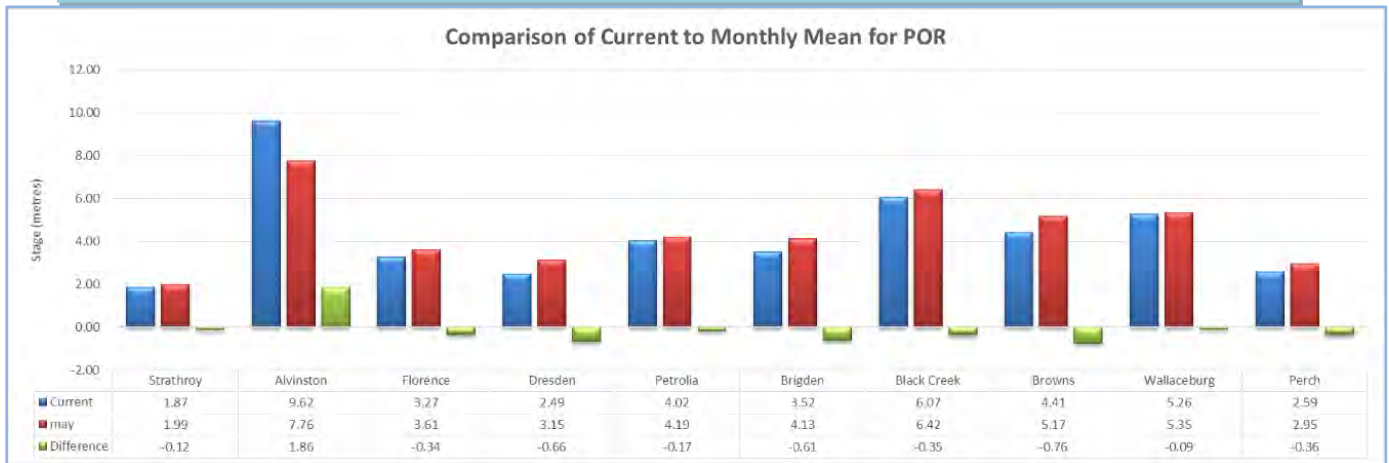


Fig 3. Regional Precipitation Summary (Source: SCRCA)

| Precipitation (mm)        | Sarnia       |        | Strathroy |        | London |        | Windsor |        |
|---------------------------|--------------|--------|-----------|--------|--------|--------|---------|--------|
| <b>Last Quarter</b>       | Actual       | Normal | Actual    | Normal | Actual | Normal | Actual  | Normal |
| May                       | 84.8         | 69.9   | 54        | 74     | 60.2   | 82.9   | 68.5    | 80.8   |
| April                     | 33.4         | 75.4   | 79.2      | 84     | 64.9   | 82.2   | 60.7    | 85.1   |
| March                     | 13.7         | 62.6   | 12.2      | 74.9   | 19.1   | 78.4   | 27.2    | 75     |
| <b>Averages</b>           |              |        |           |        |        |        |         |        |
| last 3 month totals       | 131.9        | 207.9  | 145.4     | 232.9  | 144.2  | 243.5  | 156.4   | 240.9  |
| last 3 month % of normal  | 63.4%        |        | 62.4%     |        | 59.2%  |        | 64.9%   |        |
| regional average          | <b>62.5%</b> |        |           |        |        |        |         |        |
| last 6 month totals       | 213.9        | 373.7  | 284       | 461.7  | 270.2  | 466.3  | 289.8   | 430.5  |
| last 6 month % of normal  | 57.2%        |        | 61.5%     |        | 57.9%  |        | 67.3%   |        |
| regional average          | <b>61.0%</b> |        |           |        |        |        |         |        |
| last 12 month totals      | 578.4        | 846.8  | 816.3     | 945.1  | 794    | 987    | 881.5   | 918.4  |
| last 12 month % of normal | 68.3%        |        | 86.4%     |        | 80.4%  |        | 96.0%   |        |
| regional average          | <b>82.8%</b> |        |           |        |        |        |         |        |

### Flood Threat

There are no current flood conditions in the St Clair region with flow levels remaining in the normal range however high flows associated with sudden storm events has impacted on drains and creeks. This impact may become reduced as crops develop in open fields and more seasonal precipitation levels are reached. Watercourses are expected to accommodate additional rain events as we move into the summer season. As always conditions will be monitored in response to any significant changes in rainfall patterns and advisories will be provided as conditions dictate.

### Weather Forecast (Data: Weather Network, Environment Can)

|                          |                                                                                                                                   |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| June                     | <ul style="list-style-type: none"> <li>Slightly below average temperatures (1°C) with average precipitation</li> </ul>            |
| Summer                   | <ul style="list-style-type: none"> <li>Above normal temperatures and precipitation are expected into the summer season</li> </ul> |
| 12 Month Outlook Summary |                                                                                                                                   |

## Current Projects

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Several summer projects have been started within the department to enhance overall data collection and systems management including:

- Installation of a Ott Pluvio rain gauge at Warwick CA. This gauge provides greater detail during significant rain events
- Installation of a Hobo weather station at the McLean property as part of a MOECC regional nutrient management study
- Student summer works program to provide stream gauge maintenance including grounds keeping, painting and repairs.
- Comprehensive rain gauge calibration program to improve accuracy during watershed rain events
- Installation of additional FTS logging equipment including Petrolia and Wallaceburg as well as new Staff Gauges at bridge locations in the watershed to improve gauge calibration
- Technical assistance to Upper and Lower Thames in installing automated satellite based groundwell stations as part of the Drought Response Program (SCRCA already has one location near Strathroy )
  - Moving toward implementation of an in-house version of the new WISKI data management system currently used by several other CA's as well as MNRF



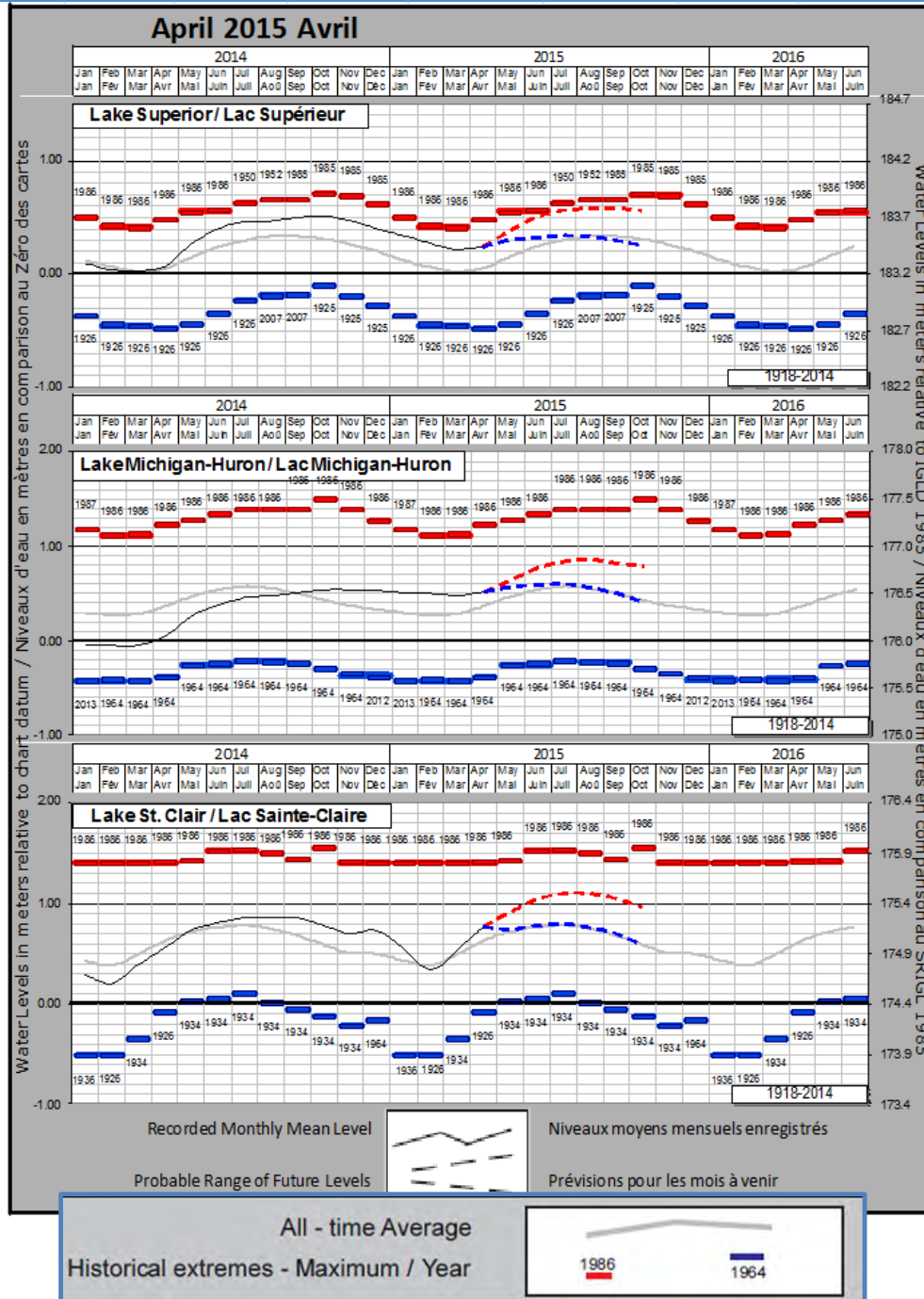
## Great Lakes Levels (Canadian Hydrometric Service – April 2015)

The monthly comparison for April 2015 (current available data) lake levels continued to improve significantly compared to April 2014 for Lake Huron with a level of **176.52m**, an increase of **46cm** making levels higher again compared to the previous reporting period than both the 10 year average as well as the overall average for the entire period of record. This is positive news moving into the summer. Lake St. Clair has also improved with levels **21cm** higher over the same month last year and **22cm** higher when compared to the 10 year average. It should be noted that Lake St. Clair is quite shallow and responds quickly to increased seasonal inflow from rivers as well as the higher lake levels in Lake Huron.

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| Units                 | Current Monthly Level | Monthly Level Last Year | Change 2014/2015 | Current Month Avg for Last 10 Years | Change Current compared to 10 year | Anticipated Next Month | Average for Period of Record (96 years) |
|-----------------------|-----------------------|-------------------------|------------------|-------------------------------------|------------------------------------|------------------------|-----------------------------------------|
| <u>Lake St. Clair</u> |                       |                         |                  |                                     |                                    |                        |                                         |
| Metric (m)            | 175.17                | 174.96                  | 0.21             | 174.95                              | 0.22                               | 175.22                 | 174.98                                  |
| Imperial (ft)         | 574.70                | 574.01                  | 0.69             | 573.98                              | 0.72                               | 574.87                 | 574.08                                  |
| <u>Lake Huron</u>     |                       |                         |                  |                                     |                                    |                        |                                         |
| Metric (m)            | 176.52                | 176.06                  | 0.46             | 176.02                              | 0.50                               | 176.50                 | 176.37                                  |
| Imperial (ft)         | 579.13                | 577.62                  | 1.51             | 577.49                              | 1.64                               | 579.07                 | 578.64                                  |



# Staff Report

8. (ii)



To: Board of Directors  
Date: June 8, 2015  
From: Girish Sankar, Manager of Water Resources  
Subject: Low Water Conditions

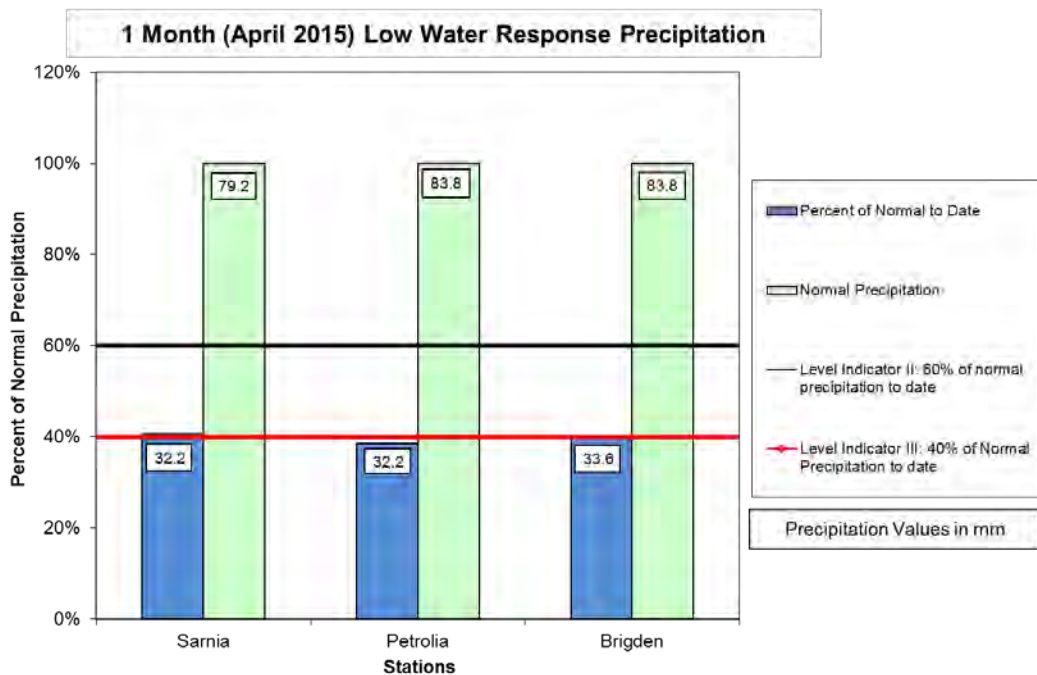
- the role of SCRCA is to monitor, report and support the low water response committee.
- lack of rainfall for the months of April and May prompted the low water response committee to meet on May 21, 2015.
- the Low Water Response Team is made up of representatives of water users: SCRCA board, First Nations, farmers, golf courses, and gravel pits, MOE and MMAH.
- low water conditions are determined by the analysis of precipitation and flow data at select hydrometric stations. There are three levels

**Level I:** the first indication of a potential water supply problem, managed through water conservation

**Level II:** a potentially serious problem, managed through water conservation and restrictions on non-essential water use

**Level III:** water supply fails to meet demand, managed through water conservation, restrictions and regulation of water use

- the low water response committee confirmed that the SCRCA is in a Level 1.
- graph below indicates the precipitation for the month of April for Sarnia, Petrolia and Brigden.



- precipitation indicators have improved significantly since. The watershed has received over 120 mm of rain in the last three weeks.
- this has lifted SCRCA out of a Level 1 condition.
- these fluctuations in watershed conditions are one of the interesting challenges of our department.

# Staff Report

To: Board of Directors  
 Date: June 8, 2015  
 From: Girish Sankar, Manager of Water Resources  
 Subject: Water & Erosion Control Infrastructure (WECI) Projects

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- Review of WECI applications have been completed by a committee of provincial and Conservation Authority staff representatives. The following 4 projects were approved for **2015- 2016**.

| Structure                  | Project Name                           | Description of Work                                                                                                                         | Total Project Cost (\$) | Grant Requested (\$) |
|----------------------------|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------|
| McKeough Floodway          | McKeough Floodway Berm Repair          | perform repair work along the floodway                                                                                                      | \$200,000               | \$100,000            |
| McKeough Floodway          | McKeough slope Stability investigation | study- instability is being observed along the McKeough Floodway. Failure scarps and tension cracks are noticed along the face of the slope | \$15,000                | \$7,500              |
| Arda Dykes                 | Hazard Tree Removal                    | remove trees, shrubs and debris that have the potential to cause slope stability issues                                                     | \$24,000                | \$12,000             |
| Wallaceburg Retaining wall | Wallaceburg Retaining wall inspection  | inspection of retaining wall in Wallaceburg                                                                                                 | \$25,000                | \$12,500             |

- We continue to wrap up projects on a monthly basis. Status of **2014 – 2015** projects is outlined below:

| Structure     | Project Name                               | Status    |
|---------------|--------------------------------------------|-----------|
| McKeough Dam  | McKD-Hazard Tree Removal                   | Completed |
| McKeough Dam  | McKeough Floodway Berm repair              | Completed |
| Cathcart Park | Cathcart Park shoreline Protection phase 4 | Completed |
| McKeough Dam  | McKeough Dam Drop structure repair         | Ongoing   |
| LAWSS         | LAWSS shoreline repair                     | Completed |

# Staff Report

8. (iv)



To: Board of Directors  
Date: June 8, 2015  
From: Girish Sankar, Manager of Water Resources  
Subject: LAWSS repair work

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## LAWSS Shoreline Repair

- repair work started on January 26, 2015
- project was completed in 50 working days as outlined in the contract (a working day is any day during which the conditions permit the contractor to be able to undertake work to greater than 60 percent of capacity).
- approximately 280 meters of Shoreline work has been repaired in this work
- construction work completed by April 2015
- restoration work completed in May 2015
- several concrete blocks were re-used, however, 120 new concrete blocks were installed
- shoreline work has received positive feedback from the community
- LAWSS/SCRCA has received a number of complaints about the safety railing

Jan 1, 2015



June 10, 2015



June 10, 2015



# Staff Report

9.(i)



To: Board of Directors  
Date: June 6, 2015  
From: Jessica Van Zwol, Healthy Watershed Specialist  
Subject: Healthy Watersheds Program – Lambton Shores

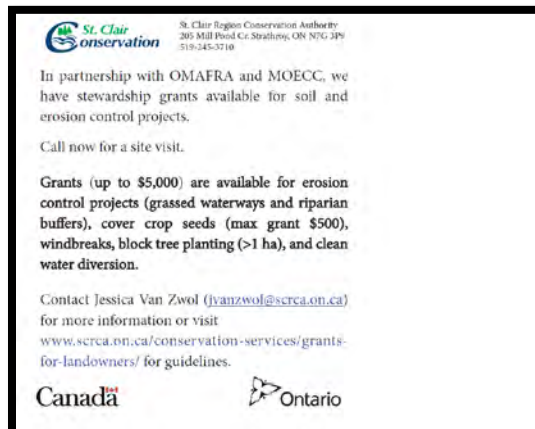
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## Outreach and Education

**Hillside School Tree Planting** – Mr. Vanderburgt’s Grade 4 class planted a beautiful native tulip tree in their school yard as a wrap up to a weeklong study on Earth Day (April 24, 15). The students were quite excited to get outside and dig a big hole for the 8 foot tall tree.

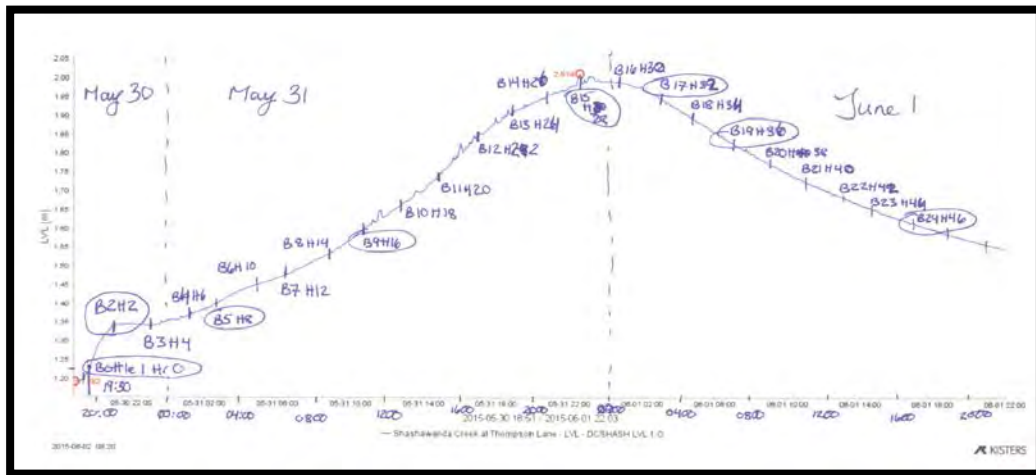


**Postcard reminder to farmers** – It’s that time of year again! Nearly 340 postcards were mailed to landowners in Lambton Shores, reminding them of grants that SCRCA has available for stewardship projects. Funding for the postcards came from Environment Canada and Ministry of the Environment and Climate Change. Staff are currently setting up site visits to determine project feasibility.



**2015 Annual Healthy Lake Huron Newsletter** - The release of the 2015 Healthy Lake Huron newsletter is a great kickoff to the cottage season! Articles written by a number of organizations focus on work taking place to protect and improve water quality along Lake Huron's southeast shore. The Lambton Shores article was the very first one on the front page – it highlighted all the efforts of volunteers and local organizations in helping restore the retired Forest Sewage Lagoons.

**Water Quality Monitoring** - ongoing on a monthly and storm event basis to contribute to long-term data. We had a dry spring, but a large rain event the weekend of May 29 triggered the ISCO automatic sampler. Water samples were collected every two hours by the sample for 48 hours. Eight of those 24 samples were analyzed at the MOE lab. This analysis will contribute to understanding how and when nutrients move during precipitation events.



The above graph shows the water level of Shashawandah Creek from the evening of May 30 to June 1. The automatic water sampler collected samples every two hours (as noted by the pen-marked notches on the graph) and eight water samples (circled) were sent to the lab to be analyzed.

**Crop Surveys** – With funding support from OMAFRA, staff is conducting their annual crop survey of Lambton Shores. This information will provide long-term trends in cropping practices and rotations.

**Stewardship projects** – *\*Grants available\** SCRCA secures funding to support landowner implemented stewardship projects including riparian buffers, block tree planting, windbreaks, wetlands, and erosion control measures. Staff meet with landowners and offer advice and project design and where applicable, support projects with grants. Call today for more information.

# Staff Report

9.(ii)



To: Board of Directors  
Date: June 9, 2015  
From: Erin Carroll, Manager of Biology  
Subject: St. Clair River AOC Fish and Wildlife Habitat Management Plan

On June 5, the Honourable Leona Aglukkaq, Minister of the Environment announced funding to support environmental clean-up projects in the Great Lakes. The Government of Canada's Great Lakes Sustainability Fund (GLSF) is contributing more than \$2.8 million towards over 30 new projects in Canadian Great Lakes Areas of Concern (AOC).

One of the projects supported by GLSF is the development of a Fish and Wildlife Habitat Management Plan for the St. Clair River AOC by St. Clair Conservation in collaboration with Ontario Ministry of Natural Resources and Forestry (OMNRF), Fisheries and Oceans Canada (DFO) and Rural Lambton Stewardship Network (RLSN). The Plan will provide a resource to facilitate habitat restoration and stewardship beyond AOC delisting.

Both aquatic and terrestrial habitat within the St. Clair River AOC are impacted by industrial, agricultural and residential development resulting in hardened shorelines and loss of wetlands resulting in the loss of important habitat for fish, waterfowl and other wildlife. As a result, the creation or restoration of habitat along with improved stewardship has been a major priority in the St. Clair River AOC. Since the river's designation as an AOC, there has been substantial progress in habitat rehabilitation and creation within the AOC.





# Staff Report

9 (iii)



To: Board of Directors  
Date: June 8, 2015  
From: John Jimmo, Resource Technician  
Subject: Ontario Trillium Foundation – Aquatic Inventory and Education Program

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Thanks to a grant from the Ontario Trillium Foundation, aquatic inventories and education programs will continue for the second year around southern Lake Huron tributaries within the SCRCA jurisdiction. This project includes partners from Carolinian Canada Coalition, and Kettle & Stony Point First Nation.

The education component will consist of SCRCA staff and the occasional guest such as Jenny Pearce of Sciensational Sssnakess visiting students in the area and teaching them about aquatic ecology and reptile species at risk. The 2015 program will be very similar to 2014 in that students will be guided to local creeks to explore aquatic habitat and creatures that inhabit these watersheds.



Fish community surveys take place in early June while mussel monitoring is scheduled to be completed around July and August. Fish are captured using a backpack electrofisher or seine net (see photo below) and are identified, weighed, measured, and released. Freshwater mussels are typically captured by hand or fishing nets where they are also identified, measured, and released.



**SCRCA staff completing aquatic inventories.**

Fish and mussel monitoring is an effective way to determine watershed health as each species has a specific tolerance to environmental change, pollution, temperature, etc. By identifying what species are present in a watershed, SCRCA staff can get an idea of watershed health and identify priority areas where habitat improvements can be made. These areas can also be surveyed in future years for the purpose of comparing data to see if watershed health is improving or decreasing.



**Rainbow Darter**



**Round Goby (invasive)**



**White Sucker**



**Mussel shells found in a Lake Huron tributary**

Data collected from aquatic inventories will be displayed in Watershed Report Cards which are published every five years. These report cards are used as a summary of watershed conditions within the SCRCA jurisdiction. This data supplements other monitoring programs such as water quality and benthic monitoring.

# Staff Report

9. (iv)



To: Board of Directors  
Date: June 10, 2015  
From: Kelli Smith, Biological Technician  
Subject: 2015 Reptiles at Risk Program Update

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Funding has been confirmed by the Ministry of Natural Resources and Forestry for another year as part of the Species at Risk Stewardship Fund for the St. Clair Region Reptiles at Risk Program. This year will be another exciting one in that we have more monitoring efforts scheduled as well as volunteer opportunities and workshops.

## Reptiles at Risk Workshop

In April staff led a Reptiles at Risk workshop at the Sombra Museum in order to educate community members of the importance of Reptiles in the ecosystem as well as promote stewardship projects to enhance habitat in this key area. Approximately 30 people attended the event with great enthusiasm and some hesitations as we had Jenny Pearce from Scienstational Sssnakes present once again with her reptile entourage. Overall we had great interest and several local residents provided stories and sightings of the Eastern Foxsnake and other reptiles in the area and many showed interest in including habitat enhancements on their own properties.



Approximately 30 residents attended our Reptiles at Risk Workshop in April at the Sombra Museum



Autumn from Corunna is seen here holding an Eastern Foxsnake, she really enjoyed holding all the different snakes!

One local resident from Wilkesport was very excited about the workshop and showed some interest in not only adding habitat enhancements to their own property but also in volunteering with the SCRCA as part of our Reptiles at Risk program. It was decided that they will become a local steward of our Eastern Foxsnake Nesting box program and will help monitor our nesting boxes in the area. The goal is we will be able to improve our monitoring efforts as well as provide experience and opportunity to a very eager candidate who will hopefully in turn begin to educate others on the importance of Eastern Foxsnakes in the area.

## Snake Monitoring and Research

On June 9, 2015 staff assisted researchers from Queen's University with Butler's Gartersnake research in the SCRCA watershed. Their research focuses on the population distribution and genetics of the Butler's gartersnake in comparison to the Eastern gartersnake. Staff assisted in locating and capturing approximately 12 Eastern gartersnakes, however Butler's gartersnakes were not found on this day. The snakes were processed by taking measurements of length, width, head width, weight etc. The sex of the snakes was also determined, and blood samples were taken for further genetic analysis. The snakes were then released back to the particular locations they were originally found.



Eastern Gartersnake



Butler's Gartersnake

Following the snake research with Queen's University, staff completed a quick monitoring survey of nearby properties. Cover boards were examined for reptiles, with a focus on snakes. One Eastern Fox Snake was located underneath a cover board. The Eastern Fox Snake is of great interest and importance as it is a species at risk, with declining population abundances.

Eastern Fox Snake



# Staff Report

10. (i)



To: Board of Directors  
Date: June 12, 2015  
From: Steve Shaw, Conservation Services Department  
Subject: Conservation Services Spring Tree Planting Projects

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## Seedling/Reforestation program

- tree seedlings arrived on April 23<sup>rd</sup> as normal for spring delivery time.
- SCRCA staff planted 54,000 trees this spring on 31 individual properties.
- three tractor-mounted mechanical tree planters were used to plant most of the trees but several thousand trees had to be hand planted in the locations where tractors could not operate safely.
- another 7,500 trees were ordered for 38 landowners to plant on their own.
- tree planting was completed on May 31<sup>st</sup>.
- most planting projects were conducted on private land this year due to the financial incentives we received through 7 different grant programs.
- more than \$136,000 in federal, provincial and local grant dollars was provided to landowners this year to subsidize the cost of trees, planting service and long term vegetation management.
- all sites were sprayed with a pre-emergent herbicide soon after planting
- another 300,000 trees were resprayed this spring on sites that were planted in 2012, 2013 and 2014.



## Large Stock/ Municipal tree program

- approximately 800 large stock potted and bare root trees were purchased by landowners spring for windbreak and roadside tree planting
- Brooke-Alvinston purchased the bulk of the trees for its municipal residents and provided a \$2.00/tree subsidy for landowners interested in purchasing and planting their own trees.
- several hundred trees were planted by conservation staff on CA lands
- price quotes were obtained from 5 separate tree nurseries and trees were purchased from 3 nurseries with the best prices and delivery costs.



# Staff Report

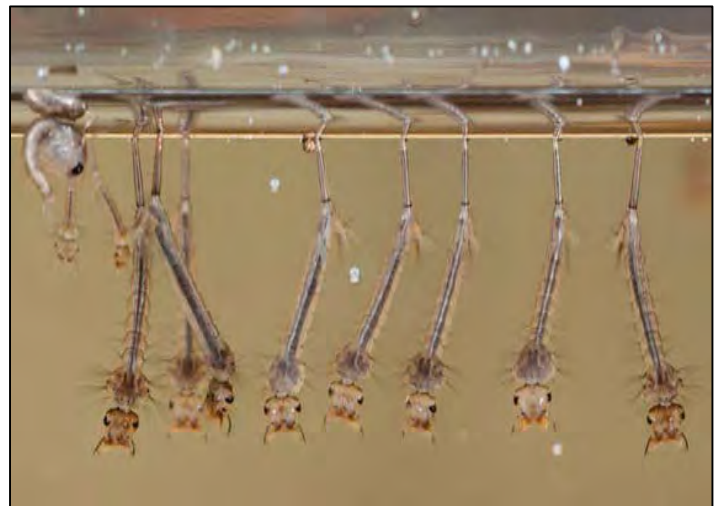
10. (ii)



To: Board of Directors  
Date: June 12, 2015  
From: Steve Shaw, Conservation Services Department  
Subject: West Nile Virus - Lambton County Mosquito Control Program

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- \* mosquito season is quickly approaching and the Lambton Public Health department has once again approved treatment of all catch basin in Sarnia-Lambton again this year.
- \* six summer staff from the watershed services department will be treating approximately 16,000 catch basins with a mosquito growth regulator called methoprene.
- \* four staff will be working out of the Strathroy office and 2 staff will be working out of the Darcy McKeough Dam.
- \* pre-treatment Larvae sampling is scheduled for June 18<sup>th</sup>.
- \* samples are then sent to Lambton Public Health. Mosquito activity will be used to determine when to start catch basin treatment. Approval from the Medical Officer of Health is required before treatments commence.
- \* applications for permits have been submitted to the London M.O.E.C.C. office and we are currently awaiting approval for 4 permits:
  1. Sarnia-Lambton - methoprene
  2. Sarnia-lambton - Bti
  3. Aamjiwnaang - methoprene
  4. Dupont Corunna - methoprene.
- \* Methoprene pellets will be applied to approximately 13,000 catch basins with 3 separate treatments spread out at 21 day intervals throughout the summer. Another 3,000 catch basins will receive a single methoprene briquette application for season long control in predetermined areas. The permit for the pesticide Bti is to be used on an "as needed" basis in open water upon request from Lambton Public Health.
- \* costs to the County will remain the same as last year.
- \* treatments of methoprene pellets usually start around the week of June 25<sup>th</sup> and end mid-August.
- \* public notification for pesticide application is scheduled for the Sarnia Observer for the week of June 22<sup>nd</sup> and further notifications will be posted in the Petrolia, Watford and Forest papers.
- \* efficacy testing is planned again this year to monitor how well pellets and briquettes are controlling mosquito populations. SCRCA staff will be conducting the sampling work.



May 31, 2015

TO: SCRCA Chair and Board of Directors

SUBJECT: Administration – Section 28 Status Report – Development, Interference of Wetlands and Alteration to Shorelines and Watercourses Regulation

FROM: Dallas Cundick, Environmental Planner / Regulations Officer

A summary of staff activity related to the Conservation Authority's *Development, Interference of Wetlands and Alterations to Shorelines and Watercourses Regulation* (Ontario Regulation 171/06 under Ontario Regulation 97/04) is presented below. This report covers the period from April 1, 2015 to May 31, 2015.

## April 1, 2015 to April 30, 2015

| FA #  | Applicant and Subject Property                                                                                                                         | Permit Required to:                                | Section 28 of the Conservation Authority's Act "Development, Interference with Wetlands and Alterations to Shorelines & Watercourses" Regulation Permissions may be granted where in the opinion of the CA, the control of Flooding, Erosion, Dynamic Beach, Pollution, or the Conservation of Land will not be affected by the development.                                                                                                                                                                                                                                                 | Date Permit Issued |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 10994 | <b>County of Lambton</b><br>Nauvoo Road (~500 m North of Petrolia Line)<br>Lot 18, Concession 11<br>Geographic Township of Brooke<br>County of Lambton | Complete County Road 79 Bank Stabilization Project | <ul style="list-style-type: none"> <li>Proposed works involve bank repairs and stabilization, stormwater improvements, road excavation, subdrain installation, supply and placement of road structural reinforcement material, supply, placement, grading and compaction of granular material and hot mix asphalt on County Road 79 (Nauvoo Road).;</li> <li>Geotechnical Slope Stability Review completed by exp Service Inc.;</li> <li>Structural Engineering Drawings completed by County of Lambton;</li> <li>Works are repair and bank stabilization;</li> </ul>                        | Apr 7              |
| 10995 | <b>Travis Bouma</b><br>694 Beach Lane<br>Lot 63, Concession 9<br>Geographic Township of Sarnia<br>County of Lambton                                    | Construct a Major Addition                         | <ul style="list-style-type: none"> <li>Proposed works meet SCRCA Shoreline Policy ;</li> <li>Does not create greater risk to hazard/or precedent on street/reach of shoreline;</li> <li>Proposed addition is located 27 m from SSA (90 yr. RR.);</li> <li>Proposed works will not aggravate erosion;</li> <li>Works do not increase the risk to life and property;</li> </ul>                                                                                                                                                                                                                | Apr 7              |
| 10996 | <b>Andrew and Margaret Coppola</b><br>296 Huff's Corners Road<br>Lot 13, Concession 11<br>Geographic Township of Dawn<br>County of Lambton             | Construct a Major Addition                         | <ul style="list-style-type: none"> <li>Proposed location is outside of the 3:1 (run:rise) stable slope gradient for the slope;</li> <li>Proposed location maintains a setback greater than 6 metres from the top of the slope for future maintain access purposes;</li> <li>No alterations to the slope are required;</li> <li>Drainage will be directed away from the top of bank of the ravine;</li> <li>Excess fill will be removed from the regulated area;</li> <li>Proposed works will not aggravate erosion;</li> <li>Works do not increase the risk to life and property;</li> </ul> | Apr 7              |
| 10998 | <b>Reginald Raes</b><br>930 Lakeshore Road<br>Lot 58, Concession 9                                                                                     | Complete Shore Protection Works                    | <ul style="list-style-type: none"> <li>Construction of shoreline protection as recommended and designed by Milo Sturm, P. Eng. with Shoreplan;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                    | Apr 14             |

|       |                                                                                                                                                                |                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |        |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|       | Geographic Township of Sarnia<br>County of Lambton                                                                                                             |                                                                                  | <ul style="list-style-type: none"> <li>The proposed shoreline protection construction is to be completed with adherence to the detailed site plan, typical profile, general notes, email correspondence and specifications etc. as outlined by Shoreplan Engineering Limited;</li> <li>Works will not negatively impact flooding or erosion process;</li> <li>No updrift or downdrift impacts;</li> </ul>                                                                                                                 |        |
| 11001 | <b>Paul Elliott</b><br>4932 Hilltop Road<br>Lot 83, Concession WOLR<br>Geographic Township of Bosanquet<br>Municipality of Lambton Shores<br>County of Lambton | Construction of<br>Porch Addition and<br>Dormer to front of<br>Existing Dwelling | <ul style="list-style-type: none"> <li>Proposed works meet SCRCA Shoreline Policy;</li> <li>No alterations to slope are required, Proposed works will not aggravate erosion;</li> <li>Drainage will be directed away from the top of bank of the shoreline bluff (no change to drainage patterns, tied into existing)</li> <li>Works do not increase the risk to life and property;</li> <li>Shoreline Access for Maintenance is maintained;</li> <li>Proposed addition is minor, change to roofline is minor;</li> </ul> | Apr 28 |

**May 1, 2015 to May 31, 2015**

| FA #  | Applicant and Subject Property                                                                                                                                                     | Permit Required to:                                                                     | <b>Section 28 of the Conservation Authority's Act "Development, Interference with Wetlands and Alterations to Shorelines &amp; Watercourses" Regulation Permissions may be granted where in the opinion of the CA, the control of Flooding, Erosion, Dynamic Beach, Pollution, or the Conservation of Land will not be affected by the development.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Date Permit Issued |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 10997 | <b>Municipality of Chatham-Kent</b><br>L.O. Stonehouse Walkbridge<br>Lot 12, Concession 2 GORE<br>Geographic Township of Chatham<br>Municipality of Chatham-Kent<br>County of Kent | Structural, Electrical<br>and Civil<br>Improvements on<br>L.O. Stonehouse<br>Walkbridge | <ul style="list-style-type: none"> <li>The rehabilitated bridge is to have the same flow dimension as the existing structure and will not impact flood elevations or flow upstream or downstream of the structure.</li> <li>Appropriate sediment and erosion methods are to be installed prior to the commencement of construction and be maintained throughout the works;</li> <li>Construction area will be restored to original condition and all debris will be removed off site, and;</li> <li>Disturbed soils are to be stabilized and re-vegetated immediately after completion of the works.</li> <li>No in water works;</li> <li>No change to elevations;</li> </ul>                                                                                                                                                           | May 1              |
| 10999 | <b>Township of St. Clair</b><br>Bridge over Bear Creek on Stanley<br>Line<br>Lot 17, Concession 14<br>Geographic Township of Sombra<br>St. Clair Township<br>County of Lambton     | Replacement of<br>Bridge over Bear<br>Creek on Stanley<br>Line                          | <ul style="list-style-type: none"> <li>The rehabilitated bridge is to have the same flow dimension as the existing structure and will not impact flood elevations or flow upstream or downstream of the structure.</li> <li>Appropriate sediment and erosion methods are to be installed prior to the commencement of construction and be maintained throughout the works;</li> <li>Construction area will be restored to original condition and all debris will be removed off site, and;</li> <li>Disturbed soils are to be stabilized and re-vegetated immediately after completion of the works.</li> <li>Works to be completed during low water level conditions;</li> <li>Re-alignment works are required to help maintain the flow characteristics of the stream from the direction the culverts are being installed.</li> </ul> | May<br>21          |



|       |                                                                                                                                                             |                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |       |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 11000 | <b>Corporation of the Village of Oil Springs</b><br>2588 Richmond Street<br>Lot 17, Concession 2<br>Geographic Township of Enniskillen<br>County of Lambton | Reconstruct a New Storm Outlet to Black Creek    | <ul style="list-style-type: none"> <li>Proposed works should not negatively impact flood flows, velocities or elevations;</li> <li>Hydrology should not be negatively impacted by the proposed works;</li> <li>The total volume of water released into Black Creek will not change;</li> <li>Suitable sediment and erosion methods are to be installed prior to the commencement of construction and be maintained throughout the works;</li> <li>No alterations to the watercourse &amp;/or slope are required, No in-water works;</li> <li>Disturbed soils are to be stabilized and re-vegetated immediately after completion of the works;</li> </ul>                                                                                                                                                                                                                                                                                                                                                       | May 4 |
| 11003 | <b>Union Gas Limited</b><br>Lot 6- 13, Concession 3<br>Geographic Township Of Sarnia<br>County of Lambton                                                   | Install 4200m of 4" Natural Gas Pipeline via HDD | <ul style="list-style-type: none"> <li>Pipeline crossings of a watercourse using the directional drilling method are considered minor works;</li> <li>Entry/exit pits are a suitable setback from the banks of the watercourse;</li> <li>Appropriate generic mitigation measures have been developed, in conjunction with DFO, and will be employed to control sediment and erosion;</li> <li>The proposed works will have no impact on flood flows or elevations;</li> <li>No alterations to the slope are required;</li> <li>Suitable Drilling Procedures, Environmental Compliance, and Restoration Prescription are in place;</li> <li>Disturbed areas will be reseeded upon completion of the works;</li> <li>Proposed pipeline will be installed 2.5m to the south of the property lines and appropriately setback from any roadside drains running parallel to Churchill Line;</li> <li>Road will be maintained in perpetuity, no concern with slope stability/erosion from roadside drains;</li> </ul> | May 7 |
| 11004 | <b>Marinus and Christina Grimminck</b><br>289 Quaker Lane<br>Lot 7, Concession 9<br>Geographic Township of Lobo<br>Township of Middlesex Center             | Construct a New Single Family Dwelling           | <ul style="list-style-type: none"> <li>Proposed location is outside of the 3:1 (run:rise) stable slope gradient for the slope;</li> <li>Proposed location maintains a setback greater than 15 metres from the top of the slope for future maintain access purposes;</li> <li>No alterations to the slope are required;</li> <li>Drainage will be directed away from the top of bank of the ravine;</li> <li>Excess fill will be removed from the regulated area;</li> <li>Disturbed areas will be reseeded upon completion of the works;</li> <li>Proposed works will not aggravate erosion;</li> <li>Works do not increase the risk to life and property;</li> </ul>                                                                                                                                                                                                                                                                                                                                          | May 6 |
| 11005 | <b>Enbridge Pipelines Inc.</b><br>Lot 24, Concession 12<br>Geographic Township of Moore<br>St. Clair Township<br>County of Lambton                          | Integrity Dig – Pipeline 6B, MP754.0954          | <ul style="list-style-type: none"> <li>Verifying and repairing an existing pipeline is considered minor works;</li> <li>Works will be conducted greater than 18 m from the open watercourse;</li> <li>Appropriate mitigation measures have been developed and will be employed to control sediment and erosion;</li> <li>Work to be completed within the appropriate fisheries timing window;</li> <li>The proposed works will have no impact on flood flows or elevations;</li> <li>No alterations to the slope or grade are required;</li> <li>The site will be restored to its original, or better, condition upon completion</li> </ul>                                                                                                                                                                                                                                                                                                                                                                    | May 6 |

|       |                                                                                                                                                                      |                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|       |                                                                                                                                                                      |                                                                         | <ul style="list-style-type: none"> <li>of works.</li> <li>No in-water works proposed;</li> <li>Work to be completed during low water conditions;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |        |
| 11006 | <b>Alison Wiseman</b><br>5332 Broadview Avenue<br>Lot 72, Concession WOLR<br>Geographic Township of Bosanquet<br>Municipality of Lambton Shores<br>County of Lambton | Foundation Repair                                                       | <ul style="list-style-type: none"> <li>Proposed works will not increase erosion hazard;</li> <li>Proposed works outside flooding and erosion hazard limits;</li> <li>Proposed works meet SCRCA Shoreline Policy;</li> <li>Proposed works do not increase risk to life and property;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                   | May 6  |
| 11007 | <b>Enbridge Pipelines Inc.</b><br>Lot 72, Concession Front<br>Geographic Township of Moore<br>St. Clair Township<br>County of Lambton                                | Integrity Dig –<br>Pipeline 6B,<br>MP752.1608                           | <ul style="list-style-type: none"> <li>Verifying and repairing an existing pipeline is considered minor works;</li> <li>Appropriate mitigation measures have been developed and will be employed to control sediment and erosion;</li> <li>The proposed works will have no impact on flood flows or elevations;</li> <li>No alterations to the slope or grade are required;</li> <li>The site will be restored to its original, or better, condition upon completion of works.</li> <li>No in-water works proposed;</li> <li>Work to be completed during low water conditions;</li> </ul>                                                                                                                                        | May 6  |
| 11008 | <b>Douglas Jack</b><br>4762 Mack Avenue<br>Lot 48, Concession Front<br>Geographic Township of Plympton<br>County of Lambton                                          | Construction of a<br>New Cottage                                        | <ul style="list-style-type: none"> <li>Proposed works meet SCRCA Shoreline Policy;</li> <li>Does not create greater risk to hazard/or precedent on street/reach of shoreline;</li> <li>Proposed dwelling is outside the stable slope allowance 3:1 (run:rise) + 100yr RR;</li> <li>No alterations to slope are required, Proposed works will not aggravate erosion;</li> <li>Drainage will be directed away from the top of bank of the shoreline bluff;</li> <li>Excess fill will be removed from the regulated area;</li> <li>Disturbed areas will be reseeded upon completion of the works;</li> <li>Works do not increase the risk to life and property;</li> <li>Shoreline Access for Maintenance is maintained;</li> </ul> | May 13 |
| 11009 | <b>Henry Thuss</b><br>23500 Amiens Road<br>Lot 1, Concession 5<br>Geographic Township of Lobo<br>Municipality of Middlesex Centre                                    | Renovation of<br>Residence and<br>Porch Addition                        | <ul style="list-style-type: none"> <li>Proposed works will not impact flood flows, elevations, or velocities;</li> <li>Proposed works will not aggravate erosion;</li> <li>Proposed works are not more susceptible to flooding than existing structure;</li> <li>No alterations to existing lowest opening;</li> <li>Works do not increase the risk to life and property;</li> </ul>                                                                                                                                                                                                                                                                                                                                             | May 14 |
| 11010 | <b>Den-Mar Brines Ltd.</b><br>under Talfourd Creek<br>Lot 16, Concession 12<br>Geographic Township of Moore<br>Township of St. Clair<br>County of Lambton            | Install 2” pipeline<br>from Natural Gas<br>Well under Talfourd<br>Creek | <ul style="list-style-type: none"> <li>Pipeline crossings of a watercourse using the directional drilling method are considered minor works;</li> <li>Entry/exit pits are a suitable setback from the banks of the watercourse;</li> <li>Appropriate sediment and erosion control measures have been developed and will be installed prior to commencement of the works and maintained until all disturbed areas have been rehabilitated;</li> <li>The proposed works will have no impact on flood flows or elevations;</li> <li>No alterations to the slope are required;</li> </ul>                                                                                                                                            | May 15 |

|       |                                                                                                                                                                 |                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |        |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|       |                                                                                                                                                                 |                                             | <ul style="list-style-type: none"> <li>• Suitable Drilling Procedures, Environmental Compliance, and Restoration Prescription are in place;</li> <li>• Disturbed areas will be reseeded upon completion of the works;</li> <li>• There will be no changes to existing grades and elevations;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        |
| 11011 | <b>Union Gas Limited</b><br>Lot 16, Concession 7<br>Geographic Township of Moore<br>Township of St. Clair<br>County of Lambton                                  | Relocation of Existing Natural Gas Pipeline | <ul style="list-style-type: none"> <li>• Works will be completed in the dry using Union Gas/DFO Endorsed Generic Sediment Control Plan for Dam &amp; Pump Crossings;</li> <li>• Appropriate generic mitigation measures have been developed, in conjunction with DFO, and will be employed to control sediment and erosion;</li> <li>• The proposed works will have no impact on flood flows or elevations;</li> <li>• No alterations to the slope are required;</li> <li>• No increase risk to life and property;</li> <li>• Disturbed areas will be reseeded upon completion of the works.</li> </ul>                                                                                                                                                                                                              | May 21 |
| 11012 | <b>Dennis and Andrea Figueiredo</b><br>2464 Lambton line<br>Lot 25, Concession 7<br>Geographic Township of Sombra<br>Township of St. Clair<br>County of Lambton | Construct a New Single Family Dwelling      | <ul style="list-style-type: none"> <li>• Minimum required flood elevations are a condition of the permit;</li> <li>• Proposed works will not alter flow velocities or elevations;</li> <li>• Proposed works will not increase erosion hazard;</li> <li>• Proposed works maintain a suitable setback from the watercourse;</li> <li>• Lowest opening elevation will be a minimum of 0.5 metres above the centreline road elevation of Lambton Line directly adjacent the subject property;</li> <li>• The area around the buildings will be filled to a minimum of 0.5 m higher than the centreline of the road for a horizontal distance of 2 m;</li> <li>• Certification that floodproofing elevations are met is required upon completion;</li> <li>• Disturbed areas will be stabilized and vegetated;</li> </ul> | May 25 |
| 11013 | <b>John Stefanits</b><br>391 Carroll Street West<br>Lot 10, Concession 10<br>Geographic Township of Caradoc<br>Middlesex County                                 | Renovation and Addition Construction        | <ul style="list-style-type: none"> <li>• Proposed location is outside flooding and erosion hazard;</li> <li>• Proposed addition is no closer to the wetland boundary than existing dwelling;</li> <li>• Proposed location of all development including foundation repairs etc. maintains a setback greater than 15 metres from the wetland boundary;</li> <li>• Drainage patterns will be maintained;</li> <li>• Excess fill will be removed from the regulated area;</li> <li>• Disturbed areas will be reseeded upon completion of the works;</li> <li>• Works do not increase the risk to life and property;</li> </ul>                                                                                                                                                                                           | May 25 |
| 11014 | <b>Mark Christopher</b><br>1041 St. Clair Parkway<br>Lot 41, Concession Front<br>Geographic Township of Moore<br>St. Clair Township<br>County of Lambton        | Construct a New Single Family Dwelling      | <ul style="list-style-type: none"> <li>• Proposal will not aggravate erosion processes;</li> <li>• Proposal will not be impacted by the erosion hazard;</li> <li>• Excess fill will be removed from the property;</li> <li>• Proposed works to not increase risk to life and property;</li> <li>• Geotechnical Slope Stability Review completed by Terraprobe Inc.;</li> <li>• Structural Engineering Drawings completed by Robert E. Dale;</li> <li>• Works located outside the Regulatory Floodplain no adverse effect to flooding;</li> </ul>                                                                                                                                                                                                                                                                     | May 27 |

