



Board of Directors - Notice of Meeting

December 8, 2022 Time: 10:00 am

Warwick Community Centre (Remote Available)
7074 Egremont Rd., Watford, ON N0M 2S0

Tentative Agenda

1. Chair's Remarks
 2. Adoption of the Agenda
 3. Declaration of Pecuniary Interests
 4. Minutes
 - 4.1 Board of Directors November 10, 2022 Minutes Pg.5-31
 5. Presentations
 - 5.1 Department Presentation - Forestry
 - 5.2 Recommendations of Climate Proof Canada on the National Adaptation Strategy Pg.32-41
 6. Reports
 - 6.1 GM's Report Pg.42
 - 6.2 Changes to the Conservation Authorities Act (verbal)
 - 6.3 Proposed Changes to Administration Manual Pg.44-230
 - 6.4 Proposed Changes to Administrative By-Laws Pg.231-271
 - 6.5 Amended Rotation of Annual General Meetings Pg.272-273
 - 6.6 Destruction of Documents Pg.274
 - 6.7 Hunting on Property 40 and 56 Pg.275-282
 - 6.8 Agricultural Land Lease – Follow up to Extension Request Pg.283-285
 - 6.9 Committee to Review Agricultural Leases
 - 6.10 Strategic Plan Pg.286-307
 7. Consent Items
 - 7.1(a) Business Arising Pg.308-309
 - 7.1(b) Current Watershed Conditions and Great Lakes Levels Pg.310-312
 - 7.1(c) Healthy Watershed Program Update Pg.313-314
 - 7.1(d) Planning Activity Summary Report Pg.315-317
 - 7.1(e) Regulations Activity Summary Report Pg.318-320
 - 7.1(f) Revenue and Expense Summary Pg.321
 - 7.1(g) November 2022 Disbursements Pg.322
 - 7.1(h) 2022 General Levy Summary Pg.323
 - 7.1(i) Investment Reports Pg.334-332
 - 7.1(j) St. Clair River AOC Pg.333-334
 8. Director Correspondence
 9. In-Camera (personnel & conservation awards) (Separate)
 10. New Business
 11. Adjournment
- Additional Items:
- News Clippings Pg.335-343
 - Updated Membership List Pg.344-345

Festive lunch to follow. Please inform Ashley Fletcher if you are unable to attend.
Afletcher@scrca.on.ca, 519 245 3710 x 200

December 8, 2022

Disclaimer: Board members, staff, guests and members of the public are advised that the SCRCA Board meeting is being video/audio recorded, and will be posted to the Authority's Facebook/ web site along with the official written minutes. As such, comments and opinions expressed may be published and any comments expressed by individual Board members, guests and the general public are their own, and do not represent the opinions or comments of the Full Authority and/or the SCRCA Board of Directors. The recorded video of the Full Authority meeting is not considered the official record of that meeting. The official record of the Authority meeting shall consist solely of the Minutes approved by the Board of Directors.

Board of Directors Proposed Resolutions

1. Chair's Remarks
2. **Moved by:** **Seconded by:**
That the Board of Directors adopts the agenda for the meeting as presented.
3. 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.
- 4.1 **Moved by:** **Seconded by:**
That the minutes of the Board of Directors meeting, held November 10, 2022, be approved as distributed.
- 5.1 **Moved by:** **Seconded by:**
That the Board of Directors acknowledge the presentation from Tim Payne, Manager of Forestry, providing an overview of the Forestry department.
- 5.2 **Moved by:** **Seconded by:**
That the Board of Directors acknowledge the presentation on the recommendations of Climate Proof Canada on the National Adaptation Strategy (NAS), as delivered by Craig Stewart (Vice President, National Affairs at the Insurance Bureau of Canada) and Blair Feltmate (Head, Intact Centre on Climate Adaptation, University of Waterloo).
- 6.1 **Moved by:** **Seconded by:**
That the Board of Directors acknowledges the General Manager's report, dated November 24, 2022.

- 6.2 **Moved by:** **Seconded by:**
That the Board of Directors acknowledges the verbal report on the changes to the Conservation Act.
- 6.3 **Moved by:** **Seconded by:**
That the Board of Directors acknowledges receipt of the draft SCRCA Administration Manual and summary of proposed changes and further approves the adoption of all updates recommended within the report.
- 6.4 **Moved by:** **Seconded by:**
That the Board of Directors acknowledges receipt of the draft SCRCA Administrative By-Laws and summary of proposed changes and further approves the adoption of all updates recommended within the report.
- 6.5 **Moved by:** **Seconded by:**
That the Board of Directors acknowledges the report dated November 2, 2022 regarding the rotation of annual general meetings and further approves the schedule of locations, as presented.
- 6.6 **Moved by:** **Seconded by:**
That the Board of Directors acknowledges the report dated November 21, 2022 regarding document retention and approves the destruction of the identified documents as per the SCRCA Document Retention Policy.
- 6.7 **Moved by:** **Seconded by:**
That the Board of Directors acknowledges the report dated November 21, 2022 on the Property 40 and 56 hunting report.
- 6.8 **Moved by:** **Seconded by:**
That the Board of Directors acknowledge the report dated November 24, 2022 on McKeough Upstream Lands Agricultural Lease Agreement and further...

a) Approve an extension of the lease agreements for the lands currently rented by Mr. Ben Arnold until December 31, 2030

OR

b) Deny the extension of the agricultural lease agreements, upholding the current terms and cycle of the tender process.

- 6.9 **Moved by:** **Seconded by:**
That the Board of Directors form a committee to review the agricultural lease documents prior to the next scheduled tender and further that members of this committee be appointed at the February 9, 2023 Nominating Committee meeting.

- 6.10 **Moved by:** **Seconded by:**
That the Board of Directors acknowledges the report dated November 29, 2022, that summarizes the consultation and comments received regarding the SCRCA's draft 2023-2028 strategic plan and further approves the editorial changes surrounding natural heritage services provided by the Authority.
- 7.1 **Moved by:** **Seconded by:**
That the Board of Directors approves the consent agenda and endorses the recommendations accompanying Items 7.1 a - 7.1 j.
- 8.1 Director Correspondence (none)
- 9.1 **Moved by:** **Seconded by:**
That the Board of Directors move in-camera at ____ a.m. to discuss conservation awards and personnel information with the General Manager, Manager of Communications, Director of Finance, Manager of IT and Administrative Assistant/ Board Coordinator remaining.
- 9.2 **Moved by:** **Seconded by:**
That the Board of Directors rise and report at ____ a.m.
10. **New Business**
11. **Moved by:** **Seconded by:**
That the meeting be adjourned.



Board of Directors Meeting Minutes

Date: November 10, 2022 Time: 10:00 a.m.
Warwick Community Centre – 7074 Egremont Rd, Watford

Directors Present: John Brennan, Diane Brewer, Vice Chair Pat Brown, Terry Burrell, Bill Dennis, Joe Faas, Greg Grimes, Aaron Hall, Frank Kennes, Brad Loosley, Betty Ann MacKinnon, Kevin Marriott, Steve Miller, Frank Nemcek, Chair Mike Stark, Tim Wilkins

Directors Present (Remote): Al Broad, Emery Huszka

Regrets: Debbie Heffernan, Lorie Scott, Jerry Westgate

Staff Present: Donna Blue, Manager of Communications; Melissa Deisley, Director of Planning and Resources; Chris Durand, Manager of IT/GIS; Ashley Fletcher, Administrative Assistant/ Board Coordinator; Kate Jamieson, Payroll/Accounting Clerk; Chunning Li, Director of Corporate Services; Tim Payne, Manager of Forestry; Ken Phillips, General Manager; Kelli Smith, Conservation Lands Specialist; Shane White, Maintenance Foreman, McKeough Dam; Greg Wilcox, Manager of Conservation Areas

Guests Present: Ben Arnold, Nancy De Moor, Phil De Moor, Mark Hay, MaryAnn Hay

The Chair welcomed Directors, staff and guests to the meeting and 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. The Chair acknowledged all of the candidates who ran for municipal council and congratulated those who were elected.

BD-22-95

Loosley – Burrell

“That the Board of Directors accepts the agenda for the meeting as presented.”

CARRIED

The minutes of the Board of Directors meeting, held September 15, 2022, were reviewed.

BD-22-96

Miller – Nemcek

“That the minutes of the Board of Directors meeting, held September 15, 2022, be approved as distributed.”

CARRIED

The minutes of the Conservation Ontario Council meeting, held on September 26, 2022, were reviewed.

BD-22-97

Kennes – Burrell

“That the Board of Directors acknowledge the minutes of the Conservation Ontario Council meeting, held remotely on September 26, 2022.”

CARRIED

Correspondence from Mr. Ben Arnold, regarding his request to extend the term of his agricultural leases, was reviewed. A presentation was also provided by Mr. Arnold, elaborating on this request.

Director’s Comments:

Clarifying questions were brought forth from directors following the presentation. Concerns were raised regarding the fairness of extending the lease and considerations for inflation over the proposed extension period.

BD-22-98

Brennan – Huszka

“That the Board of Directors acknowledge the presentation from Mr. Ben Arnold regarding the proposed improvements to SCRCA agricultural land, and the request for an extension of the lease for lands, for which he is a tenant.”

CARRIED

A presentation was provided by Manager of Forestry, Tim Payne.

The St. Clair Region Conservation Authority (SCRCA) currently rents our 1,201.5 acres of agriculture land on 30 parcels, providing revenue to offset the cost of land ownership. It is well known in the area that the SCRCA agriculture lands are in fair to poor condition when it comes to soil health and farm practices, and staff are continually seeking to identify areas and implementations for improvement. To date, SCRCA agricultural lands have not received the attention required to improve their performance and value, and this is partially due to the tender process and the lack of conditions within the agreements. During the last tendering of the agriculture lands, staff implemented new lease agreements with conditions such as the expectation to establish and/or retain of buffers. While the tender process is fair in practice, there are some disadvantages to this process. Namely, it is difficult to implement some best farm practices when the agreements are limited to 5 years. A tenant may be hesitant to provide any additional inputs into the land, as the benefits will not be seen immediately.

BD-20-79

Burrell – Marriott

“That the Board of Directors accepts the report dated September 1, 2020 on the McKeough lands and supports that non asset items be disposed of as part of the

routine maintenance of the land and further directs staff to remove all clauses within the land lease agreements giving the first right of refusal and the right to match highest bids to current tenants while also maintaining the right to refuse the highest bid for any reason.

CARRIED

As a non-government organization which provides funding to landowners to promote better farm practices, we should be developing a way to establish those practices on our land.

One of our tenants, Mr. Ben Arnold, currently leases 13 properties totalling 607.43 acres. Mr. Arnold has approached staff regarding ways to implement better farm practices. He has completed soil surveys and has consulted with an agronomist to increase soil health, which will require inputs to the soil. Mr. Arnold is willing to work with the SCRCA in making improvements to the land, however to make investments and realize their benefits, he will require an extension of the land lease.

Staff recognize this as a positive opportunity to partner with the tenant, providing benefits such as base line information on the land, monitoring of the results and documentation of improvements to soil health and yield, based on the science and inputs.

Strategic Objectives(s):

Goal 2 – Protect, manage, and restore our natural systems including woodlands, wetlands, waterways, and lakes

Develop New Tools to Promote Stewardship Practices and Evaluate the Effectiveness of Best Management Practices:

Evaluate the current model of landowner outreach and voluntary stewardship and explore new tools and collaborations that expand conservation opportunities utilizing information from our watershed report cards. Best Management Practices (BMPs) are encouraged to promote soil health, improve water quality, and provide for more resilient watersheds. Efforts need to be made to evaluate the various BMPs to ensure they are creating the results expected such as reducing nutrient loss from farm fields (with a focus on phosphorus) and decreasing sedimentation in watercourses. This is an opportunity to work with colleges and universities, farming groups, and others to develop solid science to evaluate BMP effectiveness.

Financial Impact:

None

Director's Comments:

Directors expressed concern regarding the opportunity cost in forgoing the tender process, as considerations for inflation have not been made and may not be predicted for

the extended term of 10 years. Directors have requested that staff consider alternative (shorter) term extensions and the addition of clauses within future land leases addressing soil quality and fertility standards and expectations. A report including the following is requested for review at the December, 2022 Board of Directors meeting:

- The annual dollar amount currently received by SCRCA for agricultural land rentals
- The percentage of total revenue represented by agricultural land rent
- Financial impact of various scenarios (lease extension terms and rates of inflation)
- Suggested modifications to agricultural lease extensions, entertaining the above concerns.

BD-22-99

Burrell – Brennan

“That the Board of Directors acknowledge the report, dated October 14, 2022 on the McKeough Upstream Lands Agricultural Lease Agreements and further approve two 5-year extensions of the lease agreement for 13 properties currently rented to Mr. Ben Arnold until December 31, 2035, as recommended within the report.”

TABLED

Correspondence from Mr. Phil De Moor and Mr. Mark Hay, regarding safety concerns related to hunting on SCRCA property numbers 41 and 56, was reviewed. A presentation was also provided by Mrs. Nancy De Moor, Mr. Phil De Moor and Mr. Mark Hay, elaborating further.

Director’s Comments:

Clarifying questions were brought forth by the Board of Directors. It was noted that property line markers are present on the De Moor and Hay property sides, with ‘No Trespassing’ signage on the SCRCA property. The adjoining landowners confirmed that local OPP have been involved in several circumstances concerning gun safety.

BD-22-100

Kennes – Brewer

“That the Board of Directors acknowledge the presentation from Mr. Phil DeMoor, Mrs. and Mr. Mark Hay regarding hunting on SCRCA property.”

CARRIED

Hunting Program:

- When the St. Clair Region Conservation Authority (SCRCA) first acquired the McKeough Floodway properties, lands were treated as Conservation Areas and were closed to hunting.
- In April 1983, Lambton Rural Game Association passed a resolution requesting that SCRCA permit hunting on the lands purchased for the W. Darcy McKeough project, as these lands had been traditionally used for hunting.
 - The Authority concurred with the following resolution:

EC-83-188

“That the Executive Committee approves the recommendation of the Water Control Advisory Board that selected Authority owned lands acquired for the W. Darcy McKeough Floodway project, north of Concession 11 of Sombra Township be open for hunting.”