**ST. CLAIR REGION CONSERVATION AUTHORITY REGULATIONS ACTIVITY REPORT- VIOLATIONS AND CORRECTIVE ACTIONS**

**May 31, 2015**

**TO: SCRCA Chair and Board of Directors**

**SUBJECT: Enforcement- Section 28 Status Report – Development, Interference of Wetlands and Alterations to Shorelines and Watercourses Regulation**

**FROM: Dallas Cundick, Environmental Planner/Regulations Officer**

| File                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Background                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <p><b>FV # 201501</b></p> <p><b>4664 Riverside Drive</b><br/>                     Lot E, Concession 5<br/>                     Geographic Township of Sombra<br/>                     Township of St. Clair<br/>                     County of Lambton</p> <p>Notice of Violation Correspondence sent to landowner and agent via registered mail <b>January 20, 2015</b>, Correspondence outlined Authority Requirements to remedy the situation;</p> <p><b>Deadline for Action</b></p> <p><b>Statute of Limitations</b><br/>                     2 years from date Authority made aware of violation;</p> <p>December 18, 2014 SCRCA met on-site with landowner;</p> <p>December 18, 2016 statute of limitations expires;</p> | <ul style="list-style-type: none"> <li>• Conducted site investigation December 18, 2014;</li> <li>• Unauthorized seawall construction works along the St. Clair River (inland channel) on the subject property had occurred in violation of Section 28 of the <i>Conservation Authorities Act</i>, as landowner did not receive approval to carry out these works;</li> <li>• Authority staff met with the landowner on December 16, and 18, 2014 and outlined Authority’s role in hazard land management and reasons for concerns with the seawall construction works;</li> <li>• January 20, 2015 SCRCA staff sent correspondence outlining the required restoration works to ensure that seawall construction works and restoration is completed to the satisfaction of the Authority;</li> <li>• January 21, 2015 landowner contacted the Authority to confirm receipt of notice of violation;</li> <li>• Landowner to provide written correspondence to the Authority by February 13, 2015 indicating that they will remedy the situation as outlined above, and details on how this will be completed, and the date at which they will be submitting a complete application for the works undertaken with modifications to meet SCRCA policy with proposed timeline for remediation works;</li> </ul> <p><b><u>UPDATE March 31, 2015</u></b></p> <ul style="list-style-type: none"> <li>• Detailed response received from the landowner on February 17, 2015;</li> <li>• Response reviewed in detail by staff of the SCRCA Regulations Committee on March 24, 2015;</li> <li>• SCRCA staff drafting response letter outlining process and requirements going forward to remedy the situation;</li> </ul> <p><b><u>UPDATE May 31, 2015</u></b></p> <ul style="list-style-type: none"> <li>• SCRCA staff sent response letter outlining process and requirements going forward to remedy the situation;</li> <li>• At request of proponent SCRCA staff is scheduling a meeting with all parties to discuss and review remediation plan to the satisfaction of all parties involved;</li> </ul> |
| <p><b>FV # 201502</b></p> <p><b>9669 Agnes Place</b><br/>                     Ipperwash, Concession Front<br/>                     Geographic Township of Bosanquet</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• Conducted site investigation March 19, 2015;</li> <li>• Unauthorized construction of two accessory structures along the Lake Huron Shoreline on the subject property had occurred in violation of Section 28 of the <i>Conservation Authorities Act</i>, as landowner did not receive approval to carry out these works;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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| <p>Municipality of Lambton Shores<br/>County of Lambton</p> <p>Notice of Violation Correspondence sent to landowner via registered mail <b>April 17, 2015</b>;</p> <p><b>Deadline for Action</b></p> <p><b>Statute of Limitations</b><br/>2 years from date Authority made aware of violation;</p> <p>March 19, 2015 SCRCA completed on-site visit;</p> <p>March 19, 2016 statute of limitations expires;</p>                                                                                                                                     | <ul style="list-style-type: none"> <li>• Authority staff sent letter on April 17, 2015 and outlined Authority's role in hazard land management and reasons for concerns with the construction works;</li> <li>• May 2015 Authority contacted the landowner and confirm receipt of notice of violation;</li> <li>• SCRCA staff to send correspondence outlining the requirements to remedy the situation to the satisfaction of the Authority;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>FV # 201503</b></p> <p><b>Lot 11 and 12 North Pt. Lot 10, Concession 14</b><br/>Geographic Township of Bosanquet<br/>Municipality of Lambton Shores<br/>County of Lambton</p> <p>Notice of Violation Correspondence sent to landowner via registered mail <b>May 7, 2015</b>;</p> <p><b>Deadline for Action</b></p> <p><b>Statute of Limitations</b><br/>2 years from date Authority made aware of violation;</p> <p>April 24, 2015, SCRCA staff completed on-site investigation;</p> <p>April 24, 2016 statute of limitations expires;</p> | <ul style="list-style-type: none"> <li>• Conducted site investigation April 24, 2015;</li> <li>• Unauthorized interference with a wetland (tree removal) on the subject property had occurred in violation of Section 28 of the <i>Conservation Authorities Act</i>, as landowner did not receive approval to carry out these works;</li> <li>• Authority staff met with the landowner on May 12, 2015, and outlined Authority's role in hazard land management and reasons for concerns with interference with the wetland;</li> <li>• May 21, 2015, landowner contacted the Authority to inquire about next steps as per timeline requirements for response by the landowner sent by SCRCA;</li> <li>• SCRCA staff to send correspondence outlining the requirements to remedy the situation to the satisfaction of the Authority;</li> </ul> |
| <p><b>FV # 201504</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>• Conducted site investigation April 24, 2015;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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| <p><b>Lot 10 and 11, Concession 15</b><br/> Geographic Township of Bosanquet<br/> Municipality of Lambton Shores<br/> County of Lambton</p> <p>Notice of Violation Correspondence sent to proponent <b>May 7, 2015;</b></p> <p><b>Deadline for Action</b></p> <p><b>Statute of Limitations</b><br/> 2 years from date Authority made aware of violation;</p> <p>April 24, 2015, SCRCA staff completed on-site investigation;</p> <p>April 24, 2016 statute of limitations expires;</p> | <ul style="list-style-type: none"> <li>• Unauthorized interference with a wetland (tree removal) on the subject property had occurred in violation of Section 28 of the <i>Conservation Authorities Act</i>, as interference activities have been undertaken contrary to the conditions stipulated in a permit by the Authority;</li> <li>• Authority staff met with the proponent on-site April 24, 2015, and at the SCRCA on May 20, 2015, and outlined Authority's role in hazard land management and reasons for concerns with interference with the wetland;</li> <li>• In order to complete appropriate remedial measures to ensure compliance, and restoration of the sites to original condition or better where woodlot/tree removal was completed within and adjacent to the wetland, causing interference to the wetland, the SCRCA required that a qualified professional complete review of the woodlot/tree removal works, complete an impact assessment, and recommend remedial/restoration measures;</li> <li>• Tuesday June 9, 2015 the SCRCA received Remediation Plan for Areas of Vegetation Removal;</li> <li>• SCRCA staff to review remediation plan in detail and provide response to proponent outlining the requirements to remedy the situation to the satisfaction of the Authority;</li> </ul> |
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Recommended and approved by:

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Dallas Cundick, Environmental Planner/Regulations Officer

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Melissa Deisley, Regulations Officer

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Patty Hayman, Director of Planning

## SCRCA Planning Activity Summary for the month **April** **2015** **11.(ii)**

| <b>File Ref.</b> | <b>Municipality</b> | <b>Geographic Twp</b> | <b>Lot</b> | <b>Concession</b> | <b>Street</b>     |
|------------------|---------------------|-----------------------|------------|-------------------|-------------------|
| FI 2015          | ADELAIDE-METCALFE   | ADELAIDE              | LOT 10     | CON 4 SER         | NAPPERTON DRIVE   |
| ZBA03/2015       | ADELAIDE-METCALFE   | METCALFE              | LOT 6      | CON 6             | MELWOOD DRIVE     |
| FI 2015          | BROOKE-ALVINSTON    | BROOKE                | LOT 16     | CON 13            | LA SALLE LINE     |
| FI 2015          | BROOKE-ALVINSTON    | BROOKE                | LOT 3      | CON 5             | MCNALLY STREET    |
| FI 2015          | CHATHAM-KENT        | CAMDEN                | LOT 4      | CON 4 GORE        | CAMDEN STREET     |
| FI 2015          | CHATHAM-KENT        | CAMDEN                | LOT 5      | CON 6 GORE        | CROTON LINE       |
| ZBA 2015         | CHATHAM-KENT        | CAMDEN                | LOT 3      | CON 4 GORE        | BROWN STREET      |
| FI 2015          | ENNISKILLEN         | ENNISKILLEN           | LOT 9      | CON 3             | MARTHAVILLE ROAD  |
| FI 2015          | LAMBTON SHORES      | BOSANQUET             | LOT 71     | CON WEST OF       | HURON VIEW AVE    |
| FI 2015          | LAMBTON SHORES      | BOSANQUET             | LOT 80     | CON WEST OF       | GLENDALE DRIVE    |
| FI 2015          | LAMBTON SHORES      | BOSANQUET             | LOT 7      | CON 13            | RAWLINGS ROAD     |
| LL 2015          | LAMBTON SHORES      | BOSANQUET             | LOT 5      | CON 19            | IPPERWASH ROAD    |
| GI 2015          | PLYMPTON-WYOMING    | PLYMPTON              | LOT 22     | CON 1             |                   |
| FI 2015          | PLYMPTON-WYOMING    | PLYMPTON              | LOT 24     | CON FRONT         | FERNE AVE         |
| FI 2015          | PLYMPTON-WYOMING    | PLYMPTON              | LOT 40     | CON FRONT         |                   |
| FI 2015          | PLYMPTON-WYOMING    | PLYMPTON              | LOT 41     | CON FRONT         | OIL HERITAGE ROAD |
| FI 2015          | SARNIA              | SARNIA                | BLOCK C 0  |                   | FAIRVIEW CRESCENT |
| FI 2015          | SARNIA              | SARNIA                | LOT 65     | CON 9             | WOODROWE AVE      |
| VAR A6/2015      | SARNIA              | SARNIA                | LOT 38     | CON 9             | LAKESHORE ROAD    |
| LL 2015          | SARNIA              | SARNIA                | LOT 54     | CON 9             | MICHIGAN AVE      |
| VAR A23/2015     | SARNIA              | SARNIA                | LOT 41     | CON 9             | LAKESHORE ROAD    |
| EA 02 2015       | ST. CLAIR           | MOORE                 | LOT 25     | CON 7             |                   |
| VAR A07/2015     | ST. CLAIR           | SOMBRA                | LOT A      | CON 14            | ST. CLAIR PARKWAY |
| VAR A06/2015     | ST. CLAIR           | SOMBRA                | LOT B      | CON 12            | ST. CLAIR PARKWAY |
| ZBA 2015         | ST. CLAIR           | SOMBRA                | LOT 26     | CON 9             | TULLOCH LINE      |
| LL 2015          | STRATHROY-CARADOC   | CARADOC               | LOT 13     | CON 4             | CHRISTINA ROAD    |

## SCRCA Planning Activity Summary for the month **May** **2015**

| <b>File Ref.</b> | <b>Municipality</b> | <b>Geographic Twp</b> | <b>Lot</b> | <b>Concession</b> | <b>Street</b>  |
|------------------|---------------------|-----------------------|------------|-------------------|----------------|
| SEV B03/2015     | ADELAIDE-METCALFE   | METCALFE              | LOT 2      | CON 6             | MELWOOD DRIVE  |
| SEV B 28/2015    | CHATHAM-KENT        | CHATHAM               | LOT 17     | CON 1 GORE        | BASE LINE      |
| ZBA 2015         | CHATHAM-KENT        | CHATHAM               | LOT 18     | CON 4             | LINDSAY ROAD   |
| LL 2015          | CHATHAM-KENT        | CHATHAM               | LOT 14     | CON 2 GORE        | WALLACE STREET |
| LL 2015          | CHATHAM-KENT        | CHATHAM               | LOT 14     | CON 2 GORE        | WALLACE STREET |
| LL 2015          | LAMBTON SHORES      | BOSANQUET             | LOT 6      | CON 18            |                |
| OPA 2015         | PLYMPTON-WYOMING    | PLYMPTON              | LOT 4      | CON FRONT         | EGREMONT ROAD  |
| OPA 2015         | PLYMPTON-WYOMING    | PLYMPTON              | LOT 8      | CON 10            | QUEEN STREET   |
| VAR A04/2015     | PLYMPTON-WYOMING    | PLYMPTON              | LOT 50     | CON FRONT         | EDITH LANE     |
| GI 2015          | PLYMPTON-WYOMING    | PLYMPTON              | LOT 10     | CON 6             |                |
| LL 2015          | POINT EDWARD        | POINT EDWARD          | LOT 69     | 0                 | VENETAINE BLVD |
| LL 2015          | POINT EDWARD        | POINT EDWARD          | LOT 69     | 0                 | VENETIAN BLVD. |
| FI 2015          | SARNIA              | SARNIA                | LOT 7      | CON 8             | MICHIGAN LINE  |
| OPA 54/2015      | SARNIA              | SARNIA                | LOT 16     | CON 7             | BERGER ROAD    |
| SEV B06/2015     | SARNIA              | SARNIA                | LOT 31     | CON 9             | BLACKWELL ROAD |

|              |                   |          |        |           |                   |
|--------------|-------------------|----------|--------|-----------|-------------------|
| OPA AND ZBA  | ST. CLAIR         | MOORE    | LOT 8  | CON 10    | TELFER ROAD       |
| LL 2015      | ST. CLAIR         | SOMBRA   | LOT D  | CON 9     | ST. CLAIR PARKWAY |
| FI 2015      | ST. CLAIR         | SOMBRA   | LOT E  | CON 7     | WEST WARD LINE    |
| FI 2015      | ST. CLAIR         | SOMBRA   | LOT 30 | CON 15    | BICKFORD LINE     |
| FI 2015      | ST. CLAIR         | MOORE    | LOT 39 | CON FRONT | ST. CLAIR PKWAY   |
| SEV B06/2015 | STRATHROY-CARADOC | CARADOC  | LOT 7  | CON 3     | GLENDON ROAD      |
| SEV B06/2015 | STRATHROY-CARADOC | CARADOC  | LOT 7  | CON 3     | GLENDON DRIVE     |
| LL 2015      | STRATHROY-CARADOC | CARADOC  | LOT 9  | CON 10    | SAXONVILLE STREET |
| ZBA 2015     | STRATHROY-CARADOC | CARADOC  | LOT 10 | CON 10    | PARK STREE        |
| GI 2015      | ADELAIDE-METCALFE | ADELAIDE | LOT 19 | CON 5 SER | PIKE ROAD         |
| LL 2015      | STRATHROY-CARADOC | CARADOC  | LOT 16 | CON 4     | ADELAIDE STREET   |

**File Reference Codes:**

|                                          |                                   |                                   |                            |
|------------------------------------------|-----------------------------------|-----------------------------------|----------------------------|
| CZ - Comprehensive Zoning                | SEV - Severances                  | GI - General Inquiry              | FI - Regulations Inquiry   |
| ZBA - Minor Zoning Bylaws and Amendments | VAR - Variances                   | LL - Legal Inquiries/Letters      | NM - Nutrient Management   |
| OP (A)-Official Plan (Amendments)        | EA/PLEA-Environmental Assessments | SP-Site Plan                      | PTTW- Permit to Take Water |
| TC-Tree Cutting                          | SUB-Subdivision                   | DAR-Development Assessment Review | SPA-Site Plan Approval     |

**Meetings**

**April**

- Apr 2 – Bd orientation @ Strathroy Caradoc Town Hall – P. Hayman
- April 8 – Wetlands Policy Review Team Meeting – P. Hayman, M. Deisley, D. Cundick, E. Carroll, M. Andreae, D. Skinner, K. Smith
- April 16 – North Kent Wind Project Meeting with Aecom – D. Cundick, M. Deisley
- April 17 – Lambton Natural Heritage Study mtg Patty hosting for Muriel @ SCRCA
- April 16 – Friends of the St. Clair River (FOSCR) Meeting, Mooretown – D. Strang, E. Carroll
- April 20 – Site mtg @ Baldoon Golf Course arranged by Muriel/Sage Earth for EIS – Muriel, Dallas and Patty
- April 22 – Wetlands Policy Review Team Meeting – B. McDougall, P. Hayman, E. Carroll, K. Smith, D. Cundick, M. Deisley, M. Andreae
- April 23 – Floodplain Mapping Symposium – A. Seidler
- April 24 – Meeting with Suncor Re: Wetlands – D.Cundick
- April 25 – Aamjiwnaang First Nation Earth Day Event – D. Strang, R. Battson
- April 29 – Mtg with City Planning re: 1070 Bruce St \_ P. Hayman, M. Deisley

**May**

- May 4-5 – Statewide Public Advisory Council (SPAC) Meeting, Port Huron, MI – D. Strang
- May 6 – Biodiversity Offsetting/Natural Heritage policies @ Black Creek PV – P. Hayman
- May 12 – Binational Public Advisory Council (BPAC) Meeting, Port Huron, MI – D. Strang
- May 20 – Meeting with Suncor Energy (Mark Kozak) - D. Cundick, M.Deisley
- May 25 – Preconsultation 2 developments in S-C (Nat Her and Haz)@ SC Town Hall – P. Hayman, S. Hodgkiss
- May 26 – NOVA Kimball Pipeline Replacement Meeting – D. Cundick, S. Hodgkiss
- May 27 – St. Clair River Area of Concern Public Outreach and Education Subcommittee Meeting – D. Strang, R. Battson, J. Van Zwol
- May 28 – Meeting with MOECC Re; Cedar Point Wind Project – D. Cundick
- May 29 – Solicitor site meeting with landowner (Cowan) Sarnia re Nat Her only – P. Hayman, S. Hodgkiss, L. Atkinson



**Drainage Act and Conservation Authorities Act Protocol (DART)**  
(A protocol for municipalities and CAs in drain maintenance and repair)  
*Completed Files*

Municipal drain April – May 2015 activity report associated with the provincially approved guidance “*Drainage Act and Conservation Authorities Act Protocol (DART)*” approved by the Board April 18, 2013.\*

| <i>SCRCA DART Files</i> |                     |                            | 2015 April                       |                                      |                    |
|-------------------------|---------------------|----------------------------|----------------------------------|--------------------------------------|--------------------|
| <i>FHR #</i>            | <i>Municipality</i> | <i>Geographic Township</i> | <i>Drain Name</i>                | <i>Project Description</i>           | <i>SCRs Issued</i> |
| 2513                    | Chatham-Kent        | Chatham                    | Little Bear Creek Drain          | Bottom cleanout                      | 1                  |
| 2519                    | Dawn-Euphemia       | Dawn                       | 3 <sup>rd</sup> Concession Drain | Culvert replacement                  | 1                  |
| 2515                    | Plympton - Wyoming  | Plympton                   | Archer Drain                     | Bottom cleanout                      | 1                  |
| 2514                    | Warwick             | Warwick                    | Dolan-McKenzie Drain             | Brushing bank slope, bottom cleanout | 2                  |

**SCRC DART Files**

2015 May

| <b>FHR #</b> | <b>Municipality</b> | <b>Geographic Township</b> | <b>Drain Name</b>          | <b>Project Description</b>                                 | <b>SCRs Issued</b> |
|--------------|---------------------|----------------------------|----------------------------|------------------------------------------------------------|--------------------|
| 2537         | Chatham-Kent        | Chatham                    | Stephens-McFadden Drain    | Brushing bank slope, bottom cleanout                       | 2                  |
| 2533         | Chatham-Kent        | Dover/Chatham              | Big Creek Drain            | Bottom cleanout, brushing bank slope                       | 2                  |
| 2523         | Dawn-Euphemia       | Dawn                       | 30-31 Sideroad Drain       | Culvert replacement                                        | 1                  |
| 2527         | Dawn-Euphemia       | Dawn                       | Salmon Drain               | Culvert replacement                                        | 1                  |
| 2528         | Dawn-Euphemia       | Dawn                       | Elsom Drain                | Full cleanout                                              | 1                  |
| 2529         | Dawn-Euphemia       | Dawn                       | Jones Drain                | Full cleanout                                              | 1                  |
| 2530         | Dawn-Euphemia       | Dawn                       | Boyle Drain                | Bottom cleanout                                            | 1                  |
| 2532         | Dawn-Euphemia       | Dawn                       | Naylor and Trousdell Drain | Bottom cleanout, brushing bank slope                       | 2                  |
| 2531         | Dawn-Euphemia       | Euphemia                   | Welch Drain                | Bottom cleanout                                            | 1                  |
| 2526         | Enniskillen         | Enniskillen                | Radford Piggott Drain      | Bottom cleanout, brushing bank slope, brushing top of bank | 3                  |
| 2520         | St. Clair           | Sombra                     | Carpenter Drain            | Bottom cleanout, brushing bank slope                       | 2                  |
| 2521         | St. Clair           | Sombra                     | Burr Drain                 | Bottom cleanout, brushing bank slope                       | 2                  |
| 2522         | St. Clair           | Sombra                     | Capes Drain No. 1          | Bottom cleanout, brushing bank slope                       | 2                  |

**\*Note**

The SCRs and the above report are prepared by Biology Section staff with ratification by Planning and Regulations Section/ Regulations Officer. Ontario Regulation 171/06 "Development, Interference with Wetlands & Alterations to Shorelines & Watercourses" applies, however the DART protocol is followed for streamlining purposes.

# Staff Report

11. (iv)



**To:** Board of Directors  
**Date:** June 11, 2015  
**From:** Patty Hayman, Director of Planning  
**Subject:** Bill 73 – Proposed legislative amendments to the *Planning Act and Development Charges Act, 1997 (EBR 012-351)*  
*Smart Growth for Our Communities Act, 2015*

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Attached are Conservation Ontario's (an organization that represents Ontario's 36 Conservation Authorities (CAs)) comments on Bill 73.

**Background** (from attached CO letter which outlines CAs interest in above amendments). See highlight.

CAs work in partnership with regional and local municipalities to provide input and technical support in the development and implementation of official plans, secondary plans, environmental studies/reports and special municipal by-laws. They provide valuable information and advice on flood control, stormwater management and the conservation of significant natural features and functions within their respective watersheds. CAs have been delegated responsibilities from the Ministry of Natural Resources and Forestry (MNR) to represent provincial interests regarding natural hazards encompassed by Section 3.1 of the *Provincial Policy Statement, 2014 (PPS)*. Furthermore, CAs provide a crucial role in the planning and development approval process by assisting municipalities in fulfilling their responsibilities associated with natural heritage, water resources and natural hazard management.

## Proposed Amendments and CO comments

Highlights on impacts to SCRCA

- the amendment provides a more transparent process; there is potential to enhance CAs commenting role as decision makers must provide an explanation as to how comments were addressed and/or considered.
- improved pre-consultation meeting process as recommended by CO would assist SCRCA.
- use of dispute resolution techniques; a process has been set out. More cost effective for CAs.

“(26.1) When a notice of appeal is filed under subsection (24), the council may use mediation, conciliation or other dispute resolution techniques to attempt to resolve the dispute”

There is an extension of time to resolve. This is positive. CO refers to this as the 60 day dispute process.

- need for site plan control application circulation to SCRCA positive. Recommended by CO. Some municipalities circulate site plan applications to SCRCA, some do not. Can lead to inconsistency and issues with Regulation permitting.
- minor variances – minor variances must conform with prescribed criteria and cannot apply for a minor variance for a 2 year period from which bylaw was amended, (unless council declares by resolution application for minor variance is permitted).

Overall, as CO notes, CAs are supportive of the main goals and objectives of the modifications in the Bill.



John Ballantine, Manager  
Municipal Finance Policy Branch  
777 Bay Street, 13th Floor  
Toronto, Ontario, M5G 2E5

Ken Petersen, Manager  
Provincial Planning Policy Branch  
777 Bay Street, 13th Floor  
Toronto, Ontario, M5G 2E5

June 3, 2015

Dear Mr. Ballantine and Mr. Petersen:

**Re:** Bill 73 - *Smart Growth for Our Communities Act, 2015* (EBR 012-3651)

Thank you for the opportunity to comment on the proposed "*Smart Growth for Our Communities Act, 2015*". Conservation Ontario (CO) represents Ontario's 36 Conservation Authorities (CAs), which are local watershed management agencies, whose mandate includes a variety of responsibilities and functions in the land use planning and development process.

CAs work in partnership with regional and local municipalities to provide input and technical support in the development and implementation of official plans, secondary plans, environmental studies/reports and special municipal by-laws. They provide valuable information and advice on flood control, stormwater management and the conservation of significant natural features and functions within their respective watersheds. CAs have been delegated responsibilities from the Ministry of Natural Resources and Forestry (MNRF) to represent provincial interests regarding natural hazards encompassed by Section 3.1 of the *Provincial Policy Statement, 2014* (PPS). Furthermore, CAs provide a crucial role in the planning and development approval process by assisting municipalities in fulfilling their responsibilities associated with natural heritage, water resources and natural hazard management.

The following comments are submitted for your consideration based upon a review by CAs. These comments are not intended to limit consideration of comments shared individually by CAs. The comments below have been separated into those pertaining to proposed legislative amendments to the *Planning Act* and the *Development Charges Act, 1997*.

## **Proposed Amendments to the *Planning Act***

### *1. Enhancing Role of Third party Comment and Review*

1.1) CAs are supportive that the Bill recognizes successful land use planning in Ontario depends on collaboration with partner agencies and stakeholders and a transparent planning process. The Bill contains several provisions aimed at enhancing opportunities and roles for persons or bodies commenting on planning matters to an approval authority, such as:

- Official plans would be required to include descriptions of the measures and procedures for informing and obtaining the views of the public (subsections 16 (1) and (2));
- Alternative means for informing and obtaining the views of the public for plans of subdivisions and consents (subsections 51 (19.3.1), 53 (4.3)); and
- Requirements for various decision-makers to explain the effect of written and oral submissions on their decisions (subsections 17 (23.1) and (35.1), 22 (6.7), 34 (10.10) and (18.1), 45 (8.1), 51 (38), 53 (18)).

CAs hope the changes noted above will result in a more transparent process for both the public, as well as, public commenting bodies (such as CAs). CAs are very supportive of the amendment requiring decision-makers to explain the effect of written and oral submission on their decisions, and hope this change will hold decision makers more accountable to in-depth consideration of CA comments. Further, this amendment may have the potential to enhance the commenting role of CAs on *Planning Act* applications as an explanation will be provided as to how their comments were addressed and/or considered.

1.2) CAs are not always advised of pre-consultation meetings, nor do CAs always have input into the determination by the municipality that an application is complete. CAs are then required to participate in a hearing without the means of funding their participation in the hearing and without the ability to require that technical studies be completed and reviewed prior to the hearing proceeding. CA staff recommend an amendment to the *Planning Act* and/or the regulatory framework to modify pre-consultation and complete application requirements to include participation by all public bodies (including CAs) prior to an application being signed off as complete by the municipality. The amendment should pertain to all sections of the *Planning Act* that deal with pre-submission consultation and declaring applications complete, and should include a requirement to describe the measures taken for obtaining input from public bodies. This change would strengthen the protection of provincial interests and would streamline the planning process by preventing appeals to the OMB for reasons of non-decision in cases where technical studies are lacking.

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| RECOMMENDATION: | An additional amendment to the <i>Planning Act</i> and/or the regulatory framework to modify pre-consultation and complete application requirements to include participation by all public bodies prior to an application being signed off as complete by the municipality. At a minimum it is suggested that municipalities should be required to notify public bodies of any pre-consultations that are held. |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### *2. Technical Review and OMB Appeals*

2.1) CA staff are supportive of the following provisions outlined in the Bill that reform aspects of the OMB appeals process:

- Appellants who argue that decisions are inconsistent with the PPS, provincial plans or upper-tier official plans will be required to identify the issues of inconsistency in their notices of appeal (subsections 17 (25.1) and (37.1) and 34 (19.0.1)); and
- Appeals to the OMB are prevented in relation to official plans in connection with the specified (provincial) matters (i.e. source protection, provincial plans) (subsections 17 (24.4), (24.5) and (36.4)).

The changes listed above can support CA roles as a public commenting body by ensuring that appellants clearly articulate what aspects of provincial policy are at issue in instances where provincial policies on natural hazards, water, or natural heritage are challenged.

2.2) CAs are highly supportive of the proposed amendments to the *Planning Act* that will allow the process for a hearing to be delayed for 60 days for certain appeals to facilitate the use of mediation, conciliation and other dispute resolution techniques (subsections 17 (26.1) to (26.4), 17 (37.2) to (37.5), 22 (8.1) to (8.4), 34 (11.0.0.1) to (11.0.0.4), 34 (20.1) to (20.4), 51 (49.1) to (49.4) and 53 (27.1) to (27.4)). Promotion of dispute resolution is welcomed in order to avoid costly and unpredictable OMB proceedings.

It is not clear whether the 60 day dispute process might be used by other agencies such as CAs to ensure required technical work is completed prior to a hearing. If this mechanism cannot be used to ensure this, another one is needed.

|                 |                                                                                                                                                                                                                                                                                                                                                 |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RECOMMENDATION: | Conservation Authorities recommend that a mechanism be introduced that would provide adequate time for required technical work in support of an application to be completed and reviewed prior to an appeal of non-decision to the Ontario Municipal Board (including technical work needed by public bodies such as Conservation Authorities). |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

2.3) New technical information is often introduced during the OMB hearing process that can result in plan review for major development being done at the OMB within unrealistic timelines, rather than through the municipal planning process. This can lead to decisions being made without local input and in absence of thoughtful analysis of technical studies submitted.

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| RECOMMENDATION: | Conservation Authorities recommend that where new technical work in support of an application is introduced during an Ontario Municipal Board hearing for reason of non-decision, the hearing should be suspended and the application should continue to be processed to decision in the municipal planning realm for a set period of time. This would encourage more up-front planning and strengthen the protection of provincial interests. |
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### 3. Special Policy Areas

3.1) The proposed amendments to the *Planning Act* do not address the role of the OMB with respect to appeals associated with Special Policy Areas (SPAs). In accordance with Section 3.1.4 (a) of the PPS, the designation of a SPA, and any change or modification to the site-specific policies or boundaries applying to a SPA, must be approved by the Ministers of MMAH and MNR prior to the approval authority approving such changes or modifications. The proposal for a new SPA or modifications to the boundaries or policies of an existing provincially approved SPA may only be initiated by lower-tier or single-tier municipalities as

the proponent. The fact that the criteria and procedures for approval are established by the Province needs to be clear to inform OMB hearings for appeals within SPAs.

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| RECOMMENDATION: | Improved clarity and transparency of the role of the Ontario Municipal Board, if any, with respect to any appeals associated with a Special Policy Area is needed, given that the approval authority ultimately rests with the Ministers of Municipal Affairs and Housing and Natural Resources and Forestry. |
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#### 4. Other Planning Act Comments

4.1) The *Planning Act* and its associated Regulations currently do not specify that CAs must be circulated on notice of site plan control applications. This results in municipalities circulating site plan applications to CAs as they see fit, which leads to circulation inconsistencies within and among municipalities. An amendment to the *Planning Act* requiring CAs be notified of circulation of site plan applications is critical due to CAs' delegated responsibilities from the MNR to represent provincial interests regarding natural hazards encompassed by Section 3.1 of the PPS.

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| RECOMMENDATION: | That an amendment be inserted under section 41 of the <i>Planning Act</i> to clearly specify notice of circulation requirements for site plan control applications. The amendment should state the secretary-treasurer of the Conservation Authority must receive notice of circulation of a proposed site plan control application where lands are subject to Regulation under the <i>Conservation Authorities Act</i> . |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

4.2) Subsection 26 (1) has been changed to state that council shall revise an official plan no less frequently than 10 years after it comes into effect and every five years thereafter.

CAs recommend permitting revisions of official plans within the initial 10 year timeframe to allow an adaptive approach and ensure that provincial interests are incorporated into official plans in a timely manner.

|                 |                                                                                                                                                                                                                                                                                                                               |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RECOMMENDATION: | Where new provincial direction/plan/legislation are approved within the 10-year time frame, its recommend that the Province allow for discretion to direct revisions to official plans to reflect provincial interests within a specified period of time subsequent to approval of the provincial direction/plan/legislation. |
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### **Proposed Amendments to the *Development Charges Act, 1997***

#### 1. Recreation Facility

With rapid growth across Ontario, more and more pressure is being placed on near-urban conservation areas. Intensification puts additional pressures on publicly owned parks and open space systems and the demand to provide recreation, a network of trails and active transportation. The ability to collect development charges to account for the cost of upgrading and expansion of existing open space facilities (such as trails, cycle paths, etc.) that are needed to support new growth is essential to facilitate community sustainability for the long term.

|                 |                                                                                                                                                                                                     |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RECOMMENDATION: | The <i>Development Charges Act, 1997</i> should be amended to allow for the collection of development charges to account for the cost of upgrading and expansion of existing open space facilities. |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 2. Municipal Services

CAs are supportive of the proposed changes to the *Development Charges Act, 1997*, that would allow for increased funding for some types of growth related infrastructure. Additionally, CAs are pleased the Act recognizes the importance of other agencies in providing services which are applicable to development charges. It should be acknowledged that the scope of services provided by CAs extend beyond the provision of recreation, and the *Development Charges Act* should be extended to include more broadly the services supplied by an Authority.

|                 |                                                                                                                                                                                                                                                                                                                                 |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RECOMMENDATION: | Conservation Authorities work in partnership with municipalities to provide public services that are impacted by growth and development and therefore should be explicitly identified in the <i>Development Charges Act, 1997</i> as eligible recipients of development charges revenue collected through their municipalities. |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

CAs support “growth pays for growth” and encourage municipalities to take full advantage of funding available for eligible services. Therefore, it is critical municipalities can access development charges more effectively and easily and for a greater range of projects which support “municipal or public services” which are being impacted by growth and development, whether municipally owned or otherwise.

|                 |                                                                                                                                                                                                                                                                                       |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RECOMMENDATION: | The <i>Development Charges Act, 1997</i> should not preclude the ability of municipalities to collect development charges for facility and infrastructure upgrades which are required as part of “municipal services” provided to the public, whether municipally owned or otherwise. |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 3. Development Charges Working Group

We understand the government is now establishing a development charges working group to support the proposed regulatory amendments and review substantive issues that were not addressed during the 2013-14 consultations. It is our understanding this working group will provide the government with options and recommendations for future regulatory amendments to the *Development Charges Act, 1997* including whether other ineligible services should be made eligible for development charges.

|                 |                                                                                                                                                                                                                                                         |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RECOMMENDATION: | Given Conservation Authorities’ important roles in activities that are impacted by development, we suggest that at least one representative from a Conservation Authority be invited through Conservation Ontario to participate in this working group. |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



Thank you once again for the opportunity to comment on "Bill 73- proposed *Smart Growth for Our Communities Act*". CAs recognize the need for amendments to the provincial planning framework, and the Province is commended for conducting province-wide consultations and announcing the proposed Bill. Overall, CAs are supportive of the main goals and objectives of the modifications in the Bill. Should you have any questions regarding the above comments please contact Taylor Knapp (Policy and Planning Officer) at 905-895-0716 ext. 266.

Sincerely,

A handwritten signature in black ink that reads "Bonnie Fox". The signature is written in a cursive, flowing style.

Bonnie Fox  
Manager, Policy and Planning

To: Board of Directors  
Date: June 8, 2015  
From: Donna Strang, Remedial Action Plan Coordinator  
Subject: St. Clair River Area of Concern (AOC)

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### **Aamjiwnaang First Nation Earth Day Celebration – April 25, 2015**



*Community members from Aamjiwnaang First Nation visiting the St. Clair Region Conservation Authority booth at the April 25<sup>th</sup> Earth Day celebration.*

On April 25<sup>th</sup>, representatives from the St. Clair Region Conservation Authority (SCRCA) attended the Aamjiwnaang First Nation Earth Day Celebration. This annual event attracts many community members and local community groups. The day was very interactive with a number of activities occurring including a trash-to-treasure contest and a community clean-up. Staff set up a booth highlighting both the St. Clair River Remedial Action Plan (RAP) and major programs including water quality monitoring (with live benthic invertebrates!), shoreline softening and species at risk. Over 200 people attended the event with many community members and their families stopping by to ask questions, talk about environmental issues and learn more about the SCRCA.



*Rick Battson speaking to Aamjiwnaang First Nation community members about how benthic invertebrates are used as indicators for water quality in the St. Clair River and other tributaries within the St. Clair Region Conservation Authority boundaries.*

### **Statewide Public Advisory Council Meeting – May 4-5<sup>th</sup>, 2015**

Donna Strang, RAP Coordinator attended the two day meeting of the Statewide Public Advisory Council (SPAC) in Port Huron, Michigan on May 4 and 5<sup>th</sup>. The SPAC consists of public advisory council representatives from all 14 of Michigan's AOCs along with State and Federal agencies including the Michigan Department of Environmental Quality and the United States Environmental Protection Agency. The meeting provided an opportunity to learn about how AOCs and the re-designation of BUIs are addressed in the United States. Meeting

highlights included discussions surrounding Michigan's delisting criteria and the Areas of Concern in Recovery designation along with a tour of American habitat projects along the St. Clair River.



*Habitat creation projects along the St. Clair River were highlighted at the May meeting of the Statewide Public Advisory Council in Port Huron, Michigan.*



*Members of the Statewide Public Advisory Council get a guided tour of the Blue Water River Walk along the American side of the St. Clair River.*

### **Upcoming Habitat Projects and Announcements:**

A number of habitat restoration projects benefiting the St. Clair River AOC are under or will begin construction in the near future. In particular, RAP representation was requested at the following two announcements:

1. Ducks Unlimited – June 10, 2015

Ducks Unlimited will be announcing the restoration of nine wetlands covering a total of 375 hectares (900 acres) along the shores of Lake St. Clair. Three of these wetlands are located in the St. Clair River AOC boundaries and contribute to wetland goals associated with the "Loss of Fish and Wildlife Habitat" Beneficial Use Impairment (BUI).

2. Enbridge – June 12, 2015

Enbridge in partnership with Return the Landscape has committed \$150 000 over five-years to enhance their 445 hectare (1100 acre) Solar Farm located in Sarnia, Ontario. The project will naturalize the area with the installation of wetlands, woodlands and grasslands.

### **Status of Beneficial Use Impairments (BUIs):**

Draft documents have been prepared for three BUIs in the St. Clair River AOC including the "Restrictions on Dredging Activities", "Beach Closings" and "Restrictions on Drinking Water Consumption or Taste and Odour Problems". All three are currently at different stages of review.

Prepared By: Tracy Prince  
June 11, 2015

**ST CLAIR REGION CONSERVATION AUTHORITY**  
**Statement of Revenue and Expenditure**  
**For the Five Months Ended 31/05/2015**

12.(i)

|                                                 | Actual To Date     |                    |                    | Annual Budget      |                    | Variance from Budget |                      |
|-------------------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------------|----------------------|
|                                                 | Revenue            | Expenditures       | Surplus(Deficit)   | Revenue            | Expenditures       | Revenue              | Expenditures         |
| <b>Flood Control &amp; Erosion Control</b>      | \$350,465          | \$191,727          | \$158,739          | \$598,950          | \$598,950          | (\$248,485)          | (\$407,223)          |
| <b>Capital Projects/WECI</b>                    | \$912,364          | \$783,871          | \$128,493          | \$337,500          | \$337,500          | \$574,864            | \$446,371            |
| <b>Conservation Area's Capital Development</b>  | \$101,243          | \$103,532          | (\$2,288)          | \$137,000          | \$137,000          | (\$35,757)           | (\$33,468)           |
| <b>IT Capital</b>                               | \$8,060            | \$455              | \$7,605            | \$19,200           | \$19,200           | (\$11,140)           | (\$18,745)           |
| <b>Equipment</b>                                | \$32,875           | \$0                | \$32,875           | \$72,000           | \$72,000           | (\$39,125)           | (\$72,000)           |
| <b>Planning &amp; Regulations</b>               | \$302,061          | \$122,647          | \$179,415          | \$427,600          | \$427,600          | (\$125,539)          | (\$304,953)          |
| <b>Technical Studies</b>                        | \$294,253          | \$90,588           | \$203,665          | \$213,900          | \$213,900          | \$80,353             | (\$123,312)          |
| <b>Recreation</b>                               | \$861,652          | \$277,348          | \$584,305          | \$1,099,700        | \$1,099,700        | (\$238,048)          | (\$822,352)          |
| <b>Property Management</b>                      | \$137,318          | \$104,999          | \$32,319           | \$273,000          | \$273,000          | (\$135,682)          | (\$168,001)          |
| <b>Education and Communication</b>              | \$82,615           | \$69,489           | \$13,125           | \$210,900          | \$210,900          | (\$128,286)          | (\$141,411)          |
| <b>Source Water Protection</b>                  | \$62,737           | \$85,020           | (\$22,283)         | \$200,000          | \$200,000          | (\$137,263)          | (\$114,980)          |
| <b>Conservation Services/Healthy Watersheds</b> | \$672,174          | \$273,848          | \$398,326          | \$1,105,451        | \$1,105,451        | (\$433,277)          | (\$831,603)          |
| <b>Administration/AOC Management</b>            | \$444,779          | \$447,969          | (\$3,190)          | \$1,014,940        | \$1,014,940        | (\$570,161)          | (\$566,971)          |
|                                                 | <b>\$4,262,597</b> | <b>\$2,551,491</b> | <b>\$1,711,105</b> | <b>\$5,710,141</b> | <b>\$5,710,141</b> | <b>(\$1,447,544)</b> | <b>(\$3,158,650)</b> |

**Notes:**

1. Municipal matching, non-matching, 3-D Special and some Recreation levies totaling \$746,455 have been invoiced and are recorded in the actual revenue reported above. See General Levy Report for amounts outstanding.
2. The significant variances from budget to actual is reflective of the nature/timing and uniqueness of the particular projects. The variances will reduce and disappear as the year progresses.

**ST. CLAIR REGION CONSERVATION AUTHORITY  
DISBURSEMENTS FROM APRIL AND MAY 2015**

**12.(ii)  
Sarah Kellestine**

| <b>CHQ. #</b> | <b>DATE</b> | <b>VENDOR</b>                             | <b>DESCRIPTION</b>   | <b>AMOUNT</b> |
|---------------|-------------|-------------------------------------------|----------------------|---------------|
| 16723         | 4/1/2015    | Strathroy Caradoc Minor Soccer            | Hall Rental          | 100.00        |
| 16724         | 4/10/2015   | MOFFATT & POWELL (RONA)                   | Building Supplies    | 2,491.24      |
| 16725         | 4/15/2015   | Amico Infrastructures (Oxford Inc)        | Consulting Fee       | 168,476.22    |
| 16726         | 4/15/2015   | TERRY BARRIE                              | Petty Cash and Float | 350.00        |
| 16727         | 4/15/2015   | Canadian Linen & Uniform                  | Mats                 | 28.25         |
| 16728         | 4/15/2015   | COR'S MOTORS LTD.                         | Vehicle Maintenance  | 469.97        |
| 16729         | 4/15/2015   | DOWLER KARN PROPANE                       | Fuel                 | 129.62        |
| 16730         | 4/15/2015   | FOREST CITY BUSINESS EQUIPMENT            | Printing Expense     | 372.90        |
| 16731         | 4/15/2015   | FOREST CITY LEASING                       | Photocopier Lease    | 293.80        |
| 16732         | 4/15/2015   | Imagewear a division of Mark's            | Uniforms             | 50.84         |
| 16733         | 4/15/2015   | John Jones                                | Bingo                | 760.00        |
| 16734         | 4/15/2015   | Sarah Kellestine - Petty Cash             | Petty Cash           | 148.65        |
| 16735         | 4/15/2015   | KUCERA UTILITIES & FARM SUPPLY            | Vehicle Maintenance  | 2,532.88      |
| 16736         | 4/15/2015   | LANDSTRA CATERING                         | Lunch Meeting        | 237.07        |
| 16737         | 4/15/2015   | LARRY MACDONALD CHEV OLDS                 | Vehicle Maintenance  | 47.40         |
| 16738         | 4/15/2015   | Christie Doneff - Lima Bean Design Studio | Graphic Design       | 180.00        |
| 16739         | 4/15/2015   | LITTLE, INGLIS, PRICE & EWER              | Lawyer               | 1,654.32      |
| 16740         | 4/15/2015   | LOBLAW COMPANIES LIMITED                  | Meeting Expense      | 39.09         |
| 16741         | 4/15/2015   | Metal Wurx Media Blasting                 | Vehicle Maintenance  | 136.73        |
| 16742         | 4/15/2015   | MSC Industriall Supply ULC                | Padlocks             | 269.10        |
| 16743         | 4/15/2015   | Pollutech Enviroquatics Ltd               | Sampling @ LAWSS     | 6,069.80      |
| 16744         | 4/15/2015   | PURULATOR COURIER                         | Postage              | 75.35         |
| 16745         | 4/15/2015   | SHOREPLAN ENGINEERING LTD.                | Consulting Fee       | 28,481.63     |
| 16746         | 4/15/2015   | ST. CLAIR REGION SOIL & CROP I            | Advertising          | 100.00        |
| 16747         | 4/15/2015   | STRATHROY HOME HARDWARE BUILDI            | Building Supplies    | 111.07        |
| 16748         | 4/15/2015   | STRATHROY TIRE SALES & SERVICE            | Vehicle Maintenance  | 542.40        |
| 16749         | 4/15/2015   | SUN MEDIA CORPORATION                     | Advertising          | 1,597.19      |
| 16750         | 4/15/2015   | THREE MAPLES VARIETY                      | Fuel                 | 372.85        |
| 16751         | 4/15/2015   | MIKE TIZZARD                              | Petty Cash and Float | 350.00        |
| 16752         | 4/15/2015   | Toneguzzo Trucking & Excavating           | Snow Removal         | 248.60        |
| 16753         | 4/15/2015   | TOWNSHIP OF ENNISKILLEN                   | Interim Tax          | 3,643.18      |
| 16754         | 4/15/2015   | TOWNSHIP OF WARWICK                       | Utility              | 82.53         |
| 16755         | 4/15/2015   | TOWNSHIP OF DAWN-EUPHEMIA                 | Utility              | 20.00         |

|       |                                          |                            |            |
|-------|------------------------------------------|----------------------------|------------|
| 16756 | 4/15/2015 BILL TURNER                    | Petty Cash and Float       | 200.00     |
| 16757 | 4/15/2015 WARWICK AUTO SERVICE           | Vehicle Maintenance        | 410.02     |
| 16758 | 4/15/2015 WARWICK GAS & VARIETY          | Fuel                       | 156.51     |
| 16759 | 4/15/2015 WATFORD HOME HARDWARE BUILDING | Building Supplies          | 389.77     |
| 16760 | 4/15/2015 SHANE WHITE                    | Building Supplies          | 231.26     |
| 16761 | 4/15/2015 WICKS CONSTRUCTION AND GENERAL | Consulting Fee             | 150,202.27 |
| 16762 | 4/15/2015 WILDFIRE SPECIALISTS INC.      | Training                   | 3,051.00   |
| 16763 | 4/20/2015 DISTINCT IMPRESSION            | Photo Collage              | 152.55     |
| 16764 | 4/20/2015 SCIENSATIONAL SNAKES           | Training                   | 508.50     |
| 16765 | 5/5/2015 ALS CANADA LIMITED              | Water Sampling             | 606.81     |
| 16766 | 5/5/2015 ARBORTECH PROFS. TREE CARE      | Tree Pruning               | 666.70     |
| 16767 | 5/5/2015 KEVAN BAKER                     | Uniforms                   | 72.21      |
| 16768 | 5/5/2015 MARK BAKELAAR                   | Uniforms                   | 157.33     |
| 16769 | 5/5/2015 GLENN BAXTER                    | Uniforms                   | 299.46     |
| 16770 | 5/5/2015 BUFFETT, TAYLOR & ASSOCIATES I  | Group Benefits             | 10,426.36  |
| 16771 | 5/5/2015 Campbells Outdoor Power Equipm  | Vehicle Maintenance        | 80.04      |
| 16772 | 5/5/2015 Canadian Linen & Uniform        | Mats                       | 56.50      |
| 16773 | 5/5/2015 STEPHEN CLARK                   | Uniforms                   | 228.52     |
| 16774 | 5/5/2015 COINAMATIC                      | Laundry                    | 58.96      |
| 16775 | 5/5/2015 CONSERVATION ONTARIO            | Subscription               | 1,261.75   |
| 16776 | 5/5/2015 DELAWARE PUMP & PARTS LIMITED   | Vehicle Maintenance        | 220.40     |
| 16777 | 5/5/2015 DELTA POWER EQUIPMENT           | Vehicle Maintenance        | 920.71     |
| 16778 | 5/5/2015 DOVER AGRI-SERVE INC.           | Roll and Burn Phragmities  | 13,418.75  |
| 16779 | 5/5/2015 DOWLER KARN PROPANE             | Fuel                       | 28.09      |
| 16780 | 5/5/2015 FEDERAL EXPRESS CANADA LTD.     | Postage                    | 48.85      |
| 16781 | 5/5/2015 FIRST AID ZONE                  | First Aid Supplies         | 105.07     |
| 16782 | 5/5/2015 GERBER ELECTRIC                 | Electrical Work            | 2,962.86   |
| 16783 | 5/5/2015 MELISSA GILL                    | Employee Expense           | 296.50     |
| 16784 | 5/5/2015 Gillingwater, Scott             | Booklet Produced           | 110.25     |
| 16785 | 5/5/2015 Graceview Enterprises Inc.      | Accessibility Construction | 27,133.56  |
| 16786 | 5/5/2015 HEYLAND FARMS LTD./DOUG MCGEE   | Controlled Burn            | 113.00     |
| 16787 | 5/5/2015 HYDE PARK EQUIPMENT LTD.        | Vehicle Maintenance        | 14,166.39  |
| 16788 | 5/5/2015 Jordan & Cook Architect Ltd     | Consulting Fee             | 2,825.00   |
| 16789 | 5/5/2015 Sarah Kellestine - Petty Cash   | Petty Cash                 | 110.45     |
| 16790 | 5/5/2015 KEY CONTACT                     | Lambton Shores Project     | 801.81     |
| 16791 | 5/5/2015 KYIS EMBROIDERY                 | Uniforms                   | 45.20      |
| 16792 | 5/5/2015 LAMBTON KENT FARM IMPLEMENTS L  | Vehicle Maintenance        | 1,743.70   |

|       |                                              |                           |            |
|-------|----------------------------------------------|---------------------------|------------|
| 16793 | 5/5/2015 LANDSTRA CATERING                   | Lunch Meeting             | 331.90     |
| 16794 | 5/5/2015 LOBLAW COMPANIES LIMITED            | Meeting Expense           | 13.96      |
| 16795 | 5/5/2015 LOVERS ATWORK OFFC.FURNITR.INC      | Chair                     | 327.69     |
| 16796 | 5/5/2015 Marsh Canada Limited                | Insurance                 | 101,004.56 |
| 16797 | 5/5/2015 BRIAN MCDOUGALL                     | Employee Expense          | 683.10     |
| 16798 | 5/5/2015 McGlashing, Sandra                  | Reimbursement of Camping  | 1,632.90   |
| 16799 | 5/5/2015 MIDDLESEX PRINTING CORPORATION      | Printing Expense          | 563.18     |
| 16800 | 5/5/2015 MSD Inc.                            | Picnic Tables             | 20,767.14  |
| 16801 | 5/5/2015 SHARON NETHERCOTT                   | Employee Expense          | 337.70     |
| 16802 | 5/5/2015 ONTARIO HOSE SPECIALTIES LIMIT      | Hi-Vac Hose               | 497.20     |
| 16803 | 5/5/2015 ONTARIO MINISTER OF FINANCE         | Employer Health Tax       | 3,307.88   |
| 16804 | 5/5/2015 Ontario Land Trust Alliance Inc.    | Subscription              | 560.00     |
| 16805 | 5/5/2015 TIM PAYNE                           | Employee Expense          | 187.00     |
| 16806 | 5/5/2015 PETROLIA HOME HARDWARE              | Building Supplies         | 551.16     |
| 16807 | 5/5/2015 PICTURE FRAMES & THINGS             | Picture Frame             | 33.90      |
| 16808 | 5/5/2015 PODOLINSKY FARM EQUIPMENT           | Vehicle Maintenance       | 364.18     |
| 16809 | 5/5/2015 TRACY PRINCE                        | Fridge for Renovation     | 2,508.63   |
| 16810 | 5/5/2015 PUROLATOR COURIER                   | Postage                   | 78.70      |
| 16811 | 5/5/2015 GIRISH SANKAR                       | Employee Expense          | 77.00      |
| 16812 | 5/5/2015 ALISON SEIDLER                      | Employee Expense          | 120.00     |
| 16813 | 5/5/2015 JEFF SHARP                          | Employee Expense          | 73.94      |
| 16814 | 5/5/2015 SLOAN'S NURSERY & CHRISTMAS TR      | Trees                     | 4,138.40   |
| 16815 | 5/5/2015 Spriet Associates                   | WWK Roadway               | 2,187.36   |
| 16816 | 5/5/2015 SUPERIOR COMPUTER SALES INC.        | Computer Purchase         | 4,863.86   |
| 16817 | 5/5/2015 Trimen Foodservice Equipment        | Dishwasher for Renovation | 2,253.56   |
| 16818 | 5/5/2015 SHERRY TURNER                       | Work Boots                | 100.00     |
| 16819 | 5/5/2015 BILL TURNER                         | Petty Cash and Float      | 150.00     |
| 16820 | 5/5/2015 VAN TUYL & FAIRBANK                 | Supplies                  | 1,763.48   |
| 16821 | 5/5/2015 WARWICK GAS & VARIETY               | Fuel                      | 336.78     |
| 16822 | 5/5/2015 WASTECORP                           | Pump                      | 4,517.34   |
| 16823 | 5/5/2015 WATFORD HOME HARDWARE BUILDING      | Building Supplies         | 277.38     |
| 16824 | 5/5/2015 WINKELMOLEN NURSERY LTD.            | Trees                     | 649.75     |
| 16825 | 5/5/2015 Yellow Pages Group                  | Advertising               | 26.22      |
| 16826 | 5/6/2015 Print & Web Communications Inc.     | Brochure                  | 4,299.65   |
| 16827 | 5/20/2015 21 SHELL & VARIETY                 | Fuel                      | 355.00     |
| 16828 | 5/20/2015 Amico Infrastructures (Oxford Inc) | Consulting Fee            | 220,244.06 |
| 16829 | 5/20/2015 ARCTIC GLACIER INC.                | Ice                       | 454.80     |

|       |                                                  |                     |           |
|-------|--------------------------------------------------|---------------------|-----------|
| 16830 | 5/20/2015 KEVAN BAKER                            | Uniforms            | 27.46     |
| 16831 | 5/20/2015 Bob Tanner Landscaping                 | Landscaping         | 1,915.35  |
| 16832 | 5/20/2015 BUESINK WELDING & REPAIR INC.          | Maintenance         | 636.19    |
| 16833 | 5/20/2015 Campbells Outdoor Power Equipm         | Vehicle Maintenance | 85.09     |
| 16834 | 5/20/2015 CENTRAL SANITATION                     | Septic Pump Out     | 225.00    |
| 16835 | 5/20/2015 COINAMATIC                             | Laundry             | 262.36    |
| 16836 | 5/20/2015 COR'S MOTORS LTD.                      | Vehicle Maintenance | 444.72    |
| 16837 | 5/20/2015 CP INDUSTRIES LTD.                     | Deodorizer          | 2,086.99  |
| 16838 | 5/20/2015 DOWLER KARN PROPANE                    | Fuel                | 191.23    |
| 16839 | 5/20/2015 FOREST CITY LEASING                    | Photocopier Lease   | 293.80    |
| 16840 | 5/20/2015 GARY FALCONER TRANSPORT LIMITE         | Topsoil             | 678.00    |
| 16841 | 5/20/2015 GERBER ELECTRIC                        | Electrical Work     | 140.12    |
| 16842 | 5/20/2015 Grafiks Marketing & Communica          | Advertising         | 536.75    |
| 16843 | 5/20/2015 HAYTER-WALDEN PUBLICATIONS INC         | Subscription        | 160.00    |
| 16844 | 5/20/2015 ERNIE HERRINGTON                       | Maintenance         | 644.10    |
| 16845 | 5/20/2015 Huronweb Offset Printing Inc           | Printing Expense    | 678.00    |
| 16846 | 5/20/2015 JEG'S                                  | Vehicle Maintenance | 44.08     |
| 16847 | 5/20/2015 John Jimmo                             | Employee Expense    | 400.00    |
| 16848 | 5/20/2015 John Jones                             | Bingo               | 380.00    |
| 16849 | 5/20/2015 Jordan & Cook Architect Ltd            | Consulting Fee      | 6,074.48  |
| 16850 | 5/20/2015 Kal Tire                               | Vehicle Maintenance | 353.48    |
| 16851 | 5/20/2015 Sarah Kellestine - Petty Cash          | Petty Cash          | 323.30    |
| 16852 | 5/20/2015 KYIS EMBROIDERY                        | Uniforms            | 99.44     |
| 16853 | 5/20/2015 LAFARGE CANADA INC.                    | Maintenance         | 1,305.10  |
| 16854 | 5/20/2015 LARRY MACDONALD CHEV OLDS              | Vehicle Maintenance | 436.97    |
| 16855 | 5/20/2015 LOBLAW COMPANIES LIMITED               | Meeting Expense     | 14.98     |
| 16856 | 5/20/2015 MECHANICAL ADVERTISING                 | Signage             | 779.01    |
| 16857 | 5/20/2015 MONTEITH & SUTHERLAND LIMITED          | Consulting Fee      | 544.66    |
| 16858 | 5/20/2015 Ontario Municipal Management Institute | Subscription        | 90.00     |
| 16859 | 5/20/2015 PETROLIA HOME HARDWARE                 | Building Supplies   | 273.69    |
| 16860 | 5/20/2015 PODOLINSKY FARM EQUIPMENT              | Vehicle Maintenance | 12,730.17 |
| 16861 | 5/20/2015 PUROLATOR COURIER                      | Postage             | 47.35     |
| 16862 | 5/20/2015 JEFF SHARP                             | Employee Expense    | 77.87     |
| 16863 | 5/20/2015 SHOREPLAN ENGINEERING LTD.             | Consulting Fee      | 26,217.16 |
| 16864 | 5/20/2015 DONNA STRANG                           | Employee Expense    | 200.16    |
| 16865 | 5/20/2015 STRATHROY WELDING AND REPAIRS          | Vehicle Maintenance | 155.94    |
| 16866 | 5/20/2015 STRATHROY HOME HARDWARE BUILDI         | Building Supplies   | 204.00    |



|       |           |                                             |                     |           |
|-------|-----------|---------------------------------------------|---------------------|-----------|
| 16867 | 5/20/2015 | STRATHROY SPORTS EXCELLENCE                 | Uniforms            | 1,149.89  |
| 16868 | 5/20/2015 | STRATHROY TIRE SALES & SERVICE              | Vehicle Maintenance | 25.00     |
| 16869 | 5/20/2015 | ST. WILLIAMS NURSERY & ECOLOGY              | Trees               | 2,814.94  |
| 16870 | 5/20/2015 | SWISH MAINTENANCE LIMITED                   | Supplies            | 5,327.65  |
| 16871 | 5/20/2015 | THREE MAPLES VARIETY                        | Fuel                | 839.02    |
| 16872 | 5/20/2015 | MIKE TIZZARD                                | Employee Expense    | 407.19    |
| 16873 | 5/20/2015 | TOWN OF PLYMPTON-WYOMING                    | Interim Tax         | 1,555.57  |
| 16874 | 5/20/2015 | UNIVERSAL FIELD SUPPLIES                    | Supplies            | 266.06    |
| 16875 | 5/20/2015 | WATFORD HOME HARDWARE BUILDING              | Building Supplies   | 573.85    |
| 16876 | 5/20/2015 | Campbells Outdoor Power Equipm              | Vehicle Maintenance | 65.09     |
| 16877 | 5/20/2015 | COR'S MOTORS LTD.                           | Vehicle Maintenance | 392.80    |
| 16878 | 5/20/2015 | LARRY MACDONALD CHEV OLDS                   | Vehicle Maintenance | 51.92     |
| 16879 | 5/26/2015 | RAYMOND BROTHERS                            | Tent Purchase       | 2,712.00  |
| 16880 | 5/26/2015 | 1838120 Ontario Ltd, Greenfield Contracting | Consulting Fee      | 71,837.08 |

**TOTAL CHEQUE DISBURSEMENTS - BANK #1 -**

**983,144.21**

**INTERNET BANKING**

| <b>TRANS #</b> | <b>DATE</b> | <b>VENDOR</b>                   | <b>DESCRIPTION</b> | <b>AMOUNT</b> |
|----------------|-------------|---------------------------------|--------------------|---------------|
| 8143           | 30/04/2015  | BELL CANADA                     | Telephone          | 15.70         |
| 8144           | 30/04/2015  | BELL CANADA                     | Telephone          | 75.25         |
| 8145           | 30/04/2015  | BELL MOBILITY CELLULAR          | Telephone          | 169.96        |
| 8146           | 30/04/2015  | BROOKE TELECOM CO-OP            | Telephone          | 1,010.39      |
| 8147           | 30/04/2015  | ENTEGRUS SERVICES INC. (CHATHA  | Gas and Water      | 931.81        |
| 8148           | 30/04/2015  | Execulink Telecom               | Internet           | 1,575.99      |
| 8149           | 30/04/2015  | FCDQ (DESJARDINS)               | Office Supplies    | 607.81        |
| 8151           | 30/04/2015  | HYDRO ONE Networks Inc.         | Hydro              | 2,756.55      |
| 8152           | 30/04/2015  | MASTERCARD                      | Misc. Expenses     | 7,847.32      |
| 8153           | 30/04/2015  | OMERS                           | Pension            | 30,146.94     |
| 8154           | 30/04/2015  | PETRO CANADA INC.               | Fuel               | 1,594.37      |
| 8155           | 30/04/2015  | RECEIVER GENERAL                | Source Deductions  | 51,079.63     |
| 8156           | 30/04/2015  | Rogers Cable Communications Inc | Internet           | 192.04        |
| 8157           | 30/04/2015  | ROGERS WIRELESS                 | Telephone          | 2,611.81      |
| 8158           | 30/04/2015  | TSC Stores                      | Misc. Supplies     | 182.38        |
| 8159           | 30/04/2015  | UNION GAS LIMITED               | Utility            | 509.00        |

|      |            |                                 |                   |           |
|------|------------|---------------------------------|-------------------|-----------|
| 8160 | 30/04/2015 | WORKPLACE SAFETY & INS. BOARD   | WSIB              | 4,861.39  |
| 8161 | 31/05/2015 | BELL CANADA                     | Telephone         | 17.68     |
| 8162 | 31/05/2015 | BELL CANADA                     | Telephone         | 75.39     |
| 8163 | 31/05/2015 | BELL MOBILITY CELLULAR          | Telephone         | 68.03     |
| 8164 | 31/05/2015 | BLUEWATER POWER                 | Utility           | 129.89    |
| 8165 | 31/05/2015 | BROOKE TELECOM CO-OP            | Telephone         | 537.03    |
| 8166 | 31/05/2015 | ENTEGRUS SERVICES INC. (CHATHA  | Gas and Water     | 834.85    |
| 8167 | 31/05/2015 | Execulink Telecom               | Internet          | 1,572.84  |
| 8168 | 31/05/2015 | FCDQ (DESJARDINS)               | Office Supplies   | 256.94    |
| 8170 | 31/05/2015 | HYDRO ONE Networks Inc.         | Hydro             | 4,612.60  |
| 8171 | 31/05/2015 | MASTERCARD                      | Misc. Expenses    | 5,084.85  |
| 8172 | 31/05/2015 | OMERS                           | Pension           | 31,458.16 |
| 8173 | 31/05/2015 | PETRO CANADA INC.               | Fuel              | 2,231.79  |
| 8174 | 31/05/2015 | RECEIVER GENERAL                | Source Deductions | 51,884.35 |
| 8175 | 31/05/2015 | Rogers Cable Communications Inc | Internet          | 192.04    |
| 8176 | 31/05/2015 | ROGERS WIRELESS                 | Telephone         | 1,271.07  |
| 8178 | 31/05/2015 | UNION GAS LIMITED               | Utility           | 251.27    |
| 8179 | 31/05/2015 | TSC Stores                      | Misc. Supplies    | 361.83    |

**TOTAL INTERNET DISBURSEMENTS - BANK NO. 1 -**

**207,008.95**

**PAYROLL RUNS FROM OCTOBER 2014**

|                |    |           |
|----------------|----|-----------|
| PAYROLL NO. 8  | \$ | 54,775.31 |
| PAYROLL NO. 9  | \$ | 55,758.34 |
| PAYROLL NO. 10 | \$ | 57,301.98 |
| PAYROLL NO. 11 | \$ | 70,680.17 |
| PAYROLL NO.    |    |           |
| PAYROLL NO.    |    |           |

**TOTAL PAYROLL RUNS - APRIL AND MAY 2015**

**238,515.80**

**TOTAL DISBURSEMENTS - APRIL AND MAY 2015**

**1,428,668.96**

**2015 GENERAL LEVY SUMMARY  
AS OF June 11 2015**

-----

**GLYSUM2015  
Sarah Kellestine  
11-Jun-15**

| <b>MUNICIPALITY</b>    | <b>GROSS LEVY</b>    | <b>PAID TO DATE</b>  | <b>OUTSTANDING</b>   |
|------------------------|----------------------|----------------------|----------------------|
| -----                  | -----                | -----                | -----                |
| Sarnia                 | \$ 278,903.00        | \$ 69,725.75         | \$ 209,177.25        |
| Chatham-Kent           | 93,268.00            |                      | 93,268.00            |
| Brooke-Alvinston Twp.  | 11,138.00            | 11,138.00            | 0.00                 |
| Dawn Euphemia Twp.     | 17,184.00            | 4,296.00             | 12,888.00            |
| Enniskillen Twp.       | 12,137.00            | 12,137.00            | 0.00                 |
| Lambton Shores M.      | 34,404.00            | 34,404.00            | 0.00                 |
| Oil Springs V          | 1,394.00             | 1,394.00             | 0.00                 |
| Petrolia T             | 17,104.00            | 17,104.00            | 0.00                 |
| Plympton-Wyoming T     | 35,576.00            |                      | 35,576.00            |
| Point Edward V         | 16,819.00            | 16,819.00            | 0.00                 |
| St. Clair Twp.         | 76,733.00            | 76,733.00            | 0.00                 |
| Warwick Twp.           | 14,140.00            |                      | 14,140.00            |
| Adelaide Metcalfe Twp. | 11,706.00            | 5,853.00             | 5,853.00             |
| Middlesex Centre Twp.  | 14,564.00            | 14,564.00            | 0.00                 |
| Newbury V              | 1,066.00             | 1,066.00             | 0.00                 |
| Southwest Middlesex M. | 7,882.00             | 7,882.00             | 0.00                 |
| Strathroy-Caradoc M.   | 57,435.00            | 57,435.00            | 0.00                 |
| <b>TOTAL</b>           | <b>\$ 701,453.00</b> | <b>\$ 330,550.75</b> | <b>\$ 370,902.25</b> |
|                        | =====                | =====                | =====                |

# SCRCA Joint Health & Safety Committee Meeting Minutes — March 18, 2015

Lower Board Room  
205 Mill Pond Crest.  
Strathroy, ON

|                           |                                                                            |                         |           |
|---------------------------|----------------------------------------------------------------------------|-------------------------|-----------|
| <b>Meeting called by:</b> | JHSC Committee                                                             | <b>Type of meeting:</b> | Quarterly |
| <b>Date:</b>              | Wed., March 18, 2015<br>(rescheduled from 11-Mar-15)                       | <b>Time:</b>            | 8:20 am   |
| <b>Facilitator:</b>       | Kevan Baker                                                                |                         |           |
| <b>Minutes:</b>           | Rick Battson                                                               |                         |           |
| <b>Attendees:</b>         | Kevan Baker, Steve Clark, Jeff Sharp, Don Skinner, Rick Battson (recorder) |                         |           |

## Minutes of Agenda Items

1. Approve December 4, 2014 meeting minutes  
**Motion:** that "The Minutes of the December 4, 2014 meeting be approved as printed."  
**Moved/Seconded/Carried – Jeff/Don/Carried**

2. Business arising from the minutes  
2.1. Review of Action Items

**Steve Clark:**

- to develop Inspection Checklist for 2015 (*December 4, 2014 - item 4.3*)

**Discussion:**

- completed and distributed for posting on all Health & Safety bulletin boards
- to report on formatting of Health & Safety Manual with a footer and new numbering format (*Dec. 4, 2014 - item 2.1- Heather*)

**Discussion:**

- formatting of document has been completed with header, footer and numbering
- how do we note when a particular policy has been updated
- could put each policy on a separate page
- could have an appendix of changes/dates (a change log) \* preferred

**Action Item(s):**

- **Steve** to arrange to create this change log with **Heather**
- review & update of ice monitoring policy and give to Heather to add to Health & Safety Manual (*December 4, 2014 - item 3.1*)

**Action Item(s):**

- in progress by **Steve C.**

**Kevan Baker:**

- to discuss carbon dioxide concerns with Management (What are normal building levels? What areas in the Strathroy office were tested? What can be done to increase the amount of fresh air that comes into the building?) (*Dec. 4, 2014 - item 2.1*)

**Discussion:**

- Kevan explained the study that was done
- one thing being looked at is windows that open
- to plan safe driving training session for all staff and arrange for all staff to read new Vehicle Training Procedures and complete test (*Dec. 4, 2014 - item 2.1*)

**Discussion:**

- discussed at supervisors meeting and reviewed option to do a program individually
- looked at drive safe program

- looked into 2 hour course but would have to be at night or weekend

**Action Item(s):**

- **All Staff** to do test individually and submit to supervisor then to **Heather** for documentation
- **Heather** to send out email to all staff with test and instructions
- to schedule training with Jon (Lambton EMS) for Terry and Mark when they return in the spring and later in the spring for the summer staff at LCH (*Dec. 4, 2014 - item 2.1- Heather*)

**Action Item(s):**

- **Terry** to book session in April for the four staff involved (LCH Superintendent & Assistant Superintendent, and maintenance/visitor services staff)
- **Heather** to send contact information to Terry
- to investigate and give direction on replacement of CO detectors in the Strathroy office (*September 25, 2014 & Dec. 4, 2014 - item 2.1*)

**Discussion:**

- this was completed – two in the Strathroy office – one on each level
- to remind all supervisors to review the Inclement Weather Policy with their staff and remind Supervisors to discuss with their staff the best way to communicate to them if a staff is not able to come to work in the event of a weather issue (*Dec. 4, 2014 - item 2.1*)

**Discussion:**

- this was reported to staff by the General Manager at the full staff meeting in December/14
- to report on follow-up of outstanding Incident/Injury Investigation Report Form related to poison ivy (*Dec. 4, 2014 - item 4.1*)

**Discussion:**

- 1 staff report on poison ivy is still pending
- risks of poison ivy exposure was discussed at supervisors meeting
- known cases of poison ivy exposure should be reported through Incident/Injury Investigation Report Form

**Action Item(s):**

- **Kevan** to follow up with staff / supervisor re: outstanding Incident/Injury report
- **Kevan and Rick** to produce poster about poison ivy
- **Heather** to distribute for posting on the safety board
- to report on discussions with supervisors re: the need to circulate, sign and return incident forms (*Dec. 4, 2014 - item 4.1*)

**Discussion:**

- discussed with supervisors – reminder to be prompt with forms
- to follow up on the establishment of 2015 Goals and Objectives for JHSC (*Dec. 4, 2014 - item 4.2*)

**Discussion:**

- awareness the goals and objectives in section 5 of the agenda/minutes
- questioned about review of Ministry of Labor website

**Action Item(s):**

- **Jeff** to review for next meeting

**Jeff Sharp:**

- to make requested changes to SCRCAs Driver's Manual and forward to Heather to have added to Vehicle Training - see attached or link [\\STCLAIR\Health and Safety\Health and Safety Training\Vehicle Training\SCRCAs Vehicle Procedure v.2.docx](#) (*Dec. 4, 2014 - item 2.1*)

**Discussion:**

- all requested changes have been added to this document

**Action Item(s):**

- reminder to **supervisors** to have staff complete test and return to Heather – deadline April 17
- email from **Heather** with link to test and instructions to be sent to all staff
- **Kevan** to discuss with Heather

**Heather Long**

- to update and archive old versions of Initial Employee Safety Instruction (*December 4,*

2014 - item 2.1)

**Discussion:**

- completed

- to thank Jon and indicate our interest in an AED unit for WWK if money becomes available through Heart & Stroke (Dec. 4, 2014 - item 2.1)

**Discussion:**

- completed

- to update Health & Safety Bulletin Boards (December 4, 2014 - item 4.3)

**Discussion:**

- completed & distributed to all areas for posting

**Don Skinner:**

- to report on Level 1 Certification Training (Dec. 4, 2014 - item 4.4)

**Discussion:**

- Don is registered June 10 - 12

**3. Area Reports/Workplace Inspections**

**3.1. Watershed Services (Steve C.)**

**Discussion:**

- no reports

**3.2. Workplace Inspections (Steve C.)**

**Discussion:**

- some spaces (computer room and furnace room) crowded but due to renovations
- to review after renovation complete
- old florescent tubes have been removed
- Sarah requested a new desk chair to better fit her
- discussed dead and dying trees around admin. building
- hole in parking lot discussed

**Action Item:**

- **Kevan** to review trees and remove as necessary
- **Kevan** to discuss with Tracy repairing the hole in parking lot
- **Sarah** to notify Tracy of need for new chair

**3.3. General CAs (Kevan/Don)**

**Discussion:**

- completed basic annual safety training with returning CA staff
- reviewed lifting/stretching video
- customer service video
- remind all supervisors to maintain their staff's safety booklets-

**Action Item:**

- **Kevan** to hold two more sessions for new seasonal staff hires (May-June)
- **Supervisors** are responsible to arrange for training for any new staff who cannot attend one of the May-June sessions

**3.4. Other Departments**

**Action Item:**

- **Kevan** get reports from supervisors on what staff safety training they have completed

**4. New Business**

**4.1. Review of Incident/Injury Investigation Reports since our Dec. 4, 2014 meeting (Steve C.)**

**Discussion:**

- 1 report – staff forced off the road & towed out of ditch
- Circle check and test drive by driver did not indicate further inspection by a professional was needed

**4.2. Committee to view the Ice Safety video in preparation to present to full staff at our next meeting (Kevan)**

**Discussion:**

- flood forecast team watched this video
- not sure if this works for a running river

- there are strict procedures for ice monitoring which should be communicated to staff

**Action Item:**

- To be shown at upcoming full staff meeting – Kevan

4.3 Discussed exits during construction and entering construction zone with proper safety equipment.

- in case of fire, staff can use additional exits in construction zone

**Action Item:**

- **Kevan to ask Tracy** to send out notice to staff regarding above

5. Future 2015 meeting dates:

Wednesday, June 17 – Steve to chair

Wednesday, September 16 – Steve to chair

Wednesday, November 25 – Kevan to chair

**Action Item:**

- **Steve & Jeff** to work on developing a schedule for meeting recorders – use office staff alternating with managers

6. Adjournment – 9:50 am


**Motion:** that “The meeting be adjourned.” **Moved/Carried – Steve C**

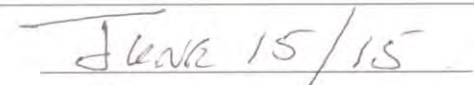
**Misc. Information**

**Contacts:**


Worker Co-chair/Inspector: Steve Clark  
Management Co-chair: Kevan Baker  
Worker Reps.: Steve Clark  
Jeff Sharp  
Don Skinner  
Committee Secretary: Heather Long

sclark@scrca.on.ca  
kbaker@scrca.on.ca  
sclark@scrca.on.ca  
jsharp@scrca.on.ca  
dskinner@scrca.on.ca  
hlong@scrca.on.ca

  
Signature of Co-chair

  
Date

  
Signature of Co-chair

  
Date

# Staff Report

12.(v)



To: Board of Directors  
Date: June 16, 2015  
From: Tracy Prince, Director of Finance  
Subject: Administrative Office Accessibility Improvements

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- ❖ St. Clair Region Conservation Authority is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act (AODA).
- ❖ as part of the Authority's Multi Year Plan to meet the requirements of AODA, the Authority has completed the following
  - website has been updated to the appropriate format (WCAG 2.0, Level A)
  - staff training is completed annually as a refresher and training has been incorporated in new staff training
  - Board members were trained at the December 2014 meeting. New members will need to be trained before the end of 2015.
- ❖ there were some delays in construction due to electrical, plumbing and supplier issues.
- ❖ the interior redesign is completed, we expect that exterior door and vestibule door to be installed by the first week in July and then all renovations will be complete.





# Staff Report

12.(vi)



To: Board of Directors  
Date: June 12, 2015  
From: Brian McDougall, General Manager,  
Tracy Prince, Director of Finance  
Subject: Administration Manual

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## Background

The Administration Policy Manual was last updated and approved by the Board in 2002. This policy contains all the Authority personnel and human resource policies as well as financial procedures and policy. Since 2002 there has been many updates in Labour Laws as well as many developments in policy with the changes in technology. We have researched and made several updates to bring this document to current labour market standards.

## Highlight of Changes

| Type    | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Reason                                                                                                                                                                                                                                                   |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Wording | <ul style="list-style-type: none"><li>- Removed details of benefits, while leaving the Board approved cost sharing</li><li>- Remove and changed wording regarding sick notes</li><li>- Update to legislation</li><li>- Added Employee Assistance Program</li><li>- Added short-term sick leave benefit.</li><li>- Improved code of conduct (will be requiring employees to read and sign)</li><li>- Occupational Health &amp; Safety</li><li>- Change to the direct payment of statutory deduction payments</li></ul> | <p>Reduce redundancy with benefit booklet provided by insurer</p> <p>Reduce risk</p> <p>Improve employee wellness</p> <p>Ensure employees act within defined guidelines.</p> <p>Update to current standards</p> <p>To allow timely payments of taxes</p> |

|                |                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| New Policies   | <ul style="list-style-type: none"> <li>- Disciplinary</li> <br/> <li>- Cell Phone Usage</li> <li>- Computer Usage &amp; Social Media</li> <li>- Harassment &amp; Workplace Violence</li> <li>- Accessibility and Protocol for persons with disabilities</li> <li>- Uniform</li> <br/> <li>- Availability and Format of Documents</li> <br/> <li>- Investment Policy</li> <br/> <li>- Authorized Purchase Limits</li> </ul> | <p>Provide a mechanism in the event of personnel issues.</p> <p>Outline rules of use to reduce risk to the organization.</p><br><p>Increase visibility as St. Clair Region Conservation Staff</p> <p>Formalize standard reporting to be in compliance with accessibility standards of communication.</p><br><p>Formalize in our policy the Board approved investment policy</p><br><p>Limits have not been updated prior to the 2002 document, also titles have changed.</p> |
| Changed format | Changed the Table of contents, group similar items and linked pages.                                                                                                                                                                                                                                                                                                                                                       | To improve usability and readability for staff.                                                                                                                                                                                                                                                                                                                                                                                                                              |



## General Administration Manual

June 2015

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## Section 1 - Introduction

1. Employees of the St. Clair Region Conservation Authority shall be governed by the regulations, as set forth in the following pages. Any misunderstanding of the regulations or matters, not covered by the regulations, shall be submitted to the General Manager in writing.
2. Changes in the regulations may be made from time to time at the discretion of the Executive Committee and such changes will be made known to the employees before they become effective.
3. Any exceptional cases, matters in dispute or doubt will be dealt with by the Executive Committee.
4. These regulations shall be reviewed periodically and revised by the General Manager. The General Manager is hereby authorized to revise and update this document to keep it current with changes in legislation.
5. All full-time staff will have access to the General Administration Manual immediately after being hired by the Authority.
6. The terms of individual employee contracts will supersede regulations outlined in this manual.
7. The words his/her are used interchangeably in this document.
8. Any previously approved Finance and Administration Regulations which conflict with this manual are hereby revoked.
9. Department Directors are those staff who titles include the term director

## Section 2 – Code of Conduct

1. The Code of Conduct represents minimum standards of general application to all Departments. The General Manager may in their discretion augment these standards with policies which are more specific, to apply to individual employees, groups of employees or all employees of the Department. When this is done, it shall be in writing with a copy to the Department Director and Director of Finance.

1.1 All employees will receive and read the following “Code of Conduct” and sign the Acknowledgement form. Newly hired employees will read the copy of the Code of Conduct and sign the Acknowledgement form prior to entering into their duties as their sign-on for employment. The signed Acknowledgement form will be retained in the employee’s Authority Personnel File. The person signing-on the new employee will witness the signing of the form.

1.2 If an employee refuses to sign the Acknowledgement form, it should be noted on the form. The person signing-on the employee will make the notation and sign the form. If possible the employee should also sign a statement of refusal to sign. The form will be retained in the employee’s Authority Personnel File. The General Manager will be notified the employee refused to sign the Acknowledgement form.

### 2. Confidential Information

2.1 Employees have access to confidential information by reason of their employment with St. Clair Region Conservation Authority, and shall safeguard and protect the information of the Authority.

2.2 For example, particular care should be exercised in releasing information related to the following matters:

2.2.1 Items under litigation;

2.2.2 Personnel matters;

2.2.3 Information about suppliers provided for evaluation which might be useful to competitors;

2.2.4 Sources of complaints about a variety of matters where the identity of the complainant is given in confidence;

2.2.5 Items or issues under negotiation or other form of dispute resolution;

2.2.6 Information supplied in support of license applications, etc. where such information is not part of the public documentation

2.2.7 Schedules of prices in contract tenders

2.3 The above is not intended to be an exhaustive list of examples.

### 3. Media Relations

3.1 Only the General Manager and those authorized by the General Manager should comment to the media on policy matters. These comments should be factual and objective, thus refraining from putting forth speculative or subjective insights. Staff should follow the specific directive developed for special projects and task forces which operate outside of normal Departmental structures. With respect to legal matters such as litigation or the potential therefore, staff should refer to the General Manager. This policy is not intended to restrict the ability of employees to express an opinion on non-municipal general interest matters, where the employee makes it clear that he or she is commenting as a private citizen and not in his or her capacity as an Authority employee. (Please refer to Media Section 32).

### 4. Conflict of Interest

4.1 An employee will be considered to have a conflict of interest where to the employee's knowledge, he or she, or a member of his or her family, or an associate of the employee, has a direct or indirect financial interest in a contract or proposed contract with the Authority, and where the employee could influence the decision of the Authority with respect to the contract. A conflict of interest further exists where the employee could directly influence the decision made in the course of performing his or her job duties, and also where he or she could indirectly influence the decision through exerting personal influence over the decision-maker.

4.2 If a potential conflict exists because of an employee's personal or family interest in a property matter, a business dealing with the Authority or similar circumstance, the employee must advise the General Manager of the situation, in writing, who will then make appropriate arrangements to handle the matter. Once an employee has disclosed a potential conflict of interest, it is understood that he or she shall be removed from the decision-making process relative to the interest that has been disclosed. However, the General Manager may in their discretion decide that the potential for conflict is not substantial enough to prevent an employee's continued involvement in the matter. Note that all such be held in strict confidence by those notified under this Policy.



4.3 Employees, their associates, and their family members should not sell goods, materials, or services to the Authority. An exception may be made, with the approval of the General Manager, to secure services from an employee outside of the regular hours of employment where a contract is awarded through open competition by way of public call for tender or a request for proposal.

4.4 Employees should not engage in private employment or render services for any person or corporation which has, or may have, business dealings with St. Clair Region Conservation Authority. Where an employee is or becomes involved in such private employment, his or her Supervisor must be informed and the General Manager can allow the employee to continue with the activities in questions, or prohibit any further involvement. Private employment is employment with an employer other than St. Clair Region Conservation Authority.

## 5. Use of Authority Property

5.1 Authority property shall not be used by Authority employees for personal use unless prior approval is secured from the General Manager, in writing.

5.2 No employee shall make financial gain from the use of sale of computer programs, technological innovations or other patentable items or equipment of the Authority while in the employment of the Authority or thereafter. All such property is and shall remain the exclusive property of the Authority.

## 6. Insider Information

6.1 All employees are required to refrain from the use or transmission of confidential or privileged information while either working for the Authority or after termination of employment with the Authority. Staff is specifically forbidden to use information available, only to Authority staff, to guide personal investment in matter such as real estate, whether by direct means or indirectly through others.