CARRIED

- 1984-1985 season, 261 hunters requested permission to hunt on designated lands. The Authority administered the program, with enforcement through Ontario Ministry of Natural Resources and Forestry (OMNRF) Conservation Officers and Ontario Provincial Police (OPP). There was no cost to obtain a permit and hunters were required to file a hunting report at end of season.
- 1988-1989 season, a \$10.00 fee was charged and 54 hunters registered to hunt. The Authority administered the program, with enforcement through OMNRF, Conservation Officers and OPP. Hunters were required to file report at end of the hunting season.
- In 1997 the Farmers and Friends Conservation Club made a proposal to take over the administration of the hunting program and on Aug 5, 1998, a Memorandum of Agreement was signed between the Farmers and Friends Conservation Club and the SCRCA.
- In 2013 SCRCA terminated the agreement with the Farmers and Friends Conservation Club and began administering the hunting program internally.
- For the 2022-2023 season, a \$70.00 fee was charged, 118 hunters registered to hunt on designated lands, the Authority administers the program with enforcement by Federal and Provincial Conservation Officers and OPP. The requirement to file an end-of-season report continued.
- CA staff review and revise the hunting program documents annually to reflect changes to the Ontario Hunting Regulations and the Migratory Bird Act to address any potential issues, all with safety being a key factor.
- Applicants who apply to for permission to hunt on the St Clair Region Conservation Authority lands, where hunting is permitted, must provide proof of membership, in good standing, with the Ontario Federation of Anglers and Hunters (which comes with \$5 million excess Member’s Personal Public Liability Insurance).
- In order to obtain an Ontario Hunting License, a hunter must have an Outdoors Card, proof that the hunter has taken a hunter safety course that is on file with the Fish and Wildlife Licensing Service as well as a federal firearms accreditation. If hunting with a gun, hunters must have all required licenses and tags for the game they wish to hunt.
- The Ontario Hunter Education Course teaches new hunters about hunting laws and regulations, hunter responsibilities, wildlife management, hunting safety and equipment, hunting techniques, and wildlife identification.
- The federal firearms accreditation course teaches firearms owners about firearms safety practices, ammunition types and storage, operating firearm actions, safe handling and carry procedures, responsibilities of the firearms owner/user, safe storage, display, transportation, and handling of firearms.
- In the last 20 years, staff have responded to a small number of issues on SCRCA lands where hunting is permitted. All occurrences were related to hunters trespassing to hunt. OMNRF Conservation Officers were contacted and all parties were charged

and prosecuted.

- In the last 20 years staff have also met with several adjoining landowners to address issues, which included stolen hunting equipment, trespassing, and driving off-road equipment on their lands.
- All violators that were identified were not hunters permitted to hunt on SCRCA lands. Staff suggested that the landowners should contact the OMNRF Conservation Officers and or the OPP to address these enforcement issues as well as contact law enforcement officers if the landowner has any further issues. It was also suggested that the landowner may wish to install no hunting signs or take other proactive actions to stop unwanted issues.
- Staff have suggested to landowners, who do not feel safe, to be proactive and wear hunter orange clothing, headwear and possibly bells to alert hunters that other people are in the area.
- All of the issues brought to the attention of SCRCA staff were enforcement related and under the jurisdiction of the OMNRF or the OPP and not the SCRCA.
- The hunting program provides individuals with a place to hunt in an area where obtaining permission to hunt is difficult. With permitted hunters on conservation lands, it helps minimize illegal hunting activities.
- Staff recommend the hunting program continue in its current state and continue to document, corroborate and investigate any issues moving forward to determine if permitted hunters are causing issues or if the issues are non-permitted hunters trespassing to hunt. A review of the current fee should be discussed.

The SCRCA hunting permit application as well as a map of the McKeough upstream properties, outlining areas where hunting is permitted and not permitted, was reviewed.

Director's Comments:

It was clarified for Directors that SCRCA hunting permits may only be issued to registered members of the Ontario Federation of Anglers and Hunters in good standing, which requires the successful completion of the Ontario Hunter Education Program. In addition to agreeing to SCRCA hunting regulations, outlined within the annual permit application, hunters are held to both Provincial and Federal hunting regulations. Directors request that staff explore additional measures that can be taken to ensure public safety on hunting grounds and adjoining properties such as clear property marking, and signage. A follow up report is requested, outlining such changes, as well as the implications to the overall SCRCA hunting program if the property in question were to be eliminated as a permitted hunting property. Vice Chair Pat Brown suggested that it would be prudent to send notices to all SCRCA hunting permit holders regarding the safety concerns brought forth.

Director Brad Loosley expressed his opinion that SCRCA should not permit hunting on any conservation lands.

Director Terry Burrell requested an amendment to the original motion, requesting a report from staff on the potential elimination of property number 40 from the SCRCA list of

approved hunting areas. The amendment was seconded by Director John Brennan. Director Emery Huszka expressed opposition of the amended motion.

BD-22-101

Burrell – Kennes

“That the Board of Directors acknowledge the report, dated October 20, 2022 regarding Hunting on McKeough Upstream Lands and further that a report be brought forth to the December 8, 2022 Board of Directors meeting providing staff input on the consideration to eliminate hunting zone 40 from the SCRCA hunting program.”

CARRIED

Presentation from Craig

BD-22-102

Faas – Grimes

“That the Board of Directors acknowledge the presentation from Craig Paterson, Acting Manager of Biology, providing an overview of the biology department.”

CARRIED

A verbal update was provided by General Manager Ken Phillips on Bill 23, *More Homes Built Faster Act, 2022* and the potential changes to the Conservation Authorities Act, which appear to evolve daily. Conservation Ontario has issued a response to the Provincial government outlining concerns, as well as a draft letter for Conservation Authorities, to be endorsed by the Board of Directors and forwarded to local and provincial government. SCRCA will be requesting that member municipalities consider submitting their own letters of opposing Bill 23. The deadline to submit comments to the Standing Committee is November 17, 2022.

The Conservation Ontario Council meets on Tuesday, November 15.

Operations

- The SCRCA service delivery standards have been delayed as a result of Bill 23 *More Homes Built Faster Act, 2022*, that will alter timelines and deliverables. The General Manager and the Director of Planning and Regulations will be attending a Conservation Ontario session on November 9, 2022 to gain more insight into the proposed changes to the Conservation Authorities Act and resulting service delivery standards.
- Staff conducted public open house sessions on the 2023-2038 Strategic Plan in Petrolia, Dresden, Forest and Sarnia during the week of October 24-28, 2022. A final session takes place in Strathroy on November 3, 2022 at the SCRCA Administrative Office.

Community/Partnership Outreach

- The General Manager attended two meetings of the Sarnia-Lambton Chamber of Commerce (SLCC) Green Committee. The SCRCA will be working with the SLCC in the future to provide education and outreach sessions for members.
- A meeting was held with staff from the University of Guelph Campus at Ridgetown to discuss potential opportunities for partnering on various projects and initiatives.

Federal/Provincial/Municipal Meetings

- The General Manager has attended several meetings with regard to the changes of the Conservation Authorities act under the proposed Bill 23. The Board of Directors will be given a formal report at the next Board of Directors meeting.
- The General Manager attended the Ontario Trillium Fund recognition event at Wawanosh Wetlands Conservation Area. Member of Provincial Parliament, Bob Bailey; Chair, Mike Stark and Vice-Chair, Pat Brown were also in attendance.

BD-22-103

Loosley – Miller

“That the Board of Directors acknowledges the General Manager’s report, dated November 1, 2022.”

CARRIED

A verbal report was provided by General Manager, Ken Phillips on the updated COVID-19 Safe Working Procedures. Staff continue to follow provincial health guidelines and masks are now optional in the office. Amendments to the Administrative By-Laws, providing permanent allowance for hybrid virtual meetings, are forthcoming.

BD-22-104

Burrell – Brennan

“That the Board of Directors acknowledges the verbal report on the updated COVID-19 Safe Working Procedures.”

CARRIED

Director Terry Burrell reported a conflict of Interest due to an immediate family member employed by the Authority.

The ongoing pandemic has had an effect on the concept of the workplace and how it is constructed. During the height of preventative measures, the SCRCA and most business transitioned from a brick and mortar office setting to that of a virtual one. The SCRCA adapted quickly to this environment and created the infrastructure that permitted staff to work remotely, remain connected and keep complete their day-to-day tasks.

As the SCRCA has progressed out of the pandemic health measures and had staff return to the office, there has been a request to consider adopting a hybrid work arrangement

that would allow eligible staff to work remotely for a portion of the work week. Neighbouring conservation authorities have adapted such strategies and are using it as a tool in recruitment. Recent staff departures from the SCRCA have cited an opportunity to work remotely as a factor in their decision to leave the organization. Recent interviews with prospective job candidates have further highlighted the need to adopt a hybrid work arrangement in order to recruit and retain staff going forward.

SCRCA staff have reviewed policies from several conservation authorities and Lambton County in an effort to develop a policy that will best serve the staff and the organization's needs and tasks. The policy suggests a work week that affords staff the chance to work remotely for 2 days a week and be required to be in the office for the remaining 3 days, if eligible. It is hoped that the adoption of the policy will assist with staff retention and recruitment.

Strategic Objectives(s):

Goal 4: Build a Stronger and More Valued Workplace Through Business Excellence.

Financial Impact:

None.

BD-22-105

Brown – Kennes

“That the Board of Directors acknowledges the report dated October 28, 2022 on the Hybrid Work Arrangement Policy, adopts the policy as presented and further directs staff to update all applicable manuals and procedures to include the policy.”

CARRIED

The structural engineer's report on the A.W. Campbell house was reviewed.

Director's Comments:

Director Frank Nemcek requested that the Municipality of Brooke-Alvinston and the Friends of Campbell Park community group be given time to review the engineer's report. Directors Al Broad and Emery Huszka opposed the tabling, due to the informational nature of the motion.

BD-22-106

Nemcek – Burrell

“That the Board of Directors receives for information the report, dated October 21, 2022 on the A.W. Campbell House Structural Engineer's Report and direct staff to provide the report to the Municipality of Brooke-Alvinston for their review.”

TABLED

BD-22-107

Loosley – Hall

“That the 2023 Nominating Committee consisting of the following four directors representing the four districts of the Authority being Sarnia, Lambton, Chatham-Kent, and Middlesex be: Terry Burrell, Tim Wilkins, Aaron Hall and Betty Ann MacKinnon and further that the Nominating Committee’s recommendation for the 2023 committee membership be presented at the Annual General Meeting.”

CARRIED

The 2023 tentative schedule of meetings was reviewed.

BD-22-108

Kennes – Burrell

“That the Board of Directors approves the 2023 tentative schedule of meetings for the Board of Directors and Committees, dated September 21, 2022.”

CARRIED

The Chair called for a recess of the meeting at 12:07 p.m and was brought to order at 12:45 p.m.

The preliminary draft budget for 2023 was reviewed. General Manager, Ken Phillips will be extending an offer to present to councils on the 2023 draft budget prior to a vote taking place in February or March of 2023, when new appointments to the Board of Directors commence.

Director Emery Huszka declared non vote to vote due to the terms of his appointment as agricultural sector representative.

The SCRCA management team have completed a draft of the 2023 Budget, and plan to circulate 2023 Draft Budget Booklet to member municipalities for review. The booklet includes supporting schedules and appendix:

- **Schedule A** - Total Municipal Funding including Special Infrastructure Project. 2023 Total Municipal Funding (draft) is \$3,286,200. This includes General Levy of \$1,549,010, Special Levy of \$187,190, and Water Erosion Control Infrastructure (WECI) & Disaster Mitigation Adaptation Fund (DMAF) project funding of \$1,550,000.
- **Schedule B** – Draft General Levy Assessment for member municipalities. It is anticipated that the General Levy for 2023 will be \$1,549,011, an increase of \$170,497 or 12.4% increase from 2022 general levy.
- **Schedule C** – Proposed General Levy per \$100K Assessment Value. The average 2023 Proposed General Levy per \$100K Assessment Value is \$4.89, an increase of \$0.49 from 2022.

- **Schedule D** – Conservation Area Maintenance and Operation Budget (draft). Total Conservation Area Budget (draft) is \$1,513,969, \$1,471,290 out of which is from self-generating revenue.
- **Schedule E** - % Breakdown of costs in General Levy Departments
- **2023 Budget (Draft) Summary** – This explains funding sources for different operations and programs in the 2023 draft budget, and the percentage of each funding source in the total budget.
- **Appendix** – Detailed Department Draft Budgets for Departments that are covered by General Levy and would be considered “Core/Mandatory” activities, or would directly support the “Core/Mandatory” activities.

The key budget pressures in this Draft 2023 Budget are:

- Insurance cost increase - \$29,000. Liability and Risk Insurance cost increased by 34% in 2022. It is anticipated it will continue to increase in 2023.
- Wage movements including step and Cost of Living Adjustment (COLA) - \$74,346.
- Potential increase in Ontario Municipal Employee Retirement System (OMERS) costs - \$18,019. Effective January 1, 2023, non full-time employees may elect to join OMERS plan.
- Conservation Ontario Levy increase - \$9,634.
- 1.5 FTE staff for Planning and Regulations - \$137,851, as per recommendation from Tim Dobbie Consultants Ltd. Report.
- Consulting fee for new phone system and server upgrade \$10,000. The SCRCA has been informed by our carrier that our existing phone system will not be supported beyond 2023.

Revenues that help to reduce the costs to municipalities are: Project administration fees, Internal charges to revenue producing activities, Grant funding, and Program Fees increase, including Planning & Regulation Fees increase. These result in a 12.4% increase in General Levy or \$170,497, and the primary drivers are:

- 10% increase directed to 1.5 FTE staff for Planning and Regulations (\$137, 851)
- 1.6% increase directed to general liability insurance premiums increase (\$22,000)
- 0.7% increase directed to consulting fee for new phone system and server upgrade for Administrative Office (\$10,000)

Moving forward with the 2024 Budget, changes will occur based on revisions to the Conservation Authorities Act:

- The 2024 budget will move to create a minimum levy to directly support and share direct Board costs across municipalities based on representation. Several CAs are already doing this and the remainder will be moving to this model. These direct Board costs will include total honorarium costs, travel costs, meeting expenses, and service awards.

- Further delineation of the SCRCA budget to reflect CA Act changes between mandatory (Category 1 programs) and non-mandatory (Category 2 and 3 programs) as these become clearer.
- In addition, with planned implementation of the AMP in 2023, we should be able to provide an analysis of the current state of assets and planned capital budgeting starting in 2024.

BD-22-109

Wilkins – Brennan

“That the Board of Directors table the 2023 preliminary draft budget of \$9,046,878 with a proposed municipal general levy of \$1,549,011, and refrain from circulating to member municipalities for information and input until 2024.”

DEFEATED

BD-22-110

Burrell – Kennes

“That the Board of Directors acknowledges the 2023 preliminary draft budget of \$9,046,878 with a proposed municipal general levy of \$1,549,011, to be circulated to member municipalities for information and input based on our budget review process.”

CARRIED

Conservation Authorities (CAs) regulate activities that change, divert, or interfere in any way with the existing channel of a river, creek, stream or watercourse, or that interfere with wetlands. Municipal drains are generally watercourses, as defined under the CA Act and are therefore regulated by CAs. Staff are circulated on all projects completed under sections 74, 76, 78 or section 4 of the Drainage Act. Staff help member municipalities meet regulatory requirements by issuing Standard Compliance Requirements (SCRs) as per the Drainage Act and Conservation Authorities Act (DART) Protocol for maintenance projects (Drainage Act, S.74) and permits under Ontario Regulation 171/06 for projects where DART does not apply (Drainage Act, S. 4: Petition Drains and S. 78: Improvements).

Petition Drains and Improvements often require the appointment of an engineer to examine the area requiring drainage and prepare a report. These reports include the history of the drain and drainage issues, document current concerns and provide recommendations, designs (plan, profile, and specifications), and estimate of costs, assessment, and allowances for a completed project.

SCRCA review of these reports starts at the initial on-site meeting notice where an Engineer has been appointed by council and schedules a meeting with the affected landowners to review the request and investigate any other concerns. SCRCA staff screen the location of the project to determine any initial concerns with the location and scope of work and will attend the on-site meeting. Following the on-site meeting the scope of work has often been confirmed and any further comments or concerns from the

SCRCA are discussed/provided at that time. By involving SCRCA staff early in the process, any concerns can be addressed at an early stage which reduces the number of delays later in the process.

In some instances, an additional site visit may be required to walk the drain to better understand the regulated features or project scope. Staff will often meet with the Drainage Superintendent and Engineer during these meetings and others may be included (i.e. landowner, DFO staff etc.). The Engineer may provide a preliminary report for review, often this report is reviewed by the affected landowners and SCRCA staff participate as well and provide comment.

Once the final report is submitted, SCRCA staff will review once more to ensure all comments have been addressed, review any changes to the design and ensure the design will not have any upstream or downstream impacts to flooding and erosion and that it meets the requirements under O. Reg. 171/06. Finally, a permit will be prepared and issued which includes specific conditions for the proposed work. See the table below for an average breakdown of time spent in review.

Activity	Timing
Screening	1 hour
On-site meeting	Approximately 1 hour meeting
Additional site visits	1-2 hours
Drive time to site visits and meetings	Max 2 hours/meeting
Preliminary Report Review not only one providing feedback need to review final report as well.	3 hours
Report review	2-3 hours *3-5 hours if no preliminary report provided*
Correspondence/meetings	2-3 hours
Permit writing and issuing	2 hours
Total Hours	16 hours

*The extent of review varies by project, the hours listed above is an average estimate of time spent, some projects may require more or less review time and resources.

DART review includes any maintenance projects under the Drainage Act and Conservation Authorities Act Review Protocol which can be provided with a Standard Compliance Requirements letter. The SCRCA is proposing to lower these fees/keep them the same to stay in line with adjacent Conservation Authorities, and to reflect the reduced staff time that is required to review these files.

The Engineer's Report Review fee is applied for projects under Section 4 or 78 of the Drainage Act which require more in-depth review of the reports by SCRCA staff, site visit(s), and issuance of the permit as outlined above. The proposed fee for 2022 is \$570.00 which is an increase of \$60 from 2021. These fees are invoiced to the

Municipality to be incorporated into the cost assessment to the landowners as part of the project.

Drain Enclosures and Drain Re-alignments are charged under the Minor Permit B category if they can be supported at staff level, and are charged a greater fee if they cannot be supported and are appealed to a Hearing before the Board of Directors. These proposals require the most review from SCRCA staff and staff try to work with the Municipal Drainage Superintendents and landowners to achieve a resolution that can be supported at staff level without a hearing before the Board (i.e. reduced length, net environmental benefits, no enclosure, etc.).

BD-22-111

Faas – MacKinnon

“That the Board of Directs acknowledge for information the report dated October 13, 2022 on the review and analysis of the staff time and associated costs to complete review of an engineer’s report under the Drainage Act (DART review).”

CARRIED

Item 7.1 (a) – Business Arising

The report on business arising was reviewed.

Item 7.1 (b) – Current Watershed Conditions

Report Highlights:

- One-month precipitation amounts are well below normal, but long-term trends are within the normal range
- Water levels on the surrounding Great Lakes have dropped from 2021 but remain above average
- Forecasted levels for Lakes St. Clair and Huron show continued decline into 2023
- Flood threat is low owing to reduced precipitation and lower levels on the Great Lakes

Watershed Conditions:

Precipitation

Below average precipitation amounts were seen throughout the Great Lakes basin, with preliminary estimates showing the basin being 75% of average in September. Lakes Michigan-Huron were also below average, estimated at 71% of average precipitation amounts.

Precipitation amounts for the month of September were well below normal for Sarnia, however near- and above-normal precipitation amounts in July and August bolstered the three-month precipitation averages and saw Sarnia and Strathroy in the normal

precipitation range. Near-normal precipitation trends in Sarnia and Strathroy continue through the six- and twelve-month totals as well.

Lake Levels

Water levels on the surrounding Great Lakes continued to drop, with September seeing a 21 cm drop on Lakes Huron and Erie and a 23 cm drop on Lake St. Clair. The lakes also remain well below their maximum monthly mean levels with Lake Huron 66 cm below its 1986 record, Lake St. Clair 47 cm below its 2020 record, and Lake Erie 41 cm below its 2019 record. Despite the downward trend, the lakes remain above average with Lakes Huron, St. Clair and Erie above average by 19 cm, 29 cm and 27 cm, respectively. Furthermore, forecasts depict a continued drop in water levels into early 2023.

Flood Threat

Below-average precipitation amounts in the region, as well as the Great Lakes basin as a whole, have contributed to the decrease in water levels on the surrounding Great Lakes. With water levels dropping in the system, levels at the lower reach of the Sydenham River at Wallaceburg have been noticeably lower compared to previous years. As a result of these conditions, the flood threat is currently low.

Annual water levels at the Wallaceburg stream gauge are shown for the years 2020 to 2022 compared to the top of bank level (orange line). October 2022 is currently 33 cm below the 2021 water level average, and 44 cm below the 2020 average. As of this report, there is 66 cm of freeboard in Wallaceburg.

Item 7.1 (c) – Healthy Watersheds Program Updates

The Healthy Watershed Program has restored or enhanced over 1,000 ha of land, and over 4 million trees planted throughout the region. These projects, along with our outreach and education events aim to minimize non-point source sedimentation, nutrient loading, and thermal changes in water bodies within our watershed. To implement stewardship and outreach, SCRCA staff source grant funding from a variety of sources.

Update:

Outreach and Events

Healthy Watersheds staff continue to host stewardship and agriculturally based outreach events to promote the implementation of best management practices and stewardship within the Sydenham River and St. Clair watershed.

Tuesday, September 6th to Friday, September 9th – **BioStrip Till Tailgate Tour Series**. In collaboration with Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) and Ontario Soil and Crop Improvement Association (OSCIA), this series visits farms that have been practicing BioStrip till or similar strip tilling practices over the course of the year to see how the plants grow, the pros and cons of this best management practice, and how

we can learn from each other. More information on the tours can be found here:
<https://bit.ly/BioStripTour>

Saturday, September 10th – **Ipperwash Beach Cleanup**. Once again, this cleanup had great weather and a great turnout. Over 15 volunteers participated and collected over 25 kilograms of garbage! This event was supported by Ministry of Environment, Conservation and Parks (MECP) Canada-Ontario Agreement (COA) funding.

Wednesday, September 21st – **TD Tree Days Coldstream CA Planting Event**. To celebrate National Tree Day, SCRCA hosted a tree and shrub planting event. The goal of this public event was to continue to naturalize a portion of the Coldstream Conservation Area that was once used as a campground.

Friday, September 23rd to Sunday, September 25th – **Forest Fall Fair**. Healthy Watershed and Biology staff hosted a booth at the Forest Fall Fair, where they spoke to watershed residents about soil erosion, grants available to watershed residents, Species at Risk, and more!

Outreach Materials assist in promoting stewardship and implementation of best management practices within the Sydenham River and St. Clair watershed.

SCRCA recently was interviewed by “Ranger Em” for the Rogers tv show “Learn with Ranger Em”, where Biology staff spoke about Species at Risk that can be found in the Sydenham River and St. Clair watershed. To date, one episode has aired and can be found on YouTube (Flexing our Mussels: <https://youtu.be/pzsUDL9LI7k>). Two more episodes have been recorded with SCRCA, about turtles and the Captive Hatch and Release Program and a dual interview about the Great Lakes with Katie Stammer from Essex Region Conservation Authority.

Stewardship Project Update

This summer and fall have been busy with stewardship projects! Staff has been working with landowners and contractors to implement 3 wetlands (2 acres in total) in the Upper Sydenham and Sydenham Headwaters subwatersheds. Staff are working with partners to create 4 more wetlands (4.5 acres) and 2 erosion control projects this fall. Conservation Services is gearing up for fall site visits and planning for the spring planting season.

A wetland project completed this summer with funding from Department of Fisheries and Oceans (DFO) Canada Nature Fund, Alternative Land Use Services (ALUS) Middlesex, and MECP COA Landowner Environmental Assistance Program (LEAP) fund.

Grant Update

Newly Awarded Grants for stewardship projects:

OMAFRA COA (\$190,000): funding for two (2) years that will go towards enhancing agricultural stewardship delivery in the Sydenham River and St. Clair watershed to

address climate change resiliency and water quality concerns surrounding rural drainage systems. Provides funding for 2 staff members to complete Agricultural Stewardship and Drainage Stewardship.

OMAFRA COA with the Healthy Lake Huron Conservation Authorities (\$60,000): funding will be used to address the need to reduce nutrient loading and improve water quality in the Great Lakes Basin as identified in the bi-national Great Lakes Water Quality Agreement and recommendations from the International Joint Commission.

Item 7.1 (d) – Regulations Activity Summary

The planning activity summary to September 30, 2022 was reviewed.

Item 7.1 (e) – Planning Activity Summary

The planning activity summary to September 30, 2022 was reviewed.

Item 7.1 (f) – Statement of Revenue and Expenditure

The statement of revenue and expenditure to September 30, 2022 was reviewed.

Item 7.1 (g) – Disbursements

The monthly disbursements to September 30, 2022 were reviewed.

Item 7.1 (h) – General Levy Summary

The report on general levy received to September 30, 2022 was reviewed.

Item 7.1 (i) – Investment Reports

The investment reports to September 30, 2022 were reviewed.

Item 7.1 (j) – Communications Update

Memorial Forest Dedications:

Denning’s Memorial Forest Program – 2022

The Denning’s Memorial Forest Program was established by the St. Clair Region Conservation Foundation in partnership with Denning’s Bros Funeral Homes in 1997. Through this program, Denning’s makes donations on behalf of families they serve, which are used to support conservation education and tree planting efforts throughout the region. In 2017, Denning’s Funeral Home expanded into Lambton and Chatham-Kent which also expanded the Memorial Forest Program to include seven funeral homes. Memorial forest dedications were held at Victoria Park in Strathroy (May) and at the Keith

McLean Conservation Lands in Morpeth (September) to celebrate the memory of those lost. The services typically attracted between 70-100 people, each.

In late 2019 and early 2020, Denning's Bros Funeral Homes sold some of their Chatham-Kent establishments and decided to discontinue the dedication service held at the Keith McLean Conservation Lands. Instead, they planned to hold one large event in Strathroy. The 2020 and 2021 services were cancelled due to the COVID-19 pandemic.

On June 18, 2022, Denning's hosted their first "Walk to Remember", which invited families to Denning's Memorial Grove in Strathroy for a walk in memory of their loved ones, followed by refreshments, and the opportunity to place ribbons on a memorial tree. Duncan Skinner, President of the St. Clair Region Conservation Foundation was in attendance and addressed the crowd, speaking to the long-standing partnership between Denning's and the Foundation and offering condolences to those who had lost a loved one.

In 2021, \$6,225 was donated to the Foundation by Denning's to support conservation education and tree planting efforts throughout the watershed. The 2022 donation will be made available in early 2023.

St. Clair Region Conservation Foundation Memorial Forest Dedication – 2022

After being cancelled in 2020 and 2021 because of the COVID-19 pandemic, the 2022 Foundation Memorial Forest dedication service was held in-person on Sunday, September 25th at the Lorne C. Henderson Conservation Area in Petrolia. Duncan Skinner, President of the Foundation and Mike Stark, Chair of the Authority spoke to the over 100 people who attended the service. Between September 2021 and August 2022, 133 trees were dedicated through individual donations to the program. To date, a total of 2,428 trees have been dedicated through the Foundation's Memorial Forest Program.

Conservation Awards:

A list of possible conservation award recipients will be brought forward at the Board meeting in December. Board members wishing to nominate any individual or organization should contact Donna Blue at the SCRCA Administration Office (dblue@scrca.on.ca; (519) 245-3710 Ext. 219).

St. Clair Region Conservation Foundation:

The St. Clair Region Conservation Foundation raises funds to support the work of the Conservation Authority. At the October 13th meeting, the Foundation approved support for the following projects and programs:

- \$70,000 to support Conservation Education.
- \$10,000 to support trail accessibility improvements at the Strathroy Conservation Area.

- \$10,000 to support upgrading three swing sets and associated protective surfacing at the A.W. Campbell and Warwick Conservation Areas.
- \$15,000 to support five intern positions with the Authority in 2023.
- \$2,500 to support the printing and distribution of the Species at Risk (SAR) Newsletter that will be distributed to over 60,000 households in the St. Clair watershed.

Conservation Education Fundraising:

One of the main Authority programs supported by the Foundation is Conservation Education. Efforts are made to secure funds from corporate sponsors, special events, and the BINGO program. Additionally, the Conservation Authority applies for government grants to support the education program. Current efforts include:

St. Clair Region Conservation Foundation:

Sarnia-Lambton Environmental Association (SLEA)/Bluewater Association for Safety, Environment, and Sustainability (BASES)

For over 20 years, the Sarnia-Lambton Environmental Association (SLEA) has provided \$30,000 in funding to sponsor the “River Critters” (JK-Grade 12) and “Go with the Flow” (JK-Grade 8) in-class conservation education programs, allowing the SCRCA to offer these programs free of charge.

Discussions began in 2021 with the new management team at SLEA and the Bluewater Association for Safety, Environment, and Sustainability (BASES) regarding revitalization of the traditional programs. SCRCA staff continue to engage SLEA and BASES in these discussions and will be presenting to the BASES Board of Directors at an upcoming meeting. Staff are hopeful that these discussions will lead to the continued partnership between the SCRCA and SLEA/BASES.

Plains Midstream Canada

The 2022 Spring Water Awareness Program (SWAP) marked the final year in the current agreement with Plain Midstream Canada (PMC) which saw the organization donate \$5,000 annually to support the program and allow it to be offered free of charge. PMC is interested in continuing to sponsor the program. Official approval is expected in the coming months.

Friends of the St. Clair River (FOSCR)

The Friends of the St. Clair River community group has committed \$5,000 towards delivering the “River RAP”, “Phosphorus 101”, and “Watershed 101” education programs to both elementary and secondary school students throughout the 2022-2023 school year.

Canoe Race Donations

The 2022 edition of the Sydenham River Canoe and Kayak Race, which serves as a

fundraiser for the SCRCA Conservation Education program brought in \$5,053 through registration fees, donations, and t-shirt sales.

St. Clair Region Conservation Authority:

Department of Fisheries and Oceans Canada (DFO) – Canada Nature Fund for Aquatic Species at Risk

The Department of Fisheries and Oceans Canada (DFO) Canada Nature Fund is providing \$28,000 for the 2022-2023 fiscal year (ending March 31, 2023) towards the delivery of the Aquatic Species at Risk education program and the on-going partnership between the SCRCA and Kettle and Stony Point First Nation in developing Species at Risk education programs that pair western science with Indigenous-based knowledge to students at Hillside Elementary school.

Media and Social Media Analytics:

SCRCA staff circulate notices, media releases, and other communications through local media outlets and social media. The following statistics cover the timeframe from August 1, 2022, to September 30, 2022.