## 7. Gifts and Benefits

7.1 In order to preserve the image and integrity of St. Clair Region Conservation Authority, business gifts are discouraged however, the Authority recognizes that moderate hospitality is an accepted courtesy of a business relationship. Recipients should not allow themselves to reach a position where they potentially might be, are, or appear to have been influenced in making a decision as a consequence of accepting such hospitality. The frequency and scale of hospitality accepted should not be greater than the employee's Supervisor would allow to be claimed on an expense account if it were charged to the Authority. Where such gift or benefits are accepted, they shall become the property of the Authority unless they are of nominal value and publicly acknowledged. Prior to accepting a gift or benefit, employees shall report to their supervisor all specific benefits or gifts so offered to the employee or his or her family or associates.

7.2 In order to preserve a neutral purchasing policy, Authority staff, their associates and their families should not be able to benefit from Authority purchasing, unless a specific exception is made in the interest of the Authority. Each supervisor may prescribe a more specific set of rules to cover employee conduct in this area, as outline in paragraph 7.1 above.

## 8. Hiring Relatives

8.1 The hiring of relatives in situations where the related employee would be in the same Department and under the direct supervision. In other words, no employee shall work under the direct supervision of another employee who is a member of his or her immediate family. Please note however that in general, the fact that a potential employee is related to an existing employee or member of the Authority neither prejudices nor advances that person's hiring prospects, where the new employee will not be working in the same Department as the existing employee.

## 9. Enforcement

9.1 It is the responsibility of every Supervisor and the General Manager to ensure the best of his or her ability that the Code of Conduct is observed by all employees and they are obliged to ensure that employees are aware of the Code. Where employees have reason to believe that a Supervisor or the General Manager is committing a serious breach of the Code, they may approach the Board Chair in total confidence.

9.2 A Supervisor who is of the opinion that an employee is breaching the Code should bring the breach to the attention of the employee and the General Manager as soon as possible. The observance of the Code of Conduct constitutes a condition of employment and breaches of the Code will provide grounds for disciplinary action including in a serious case, dismissal. All new employees shall read and subscribe in writing to the Code prior to entering into their duties.

## 10. Severability

10.1 The provisions of this Code of Conduct are severable and if any provision, section or word is held invalid or illegal, such invalidity or illegality shall not affect or impair any of the remaining provisions, sections or words.

## 11. Dispute Resolution

11.1 The Authority believes in clear and open communication and encourages employees to talk directly with their Supervisor(s) and colleague(s) and vice versa. In an effort to resolve conflict in an appropriate and fair manner, the recommended process for conflict/dispute resolution is as follows:

11.1.1 Speak to the person you are having the dispute with. Many times disputes arise due to misunderstandings and miscommunications.

11.1.2 If the issue is not resolved through speaking to the individual, speak to their Supervisor. The Supervisor will arrange a meeting between those involved in the dispute to determine a resolution.

11.1.3 If the employee has not obtained a solution within five business days (or reasonable amount of time) the employee may then bring the matter to the attention of the General Manager. Depending on the nature of the dispute a written complaint may need to be submitted including all relevant circumstances. The issue will be reviewed by the General Manager and the employee and Supervisor will receive a solution or a written reply within five business days (or reasonable amount of time).

11.1.4 If the General Manager is unable to resolve a workplace dispute or the employee is dissatisfied with the response, the parties may be referred to mediation by an outside third party. The resolution of the mediator is binding on both parties of the dispute.

11.2 All employees are encouraged to bring forward any complaints or recommendations dealing with safety, health standards, proper working conditions, performance appraisals, discipline and fair management practices, without fear of reprisal.

## Section 3 – Employee Categories

### 1. Regular Service Employees

- 1.1 Regular Service Employees are defined as full-time and part-time employees who work at least 24 hours per week for a period of 12 consecutive months or more.
- 1.2 All appointments to, or promotions for the regular employees shall be undertaken by the General Manager.
- 1.3 All regular service employees shall be entitled to annual vacations and statutory holidays with pay and to employee benefits, in accordance with the policy of the Authority
- 1.4 Applicants for regular service shall:
  - 1.4.1 Serve a minimum probationary period of three months and a further period of up to nine months probationary may be required at the discretion of the employee's supervisor.
  - 1.4.2 Be checked as a character and ability with available references.
  - 1.4.3 May be required to be medically examined by a medical doctor designated by the Authority.
  - 1.4.4 Will be required to provide a satisfactory police check.
- 1.5 For the purpose of employee benefits, the probationary period may be waived, at the discretion of the General Manager.
- 1.6 In general, the effective date of participation, in any Authority's insurance plan and in the Ontario Municipal Employee Retirement System shall be the date of appointment to regular service.
- 1.7 Any vacancy for regular service employees shall be made known to the employees of the Authority where applicable.

### 2. Seasonal Employees & Contact Employees

- 2.1 Seasonal Employees are defined as all employees who work on a seasonal or periodic basis for less than 12 consecutive months and are not identified as Special Employment Program personnel (ex: Job Creation Program (JCP), Summer Experience (SE)).

2.2 Seasonal employees shall be:

- 2.2.1 Appointed as authorized by the Department Director or General Manager.
- 2.2.2 Responsible to the department head or their designate.
- 2.2.3 Receive remuneration only for the actual time worked.
- 2.2.4 Receive annual vacation pay at the rates stipulated in the Employment Standards Act, subject to amendment.
- 2.2.5 Receive holiday pay for statutory and special holidays, at the rates stipulated in the Employment Standards Act, provided he/she is at work, the scheduled working day preceding the holiday and the scheduled working day after the holiday.
- 2.2.6 Be required to contribute by way of payroll deductions, in accordance with the provisions of the Unemployment Insurance Act, Canada Pension Plan, Income Tax Act and such other applicable legislation.
- 2.2.7 May receive sick pay credits, however, credits are not accumulated.

2.3 Special Employment Program personnel are generally considered seasonal employees. Except for: 2.2.7 no sick pay credits awarded, and may have specific rules in regards to the funding partner.

2.4 Contract employees are generally considered seasonal employees subject to terms of their contract.

## Section 4 – Hours of Work & Overtime

### 1. Regular Service Employees

1.1 Monday to Friday inclusive the office is open from 8:00 a.m. to 5:00 p.m. Staff are required to work a 7 hour day with an unpaid lunch, or a 7.5 hour day with an unpaid lunch, if working extended hours and at such other times as directed by the General Manager or Supervisor. Lunch is 1 hour unpaid.

#### 1.2 Attendance:

All personnel shall maintain individual weekly, monthly, or such other attendance and work records as approved by the General Manager. These records shall show the employee's name, location, time (day or hours), nature of work and periods of absence with reasons.

1.3 Employees in supervisory positions receive time off in lieu for Statutory Holidays and weekends work related to the responsibilities of their position. Department Directors receive time off for irregular hours if approved by the General Manager.

#### 1.4 Overtime<sup>1</sup>:

1.4.1 Employees in non-supervisory positions may work a maximum of 44 hours per week (at straight time). Employees required to work in excess of 44 hours shall receive compensation time off at time and one half. All irregular hours must be recorded and have **written approval in advance** by the department director or the General Manager.

1.4.2 In accordance with the Ministry of Labour both the employer and employee must have a written agreement which states the following:

1.4.2.1 That the employee has received an updated copy of the Information for Employees About Hours of Work and Overtime Pay (this can be accessed online and printed out and posted near the employees work area ex. Lunch room)

1.4.2.2 And that the employee agrees to work up to the specified hours exceeding a 48 hour work week but not exceeding 60 hours per week.

---

<sup>1</sup> Approval request for overtime can be done online: <http://www.labour.gov.on.ca/english/es/forms/hours.php>

## 2. Seasonal Employees

2.1 All Seasonal Employees shall work a maximum of 80 hours per two week pay period. Normal working hours unless otherwise directed is: Monday to Friday inclusive from 8:00 a.m. 5:30 p.m.

### 2.2 Attendance

All personnel shall maintain individual weekly, monthly, or such other attendance and work records as approved by the General Manger. These records shall show the employee's name, location, time (day or hours), nature of work and periods of absence with reasons.

2.3 Employees in supervisory positions receive time off for Statutory Holidays and weekends work related to the responsibilities of their position. Department Directors receive time off for irregular hours if approved in advance by the General Manager.

Employees in non-supervisory positions shall work a maximum of 44 hours per week (at straight time). Employees required to work in excess of 44 hours shall receive compensation time off at time and one half. All irregular hours must be recorded and have written approval in advance by the department director or the General Manager.

2.4 Approved work schedules for each conservation area and other times are deemed necessary by the General Manager or the Director of Lands. These work schedules are to be prepared by each area Superintendent and submitted for approval to the Director of Lands before May 31 of each year. (For the purposes of this section a working day is considered to be 8 hours).

2.5 Accumulated time (irregular hours) is to be taken at a period when employee's absence has less impact on the Authority's business activities.

## 3. Extended Hours Policy

### 3.1 Scheduled Day Off (S.D.O.):

3.1.1 Office staff shall work a 7 ½ hour day in order to earn ½ hour of S.D.O time. General workday hours can be set for either 8:00 a.m. – 4:30 p.m. or 8:30 a.m. – 5:00 p.m. or such other time as approved by the General Manager. If only a half day is worked, the time worked must be 4 hours (3.5 hours paid, ½ hour earned time) in order to be credited with ½ hour of earned time for that day.



- 3.1.2 Once the S.D.O hours have been earned, the employee should arrange the time off with their supervisor or department head on a monthly scheduling basis to reasonably allow for consideration of statutory holidays, S.D.O.'s, conferences and flexible time so as to ensure that each department does not incur disruption to its normal operation and can provide reasonable cover-off as needed.
- 3.1.3 Accumulated time is to be taken at a period when employee's absence has less impact on the Authority's program.
- 3.1.4 It is the responsibility of the supervisor to ensure that S.D.O's are scheduled, taken appropriately and recorded on the timesheets. Once scheduled, changes in S.D.O's should be minimized.
- 3.1.5 The maximum of 28 hours or 4 work days can be accrued and taken, with the supervisor's approval, at any one occasion.

### 3.2 Recording:

- 3.2.1 For payroll purposes, timesheets and reporting format will be essentially unchanged, except that all employees are asked to show the S.D.O. on their timesheets.
- 3.2.2 Accrued S.D.O. hour totals must be shown on timesheets and monitored by the Supervisor.
- 3.2.3 It is the responsibility of the employee and supervisor not to show any hours over 28 on his/her timesheet.

### 3.3 Accrual/Banking:

- 3.3.1 A maximum of only 28 hours or 4 days can be accumulated.
- 3.3.2 Any hours over 28 will be lost.

### 3.4 Eligibility:

- 3.4.1 On a voluntary basis, this will be in effect for regular staff and contract staff who work in the office. Once enrolled in program if you stop for more than 2 weeks employee will no longer be eligible to participate.

3.5 Unscheduled Time Off/ Personal Appointments:

3.5.1 Employees will be expected to make arrangements for personal appointments on their own time, taking advantage of their S.D.O.

3.6 Vacation Days/Statutory Holidays/ Sick Days/Flexible Time and Other Absences:

3.6.1 The only role these days shall play in the program is with scheduling and the goal of maintaining a high service level to our clients.

3.6.2 These days do not contribute in any way to S.D.O's

3.8 Monitoring:

3.8.1 It will be done by the payroll department to ensure that the employees have properly recorded their S.D.O. on their timesheets. If there is any discrepancy, they will be notified by payroll to make the correction in their time allotted for S.D.O..

**Section 5 – Summary of Benefits**

1. All Regular Service Employees, following the probationary period of employment, will be entitled to these benefits above statutory benefits. (Chart 1.1)

| The cost of each benefit are as follows |                                              |           |           |
|-----------------------------------------|----------------------------------------------|-----------|-----------|
|                                         |                                              | Authority | Employees |
| 1.                                      | Long Term Disability Plan                    | 0%        | 100%      |
| 2.                                      | Extended Health Care Insurance               | 90%       | 10%       |
| 3.                                      | Dental Care Plan                             | 90%       | 10%       |
| 4.                                      | Life Insurance Plan                          | 90%       | 10%       |
| 5.                                      | Accidental Death and Dismemberment Insurance | 90%       | 10%       |
| 6.                                      | Dependent Life Insurance                     | 90%       | 10%       |
| 7.                                      | O.M.E.R.S. – Pension Plan                    | 50%       | 50%       |
| 8.                                      | Cumulative Sick-Pay – 1 ½ days/month         | 100%      |           |
| 9.                                      | Employee Assistance Program (EAP)            | 100%      |           |
| 10.                                     | Critical Illness                             |           | 100%      |
|                                         |                                              |           |           |
|                                         |                                              |           |           |
|                                         |                                              |           |           |

Chart 1.1

St. Clair Region Conservation Authority will strive to mitigate financial impact on permanent full time employees, by bridging employee salary after exhausting accumulate sick time, vacation time earned and any other bank time to the LTD threshold of 105 days.

Approved Short Term Sick Leave after exhausting all bank time (SDO, vacation, overtime, etc.) and providing appropriate documentation:

After 2 years of Service as a permanent regular service employee, 75% of gross pay. From 4 to 5 years of service as a permanent regular service employee, 85% of gross pay. From 5 to 10 years of service as a permanent regular service employee, 95% of gross pay. After 10 years of service 100%

2. Statutory Holidays

2.1 The following nine (9) days (chart 2.1) are considered Public Statutory Holidays, will be paid in accordance with the current Labour Board Standards.

|    |                  |
|----|------------------|
| 1. | New Year's Day   |
| 2. | Family Day       |
| 3. | Good Friday      |
| 4. | Victoria Day     |
| 5. | Canada Day       |
| 6. | Labour Day       |
| 7. | Thanksgiving Day |
| 8. | Christmas Day    |
| 9. | Boxing Day       |

2.2 The following three (3) days (chart 2.2) are Authority approved holidays, will be paid in accordance with the current Labour Board Standards.

|    |                                  |
|----|----------------------------------|
| 1. | Easter Monday                    |
| 2. | Civic Day                        |
| 3. | Remembrance Day<br>(November 11) |

2.3 Additional days may be authorized by the Executive Committee.

2.4 When any of the above-named holidays fall on a Saturday or a Sunday, the Authority will designate a date in lieu of holiday.

2.5 When reporting statutory holidays taken on attendance record and timesheets, they must be designated as such so as not to confuse them with vacation time or other time off. If these holidays are accumulated due to business needs, and taken at a later date, the name of the holiday must be listed on the report by name for ease of identification. These accumulated holidays must be taken before the end of the calendar year.

2.6 It is the intent of this policy that additional religious observances, special needs and family responsibilities may be taken off through the use of S.D.O. (section 3).

3. Annual Vacations:

3.1 General

- 3.1.1 All annual vacation periods are based on a calendar year.
- 3.1.2 Vacation periods shall be arranged to the satisfaction of the General Manager for those reporting directly to this position and the appropriate Department Director for all others.
- 3.1.3 One week shall mean 5 working days.
- 3.1.4 That annual vacations are to be calculated on the length of service and the service commences on the anniversary date of employment.

3.2 Regular Service Employees

3.2.1 All regular service employees are defined as all full-time and part-time employees who work at least 24 hours per week for a period of 12 consecutive months or more, shall be entitled to vacations with pay as follows:

3.2.1.1 If the first calendar year of employment is less than 12 months, the employee will receive prorated vacation days for each unbroken month of service.

3.2.1.2 Employees entitled to an additional vacation week as result of service, will have that time pro-rated for that year based on their anniversary date commencing with the next full month following the anniversary date.

| <u>Years of Service</u> | <u>Number of Weeks Entitlement</u> |
|-------------------------|------------------------------------|
| One to Ten Years        | 3 Weeks                            |
| Eleven to Seventeen     | 4 Weeks                            |
| Over Seventeen          | 5 Weeks                            |

3.2.1.3 General Manager – 6 weeks or as per hiring agreement.

- 3.3 Regular service employees who terminate their service during the year and have not taken their annual vacation shall be paid for annual leave on the above basis prorated for months worked.
- 3.4 Vacation credits for all regular service employees shall be taken during the current year unless otherwise authorized by the General Manager, under extraordinary circumstances. If approved to be carried over they will be paid at the rate at which the vacation was earned.
- 3.5 This policy shall also apply to an employee who begins employment with the Authority on a sponsored program and with no break in service and is employed as a regular service employee. The Sponsored program must be one that permits the Authority's personnel regulations to govern that employee.

### 3.6 Seasonal Employees

- 3.6.1 Hourly-rated seasonal employees shall receive vacation pay in accordance with the Employment Standards Act and regulations under the Act, subject to revision.

## 4. Sick Day Credit Accumulation:

- 4.1 Each regular employee shall receive a gross credit of one and one-half days (1 ½) of sick day credits for each "unbroken" month of service with the Authority, to be used as required in the event of illness (statutory and special holidays and regular "days off" shall not form part of the illness period).
- 4.2 Sick day credits shall be cumulative from the beginning of the first complete calendar month after the commencement of duties.
- 4.3 A month of "unbroken" service shall be one where the employee, on all working days in the month, is employed in full in accordance with the position's term of reference. The following shall not be considered as breaking a month's service:
- 4.3.1 Unemployment due to weather conditions.
  - 4.3.2 Lack of work.
  - 4.3.3 Loss of time due to accidents occurring while on duty.
  - 4.3.4 Illness.

- 4.4 Where an employee is absent on account of illness and cumulative sick day credits have been exhausted, the employee shall not receive sick day credit for the month in which the absence occurred.
- 4.5 When new regular employees commence this policy, each employee shall receive a onetime advance of up to 18 attendance credits for the first year of employment. At the end of one year assuming no sick days were claimed, the employee would have the 18 credits at the start of the next period. No other sick time accumulation through the first year of employment will occur (4.1).
- 4.6 An employee shall not be entitled to sick pay in advance of any credit earned in the current month with the exception noted in (4.5); such credit becomes available only on and after the first day of the following month.
- 4.7 Whenever in a month an employee's days of illness exceed their cumulative sick day credits at the end of such month, the excess days of illness shall **not** be charged against credit becoming available in the future, and it shall be regarded as days of illness **without** pay.
- 4.8 When an employee is given leave of absence without pay for any reason, or is laid off on account of lack of work and returns to the service of the Authority upon such leave of absence, etc., the employee shall not receive credit for the period of such absence, but shall retain their cumulative sick credit, if any, existing at the time of such leave.
- 4.9 The number of days or part of days for which an employee received sick pay shall be deducted from their cumulative sick day credit. An employee absent for illness for more than three working days shall provide a doctor's certificate covering the nature and duration of his illness or return to work clearance, if requested.
- 4.10 Any or the entire unused portion of sick day credits shall be accumulated to the benefit of the employee from year to year. The unused portion of the yearly accumulation shall be computed at the end of each year and brought forward in days.
- 4.11 The employee will not, under any circumstances receive or be entitled to monetary benefit from sick day credits upon termination of employment for any reason.

## 5. Workplace Safety and Insurance Act

- 5.1 All regular service employees off duty as the result of an accident or occupational illness having occurred during the performance of their duties, shall be entitled to all benefits to the extent provided by the Workplace Safety and Insurance Board, which includes hospital and medical care; and are to receive wages or salary in addition to compensation up to the amount of their regular pay to a maximum of sick day credits available.
- 5.2 The Authority will pay a percentage of regular wages or salaries not paid by the Workers Compensation Act and deduct the amount of the same from sick day credits until credits are exhausted.
- 5.3 Seasonal or Contracted employees off duty as the result of an accident or occupational illness occurred in the performance of their duties shall be entitled to all benefits to the extent provided by the Workplace Safety Act, subject to amendment, which includes hospital and medical care.

## 6. Hospital and Medical Benefits

### 6.1 Long Term Disability Plan

- 6.1.1 All regular service employees will be enrolled in a long-term disability plan of insurance. Refer to employee insurance book.

### 6.2 Supplementary Health Expense Insurance Coverage

- 6.2.1 All regular service employees are eligible to be enrolled in group Supplementary Health Expense Insurance coverage, covering the employee and all eligible dependents. Cost of hospital care, prescription drugs and most health costs not covered by the Provincial Plan are eligible under this insurance. Refer to employee insurance book.

### 6.3 Dental Care Plan

- 6.3.1 All regular service employees are eligible to be enrolled in group dental insurance, covering the employee and all eligible dependents. Refer to employee group insurance book.



## 7. Group Insurance Benefits

### 7.1 Life Insurance

7.1.1 A group life insurance plan will be carried on all regular service employees following the probationary period of employment.

7.1.2 Coverage ends when you reach age 65 or upon earlier retirement. Refer to employee group insurance book.

### 7.2 Accidental Death and Dismemberment Insurance

7.2.1 An accidental death and dismemberment insurance plan will be carried on all regular service employees following the probationary period of employment. Refer to employee group insurance book.

### 7.3 Dependent Life Insurance

7.3.1 All regular service employees with dependents will be enrolled in a dependent life insurance plan.

## 8. Leave of Absence

8.1 Bereavement: Leave of absence with pay may be granted to a regular service employee for up to three days in a case of a death in his/her immediate family and one day in the case of other relatives. Immediate family includes: mother/father, sister/brother, common-law partner, children, and mother/farther-in-law (as set-out in employment standards). \*Employees may use two (2) sick days from their sick leave accumulation to supplement these bereavement leaves.

8.2 Special: Leaves of absence for other reasons may be granted at the discretion of the Executive Committee or the General Manager. Individuals who take leaves without approval will be subject to section 7 of this manual.

8.2.1 Employees require the written approval of the General Manager to attend special events and functions which are not sponsored by the St. Clair Region Conservation Authority and at least verbal approval, to attend functions that are sponsored by the Authority.

8.3 Other Leaves as outline in the Employment Standards Act and Service Canada Employment Insurance.9. Maternity Leave

- 9.1 Any regular service employee, employed with the Authority for 8 weeks immediately preceding estimated day of delivery, is entitled to 17 weeks of unpaid leave of absence for pregnancy. Please refer to Service Canada Employment Insurance for details.
- 9.2 The employee must give two (2) weeks' notice in writing, together with a medical certificate estimating the date of delivery, to the Authority when applying for leave of absence due to pregnancy.
- 9.3 Policy is subject to relevant legislation, please refer to Employment Insurance and current Employment Standards Act or legislation.

## 10. Parental Leave

- 10.1 Eligibility: An employee who is a parent and has been employed with his or her employer for at least 13 weeks before the birth of the child or 13 weeks before the child came into parent's custody, care and control for the first time is eligible for unpaid parental leave.
- 10.3 Employees must provide their employer with a two weeks written notice prior to start of the leave.
  - 10.3.1 Employees who have given notice to begin their leave may change the notice to an earlier date by providing the employer with 2 weeks' notice before the earlier date or to a later date by giving 2 weeks' notice before the leave was to begin.
  - 10.3.2 Employees who cease work early because the child has arrived earlier than expected must provide the employer within 2 weeks of that date with notice of their intent to take the parental leave.
- 10.4 Policy is subject to relevant legislation, please refer to Employment Insurance and current Employment Standards Act or legislation.

## 11. Pension Plans

11.1 All qualified employees shall be required as a condition of service after serving the probation period to become a member of the Ontario Municipal Employees Retirement System (O.M.E.R.S) or if such person is already a member of O.M.E.R.S to resume his contributions without interruptions.

### 11.2 Contributions of Employees and Employer

11.2.1 Each employee shall contribute an amount of his earnings to be deducted from each pay, as long as he remains in the service of the employer, as laid down in the regulations of the Ontario Municipal Employees Retirement System Act.

11.2.2 The Authority shall undertake to contribute such amount from time to time as may be required, in addition to the contribution made by the employee, to insure that benefits stipulated in the plan will be provided in full.

11.2.3 OMERS Pension plan terms are governed by the OMERS Board of Directors. Please refer to the OMERS website or Pension Administrator.

12. Statutory Deductions as required by Canada Revenue Agency will be deducted in accordance to the legislative bodies and include: Canada Pension Plan (CPP), Employment Insurance (EI) and Provincial and Federal Taxes.

## Section 6 – Jury Duty and Witness

1. The Authority shall pay to regular service and full time contract employees who may be required to serve as a juror in any court of law in the County in which he/she resides or as a subpoenaed witness, the difference, if any, between the amount paid to him/her for his/her jury or witness duty and the amount he/she would have received for services normally rendered to the Authority during the same period of time.
2. Such absence will be treated as an absence with pay, and the employee shall submit any amount that he/she has been remunerated for this service (excluding mileage and travel expenses) to the accounting department, as well as a Certificate of Attendance to the General Manager. Such leave of absence shall not constitute a break in service.

## Section 7 – Hiring, Separation, Absences

### 1. Hiring

- 1.1 The hiring of all regular service employees must be done with the General Manager's signature. The hiring of all other employees must be approved by the General Manager or his/her designated representative.
- 1.2 Employees should be hired at the Base rate in the range, for the job they fill unless previous salary, experience, education or other factors make the rate uncompetitive.
- 1.3 Before an employee is hired, and Authority job application form should be completed.
- 1.4 The Authority is an equal opportunity employer. No prohibition exists against employing qualified persons whether or not they have relatives in service except that the immediate family shall not occupy a position where one directly supervises the other. Immediate family is defined as spouse/common-law partner, children, and siblings.
- 1.5 The Chairman, General Manager or his/her designate, may waive the above restriction where:
  - 1.5.1 Upon review, it is found necessary in order to meet program's needs; and
  - 1.5.2 There is reason to believe that conflict will not likely occur.
- 1.6 The reason for the waiver shall be maintained in the appropriate employee file.
- 1.7 When an employee is hired by the Authority they should report to their supervisor who will direct them to the Director of Finance or their designate on the first day of work in order to complete the following documentation for the Authority's records:
  - 1.7.1 Employee Information Sheet.
  - 1.7.2 TD 1 – Personal Tax Credit Return.
  - 1.7.3 Any other relevant contracts or documents.

- 1.8 In the case of seasonal staff, if they cannot be in the Authority office on the first day of work, arrangements will be made for the Director of Finance or their designate to meet with the employees to complete the necessary documentation.
- 1.9 Prior to advertising for an available position, the department head will ensure the job description is up to date; requirements represent bona fide qualifications required for the position, ensure the language is bias free and ensure language is suitable for the give position.
- 1.10 When advertising a position, the department head will ensure that candidates are sought from a wide range of sources representing the local work force. All jobs are to be posted on the Authority website.
- 1.11 Job ads will include as a minimum: Position title, description of key duties, key requirements or equivalencies, salary range, Authority address and telephone number.
- 1.12 All interviews should be conducted by an interview team of at least two people, preferably with at least one from outside the department to ensure the interview is consistent with the principles of Employment Equity (Section 18). The content of interviews must be totally job related, planned in advance, consistent from candidate to candidate and consistent with human right legislation.

## 2. Probation

- 2.1 All newly hired employees are should serve a three month period of probation. This is intended to allow the employee and the supervisor to determine if the employment arrangement is mutually satisfactory. The General Manager may require that the probationary period be extended for a further period of time no longer than 3 months.
- 2.2 During the probationary period the employee's supervisor will ensure that:
  - 2.2.1 Responsibilities that are assigned are appropriate and consistent with the job description and the skills of the incumbent.
  - 2.2.2 Expected results are determined and communicated to the employee and priorities set.

2.2.3 Training and guidance are provided to enable these standards to be achieved.

2.2.4 Authority is delegated as appropriate to allow the employee to achieve the required results.

2.2.5 Success in meeting standards of performance is measured, recorded, and communicated to the employee.

2.3 Before the end of the probationary period, the supervisor is required to judge the suitability of the new employee for the position. The employee may then be confirmed to a designated status or released. This confirmation is a deliberate decision by the supervisor and must not be assumed to happen by default.

2.4 Upon transfer to regular service employee status, the employee will become entitled to St. Clair Region Conservation Authority staff benefits. No holiday time will be granted during the probationary period, but will be accumulated at the usual rate.

### 3. Position Abolishment

3.1 From time to time, due to changes in enrollment, due to fiscal, budgetary, or operating constraints, it may become necessary for position. All such eventualities will be handled according to the following guidelines:

3.1.1 When several equivalent or similar positions exist within the organization or department, that position occupied by the least senior employee will generally be the first to be abolished. Any departure from this convention will be justified, in writing, by the General Manager and endorsed by the Executive Committee of the Board of Directors.

3.1.2 When a position is to be abolished, the incumbent will be notified, in writing, according to the chart under Terminations. (Section 7 part 6)

3.1.3 Should the Authority choose to re-establish a position that had been previously abolished, it will be advertised and filled as if it were a new position. The past incumbent may re apply for the position but shall be accorded no prior or special claim to the position relative to other applicants.

#### 4. Separations

- 4.1 A regular service employee may resign from the Authority's service by giving a minimum of two weeks' written notice of his/her intention to resign. The employee may, however, by appropriate written notice with the approval of the General Manager, withdraw the notice at any time before its effective date, if no person has been appointed or selected for appointment to the position that will become vacant by reason of his/her resignation.
- 4.2 A regular service employee who is absent from duty without official leave for a period of two weeks may, by an instrument in writing, will be declared by the General Manager to have abandoned his position and cease to be an employee of the Authority.
- 4.3 Every regular service employee shall retire at the end of the month in which he/she attains the age of 70 years.
- 4.4 Where any regular service employee who has served more than six months dies, there shall be paid to his beneficiary and/or estate, the sum of:
- 4.4.1 ½ of his/her annual salary
  - 4.4.2 His/her salary for the period of annual vacation or extra credits

#### 5. Corrective Action and Discipline

- 5.1 Notwithstanding that each employee is an employee-at-will and can be terminated at any time for any non-discriminatory reason, the Authority maintains a Correction Action and Discipline procedure that is designed to be both fair and impartial. This procedure is based on the premise that corrective action and discipline is positive rather than punitive in nature.
- 5.2 The Authority values its employees and believes that when an employee, is given fair notice the employee will correct problems in performance or conduct. However, there will be instances in which discipline up to and including termination for problem behaviour is unavoidable.



5.3 Outlined below are the steps generally followed in the Corrective Action and Discipline process: Each of these steps requires that the supervisor documents pertinent events that occur prior to and during the corrective action and discipline. The General Manager should be involved in all corrective action steps, with the exception of problem solving, prior to the action being taken. While it is generally appropriate to begin the corrective action and discipline process at the problem solving step, certain behaviours may justify immediate escalation to a written warning, suspension or termination.

#### 5.3.1 Step One Problem Solving Session

5.3.1.1 The supervisor must impress upon the employee there is a problem that needs to be solved. Define the problem as you see it and ask the employee if he/she see it in the same light. Managers should discuss the problem with an open mind since there may be extenuating circumstances of which the supervisor is unaware. Once the definition is clear, a plan to resolve the problem is developed. The supervisor may contact the General Manager for help at this stage.

5.3.1.2 The supervisor should indicate to the employee that this is the first step in the Authority's Corrective Action and Discipline process, and if the problem is not resolved, further disciplinary action will be taken. In addition, the supervisor must document, for his/her own records, when the meeting was held and any conclusions that were reached at the meeting. Depending on the severity of the problem, Step One may be bypassed.

#### 5.3.2 Step Two Verbal Warning

5.3.2.1 If a more formal approach becomes necessary, the supervisor must notify the employee that verbal warning is being issued and that if the problem is not corrected within a reasonable period of time, further disciplinary action will be taken. A memo should be written and placed in the employee's personnel file that describes specifically what the problem is, what action must be taken to solve the problem, what solution is necessary, over what time frame the problem must be resolved and what the supervisor will

do to assist the employee. The employee should be given a copy of this memo and asked to sign it to acknowledge receipt. If the employee refuses to acknowledge receipt, it should be documented. The General Manager must discuss the matter with the employee to be sure communications are clear.

5.3.2.2 Following the verbal warning, the employee should be given a reasonable period of time to correct deficiencies. The supervisor will define the time frame. However, this period of time should not normally exceed sixty (60) days. If during the period the employee has corrected the problem, a memo should be placed in the employee's file indicating that satisfactory improvement has been made. The warning and the memo indicating improvement should remain in the employee's personnel file. If the employee does not make reasonable progress towards solving the problem at any time during the warning period, the supervisor should proceed immediately to the next appropriate step in the Corrective Action Discipline process. Depending on the severity of the problem, Step Two may be bypassed.

### 5.3.3 Step Three Written Warning

5.3.3.1 A written warning should be issued only after the supervisor discusses the situation with the General Manager. The written warning must state exactly what improvement is expected and that this Improvement is to occur by a specific date. The supervisor will define the time frame; however, this specific date should not normally exceed thirty (30) days from the date the written warning is issued to the employee. The employee should be given a copy of the warning and asked to sign it to the acknowledge receipt. If the employee refuses to acknowledge receipt, it should be documented. A copy of the warning must be placed in the employee's personnel file. A written statement is made to emphasize the seriousness of the problem and to give the employee every chance to solve the problem or ask for help in solving it. This is a serious step and requires written follow-up. This statement must also indicate that if sufficient progress has not been made at any time during the warning

period, the employee could be terminated from the Authority.

5.3.3.2 The supervisor and General Manager will review the employee's progress at a time appropriate for determining the next step. The following conditions may occur at that point:

(A) If the employee has met the improvement goals, the supervisor will write a memo detailing these improvements. This memo will go into the employee's personnel file with the written warning.

(B) If the employee has not met all the goals, but in the opinion of the supervisor and the General Manager, has made an attempt to meet these goals and has shown significant progress towards them, the supervisor will write a memo extending the date of the written warning. The time an employee warning will normally be extended is another thirty (30) days. This second memo will also be placed in the employee's personnel file along with the written warning. The supervisor and the General Manager will review the employee's progress at an appropriate time to determine the next step. Depending on the severity of the problem Step Three may be bypassed.

#### 5.3.4 Step Four Discharge

5.3.4.1 After a reasonable period of time, if the employee has not been able to correct the problem at any time during the warning period, the employee should be discharged. This should take place only after all other steps fail, or unless behaviour warranting discharge occurs sooner. The supervisor must obtain the prior approval of the General Manager in order to discharge an employee.

## 6. Termination

6.1 This section applies to regular service employees who have their employment terminated. It does not apply to temporary lay-off, an employee discharged for cause which includes wilful misconduct, disobedience or neglect of duty, or an employee who has worked less than the probationary period.

6.2 All regular service employees must be given termination notice in writing.

6.3 If the Authority wishes to terminate any regular service employee without notice, the Authority must:

6.3.1 Give the termination notice in writing.

6.3.2 Pay the employee the regular wages for the number of weeks the employee is entitled to notice, and

6.3.3 Pay full vacation pay entitlement to the employee.

6.4 This section is governed by the Employment Standard Act E.S.A 2000 or any predecessor legislation.

## 7. Dismissals, Suspensions and Absences without Approval

7.1 Unless otherwise stipulated in legislation and/or in general regulations of the Authority, the General Manager or his appointed representative may dismiss any employee who does not observe and comply with the regulations of the Authority.

7.2 Any regular service employee who has been dismissed for cause may request a hearing with the General Manager or his/her appointed representative to take place within 10 working days and that the employee's salary is withheld during that period. The employee may, through regular channels, appeal the decision to the Executive Committee of the Authority.

7.3 Unless otherwise stipulated in legislation the General Manager may instruct the employee not to report to work for a period equal to not more than five working days without pay in cases where in his/her opinion, the circumstances do not amount to cause for dismissal of an employee who:

7.3.1 Habitually fails to comply with attendance regulations and directives.

- 7.3.2 Absents himself without permission during his prescribed hours of duty.
- 7.3.3 Reports for duty while incapable of performing duties.
- 7.3.4 Misuses Authority property or uses Authority property or services, for purposes other than Authority business.
- 7.3.5 Failure to obey the instruction of his/her superior.
- 7.3.6 Consuming alcoholic beverages while on the job or Authority property.
- 7.4 The General Manager may suspend any employee for cause for a period of up to ten working days during which time a hearing will be held for the employee and that the employee's salary will be withheld during that period.
- 7.5 The General Manager may release employment from any employee during the probationary period, without showing cause.
- 7.6 The General Manager may deduct pay for late arrival and unapproved absences as follows:
  - 7.6.1 Less than 1 ½ hour late deduct one hour
  - 7.6.2 Greater than 1 ½ hours late, deduct the time late or absent, rounded up to nearest hour.
- 7.7 The department Directors may;
  - 7.7.1 pending an investigation, suspend from employment any seasonal employee under his/her supervision, for a period of not exceeding one week, without pay.
  - 7.7.2 Release from employment any seasonal employee under his/her supervision, where he/she deems it necessary by reason of shortage of work or funds.
  - 7.7.3 Dismiss from employment for cause, any employee, under his/her supervision.

## Section 8 – Travel Regulations

1. Employees, when authorized to travel on normal duty by the immediate supervisor or General Manager or when authorized by the General Manager or the Executive Committee to attend conferences, meetings, courses of instruction, and trips of similar nature, shall be entitled to reimbursement for expenses as follows:
  - 1.1 Mileage rate in accordance with personnel regulations when so authorized or fare for rail or air travel, or use of Authority Owned vehicles.
  - 1.2 Reasonable out-of-pocket expenses for overnight accommodation and gratuities incurred therewith.
  - 1.3 Taxi fare when private automobile is not used and such telephone expenses as may be incurred on Authority business.
  - 1.4 Registration or other fees, when applicable.
  - 1.5 Parking charges
  - 1.6 Such incidental expenses not covered herein as may from time to time occur.
2. Expense claims must be supported by receipts for accommodation, registrations, railway, air travel where applicable, meals over \$20 and such other items as deemed necessary.
3. Expenses are not permitted within a radius of 30 km from work base, unless for hospitality purposes and approved by the General Manager.
4. Use of Employee-Owned Vehicle
  - 4.1 Wherever possible, Authority owned or leased vehicles shall be used to transport personnel and goods of the Authority.
  - 4.2 Employee-owned vehicles may be used with prior approval of the General Manager, or the Department Head.
  - 4.3 The approval may be given to an employee for continuing use of his vehicle while carrying out any business for the Authority.

- 4.5 The distance shall be computed from the base of operation or residence, whichever is closer to the location and return trip, and includes all local travel at that location. The base of operation shall be the location determined by the General Manager.
- 4.6 The Kilometre rate shall be set by the Executive Committee or the Board of Directors.
- 4.7 An employee using his vehicle for Authority business shall carry proper public liability and property damage insurance as stipulated by Provincial Regulations an in accordance with the Insurance Policy requirements.
- 4.8 The Authority is not liable for damages, fines or lawsuits as a result of driver negligence. Where the driver is charged under the highway traffic act or related motor vehicle acts enforced.

## 5. Mileage Allowance

- 5.1 St. Clair Region Conservation Authority shall pay the approved mileage allowance, determined by the Board of Directors, to all employees travelling on approved Authority business in their personal vehicles in the following manner:
  - 5.1.1 Each employee is responsible to get to their assigned place of work and return home from their assigned place of work, at their own expense, once each scheduled work day;
  - 5.1.2 Mileage will normally be paid from the assigned work place to wherever the employee must travel on Authority business, and return;
  - 5.1.3 In the event an employee is not travelling to the assigned work place at the commencement of his/her work day, mileage will be paid from their home to the first call or from their assigned work place to the first call, whichever is less. When not travelling from the assigned work place to their home, mileage will be paid to their home from the last call, or from the assigned work place, whichever, is less.

## 7. Travel Cost Reimbursement

7.1 From time to time, employees may be required to incur miscellaneous expenses related to travelling while carrying out their responsibilities, the cost of which shall not be considered as covered by their base remuneration. Wherever these costs are incurred they shall be eligible for reimbursement.

7.2 These expenses are eligible for reimbursement upon presentation of appropriate receipts and completion of the appropriate Employee Expense Claim form:

7.2.1 The cost of using either a taxi or common carrier (airline, train, bus), including taxes and administration charges and tip.

## 8. Conventions and Seminars

8.1 The Authority shall reimburse registration costs, accommodation cost, and travel costs, on behalf of an employee who attends a convention, seminar or association meeting directly related to his or her current position, provided the cost is approved in the annual budget.

8.1.1 The written approval of the supervisor and/or General Manager is required for an employee to attend a convention, seminar, or association meeting;

8.1.2 When a convention, seminar, or association meeting is held outside the Province of Ontario the approval of the Executive Committee is required, (for any event longer than one day duration) unless the function is specifically approved in the annual budget.



## Section 9 – Vehicles and Equipment

### 1. Drivers in charge of Authority Vehicles and Equipment

1.1 Employees in the service of the Authority whose duty requires them to drive or have charge of an Authority Vehicle, or use or to have charge of Authority equipment:

- 1.1.1 Must ensure that the vehicle or equipment is kept in satisfactory mechanical condition.
- 1.1.2 Must obey all highway traffic and other laws.
- 1.1.3 Employ all measures recommended for the safe use of vehicles or equipment.
- 1.1.4 Will be responsible for the payment of all and any fines imposed for traffic, parking or other violations.
- 1.1.5 Any employee authorized to operate an Authority vehicle must have a license in accordance with the Ministry of Transportation and Communications Regulations.
- 1.1.6 Shall not permit unauthorized persons to operate vehicle or equipment.
- 1.1.7 Authority owned motor vehicles must be used solely for performing work related duties.
- 1.1.8 Employees who operates Authority owned vehicles shall not provide rides for hire, or rides to hitchhikers.
- 1.1.9 This policy shall not apply to discourage or prevent employees from assisting members of the public or third parties in the event of an emergency.

1.2 No person in the service of the Authority shall use or permit the use of the Authority vehicles or equipment for any purpose other than the authorized business of the Authority, except as provide in the following:

1.2.1 Vehicles designated as stand-by vehicles may be taken to the residence of the authorized operator for use in the event of an emergency which may occur at times other than the regular hours by Authority business.

1.2.2 Authority vehicles and equipment may be used by Authority employees in the event of fires, flood and similar emergencies as required.

2. Use of Employee-owned Vehicle see Section 8 – 4 Travel Regulations.

3. Use of Employee-owned Equipment

3.1 Wherever possible, Authority owned or leased equipment shall be used.

3.2 Employee-owned equipment may be used on the job prior approval of the General Manager.

3.3 Where a compensation for employee owned equipment is involved; it must be approved by the Department Supervisor and General Manager; in advance of use on Authority business.

3.4 The employee using his/her equipment for Authority business shall be completely responsible for his/her equipment, including maintenance, repairs, liability and insurance coverage.

4. Fleet Vehicle Policy

4.1 Eligibility to Drive a Conservation Authority Vehicle

Vehicle eligibility for an assignment of an Authority-owned vehicle are selected at the discretion of the Authority's General Manager. Prior to vehicle assignment, eligible employees must prove that he or she has a valid driver's license which is not suspended or revoked. The Authority will request a Driver's Abstract Data sheet to review your driving record periodically as a requirement of our insurance carrier.

## 4.2 Withdrawal of Authority-Owned Vehicle Privileges

The privilege of driving an Authority-owned vehicle may be withdrawn for any of the following reasons:

- 4.2.1 Abuse or misuse of the vehicle or failure to comply with the rules and procedures stipulated in this policy.
- 4.2.2 A driving record which becomes deficient during the course of operating an Authority vehicle which, under certain circumstances, may be grounds for dismissal.
- 4.2.3 Conviction or a guilty plea to driving an Authority vehicle under the influence of alcohol or an illegal controlled substance.
- 4.2.4 If an eligible driver has a long-term disability, his/her assigned vehicle could be reassigned to another driver. Upon recovery from the disability and return to work, the driver maybe assigned another vehicle.

## 4.3 Driver Responsibilities

Eligible drivers are responsible for driving their vehicle in a safe and professional manner. Employees must know and abide by all driving laws in all areas where they operate their Authority vehicle. Additionally, employees must maintain a current, valid driver's license for the province in which they are living. If for any reason, an employee's driver's license is revoked, suspended, or restricted, it is mandatory that the General Manager be notified immediately.

## 4.4 Safety Guidelines

It is mandatory that seat belts be used by all occupants of an Authority vehicle at all times without exception. It is the responsibility of the designated employee to ensure that all occupants fasten their seat belts prior to operating the vehicle. Any malfunctioning seat belt should be reported for repair by the employee immediately.

The Authority reserves the right to revoke driving privileges of drivers who do not complying with this policy.

In addition, the Authority expects all employees are to obey all traffic laws, and prohibit employees from driving under the influence of drugs and alcohol, including prescription drugs. Authority vehicles should not be used to transport flammable items, firearms, or other hazardous materials.

Texting while driving is not allowed in Authority vehicles.

#### 4.5 Traffic Violations

Excessive speeding violations and/or accident history may exclude a driver from being covered by the Authority's insurance and may make them ineligible to receive an Authority – provided vehicle. Should you, for any reason, receive a summons for a traffic violation or a parking ticket, you must pay it as soon as possible. All traffic violations and parking tickets should be reported to the General Manager as soon as possible. Under no circumstances are traffic and parking fines to be charged to the Authority.

A driver with three (3) moving violations or any combination of three accidents and/or moving violations within a three – year period will be prohibited from driving an Authority vehicle. Any driver with a violation associated with alcohol or drugs will be prohibited from driving an Authority vehicle until the MTO (Ministry of Transportation) reissues a current and valid driver license.

This type of violation may also be grounds for immediate termination at the discretion of the Authority.

#### 4.6 Personal Use of an Authority Vehicle

Authority vehicles while intended primarily for the Authority business use, may also be used for commuting "on an emergency basis only." Evening and weekend travel is prohibited unless conducting Authority business after normal business hours.

No other drivers are permitted to operate an Authority vehicle. Family members (non-Authority employees) should not be permitted to ride in the Authority vehicle.

The Authority also prohibits:

4.6.1 The use of an Authority vehicle for anything other than the tasks pertaining to the employee's job and responsibilities at the Authority.

4.6.1 The acceptance of any form of compensation from any individual for carrying passengers or material.

4.6.1 Smoking is not allowed in Authority vehicles.

#### 4.7 Vehicle Maintenance

Authority employees are responsible for safely maintaining their assigned vehicle. The Administration department will retain all service records and maintenance logs pertaining to the assigned vehicle.

All vehicle maintenance must be completed by approved service providers as established by the General Manager.

Also, never leave an Authority vehicle at a service facility without specific instructions as to what work needs to be done. It is the employee's responsibility to call the Authority's General Manager for pre-approval of all work (beyond the normal routine maintenance needs, such as oil changes and tire rotation.)

#### 4.8 Gas Card

Gas cards are issued for gas purchases. Keep the card in the designated location and use for fuel purchases only in the Authority vehicle.

#### 4.9 Garaging/Parking

4.9.1 The Authority driver is responsible for ensuring all necessary precautions are taken to prevent damage and theft of the Authority vehicle and/or its contents at all times.

Whenever you leave an Authority vehicle, please follow these precautions:

4.9.1.1 Roll up all windows

4.9.1.2 Lock all doors

4.9.1.3 Do not leave merchandise and equipment in open view inside a car, which may tempt a break-in.

4.9.1.4 Lock all valuable items inside the trunk when the vehicle is left unattended.

4.9.2 When traveling outside your residential area, make sure to take reasonable precautions to safeguard the vehicle and its contents. When possible, select an off-street, lighted area close to a business or hotel entrance where normal police surveillance or security protection exists.

#### 4.10 Insurance

Insurance cards will be kept in the designated location at all times. Only you, the employee, are authorized to drive the vehicle.

#### 4.11 Stolen Vehicle

If your Authority vehicle is stolen, report the theft immediately to the local police and to the General Manager. Obtain a copy of the police report filed. Maintain one copy for your personal files and submit another to the General Manager.

Any attempted break-in or theft of items from an Authority vehicle must be reported to the local police department. The Authority requires that the following information be provided to the General Manager:

4.11.1 The name, badge and precinct number of the police officers responding to your call.

4.11.2 A list by model and serial number of any equipment which was stolen.

4.11.3 The date and location of where the theft occurred.

#### 4.12 WHAT TO DO IN CASE OF AN ACCIDENT

4.12.1 The driver must notify the local police and/or provincial motor vehicle authorities of the accident

4.12.2 All accidents, no matter how seemingly inconsequential, must be reported to the General Manager.

4.12.3 An accident reporting form provided at the office must be filled out as completely and as quickly as possible for submission to the General Manager.

4.12.4 The Administration Department co-ordinates the Authority's insurance. The Admin Dept. will then notify the insurance agents regarding the accident.

4.12.5 If the employee was at fault in an accident while driving an Authority vehicle, there is a deductible for collision coverage which is the financial responsibility of the employee.

4.12.6 If the employee grants permission for someone to drive their assigned vehicle, the employee will be considered financially responsible for all damages and vehicle repairs.

#### 4.11 How to Report an Accident

If you are involved in an accident, it is necessary to follow the procedure outlined below:

- 4.11.1. If anyone is hurt, call for medical assistance.
- 4.11.2. Immediately following an accident, stop and investigate what damage might have occurred to the vehicle.
- 4.11.3. Get the names and addresses of the owner(s) and driver(s) involved, license number and registration number of the car(s) involved and the names and addresses of any passengers in the vehicles connected with the accident.
- 4.11.4. Get the name of the other party's insurance Authority and insurance policy number.
- 4.11.5. Get the names and addresses of witnesses, (if any).
- 4.11.6. If law enforcement officers are present at the scene, note their names, badge and precinct numbers. If no police officers are present, try to have one called to the scene of the accident.
- 4.11.7. Express no opinion as to who was at fault. Give no information except as required by law enforcement officers.
- 4.11.8. Sign no statements for anyone except an identified representative of the Authority insurance covering the Authority vehicle.
- 4.11.9. Contact the General Manager within the first 24 hours preceding the accident so a preliminary accident report may be taken.
- 4.11.10. Keep a copy of the Authority's authorized accident reporting form for your records.
- 4.11.11. Complete all reports required by local law enforcement and province motor vehicle authorities. If you need help in completing these reports, request help from your local police department, province motor vehicle office, the General Manager.
- 4.11.12. If any demand, claims or summons is served to an employee involved in an accident asserting liability against the employee, contact the Authority's General Manager immediately.

4.11.13. If the collision involves an unattended vehicle, you must attempt to notify the owner. If that is not directly possible, attach a note to the vehicle asking the owner to contact you. Notify the police immediately telling them that you have attempted to make contact with the owner.

There are NO EXCEPTIONS to the above requirements. Failure to comply with this procedure could have serious consequences for the Authority and your association with the Authority.

## 5. Vehicle Abstract

5.1. The Authority may require a driver's abstract before an employee is given possession of a vehicle. After that, the employer should pull an abstract on each employee at least once a year (if applicable as Ontario has a 3 year abstract), if not every six months or as required. In accordance with the OHRC: Subsection 23(3) allows for employers to ask applicants if they have a valid driver's licence during a personal interview for positions in which driving is an essential duty.

5.2. If pulling a driver's abstract revealed an offence that had not been voluntarily disclosed, The Authority may choose not to hire the employee, or the employee may be subject to termination at the Authorities discretion based on the employment policies.

5.3. Where driving is an essential duty of the job, an employer may refuse to consider an applicant who has a poor driving record even though the Code protects persons who have committed a violation under the Highway Traffic Act. At the same time, the Code does not protect persons who were convicted for careless driving under the Criminal Code and who have not been pardoned.

## 6. Anti-idling

6.1. Motor vehicles and equipment emissions are the single largest source of smog-causing pollutants in Ontario. These emissions can be harmful to human health and the natural environment. For this reason, St. Clair Region Conservation Authority has adopted the following policy to reduce air pollutants resulting from the operation of vehicles and equipment owned by the Authority. Authority



employees using their personal vehicles on Authority business are encouraged to follow this policy.

6.1.1 Authority vehicles and equipment shall never be left idling when unattended.

6.1.2 Engine warm-up periods will not exceed three minutes (provided required airbrake pressure and/or other critical settings have been reached).

6.1.3 Vehicles shall be shut off whenever idling time is expected to exceed five minutes.

6.1.4 Authority employees shall not operate Authority vehicles through a drive thru.

6.1.5 This policy applies to all Authority owned, leased and/or rented vehicles and equipment and employee vehicles while on Authority property.

6.2. The following circumstances are exempt from the application of this policy:

6.2.1 Vehicles maintenance and diagnostic purposes;

6.2.2 Extreme cold weather conditions, heat alerts, or any other time when the health and safety of employees may be jeopardized;

6.2.3 The unit is not expected to be able to restart due to a mechanical problem (must be repaired ASAP);

6.2.4 The engine is immediately required to power auxiliary equipment (e.g. hoist, lift platform, hydraulic tools, compactors, computers, etc.).

6.2.5 Emergency Medical Services vehicles may idle on scene, provided the anti-theft system is engaged.

6.3. Authority employees shall at all times observe anti-idling by-laws of local municipalities, if any. In the event of any inconsistency between the provisions of this by-law and a local anti-idling by-law, the most stringent provisions between the policy and the by-law shall be observed

## Section 10 – Uniform Policy

1. Employees are expected to dress appropriately for the work they will be undertaking on any given day. It must be understood that they are representing the Authority during their work day and a clean, neat, professional appearance will appropriately represent the Authority.
2. Due to public nature of the work of the Authority, to ensure that staff is appropriately identifiable and in recognition of the need to supply suitable safety and work wear, the Authority will provide uniforms and safety apparel to be worn by staff during hours of work for the purposes of:
  - 2.1 Promoting a positive and professional image of the Authority.
  - 2.2 Health and safety
  - 2.3 Ensuring staff are not negatively affected by undertaking duties that may cause wear and damage to clothing.
3. Issue of Uniforms and Safety Apparel to Employees
  - 3.1 Authority employees shall obtain acquisition forms from their Department Heads or Managers. Employees are encouraged to wear the uniform dress as designed by the Authority. Clothing issued to employees is intended for use on Authority business only.
  - 3.2 Authority positions have been separated into 3 categories based on their annual tasks and the resulting understanding of their clothing/uniform needs. Also see charts 3.6.1, 3.6.2, and 3.6.3.
    - 3.2.1 Field – Field staff (regular & seasonal) are those who spend greater than 50% of their work hours in the field.
    - 3.2.2 Office/Field – Technical staff that spend greater than 25% of their work hours in the field.
    - 3.2.3 Administrative – Technical and administrative staff who spend less than 25% of their work hours in the field.
  - 3.3 Draft standards lists of annual, biennial, etc. and set limits for each annually. Upon recommendation of the supervisor and approval of the general manager for differences in frequency or type of clothing required.

- 3.4 Contract, seasonal, and regular staff will be provided with Authority Logoed T-shirts or/and Authority Logoed Hats at the discretion of their department supervisor or manager.
- 3.5 Or members of the Authority Boards of Directors will be provide with an Authority Logoed Hat as well as a golf shirt or spring/fall coat per biennially.
- 3.6 The following charts are the uniform requirements for each Authority positions. Colours allowable for the uniform policy: Pants – any reasonable acceptable for type of work, Tops (including jackets, shirts, vests, sweatshirts) – white, any shade of Blue e.g. Dark blue, royal blue, light blue, not aqua. All tops must be logoed.

|                                          |                                                                                                                                                                                                                                          |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Category                                 | Includes the following positions:                                                                                                                                                                                                        |
| Field                                    | Superintendent, Assistant Superintendent, Maintenance Foreman, Conservation Education Coordinator, Conservation Education Technician, Conservation Services Technician, Forest Management Specialist                                     |
| Annual Uniform Allotment Value: \$325.00 | Anticipated annual uniform needs eligible for purchase under annual allotment value:<br>Pants (3)<br>Shirt (collared)<br>Golf Shirt (2)<br>Fleece Vest<br>Sweatshirt or zippered Sweatshirt with hood<br>Coveralls<br>Spring/Fall Jacket |
| Other than Annual                        | Less than annual anticipated uniform needs eligible for purchase under annual allotment value:<br>Three-in-one all-weather jacket with liners<br>Insulated Coveralls                                                                     |

Chart 3.6.1

|                                                    |                                                                                                                                                                                                                                           |
|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Category</b>                                    | Includes the following positions:                                                                                                                                                                                                         |
| <b>Office/Field</b>                                | Conservation Services Specialist, Water Resources Technician, Director of Lands, Aquatic Biologist, Biological Technician, Healthy Watershed Specialist, Environmental Planner/Regulation Officer, Regulation/Natural Heritage Technician |
| <b>Annual Uniform Allotment Value:</b><br>\$250.00 | Anticipated annual uniform needs eligible for purchase under annual allotment value:<br>Pants (2)<br>Shirt (collared)<br>Golf Shirt<br>Fleece Vest<br>Sweatshirt or Zippered Sweatshirt with hood<br>Spring/Fall Jacket                   |
| <b>Other than Annual</b>                           | Less than annual anticipated uniform needs eligible for purchase under annual allotment value:<br>Three-in-one all-weather jacket with liners<br>Insulated Coveralls                                                                      |

Chart 3.6.2

|                                                    |                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Category</b>                                    | Includes the following positions:                                                                                                                                                                                                                                                                                                |
| <b>Administrative</b>                              | GIS/Resources Technician, IT/GIS Specialist, Senior Biologist, Director of Communications, Director of Planning, St Clair River RAP Coordinator, RAP Research Assistant, Water Resources Engineer, Director of Finance, Payroll & Accounting Clerk, Administrative Assistant, Receptionist/Administrative Clerk, General Manager |
| <b>Annual Uniform Allotment Value:</b><br>\$175.00 | Anticipated annual uniform needs eligible for purchase under annual allotment value:<br>Pants<br>Shirt (collared)<br>Golf Shirt<br>Fleece Vest<br>Spring/Fall Jacket                                                                                                                                                             |
| <b>Other than Annual</b>                           | Less than annual anticipated uniform needs eligible for purchase under annual allotment value:<br>To be reviewed by request.                                                                                                                                                                                                     |

Chart 3.6.3

3.7 Any changes to frequency, type of clothing, etc. may be requested by any staff member and will be subject to the recommendation of the supervisor and approval of the general manager. Approvals will be reviewed for one time or permanent changes to the appropriate section of the Personnel Manual.

3.8 The Authority inventory will include: Rain coats, safety equipment such as safety helmets, safety glasses, working gloves, etc. whenever deemed necessary.

#### 4. Safety Boots.

4.1 CSA approved safety boots are required to be worn by field and technical staff working in the field at all times, unless otherwise specified.

4.2 Field staff and technical staff working in the field are permitted to request reimbursement for the purchase of the safety boots annually or when required and approved by their supervisor.

4.3 Field and Technical staff will acquire CSA approved safety boots and will submit a paid invoice with a complete expense claim form for reimbursement of up to \$125.00 annually.

4.4 It is the responsibility of each employee to whom a uniform was issued or sold to ensure that the uniform is kept in good condition; they must be neat and tidy in appearance. Misuse of the uniform will be grounds for taking uniform away.

## Section 11 – Training and Development

### 1. Courses and Memberships

- 1.1 Where an employee is directed by the General Manager to take a course or join an organization; the Authority will pay 100% of the costs involved.
- 1.2 Where the employee requests permission to attend a job related course or join an organization and receives approval for the course/organization from their supervisor and General Manager, the Authority will pay up to 100% of the cost depending on the importance of the course/organization membership to the Authority's program.
- 1.3 The General Manager shall, as necessary, make allowances for time off for course work; and make recommendations regarding pay adjustments as a result of time lost, if appropriate.

### 2. Team Building

- 2.1 The best resource an organization has is its people. At the Authority, we are very fortunate that both directors and staff are motivated and have the ability to work together to achieve our common goals. In order to build upon the success, the following initiatives may be used:
  - 2.1.1 Annual orientation session prior to the first Full Board meeting for new directors and any other interested directors.
    - 2.1.1.1 Presentation by senior staff
    - 2.1.1.2 Tour of office and opportunity to meet all staff
    - 2.1.1.3 Lunch
  - 2.1.2 Annual Bus Tour for directors and staff
    - 2.1.2.1 It is important to maintain clear lines of communication and information exchange regarding our programs and projects.
  - 2.1.3 Increased number of Full Authority Meetings to help involve all directors in the on-going issues facing the Authority.

- 2.1.4 Increased use of our directors on special issue related committees to improve local involvement in Authority programs.
- 2.1.5 Annual director/staff golf tournament to encourage informal interaction and communication between staff and directors.
- 2.1.6 Regular full staff meetings to keep all staff informed about the activities of the various departments with one afternoon staff event per year following a full staff meeting to encourage a spirit of cooperation and camaraderie (communication is difficult with the number of field staff working in various regions throughout our area of jurisdiction.)
- 2.1.7 Involve staff and directors in the strategic planning process to encourage a “buy-in” into our future direction.

### 3. Promotional Items and Gifts

- 3.1 The purpose of promotional items and gifts is to establish a standard procedure to govern the distribution and sale of promotional items and gifts.
- 3.2 The General Manager (or designated representative) is authorized to present Authority promotional items on behalf of The Authority. Municipalities within the Authority may purchase Authority promotional items at cost. Authority promotional items are available to the public for sale, at prices established by the Authority.

### 4. Service Award

- 4.1 People are the greatest strength of every organization. This commitment can be formally recognized through a Service Award. This formal recognition merits selection of valued object or possession and directors and staff are encouraged to obtain such awards with their quinquennially (every 5 years).
  - 4.1.1 Service Awards shall be given out at the Authority’s Annual Meeting in February of each year.
  - 4.1.2 These awards shall be given out to directors and permanent, contract and season employees in recognition of their years of service as of the February Annual Meeting.
  - 4.1.3 Awards will be presented to directors and employees.

- 4.1.4 All awards will bear suitable engraving and/or SCRCA logo.
- 4.1.5 Gift Cards for the following and similar reestablishments. Value of award shall be equivalent to \$15.00 per year of service. This is a taxable benefit and will be added to the employees T4.



## Section 11- Accessibility Customer Service and Training Protocol for Persons with Disabilities

### 1. Statement

- 1.1 In keeping with its mission, St Clair Region Conservation Authority is committed to providing accessible, quality services and goods to person with disabilities in a manner that promotes dignity, independence, integration and equal opportunity.
- 1.2 The Authority shall at all times make available its services and goods to people with disabilities in accordance with the Accessibility Standards for Customer Service prescribed under the *Accessibility for Ontarians with Disabilities Act, 2005*, as amended.

### 2. Policy

- 2.1 All employees, agents, contractors and any other person or entity, including council members, providing services or goods for or on behalf of the Authority (hereinafter, "Authority Service Providers") shall do so in accordance with the terms and conditions of the Policy.
- 2.2 Management and supervisory staff shall be responsible for ensuring that all services within their department(s), division(s) or service area are provided in accordance with the Policy and this Protocol.

### 3. Training

- 3.1 To create awareness and to ensure compliance with the Policy and the Accessibility Standards for Customer Service, the Authority shall ensure that all Authority Service Providers receives training as soon as practicable on this Policy and the Accessibility Standards for Customer Service and on an ongoing basis as changes occur to the Policy and/or to the Accessibility Standards for Customer Service.
- 3.2 All Authority Service Providers shall receive training on the Policy, which shall include receiving a copy of the Training Material and completing the test/quiz contained therein prior to the end of the calendar year 2014.
- 3.3 New Authority Service Providers hired and/or otherwise retained shall receive training on the Policy, including receiving a copy of the Training Materials, as soon as is practicable given their duties and responsibilities.

3.4 Without limiting the generality of paragraphs above, the training contemplated herein shall include:

- 3.4.1 A review of the purpose of the Accessibility for Ontarians with Disabilities Act;
- 3.4.2 A review of the requirements of the Accessibility Standards for Customer Service as prescribed under the Act;
- 3.4.3 Instructions on the Authority Policy and its procedures and practices pertaining to the provision of goods and services to persons with disabilities, as set out in the Training Materials;
- 3.4.4 How to interact and communicate with persons with various types of disabilities;
- 3.4.5 What to do if a person with a disability is having difficulty accessing the Authority's goods and services;
- 3.4.6 How to interact with persons with disabilities who use assistive devices or who require the assistance of a support person or service animal; and
- 3.4.7 Information about equipment or devices available on Authority premises that may help with the provisions of goods and services to persons with disabilities.

3.5 The Authority shall cause written training records to be maintained, indicating the date on which training was provided, the type of training and the name of attendees.

#### 4. Communications and Availability of Documents

- 4.1 All documents required under the Accessibility Standards for Customer Service, including the Authority Policy, Training Materials, training records, and notices to this Protocol, shall be made available to members of the public upon written request.
- 4.2 When providing any documentation to a person with a disability, the Authority shall do so in a manner and a format that takes into account the person's disability.

4.3 Materials and publications produced by the Authority should include a statement indicating that the material and/or publication “is available in an alternative format upon request.”

4.4 If requested, an alternate format shall be provided in a manner in which is agreed upon between the requester and the Authority, and which takes into account the person’s disability (e.g. Braille, audio recordings, electronic copies). All requests for alternative formats shall be immediately communicated in writing to the Supervisor of the division and to the Director of Finance. Management of the department and/or division shall be responsible for providing alternative formats, when requested, to a person with a disability.

## 5. Questions, Compliments or Complaints

5.1 Anyone with compliment, complaint, question or concern about the Policy, Training Materials or Protocol may contact the Authority in person, writing, by e-mail, by telephone or online at [www.scrca.on.ca](http://www.scrca.on.ca)

St. Clair Region Conservation Authority  
205 Mill Pond Crescent  
Strathroy, Ontario, N7G 3P9  
Phone: (519) 245-3710  
Fax: (519) 245-3348  
E-mail: [stclair@scrca.on.ca](mailto:stclair@scrca.on.ca)

5.2 The Authority will acknowledge your questions, concerns, compliments, and complaints and will provide a written response, together with its findings, within fourteen (14) business days of receiving your correspondence.

## 6.0 Accommodations to employed persons with disabilities:

1. The Authority strives to provide assistance to those with disabilities by providing accommodations to enhance their work environment. Successful accommodation requires the collaboration of multiple parties including the manager/supervisor, the employee and other supporting personnel.

### 6.1 Requesting a reasonable accommodation

6.1.2. The duty to accommodate a disability exists for needs that are known, therefore it is the responsibility of the person(s) with disabilities to inform their employers of their needs. However due to the nature of the disability some persons may not be able to disclose or communicate their needs. In such cases according to the Ontario Human Rights Commission the employer should help a person who is clearly unwell or perceived to have a disability by offering help and accommodation.

## 6.2 Receiving a request for accommodation – Manager/Supervisor

6.2.1. The employer and the employee should discuss and clarify what type of accommodation(s) that is needed. Appropriate documentation may need to be provided. Document the steps taken and keep your organizational contact informed. Assess the work environment of the employee to determine the best way to meet the request.

6.2.2 After reviewing the request and assessing the needs of the individual the Authority shall then provide accommodation of services best suited to enhance the individual's work environment.

6.2.3. Implement the decision by putting in place the appropriate devices or mechanisms to the agreed-upon approach. Consult with the individual regarding the best approach to explaining the accommodation to anyone affected by the measures, if necessary.

6.2.4. Follow up and keep records regularly with the employee and modify accommodation if necessary. Document any changes and provide relevant information to the organizational contact on a timely basis; respecting privacy and confidentiality.

## Section 13 – Salary and Wage Administration

1. A salary and wage schedule shall be established for the Authority service, which shall be applicable to all regular service employees of the Authority.
2. Any regular service employee shall have the right to appeal, through regular channels, to the Executive Committee on matters of salary and wages.
3. The pay period shall be on a bi-weekly basis, with payment subject to payroll procedures. Any employee leaving the Authority service, at any time, during a pay period shall be paid his wages or salary on the regular pay day period unless otherwise directed by the General Manager.
4. All salaries and wages will be reviewed as outline in these regulations.
5. The following procedures was prepared by the St. Clair Region Conservation Authority and adopted by the Authority Board.
6. Salary Administration and Performance Review Procedures (Regular service employees)
  - 6.1 Employees should be hired at the Base rate in the range, for the job they fill unless previous salary, experience, education or other factors make that rate uncompetitive.
  - 6.2 Employees should be told on hiring the Grade and rate for their job, their salary review date and all salary information procedures that affect them.
  - 6.3 Salary Review Dates
    - 6.3.1 The first salary review date for new employees shall be the completion of one year's service from the date of employment (anniversary date). As an alternative, a salary review date may be set at the completion of the probationary period, if one is specified. Subsequent reviews shall take place at one year intervals.
    - 6.3.2 Salary review dates for employees shall be November 1<sup>st</sup> of each year. With changes in salary effective January 1<sup>st</sup> of the following year.

## 6.4 Salary Reviews

- 6.4.1 Employees eligible on the basis of service and performance for an increase to the next higher step in the range will, if merited, receive that increase effective the January 1<sup>st</sup> following their salary review date, if recommended by their Supervisor and approved by the General Manager. Service/Performance steps for the General Manager shall be approved by the Executive Committee.
- 6.4.2 In special cases where the Supervisor wishes to reward particularly meritorious performance, he/she may:
- 6.4.2.1 Recommend an increase or two steps on the review date, or
  - 6.4.2.2 Recommend an increase to the next higher step before the review date.
- 6.4.3 Where performance has been well below standard, the Supervisor may recommend deferring any increase for a specific period of time (not less than 3 months). At the end of the period, the performance must be reviewed again and a decision made regarding the increase recommendation, i.e. submit or defer again.
- 6.4.4 Recommendations under 6.4.1, 6.4.2, and 6.4.3 above must be fully and thoroughly documented and submitted to the General Manager for approval before the salary review date. Service/Performance steps under 6.4.2 and 6.4.3 involving the General Manager position must be documented and approved by the Executive Committee prior to the salary review date.

## 6.5 Performance Reviews

- 6.5.1 Employees shall have a performance review under any of the following conditions:
- 6.5.1.1 Their Supervisor wishes to carry out a review
  - 6.5.1.2 The employee request a review
  - 6.5.1.3 Any change in salary is recommended

6.5.1.4 During each year prior to their salary review date whether or not a salary change is recommended.

6.5.2 The results of the review shall be recorded on the performance review form.

6.5.3 The Supervisor's assessment shall be discussed with the employee privately and he/she shall have the opportunity to comment in writing on the form.

6.5.4 Where a salary change is being recommended, the Supervisor shall note in the appropriate space on the form, the specific examples of the meritorious performance. These may be projects completed, systems implemented, work standards met or exceeded and similar factors. Similarly, when a deferred increase is being recommended, negative performance examples shall be noted.

## 6.6 Promotions

6.6.1 Employees promoted to a different position which is classified higher than their present job shall move to an appropriate step in the new range. Such increases shall be recommended by the supervisor and approved by the General Manager.

6.6.2 The increase shall be effective on the date of promotion and subsequent increases shall be based on the new salary review date as set out in 6.3.

## 6.7 New and Reclassification

6.7.1 When a new position is created, or duties of an existing position change sufficiently that a reclassification may be necessary, a new job description shall be written. The reclassification case will be presented to the Job Evaluation Committee.

6.7.2 The duties of this position shall be compared with those of current positions. If needed, external salary data shall also be gathered. Based on these factors, the supervisor shall recommend a new classification to the Job Evaluation Committee.

- 6.7.3 Employees whose positions are reclassified to a higher grade shall be moved to the step in the new range at least equivalent in dollars to their present step.
- 6.7.4 The increase resulting from (6.7.3) shall be effective on the date the reclassification is approved but this increase will not change the existing salary review date.
- 6.7.5 The salary of an employee whose position is reclassified to a lower grade shall not change but the employee will receive no increase until the step in the lower grade for his or her service reaches the existing salary through economic adjustments (red-circling).
- 6.8 The transfer of an employee to a new position with the same classification as the present job may, if approved by the General Manager, be treated as a promotional increase.
- 6.9 Each year, the Director of Finance will gather the current year increases that were approved in municipalities across the watershed. The increase approved in each municipality will be weighted based on the CA Apportionment. The cost of living adjustment will be applied to all rates in the salary grid effective January 1. (This calculation method was approved by the Board in December 2014)
- 6.10 Appeals against classification and salary decisions shall be made according to the grievance procedure outlined in this manual.
- 6.11 The General Manager may refer matters under this section to the Personnel Committee or the Executive Committee for recommendation for approval. All salary and wage adjustments are subject to the limitations of budget as approved by the Executive Committee or Board of Directors.



## Section 14 – Occupational Health & Safety Act

### 1. General Policy

- 1.1 The St. Clair Region Conservation Authority is committed to implementing and maintaining a health and safety program to all levels of its operation to a standard not less than that required by the Ontario Occupational Health and Safety Act, RSO 1990, and all other applicable regulations and legislation.
- 1.2 The prevention of accidents, injury and occupational illness is an integral part of every job activity associated with the St. Clair Region Conservation Authority.
- 1.3 The Conservation Authority, as an employer and host, and in consideration of the requirements of the Occupational Health and Safety Act, will continue in its efforts to provide a safe environment for its employees and for the public using Authority owned properties. Where appropriate or as required, protective equipment and apparel for carrying out the wide variety of Authority work functions will be made available. Supervisory staff in all Authority positions will acquaint employees with the most current health and safety information and training. He or she will promote the need for safe work practices and the elimination of potential hazards from all out work sites and areas utilized by the public.
- 1.4 It is imperative that all staff, outside suppliers and/or contractors working for the Authority, comply with any applicable Health and Safety legislation, and established Authority policy and procedure as set out in the Health & Safety Manual.
- 1.5 Observance of sound health and safety practices will assist each of us in the fulfilment of our obligations to ourselves and the Authority and its programs.
- 1.6 Occupation Health and Safety Act and Regulations for Industrial Establishments – See Act – Safety Officer
  - 1.6.1 Health and Safety Manual – See Manual – Safety Officer
  - 1.6.2 Amendments

2. The Workplace Hazardous Materials Information System (WHMIS)

- 2.1 Ensure that suppliers-provided containers of controlled products are labelled with a WHMIS supplier labels, and that these labels remain on or attached to the container and are legible.
- 2.2 Where a product is produced or re-bottled in the workplace, we are required to furnish some form of workplace warnings such as labels, tags, placard or markings.
- 2.3 Be responsible for obtaining from suppliers, a Material Safety Data Sheet (MSDS) for each controlled product used in the workplace.
- 2.4 Be responsible for establishing an education and training program for employees who may be exposed to workplace hazardous materials.

## Section 15 – Substance Abuse Policy

### 1. Company Policy

- 1.1 St. Clair Region Conservation Authority is committed to maintain the health, safety and welfare of its employees. The Authority strives to create a conducive environment to employees identifying the problem and taking appropriate action. The substance abuse policy is an important step in providing a safe substance-free workplace.
- 1.2 Recognizing the potential negative effects of alcohol and drugs on the organization, in particular the hazards that those individuals who abuse alcohol and/or drugs pose to themselves, their co-workers, and the general public. Therefore the Conservation Authority has implemented a drug and alcohol policy.
- 1.3 The Conservation Authority has an interest in monitoring substance abuse in the workplace in order to avoid vicarious liability for the conduct of an impaired employee.
- 1.4 Drug and alcohol abuse is not acceptable in the workplace. The Conservation Authority acknowledges its obligation to take all reasonable steps to ensure the health and safety of its workers.
- 1.5 The Drug and Alcohol policy applies to all employees of St. Clair Region Conservation Authority. This policy may also be extended to subcontractors.
- 1.6 For the purpose of this policy, the following are prohibited:
  - 1.6.1 Being impaired by alcohol/drugs while at work or operating machinery or vehicles.
  - 1.6.2 The possession or use of illicit drugs on Company premises, at Company worksites, or in Company vehicles.
  - 1.6.3 The presence in the body of illicit drugs (or their metabolites) while at work or operating machinery or vehicles.

1.6.4 Illicit drugs included but are not limited to: Cannabis (marijuana), Cocaine, LSD, Amphetamines, Heroin, injected drugs, solvents inhaling etc.

1.6.5 Abuse of Prescription or non-prescription drugs including but not limited to: Prescription Pain Relievers, Sleeping Pills, Tranquilizers, Anti-depressants, diet pills/Stimulants.

## 2. Disciplinary Action

2.1 Employees who violate the provisions of this policy are subject to disciplinary action up to and including termination of employment.

## 3. Work Rules Governing Drug/Alcohol Abuse

3.1 Employees are **NOT** to report to work or be at work if they are impaired by alcohol or drugs.

3.2 An employee who is taking legal medication (whether or not prescribed by a physician) which may affect or impair judgment, co-ordination or perception so as to adversely affect his/her ability to perform work in a safe and productive manner, must notify his/her supervisor prior to commencing work. The supervisor will determine whether the employee will be permitted to work or whether work restrictions will be applied.

3.3 Employees who are not capable of competently and safely performing their job duties will not be permitted to work and will be required to leave The Conservation Authority premise/job site.

3.4 When an employee, considered to be in an unfit condition, is requested to leave company premises, transportation to his/her residence will be arranged by his/her supervisor.

3.5 The Authority reserves the right to temporarily remove, reassign or suspend an employee pending a determination of the employee's fitness for work, assessment of a drug/alcohol problem, or completion of an investigation into possible violation of this policy.

3.6 Job performance will be the primary factor of personnel actions affecting employees who suffer from drug dependency and return to work following or during rehabilitation.

3.7 Satisfactory performance remains a requirement, even if chemically dependent employees seek medical help.

#### 4. Assistance Available

4.1 Employees who have drug or alcohol problems are encouraged to seek medical assistance and/or rehabilitation before performance problems (whether or not in violation of this policy) lead to disciplinary action. Employees can speak with their supervisor or general manager regarding appropriate arrangements for rehabilitation such as a leave of absence.

4.2 On being approached by an employee for help in overcoming a drug/alcohol problem, the organization may put the employee in contact with a medical practitioner who, if necessary, will make a referral to appropriate agency (eg. AADAC).

4.3 An acknowledgment by an employee of a drug/alcohol abuse problem will not be a cause for disciplinary action. Notwithstanding such, an employee's request for assistance will not be a defense to the imposition of disciplinary action where a violation of this or other policies/workplace rules has occurred.

4.4 Employees who enter a treatment program will be required to sign a form authorizing the administrators of such program to release to the Authority information regarding the employee's progress and degree of commitment to the program. The Authority will exercise reasonable care and caution to maintain confidentiality relating to an employee's participation in a treatment program.

## Harassment & Workplace Violence Policy

### 1. Policy Statement

1.1 The Authority is committed to fulfilling its legal obligation under the Ontario Human Rights Code (the “Code”) to provide every employee with a work environment that is safe and free from harassment, violence and discrimination on the grounds enumerated in the Code.

### 2. The Law

2.1 The following provisions of the Code form the frame work of this Policy.

2.1.1 Section 5 (1) Employment Standards Act 2000. “Every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status or disability.”

2.1.2 Section 5(2) Harassment in employment “Every person has a right to freedom of harassment in the workplace by the employer or agent of the employer or by another employee because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences, marital status, same-sex partnership status, family status or disability.”

2.1.3 Section 7(2) Harassment because of sex in workplaces “Every person who is an employee has a right to freedom from harassment in the workplace because of sex by his or her employer or agent of the employer or by another employee.”

2.1.4 Section 7(3) Sexual solicitation by a person in position to confer benefit, etc. “Every person has a right to be free from:

2.1.4.1 A sexual solicitation or advance made by a person in a position to confer grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome; or

2.1.4.2 A reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in position to confer, grant or deny a benefit or advancement to a person.”

### 3. Reprisal/Retaliation

3.1 Retaliation/reprisal is also unlawful and will not be tolerated. Discrimination against an individual.

3.1.1 For having invoked this Policy (on behalf of him/herself or another individual); or

3.1.2 For having participated or cooperated in an investigation under this Policy; or

3.1.3 For having associated with a person who has invoked this Policy or participated in these procedures; will be treated as a violation of the Policy and will be dealt with accordingly. In such a case the offender may be subject to the same disciplinary penalties listed below.

### 4. Application

4.1 The Authority will not tolerate harassment or discrimination on the grounds set out above of any of its employees in any of its workplaces, by anyone, including: other employees of the Authority, non-employees, clients and customers of the Authority. Accordingly, this Policy applies to all Authority employees, volunteers, students on placements, individuals contracted by the Authority, clients and customers.

4.2 The Authority will endeavour to ensure that everyone who has dealings with Authority employees is aware of its commitment to provide workplaces for its employees that are safe and free from discrimination and harassment.

4.3 The Policy shall be posted on the Authority internet, on the Authority website and in all Authority workplaces.

### 5. Definitions

5.1 Discrimination: Actions or behaviours that result in unfavourable or adverse treatment because of one or more of the prohibited grounds.

- 5.2 Employee: All individuals employed by the Authority including, managerial, supervisory, regular service, seasonal, and contracted.
- 5.3 Harassment: Engaging in a course of vexatious conduct or conduct that is known or reasonably ought to be known to be unwelcome.
- 5.4 Harassment/Discrimination Response Team: Shall be comprised of General Manager, and Director of Human Resources.
- 5.5 Prohibited Grounds: Race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, and age, record of offences, marital status, same-sex partnership status, family status or disability.
- 5.6 Senior Leadership Team: Shall be comprised of the General Manager, and Department Supervisors.
- 5.7 Workplace: All Authority facilities and work sites, including vehicles and other locations where the business of the Authority is being conducted included in this definition are Authority-related activities, including Authority sanctioned social functions, or business performed at any other location away from the Authority during outside of normal working hours.

## 6. Examples of Prohibited Conduct

- 6.1 Discrimination - Differential or unequal treatment based on one or more of the prohibited grounds and could include such actions as:
  - 6.1.1 Exclusion from workplace activities
  - 6.1.2 Refusal to work with a fellow employee
  - 6.1.3 Denial of hiring, promotion, work assignment, career development or training
- 6.2 Sexual Harassment:
  - 6.2.1 Comments, jokes, slurs, innuendos or taunting about a person's body, attire or sex.
  - 6.2.2 Comments or conduct of a sexual nature (verbal, written, physical).



- 6.2.3 Practical jokes of a sexual nature which cause awkwardness or embarrassment.
- 6.2.4 Displaying pornographic pictures or other offensive material
- 6.2.5 Attainment and distribution of pornographic information from the internet.
- 6.2.6 Inappropriate touching, gestures, leering, staring or sexual flirtations.
- 6.2.7 Sexual/Physical assault (also an offence under the Criminal Code).
- 6.2.8 Persistent unaccepted solicitations for dates (including unwelcome contact subsequent to the end of an intimate relationship) solicitation made by a person in position to confer a workplace benefit or advancement on the other
- 6.2.9 Solicitations made by a person in position to confer a workplace benefit on the recipient, and unwelcome comments or questions about a person's sex life.

6.3 Racial/Ethnic Discrimination/Harassment:

- 6.3.1 Remarks, jokes, slurs, innuendos, or taunting about a person's racial or ethnic background.
- 6.3.2 Name-calling including derogatory racial or ethnic slurs.
- 6.3.3 The display of racist pictures or graffiti.
- 6.3.4 Refusing to work or interact with an employee because of his or her racial or ethnic background.
- 6.3.5 Insulting gestures or practical jokes based on racial or ethnic grounds.
- 6.3.7 Inappropriate comments or gestures about a person's racial or ethnic background.
- 6.3.8 Attainment or distribution of racist information from the internet.

6.4 Other Discrimination/Harassment (because of a person's age, sex, sexual orientation, disability, or because of any other prohibited ground):

6.4.1 Pornographic or sexist remarks, jokes, slurs, innuendos or taunting.

6.4.2 Vandalism of property

6.4.3 Interference with a person's ability to perform his/her work responsibilities.

6.4.4 Offensive communication via electronic mail

6.4.5 Displaying derogatory or offensive pictures or material

7. What is not Harassment?

7.1 Exercising appropriate supervisory and management responsibilities, including assigning work, delegation, training, performance management, counselling and disciplinary actions.

7.2 Stressful events encountered in the performance of legitimate duties.

7.3 Consensual romantic relationships, except where one participant is in a position to confer a workplace benefit on the other.

8. Responsibilities

8.1 Every individual whom this Policy applies has a responsibility to ensure that the work environment is safe and free from workplace harassment and discrimination by:

8.1.1 Refraining from any form of workplace harassment or discrimination;

8.1.2 Advising the Human Rights Specialist or any member of management of an incident of apparent workplace harassment or discrimination, or any incident of retaliation against any person for invoking this Policy; and

8.1.3 Co-operating in the investigation and handling of any incidents of harassment or discrimination.

## 8.2 Managers

8.2.1 Managers are responsible for providing a workplace free from harassment and discrimination. They must act immediately on observation or allegations of harassment/discrimination. A manager may be culpable if he or she is aware of an incident involving harassment or discrimination by did not take and steps to resolve or address it.

8.2.2 Front-line, middle and senior managers must be aware of what constitutes harassment and discrimination and the procedures that are in place for dealing with allegations/complaints.

8.2.3 All managers must ensure that their own acts adhere to this Policy

8.3 Unions/Associations are available for confidential consultation and to provide representation to both complaints and respondents, if they are union/association members. Union/Association officials are able to make a referral to agencies, for counselling and assistance when required.

## 9. Resolution/Complaint Procedures (General)

### 9.1 Individual Action – Optional

9.1.1 If an employee believes that he/she is being harassed or discriminated against contrary to this Policy, it is recommended, but is not required by the Policy, that the perpetrator be advised as soon as practicable that his/her behaviours/actions are unwelcome and must stop.

9.1.2 It is not necessary for the victim to advise the perpetrator directly. Any human resources practitioner, and member of management or a trusted friend may assist. The communication may be done verbally, via e-mail, or in writing, if the communication is done verbally, what was said, as well as the date, time and place should be recorded.

## 9.2 Documentation

9.2.1 The complainant should maintain a detailed written record of incidents of harassment/discrimination, including the number of occurrences, date(s), time(s), place(s), nature of the offensive behaviour(s), names if individuals who may have been observed the incidents and all actions taken.

## 9.3 Informal Resolution

9.3.1 If an employee is not comfortable confronting the perpetrator or if the harassment or discrimination continues, he/she may advise the Human Resources practitioner or any member of the Authority management of his/her concern. A Human Resources practitioner, or her/his designate, in consultation with the complainant and the supervisor, may determine and appropriate informal course of action which will effectively resolve the complaint in a timely and fair manner.

## 9.4 Formalizing the Complaint

9.4.1 Where a concern is not resolved through the informal process, the complaint should set out details of the alleged harassment or discrimination including dates, times, places, names of individuals involved and witnesses.

9.4.2 Where allegations of harassment or discrimination are made by someone other than the alleged victim, the Human Resources shall meet with the alleged victim to review the allegations to determine whether he/she wishes to submit a complaint, and assess whether the allegations warrant further investigation/action.

## 9.5 Review by Human Resources

9.5.1 Upon receipt of a written complaint or earlier if appropriate, Human Resources, or her/his designate will determine if the complaint falls within this Policy or is more appropriately dealt with in another forum.

## 9.6 Interim Measures

9.6.1 In certain circumstances such as where safety is at issue, it may be necessary to take immediate measures. In such case, interim solutions shall be implemented by the Human Resources in consultation with the General Manager, or the Strathroy Police Department, if applicable. Interim measures may include relocating the respondent, or placing her/him on a non-disciplinary suspension with pay, pending the outcome of the investigation.

## 9.7 Supports for Parties

9.7.1 The Authority recognizes that involvement in a harassment/discrimination investigation may be stressful and emotionally upsetting. Complainants, respondents and other affected employees.

## 10. **Workplace Violence**

10.1. The Authority is committed to fulfilling its legal obligation under the Ontario Human Rights Code (the “Code”) and the Occupational Health and Safety Act to provide every employee with a work environment that is safe and free from harassment, discrimination and violence on the grounds recouted in the Code. Every effort has been made to implement procedures to eliminate or minimize the risk to our employees.

10.2. The Authority refuses to tolerate any type of workplace violence, within the workplace or at work related activities. The Authority is committed to the expenditure of time, attention, authority and resources to the workplace parties in order to ensure a safe and healthy working environment for all employees and clients.

10.2 Workplace violence is defined as an exercise of physical force by another party against a worker in a work environment that cause physical injury. Workplace violence includes:

- 10.2.1 An attempt to exercise physical force against a worker in a workplace, that could cause physical injury to the worker; and a
- 10.2.2 Statement or behaviour that a worker could reasonably interpret as a threat to exercise physical force against the worker, in a workplace that could cause physical injury to the worker
- 10.2.3 Verbal threats to attack another worker,
- 10.2.4 Using electronic media such as emails, texting, calling on their personal or company phone or leaving notes with threatening messages to inflict harm to another
- 10.2.5 Physical gestures such as: shake fisting, hitting or trying to hit a worker,
- 10.2.6 Wielding a weapon, throwing an object at a worker, kicking an object a worker may be standing on
- 10.2.7 Attempting to run a worker down using a vehicle of any sort
- 10.2.8 Domestic violence is also considered workplace violence as the situation at home can sometimes spill over into the workplace. If a person has a medical condition that causes them to physically act out in response to environmental stimulus this is still considered workplace violence.

### 10.3 What is not considered workplace Violence?

- 10.3.1 Accidental situations for instance a personal trips on an object and pushes another co-worker as a result are not meant to be included.

### 10.4 Unwelcomed verbal behaviours or actions may include:

- 10.4.1 Making remarks, jokes or rude comments that demean, ridicule, intimidate or offend
- 10.4.2 Bullying including repeated offensive or intimidating phone calls, emails etc.