Media Relations

Activity	2022 (August - September)	2021 (August - September)
Media Releases	7	3
News Article Mentions	104	129

Social Media

Facebook

Activity	Total	2022 (August - September)	2021 (August - September)
Post Reach*	--	11,894	17,905
Page Visits	--	706	403
New Likes/Followers	2,371	31	23
Posts	--	45	45

***Post Reach** – The number of people who saw any content from your Page or about your Page, including posts, stories, ads, social information from people who interact with your Page, etc.

Twitter

Activity	Total	2022 (August - September)	2021 (August - September)
Tweets	--	38	58
Retweets	--	44	24
New Followers	881	15	15
Engagements*	--	553	327

* **Engagements** = clicks, retweets, replies, follows, and likes

SCRCA Website

Activity	2022 (August - September)	2021 (August - September)
Website Views	29,729	30,689
Website Visitors	10,545	9,562

Strategic Objectives(s):

Goal 3 – Provide recreation and education opportunities for the public to enjoy and learn from our natural environment.

Item 7.1 (k) – Education Update

Fall Education Program Summary:

Field Trips

Outdoor Field Trips to the L.C. Henderson Conservation Area continue to be in high demand. Fall field trip bookings are nearly full. St. Clair Education Staff expect to host over 2,000 students during the months of October and November. Secondary School bookings continue to increase, with nearly 500 secondary students participating in programming this Fall. This increase demonstrates St. Clair’s capacity to grow the Education Department.

Nature in Your Neighbourhood

Schoolyard programs were created to keep students connected to nature throughout the COVID-19 pandemic. These programs were so popular that St. Clair Conservation continues to offer them for the 2022-2023 school year. Approximately 500 students will participate in Nature in Your Neighbourhood programming this Fall.

Co-op Student

The Education Department continues to partner with watershed schools by providing co-op placements for Secondary Students. This Fall Semester, staff are hosting a student from Saint-François-Xavier Catholic Secondary School.

Special Events:

Geocaching Event – September 11th, 2022

Every year new geocaches are hidden around the L.C. Henderson Conservation Area for the SCRCA's annual Geocaching Event. This September marked the 20th anniversary of the event. Almost 50 geocachers from all over Southern Ontario came to celebrate, spend the day, and see how many new caches they could add to their list.

Fall Fairs - Agriculture in the Classroom

The St. Clair Education Team was thrilled to be back at the fall fairs this year to teach students and families about our watershed and the importance of conservation. Participants also learned about agricultural best management practices that help both farmers and wildlife.

Forest Fall Fair – September 12th, 2022: ~150 students

Wyoming Fall Fair – September 13th, 2022: ~100 students

Brigden Fall Fair – October 7th, 2022: ~80 students and families

Chatham-Kent and Lambton Children's Water Festival – October 4th-6th, 2022

After a two-year hiatus, the Children's Water Festival was once again successfully held over three days at the C.M. Wilson Conservation Area near Chatham. St. Clair Conservation Education staff continue to assist Lower Thames Valley Conservation Authority in organizing and overseeing the festival. Approximately 350 Secondary School students attended as volunteer instructors, running water-themed activities for approximately 2,000 grade 3-5 students from all over Lambton County and the Regional Municipality of Chatham-Kent.

Lambton Wildlife Healing Hike at L.C. Henderson Conservation Area – October 15th, 2022

Education Staff led a two-hour Healing Hike for Lambton Wildlife Inc. Ten people were in attendance. Healing Hikes promote the use of Conservation Areas to relieve stress and improve mental health. Education Staff hope to create more opportunities to engage the watershed community in this way.

Sponsored Education Program Updates:

Bluewater Association for Safety, Environment and Sustainability (BASES) Programming

Negotiations continue with BASES to provide \$30,000 in funding annually to deliver Conservation Education in-school programming.

Friends of the St. Clair River Programming

FOSCR continues to sponsor two in-school programs (Phosphorus 101 and River RAP) for the 2022-2023 school year. Programs will commence January 2023. Several teachers have already requested bookings.

Plains Midstream Canada - Spring Water Awareness Program

St. Clair Education is hopeful to continue to receive funding for this popular program. Plains Midstream Canada has indicated that there is interest in continuing to sponsor the program. Final approval should occur sometime before November 2022. Programming is planned to occur during the month of April 2023.

Canadian Nature Fund - Year 4:

Land-Based Education Project

The relationship between Conservation Education Staff and Hillside School staff at Kettle and Stony Point First Nation continues to grow. Education staff continue to partner in the development of the school's Land-Based Education Program. Fall programming will commence November 1st, 2022, running weekly until January 2023. Since the Canada Nature Fund Grant will be finished in March of 2023, Education Staff are hopeful to acquire additional funding to ensure this valuable partnership can continue.

Aquatic Species at Risk Program – Winter 2023

Canada Nature Fund continues to sponsor this in-school program, allowing Education Staff to deliver locally relevant Species at Risk programming to watershed students. Programming will take place between January and March 2023.

Committee Involvement:

Lambton County Trails Committee

Education Staff continue to be active on this committee, to highlight and promote Conservation Area projects and Special Events to the larger Lambton County community.

Rekindle the Sparks Planning Committee

Serving as Co-Chair, Education Staff continue to provide leadership to this committee. The 2022 Rekindle the Sparks Workshop will be held in-person at Ganaraska Forest Centre on November 16th-18th. This annual conference brings together Conservation Authority Educators from across the province to strengthen networks and enhance Conservation Education.

Arbour Week Committee

The Education Team continues to support the Arbour Week committee. Of upcoming importance, St. Clair Conservation will be delivering tree seedlings to the winning classes of the 2022 Arbour Week Poetry Contest.

Item 7.1 (l) – St. Clair River Area of Concern Update

RAP Coordination

BUI 1- Restrictions on fish and wildlife consumption

To assist in gathering insight on the habits of recreational and sports anglers, a community survey remains available for those that fish the St. Clair River. The information collected will assist in the assessment of this Beneficial Use Impairment. The survey was launched in the spring of 2021 and will remain available until the end of December 2022. Through the use of Facebook, Twitter and Instagram, additional efforts were made in August 2022 and October 2022 to promote completion of the survey. Direct emailing to relevant area businesses also occurred in August 2022. The survey remains available for completion online at the Friends of the St. Clair River website (www.friendsofstclair.ca).

BUI 9- Restrictions on drinking water consumption or taste and odour problems

At the January 20, 2022 meeting of the Canadian RAP Implementation Committee (CRIC), the Draft Assessment Report for the restrictions on drinking water consumption or taste and odour problems BUI was approved to enter the re-designation process towards Not Impaired. Engagement activities are now underway. A presentation was made to Aamjiwnaang First Nation Chief and Council on May 30, 2022, the Walpole Island First Nation community on July 6, 2022, and the Walpole Island First Nation Infrastructure Committee on July 21, 2022. A presentation to the newly elected Walpole Island First Nation Chief and Council is anticipated in the winter of 2022. A presentation to the Binational Public Advisory Council (BPAC) will follow. Questions and comments raised during the sessions are documented and responses are provided and tracked for reporting purposes.

2022 – 2027 St. Clair River AOC Workplan

Development of the 2022-2027 Workplan for the St. Clair River Area of Concern is currently underway. It will focus on outlining the key actions that need to be completed over the next five years to be able to redesignate the five remaining Beneficial Use Impairments to a Not Impaired status.

Administration

Funding for the RAP Coordinator position is provided by the Ontario Ministry of the Environment, Conservation, and Parks (MECP) and Environment and Climate Change Canada (ECCC). The current agreement with MECP is in place until February 28, 2024. The agreement with ECCC is in place until March 31, 2023 and has an option to be

extended until March 31, 2024. In accordance with the agreements, the SCRCA will be providing periodic updates to MECP and ECCC on the status of the project work and allocation of project funds. An Interim Progress Report for MECP is being prepared for submission by November 1, 2022.

Recent Meetings

Canadian RAP Implementation Committee (CRIC)

- January 20, 2022
- June 23, 2022
- Next Meeting: November 2022

Friends of the St. Clair River (FOSCR)

- February 15, 2022
- May 10, 2022
- September 21, 2022
- Next Meeting: December 2022

Binational Public Advisory Council (BPAC)

- January 27, 2022
- March 24, 2022
- June 23, 2022
- Next Meeting: November 1, 2022

Outreach and Engagement

Redesignation Event

Members of the BPAC gathered September 13, 2022, aboard the Duc d'Orleans to celebrate four milestones in the restoration of the St. Clair River – the re-designation of four BUIs to Not Impaired on the Canadian side of the River – Fish Tumours or Other Deformities, Bird or Animal Deformities or Reproduction Problems, Restrictions on Dredging Activities, and Beach Closings. The 50th Anniversary of the Great Lakes Water Quality Agreement was also recognized during the celebrations. Due to capacity limitations, the event was by invite only which welcomed those who had been involved in the St. Clair River Area of Concern program. In addition to BPAC members, guests included members from the Canadian Remedial Action Plan Implementation Committee, Friends of the St. Clair River (Canada and U.S.), and representatives from provincial and federal agencies, local elected officials, members of Aamjiwnaang First Nation and Walpole Island First Nation, and American partners. The RAP Coordinator participated in interviews with local media to share updates on the St. Clair River Area of Concern.

Community Events

The RAP Office provided support to the Friends of the St. Clair River at the following community events – Sombra Days on July 9, 2022, and Mermaids and Mariners on August 20, 2022. The support provided consisted of equipment and hand-outs for the

booth and staffing of the booth. The on-going Fish Consumption Survey was also promoted during the events.

Newsletter

Friends of the St. Clair River and the RAP Office continue to partner on the production of St. Clair River News, a free monthly e-newsletter. The goal of this newsletter is to increase awareness and engagement in the Area of Concern and highlight environmental initiatives happening in the region.

Link to the most recent Newsletter: [October E-Newsletter](#)

Strategic Objectives(s):

Goal 2 – Protect, manage, and restore our natural systems including woodlands, wetlands, waterways, and lakes.

Goal 3 – Provide recreation and education opportunities for the public to enjoy and learn from our natural environment.

BD-22-112

Burrell – Grimes

“That the Board of Directors approves the consent agenda and receives the accompanying items 7.1 (a) - 7.1 (l).”

CARRIED

BD-22-113

Loosley – Huszka

“That the Board of Directors move in-camera at 1:08 p.m. to discuss a personnel matter, involving an identifiable individual, with only the Administrative Assistant/Board Coordinator and General Manager remaining.”

CARRIED

BD-22-114

Kennes - Burrell

“That the Board of Directors rise and report at 1:15 p.m.”

CARRIED

BD-22-115

Stark – Kennes

“That the Board of Directors approves the change in status of the staff member as per the in-camera motion and further directs that a performance review be held annually within 1 week of the employment anniversary date.”

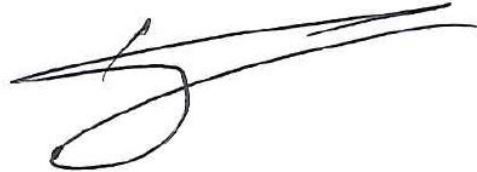
CARRIED

BD-22-116

Burrell – Faas

“That the meeting be adjourned at 1:20 pm.”

CARRIED

A handwritten signature in black ink, appearing to be 'Ken Phillips', written over a horizontal line.

Mike Stark
Chair

Ken Phillips
General Manager



**CLIMATE PROOF
CANADA**

Building a Resilient Tomorrow



National Adaptation Strategy: A Federal Action Plan for Climate-Related Disaster Resilience

*PRESENTATION TO
CONSERVATION ONTARIO COUNCIL MEETING
September 26, 2022*

A National Adaptation Strategy:



- Should be comprised of an overarching strategy for the country that establishes 2050 goals, and desired outcomes by 2030 for both the **acute climate risks** we are facing today (wildfires, floods, extreme heat) and the **slow onset effects** that will impact us over time (e.g. sea level rise, drought, food security)
- Should be aligned with the **FPT Disaster Risk Reduction** work led by Minister Blair and underway in implementing the emergency management strategy
- Should include **5-year federal action plan** to drive action that:
 - Sets clear national targets for reducing risk, based on expert advice
 - Expands/establishes federal programs with clear accountability for contributing to those targets
 - Initiates intergovernmental dialogue with P/Ts, Indigenous representatives and municipalities as well as private sector to ensure targets are met through **whole-of-society effort**.

Disaster Resilience: A Five-Year Implementation Plan



We are taking a risk-based approach with a focus on reducing risk of the three leading climate perils facing Canada in the short-term – **flood, wildfire** and **heat** and an all-hazard focus on **recovering** from these events.



This proposed Federal Action Plan on Disaster Resilience sets five-year targets to:

- i) **Reduce deaths, displacement and damage due to escalating wildfires** by supporting and rewarding FireSmart communities and by constructing/retrofitting resilient buildings
- ii) **Reduce displacement and damage due to escalating flooding** by constructing/retrofitting resilient buildings, improving awareness, introducing home and community adaptation rating systems and investing in defensive infrastructure
- iii) **Reduce mortality and hospitalizations due to extreme heat** through improved social response capacity, retrofitting buildings, introducing home and community adaptation rating systems and deployment of natural infrastructure
- iv) **Design and implement a Recovery Compact** which sets clear milestones for returning displaced Canadians home (where appropriate)

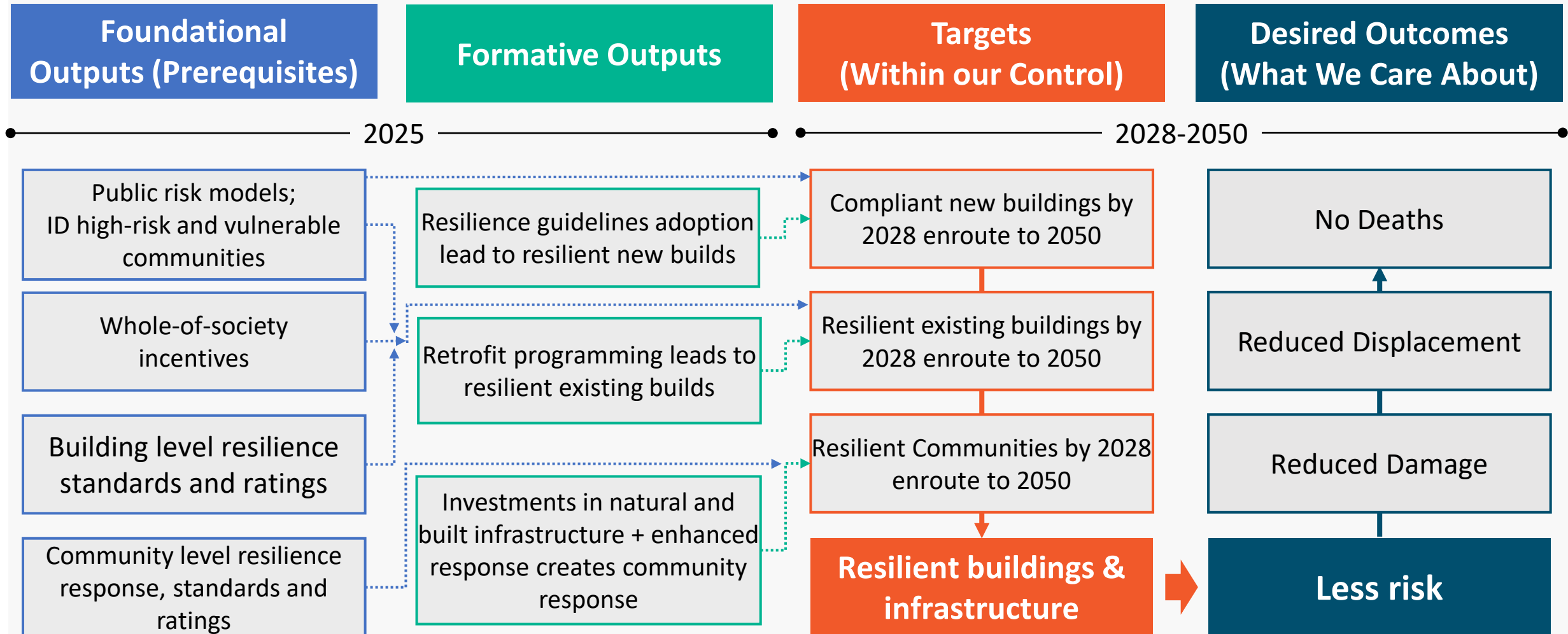
Five Core Themes for Federal Leadership:



The Disaster Resilience and Security Advisory Table has identified five core themes for the Disaster Resilience portion of the Federal Action Plan:

1. **Risk Mapping:** Identifying both communities and residents at highest risk including the most vulnerable (often Indigenous, low income, elderly and/or health-compromised);
2. **Community Preparedness:** Ensuring high-risk and vulnerable communities are incented and supported to become more resilient;
3. **Resilient Buildings:** reduce deaths, displacement and damage by building and retrofitting resilient homes;
4. **Social Response:** Ensuring the vulnerable and those around them are educated about risk and what to do in an emergency (including family, friends, neighbours, landlords and local civilian volunteers);
5. **Financial Preparedness:** Revamped disaster assistance and flood insurance to ensure better financial outcomes for high-risk and vulnerable Canadians.