## Section 17 – Employment Equity

1. The St. Clair Region Conservation Authority will work toward the removal of employment barriers and expand the representation of all groups at every level of the organization so that the work force reflects the population being served.
2. The St. Clair Region Conservation Authority will prohibit discrimination based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed/religion, sex, sexual orientation, age, and record of offenses that have been pardoned, marital status, family status and disability.
3. The St. Clair Region Conservation Authority will move toward the removal of all gender bias language in its policy manuals, memorandums and public communications.
4. The St. Clair Region Conservation Authority will endeavour to work toward workplace that is accessible to the physically challenged.

## Section 18 – Personnel Files

1. The Authority will collect and maintain a complete file for each employee. The General Manager or his/her appointee shall have the responsibility of ensuring that files are complete and stored in a location that denies unauthorized access and protects against loss or damage.
2. Each Personnel File will contain, at a minimum, the following:
  - 2.1 Name, address and phone number.
  - 2.2 Date of birth.
  - 2.3 Original application for employment.
  - 2.4 Signed declaration of receipt of orientation manual.
  - 2.5 Copies of all performance evaluations and review.
  - 2.6 Most recent job description.
  - 2.7 Disciplinary statements.
  - 2.8 Employment Contract
  - 2.9 Signed employee agreement to Code of Conduct (New 2014)
3. In addition, the Employment Standards Act requires that the following information be recorded with respect to each employee:
  - 3.1 Records showing the most recent 24 months of employment
    - 3.1.1 Daily and weekly hours worked.
    - 3.1.2 Wage rate, gross earning, and particulars of deductions, living allowance or other payments.
    - 3.1.3 Documentation relating to maternity leave.
  - 3.2 Records showing for the most recent 60 months of employment
    - 3.2.1 Date of commencement of employment and anniversary date



3.2.2 Wages in each pay period

3.2.3 Vacations with pay or payment in lieu thereof

4. An employee's Personnel File is confidential and only the following persons are authorized to examine them:

4.1 Members of the Board of Directors and its duly appointed committees, when authorized to do so, for a specific reason.

4.2 The General Manager or his/her appointee

4.3 Individuals having direct authority over the employee, when authorized to do so by the General Manager

4.4 Members of supervisory staff considering the employee for transfer into their department (at the discretion of the General Manager)

5. An employee shall have the right to access and review an employee's Personnel File and comment in writing on any document or information contained in the file. The Authority will ensure that an employee's response is also included in his/her file, where it will remain until such time as the document or information to which it relates is removed.

6. An employee may not remove his/her Personnel File, or any document contained therein, from the area of office where files are stored.

7. It is the responsibility of an employee to inform his/her supervisor and payroll/accounting of any change of address, or modification to any up-to-date and accurate.

8. It is the responsibility of the employee's supervisor to forward all changes, records of periodic performance reviews and discipline, and any other information pertaining to the employee's status to the General Manager to inclusion in the individual's personnel file.

## Section 19 – Memorial Recognition Policy

1. In General, monuments are not to be placed in Conservation Areas. Exceptions may be approved by the St. Clair Region Conservation Authority Executive Committee and/or Board of Directors. Any request for placement of monuments or mementos from outside organizations or individuals must be provided to the Authority in writing.
2. Should unauthorized monuments or mementos be found, they will be removed and stored for one year with the intent of its return to the owner upon request. After one year, the item may be disposed of.

**Section 20 – Downsizing**

1. Voluntary Component, as a preliminary step, employees may wish to consider the following options or combination/variation of these options:

1.1 Job Sharing, where a job requires full time service, two employees may wish to share a position. Some overlap and good communication would be required.

1.2 Part Time

1.2.1 Working part-time but being paid over a 12 month period. (Payment distributed as 12 monthly equal payments over a year). Could help some with budgeting and avoid regular payroll severances. Could imply greater stability as no actual separation.

1.2.2 Part-time and Employment Insurances

1.2.2.1 Employee could work part-time and obtain employment insurance during absent period. This system would probably require working half a year or more to be eligible for E.I benefit for balance of year.

1.2.2.2 Part-time arrangements could be full time seasonal, ½ days, ½ weeks or other variations.

1.2.2.3 E.I rules – check with Accounting or Government for any specific proposal.

1.2.3 Part-time & Pension

1.2.3.1 Employee may be able to share a position or undertake a part-time position or reduced work week and supplement income with pension, if eligible. This would help the Authority by reducing payroll costs while employee could achieve income stability via pension and part-time income. Pension contributions would end.

- 1.4 Most benefits could apply to all of these options.
- 1.5 All positions, part-time or otherwise, are subject to availability of work and funds as per Authority's administration manual.
- 1.6 Proposal could be made by the employee or supervisor.
- 1.7 Acceptance would be by supervisor recommendation and approved by the General Manager or the Authority Chairman.

## Section 21 – Accountability & Grievance Procedure

### 1. Lines of Accountability

- 1.1 All employees are required to observe the reporting lines presented to the Authority's organization chart.
- 1.2 All enquiries regarding the accuracy of the organizational chart should be directed to the General Manager. For those who for any reason receive no satisfaction from observing the formal communication channels, please review the option outlined in the "Grievance Procedure".

### 2. Grievance Procedure

- 2.1 Any employee who feels that a management decision or directive affecting him/her is unwise or unjust may question the decision and seek a revision through the following procedure:
  - 2.1.1 The issue may be raised with the immediate supervisor.
  - 2.1.2 If the employee is unsatisfied with the immediate supervisor's response; an employee may raise the issue to the next level of management. If still unsatisfied, the concern in writing to the General Manager.
  - 2.1.3 If the matter is still not resolved to the satisfaction of the employee after receiving the General Manager's reply, an employee may request a hearing with the Executive Committee via the General Manager. This appeal must be made in writing with the original addressed to the Executive Committee and sent to the General Manager. If an employee is not satisfied with the decision of the Executive Committee, an employee may appeal in writing to the Board of Directors via the General Manager. The decision of the Board of Directors shall be final. Any employee who without the written consent of the General Manager shall be subject to discipline or termination of employment.

## Section 22 – Administration Regulations

### 1. The Personnel Committee recommends that:

- 1.1 The General Manager of the Authority shall be the Chief Administrative Officer and be responsible to the Executive Committee and receive instructions, with regard to the Authority's program, from the Executive Committee through the Chairman of the Authority. The General Manager shall supervise and direct the total program and staff of the Authority.
- 1.2 The General Manager shall have access to and control of, all facilities and all records including the Authority seal.
- 1.3 All Authority staff shall report to the General Manager either directly or indirectly. The General Manager has full responsibility for the hiring and dismissal of staff and is authorized to change or improve any facet of the financial, administrative, and technical or operations of the Authority including the re-assigning of duties. The General Manager may prepare, approve, alter or amend any staff job specification and transfer, promote or demote staff within the Authority, where Government statutes, including Authority regulations, provide obligations or authority to the holder of any position, such employee shall implement the obligations under the direction of the General Manager.
- 1.4 The General Manager shall be a signing officer.
- 1.5 That the Executive Committee be granted Authority to employ a General Manager.
- 1.6 The termination of the services of the General Manager shall be by a majority vote of the Full Authority Members. In the event of voluntary resignation, the General Manager shall provide one month's notice to the Chairman

### 2. Organization Chart click link below

<..\..\Communications\Projects\Administration\Organization Charts\org chart 2013.pdf>

### 3. General Manager/Secretary-Treasurer

- 3.1 The General Manager shall be the chief administrative officer of the Conservation Authority and shall direct and supervise the total program and staff of the Conservation Authority.

3.2 The General Manager shall:

- 3.2.1 Administer and direct the total program of the Conservation Authority.
- 3.2.2 Supervise and direct the activities of all staff of the Authority.
- 3.2.3 Be responsible for staff performance appraisals and the training and development of staff.
- 3.2.4 Be responsible for the hiring and dismissal, transfer and promotion of staff.
- 3.2.5 Supervise and direct all matters of a financial, technical, or operations of nature including the preparation of financial statements, budget and reports.
- 3.2.6 Be responsible for all work programs and projects authorized by the Authority or the Executive Committee.
- 3.2.7 Obtain or arrange property evaluations, surveys, legal and engineering services, etc.
- 3.2.8 Be responsible for the conduct of official business correspondence for the Authority.
- 3.2.9 Perform related duties as assigned by the Chairman or the Executive Committee.

3.3 Qualifications

- 3.3.1 Minimum of ten years in the Natural Resources field, preferably with Conservation Authorities.
- 3.3.2 Minimum education shall be a bachelor degree in a natural resources science such as forestry, engineering, geography, agriculture, etc.
- 3.3.3 Substantial administration experience and demonstrated administrative ability.

## Section 23 – Security and Maintenance

### 1. Maintenance – Office

- 1.1 Routine cleaning is currently undertaken by a contractor on a weekly basis.
- 1.2 Special needs in the upkeep or replacement of the heating, plumbing, electrical, building repairs, snow plowing, etc. are arranged through the Director of Finance and is undertaken by Authority staff or local contractors.

### 2. Security – Office

- 2.1 Keys for building are held and distributed by the Administrative Executive Assistant. Keys are distributed as required, to regular service employees working out of the administration office.
- 2.2 Locks are changed as required to ensure adequate protection of the facilities and contents.
- 2.3 A fire proof vault is available for storage of Authority records.
- 2.4 A sentinel light is provided for parking lot safety and security.
- 2.5 Employees are to make sure that the office lights, except sky lights are turned off before leaving at night. The doors are to be locked and all unnecessary equipment is to be turned off. The Administrative Executive Assistant or her/his designate is responsible for arranging these items.

### 3. Security – Regional Conservation Areas

- 3.1 Conservation Authority staff who have trailers at regional campgrounds are providing additional security and site supervision for the Conservation Area, and therefore the General Manager is authorized to waive their campgrounds fees when appropriate.



## Section 24 – Risk Management

### 1. Status

- 1.1 The Director of Lands is the Authority's Health & Safety Officer.
- 1.2 Risk Management responsibilities are assigned to the Health & Safety Committee which shall be accountable to the Executive Committee.
- 1.3 Reed Stenhouse's report on liability exposure was adopted and the recommendations therein assigned to the Safety Officer on August 27, 1987.
- 1.4 A staff Health & Safety Committee has been appointed.
- 1.5 The Authority has adopted a Health & Safety Policy.
- 1.6 The Health & Safety Committee reports through its Chairman directly to the Executive Committee.

### 2. Health & Safety Policy

- 2.1 The St. Clair Region Conservation Authority is committed to implementing and maintaining a Health and Safety Program at all levels of its operations to a standard not less than that required by the Ontario Occupational Health and Safety Act, R.S.O. 1990, and all other applicable regulations and legislation.
- 2.2 The policies as outlined herein apply to all persons directly or indirectly involved in the activities of the St. Clair Region Conservation Authority, including but not limited to the directors, administrative, technical and field operations staff. The implementation of these policies will help to provide not only a safe working environment for the Authority directors and their employees, but will also apply to those programs, properties and facilities available for use by the general public.
- 2.3 The St. Clair Region Conservation Authority shall establish a Health & Safety Committee for the Authority in accordance with the provisions of the Ontario Health and Safety Act, R.S.O. 1990. The Health & Safety Committee shall be responsible to the Executive Committee of the Authority and report to this Committee.
- 2.4 The St. Clair Region Conservation Authority shall appoint a Health & Safety Officer who shall be suitably trained in the knowledge and enforcement of the Authority's Safety Policy, the Ontario Health and Safety Act

and Regulations, and other applicable legislation. The Health & Safety Officer shall be responsible to the Authority's Health & Safety Committee.

- 2.5 The Health & Safety Committee shall establish and implement a safety training and education program to effectively ensure a safe working environment for all Authority employees and a safe environment on Authority lands for the general public. This program will complement the said policies outlined herein and promote safety awareness by the ongoing training and education of employees.
- 2.6 The Health & Safety Committee shall establish and implement a program that will accurately document all incidents that have caused injury to Authority employees or to the general public or incidents that have caused damage to Authority or public property.
- 2.7 The Health & Safety Committee shall ensure construction of projects in a manner that will ensure employee and public safety while adhering to applicable Acts and Regulations.
- 2.8 The Health & Safety Committee shall ensure that all vehicles, equipment and machinery are maintained in a safe working condition, used safely by Authority employees, and that the appropriate protective equipment is worn when using said equipment in accordance with applicable Acts and Regulations.
- 2.9 The Health & Safety Committee shall ensure that the safe handling, storage and use of all hazardous materials by the Authority employees are in accordance with applicable Acts and Regulations. The Authority shall ensure that the appropriate employees are properly trained, educated and licenced in the safe use of hazardous materials. As set out in section 14.
- 2.10 The Health & Safety Committee shall ensure that all water related activities are all reservoirs, ponds, rivers, streams, lakes and wetlands owned or operated by the Authority, including beaches and swimming pools, are undertaken, operated, maintained and equipped according to a standard that is at least equal to any Federal, Provincial and Municipal Acts and Regulations applicable to such activities.
- 2.11 The Health & Safety Committee shall ensure that its forest management practices on Authority lands and private property proceed in a safe manner to ensure employee and public safety and such practices shall be undertaken in accordance with applicable Acts and Regulations.

2.12 The Health & Safety Committee shall establish and implement a program that effectively inspects all Authority facilities and property.

2.13 The Health & Safety Committee shall ensure that all Authority facilities are maintained in a safe manner in accordance with all applicable Acts and Regulations.

2.14 The Health & Safety Committee shall ensure that all Authority properties are maintained in a safe manner in accordance with applicable Acts, Regulations and Policies to ensure employee and public safety.

### 3. Health & Safety Officer – Terms of Reference

3.1 The person in position of Director of Lands shall hold the position of Health & Safety Officer.

3.2 The Health & Safety Officer will:

3.2.1 Be responsible for the organization of a Health & Safety Committee which will be approved by and report to the Executive Committee.

3.2.2 Formulate, enforce and update Authority health & safety policies.

3.2.3 Review accident reports and investigations and where necessary, make recommendations.

3.2.4 Co-ordinate routine inspections of Authority facilities and equipment and ensure records and reports are presented to the Health & Safety Committee.

3.2.5 Discuss, maintain and distribute lists of safety training available to Authority staff i.e. First aid/CPR, driver training, the use of chain saws, axes, boats and other tools, and equipment.

3.2.6 Promote the adoption of measures to reduce the risk of personal injury or property damage to conservation area users.

3.2.7 Arouse and maintain public and staff awareness of the safe use of Authority facilities.

3.2.8 Comment or make recommendations on any other matter which may relate to employee and public safety on Authority lands.

- 3.2.9 Carry out the safety recommendations made by the Authority's Insurance Company, as approved by the Executive Committee.
- 3.2.10 Keep a record of safety matters requiring attention including the date notified, action assigned, to whom and date corrective actions completed.
- 3.2.11 Such other duties as assigned by the Director of Conservation Areas or the General Manager.

#### 4. Health & Safety Committee – Terms of Reference

4.1 This committee shall consist of at least two persons of whom at least half shall be workers who do not exercise managerial functions to be appointed by the department directors. The management representatives shall be the Director of Financial Services, who is responsible for insurance and risk management and the Director of Conservation Areas. One worker and one management person to be trained (certified) as part of the Occupational Health & Safety Act (Section 14).

4.2 It is the function of this committee and it has the power to:

- 4.2.1 Identify situations that may be a source of danger or hazard to workers;
- 4.2.2 Make recommendations to the Authority and the workers for the improvement of the health and safety of workers;
- 4.2.3 Recommend to the Authority and the workers, the establishment, maintenance and monitoring of programs, measures and procedures respecting the health and safety of workers; and

4.2.4 Obtain information from the Authority respecting;

4.2.4.1 The identification of potential or existing hazards of materials, process or equipment, and

4.2.4.2 Health and safety experience and work practices and standards in similar or other industries of which the Authority has knowledge.

4.3 The committee shall maintain and keep minutes of its proceedings and make the same available for examination and review by an inspector.

4.4 The members of a committee who represent workers shall designate one of the members representing workers to inspect the physical condition of the work place, not more often than once a month or intervals as the Health & Safety Officer may direct.

4.5 The members of the committee who represent workers shall designate one or more such members to investigate cases where a worker is killed or critically injured at a workplace from any cause and one of those members may, inspect the place where the accident occurred and any machine, device thing, and shall report his/her findings to the Safety Officer and to the Committee.

4.6 The committee shall meet at least once every three months at the workplace.

4.7 Duties outlined under the Authority's Health & Safety policy (Section 14).

4.8 Keep detailed minutes of Health & Safety committee meetings and circulate these to the General Manager; committee members and the Executive Committee.

5. The General Manager (or appropriate designate) will, upon receipt of a verbal or written complaint, conduct an investigation in confidence. If the investigation concludes that harassment has occurred, appropriate disciplinary action will be taken (this may include suspension or termination). If the investigation concludes that the complaint is unfounded the complaint and investigation file will be destroyed. The employee or volunteer who issues the complaint will be informed of the results of the investigation and of any action taken.

**Section 25 – Official Records and Retention**

1. Under Section 230 of the Income Tax Act, effective September 20, 1982, written permission from Revenue Canada Taxation to destroy records is no longer required. Books and records must be retained only until the expiration of six years from the end of the last taxation year to which the records and books of accounts relate. Permanent records must be retained indefinitely.
2. A record retention schedule has been established and approved by the Executive Committee in 1987. Using this schedule, a detailed list of files and records to be destroyed each year will be approved by the Executive Committee prior to their destruction. This approved yearly list will be kept indefinitely in the Destroyed Records File.

2.1 Revisions to the master Record Retention Schedule (Chart 2.2) will be approved by the Executive Committee when required.

| Record Retention Schedule Records (June 1987)                          |                         |
|------------------------------------------------------------------------|-------------------------|
| <u>Records</u>                                                         | <u>Retention Period</u> |
| <u>Budget</u>                                                          |                         |
| Final Budget                                                           | Permanent               |
| Final Budget – Working Papers                                          | 6 Years                 |
| Audited Financial Statements                                           | Permanent               |
| <u>Bank</u>                                                            |                         |
| Bank Statements and Reconciliation                                     | 6 Years                 |
| Cheque Register                                                        | Permanent               |
| Bank Debit and Credit Memos                                            | 6 Years                 |
| Investment Files                                                       | 6 Years                 |
| Bond Deduction Records                                                 | 6 Years                 |
| Bond – Bank Statements                                                 | 6 Years                 |
| <u>Payroll – Personnel</u>                                             |                         |
| Employee’s Personnel History Files                                     | Permanent               |
| Job Application – Permanent Employees                                  | Permanent               |
| Job Descriptions                                                       | 7 Years                 |
| Payroll Registers (that include info required for Omers (Yr-end only)) | Permanent               |
| Payroll Registers (per pay excluding year-end)                         | 9 Years                 |
| OMERS Pension Cards                                                    | Permanent               |
| Sick Leave Reports                                                     | Permanent               |
| T4 Supplementary                                                       | 7 Years                 |
| T4 Summaries                                                           | 7 Years                 |
| UIC Record of Employment                                               | 7 Years                 |
| Vacation Records                                                       | 7 Years                 |
| Workers’ Compensation Claims                                           | 7 Years                 |
| Job Applications – Part-time                                           | 1 Year                  |

|                                                                                                                                                                                                                                                                                           |                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| Individual Employee Year-end Summary (hours and earnings report)<br>Paid and Cancelled Payroll Cheques                                                                                                                                                                                    | Permanent<br>7 Years                                                                   |
| <b>Accounts Payable</b>                                                                                                                                                                                                                                                                   |                                                                                        |
| Accounts Payable Vouchers and Invoices<br>Paid Purchase Orders (filed with vouchers)<br>Paid and Cancelled Cheques                                                                                                                                                                        | 7 Years<br>6 Years<br>7 Years                                                          |
| <b>Accounts Receivable</b>                                                                                                                                                                                                                                                                |                                                                                        |
| Accounts Receivable Invoices<br>Receipt Books<br>Deposit Slips<br>Lease (after expiration)<br>Accounts Receivable Ledger Cards                                                                                                                                                            | 7 Years<br>7 Years<br>7 Years<br>7 Years<br>7 Years                                    |
| <b>Other Bookkeeping</b>                                                                                                                                                                                                                                                                  |                                                                                        |
| Destroyed Record File<br>Cash Books (archived records only, no longer in use)<br>Cash Payment Journal (archived records only, no longer in use)<br>General Journal (archived records only, no longer in use)<br>General Ledger<br>Working Papers for Journal Entries<br>Inventory Records | Permanent<br>Permanent<br>Permanent<br>Permanent<br>9 Years<br>7 Years<br>6 Years      |
| <b>General</b>                                                                                                                                                                                                                                                                            |                                                                                        |
| Historical Correspondence<br>General Correspondence<br>Inter-Office Memos<br>Registered Letters<br>Work Programs<br>Park Receipt Records<br>Insurance Claims<br>Insurance Records (after expiration)                                                                                      | Permanent<br>6 Years<br>6 Years<br>6 Years<br>6 Years<br>7 Years<br>6 Years<br>6 Years |
| <b>Members and Meetings</b>                                                                                                                                                                                                                                                               |                                                                                        |
| Minute Book<br>Agendas<br>Per Diem and Mileage Records                                                                                                                                                                                                                                    | Permanent<br>6 Years<br>7 Years                                                        |
| <b>Vehicle</b>                                                                                                                                                                                                                                                                            |                                                                                        |
| Fuel Distribution Records<br>Vehicle Accident Reports<br>Vehicle Records (after disposal of vehicle)<br>Vehicle Work Reports                                                                                                                                                              | 6 Years<br>6 Years<br>2 Years<br>After Audit                                           |
| <b>Planning and Engineering</b>                                                                                                                                                                                                                                                           |                                                                                        |
| Aerial Photos<br>Agreements<br>Contour Maps<br>Contract Documents<br>Drainage Records<br>Engineering Drawing and Reports                                                                                                                                                                  | Permanent<br>Permanent<br>Permanent<br>Permanent<br>Permanent<br>Permanent             |

|                                                                |           |
|----------------------------------------------------------------|-----------|
| Fill and Alteration of Waterways Permits                       | Permanent |
| Master Plans                                                   | Permanent |
| Municipal Official Plans and Amendments (after expiration)     | 6 Years   |
| Comprehensive Zoning By-laws and Amendments (after expiration) | 6 Years   |
| Minor Zoning By-laws and Amendments (after expiration)         | 6 Years   |
| Plans of Subdivision with Correspondence                       | Permanent |
| Severances and Variances with Correspondence                   | Permanent |
| OMB Records                                                    | Permanent |
| Property Acquisition Files                                     | Permanent |
| Stream Flow Data                                               | Permanent |
| Subdivision Plans                                              | 6 Years   |
| Deeds                                                          | Permanent |
| Tree Planting Plans                                            | Permanent |
| Tree Planting Agreements                                       | 6 Years   |
| Projects – General                                             | Permanent |

Chart 2.2

### 3. Definition

3.1 The Authority’s official records and files include minute books, files, accounting records and such other records and documents as designed by the General Manager.

### 4. Accountability

4.1 Department Supervisors are accountable to the General Manager for the Authority’s official records and files under their respective areas of jurisdiction.

### 5. Access Procedure

5.1 Authority staff and directors shall have access to Authority official records and files under the supervision of the relevant Department Supervisor, the General Manager or his appointee. However, the rules of confidentiality outlined elsewhere in this manual shall apply. Authority auditors and auditors from funding agencies shall have access to the Authority’s accounting records and minutes and files under the direction of the General Manager.

5.2 For all other individuals, agencies and groups requesting access to Authority official records and files, the following procedure applies. These individuals must make their request in writing, to the General Manager or the appropriate Department Supervisor, stating the reasons for requesting this information. Upon approval of the General Manager or the Executive Committee specific information in the Authority’s official records and files may be released.



- 5.3 The appropriate Department Supervisor, the General Manager or his/her appointee shall obtain the information approved. No outside individuals shall be permitted to go through the Authority's files or remove original material or files from the Administration Office without the prior written approval of the General Manager or the Executive Committee.
- 5.4 Where approval has been granted to go through the files, remove material from the files or to remove the files from the Administration Office, a records of what is taken and when it is to be returned shall be kept by those supervising the release of this material.

## 6. Record Management

- 6.1 To ensure preservation of the Authority's memory of St. Clair Region Conservation Authority for legal, administrative, statutory and historical reasons; and to promote efficient and effective maintenance, management, storage, retrieval and disposal of the information assets of St. Clair Region Conservation Authority.
- 6.2 Definition – Record: A record is information of any medium created, collected or received which provides evidence of the activities and decisions of an organization and its employees.
- 6.3 All records, including handwritten notes made by an employee while carrying out the duties and functions of his/her job, are property of the Authority. These records remain property of the Authority during and after the employment of the person who made them. They shall not be removed from the custody and control of the Authority.
- 6.4 Original records may not be borrowed or removed from municipal property. Photocopies of any record which is open to the public may be made upon permission of the responsible department. Photocopy fees will be \$0.20 per page.

- 6.5 All records of the Authority shall be classified, retained and destroyed in accordance with the Authority's Records Retention By-Law (A By Law to Establish Schedules of Retention Periods during which receipts, vouchers, instruments, rolls or other documents, records and papers must be kept by the Authority), and amendments thereto.
- 6.6 Records designated for destruction as per the Authority's Record Retention By-Law shall first be approved by the Records Management Coordinator.
- 6.7 All materials which contain personal information regarding staff members, members of the general public or other confidential information shall be destroyed by shredding.
- 6.8 All records shall be stored in standard banker boxes or end tab boxes before being removed to an inactive storage area. Copy paper boxes will not be accepted.
- 6.9 No flammable, toxic, corrosive or explosive material shall be stored within proximity to corporate records.

**Section 27 – Meetings**

1. Procedure

1.1 The General Manager is accountable for the minutes of the Full Authority, and the Executive Committee, as well as Flood Action and accordingly he/she will sign the minutes on the last page before they are duplicated and distributed.

1.2 It is the supervisor’s responsibility to obtain resolutions from Board Meetings pertaining to his/her area of responsibility and to see that the appropriate action is taken on the resolutions. In some cases, it may be necessary to discuss the planned action with the General Manager. In almost all cases where correspondence is involved, it is the supervisor’s responsibility to prepare the appropriate correspondence for signature as soon as possible following the Board meetings. In order expedite matters quickly, it may find it useful to obtain a copy of the draft minutes from the meeting secretary soon after the meeting.

2. Notice of Meeting Distribution List:

2.1 Executive Committee – Executive Committee

Clerks/ Media – A tentative schedule of meetings sent out yearly.

2.2 Board of Directors – Directors

Clerks/Media – A tentative schedule of meetings sent Out yearly.

2.3 Sub-Committees – Committee members and alternates for The Flood Action Committee

3. Minute Distribution:

3.1 Executive Committee - Directors

Board of Directors

Clerks

M.P. & M.P.P.

C.O. /M.N.R/C.C.C.A.

Department Heads

3.2 Flood Action Committee – Committee Members and alternates, Executive Committee, General Manager, Flood & Erosion Control Co-ordinator

#### 4. Closed Meetings

- 4.1 All Board of Director Meetings, including committee meetings of the SCRCA will be open to the public except as outlined below. A meeting or part of a meeting may be closed to the public if the subject matter being considered is as follows as per Bill 163:
- 4.1.1 The security of the property of the Authority
  - 4.1.2 Personal matters about an identifiable individual
  - 4.1.3 A proposed or pending Authority land acquisition
  - 4.1.4 Labour relations or employee negotiations
  - 4.1.5 Litigation or potential litigation including matters before administrative tribunals
  - 4.1.6 The receiving of advice that is subject to solicitor-client privilege
  - 4.1.7 A matter in respect of which the Authority has authorization for a meeting to be closed under another Act
  - 4.1.8 Consideration of a request for information under the Municipal Freedom of Information and Protection of Privacy Act
- 4.2 Before holding a meeting or part of a meeting that is to be closed to the public, the Authority shall state by resolution:
- 4.2.1 The fact of the holding of the closed meeting; and
  - 4.2.2 The general nature of the matter to be considered at the closed meeting
- 4.3 All Votes except for procedural matters for giving directions or instructions to officers, employees or agents of the Authority related to the closed meeting issues will be held in meetings open to the public.
- 4.4 Minutes of closed meeting will be kept by the recording secretary and placed in the appropriate confidential files. Minutes of closed meetings, if any, shall not be a part of the regular meeting minutes.

## 5. Healthy Meetings

- 5.1 In order to contribute to the health and well-being of its employees, the Authority wishes to provide leadership to promote healthy eating at workplace functions. Nutritious and safe food and beverage choices shall be provided at all work-related meetings, workshops and other events where food and/or beverages are served.
- 5.2 Healthy food and beverage choices (i.e. foods and beverages which have moderate or reduced levels of fat, salt, and sugar, and higher levels of dietary fibre) will be offered at all work related meetings, workshops or corporate functions where food and/or beverages are served.
- 5.3 When planning meetings, workshops or events where food and/or beverages are to be served, staff are encouraged to use the attached Guidelines for Offering Healthy Foods at Meets and Catered Events. Inquiries about special dietary requirements or restrictions should be made in advance when possible so appropriate arrangements can be made for participants. For large groups, a vegetarian choice should automatically be provided. As well, the choices should include fruit as an alternative dessert and 100% unsweetened fruit juices, water and decaffeinated coffee as an alternative to coffee.

**Section 28 – Mandate, Committees and Directors**

## 1. Mandate and Powers

- 1.1 Legislative mandate, “To establish and undertake, in the area over which it has jurisdiction, a program designed to further the conservation, restoration, development and management of natural resources other than gas, oil, coal and minerals” – Conservation Authorities Act, R.S.O., 1990, c. 85, s. 20.
- 1.2 For the purpose of accomplishing its objects, an Authority has power under the Conservation Authorities Act, R.S.O., 1990, c. 85, s.21 to:
- 1.2.1 To study and investigate the watershed and to determine a program whereby the natural resources of the watershed may be conserved, restored, developed and managed;
  - 1.2.2 For any purpose necessary to any project under consideration or undertaken by the Authority, to enter into and upon any land and survey and take levels of it and make such borings or sink such trial pits as the Authority consider necessary;
  - 1.2.3 To acquire by purchase, lease or otherwise and to expropriate any land that it may require, and subject to the approval of the Lieutenant Governor in Council, to sell, lease or otherwise dispose of land so acquired;
  - 1.2.4 To lease for a term of one year or less, without the approval of the Lieutenant Governor in council, land acquired by the Authority.
  - 1.2.5 To purchase or acquire any personal property that it may require and sell or otherwise deal therewith;
  - 1.2.6 To enter into agreements for the purchase of materials, employment of labour and such other purposes as may be necessary for the due carrying out of any property;
  - 1.2.7 To determine the proportion of the total benefit afforded to all the participating municipalities that is afforded to each of them;
  - 1.2.8 To erect works and structures and create reservoirs by the construction of dams or otherwise;

- 1.2.9 To control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof;
- 1.2.10 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 telephone or electric wire or pole;
- 1.2.11 To use land that are owned or controlled by the Authority for such purposes, not inconsistent with its objectives, as it considers proper;
- 1.2.12 To use land that are 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;
- 1.2.13 To collaborate and enter into agreements with ministries and agencies of government, municipal councils and local boards and other organizations;
- 1.2.14 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;
- 1.2.15 To cause research to be done;
- 1.2.16 Generally to do all acts as are necessary for the due carrying out of any project.

## 2. Flood Control Goals & Objectives

- 2.1 The Authority's goal in flood control is, *"To undertake a comprehensive program of flood control designed to reduce the risk of hazard to life and property, recognizing the natural attributes of valley systems, vegetation, and soils within the watershed."*
- 2.2 In order to achieve this goal, the Authority has established the following objectives:

## 2.2.1 Operation and Maintenance

2.2.1.1 To operate and maintain flood control structures as required in order that they can continue to perform as designed.

## 2.2.2 Flood Warning and Planning

2.2.2.1 To develop, operate and maintain a comprehensive flood warning and forecasting system in cooperation with the Province which will provide the earliest possible warning to the Authority's municipalities.

2.2.2.2 To develop and maintain an appropriate flood warning plan in co-operation with Authority member municipalities and other water management related agencies and to encourage member municipality contingency planning.

## 2.2.3 Watershed Management Planning

2.2.3.1 To prevent the occurrence of additional flood damage, The Authority will apply regulations made under the conservation Authorities Act to control filling and construction in flood vulnerable areas. The application of regulations will be in accordance with technical criteria devised to minimize future damage and to avoid the accumulative loss of storage which occurs through encroachment on the flood plain.

2.2.3.2 To seek the co-operation of municipalities in reviewing development proposals for land susceptible to flooding by the Regulatory Storm to ensure that any development is carried out according to the Authority's flood control objectives.

2.2.3.3 To provide the municipalities with flood hazard information on which to base municipal land use controls and standards as they relate to flood plain use.

2.2.3.4 To maintain an up-to-date collection system which will enable the Authority to provide accurate water management information to assist in the design and operation of Authority, municipal and private water



management measures and to incorporate improved technologies as they become available.

2.2.3.5 To develop and implement a sound storm water management program to ensure adequate flood and erosion protection.

2.2.3.6 To encourage awareness of the concepts and benefits of storm water management and its responsibilities to existing water management programs in the watershed.

#### 2.2.4 Land Acquisition

2.2.4.1 To recognize a suitable for acquisition, those lands which are susceptible to flooding under Regulatory Storm level and to acquire such lands as may be necessary in order to have maximum control over their ability to safely accommodate flood flows and protect available flood storage.

2.2.4.2 To identify the headwaters, source areas, significant wetlands or natural storage areas for possible acquisition and/or apply regulations where economically feasible and physically justified.

#### 2.2.5 Structural Water and Related Land Management

2.2.5.1 To protect defined flood susceptible areas by constructing protective measures on a priority basis, if economically and physically justified.

2.2.5.2 To recognize the value of the natural valley system in the design and construction of all protective works and to maintain the natural character, where feasible.

### 3. Erosion and Sediment Control Goal & Objectives

3.1 The Authority's goal in erosion and sediment control is, *"To eliminate, reduce or prevent the hazards and adverse effects of erosion to life and property."*

3.2 In order to achieve this goal, the Authority has established the following objectives:

#### 3.2.1 Maintenance of Erosion Control Structures

3.2.1.1 To maintain erosion control structures on public lands as required in order to perform as designed.

#### 3.2.2 Watershed Management Planning

3.2.2.1 To identify areas subject to erosion

3.2.2.2 To establish and administer regulatory controls over development occurring in areas susceptible to erosion in order to eliminate the need for future remedial works;

3.2.2.3 To seek the co-operation of municipalities in reviewing development proposals to ensure that any development is carried out according to the Authority's erosion and sediment control objectives;

3.2.2.4 To co-operate with municipalities and landowners in order to achieve reasonable control of sediment generation; particularly for disturbed areas such as construction sites tilled rural lands, etc.

3.2.2.5 To co-operate with municipalities and private landowners during the design of rural/urban drainage systems so as to incorporate into these systems mechanisms for controlling increases in flow and sediment.

3.2.2.6 To continue to update and augment the current state of the art regarding erosion and sediment control in the Authority's area of jurisdiction.

### 3.2.3 Land Acquisition

3.2.3.1 To acquire those lands which, due to physical hazards of slope instability and/or unstable soils, are not suitable for development.

### 3.2.4 Structural Erosion and Sediment Control Measures

3.2.4.1 To construct, on a priority basis and where economically feasible, erosion control protection to areas experiencing erosion.

3.2.4.2 To implement a program of major and minor remedial works for the control of erosion and sediment.

3.2.4.3 To recognize the importance of the natural valley character in the design of remedial works wherever feasible.

3.2.4.4 To maintain suitable water quality monitoring programs in co-operation with the appropriate public and private agencies.

3.2.4.5 To implement and maintain an education program, involving varied rural demonstrations sites, to display and promote current techniques for reducing erosion and sediment in co-operation with the appropriate public and private agencies.

## 4. Shoreline Management Goals & Objectives

4.1 The Authority's goals in shoreline management are, *"To undertake a comprehensive program of shoreline management designed to prevent, eliminate, or reduce the risk of hazard to life and property, while recognizing and preserving the natural attributes of the waterfront setting."*

4.2 In order to achieve this goal, the Authority has established the following objectives:

- 4.2.1 To review, in co-operation with local municipalities, plans of development for lands adjacent to the shoreline, to ensure that any development is compatible with the overall Authority waterfront and shoreline protection objectives, and co-operates with the local municipalities for the protection of adjacent residential neighbourhoods.
- 4.2.2 To co-operate with all public agencies concerned with improving the water quality of the Great Lake System in the area under the jurisdiction of the Authority.
- 4.2.3 To develop, implement and maintain works along the publicly owned shorelines of the Great Lake System in accordance with property shoreline management principles. Works will primarily be of a type and design which will form a part of an integrated management system for the entire shoreline area, will limit abnormal erosion at the land/water interface, will demonstrate proper methods of shoreline rehabilitation/protection, will provide public access along the water's edge, and will be conducive to beach maintenance where practical and appropriate.
- 4.2.4 To co-operate, where possible, with municipalities, other government agencies and private land owners in establishing criteria for their shoreline works, consistent with the Authority's shoreline management policies.
- 4.2.5 To augment the present state of knowledge of lake processes by further research data collection and analysis, including the assessment of the effects of developments undertaken in the area under the Authority's jurisdiction.
- 4.2.6 To acquire and develop those areas suitable for a wide range of passive recreational opportunities consistent with Authority objectives.
- 4.2.7 To protect, conserve and manage waterfront resources which involve significant and/or sensitive natural habitats.

## 5. Wetlands and Headwater Management Goal & Objectives

5.1 The Authority's goal in wetland and headwater area management is, *"To undertake a comprehensive program to promote, manage and protect wetland and headwater areas within the watershed."*

5.2 In order to achieve this goal, the Authority has established the following objectives:

5.2.1 To develop and implement a comprehensive inventory of wetland resources within the watershed in co-operation with other public and private agencies.

5.2.2 To encourage member municipalities and private landowners to preserve significant wetland areas within the watershed.

5.2.3 To acquire those areas having significant hydrological value as natural flood storage and recharge areas.

5.2.4 To identify wetlands areas suitable for management.

5.2.5 To prepare and implement management plans for all Authority owned wetlands to demonstrate and promote the beneficial value of protecting this natural resource.

5.2.6 To assist other public and private agencies in the acquisition and management of wetlands within the watershed.

## 6. Forest Management Goal & Objectives

6.1 The Authority's goal in forest management is, *"To promote the conservation, expansion and wise management of forest resources with the watershed."*

6.2 In order to achieve this goal, the Authority has established the following objectives:

6.2.1 To identify areas which can be reforested to provide flood and/or erosion control benefits.

6.2.2 To develop a program providing technical advice and financial assistance to encourage private landowners is establishing windbreaks and shelterbelts to reduce soil loss through wind erosion.

- 6.2.3 To acquire those lands suitable for forest management and production which are vital to flood or erosion control programs.
- 6.2.4 To promote reforestation programs on private lands of less than five acres where required.
- 6.2.5 To initiate reforestation programs on public land where applicable.
- 6.2.6 To assess and manage forest resources on Authority owned lands, demonstrating the means of maximizing economic returns, while deriving ancillary benefits of flood control, reason control, wildlife protection and public recreation opportunities.
- 6.2.7 To establish specific forest management information and education programs.

## 7. Community Relations Goals & Objectives

7.1 The Authority's goals in community relations are, *"To increase awareness and appreciation of the natural resources and of the need for the Authority to manage and conserve the natural resources within its area of jurisdiction, and to inform watershed residents of the Authority's goals and objectives and programs for resource management."*

7.2 In order to achieve these goals, the Authority has established the following objectives:

### 7.2.1 Conservation Information

7.2.1.1 To provide the public, Authority members and staff with the necessary information to become familiar with Authority goals, objectives, projects, programs, facilities, administration and operations.

7.2.1.2 To provide programs and events in which the public, Authority members and staff can actively participate in order to increase their knowledge of the Authority's role and mandate.

## 7.2.2 Water Management

- 7.2.2.1 To increase the distribution of information concerning the Authority's water management responsibilities and the policies, regulations and projects designed to achieve these responsibilities.
- 7.2.2.2 To develop new ways of communicating technical information to specific audiences particularly municipal/provincial agency staffs and elected representatives.
- 7.2.2.3 To provide, for a fee where appropriate, technical information to municipalities and consultants on the design of facilities affecting the Authority's water management responsibilities.
- 7.2.2.4 To inform public and private landowners of the value and importance of conservation land management practices and principles by providing printed and/or audio-visual information, public presentation, technical advice and assistance and field demonstrations and assistance.

## 7.2.3 Water Recreation

- 7.2.3.1 To provide printed material, exhibits, audio-visuals public presentations to attract visitors to Authority facilities.
- 7.2.3.2 To develop a comprehensive marketing strategy to promote present and future facilities available in the Conservation Areas.
- 7.2.3.3 To co-operate with agencies at the local, provincial or federal level, to market the Authority's attractions beyond the watershed.

## 7.2.4 Conservation Education

- 7.2.4.1 To provide an education program in which students and the public can gain proficiencies in, and knowledge and understanding of, resource management on a watershed basis.

- 7.2.4.2 To restore and interpret, for the students and public, those heritage resources which contribute to a fuller understanding of the historical use of natural resources.
- 7.2.4.3 To co-operate with other resource management agencies and educational institutions in the planning, management, implementation and evaluation of conservation education programs to provide opportunities for study and research compatible with the programs of the Authority; and to enter into agreements to achieve this objective.
- 7.2.4.4 To utilize all lands, facilities and programs for outdoor and conservation education purposes in a manner consistent with the objectives of the Authority, ensuring the public of a continuing viable resource base.
- 7.2.4.5 To initiate planning studies to determine the need to designate additional tracts of land specifically for conservation education purposes.

#### 7.2.5 Heritage Conservation

- 7.2.5.1 To conserve the heritage resources on Authority lands in co-operation with related Ministries, agencies and public organizations where such resources are shown to be of regional significance.
- 7.2.5.2 To continue to develop, manage and operate the A.W. Campbell House Museum and Marsh General Store as demonstrations of early rural Ontario social, economic and political life and its relationship to natural resources.
- 7.2.5.3 To develop operating plans, pricing policies and marketing strategies for A.W. Campbell House Museum and the Marsh General Store.
- 7.2.5.4 To co-operate with the St. Clair Region Conservation Foundation in developing and maintaining funding sources for proposed student and public education programs.



## 8. Fish and Wildlife Management Goal & Objectives

8.1 The Authority's goal in Fish and Wildlife Management is, *"To promote, manage and protect fish and wildlife resources within the watershed."*

8.2 In order to achieve this goal, the Authority has established the following objectives:

8.2.1 To identify areas of high potential for the development of fish and wildlife resources on Authority owned properties.

8.2.2 To analyse the potential for fish and wildlife resources on Authority owned lands and manage them for consumptive and non-consumptive use.

8.2.3 To discourage unsuitable development within the close proximity to unique fish and wildlife habitats.

8.2.4 To establish preserves on Authority owned lands where necessary to protect significant and/or sensitive species.

8.2.5 To assisting stocking programs as applicable.

8.2.6 To assist other resource agencies and private landowners, and negotiate agreements regarding the rehabilitation and protection of fish and wildlife habitats in order to maintain a diversity of habitats.

8.2.7 To acquire lands having significant and/or sensitive natural, physical or biological character and are best managed by a public agency to retain their natural aesthetic characteristics.

8.2.8 To improve and establish fish and wildlife habitat where appropriate in co-operation with public and private agencies.

## 9. Recreation and Land Management Goal & Objectives

9.1 The Authority's goal in recreation land management is, *"To promote an appreciation of the watershed's natural resources by providing opportunities for public access to Authority lands to engage in outdoor recreation activities within a natural setting and to preserve unique portions of the province's landscape for future generations."*

9.2 In order to achieve this goal, the Authority has established the following objectives:

- 9.2.1 To identify parcels of land suitable for outdoor recreation and conservation purposes ensuring that the development activities undertaken are compatible with the resource management goals and objective of the Authority.
- 9.2.2 To acquire those conservation land areas which because of their location, physical characteristics, uniqueness and recreation opportunities are suitable for conservation related development.
- 9.2.3 To encourage close co-operation of all agencies engaged in the provision of outdoor recreation opportunities to ensure that the watershed residents are well serviced with a diverse range of recreation opportunities provided in a cost effective manner.
- 9.2.4 To undertake planning and management studies to augment, evaluate and update information relating to the provisions of outdoor recreation on Authority owned lands.
- 9.2.5 To plan, manage, and develop recreation facilities on conservation lands, in a manner which best suits the physiographic features of the area.
- 9.2.6 To make available Authority lands, particularly those acquired in urban areas, to the Authority's member municipalities for open space purposes, ensuring that the land base is utilized in a manner consistent with the Authority's water management objectives.
- 9.2.7 To manage all designated Authority owned lands and facilities to ensure the continuance of a recreation resource for future generations compatible with the Authority's resource management goals and objectives.