Disaster Resilience Process Logic Model



Climate Proof Canada NAS Video



- <https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3DCxLTYjdBJI&data=05%7C01%7Cjrzdki%40conservationontario.ca%7Cf5ae3444654d4d53937c08da9f2fff76%7Ca31c7b25358a446ca5d0d686f9aacf6a%7C0%7C0%7C637997325745491379%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ab5jxAASFgw4CFcrvrapCXGMkvuq2X0dW%2BBOanksX0%3D&reserved=0>
- [\(3\) Canadian National Adaptation Strategy - YouTube](#)

IMPACT OF FLOODING ON RESIDENTIAL HOUSING



Average Sold Price

- *8.2% reduction* in sold price

Average Number of Listings

- *44.3% decrease* in listings

Average Days on Market

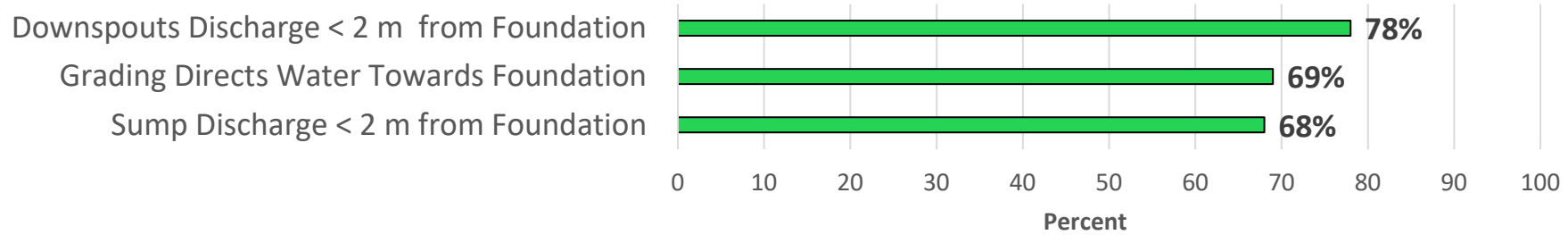
- *19.8% longer* on the market

Mortgage Arrears / Deferrals

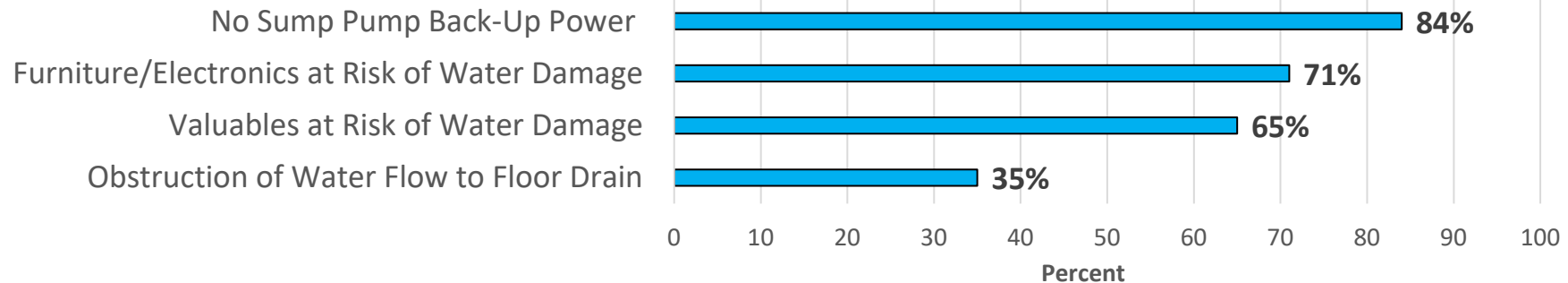
- *No material impact*

KEY FACTORS THAT AFFECT BASEMENT FLOOD RISK

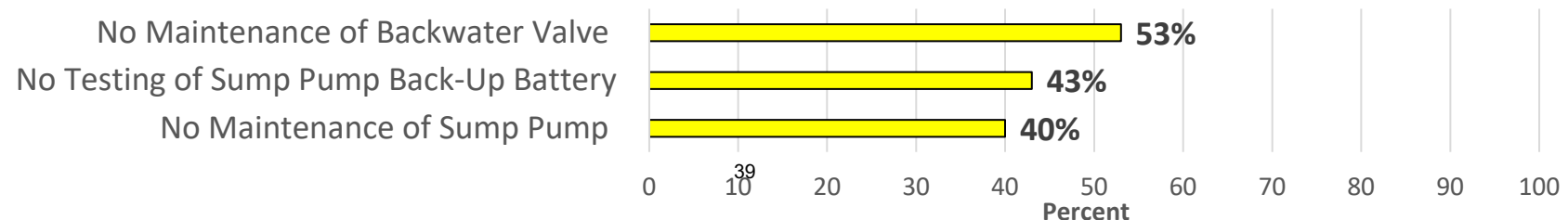
Top Flood Risks Recorded Outside the Home



Top Flood Risks Recorded Inside the Home



Top Self-Reported Maintenance Flood Risks Inside the Home





Preserving and Protecting our Environment for Future Generations

A Made-in-Ontario Environment Plan



2018

Ministry of the Environment, Conservation and Parks



The graphics below illustrate practical actions that homeowners can take – simply and affordably – to lower their risk of basement flooding. Home flood protection can include property level initiatives such as disconnecting downspouts from weeping tile systems, placing plastic covers over window wells, outfitting sump pumps with battery back-up supply, and installing back water valves on drain lines.

10 Ways to Prevent Home Basement Floods



Source: Home Flood Protection Program, Intact Centre on Climate Adaptation, University of Waterloo

Ontario will work with the real estate and insurance industries to raise awareness among homeowners about the increasing risk of flooding as we experience more frequent extreme weather events. Flooding damage is the leading cause of insured property damage in Ontario. The risk of home flooding is also increasingly the reason why homeowners are unable to adequately insure their homes.

Flood damages can cost homeowners tens of thousands of dollars to repair. According to the National Flood Insurance Program in the U.S., a 15-centimetre flood in a 2,000-square-foot home is likely to cause about USD \$40,000 in flood damage. Once flooding occurs, securing insurance will become more difficult and may become unaffordable for individual homeowners.

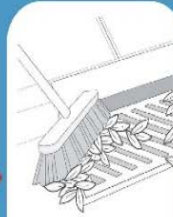
However, simple steps, such as removing debris from nearby storm drains, ensuring correct grading around home foundations, clearing eaves troughs, and installing extended downspouts and window well covers can significantly mitigate basement flood risks.

Update government policies and build partnerships to improve local climate resilience

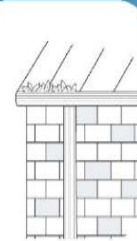
- Modernize the Building Code to better equip homes and buildings to be better able to withstand extreme weather events. This could include affordable adaptation measures such as requiring backwater valves in new homes that are at risk of backflow, which would significantly reduce the impacts of basement flooding.
- Review the Municipal Disaster Recovery Assistance program to encourage municipalities to incorporate climate resilience improvements when repairing or replacing damaged infrastructure after a natural disaster. Since the Municipal Disaster Recovery Assistance program was launched in 2016, over \$2.6 million has been provided to 11 municipalities.
- Consult on tax policy options to support homeowners in adopting measures to protect their homes against extreme weather events, such as ice and wind storms and home flooding.

Step 1: Maintain What You've Got at Least Twice per Year

Do-It-Yourself for \$0



Remove Debris from Nearest Storm Drain



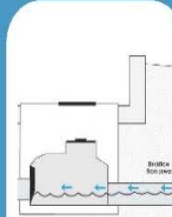
Clean Out Eaves Troughs



Maintain Plumbing, Fixtures and Appliances



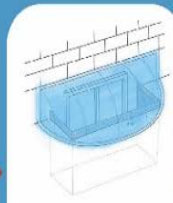
Test Your Sump Pump



Clean Out Your Backwater Valve

Step 2: Complete Simple Upgrades

Do-It-Yourself for Under \$250



Install Window Well Covers



Extend Downspouts and Sump Discharge Pipes at Least 2m from Foundation



Store Valuables and Hazardous Materials in Watertight Containers or Remove from Basement



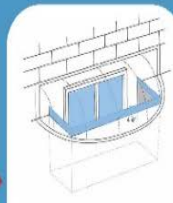
Remove Obstructions to Basement Floor Drain



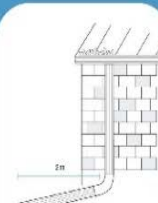
Install and Maintain Flood Alarms

Step 3: Complete More Complex Upgrades

Work with a Contractor for Over \$250



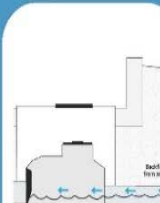
Install Window Wells that Sit 10-15 cm Above Ground and Upgrade to Water Resistant Windows



Disconnect Downspouts, Cap Foundation Drains and Extend Downspouts to Direct Water at Least 2m from Foundation



Correct Grading to Direct Water at Least 2m Away from Foundation



Install Backwater Valve



Install Backup Sump Pump and Battery

**NTRE
PTATION**

Thank you



Alison Steele, BA, CIP
Senior Communications Manager

IBC BAC
Insurance Bureau of Canada
T: 416.362.2031 x4382
C: 416.788.0172
@InsuranceBureau | ibc.ca

Craig Stewart
Vice President, Climate Change & Federal



Insurance Bureau of Canada
T: 613.883.0461
www.ibc.ca



Dr. Blair Feltmate
Head, Intact Centre on Climate
Adaptation
Faculty of Environment, University
of Waterloo
226-339-3506 |
bfeltmate@uwaterloo.ca
www.intactcentre.ca

Meeting Date: December 8, 2022 **Item 6.1**
Report Date: November 24, 2022
Submitted by: Ken Phillips

Subject: General Manager's Report

Recommendation:

That the Board of Directors receive for information the General Managers Report dated November 24, 2022

Operations

- General Manager and the Director of Planning and Regulations attended a session on November 9th, 2022, hosted by Conservation Ontario, focusing on streamlining service delivery standards. A number of initiatives were discussed and SCRCA staff will be coordinating an information session with municipal staff, in partnership with Lambton County staff, in early 2023.
- The 2023-2028 Strategic Plan commenting period ended on November 22. All official comments have been catalogued and the final plan will be sent to the Board of Directors for approval. There were no major edits required based on comments received.
- Staff are currently undergoing performance reviews and the review system is being examined to in order provide a better model for future years.

Community/Partnership Outreach

- The General Manager attended a meeting with the new senior staff of the Bluewater Association for Safety, Environment, & Sustainability (BASES) on November 22. The General Manager provided a brief presentation of the BASES/SCRCA relationship since 1996.
- The General Manager had a number of interviews with local media outlets (print, radio and TV) regarding Bill 23. The messaging centered around the risks the proposed legislation has for Conservation Authorities and their municipal partners.
- The General Manager attended the Lambton County Warden's Banquet on November 19. He had the opportunity to meet a number of local politicians, the new County CAO and a number of County staff.

Federal/Provincial/Municipal Meetings

- The General Manager has attended a Conservation Ontario Meeting on November 15 to discuss the challenges and receive for information on Bill 23. A special session of Conservation Ontario will take place on November 28. It is anticipated that the

legislation will be passed either December 8 or 9. As of the writing of this report, Bill 23 had passed third reading with no changes. A verbal update on the legislation will be provided at the Board of Directors meeting.

- The General Manager attended meetings co-ordinated by Lower Thames Valley Conservation Authority (LTVCA) with the Mayors of Southwest Middlesex and Chatham-Kent to provide information on the potential impacts to our watershed municipalities. He will be meeting with staff from Sarnia and Lambton County in the coming week.
- The General Manager has presentations scheduled with 6 member municipalities in early 2023 to provide an overview of the SCRCA. 1 other is pending a finalized date.

Proposed Changes to Administration Manual					
Page	Section	Item	Section Title	Reason for Change	What has Changed
		Throughout		Grammatical	Various spelling and grammatical errors corrected
		Throughout		Formatting & page numbers	Various formatting edits
		Throughout		Title Change	References to CAO removed and changed to General Manager (GM)
		Throughout		Title Change	References to Director of Finance changed to Director of Corporate Services
		Throughout		Title Change	References to Forestry Management Specialist changed to Manager of Forestry
		Throughout		Title Change	References to Executive Assistant changed to Administrative Assistant
		Throughout		Numbering	Sections 24 and 25 added. Section numbering adjusted accordingly.
		Throughout		Clarity	Acronyms clarified in first instance used
3	1	4	Introduction	Clarity	Periodically annually, or as needed
8	3	1.4.2	Employee Categories	Clarity	Be checked as a character and ability with available references. Be subject to professional reference checks evaluating character and ability.
9	3	1.2	Employee Categories	Clarity	Regular employees changed to regular service employees
9	3	1.4.3	Employee Categories	Clarity	May be required to b Be medically examined by a medical doctor, designated by the Authority, if required.
9	3	1.4.4	Employee Categories	Clarity	Will be required to p Provide a satisfactory police check
10	3	2.2.3	Employee Categories	Clarity	Receive renumeration ion only for the actual time worked
10	3	2.2.4; 2.2.5	Employee Categories	Clarity	Eligible to Receive

Proposed Changes to Administration Manual					
Page	Section	Item	Section Title	Reason for Change	What has Changed
10	3	2.2.7	Employee Categories	Clarity	May Eligible to receive sick pay credits, however, credits are not accumulated, unless grandfathered from another category or negotiated.
14	4	3.2.3	Hours of Work and Overtime	Clarity	It is the responsibility of the employee and supervisor not to show any hours to ensure that banked SDO does not accrue over 28 hours on his/her timesheet.
15	4	3.4.1	Hours of Work and Overtime	Clarity	On a voluntary basis, this will be in effect for regular service staff and contract staff who work in the Strathroy office. Once enrolled in program if you stop for more than Any discontinuation of the SDO program for more than 2 work weeks will result in the employee's will no longer be eligible- ineligibility to participate in the program.
15	4	4.7.1	Hours of Work and Overtime	Clarity	It will be done by is the responsibility of the payroll department to ensure that the employees have properly recorded their SDO on their timesheets. If there is any discrepancy, they staff will be notified by payroll to make the correction in their time allotted for SDO.
29	7	2.1	Hiring, Separation and Absences	Conflict	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 63 months. <i>(conflicts with item 1.4.1 stating that probation may be extended up to a period of 9 months)</i>
39	9	4.5	Travel Regulations	Clarity	The K kilometre rate shall be set by the Executive Committee or the Board of Directors and is reviewed annually.
41	10	1.1.3	Vehicles, Equipment & Fleet Vehicles Policy	Clarity	Must e Employ all measures recommended for the safe use of vehicles or equipment.

Proposed Changes to Administration Manual					
Page	Section	Item	Section Title	Reason for Change	What has Changed
41	10	1.1.5	Vehicles, Equipment & Fleet Vehicles Policy	Clarity	Any employee authorized to operate an Authority vehicle must Must have a valid license in accordance with the Ministry of Transportation and Communications Regulations.
41	10	1.1.7	Vehicles, Equipment & Fleet Vehicles Policy	Clarity	Authority owned motor vehicles m Must be only used d Authority-owned motor vehicles solely for performing work-related duties.
41	10	1.1.8	Vehicles, Equipment & Fleet Vehicles Policy	Clarity	Employees who operates Authority owned vehicles s Shall not provide rides for hire, or rides to hitchhikers.
49	11	3.5	Uniform Policy	Not practiced	Members of the Authority Board of Directors will be provided with an Authority logoed hat biennially upon request.
54	12	2.1.5	Training and Development	Not practiced	Annual director/staff golf tournament to encourage informal interaction and communication between staff and directors. (this has not been practiced in many years)
54	12	3.5	Training and Development	Not practiced	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.
55	12	4.1.4	Training and Development	Not practiced	All awards will bear suitable for engraving and/or SCRCA logo, may be requested where appropriate.

Proposed Changes to Administration Manual					
Page	Section	Item	Section Title	Reason for Change	What has Changed
55	12	4.1.5	Training and Development	Clarity	Gift Cards may be distributed to Authority staff and directors receiving service awards for the following and similar establishments . The v value of the award shall be equivalent to \$15.00 per year of service. This is a taxable benefit and will be added to the employee or director's T4.
56	13	3.2	AODA	Outdated	All Authority Service Providers shall receive training on the Policy, which shall include receiving a copy of the T training M material and completing the test/quiz contained therein prior to the end of the calendar year 2014 .
57	13	3.5	AODA	Clarity	The Authority shall cause ensure written training records are to be maintained, indicating the date on which training was provided, the type of training and the name of attendees.
65	15	2.3	Occupational H&S Act	Outdated	Be responsible for obtaining from suppliers, a Material Safety Data Sheet (MSDS) for each controlled product used in the workplace.
81-88	24	N/A	Right to Disconnect Policy	New	Board-approved policy added
89-93	25	N/A	Hybrid Work Arrangement Policy	New	Board-approved policy added
99	28	3.2.1	Risk Management	Not practiced	Be responsible for the organization of a Health and Safety Committee which will be approved by and report to the Executive Committee . <i>(Minutes of the JHSC are considered operational and not required for board sign-off)</i>
100	28	4.8	Risk Management	Not practiced	Keep detailed minutes of Health and Safety committee meetings and circulate these to the General Manager and committee members and the Executive Committee . <i>(see above)</i>
109	31	N/A	Mandate, Committees and Directors	Legislation Changes	Various changes as per Conservation Authorities Act

Proposed Changes to Administration Manual					
Page	Section	Item	Section Title	Reason for Change	What has Changed
119	31	7.2.5.2	Mandate, Committees and Directors	Not practiced	To continue to develop, manage and operate the A.W. Campbell House Museum as demonstrations of early rural Ontario social, economic and political life and its relationship to natural sciences.
118	31	7.2.5.3	Mandate, Committees and Directors	Not practiced	To develop operating plans, pricing policies and marketing strategies for A.W. Campbell House Museum.
	31	10.6	Mandate, Committees and Directors	Not practiced	Removal of section 10.6 - Coldstream Reservoir Committee (<i>no longer active</i>)
	31	10.7	Mandate, Committees and Directors	Not practiced	Removal of section 10.7 - Conservation Strategy Committee (<i>no longer active</i>)
	31	10.8	Mandate, Committees and Directors	Not practiced	Removal of section 10.8 - Woodlot Protection Committee (<i>no longer active</i>)
123	31	11.1.2.7	Mandate, Committees and Directors	Clarity	Keep your member municipal councils informed of Authority projects, programs and activities.
136	36	1.3	Mail	Not practiced	Mail goes to General Manager for direction department head, as appropriate
133	36	1.4	Mail	Not practiced	Administrative 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.
133	36	2.1	Mail	Not practiced	Absences: during the General Manager's Department head's absence the following applies:
133	36	2.1.1	Mail	Not practiced	For one day only, mail will remain on the GM's desk and Administrative Assistant will advise Department Supervisors of any emergencies. Department heads are responsible for delegating a staff member to review and distribute department mail

Proposed Changes to Administration Manual					
Page	Section	Item	Section Title	Reason for Change	What has Changed
133	36	2.1.2	Mail	Not practiced	More than 1 day, the mail will be routed by the Officer in Charge/Acting GM
133	36	2.1.3	Mail	Not practiced	The Officer in Charge/Acting GM will keep the General Manager informed by report and/or copy on sensitive issues.
133	36	2.1.4	Mail	Not practiced	A similar procedure applies to absences for Department Supervisors.
152	43	5.6.4	Computer Usage and Social Media	Not practiced	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.
161	46	1.2.11.4	Purchasing and Resource Commitment	Not practiced	Purchase order to be completed and signed by an authorized buyer <i>(purchase orders not used)</i>
166	46	2 (Appendix 1)	Purchasing and Resource Commitment	New	Designated Staff Authorized to Purchase Goods or Services, and Commit Resources: Administrative Assistant - \$1,500 and under <i>(based upon need)</i>



General Administration Manual

Updated November, 2022

Original Document approved by Board June 2015

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18	Employment Equity
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**General
Administration**

Section

Regulation

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Appendix

Order in Council
Job Descriptions

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 annually, or as needed 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 he or she or they are used interchangeably in this document and are used to include all individuals no matter how the individual identifies.
8. Any previously approved Finance and Administration Regulations which conflict with this manual are hereby revoked.
9. Department Heads are those staff whose 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 Corporate Services.

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 thereof, 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 question, 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 are 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 deciding 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, 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 of the relative is not permitted. 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.

12. General Provisions

- 12.1 All employees are required to ensure that they arrive to work “Fit for Work” and able to perform duties as specified in their job description.
- 12.2 All employees and volunteers will be trained and sign off on current Health and Safety Awareness Training, as well as any job specific training required by their supervisor.

Section 3 – Employee Categories

1. Regular Service Permanent Employees

- 1.1 Regular Service Permanent 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 or promotions for the regular service employees shall be undertaken by the General Manager.
- 1.3 All regular service permanent 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 probation may be required at the discretion of the employee's supervisor.
 - 1.4.2 Be subject to professional reference checks evaluating character and ability.
 - 1.4.3 Be medically examined by a medical doctor designated by the Authority, if required.
 - 1.4.4 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 (OMERS) shall be the date as required by the OMERS legislation.
- 1.7 Any vacancy for regular service permanent employees shall be made known to the employees of the Authority, where applicable.

2. Seasonal Employees, Contract Employees and Other 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 director or manager or their designate.

2.2.3 Remunerated only for the actual time worked.

2.2.4 Eligible to receive annual vacation pay at the rates stipulated in the Employment Standards Act, subject to amendment, or as negotiated.

2.2.5 Eligible to 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 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 Eligible to receive sick pay credits, however, credits are not accumulated, unless grandfathered from another category or negotiated.

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, requirements of benefit carriers, OMERS pension plan and Ontario Labour Standards.

Section 4 – Hours of Work and Overtime

1. Regular Service Permanent Employees

1.1 Monday to Friday inclusive the office is open to the public from 8:30 a.m. to 4:30 p.m. and for staff 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 Department Director or Manager, the workweek hours are 44 per week. Either lunch is 30 minutes or 1-hour unpaid food break, based on Department Director or General Manager approved work schedule. For staff in the Strathroy Office, lunch must start no earlier than 11:00 a.m. and no later than 2:00 p.m.

1.2 Attendance:

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

1.2.2 Employees must notify their supervisor of any unscheduled absence, tardiness, or unscheduled early departure as far in advance as possible. An employee who will be unable to report to work as scheduled, who will be tardy, or who plans to leave early must contact his/her supervisor or the department's designated call-in number as far in advance as possible and at the latest prior to the start of the shift or the early departure. Notification and acknowledgment by a supervisor of tardiness, unscheduled early departure, or unscheduled absence will not excuse it.

1.2.3 Employees must record attendance and absences in the attendance tracking system. Immediate supervisors are responsible for reviewing and verifying attendance records (at least monthly) and recording occurrences, if applicable, to ensure the accuracy of the records and consistent application of policy.

1.2.4 An unscheduled absence will be recorded as one (1) occurrence. Each tardy or unscheduled early departure will be recorded as one-half (.5) an occurrence. However, pattern absences, failure to provide timely notification, or failure to comply with the Sick Leave Policy may result in absences being counted as unscheduled absences.

- 1.2.5 Employees will be subject to immediate corrective action for no call/no show. Two (2) or more workdays of no call/no show may be considered job abandonment and result in termination of employment. It is the employee's responsibility to inform their supervisor and/or manager along with the Administrative office if work location is Strathroy of unplanned absence including tardiness in excess of 1 hour.
- 1.2.6 An unscheduled absence typically is unpaid unless an employee's supervisor approves the use of accrued vacation, sick leave, or personal holiday time in accordance with Authority policy. Acceptable means of verifying the reason for the unscheduled absence may be required. An employee will not be compensated for unscheduled absences that extend beyond his/her accrual balances.
- 1.2.7 Due to the nature of the services the Authority provide, we are rarely able to close our operations. With that in mind, employees are expected to report for work on severe weather days and to plan ahead to anticipate any difficulties that might be encountered. If an employee will be late or unable to report to work, the employee must notify his or her supervisor as soon as possible. The employee may use any accumulated time, SDO, Vacation or elect to take the day as unpaid leave.
- 1.3 Employees in supervisory positions receive time off in lieu for Statutory Holidays and weekend work related to the responsibilities of their position. Department Directors receive time off for irregular hours if approved by the General Manager.
- 1.4 Overtime¹:
- 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 **Director** or the **General Manager**.
- 1.4.2 Travel time for educational or conferences (not work) is non-compensable and is not included in Overtime calculation.
- 1.4.3 In accordance with the Ministry of Labour both the employer and employee must have a written agreement which states the following:
- 1.4.3.1 That the employee has received an updated copy of the Information for Employees About Hours of Work and

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

Overtime Pay (this can be accessed online and printed out and posted near the employees work area ex. Lunch room)

1.4.3.2 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.

1.4.3.3 Employees in agreement will average the numbers of hours worked over separate, non-overlapping, contiguous periods of 4 weeks for the purpose of determining the employee's entitlement to overtime pay.

2. Seasonal Employees

2.1 All Seasonal Employees shall work a maximum of 80 hours per two weeks pay period. Normal working hours unless otherwise directed is: Monday to Friday inclusive from 8:00 a.m. to 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 or Manager of Lands. These work schedules are to be prepared by each area Superintendent and submitted for approval to the Director or Manager 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 (SDO):

- 3.1.1 Office staff shall work an additional ½ hour in the day in order to earn ½ hour of SDO time (7 ½ hour day). 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 SDO hours have been earned, the employee should arrange the time off with their supervisor or department director or manager on a monthly scheduling basis to reasonably allow for consideration of statutory holidays, SDO'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 SDO's are scheduled, taken appropriately and recorded on the timesheets. Once scheduled, changes in SDO's should be minimized.
- 3.1.5 A 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 SDO on their timesheets.
- 3.2.2 Accrued SDO hour totals must be shown on timesheets and monitored by the Supervisor.
- 3.2.3 It is the responsibility of the employee and supervisor to ensure that banked SDO does not accrue over 28 hours on his/her timesheet.

3.3 Accrual/Banking (SDO):

- 3.3.1 A maximum of 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 service staff and contract staff who work in the Strathroy office. Any discontinuation of the SDO program for more than 2 work weeks will result in the employee's ineligibility to participate in the program.
- 3.4.2 Employees are not eligible to participate in the SDO program if they are on a Emergency Work From Home order, or on a modified Work From Home program, approved by the General Manager.

3.5 Unscheduled Time Off/ Personal Appointments:

- 3.5.1 Employees will be expected to plan for personal appointments on their own time, taking advantage of their SDO

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 SDO.

3.7 Monitoring:

- 3.7.1 It is the responsibility of the payroll department to ensure that the employees have properly recorded their SDO on their timesheets. If there is any discrepancy, staff will be notified by payroll to make the correction in their time allotted for SDO.

3.9 Training:

- 3.9.1 If an employer requires a non-exempt employee to attend training, meetings, or lectures during the employee's regular work hours, the time is compensable.
- 3.9.2 Training time is paid unless all of the following criteria are met:
 - a. Attendance is voluntary;
 - b. The training is scheduled outside of the employee's regular work hours;
 - c. The training is not directly related to the employee's job; and
 - d. The employee does not perform any productive work during such training.

3.10 On-Call Time (effective January 1, 2019)

- 3.10.1. A non-exempt employee who is required to remain on-call on Authority premises is working while on-call and must be compensated (paid for actual hours worked).
- 3.10.2. An employee who is required to remain on-call at home, or who is allowed to leave a message where he/she can be reached, is not working (in most cases) while on-call and may not need to be compensated. Additional constraints on the employee's freedom could make this time compensable.
- 3.10.3 On-Call Pay: No requirement to provide remuneration for employees to be put on-call.