10. Corporate Committee Structure

11. Boards and Committees

11.1 Board of Directors – Terms of Reference

11.1.1 Subject to the Conservation Authorities Act, and to any powers delegated to the Executive Committee, the Authority is empowered without restricting the general powers designated by the Conservation Authorities Act, undertake the following:

11.1.1.1 Approve any new capital project of the Authority.

11.1.1.2 Approve total budget for the ensuing year and approve the levies to be paid by the participating municipalities.

11.1.1.3 Receive and approve the Auditor's statement for the preceding year.

11.1.1.4 Authorize the borrowing of funds for the Authority.

11.1.1.5 Approve by resolution, any proposed expropriation of land.

11.1.1.6 Be responsible for the mandate and goals and objectives of the Authority.

11.1.1.7 Approve of establishing and implementing regulations, policies and programs.

11.1.1.8 To appoint, supervise and co-ordinate activities of the Director Committees.

11.1.1.9 To approve and authorize payment of accounts including adjustments to the grid system.

11.1.1.10 To award contracts or approve agreements.

11.1.1.11 To receive delegations on behalf of the Authority and make decision thereon.

11.1.1.12 Without limiting the generality of these regulations, to set policy for the operation of the Authority.

11.1.1.13 To authorize land purchases incidental to any approved project.

11.1.1.14 Such other duties that may be required.

## 11.2 Executive Committee – Terms of Reference

11.2.1 Power and Functions: The Board of Director has delegated all of its power to the Executive Committee, except:

11.2.1.1 The termination of the services of the General Manager/Secretary-Treasurer;

11.2.1.2 The power to raise money; and

11.2.1.3 The power to enter into contracts or agreements other than such contracts or agreements as are necessarily incidental to the works approved by the Authority.

11.2.2 In addition, the Executive Committee shall have specific responsibilities for:

11.2.2.1 Risk management – the Safety Committee shall report to the Executive Committee.

11.2.2.2 The Executive Committee shall be responsible for financial issues and the preparation of an annual budget for recommendation to the Board of Directors.

11.2.2.3 Personnel issues identified by the General Manager which require Executive Committee involvement.

## 11.3 Special Purpose “Sunset Committees”

11.3.1 The Board of Directors or Executive Committee may appoint committees from time to time to deal with special problems and issues. These committees shall be categorized as Special Purpose Committees. Special Purpose Committees shall be “sunset” in nature and may terminate automatically without resolution of the Board of Directors or Executive Committee, once their use is no longer required.

11.3.2 Where Board members attend Committee meetings representing the Authority's interests, they are entitled to per diem and mileage.

#### 11.4 Flood Action Committee – Terms of Reference

11.4.1 The General function of the Flood Action Committee is to assess the flooding potential in any particular year, formulate a course of action; and make recommendations to the Authority with respect to ice breaking operations.

11.4.2 The Committee will consist of representative of the Conservation Authority, Towns of Dresden and Wallaceburg and the Townships of Sombra, Chatham and Dover. Municipal representatives will be appointed by the respective municipal councils while the Authority's Executive Committee will appoint the Authority's representatives.

11.4.3 The Committee will annually assess the flooding potential in the Lower Sydenham Watershed – specifically areas susceptible to flooding.

11.4.4 The Committee will have responsibility for recommending action involving emergency flood response operations or actions affecting all flood prone municipalities including icebreaking.

11.4.5 The Committee will assist municipalities affected by flooding by making recommendations concerning flood control operations.

11.4.6 The Authority Chairman shall be Chairman of the Committee and shall authorize authority ice breaking operations.

11.4.7 The Authority's General Manager or his/her designate shall act as Secretary of the Committee and the Authority's Flood Action Co-ordinator will be technical advisor to the Committee.

#### 11.5 Committee Membership

11.5.1 Municipalities – Appointed representative from:

11.5.2 Municipality of Chatham-Kent and Township of St. Clair

11.5.3 S.C.R.C.A. – Authority Chairman and Vice Chairman (January 26, 1994 Executive Committee Meeting, EC-94-027)

## 11.6 Coldstream Reservoir Committee

11.6.1 Purpose: To identify concerns over the condition of the Coldstream Reservoir and to explore options and make recommendations.

11.6.2 Objectives:

11.6.2.1 To list all concerns regarding the current condition of the Coldstream Reservoir.

11.6.2.2 To list and explore options to remediate the situation(s).

11.6.3 To consist of representatives of the following organizations:

11.6.3.1 Lobo Township Council

11.6.3.2 Public representative (preferably from a Club)

11.6.3.3 Strathroy & Area Association for Community Living

11.6.3.4 St. Clair Region Conservation Authority Staff

11.6.3.5 St. Clair Region Conservation Authority Director

11.6.3.6 Ministry of Natural Resources

11.6.3.7 Ministry of the Environment

11.6.3.8 Representatives from other organizations may be invited to sit on the committee to provide information and perspective.

## 11.7 Conservation Strategy Committee

11.7.1 (3) Directors (each to sit on a subcommittee)

11.7.2 Meet about 2 times

11.7.3 To review submissions on Draft Watershed Conservation Strategy

11.7.4 To finalize Watershed Conservation Strategy

11.7.5 To recommend implementing the plan

## 11.8 Woodlot Protection Committee

- 11.8.1 To promote and encourage the protection of woodlot areas in Lambton County.
- 11.8.2 Encourage council to (a) enforce existing tree cutting by laws and (b) to improve that by-law.
- 11.8.3 To promote education programs to encourage landowners to manage and or preserve their wooded areas.
- 11.8.4 To find and supply support for changes to the Trees Act and the Municipal Act to protect woodlots.
- 11.8.5 To find and advise the province of ways to encourage owners to maintain existing woodlots.
- 11.8.6 Proposed Membership:
  - 11.8.6.1 St. Clair Region Conservation Authority – Chairman
  - 11.8.6.2 Ontario Ministry of Natural Resources
  - 11.8.6.3 Ontario Federation of Agriculture/Lambton Federation
  - 11.8.6.4 Lambton Wildlife Incorporated
  - 11.8.6.5 Ontario Federation of Anglers & Hunters
  - 11.8.6.6 Lambton Soil & Crop Improvement Association
- 11.8.7 Lambton County is proposed because we have jurisdiction over 90% of the County. If we expand it to include Middlesex and Kent at this time, we should increase the membership and that would delay finding consensus on a course of action. The Model Forest Program may supply money for education programs in Western Lambton.

## 12. Directors

### 12.1 Powers and Functions

12.1.1 In this document and on a day to day basis, members will be referred to as “Directors”.

12.1.2 As a duly appointed director of a participating municipality, you have the following responsibilities to:

12.1.2.1 Attend all Board of Directors meetings, Full Authority meetings and those Committees meeting for which you are appointed.

12.1.2.2 Become aware and knowledgeable of the programs/projects and activities of the Authority.

12.1.2.3 Establish goals and major policies for the Authority.

12.1.2.4 Ensure that plans and programs are implemented to meet these goals.

12.1.2.5 Refer matters involving personnel and other sensitive issues to the General Manager.

12.1.2.6 Treat land, personnel, and other confidential matters of the Authority business confidential.

12.1.2.7 Keep your council informed of Authority projects, programs and activities.

12.1.2.8 Declare a conflict of interest on any personal and Authority matter in accordance with the Conflict of Interest Act.



## 12.2 Per Diem

- 12.2.1 Authority directors shall receive a per diem allowance for attending Full Authority, Board of Director meetings, Executive Committee meetings, Committee meetings, and any other such meetings in which they are appointed.
- 12.2.2 If no quorum is present, the per diem rate shall be paid to those in attendance.
- 12.2.3 Directors will be paid for expenses incurred on authorized Authority business.
- 12.2.4 All per Diem expenses, mileage and allowances to be in accordance with the Order issued by the Ontario Municipal Board.

## Section 29 – Committee Rooms

1. Committee rooms in the Strathroy Administration Building may be provided to government related bodies and appropriate organizations subject to availability.
2. Use by government related bodies will provide during regular business hours, at no cost to the agency and subject to availability or to other appropriate organizations at a rate of \$50.00 per day.
3. For the purpose of this policy, government related bodies shall be defined as those which have a connection to the business units of St. Clair Region Conservation Authority.
4. Proof of insurance maybe required prior to approval for use.

## Section 30 – Accountability and Transparency

1. The purpose of this policy is to provide guidance for the delivery of The Authority's activities and services in accordance with the principles outlined herein, the Municipal Act, 2001, S.O. 2001, C. 25 and any other applicable law.
2. The Authority is committed to provide efficient, accessible government services to its residents and being accountable and transparent to those it serves in its affairs.
3. Definition(s): For the purpose of this Policy:
  - 3.1 Act – Means the Municipal Act, 2001, S.O. 2001, C. 25 as amended.
  - 3.2 Accountability – Means the Authority and its elected Council's commitment, undertaking and duty to answer to those it serves for its decisions, actions, inactions and general state of affairs.
  - 3.3 Corporation – Means the Authority.
  - 3.4 Council – Means the duly elected Council of the Authority.
  - 3.5 Transparency – Means the Corporation and its Council's commitment and undertaking to be open and transparent to those it serves in the executions of its offices, duties and activities and its commitment to public participation and input in its decisions and activities.

### 4. Policy Overview

- 4.1 The Council of the Corporation acknowledges its duty to provide good municipal governance to those it serves. It further acknowledges that good governance is tied to and measured by its commitment to transparency and public accountability in its affairs. Accordingly, the Council of the Corporation hereby affirms its commitment to accountability and transparency in its affairs. It intends to achieve these goals by:
  - 4.1.1 Encouraging and permitting – where appropriate – public access to and participation in its processes, debates and meetings to ensure that its decisions and actions are responsive to the needs of its residents and receptive to their opinions.

4.1.2 Delivering high quality services to those it serves; and

4.1.3 Promoting and monitoring the efficient use and expenditure of public resources.

4.2 Accountability, transparency and openness are standards of good governance that enhance public trust in municipalities and its elected officials. They are achieved through the Corporation adopting measures ensuring, to the best of its ability, that all activities and services are undertaken utilizing a process that is open and accessible to its stakeholders and compliant with the Act and any other relevant legislation. Wherever possible, the municipality will engage those that it serves throughout its decision making process which will be open, visible and transparent to the public.

5. Principles of accountability and transparency apply equally to the political process, exercise of municipal authority and prerogatives and the Corporation's administration. The Corporation shall meet its duties, responsibilities and prerogative prescribed in the Act and all other applicable law in the exercise of its affairs, and appoints such officials to review its practices as required by the Act. More specifically, but without limiting the generality of the foregoing, the Council and Corporation shall adhere to the following subject matters:

#### 5.1 Financial Matters

5.1.1 The Corporation will be open, accountable and transparent to those it serves in its financial dealings as required by the Act and all other applicable law. This will be achieved through, for instance:

5.1.1.1 Internal and external audit of its activities and finances;

5.1.1.2 Reporting of its finances and preparation of relevant financial statements;

5.1.1.3 Long term financial planning;

5.1.1.4 Managing its assets in a fiscally prudent manner;

5.1.1.5 Adopting and/or adhering to appropriate purchasing/procurement policies and/or by-laws adopted and/or amended from time to time;

5.1.1.6 Adopting and/or adhering to appropriate policies with respect to the sale of the Corporation's land; and

5.1.1.7 Forecasting and adhering to established budgets.

## 5.2 Internal Governance

5.2.1 The Corporation's administrative practices and policies ensure specific accountability on the part of its employees through the following initiatives:

5.2.1.1 Appointment and retention of competent leadership, including without limitation a Chief Administrative Officer;

5.2.1.2 Adoption of a Code of Conduct (Section 2) for all the Corporation's employees;

5.2.1.3 Establishment of a fair and consistent performance management and evaluation process;

5.2.1.4 Fair and transparent hiring practices and policies;

5.2.1.5 Adoption of consultative policies and practices; and

5.2.1.6 Adherence to a continuous improvement philosophy in regards to accountability and transparency.

## 5.3 Public Participation and Information Sharing

5.3.1 The Corporation strives to be open, transparent and accountable to those it serves through the implementation of processes outlining how, when and under what rule meeting will take place.

5.3.2 Council and its committees' meetings will be open to the public when and as required under the Act, and members of the public will have an opportunity to make delegations or comments in writing on specific items at these meetings in accordance with the Corporation's Procedure Manual (made available to the public upon request).

5.3.3 The Corporation welcomes the public's participation in its affairs. Its communication policies and strategies will ensure timely dissemination of notices, decisions and other matters concerning the Corporation and its affairs.

5.3.4 Examples of available materials addressing the Council and Corporation's commitment to accountability and transparency include but are not limited to the Corporation's:

5.3.4.1 Procedure by-law;

5.3.4.2 Strategic plan;

5.3.4.3 Delegation rules;

5.3.4.4 Records retention policies;

5.3.4.5 Planning processes; and

5.3.4.6 Public notice and process by-law or policy.

## Section 31 – Freedom of Information and Protection of Personal Information

### 1. Designation of Head

1.1 As per section 3, subsection (2) of the Municipal Freedom of Information and Protection of Individual Privacy Act (MFIPIPA), 1990, R.S.O. 1990, Chapter 63, the SCRCA Board of Directors may designate in writing a head of the institution for the purposes of the Act. SCRCA motion EC-90-266 approved designation of the Executive Committee as “Head” effective Jan. 1, 1991.

### 2. Delegation of Powers and Duties

2.1 Motion EC-90-266 also approved delegation of various powers and duties under the (MFIPIPA) by the Head to the positions specified in Section 4 – Delegation of Authority.

### 3. Where to make Request

3.1 Requests for information under the Act are to be specific regarding information desired by the requester and addressed in writing to: Freedom of Information and Privacy Coordinator

Director of Communication  
St. Clair Region Conservation Authority  
205 Mill Pond Cres.  
Strathroy, Ontario  
N7G 3P9  
(519) 245-3710

### 4. Delegation of Authority

4.1 We, the Executive Committee of the St. Clair Region Conservation Authority delegate the following powers and duties under the Municipal Freedom of Information and Protection of Privacy Act, 1990 (see chart 4.1)

| Power of Duty                                                            | Executive Committee | GM or Designate |
|--------------------------------------------------------------------------|---------------------|-----------------|
| Severing records (S.4(2))                                                | X                   |                 |
| Disclosing records: grave environmental, Health, or Safety hazards (S.5) |                     | X               |
| Deciding if exemptions apply:                                            |                     |                 |
| • Draft by-laws, private bills, closed meetings (S.6)                    |                     | X               |
| • Advice or recommendations (S.7)                                        | X                   |                 |
| • Law enforcement (S.8)                                                  |                     | X               |
| • Relations with Governments (S.9)                                       | X                   |                 |
| • Third party information (S.10)                                         |                     | X               |
| • Economic and other interests (S.12)                                    | X                   |                 |
| • Solicitor-Client privilege (S.13)                                      | X                   |                 |
| • Danger to safety or health                                             | X                   |                 |
| • Personal privacy (S.14)                                                | X                   |                 |
| • Information available or soon to be published (S.15)                   | X                   |                 |
| • Individual's access to own personal information (S.38)                 |                     | X               |
| Determining compelling public interest (S.16)                            | X                   |                 |
| Assisting requester clarify request (S.17(2))                            |                     | X               |
| Forwarding and transferring requests (S.18)                              |                     | X               |
| Issuing Notices:                                                         |                     |                 |
| • Forwarding or transferring requests (S.18(2),(3))                      |                     | X               |
| • Regarding access to records (S.19, 21, 22)                             |                     | X               |
| • Time extensions (S.20)                                                 |                     | X               |
| • To affected parties (S.21)                                             |                     | X               |
| Decisions concerning manner of third party representations (S.21 (6))    |                     | X               |
| Granting access to original records (S.23)                               | X                   |                 |
| Making record descriptions available (S.25,34)                           |                     | X               |
| Preparing Annual Reports                                                 |                     | X               |
| Notice of collection of personal information (S.29(2))                   |                     | X               |
| Ensuring accuracy of personal information (S.30(2))                      |                     | X               |

| Power of Duty cont.                            | Executive Committee | GM or Designate |
|------------------------------------------------|---------------------|-----------------|
| Disposal of personal information (S.30(4))     | X                   |                 |
| Personal information banks (S.35)              |                     | X               |
| Access to personal information (S.37(3))       | X                   |                 |
| Representing institution on appeal (S.41)      | X                   |                 |
| Requiring examination of record on site (S.41) |                     | X               |
| Fees (S.45)                                    | X                   |                 |

(Chart 4.1)



## Section 32 – Media

### 1. Authority Policy on News Media Relations for Authority Staff

- 1.1 News Releases are sent to news media in the Authority watershed and those outside the Authority watershed, which have expressed a continued interest in our programs. The selection of media to receive the release must be approved by the General Manager.
- 1.2 General Manager and/or his/her designate shall read and approve all releases before they are sent.
- 1.3 No one is to discuss the price of properties we are purchasing or have purchased with the news media.
- 1.4 No one is to discuss any confidential matters with the news media including personnel matters and sensitive land assembly issues.
- 1.5 No one is to imply Authority liability to anyone including the news media.
- 1.6 All interviews with the news media should be reported to the Director of Communications, so that an accurate record of coverage may be maintained.

## Section 33 – Mail

### 1. Incoming Mail Procedure (January 18, 1988)

- 1.1 Mail is opened, stamped and divided into folders (Water Management, Land Management, Finance & Communication) by the Administrative Executive Assistant.
- 1.2 Administrative Executive Assistant records all incomings mail, faxes and e-mail in a mail/fax/e-mail register.
- 1.3 Mail goes to General Manager for direction.
- 1.4 Administrative Executive Assistant makes a photocopy of any copies and then each folder is routed to the Department Supervisor. Supervisors are responsible for returning empty mail folders a.s.a.p.

### 2. Note:

#### 2.1 Absences: during the General Manager's absence the following applies:

- 2.1.1 For one day only, mail will remain on General Manager's desk and Administrative Executive Assistant will advise Department Supervisors of any emergencies.
- 2.1.2 More than 1 day, the mail will be routed by the Officer-in-Charge.
- 2.1.3 The Officer-in-Charge will keep the General Manager informed by report and/or copy on sensitive issues.
- 2.1.4 A similar procedure applies to absences for Department Supervisors.

#### 2.2 "Need to know" can be accommodated via review of the day letters file and regular staff meetings.

#### 2.3 Newspapers will go to the Director of communications, who will clip and circulate clippings periodically.

#### 2.4 All invoices, accounts receivable and cash receipts go to the Payroll/Accounting Clerk for the Authority and to the Administrative Executive Assistant for the Foundation.

## Section 34 – Insurance Claims

1. The purpose of this policy is to outline the procedures and guidelines with respect to reporting insurance claims. This policy applies to all St. Clair employees.

### 2. Responsibility

2.1 Each employee is responsible for immediately reporting any loss or insurable claim to their immediate supervisor.

2.2 Each supervisor is responsible for reporting any loss or insurable claim to the Clerk's Department along with the precise nature of the loss, the date, place and particulars of the event and an estimated amount of the loss is applicable.

2.3 The Clerk's Department is responsible for establishing the nature of the claim, notifying the insurer, and notifying the claimant as to the status of the claim.

### 3. Procedure

3.1 Within three (3) days of learning of an insurable loss, a supervisor shall file a report with the Administration Department specifying the nature of the loss, the location, date, time, particulars of the event and any immediate remedial action which had to be taken. An estimate of the amount of the loss should be included if possible.

3.2 The Administration Department shall ensure that the claim is insurable and determine if it is appropriate to submit the claim to the Authority insure/adjuster.

3.3 Any claim which falls below the deductible threshold shall be processed through the Finance Department for payment of invoices by the Administration Department and no payment shall be made by the Finance Department without authorization from the Administration Department.

3.4 The Administrative Department shall notify the Authority insurers where appropriate immediately upon receipt of the claim.

## Section 35 – Assets

1. The use of Authority owned assets for private purposes by private individuals, firms, or Authority employees is not permitted subject to other more specific policies.
2. Subject to other policies Authority equipment is to be returned to an Authority location at the end of the work day.

## Section 36 – Fees

1. Requests Requiring General Minister's Approval
  - 1.1 Effective immediately the St. Clair Region Conservation Authority will charge an administration fee of \$1,000, in addition to direct out-of-pocket costs, for transactions that require that the Authority apply for the approval of the Minister's approval, pursuant to Section 21(c) of the Conservation Authorities Act of Ontario, R.S.O. 1990 Chapter 85.
  - 1.2 Such transactions include the sale, lease or similar disposal of Authority lands requiring Order in Council and the fee should be applied where the benefits of the proposed transaction are extremely limited to the Authority.

## Section 37 – Authority Owned Cell Phone Use

1. To allow the employees of the Authority to do their jobs safely and effectively, some employees will be provided with Authority owned cell phones. This policy outlines the cell phone options supported by the Authority, guidelines for appropriate use, and other administrative rules / guidelines relating to the use of cell phones. This policy was created in order to enhance employee's safety, improve communications, limit corporate liability, and help manage telecommunication costs. Employees provided with cell phones are required to carry the cell phones with them at all times during work hours (unless otherwise instructed - ie. Flood watch). Phones will remain on at all times and will be set to vibrate when appropriate or required. Phone call, texts and e-mails are to be answered at all times unless safety or customer courtesy are of concern. Recorded business related phone calls, e-mails and text messages will be responded to within an appropriate time frame to a maximum of 2 business days to provide an acceptable level of customer service and ensure efficient intra-office communications

### 2. Eligible Users

2.1 All employees requiring the use of a Authority-owned cell phones for Authority purposes must go through a requisition process that clearly outlines why the phone is required and what level of service the employee needs should his/her request be accepted. Requests must be approved and signed by the employee's department supervisor before submission to the Accounting department. Each user of an Authority supplied cell phone is required to read this Cell Phone Acceptable Use Policy and sign the Internet, E-mail, and Cell Phone Signoff Document prior to receiving the device.

### 3. Supported Cell Phones, Services, and Related Equipment

3.1 In order to take advantage of volume pricing discounts and to reduce support costs to the department, the Authority has standardized a limited number of cell phone makes, cellular service packages, and cellular accessories. The service package arranged and supported is the standard Authority Corporate Pricing arrangement. If any special circumstances exist, please contact the Accounting department for assistance. Some or all of these services can be selected based on defensible business needs. However, basic features included with ever Authority owned and supported cell phones include:

3.1.1 Basic voice mail

3.1.2 Call Display

3.1.3 Call Waiting

3.1.4 Call Forwarding

3.1.5 Group Calling

3.1.6 Minute Pooling

3.2 While scientific studies on the health effects of cell phone radiation have been inconclusive and contradictory, the Authority nevertheless attempts to purchase cell phones and related equipment demonstration low radiation levels.

#### 4. Appropriate Use

4.1 It is imperative that cell phones owned by the Authority or any cell phoned used to conduct Authority business be used appropriately, responsibly, and ethically. The following rules must be observed:

4.1.1 For Authority and staff security, all Authority owned phones will be protected via a password which will be created by the user and shared with the Director of Finance.

4.1.2 Personal calls during business hours (including local calls) will be kept to a minimum in both number and duration on any cell phone owned by the Authority. In the event that you make or receive a personal call on an Authority cell phone that extends beyond the scope of the Authorities pooled minutes, you may be asked in writing to reimburse the Authority for all cost incurred and expected to pay this reimbursement within 30 days of notification.

- 4.1.3 Personal texts, e-mails, web searches and other phone uses during business hours will be kept to a minimum in both number and duration on any cell phone owned by the Authority during business hours. In the event that you send or receive personal texts or e-mails or undertake web searches on an Authority cell phone that extend beyond the Authority's pooled data plan, you may be asked in writing to reimburse the Authority for all cost incurred and expected to pay this reimbursement within 30 days of notification. Please note that not all phones have been provided with data plans as the business use of the phone did not require this service.
- 4.1.4 St. Clair Region Conservation Authority will not pay for any personal calls made using a privately owned cell phone that is also used to conduct Authority business.
- 4.1.5 St. Clair Region Conservation Authority will reimburse employees for business calls made on a privately owned cell phone if the use has been preapproved by the individual's direct supervisor. All submissions for reimbursement must be accompanied by sufficient and appropriate documentation (i.e. original cell phone bill) and only those charges over and above the cell phone monthly costs will be reimbursed.
- 4.1.6 No employee is to use an Authority-owned cell phone for the purpose of illegal transactions, harassment, or obscene behavior, in accordance with other existing employee policies.
- 4.1.7 In order to demonstrate appropriate respect for co-workers, it is recommended that employees set cell phones to vibrate during Authority meetings and gatherings.
- 4.1.8 If an Authority-owned cell phone is damaged, lost, or stolen; it must be reported immediately to the Accounting department. The device will be remotely wiped of all data and locked to prevent access by anyone other than IT. If the device is recovered, it can be submitted to IT for re-provisioning.

4.1.9 If an Authority-owned cell phone or related equipment is damaged, lost, or stolen through the negligence of the authorized user (negligence in this case may be defined as deliberate action to damage, destroy or lose a cell phone or an ongoing lack of responsibility for a cell phone by losing it several times), that individual will be responsible for reimbursing St. Clair Region Conservation Authority for all repair or replacement costs.

4.1.10 if an authorized cell phone user does not return an Authority owned cell phone when requested, he or she will be required to reimburse the Authority the purchase price of the cell phone.

## 5. Security – Protection of Private Information

5.1 Any staff accessing SCRCA emails via their personal phones must exercise due diligence to protect SCRCA information or intellectual property. This would include having a locking code on personal cell phones and not forwarding SCRCA emails or documents to personal (non-SCRCA) email accounts.

## 6. Additional Rules for Cell Phone

6.1 Employees shall at all times operate motor vehicles safely, with care and attention and in accordance with the rules of the road set out in provincial laws including Ontario Highway Traffic Act.

6.2 Employees may use hands free cellular communication devices while operating a vehicle on Authority business where permitted under applicable provincial laws. Save and except where expressly permitted under local highway traffic laws, employees shall not hold or otherwise physical handle cellular devices while operating a motor vehicle on Authority business.

6.3 In no event shall employees make or receive text messages of any kind on a cell phone or PDA while operating a vehicle for Authority business. This includes both Authority-owned and privately-owned cell phones. While operating a vehicle, workers may not answer a communication device unless they pull over in a safe spot (or let a passenger answer the call). If it's urgent, workers may accept or return the call, provided that they remain parked off the roadway. They may not resume driving until their conversation is over. Workers may not make outgoing calls while driving. If workers need to place a call, they must first pull over in a safe area.



## 7. Policy Non-Compliance

- 7.1 Failure to comply with the St. Clair Region Conservation Authority Cell Phone Policy may result in suspension of cell phone use privileges, disciplinary action, and possibly termination of employment.
- 7.2 Regular Service Employees who have been terminated or have resigned from the company are required to surrender all Authority owned property mobile devices included.
- 7.3 Authority management and IT staff will follow all enterprise-sanctioned data removal procedures to permanently erase company-specific data from such devices once their use is no longer required.

## Section 38 – Consultants

### 1. Procedure for Selecting a Consulting Engineer

#### 1.1 Define the Project

1.1.1 Develop terms of reference, clearly stating the scope of services required of terms of reference.

1.2 Approval of terms of reference received from the Ministry of Natural Resources and the Executive Committee.

#### 1.3 Preliminary Engineering Reports

1.3.1 Estimated cost of engineering \$25,000 or more:

1.3.1.1 Call for proposals from a minimum of three (3) qualified Engineering Consultants.

1.3.2 Estimated cost of engineering less than \$25,000:

1.3.2.1 Staff recommends a consultant, based on experience, past working relationship or expertise; or

1.3.2.2 Call for proposal from a minimum of three (3) qualified Engineering Consultants.

#### 1.4 Final Engineering Design Options:

1.4.1 Select and negotiate with consultant that prepared preliminary engineering work; or

1.4.2 Call for proposals from a minimum of three (3) qualified Engineering Consultants. Note: Executive Committee approval is required for consultant selection from items 1.3 & 1.4

#### 1.5 Inquiries and Consultations (below \$5,000 and within budget)

1.5.1 Staff selects qualified consultants based on expertise and/or past working relations.

1.6 Selection Criteria:

1.6.1 Evaluation based on (but not limited to) the following:

1.6.1.1 Qualifications, support capabilities

1.6.1.2 Availability of staff, workload and time schedule

1.6.1.3 Past performance

1.6.1.4 References, location, cost and reputation

2. Definition of a Qualified Engineering Consultant

2.1 A primary engineering consultant specializing in the required area of the project with extensive satisfactory experience on identical and/or similar projects and a good background experience with the S.C.R.C.A., as well as, good references.

2.2 Some Examples are: Great Lake Shoreline construction and study would require a primary engineering consultant who specializes in coastal engineering with extensive satisfactory experience on identical and/or similar coastal projects. Dam construction and study would require a primary engineering consultant who specializes in water control structures with extensive satisfactory experience on identical and/or similar coastal projects.

## Section 39 – Building Closure

### 1. Employer's Expectations of Employees

1.1 All employees are expected and required to make reasonable attempts to report to work every day. The Authority cannot accept responsibility for those caught in storms. The employee shall be the sole judge of determining whether it is safe to attempt to report to work. Unless the employee has confirmed by means outlined in this policy, that his/her place of work has been closed, the policies regarding absences apply.

### 2. Authority to Close Operations

2.1 In general, the decision to close some or all operations shall be at the discretion of the Chief Administrative Officer, or designate, in consultation with the Chairman. Because of the widely dispersed location of facilities, the General Manager may also choose to close on a facility-by-facility basis. The Chairman and General Manger are to be advised on any individual decision to close.

2.2 If a decision to close some or all operation is made:

2.2.1 A voice mail message will be left at the affected facility informing of the closure; and

2.2.2 A notice will be placed on the Authority website (<http://www.scrca.on.ca>)

2.3 In general, it is the employee's responsibility to determine whether a facility has been opened or is closed. Employees should check whether a notice of closure has been placed on the website or on the voice mail system with respect to their workplace. Employees should also listen to local media for any announcement regarding a closure.

### 3. Authority to Send Employees Home Early

3.1 Each Supervisor may make a determination to send employees home early and will be responsible for ensuring the level of staff commensurate with the maintenance of operations in the department.

#### 4. No Payment upon Appropriate Notice

4.1 If notice of facilities closure is in place in accordance with this policy one hour prior to the start time of the employee's regular work day, employees will not be paid (collective agreements may specify amount of advance notice required). Employees will, however, be permitted to use accumulated overtime, "floater days" or vacation days, where applicable, in lieu of non-payment as result of the closure.

#### 5. When Employees Are Advised To Go Home

5.1 If employees are sent home early (employer's decision) due to inclement weather or other reasons (e.g. electrical outage) they will be paid for the remainder of the day.

#### 6. Employee Unable to Get to Work, or If Late

6.1 If the facility is open for business and an employee is unable to get to work, the employee will not be paid for the day. Supervisors will use their discretion with respect to employees that report for work late on these days. See section 4.

#### 7. Employee Choose to Leave Work Early

7.1 On occasions when a storm becomes significant over the course of the work day, subject to operational considerations, employees may leave work early with the permission of his/her respective supervisor if delaying the departure might endanger or present hardship.

#### 8. Replacement of Lost Earnings/Wages

8.1 An employee will be permitted to draw on accumulated vacation, overtime, or other lieu day credits to offset a loss of pay. If the employee has no such credits, he/she shall be granted unpaid leave.

#### 9. Christmas Eve & New Year's Eve Closure

9.1 When Christmas Eve and New Year's Eve falls on Monday thru Friday then non-essential services will be closed at 12:00 noon on Christmas Eve and will reopen at 8:00 am on the first week day following the New Year's Statutory Holiday. Employees shall fund the hours away from work with accumulated vacation or banked time or other forms of time off.

## Section 40 – Computer Usage & Social Media

### 1. Introduction

- 1.1 As technology advances, the computer has become a powerful information resource. Proper use of the computer and all its resources can enhance the capabilities of employees, and the Authority. In many cases, access the computer has become a job necessity.
- 1.2 Because usage of the computer is largely unregulated and uncensored, S.C.R.C.A. is responsible for putting into place the appropriate computer usage policy. This policy explains the acceptable and unacceptable uses of the computer, internet, and email by employees of St. Clair Region Conservation Authority.

### 2. Computer Usage

#### 2.1 Do not:

- 2.1.1 Make copies of S.C.R.C.A. software for use of non-S.C.R.C.A. machines
- 2.1.2 Attempt to break into S.C.R.C.A. systems or networks or user accounts
- 2.1.3 Use S.C.R.C.A. systems or networks as a staging ground for attempts to break into other systems or networks

### 3. Internet Usages

- 3.1 The goals of this policy are to outline appropriate and inappropriate uses of the Authority Internet resources, including the World Wide Web, electronic mail, the intranet, and FTP (file transfer protocol). Your account provides you with access to networks around the world through these services. Use of these services is subject to the following conditions.

#### 3.2 Your Account

- 3.2.1 Internet access at the Authority is controlled through individual accounts and passwords. Department supervisors are responsible for conveying who should have access to the Internet to the IT Department.

3.2.2 Each user of the Authority Internet access system is required to read this Computer Usage policy and sign the E-mail, Cell Phone and Internet use document prior to receiving Internet access. See links below.

### 3.3 Appropriate Use

3.3.1 Individuals at the Authority are encouraged to use the Internet to further the goals and objectives of the Authority. The types of activities that are encouraged are as followed;

3.3.2 Communicating with fellow employees, a business partner of the Authority and clients within the context of an individual's assigned responsibilities;

3.3.3 Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities;

3.3.4 Participating in educational or professional development activities.

### 3.4 Inappropriate Use

3.4.1 Individual Internet use will not interfere with others' use of the Internet. Users will not violate the network policies of any network accessed through their account. Internet use at the Authority will comply with all Federal and Provincial laws, all of the Authority's policies and contracts. This includes, but is not limited to the following;

3.4.2 The Internet may not be used for illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading computer viruses).

3.4.3 The Internet may not be used in any way that violates the Authority's policies, rules, or administrative orders. Use of the Internet in a manner that is not consistent with the mission of the Authority, misrepresents the Authority, or violates any Authority policy is prohibited.

- 3.4.4 Individuals should limit their personal use of the Internet. The Authority allows limited personal use for communication with family and friends, independent learning, and public service. The Authority prohibits use for mass unsolicited mailing, access for non-employees to the Authority resources or network facilities, competitive commercial activity unless pre-approved by the Authority, and the dissemination of chain letters.
- 3.4.5 Individuals may not view, copy, alter, or destroy data, software, documentation, or data communications belonging to the Authority or another individual without authorized permission.
- 3.4.6 In the interest of maintaining network performance, users should not send unreasonable large electronic mail attachments.

### 3.5 Security

- 3.5.1 For security purposes, users may not share account or password information with another person. User ID and passwords are to be used only by the assigned user of the account for authorized purposes. Attempting to obtain another user's account password is strictly prohibited. Users are required to obtain a new password if they have reason to believe that any unauthorized person has learned their password. Users are required to take all necessary precautions to prevent unauthorized access to Internet services.

### 3.6 Failure to Comply

- 3.6.1 Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use of the Internet may include, but not limited to, one or more of the following:
  - 3.6.1.1 Temporary or permanent revocation of access to some or all computing and networking resources and facilities;
  - 3.6.1.2 Disciplinary action according to applicable Authority's policies (see section 7)
  - 3.6.1.3 Legal action according to applicable laws and contractual agreements.



### 3.7 Monitoring and Filtering

3.7.1 The Authority may monitor any Internet activity occurring on the Authority's equipment or accounts. The Authority currently does employ monitoring software to monitor access to sites on the Internet. If the Authority discovers activities which do not comply with applicable law or departmental policy, records retrieved may be used to document the wrongful content in accordance with due process.

### 3.8 Disclaimer

3.8.1 The Authority assumes no liability for any direct or indirect damages arising from the user's connection to the Internet. The Authority is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the Internet. The Authority encourages users to use their Internet access responsibly.

## 4. Email Usage

4.1 E-mail is a critical mechanism for business communications at the Authority. However, use of the Authority's electronic mail systems and services are a privilege, not a right, and therefore must be used with respect and in accordance with the goals of the Authority. The objectives of this policy are to outline appropriate and inappropriate use of the Authority's e-mail systems and services in order to minimize disruptions to services and activities, as well as comply with applicable policies and laws.

4.2 This policy applies to all e-mail systems and services owned by the Authority, all e-mail accounts users/holders at the Authority (both temporary and permanent), and all Authority e-mail records.

### 4.3 Account Activation/Termination

4.3.1 E-mail access at the Authority is controlled through individual accounts and passwords. Each user of the Authority's e-mail system is required to read this E-mail Usage policy and sign the Internet, Cell Phone Signoff Document (see 3.2.2 above) prior to receiving an e-mail access account and password. It is the responsibility of the employee to protect the confidentiality of their account and password information.

4.3.2 All employees of the Authority are entitled to an e-mail account if required to perform their job. E-mail accounts will be granted to third party non-employees on a case-by-case basis. Possible non-employees that may be eligible for access include:

4.3.2.1 Contractors;

4.3.2.2 Councillors.

4.3.3 All terms, conditions, and restrictions governing e-mail use must be in a written and signed agreement. E-mail access will be terminated when the employee or third party terminates their association with the Authority, unless other arrangements are made. The Authority is under no obligation to store or forward the contents of an individual's e-mail inbox/outbox after the term of their employment has ceased.

### 4.4 General Expectations of End Users

4.4.1 Important official communications are often delivered via e-mail. As a result, employees of the Authority with e-mail accounts are expected to check their e-mail consistent and timely manner so that they are aware of important Authority announcements and updates, as well as for fulfilling business-and role-oriented tasks. E-mail users are responsible for mailbox management, including organization and cleaning. If a user subscribes to a mailing list, he or she must be aware of how to remove him or herself from the list, and is responsible for doing so in the event that their current e-mail addresses changes. E-mail users are also expected to comply with normal standards of professional personal courtesy and conduct.

#### 4.5 Appropriate Use

4.5.1 Individuals at the Authority are encouraged to use e-mail to further the goals and objectives of the Authority. The types of activities that are encouraged include:

4.5.1.1 Communicating with fellow employees, business partners of the Authority, and clients within the context of an individual's assigned responsibilities.

4.5.1.2 Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.

4.5.1.3 Participating in educational or professional development activities

#### 4.6 Inappropriate Use

4.6.1 The Authority's e-mail systems and services are not to be used for the purposes that could be reasonably expected to cause excessive strain on systems. Individual e-mail use will not interfere with others' use and enjoyment of the Authority's e-mail system and services. E-mail use at the Authority will comply with all applicable laws, all Authority policies, and all Authority contracts.

4.6.2 The following activities are deemed inappropriate uses of the Authority systems and services and are prohibited;

4.6.3 Use of e-mail for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading of computer viruses).

4.6.4 Use of e-mail in any way that violates the Authority's policies.

4.6.5 Viewing, copying, altering, or deletion of e-mail accounts or files belonging to the Authority or another individual without authorized permission.

- 4.6.6 Sending of unreasonable large e-mail attachments. The total size of an individual e-mail message sent (including attachment) should be 4 Meg or less. E-mail messages larger than this will be stopped automatically by the e-mail server.
- 4.6.7 Opening e-mail attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with the utmost caution. If you are concerned about a particular e-mail please forward it to IT and we will be glad to check it for you.
- 4.6.8 Sharing e-mail account passwords with another person, or attempting to obtain another person's e-mail account password. E-mail accounts are only to be used by the registered user.
- 4.6.9 Excessive personal use of the Authority e-mail resources. The Authority allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with staff productivity, pre-empt any business activity, or consume more than a trivial amount of resources. The Authority prohibits personal use of its e-mail systems and services for unsolicited mass mailing, and use by non-employees. If you need to communicate non work-related events to fellow employees, for example, draws, special lunches, etc. employees are expected to use the Bulletin Boards on the SCRCA Intranet site and not the e-mail system.

#### 4.7 Monitoring and Confidentiality

- 4.7.1 The e-mail systems and services used at the Authority are owned by the Authority, and are therefore its property. This gives the Authority the right to monitor any and all e-mail traffic passing through its e-mail system. While the Authority does not actively read end-user e-mail, e-mail messages may be inadvertently read by IT staff during the normal course of managing the e-mail system.
- 4.7.2 In addition, backup copies of e-mail messages may exist, despite end-user deletion, in compliance with the Authority records retention policy. The goals of these backup and archiving procedures are to ensure system reliability and prevent business data loss.

4.7.3 If the Authority discovers or has good reason to suspect activities that do not comply with applicable laws or this policy, e-mail records may be retrieved and used to document the activity in accordance with due process. All reasonable efforts will be made to notify an employee if his or her e-mail records are to be reviewed.

4.7.4 Use extreme caution when communicating confidential or sensitive information via e-mail. Keep in mind that all e-mail messages sent outside of the Authority become the property of the receiver. A good rule is to not communicate anything that you wouldn't feel comfortable being made public. Demonstrate particular care when using the "Reply" command during e-mail correspondence.

#### 4.8 Reporting Misuse

4.8.1 Any allegations of misuse should be promptly reported to your supervisor. If you receive an offensive e-mail, do not forward, delete, or reply to the message.

#### 4.9 Disclaimer

4.9.1 The Authority assumes no liability for direct and/or indirect damages arising from the user's use of the Authority's e-mail system and services. Users are solely responsible for any third-party claim, demand, or damage arising out of the use of the Authority's e-mail systems or services.

#### 4.10 Failure to Comply

4.10.1 Violations of this policy will be treated like other allegations of wrongdoing at the Authority. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use on the Authority's e-mail systems and services may include, but are not limited to, one or more of the following.

4.10.2 Temporary or permanent revocation of e-mail access;

4.10.3 Disciplinary action according to applicable Authority policies;

4.10.4 Legal action according to applicable laws and contractual agreements.

## 5. Anti-spam Policy - New Canadian Anti-Spam Legislation (CASL)

5.1 The federal government is enacting a new Canadian Anti-Spam legislation which requires agencies and businesses (including charities and non-for-profit organizations) to have the consent of stakeholders/customers to send them electronic messages (e.g. emails, newsletters) promoting commercial activities. It comes into effect on July 1, 2014.

In a nutshell, CASL prohibits:

- 5.1.1 Spamming - the sending of unsolicited commercial electronic messages (“CEMs”) whether in the form of e-mail, text messages, social media (ex. Facebook) or other means of telecommunication (section 6);
  - 5.1.2 Hacking - the unauthorized altering of transmission data (section 7);
  - 5.1.3 Malware - the installation of computer programs without consent that result in phishing<sup>4</sup>, pharming<sup>5</sup> and/or spyware<sup>6</sup> (section 8);
  - 5.1.4 Fraud - the making of deceptive representations online, including representations on websites and in CEM addresses (section 75);
  - 5.1.5 Harvesting - the use of computer systems to collect electronic addresses without consent (section 82(2)); and
  - 5.1.6 Privacy invasions - the unauthorized access to a computer system to collect personal information without consent (section 82(3)).
- 5.2 On the anti-spam side, simply stated, CASL provides (in section 6) that CEMs must not be sent without:
- 5.2.1 The recipient’s consent (express or implied) and
  - 5.2.2 Provide an ‘unsubscribe’ mechanism in the message so that they can unsubscribe even if they’ve previously provided consent.
- 5.3 Exemptions from the legislation include:
- 5.3.1 Fundraising messages sent by registered charities or political parties.
  - 5.3.3 Messages between employees or affiliates.
  - 5.3.3 Messages sent by one individual to another individual recipient with whom the sender has a personal, family or business relationship.
  - 5.3.4 Messages responding to inquiries about goods, services, or information.

5.4 After July 1, 2014 Conservation Ontario, Conservation Authorities and Foundations will require consent from recipients.

5.4.1 Express Consent - you ask people, directly, to provide consent to allow you to send them information and they send back a reply with their consent. You can do this through a mailing service such as Constant Contact or Mail Chimp (if you use these systems already) or your own mail server such as Outlook. You must document and keep their responses (date, time and IP address).

You may continue to send electronic messages to all of the people who have provided you with express consent. It never expires unless they request to have their name withdrawn.

5.4.2 Implied Consent - this includes people who have signed up to receive information, your members, volunteers and donors (for example). By doing all of these things, it 'implies' they consent to receive your information.

5.4.3 You may continue to send emails to those people who have provided 'implied consent' until July 1, 2017. However to send electronic messages to them after this date, you are required to have their express consent.

If there is anyone else on your contact list who have not provided either express or implied consent (e.g. purchased a mailing list, etc.) or who have not signed up, become a member, volunteered, made a donation, or provided express consent, you may not send them any electronic messages after July 1, 2014.

NOTE: After July 1, 2014, electronic commercial messages may only be sent to people who have provided either 'expresses or 'implied' consent of the recipient. Anyone else has to be deleted.