The new entitlement will not apply where a person is put on call for the purposes of ensuring the continued delivery of essential public services, and the person is not required to work. This will apply regardless of who delivers the essential public services.

3.11 Travel Time – For Work

- 3.11.1. To determine whether time spent in travel is compensable time for a non-exempt employee, the type of travel involved must be considered. For example:
 - a. A non-exempt employee who travels from home before the regular workday and returns to his/her home at the end of the workday is engaged in ordinary home to work travel (i.e., commuting), which is not work time and is not compensable.
 - b. If a non-exempt employee regularly works at a fixed location and commutes to a different location to work, the time spent traveling to and from the other location is work time and it is compensable. The Authority may deduct (not count) that time the non-exempt employee would normally spend commuting to the regular work site.
 - c. Time spent by a non-exempt employee in travel as part of his/her principal activity, such as travel from job site to job site during the workday, is work time and is compensable.
 - d. Travel that keeps a non-exempt employee away from home overnight qualifies as work time if it takes place during the non-exempt employee's regularly scheduled workday. This travel time qualifies as work time even if it occurs during the employee's corresponding working hours on non-working

days. Time spent traveling outside of the employee's regular working hours is not considered work time and is not compensable, unless otherwise approved by the General Manager.

e. Regular meal period times are not considered compensable time while traveling.

Section 5 – Summary of Benefits

1. All Regular Service Permanent 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 (LTD) Plan	90%	10%
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.	OMERS – Pension Plan	50%	50%
8.	Sick Day – see Sick Time	100%	
9.	Employee Assistance Program (EAP)	100%	
10.	Critical Illness		100%
11.	Short Term Sick Leave/Disability	scale	

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 75 consecutive working days (105 consecutive days).

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

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 (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 SDO (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 Permanent Employees

3.2.1 All regular service permanent 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>
End of Probation Period 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.

3.2.2 Vacation is earned in half day increments and need to be taken in the same increment. If paid out then vacation is paid on actual prorated earned amount.

3.3 Regular service permanent 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 permanent 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 permanent 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.

3.7 Approved Leaves

3.7.1 Regular service permanent employees on an approved leave of 12 months or less in duration will continue to accrue service. After 12 months, employees will continue to earning service time for calculation of vacation time entitlement. Vacation time and pay will be awarded on a prorated basis in the year in which the employee returns to work.

4. Sick Day Credit Accumulation – Regular Service Permanent Employee:

4.1 Each regular service permanent 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.

4.3.5 Scheduled Vacation/SDO

- 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 service permanent employees commence this policy, each employee shall receive a one-time 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 Health Practitioner note covering the nature and duration of illness or return to work clearance, if requested.
- 4.10 Any unused, or 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.
- 4.12 The employee must advise their supervisor of their sick day off through e-mail or phone.

5. Workplace Safety and Insurance Act

5.1 All regular service employees who are 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 and 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 who are off duty as the result of an accident or occupational illness, having 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 permanent 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 permanent 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 permanent 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 permanent 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 permanent employees following the probationary period of employment. Refer to employee group insurance book.

7.3 Dependent Life Insurance

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

8. Leave of Absence (all employees with 1 week of service will be entitled to unpaid leave as defined under the Labour Standards Act.

8.1 Bereavement: Leave of absence with pay may be granted to a regular service permanent employee for up to three (3) days in a case of a death in his/her immediate family and one (1) day in the case of other relatives. Immediate family includes: spouse, mother/father, sister/brother, common-law partner, children, and mother/father-in-law, these include step relationship of the same (as set-out in employment standards). Relative is defined as a person connected by blood or marriage. *Employees may use two (2) sick days from their sick leave accumulation to supplement these bereavement leaves. Bereavement leave will count towards the unpaid leave under ESA.

8.2 Special Unpaid Leaves of absence for other reasons may be granted at the discretion of the Executive Committee or the General Manager. Individuals who take leave 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 Domestic or Sexual Violence Leave (refer to Employment Standards)

8.3.1 An employee who has been employed for at least 13 consecutive weeks is entitled to a leave of absence where that employee, or the employee's child, experiences domestic or sexual violence, or the

threat of sexual or domestic violence, and the leave is taken for one of the following purposes:

- To seek medical attention for a physical or psychological injury or disability caused by the domestic or sexual violence
- To obtain services from a victim services organization
- To obtain psychological or other professional counselling
- To relocate temporarily or permanently
- To seek legal or law enforcement assistance, or
- Any other prescribed purposes.

The leave is structured as a dual entitlement. In each calendar year, an employee may take up to 10 days of leave and may take up to 15 weeks of leave as well. The first 5 days of the leave must be paid using earned/accumulated sick time. In the event that no sick time accumulation is available, time will be borrowed against the next period's unearned sick time entitlements.

The provision requires employees to advise the employer prior to claiming the leave where possible. If requested by the employer, the employee may also be required to provide "evidence reasonable in the circumstances".

8.4 Other Unpaid leaves as outline in the Employment Standards Act and Service Canada Employment Insurance.

8.4.1 Up to 3 days of unpaid "family responsibility leave" as defined in the Employment Standards Act and Bill 47.

9. Maternity/Pregnancy Leave

9.1 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.

9.2 Policy is subject to relevant legislation, please refer to Employment Insurance and current Employment Standards Act or legislation.

10. Parental Leave

10.1 Employees must provide their employer with a two weeks written notice prior to start of the leave.

10.1.1 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.

10.1.2 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.

10.2 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 (OMERS) or if such person is already a member of OMERS 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 ensure 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.

13. Retiree Benefit Continuation - Permanent, full-time employees who take early retirement between the ages of 55 to 65 will be eligible to continue participation in

the Conservation Authority's Benefit Plan at 100% cost recovery, subject to the following criteria:

- 13.1 The employee has worked for the Conservation Authority's for a minimum of 10 years
- 13.2 Benefits must be continued immediately following retirement
- 13.3 Payment for benefits must be made 60 days in advance of the 1st of every month.
- 13.4 Benefit coverage will end on the earliest of 65th birthday or your choice to terminate or non-payment of premiums
- 13.5 There are no guarantees of minimum benefits provided under the plan.

Section 6 – Jury Duty and Witness

1. The Authority shall pay to regular service permanent 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 permanent 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 Corporate Services 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 Corporate Services or their designate to meet with the employees to complete the necessary documentation.

- 1.9 Prior to advertising an available position, the department director or manager will ensure the job description is up to date; requirements represent bonafide qualifications, required for the position; ensure the language is bias-free and suitable for the given position.
- 1.10 When advertising a position, the department director or manager 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 job-related, planned in advance, and consistent from candidate to candidate and consistent with human right legislation.

2. Probation

- 2.1 All newly-hired employees 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 6 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 permanent 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 fiscal, budgetary, or operating constraints, it may become necessary for positions to be abolished. 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 permanent 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 permanent 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 permanent 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 permanent 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 50% 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 Corrective 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 document 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 sees 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 by-passed.

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(s) is/are 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 by-passed.

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 permanent 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 permanent employees must be given termination notice in writing.

6.3 If the Authority wishes to terminate any regular service permanent 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 permanent 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 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 - Definition and Policy for Acting General

1. An Acting General Manager under normal circumstances for vacation coverage will be selected and appointed by the General Manager/ CAO. In the event of the resignation, termination, death, disability or otherwise unavailability of the General Manager, the Board Members appoint within five (5) business days.

Role of the Acting GM:

- 1.1 Limited to overseeing daily operations of the organization, ensuring day to day operation continue status quo, signing of standard contracts in the works/process as necessary.
- 1.2 That Board Approved policy and procedures are followed.
- 1.3 Business runs as status quo, until such time that the GM returns or a new GM is appointed by the Board through competition.
- 1.4 Attend meetings as necessary representing as Acting GM.
- 1.5 May not bind the corporation to additional new contracts outside regular course of business, unless approved by Board.
- 1.6 May not change policies or procedures, unless required by law.
- 1.7 Must educate themselves on Board procedures for both the Authority and the Foundation, including Roberts Rules.
- 1.8 If the Board has appointed the GM as Secretary Treasurer these duties cannot be transferred automatically and will require a full board motion at the earliest board meeting.
- 1.9 The Acting GM will not receive additional compensation unless it is expected this will extend over 4 months and compensation will be temporary in nature and limited to a maximum of 5% over current rate of pay.
- 1.10 Signing authority does not automatically transfer to an Acting GM.
- 1.11 In the absence of the Chief Administrative Officer, the Director of Corporate Services has final decision-making responsibility for matters

within the CAO's purview. The Director of Corporate Services is a signing Officer for St. Clair Region Conservation.

2. The Secretary-Treasurer role must be appointed separately by Board Motions.

Role of Secretary-Treasurer:

2.1 As per the Conservation Authority Act, the Secretary-Treasurer will be responsible to send minutes of Board meetings, and provide notice of apportioned under the Act.

Section 9 – 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 (entertainment of guests, visitors or strangers) 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 Director or Manager.
 - 4.3 The approval may be given to an employee for continuing use of his vehicle while carrying out any business for the Authority.
 - 4.4 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.

- 4.5 The kilometre rate shall be set by the Executive Committee or the Board of Directors and is reviewed annually.
- 4.6 An employee using his/her vehicle for Authority business shall carry proper public liability and property damage insurance as stipulated by Provincial regulations and in accordance with the insurance policy requirements.
- 4.7 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, 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.

6. Travel Cost Reimbursement

- 6.1 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.
- 6.2 These expenses are eligible for reimbursement upon presentation of appropriate receipts and completion of the appropriate Employee Expense Claim form:

- 6.2.1 The cost of using either a taxi or common carrier (airline, train, bus), including taxes and administration charges and reasonable/customary tip.

7. Conventions and Seminars

- 7.1 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 within the annual budget.

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

- 7.1.2 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.

- 7.1.3 Conventions, Seminars and Training courses are considered non-compensable as they are not working time unless mandated. Upon approval of events during regular daytime hours, only regular hours will be paid and there will be no accumulation of time or payment of travel time for events scheduled beyond standard/scheduled workday. Time at events occurring after regular scheduled workday will not be compensated. Travel time to events after regular scheduled workday may be compensated based on the event and approval of the General Manager.

Section 10 – Vehicles, Equipment & Fleet Vehicles Policy

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 Must 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 Must have a valid license in accordance with the Ministry of Transportation .

1.1.6 Shall not permit unauthorized persons to operate vehicle or equipment.

1.1.7 Must only use Authority-owned motor vehicles for performing work-related duties.

1.1.8 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 is 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 may be 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 unless exempted by the Highway traffic act. 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 unless specifically required to perform the duties of your job (eg. Herbicides, gas for Authority equipment). If required these materials must be stored in appropriate containers, and secured to protect the employee, property, environment and from theft

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 staff, for any reason, receive a summons for a traffic violation or a parking ticket, staff 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 Ministry of Transportation(MTO) 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.

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

4.6.3 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 Be 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 an 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 Incase of 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 to someone who has not been approved to operate an authority owned motor vehicle, the employee will be considered financially responsible for all damages and vehicle repairs.

4.13 How to Report an Accident

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

- 4.13.1. If anyone is hurt, call for medical assistance.
- 4.13.2. Immediately following an accident, stop and investigate what damage might have occurred to the vehicle.
- 4.13.3. 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.
- 4.13.4. Get the name of the other party's insurance Authority and insurance policy number.
- 4.13.5. Get the names and addresses of witnesses, (if any).
- 4.13.6. 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.
- 4.13.7. Express no opinion as to who was at fault. Give no information except as required by law enforcement officers.
- 4.13.8. Sign no statements for anyone except an identified representative of the Authority insurance covering the Authority vehicle.
- 4.13.9. Contact the General Manager within the first 24 hours preceding the accident so a preliminary accident report may be taken.
- 4.13.10. Keep a copy of the Authority's authorized accident reporting form for your records.
- 4.13.11. 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, Provincial motor vehicle office, the General Manager.

4.13.12. 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.

4.13.13. 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 contact 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 Authority will request an abstract on each employee at least once a year or as required. In accordance with the Ontario Human Rights Commission: 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 the request of 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 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.).
- 6.3. 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 11 – 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 Director 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 and 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 permanent 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 Members of the Authority Board of Directors will be provided with an Authority logoed hat upon request.

3.6 The following charts are the uniform requirements for each Authority positions. Colours allowable for the uniform policy: pants may be any reasonable colour acceptable for type of work, tops (including jackets, shirts, vests, sweatshirts) must be 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, Manager of Forestry
Annual Uniform Allotment Value: \$325.00	Anticipated annual uniform needs eligible for purchase under annual allotment value: Pants (3) Shirt (collared) Golf shirt (2) Fleece vest Sweatshirt or zippered sweatshirt with hood Coveralls Spring/Fall jacket
Other than Annual	Less than annual anticipated uniform needs eligible for purchase under annual allotment value: Three-in-one all-weather jacket with liners Insulated coveralls

Chart 3.6.1

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

Chart 3.6.2

Category	Includes the following positions:
Administrative	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 Corporate Services, Payroll and Accounting Clerk, Administrative Assistant, Receptionist/Administrative Clerk, General Manager
Annual Uniform Allotment Value: \$175.00	Anticipated annual uniform needs eligible for purchase under annual allotment value: Pants Shirt (collared) Golf shirt Fleece vest Spring/Fall jacket
Other than Annual	Less than annual anticipated uniform needs eligible for purchase under annual allotment value: 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 Canadian Standards Association (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 12 – 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 course is graded, reimbursement will occur once an employee can provide successful completion/passing grade.
- 1.3 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.
- 1.4 The General Manager shall, as necessary, make allowances for time off for course work if employee is directed or required to take a course; and make recommendations regarding pay adjustments as a result of time lost, if appropriate.
- 1.5 If an employee was hired or promoted without the educational job requirements; it is the employee's responsibility to obtain those educational requirements at their own expense of money and time.

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 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.)
- 2.1.6 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.

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 Awards suitable for engraving and/or SCRCA logo, may be requested.
 - 4.1.5 Gift Cards may be distributed to Authority staff and directors receiving service awards. The value of the award shall be equivalent

to \$15.00 per year of service. This is a taxable benefit and will be added to the employee or director's T4.

Section 13- 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 persons 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.
- 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 ensure written training records are 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 considers 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 considers 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 Corporate Services. 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

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

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:

The Authority strives to aid 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

6.1.1 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 14 – 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 permanent employees of the Authority.
2. Any regular service permanent 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 outlined in these regulations.
5. The following procedures were prepared by the St. Clair Region Conservation Authority and adopted by the Authority Board.
6. Salary Administration and Performance Review Procedures (Regular service permanent 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 upon 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 1st of each year. With changes in salary effective January 1st 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 1st 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 requests 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 Corporate Services 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 15 – Occupational Health and 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 is dedicated to the continued objective of reducing the risk of injury in the workplace. 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 provide employees with the most current health and safety information and appropriate training. Employees will be committed to and promote the need for safe work practices as well as the elimination of potential hazards from all our work sites.
 - 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 policies and procedures as set out in the Health and 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 Safety Data Sheet (SDS) 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 16 – 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. While addressing the needs of the individual.
- 1.5 It is the employee's responsibility to self-identify if they have a dependency or addiction to drugs or alcohol. Once an employee self-identifies, the Authority will seek assistance to support the employee through appropriate medical programs. If an employee fails to self-identify and is found to be under the influence/impaired or not fit for work, prior to an incident, that puts the Authority or Authority Staff at risk, the employee will be immediately terminated.
- 1.6 The Drug and Alcohol policy applies to all employees of St. Clair Region Conservation Authority. This policy may also be extended to subcontractors.
- 1.7 For the purpose of this policy, the following are prohibited:
 - 1.7.1 Being impaired by or under the influence of alcohol/drugs (not fit for work) while at work or operating machinery or vehicles. It is the employee's responsibility to arrive to work "fit to work" and perform the duties of their job".
 - 1.7.2 The possession or use of illicit drugs on Company premises, at Company worksites, or in Company vehicles.