5.5 Document Your Actions and Responses

5.5.1 Conservation Authorities and Foundations should document the steps they have taken to comply with the legislation.

5.5.2 You are required to document when you received express consent and keep this information. Express consent does not expire unless a person requests to be removed from your contact list. Implied consent expires July 1, 2017 and must be replaced with express consent by that time.

## 5.6 Conservation Ontario

5.6.1 Conservation Ontario has chosen to ask all our stakeholders/subscribers for their express consent now and will delete anyone who indicated they do not want to provide their consent by July 1, 2014.

5.6.2 We will continue to send electronic messages to those we've identified as providing 'implied consent' by signing up to be kept informed.

5.6.3 Along with the information we send to them, we will include a consent button and encourage them to respond. Whoever hasn't responded by July 1, 2017 will be deleted from our contact lists at that time. If anyone refuses to provide consent, we will immediately remove them from our contact lists.

5.6.4 Moving forward, we will be sending ALL of our electronic communication from our mailing service - Constant Contact (almost all are now, anyway). They provide an automatic unsubscribe mechanism.

## 6. Removable Media

6.1 St. Clair Region Conservation Authority is committed to safeguarding its corporate information. As such, this policy sets out the corporation's expectations of employees who use removable media, USB-based technology, or laptops to store, back up, relocate or access any Authority information. Developments in technology have resulted in the developments; however, can pose threats to the safety and integrity of our corporate information. Chart 2.1 below provides a brief summary of the sorts of threats to corporation information arising from use of removable media.



| Threat     | Description                                                                                                                                                              |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Loss       | Devices used to transfer or transport work files could be lost or stolen.                                                                                                |
| Theft      | Sensitive corporate data is deliberately stolen and sold by an employee.                                                                                                 |
| Copyright  | Software copied onto portable memory device could violate licensing.                                                                                                     |
| Spyware    | Spyware or tracking code enters the network via memory media.                                                                                                            |
| Malware    | Viruses, Trojans, Worms, and other threats could be introduced via external media.                                                                                       |
| Compliance | Loss or theft of financial and/or personal and confidential data could expose the enterprise to the risk of non-compliance with various identity theft and privacy laws. |

(Chart 2.1)

6.2 In an effort to safeguard corporate information from unauthorized access or disclosure, all laptop computers and portable/removable media (i.e. USB keys) used by employees in the performance of their duties with the Authority shall be encrypted.

6.3 Employees permitted by the managers to store and/or download Authority information on portable/removable media (i.e. laptops, USB keys) shall only download information on encrypted portable/removable media. Moreover, if an employee must connect portable/removable media to a non-corporate computer or other hardware, the employee shall adhere to the same security protocols that are in place at the Authority, such as ensuring that the device to which the removable media is connected to is equipped with up-to date virus protection. It is the responsibility of any employee of the Authority who is connecting a USB-based memory device to Authority equipment to ensure that all security protocols normally used in the management of data on conventional storage infrastructure are also adhered to. It is imperative that any portable memory that is used to conduct Authority business be utilized appropriately, responsibly, and ethically.

6.4 Only USB storage devices or laptops acquire through Authority's Information Technology Department may be used on the Authority's network.

6.5 Security all Authority issued USB devices and laptops must be secured by password. Employees shall never disclose their password to anyone. End users are expected to secure all mobile media from unauthorized access whether or not they are actually in use and/or being carried. This includes, but is not limited to:

6.5.1 Passwords

6.5.2 Encryption

6.5.3 Physical control of such devices whenever they contain corporate data.

6.6 Any non-corporate computers used to synchronize with these devices shall be equipped with current anti-malware software. When removable media devices are no longer required, they are to be returned to Information Technology Department. The Department will permanently erase corporate data from the devices.

6.7 Failure to comply with the Removable Media Acceptable Use Policy may at the full discretion of the Authority, result in the suspension of any or all technology use and connectivity privileges and disciplinary action up to and including dismissal.

## 7. Social Media Policy

The Authority does use social media such as Facebook, Twitter and other related media to advertise products and services. However this policy is to ensure employees are adhering to the Authorities policies when using social media.

7.1. Employees should be aware that the Authority may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to the Authority, its employees or customers.

7.2 Prohibited conduct including but not limited to: posting commentary, content or images that are defamatory, pornographic, proprietary, harassing, and libelous or that can create a hostile workplace.

7.3 Employers are prohibited from posting information considered confidential, if employees have any questions they should contact the general manager or supervisor.

7.4 Employees should limit personal use of social media during a work day except for lunches. Media downloads are prohibited from these sites as they may cause system disruption.

## Section 41 – Availability and Format of Documents

1. All Authority documents shall be in an accessible format in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Adobe and PDF are some examples of formats that are easy to read and access. When creating written documentation:
  - 1.1 Use Arial font, 12pt or higher (this is generally easier to read in most standard formats).
  - 1.2 Use character formatting in Word documentation.
  - 1.3 Ensure that security settings don't interfere with any assistive devices such as speech aided programs for the visually impaired.
  - 1.4 Web address should not be highlighted or hyperlinked.
2. 12-point sized font may not be needed for Authority printed marketing publications such as brochures or newsletters, provided an alternative accessible format is available if requested.

## Section 42 – Miscellaneous Finance & Administration

### 1. Delegation, Monitoring and Feedback

1.1 A formal delegating, monitoring and feedback system is in existence and it is outlined on form #002. The General Manager and supervisors may use this system to monitor, delegate assignments, set targets and priorities for assignments and to monitor results and feedback from employees.

### 2. Salary Reviews

2.1 Supervisors are responsible for notifying the General Manager of their service performance recommendations for staff under their supervision at least 1 month prior to the employee's applicable review date (i.e. anniversary date or November 1).

### 3. Privileged Information (Right to Privacy Act)

3.1 Personnel: From time to time employees have access to privileged information on personnel issues ranging from an employee's age to salary. This information is confidential to the employee, his/her supervisor, the General Manager and the Board. Accordingly, every effort is to be made to keep personnel information confidential to this group. Releases beyond this group are at the discretion of the Board or the General Manager and must conform the Act.

3.2 Land: Land assembly matters are generally regarded as confidential to the Authority and should be treated this way to protect sensitive negotiations and prevent the loss of damages to the vendor.

3.3 Such other items as outlined in the Freedom of Information and Right to Privacy Act.

4. Staff Meetings

4.1 The St. Clair Region Conservation Authority currently has the following Staff Committees which meet on different schedules. See chart below

| Committee                       | Tentative Meeting Schedule           |
|---------------------------------|--------------------------------------|
| 1. Full Staff Committee         | 1 <sup>st</sup> Tuesday of the month |
| 2. Senior Staff Committee       | Weekly                               |
| 3. Departmental Staff Committee | As required                          |

4.2 The purpose of these meetings is to improve communications, enhance morale and productivity, exchange information and ideas and to get staff input on decision making.

5. The fiscal year for the St. Clair Region Conservation Authority is the calendar year.

6. Office Schedule

6.1 Supervisors shall endeavour to maintain at least one knowledgeable person in the office in each department during regular office hours to address concerns related to that department.

6.2 The purpose of this procedure is to ensure someone knowledgeable is available to deal with issues, and assist the public we serve. It is also more cost-effective to send only one person on a specific task wherever possible.

7. The Ministry of Natural Resources has delegated certain technical approvals to the St. Clair Region Conservation Authority staff on grantable projects. The delegated approval system is as follows in the chart below.

| Type of Approval                         | Optional Level of Delegated Authority |
|------------------------------------------|---------------------------------------|
| <b>A. Legislative</b>                    |                                       |
| – Section 24                             | Minister                              |
| – Section 40                             | Minister/Mgmt. Board                  |
| – Disposition of Land                    | Order-in-Council                      |
| – Fill & Construction                    | Order-in-Council                      |
| – Conservation Area Regulations          | Order-in-Council                      |
| – Administration Regulations             | Minister                              |
| – Limited Area By-Laws                   | Minister                              |
| <b>B. Regional Technical</b>             |                                       |
| – Terms of Reference (Surveys & Studies) | Regional Director                     |
| – Consultant Selection                   | Delegated                             |

|                                        |                   |
|----------------------------------------|-------------------|
| – Agreements (Eng. & Inter-Agency)     | Delegated*        |
| – Pre-Engineering Final Reports        | Delegated         |
| – Design Specs, Construction Drawings  | Delegated         |
| – Site Plans                           | Delegated         |
| – Tender Documents                     | Delegated*        |
| – Contract Award                       | Delegated*        |
| – Change Work/Extra Work Order         | Delegated         |
| – Final Inspection                     | Delegated         |
| – Reservoir Operating Procedures       | Delegated         |
| – Inspection Certificates              | Delegated         |
| <b>C. Regional Financial</b>           |                   |
| – Approved Project List                | Regional Director |
| – Requests for Reallocation            | Regional Director |
| – Requests for 2 <sup>nd</sup> Advance | Regional Director |
| – Expenditure Reports                  | Regional Director |
| – Audit Reports                        | Regional Director |
| *assuming generic documents are used.  |                   |

## 8. Levies

8.1 Levy notices and the collection of levies under the Conservation Authorities Act are the responsibility of the Director of Finance. The Director of Finance shall send notices and collect levies using the procedure specified in the Conservation Authorities Act.

8.2 Municipalities will be invoiced as soon as possible following the approval of the Authority’s annual budget by the Full Authority in order to minimize borrowing costs.

## 9. Procedure to address Municipal Concerns

9.1 Authority Staff are regularly requested to attend council meetings to discuss issues or concerns of council. Staff is available to provide information on the Policy and operations of the Authority. Where council require decisions on Policy or Finance they are invited to attend or write to the Board of Directors/Executive Committee who meets as follows:

|           |                                                                 |
|-----------|-----------------------------------------------------------------|
| Location: | St. Clair Region Conservation Authority (Administration Office) |
| Date:     | Third Thursday of each month                                    |
| Time:     | 10:00 AM                                                        |
| Contact:  | Marlene Dorrestyn to arrange a time to address the Board        |

9.2 The Board of Directors are appointed by and represent the member municipalities and are responsible to establish policy, finance and direction for the St. Clair Region Conservation Authority.

**Section 43 – Purchasing**

## 1. Purchasing Policies

## 1.1 Purpose and Objectives

1.1.1 The purpose of this document is to provide the necessary policies and procedures to fulfil the purchasing objective and the management control objective as they relate to the purchasing function.

1.1.2 The purchasing objective is to procure the required quality and quantity of goods and services at the most favourable cost to the Authority. The management control objective is to ensure that adequate financial control exists and are exercised over the purchasing function.

## 1.2 Purchasing Limits and Authorization

1.2.1 The following purchasing limits in Appendix 1, with specified authorization and procedural requirements, will apply across all divisions within the Authority. Senior Staff refers to the General Manager/Secretary-Treasurer or Department Directors. Authorized buyers include senior staff and their designators.

1.2.2 For construction project tendering, the Authority endeavours to allow sufficient time between tender opening and award (1-2 days), to allow the project engineer and/or Authority staff to investigate and evaluate the lowest tenderer's past performance, prior to making a recommendation to the Board.

1.2.3 If only one supplier for the item over \$2,500 is available, this is to be documented.

1.2.4 Unless otherwise directed by the Board or Executive Committee, tenders shall be opened publicly and recorded on file, by the General Manager or his/her designate and at least 2 senior staff members selected by the General Manager or his/her designate.

1.2.5 Where quotes are required for items under \$25,000, the quotes shall be opened, and recorded on file, by the purchaser and where possible, in the presence of at least one other staff person.



- 1.2.6 In addition, where Ministry of Natural Resources grants are being provided, the following applies;
- 1.2.7 The St. Clair Region Conservation Authority has delegated approval from the Ministry of Natural Resources regarding all aspects of projects including the McKeough Floodway as per letter of July, 1993. (See M.N.R.'s Policies and Procedures for Conservation Authorities Manual).
- 1.2.8 Facsimile Transmissions (FAX), telex or other electronic transmission from which written copy can be obtained are acceptable for proposal and written quotations. Sealed tenders must be received by the Authority at the designated location, date and time as original documents properly signed and sealed. Fax, telex or other electronic transmissions shall not be accepted as sealed tenders.
- 1.2.9 Purchases of less than \$50
- 1.2.9.1 Funds may be drawn out of petty cash and must be recorded, proper receipts maintained and forwarded to accounting;
- 1.2.10 Purchases up to \$500
- 1.2.10.1 To be completed and signed by an authorized buyer.
- 1.2.11 Purchases over \$1,500 to \$2,500
- 1.2.11.1 Three verbal or written quotes should be secured and detailed
- 1.2.11.2 If three quotes cannot be obtained, the reasons should be documented;
- 1.2.11.3 Reasons for accepting other than lower quotation should be documented;
- 1.2.11.4 Purchase order to be completed and signed by an authorized buyer.

1.2.12 Purchases over \$2,500 to \$25,000

- 1.2.12.1 Minimum of three written quotations are to be obtained from suppliers;
- 1.2.12.2 If three written quotes cannot be obtained, the reasons must be documented and retained on file;
- 1.2.12.3 If other than the lowest quote is recommended, approval is required by the Executive Committee or Board of Directors;
- 1.2.12.4 Reasons for accepting other than lowest quotations must be documented and retained on file for post-audit purposes;
- 1.2.12.5 Purchase order must be approved by the General Manager.

1.2.13 Purchases over \$25,000

- 1.2.13.1 Goods and services exceeding \$25,000 are to be obtained by sealed tender;
- 1.2.13.2 Senior staff is responsible for preparing tender package, including detailed specifications;
- 1.2.13.3 Tenders are to be routed to the General Manager or his designate who will log and safeguard all tenders received;
- 1.2.13.4 Approval of the Executive Committee or Board of Directors is required for selection of successful tenders exceed \$25,000;
- 1.2.13.5 Reasons for accepting other than lowest quotation must be documented;
- 1.2.13.6 The summary of tenders and the reasons for accepting other than lowest tender must retained on file for post-audit purposes;
- 1.2.13.7 Purchase order to be approved by the General Manager;
- 1.2.13.8 Signing officer(s) shall affix signature and seal to appropriate documents as required.

1.2.14 Note: For purchases of goods and services where delivery is expected over a long period of time, or at irregular intervals (under contract, blanket or open orders), the purchase amount is deemed to be the total estimated cost for the contract period.

1.2.15 Note: Yearly blanket open orders should be re-tendered each year for example printing, sanitary supplies, camera supplies (photos), etc. The above approval process will be used.

### 1.3 Procurement of Professional and Technical Consulting Services

Refer to Section 38 – Consultants for details on hiring consultants.

### 1.4 Purchases for Employees

1.4.1 For purpose of this policy, employees shall include:

1.4.1.1 Authority staff members, their immediate family and any relative, whether by blood or marriage, residing with the staff member or their immediate family; and

1.4.1.2 Any business, incorporated or not, with which any of the above hold wither alone or collectively more than 10% interest.

1.4.2 Purchase from employees shall be approved by the General Manager or Executive Committee or Board of Directors, in accordance with purchasing policies and procedures.

1.4.3 A senior staff member shall not recommend a purchase from an employee if in his/her discretion:

1.4.3.1 It can be reasonable assumed the completion of a purchase contract would detract from a staff member's ability to carry out his/her normal duties under the contract of employment;

1.4.3.2 The contract is similar in nature to responsibilities and duties contained in the staff member's employment contract;

1.4.3.3 It can reasonably be assumed an employee had particular knowledge that would allow the competitive process to be undermined.

## 1.5 Purchase Orders

1.5.1 It would not normally be considered necessary to issue purchase orders for the following expenditures:

1.5.1.1 Purchases of less than \$500

1.5.1.2 Purchases of regularly stocked and inventoried items acquired from annually approved suppliers, or purchase of recurring similar services. In such circumstances, however, a blanket purchase order should be prepared, at the commencement of a buying season, and filed with accounting. Suppliers must be competitively selected at the commencement of buying season.

1.5.1.3 Purchase of professional and technical consulting services including insurance, audit, legal etc.

1.5.1.4 Specific payments related to land purchases are easements, work performed under construction contracts, requisitions from central services, payroll and employment benefits, membership dues and subscriptions, travel expenses, postage and other similar expenditures;

1.5.1.5 Recurring utility or tax charges where they are charged to approved budgets, e.g. telephone, hydro, gas, etc.;

1.5.1.6 Purchases made by credit card with appropriate documentation.

## 1.6 Deposit Requirements

1.6.1 The Authority reserves the right to request a deposit from those wishing to bid for Authority business. The dollar amount of such deposit will be determined by Authority staff and prospective bidders so advised. The deposit shall take the form of a certified cheque or equivalent, or a bid bond.

## 1.7 Purchases by Employees

1.7.1 Where suppliers of products to the Authority are willing to make available their product(s) to employees of the Authority at a price equivalent to that provided to the Authority, suppliers shall be encouraged to do so. Employee/Director purchases should be made directly from the supplier who shall assume all responsibility with respect to payment for the goods purchased. The Authority will accept invoicing on behalf of employee/director when a specific, approved employee purchase program is in place. Specific programs of the Authority include those programs open to the public and these programs shall be available to employee/directors.

## 2. Purchase Procedures

2.1 When written quotes are required, the following information should be obtained and filed with the invoice:

2.2.4.1 Date

2.2.4.2 Name of supplier

2.2.4.3 Person contacted

2.2.4.4 Price quoted

2.2.4.5 Date quote expires

2.2.4.6 Other relevant information

2.2.5 The lowest bidder should be asked to follow up with written confirmation. Use of current supplier lists is an acceptable alternative to securing written quotations for purchase under \$2,500.

2.2.6 It is the responsibility of each authorized buyer to determine the applicability of federal and provincial sale taxes. If required, assistance will be provided by the Accounting Department.

## 2.3 Receiving Reports

2.3.1 Evidence of goods and services received must, where appropriate, be documented, either by way of a packing slip, supplier work order copy, and load ticket or by a memorandum from the staff member receiving the goods or supervising the service. This document must show a description, date and quantity of the goods or services received and must be signed by the receiving staff member. This information may be attached to the invoice when approved for payment.

## 2.4 Invoices and Statements

2.4.1 The Authority pays only on the basis of invoices and **not** statements. Some supplier's forward invoice copies with their statements, and this serves as a quick check of invoice totals.

2.4.2 Each invoice is to be carefully matched with the related purchase order and packing slip and verified as to goods and price.

## 2.5 Cash Purchases

2.5.1 Such purchases should be minimal and only in approved area of budget responsibility. Office and technical supply needs should normally be placed through the Accounting Department by means of a purchase requisition unless extenuating circumstances do not permit same. Counter receipts marked paid and under \$50.00 in value may be reimbursed from the Petty Cash fund or via expense accounts. Cash Purchases in the field will be handled in a similar manner through Petty Cash funds.

## 2.6 Cheque Requisition

2.6.1 A special "Cheque Requisition" voucher is to be used when staff are requesting funds, such as an advance, where there is not invoice and/or packing slip available, etc. The requisition should state full particulars and be approved in the same manner as an invoice. This document will be forwarded to the Accounting department.

## 2.7 Progress Payment Sheets

2.7.1 Where large projects are concerned; progress payment sheets should be utilized for payments, particularly those without invoices. The cost is based on contract prices.

## 2.8 Credit Cards

2.8.1 Credit cards may be issued to regular service employees or Directors at the discretion of the General Manager or the Executive Committee/Board of Directors. Purchasing limits in this section apply to credit cards. Appropriately documented receipts are required when purchasing with credit cards.

## 2.9 Promotions

2.9.1 Upon approval of the General Manager, items/services may be distributed to other organizations/individuals for the purpose of promotion, fundraising and recognition.

**Appendix 1 - March 2015**

## Designated Staff Authorized to Purchase Goods or Services

| <u>Staff Position</u>               | <u>Limit</u>          |
|-------------------------------------|-----------------------|
| General Manager/Secretary Treasurer | Up to approved budget |
| Director of Finance                 | \$5,000 and under     |
| Department Directors                | \$3,500 and under     |
| Department Managers                 | \$1,500 and under     |
| Field Superintendents               | \$500 and under       |
| Planners                            | \$500 and under       |
| Conservation Education Co-ordinator | \$500 and under       |
| Conservation Service Specialist     | \$500 and under       |
| Technicians, Administrative Staff   | \$500 and under       |

The delegation of authority to authorize purchase orders for staff at the Department Head level and lower does not extend to purchase of goods and services that are not related to the programs under which the staff is employed.

In emergencies, work or purchases may be authorized and supervisor notified as soon as possible.



## Section 44 – Insurance

### 1. Insurance Coverage

1.1 The Authority purchases general insurance through Conservation Ontario and of Ontario Group Insurance Plan. Through a conservation Ontario committee, the premium rates for this insurance are negotiated as a group effective April 1<sup>st</sup> of each year. Documentation is requested yearly by insurance broker prior to renewal for each Authority in the group which shows the liability exposure and associated costs.

1.2 See page D-12 Policies and Procedures for Conservation Authorities Manual, Ministry of Natural Resources for Provincial grants and general insurance.

### 2. Liability

2.1 At no time is an employee of this Authority to admit that the Authority is liable for damages which occur on our lands, lands of others or as a result of the use of Authority vehicles and equipment in the case of an accident. The liability insurance policy the Authority holds has a clause in it that states the Insurance Company who has the policy will not defend the Authority in the case of an accident if an employee admits liability for such an accident.

3. The Administration Department co-ordinates the Authority's insurance coverage and accordingly he or she is responsible to notify the Authority's insurance agents of pertinent information to ensure coverage including new property purchases, new improvements etc. It is also his responsibility to obtain endorsements as a record of coverage.

**Section 45 – Investments****1.0 POLICY STATEMENT AND PURPOSE (BOARD APPROVED 2014)**

The St. Clair Region Conservation Authority (the Conservation Authority) shall invest public funds in a manner that maximizes investment return and minimizes investment risk while meeting the daily cash requirements of the Conservation Authority and conforming to legislation governing the investment of public funds.

The purpose of this investment policy is to ensure integrity of the investment management process. The objective of this investment policy is to maximize investment income at minimal risk to capital. Accordingly, emphasis on investments is placed on security first, liquidity second and overall yields third.

**2.0 SCOPE**

This investment policy shall govern all the investment activities of the Conservation Authority's General, Capital and Reserve Funds as well as Trust Funds. This policy applies to all investments made by the Conservation Authority on its own behalf.

**3.0 STANDARD OF CARE**Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretions and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Delegation of Authority and Authorization

The Conservation Authority General Manager shall have overall responsibility for the prudent investment of the Conservation Authority's investment portfolio. The Conservation Authority General Manager shall have the authority to implement the investment program and establish procedures consistent with this policy. Such procedures shall include the explicit delegation of the authority needed to complete investment transactions however the Conservation Authority General Manager shall remain responsible for ensuring that the investments are compliant with regulations and this policy. No person may engage in an investment transaction except as provided under the terms of this policy.

The Conservation Authority General Manager shall be authorized to enter into arrangements with banks, investment dealers and brokers, and other financial institutions for the purchase, sale, redemption, issuance, transfer and safekeeping of securities in a manner that conforms to the *Municipal Act, 2001* and the Conservation Authority's policy manual.

Transfer of funds for investment transactions shall be authorized by one of either the General Manager or Director of Finance.

#### **4.0 OBJECTIVES**

The primary objectives of this investment policy, in priority order, are as follows:

1. Adherence to statutory requirements;
2. Preservation of capital;
3. Maintenance of liquidity; and
4. Competitive rate of return.

The investment portfolio is comprised of:

- Operating and Capital cash flow balances;
- Reserves;
- Reserve funds; and
- Trust funds.

##### **1. Adherence to Statutory Requirements**

All investment activities shall be governed by the Ontario Municipal Act, 2001 as amended. Investments, unless further limited by the Board, shall be those eligible under Ontario Regulation 438/97 or as authorized by subsequent provincial regulations.

##### **2. Preservation of Capital (Minimization of Credit Risk)**

Meeting this objective requires the adoption of a defensive policy to minimize the risk of incurring a capital loss and of preserving the value of the invested principal. As such, this risk shall be mitigated by investing in properly rated financial instruments in accordance with applicable legislation, by limiting the types of investments to a maximum percentage of the total portfolio and being mindful of the amount invested within individual institutions.

##### **3. Maintenance of Liquidity**

The investment portfolio shall remain sufficiently liquid to meet daily operating cash flow requirements and limit temporary borrowing. The portfolio shall be structured to maintain a proportionate ratio of short, medium and long-term maturities to meet the funding requirements of the Conservation Authority. The term liquidity implies a high degree of marketability and a high level of price stability. Important liquidity considerations are a reliable forecast of the timing of the requirement of

funds, a contingency to cover the possibility of unplanned requirement of funds and an expectation of reliable secondary marketability prior to maturity.

#### **4. Competitive Rate of Return (Overall Yield)**

Investment yields shall be sought within the boundaries set by the three foregoing objectives and then consideration shall be given to the following guidance;

- Higher yields are best obtained by taking advantage of the interest rate curve of the capital market, which normally yields higher rates of return for longer term investments;
- Yields will also fluctuate by institution as per individual credit ratings (greater risk confirmed by a lower credit rating) and by the type of capital instrument. For example, an instrument of a small trust company would in many cases have a slightly higher yield than a major bank;
- A lower credit rating generally makes an investment more difficult to sell on the secondary market and therefore less liquid; and
- Capital instruments that are non-callable will have a lower yield than instruments which are callable, but the call feature does not necessarily compromise marketability.

### **5.0 INVESTMENT STRATEGY**

#### Diversification

To minimize credit risk and to maintain liquidity of the investment portfolio, investment diversification shall be guided by the following:

1. Limiting investments to avoid over-concentration in securities from a specific issuer or sector (excluding Government of Canada securities);
2. Limiting investments in securities to those that have higher credit ratings;
3. Investing in securities with varying maturities; and
4. Investing in securities which have an active secondary market.

#### **Investment Type Limitations**

Cash held in the bank (excluding trust funds), i.e. one day maturity, shall be no less than what is deemed necessary to meet daily operating and capital requirements of the Conservation Authority.

The total investment in securities issued by governments (federal, provincial or municipal) and Schedule I banks shall be no less than 75% of the total investment portfolio (excluding cash held in the bank and trust funds).

The remaining portfolio may be invested in any other securities which are deemed eligible under O. Reg. 438/97 however no more than 10% of the total investment portfolio (excluding cash held in the bank and trust funds) shall be invested in eligible asset-backed securities and eligible commercial paper. Also, no more than 5% of the total investment portfolio (excluding cash held in the bank and trust funds) shall be invested in eligible pooled equity funds (i.e. One Investment Program Equity Portfolio).

### ***Investment Term Limitations***

For the purpose of this policy, a short-term investment is defined as maturing in less than one year, medium-term as maturing between one and five years and long-term as maturing in greater than five years. In general, professionally managed portfolios are deemed to be long-term investments, as it is likely that the intention of Administration is to invest funds that are not required for the next five years. For the purpose of this section, professionally managed portfolios shall be considered long-term investments, unless it is specifically known otherwise. The term limitations for the portfolio are as follows:

- Short-term -> Minimum 50% of total investment portfolio;
- Medium-term -> Maximum 25% of total investment portfolio; and
- Long-term -> Maximum 25% of total investment portfolio.

The portfolio percentage limitations shall apply at the time the investment is made. At specific times the portfolio limitations may not be compliant to the policy for a short time for various reasons, for example the timing of maturities. Prior to any changes to the portfolio based on term limitations, the Conservation Authority General Manager may, at his/her discretion, retain the investment(s) that contravenes the portfolio limitations provided that such action is not contrary to the Municipal Act, 2001.

Type and term limitations shall be reviewed annually by the Conservation Authority General Manager and this policy shall be amended as necessary to minimize the Conservation Authority's exposure to changes in the financial marketplace after giving consideration to the available financial information.

### **Buy and Hold**

To achieve the objectives noted in section 4.0, internally managed funds shall, for the most part, follow the buy and hold strategy. As noted above, higher yields are best obtained by taking advantage of the interest rate curve of the capital market which normally yields higher rates of return for longer term investments. By purchasing securities at varying maturity dates and holding the investments to term the interest rate risk is minimized, liquidity is maintained and capital is preserved.

To be successful with the buy and hold strategy, matching cash requirements to investment terms is a key element and requires a solid cash flow forecast.

Some municipalities actively trade investments rather than holding to term. This “active” investment strategy can produce a modest improvement in yield, but to be successful a large amount of excess cash and sophisticated investment expertise is required. Professionally managed funds charge a fee (usually basis points deducted from the yield) but it is anticipated the performance of the fund will exceed the cost of administration. Nevertheless, performance of professionally managed funds shall be regularly compared to industry benchmarks and to the result that might be achieved using the internally managed approach.

### **Performance Standards**

The investment portfolio shall be managed in accordance with parameters specified within this policy. The portfolio should obtain a market average rate of return throughout budgetary and economic cycles proportionate with investment risk constraints and the cash flow needs of the Conservation Authority.

The performance of investments shall be measured using multiple benchmarks and performance indicators. The baseline yield for investments is the interest rate earned by the Conservation Authority on cash held in its bank account. Then, investments yields can be compared to Government of Canada Treasury Bills and Benchmarks Bond Yields. Furthermore, prime interest rates and other applicable market rates, such as Banker’s Acceptance can be used to provide useful benchmarks with consideration to limitations attributable to the Municipal Act, 2001.

### **Internal Borrowing**

In developing the cash requirements for the year, sufficient cash shall be available to fund capital expenditures. The main cash elements of the operating budget are stable and predictable, e.g. tax revenue and operating expenditures which is established in the budget process. The primary variable in forecasting cash demands is capital spending. Capital spending is supported temporarily financed) by the General fund prior to securing long-term financing (primarily long-term debentures).

If the General fund does not have sufficient cash to support capital expenditures and operating expenditures during the year, the best option is to borrow from the Reserve Funds on a short-term basis, rather than obtaining external financing. In order for this to occur, the Reserve Funds must have sufficient cash available (i.e. not locked into long-term investments) to support the General Fund through this period. A fair rate of interest shall be applied based on the interest rate paid on funds in the Conservation Authority’s consolidated bank account. For the most part the interest charged is going ‘from on Conservation Authority pocket to another’, but given that some reserve funds are non-rate funded, there is a requirement to pay a fair rate to the reserve funds for ‘investing’ in the General fund.

### **Trust Funds**

Trust funds by nature must be maintained in a separate account and invested separately. The investment strategy will be dictated by the terms of the trust agreement. In the absence of specific direction, the strategy shall be in compliance with this policy.

Given the variability of capital spending, interest rates, and non-tax revenues, the investment strategy shall be reviewed, at a minimum, on an annual basis. Any changes in the investment strategy shall be reported to Board in the annual investment report and the investment policy shall be amended for the change in strategy.

## **6.0 REPORTING**

The Conservation Authority General Manager shall provide an annual investment report to Board which includes, at a minimum, the requirements set forth in O. Reg. 438/97. Under the current regulations the investment report shall contain the following:

1. A statement about the performance or the portfolio of investments of the municipality during the period covered by the report;
2. A description of the estimated proportion of the total investments of a municipality that are invested in its own long-term and short-term securities to the total investment of the municipality and a description of the change, if any, in that estimated proportion since the previous year's report;
3. A statement by the General Manager as to whether or not, in his or her opinion, all investments are consistent with the investment policies and goals adopted by the SCRCA Board;
4. A record of the date of each transaction in or disposal of its own securities, including a statement of the purchase and sale price of each security;
5. Such other information that the Board may require or that in the opinion of the General Manager, should be included;
6. A statement by the General Manager as to whether any of the investments fall below the standard required for that investment during the period covered by the report; and
7. The details of the proposed use of funds realized in the disposition of an investment for which the Conservation Authority sold as a result of a decline in rating below the standard required by O. Reg. 438/97.

In addition to the annual report, the Conservation Authority General Manager shall report to Board any investment that is made that is not, in his opinion, consistent with investment policy adopted by the Conservation Authority within thirty (30) days after becoming aware of it.

## **GLOSSARY OF TERMS**

**Asset Backed Securities:** Fixed income securities (other than a government security) issued by a Special Purpose Entity, substantially all of the assets of which consist of Qualifying Assets.

**Basis Point (BPS):** A unit that is equal to 1/100<sup>th</sup> of 1%, and is used to denote the change in a financial instrument. The basis point is commonly used for calculating changes in interest rates, equity indexes and the yield of a fixed-income security.

**Credit Risk:** Is the risk to an investor that an issuer will default in the payment of interest and/or principal on a security.

**Diversification:** A process of investing assets among a range of security types by sector, maturity, and quality rating.

**Interest Rate Risk:** The risk associated with declines or rises in interest rates that cause an investment in a fixed income security to increase or decrease in value.

**Liquidity:** A measure of an asset's convertibility to cash.

**Market Risk:** The risk that the value of a security will rise or decline as a result of changes in market conditions.

**Market Value:** Current market price of a security.

**Maturity:** the date on which payment of a financial obligation is due. The final stated maturity is the date on which the issuer must retire a bond and pay the face value to the bondholder.

**One Investment Program:** A professionally managed group of investment funds composed of pooled investments that meet the eligibility criteria defined by O. Reg. 438/97. The program consists of Money Market Funds, Bond Funds and Equity Funds. The ONE Fund is operated by LAS (Local Authority Services Ltd., a subsidiary of the Association of Municipalities of Ontario) and the CHUMS Financing Corporation (a subsidiary of the Municipal Finance Officers' Association of Ontario).

**Qualifying Assets:** Financial assets, either fixed or revolving, that, by their terms converts into cash, within a finite time period, plus any rights or other assets designed to assure the servicing or timely distribution of proceeds to security holders.



**Schedule I Banks:** Domestic banks that are authorized under the *Bank Act* to accept deposits, which may be eligible for deposit insurance provided by the Canada Deposit and Insurance Corporation. Foreign bank subsidiaries are controlled by eligible foreign institutions.

**Special Purpose Entity:** a trust, corporation, partnership or other entity organized for the sole purpose of issuing securities that entitle the holders to receive payments that depend primarily on the cash flow of Qualifying Assets, but does not include a registered investment company.

## Section 46 – Property Assessments

1. The Authority maintains a detailed listing of all property purchase, yearly assessments and taxes paid.
2. Yearly property assessments are received from assessment offices. These assessments are compared to the previous year's assessment for any variations.
3. Significant upward changes in assessment are appealed to the Ontario Municipal board before the dates set out by the Assessment Offices.
4. If buildings have been removed from purchased properties after the yearly assessment, an appeal to the respective municipality for property tax reduction is performed.
5. Policies and Procedures for Conservation Authorities Manual, Ministry of Natural Resources, for grants and Provincial Policy.
6. Property Policy
  - 6.1 The Land Management Department of the St. Clair Region Conservation Authority is responsible for property management on most of the Authorities' properties.
  - 6.2 Properties are managed to further the goals and objectives of the Authority.
  - 6.3 To ensure the wisest and best use of these lands, the Authority works closely with the private sector and the Provincial Government through lease agreements. A high percentage of these lands and facilities are operated, maintained and developed by Authority staff.
  - 6.4 Details of procedures are located in the Land Management Manual.

## Section 47 – Signing

### 1. Signing Officers

- 1.1 The signing officers of the Authority shall be the Chairman or the Vice Chairman and the General Manager/Secretary-Treasurer (CAO) or the Director of Finance, except for cheques under \$5,000 where the signing officers may be **any** of two of these signing officers as per Authority resolution. In an emergency event the Accounts Payable/Payroll Clerk can sign cheques under \$5,000 with another signing officer.
- 1.2 Director of Finance can approve for direct payment all statutory deductions and benefit payments that are above the \$5,000, as these payments are required and due by statute.
- 1.3 All deeds, transfers, assignments, contracts, cheques and obligations entered into by the Authority must be signed by the Chairman or Vice Chairman and the General Manager/Chief Administrative Officer. These officers are empowered to sign such documents as are necessary for works approved by the Authority and authorized by the Executive Committee.
- 1.4 The above purposes, the signing officers are empowered to arrange for the borrowing of the funds necessary for approved projects and programs of the Authority.

### 2. Official Correspondence

- 2.1 Unless otherwise required by legislation, the General Manager or during his/her absence, the designated Officer-in-Charge, shall sign all correspondence of an official nature, involving the following:
  - 2.1.1 All government – ministries, municipalities, counties, government agencies, politicians etc.(exception – the General Manager may delegate planning, floodplain regulations, property management, and minor matters such as order maps, etc. and such other matters as deemed appropriate).
  - 2.1.2 All items to Directors of the Authority, including notices, minutes, correspondence, etc.
  - 2.1.3 Sensitive issues such as legal matters (Authority Solicitor), media, etc.

3. Other Signing & Approvals

3.1 Purchasing as outlined in Section 42, Purchasing.

3.2 Expense accounts and time reports and vacation approval are to be signed by the General Manager for individuals reporting directly to this position and by the appropriate Department Supervisors for all others.

3.3 Training and Development.

**Section 48 – Banking & Audit**

1. Three or more select bids will be considered at the discretion of the Executive Committee on a need basis for 3 to 5 year periods:

1.1 Authority Banking Facilities

1.2 Authority Audit Services

2. These contracts are generally on a year to year basis.

## Section 49 – Disposal of Real Estate Property

### 1. Preamble

1.1 Where the Board of Directors recognizes certain real property to be surplus to the needs of the Conservation Authority, and authorizes staff to liquidate such property, the following policy shall apply.

### 2. Process of Disposal

2.1 All dispositions of real property will be:

2.1.1 Identified by management and approved by the Executive Committee or Board of Directors.

2.1.2 Fulfil the objects of the Conservation Authority as defined in the Conservation Authority Act.

2.1.3 Follow an open, competitive process. The subject property will be exposed on the open market using at least one of the following methods:

2.1.3.1 Public tender

2.1.3.2 Public auction

2.1.3.3 Proposal call

2.1.3.4 Invitational tender

2.1.3.5 Real estate broker - Staff will select an appropriate method for marketing the subject property, within the aforementioned list.

2.1.4 Fair market value of the property will be established using an appraisal, letter of opinion or real estate agent or broker's written opinion. Where a real estate agent is required, staff will solicit from at least three local, experienced real estate agents, proposals which include the agent's assessment of market value of the property. Staff will select an agent based on, but not limited to, the following criteria:

2.1.4.1 Qualifications, support capabilities

2.1.4.2 Availability of staff, workload and time schedule

2.1.4.3 Past performance

2.1.4.4 References, location, cost and reputation

2.1.5 All valid Offers to Purchase will be presented to the Board for their approval, prior to submission for provincial approval, where applicable.

# Staff Report

13.(i)



To: Board of Directors  
Date: June 10, 2015  
From: Rick Battson  
Subject: Communications Report

## Scholarships

The St. Clair Region Conservation Authority offers scholarships for graduating high school students living in or attending a high school within the region under jurisdiction of the St. Clair Region Conservation Authority. Students must be pursuing an education in a conservation/environmental related course of study (eg. forestry, biology, geography, agriculture, ecology etc.) in a recognized Canadian University or College.

The Conservation Scholarship program rewards these students based on their academic achievement and their demonstrated interest and involvement with the environment. The Scholarship is funded through trust funds with the St. Clair Region Conservation Foundation and was created through donations from individuals and organizations.

This year, we received 3 applications. The applications were reviewed by a committee established by the St. Clair Region Conservation Foundation which included Steve Arnold, Norm Giffen, Rick Battson and Brian McDougall. It was decided that all three candidates were deserving of a scholarships as listed below. The scholarships will be presented in June or early July.

### **A.W. Campbell Memorial Scholarship: two \$1,000 awards**

Dylan Henry, St. Clair Secondary School  
Kyle Cornelissen, North Lambton Secondary School

### **Mary Jo Arnold Conservation Scholarship and Tony Stranak Conservation Scholarship: one \$1,000 award**

Katia Huszka, Ursuline College, Chatham (lives within the watershed)

There is some concern about the lack of applicants. Currently we send out three copies of the scholarship information to schools so that we include the head of the science and geography departments as well as guidance. In addition, we ensure there is newspaper coverage and radio coverage to notify parents of the scholarship program. The information is posted on our website for easy access. A letter has been sent to each secondary school in the region seeking suggestions on how we might increase the number of applicants in the future.

## Aamjiwnaang Earth Day

SCRCA staff participated in Aamjiwnaang's Community Earth Day celebrations. Information was shared with community members on the St. Clair River Remedial Action Plan and a number of Conservation Authority programs including the unique and valuable wildlife found within our watershed, our programs to protect Species at Risk, critical habitat, and vulnerable ecosystems. Community members were encouraged to search through our benthic invertebrate sample to see what kind of life can be found in a healthy creek.



## Memorial Forest Dedications

The St. Clair Region Conservation Foundation launched the memorial forest program in 1987 with the purpose of raising funds to reforest lands within our region. To date, 13,400 trees have been dedicated covering 45 different sites. Through the program, the Foundation arranges for the dedication of trees which have been planted from donations received directly from members of the community. In addition to these trees, the Foundation receives donations from the McKenzie and Blundy Funeral Home, Sarnia; Eric F. Nicholls Funeral Home, Wallaceburg; and the Denning Brothers Funeral Home, Strathroy and have established separate memorial forests to recognize this contribution to the environment.



On May 31, rain forced us to move the Denning Memorial Forest Dedication service inside to Sacred Heart Catholic Church. Over 200 people attended the dedication. Two more dedications are scheduled for September 20 (McKenzie and Blundy Memorial Forest, Wawanosh Wetlands Conservation Area) and September 27 (St. Clair Region Conservation Foundation Dedication, L.C. Henderson Conservation Area).



## **Art Walk**

The Conservation Authority participated in Art Walk in the City of Sarnia. The weather was wonderful and we were able to connect with many people visiting our display.



## **Lake St. Clair Conference – Save the Date**

The SCRCA is working with many partners including the federal and provincial governments and other Conservation Authorities to host a conference on Lake St. Clair on October 21, 2015 in Chatham.

# Staff Report

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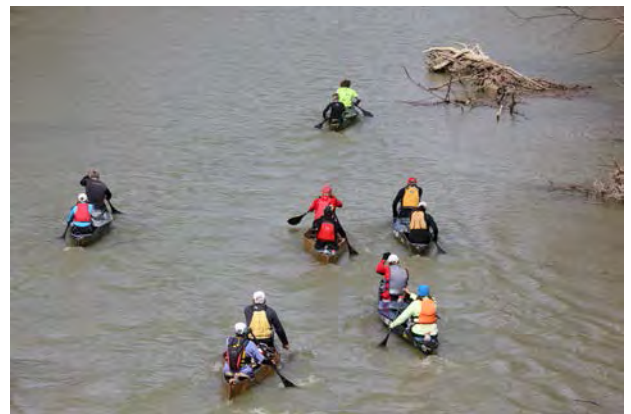


To: Board of Directors  
Date: June 10, 2015  
From: Sharon Nethercott, Melissa Gill  
Subject: Conservation Education Progress Report

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## Canoe Race

The Sydenham River Canoe Race was held on Sunday April 19th. Over 65 boats navigated down the river, paddled by enthusiastic paddlers. \$3,750.00 was raised for Conservation Education through pledges, registration fees and T. shirt sales. Sydenham Canoe Race T.shirts were available for purchase for the first time this year. Assorted sizes and 2 colour choices prompted quick sales.



## Spring Education Programs

Conservation Education continues to be a popular field trip focus for area schools. Programs are booked daily from early April through to the end of the school year. Teachers appreciate the hands on opportunities to connect classroom learning to the natural world.



The 3 year term for funding is drawing to a close for the Alternative Energy Program. It is hoped that Enbridge will continue to fund this very popular program. More than 1,000 students have participated so far in 2015.

## Special Events

**Kid's Fun Fest Sarnia, June 13, 2015:** Upon request, SCRCA will participate in this day-long annual event. At our booth children will be invited to 'mudpaint'. Using mud and natural paints, the children will explore their inner artist to create a take-home masterpiece! Parents will peruse our information table where literature on camping and other CA projects will be displayed.



## Community Partnership

**LWI Young Naturalist Groups, Ongoing:** Continue to run outdoor meetings for both the Young Naturalist Group (ages 7-11) and the Jr. Conservationist Group (ages 12+). Our final meeting for the season will be held June 27<sup>th</sup> at The Pinery where we will participate in the Annual Butterfly Count. This year the Jr. Conservationists will paddle the Old Ausable cut, counting butterflies from our boats! The 2015-2016 season will begin in September.

**Return the Landscape:** One staff person continues to sit on the Return the Landscape Committee. This Group aims to re-naturalize Lambton County using plant rescues from development sites as well as from seed. RTL is currently involved in a number of large scale projects!

**Sarnia-Lambton Arbour Week Committee:** Representatives from local groups organize and participate in annual Tree Planting projects. This year, Holy Trinity School grade 4 students assisted with planting trees at Coronation Park. Community volunteers helped plant trees at Autumn Breeze Park in the Rapids Pkwy subdivision. The tree planting projects were funded Union Gas/Spectrum Energy and Enbridge.