1.7.3 The presence in the body of illicit drugs (or their metabolites) while at work or operating machinery or vehicles.

1.7.4 Illicit drugs included but are not limited to: Cocaine, LSD, Amphetamines, Heroin, injected drugs, solvents inhaling etc.

1.7.5 Abuse of prescription or non-prescription drugs including but not limited to: prescription pain relievers, sleeping pills, tranquilizers, anti-depressants, diet pills/stimulants, medical marijuana or its derivatives.

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 not fit to work, under the influence or impaired by alcohol or drugs (prescription or non-prescription).

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 drug/alcohol usage, 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. If a reoccurrence of a self-identify dependency occurs after an agreed upon treatment and return to work plan, it will be at the

Authority's discretion, based on previous program commitment and supporting documentation, to determine whether another course of treatment will be pursued or termination of the employee/employer relationship.

- 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. It is up to the employee to self-identify if they have a drug or alcohol dependency/addiction prior to actions that would result in disciplinary procedures or termination.
- 4.2 On being approached by an employee for help in overcoming a drug/alcohol problem/dependency/addiction, the organization may put the employee in contact with a medical practitioner who, if necessary, will make a referral to appropriate agency.
- 4.3 An acknowledgment by an employee of a drug/alcohol problem/dependency/addiction 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 prior to the employee acknowledgment.
- 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.

Section 17 Harassment and Workplace Violence Policy

Refer to the Health and Safety Committee's updated policy created March, 2018.

Section 18 – 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 19 – Vaccination Policy - Employees

1. PURPOSE

1.1 St. Clair Region Conservation Authority (SCRCA) has an obligation to take all necessary precautions to protect the health and safety of its workforce, and recognizes the importance of immunization to reducing the risk of serious infection and transmission of infection among employees and those it supports. To that end, we will strive to do everything we reasonably can to fight COVID-19.

1.2 SCRCA has a duty and commitment to protect the health and safety of its employees and those it supports. SCRCA expects all employees to receive the COVID-19 vaccine, subject to the duty to accommodate under the Ontario *Human Rights Code*.

1.3 This Vaccination Policy provides a framework for those entering SCRCA workplaces regarding COVID-19 vaccination status.

2. APPLICATION

2.1 This policy applies to all SCRCA employees.

3. EFFECTIVE DATE

3.1 This Policy is to take effect immediately.

4. POLICY REQUIREMENTS:

4.1 NEW HIRES

4.1.1 All new hires will be required to be fully vaccinated as a condition of employment and provide proof, subject to the duty to accommodate under the Ontario *Human Rights Code*.

4.2 EMPLOYEES

4.2.1 On or before December 1, 2021 current employees must:

- (a) Confirm they are fully vaccinated against COVID-19 and provide proof of vaccination; or
- (b) Provide a documented medical reason for not being fully vaccinated against COVID-19; or
- (c) Provide a documented personal sincerely held religious or creed-based reason for not being fully vaccinated against COVID-19.

Vaccination Policy

4.2.2. Effective, December 16, 2021, employees who are unvaccinated for any reason will be required to participate in regular rapid antigen testing for COVID-19 and provide a digital image of a negative test result (at their cost) to their supervisor via email every Monday and Thursday morning before 8:30 a.m. regardless of the days of the week that the employee is on site that week.

4.2.3 Those who receive a positive rapid antigen screening result must not report to work and must immediately inform their supervisor of the result. The employee is required to immediately self-isolate, book a nasopharyngeal swab (PCR) test at one of the local community testing sites and call their supervisor to report the results upon receipt and to allow the supervisor to begin the contact tracing process as needed. Employees will thereafter follow the direction of the supervisor in terms of next steps depending on the results of the PCR test.

4.2.4 Employee test results will be kept confidential to the supervisor (and in limited need to know circumstances to key managers) and will not be disclosed except as required for the purposes of implementing and enforcing this Policy, staffing, meeting Public Health requirements, and complying with partner directives.

4.3 ACCOMMODATION

4.3.1 SCRCA acknowledges its obligations under the Ontario *Human Rights Code* and will comply with its duty to accommodate in appropriate cases.

4.3.2 Current employees and candidates for employment who are not vaccinated due to a medical reason are to provide written proof from a physician or registered nurse in the extended class supporting the medical exemption. Current employees and candidates for employment who are not vaccinated due to another protected ground as set out in the Ontario *Human Rights Code* should advise the Director of Corporate Services, and the employee and SCRCA will follow the requirements of the Ontario *Human Rights Code* with respect to the accommodation process. Employees are expected to cooperate in this process and provide necessary documentation.

4.3.3 Failure by employees to adhere to the requirements of this Policy may result in discipline up to and including termination.

4.3.4 This Policy and these measures will remain in place until further notice and are subject to change in accordance with Public Health guidelines and directives.

4.3.5 Any concerns or questions related to this Policy should be directed to the Director of Corporate Services.

4.3.6 “full vaccination” means having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and having received the final dose of the COVID-19 vaccine at least 14 days ago (by November 15, 2021).

5. COVID Rapid Testing Guidelines

5.1 Overview

5.1.1 COVID-19 testing in Ontario has been adapting to meet everyone's needs since the start of the pandemic. Rapid antigen tests are a screening tool that is administered through a nasal swab.

5.1.2 The purpose of this guideline is to inform staff of the rapid testing requirements that SCRCA has put in place and includes instruction and guidance on where to get tested, frequency of testing, associated costs, criteria for reimbursement and how to submit test results.

5.2 SCRCA Requirements and Employee Responsibilities

5.2.1 As per the COVID-19 Vaccination policy, SCRCA employees who are not fully vaccinated or do not self-disclose their status are required to:

- Complete rapid antigen screening tests and are expected to get their test result prior to their shift.
- Communicate these results to their supervisor prior to arriving on-site.
- Provide proof of your test results to their supervisor as soon as possible.

5.2.2 Test results directly to their supervisor (e.g. print screen on phone or print out) and the record is not to be retained by the supervisor.

5.2.3 Fully vaccinated staff are not required to get rapid antigen screening tests as the overall health and safety risks to those employees are comparatively lower than to those that are not. This practice is consistent with provincial and local public health guidelines.

5.3 Supervisor Responsibilities

5.3.1 Director of Corporate Services will inform supervisors which of their employees will need to complete rapid testing.

5.3.2 Supervisors are to ensure that identified employees:

- Complete the rapid antigen test
- Provide their test result prior to arriving on-site
- Provide proof of their test result

5.3.3 As an employee's vaccination status may change over time, this may impact staff such that they may no longer need to be tested. Director of Corporate Services will monitor this and inform supervisors, as applicable.

5.4 Where to go for Rapid Antigen Testing?

5.4.1 Rapid antigen screening tests are available at selected Ontario pharmacies. After researching many options, this option is the most viable and safe option as testing conducted on site could lead to a possible COVID-19 exposure. It is the employee's responsibility to find a participating pharmacy and inquire whether they accept walk-ins or if an appointment is required.

Note: Self-testing or at-home tests purchased online or over the counter will not be accepted.

5.5 Frequency of Testing

5.5.1 Employees that require rapid antigen screening tests are to have them done outside of working hours, within 48 hours of the start of their weekly shift or designated cohort week, regardless of how many days they work in that week. Employee must provide their test results on Monday and Thursday prior to start of their shift.

5.5.2 In the event of an inconclusive result employee must not report to work, and obtain an additional test to confirm or deny COVID-19 infection.

5.5.3 Important notes:

- Employees who submit false test results will be subject to disciplinary action up to and including termination of employment.
- Rapid antigen tests are less accurate than lab-based PCR tests and thus it is possible that rapid antigen test results could be inaccurate.

5.6 Costs

5.6.1 The cost for a rapid antigen test at pharmacies is around \$40 per test but this can vary so be sure to inquire.

5.6.2 Exemption

Employees who have a legitimate medical and human rights exemption will be eligible to receive reimbursements for two rapid antigen tests, subject to review.

5.6.3 Only rapid antigen tests will be covered. The Authority will not cover the cost of any other type of COVID test where there is a fee, such as what is required for international travel.

Section 209 – 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)
 - 2.10 Signed privacy and use of information form (New 2018)
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 The General Manager or his/her appointee, Director of Corporate Services acting as HR, Payroll/Accounting Clerk

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 21 – 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 22 – 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 (EI)

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 EI benefit for balance of year.

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

1.2.2.3 EI rules: Check with Accounting or Government for any specific proposal.

1.2.3 Part-time and 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.

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

Section 23 – Accountability and 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.

Section 24 – Right to Disconnect Policy**POLICY STATEMENT**

The St. Clair Region Conservation Authority (SCRCA) recognizes that work-related pressures and the inability to disconnect from one's work can result in stress and deterioration of employee health and well-being. The is committed to supporting employee's overall health by reinforcing clear delineation and separation from work by ensuring employees understand their right to disconnect from their work outside of regularly schedule hours.

1. PURPOSE

- 1.1. This policy provides clarity regarding an employee's Right to Disconnect from work outside of their normal working hours, subject to reasonable exceptions and the SCRCA's obligations to put in place appropriate measures to address this right as outlined in *Bill 27, Working for Workers Act*.
- 1.2. This policy defines what is meant by "Disconnecting from Work" and provides the framework for which the SCRCA will implement and fulfil the requirements as set out in legislation.
- 1.3. This policy confirms the SCRCA's commitment to support employee well-being by implementing the required measures and messages that support the achievement of improved work-life balance where employees are encouraged to separate from work to recharge regardless of whether employees are working in the workplace or under a flexible or hybrid work arrangement.
- 1.4. This policy ensures parties understand their respective rights and obligations regarding an employee's Right to Disconnect.
- 1.5. Due to the evolving nature of legislative requirements, the SCRCA affirms that it may amend this Policy as it deems appropriate.

2. SCOPE

- 2.1. This policy applies to all SCRCA employees, unless otherwise specified.
- 2.2. This policy shall be reviewed every five (5) years from the date it becomes effective, and/or sooner at the discretion of the General Manager/Secretary-Treasurer or designate.

3. DEFINITIONS

- 3.1. **Disconnecting from Work** is defined as not engaging in a range of work-related activities and communications including meetings, e-mails, telephone calls, video calls or sending or reviewing messages such that employees are free from the performance of work outside of their normal working hours in accordance with the *Employment Standards Act, 2000 (ESA)* and this Policy, subject to any exceptions outlined within the Policy.

4. INTERPRETATIONS

Any reference in this policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a SCRCA policy shall be deemed to be a reference to the most recent passed policy or by-law and any replacements thereto.

5. GENERAL CONDITIONS

Guidelines

This Policy will be governed by and interpreted in accordance with all applicable legislation, including (but not limited to) *Ontario Employment Standards Act, 2000 (ESA)* and *Occupational Health and Safety Act*.

Employee health and well-being are priorities and the SCRCA is committed to improving overall employee health and wellness and providing employees with improved work-life balance.

An employee's time outside of normal working hours is intended for employees to recharge and dedicate their time to activities that are of importance to them and wherever possible should not be used to complete work-related activities and tasks. Habitually using personal time to complete work activities can contribute to employees' feeling an obligation to continue working and/or respond to communication that comes in after regular working hours.

Employees unable to fully disconnect from their work may experience stress and other mental health challenges which are associated with many of the leading causes of disease and disability, can result in burnout, negatively affect performance, mood and attendance, and personal and professional relationships. All employees are encouraged to know, and conduct their assigned work within, their established working hours to the extent that it is reasonably possible to do so. Aside from such times as work may be required outside of established working hours (i.e., emergency situations, on-call duties) employees are free to disconnect from work during off hours and are encouraged to do so.

5.1. **The Right to Disconnect**

- 5.1.1. Employees have the right to disconnect from their job and job-related tasks, including communication outside of working hours and to do so without fear of reprisal.

- 5.1.2. Employees are encouraged to establish and follow clear boundaries between their work and personal lives.
- 5.1.3. The right to disconnect means that employees:
 - 5.1.3.1. Can and should stop performing their job duties and job-related tasks outside of expected working hours;
 - 5.1.3.2. Are not required to take work home to complete outside of regular working hours
 - 5.1.3.3. Are not expected or required to respond to work-related communication outside of regular working hours, while on rest breaks, or during any paid or unpaid time-off;
 - 5.1.3.4. Should take and use all of their scheduled time off entitlements for non-work-related activities; and
 - 5.1.3.5. Will not face repercussion or be penalized for not communicating or continuing to work outside of their regular working hours.
- 5.1.4. Employees must also demonstrate respect for others' right to disconnect and should not expect co-workers to respond, communicate, or complete work outside of their working hours.

5.2. **Workload and Productivity**

- 5.2.1. The Employer understands that there are circumstances where employees wish or need to work outside of their normal hours to address a time-sensitive deadline, to attend to an urgent matter, or due to unforeseen circumstances; however, employees should not routinely work outside of their schedule hours to complete or catch up on work.
- 5.2.2. Employees having difficulty managing their workload during regularly schedule hours should meet with their direct manager to evaluate current workload, priorities and due dates.
- 5.2.3. Managers and Supervisors will work with employees to develop solutions to ensure:
 - 5.2.3.1. Current workload is reasonable and does not result in the employee working excess hours
 - 5.2.3.2. Regular job duties can be completed during working hours; and
 - 5.2.3.3. Employees can remain productive and meet goals and objectives
- 5.2.4. Working additional hours does not automatically equate to increased productivity. Employees are encouraged to seek ways to maximize productivity within their workday by using effective time management tactics including:
 - 5.2.4.1. Scheduled calendar time blocking to complete specific tasks or communication and follow-up activities;
 - 5.2.4.2. Strategizing with their manager to organize and prioritize work;

- 5.2.4.3. Break down projects and tasks into manageable portions and milestones;
- 5.2.4.4. Minimize disruptions by setting on-line status to “busy” or “do not disturb”;
- 5.2.4.5. Whenever possible, institute at least one dedicated work day per week without meetings; and
- 5.2.4.6. Set goals to work continuously for specified periods of time before taking a rest break or responding to communication

5.3. Working Hours

- 5.3.1.1. Employee’s working hours are by their employment contract, as laid out in policy or prescribed between an employee and their direct manager.
- 5.3.1.2. It is generally expected that all employees are able to complete their work, including reviewing and responding to work-related communications during their normal hours of work. The SCRCA does not expect that employees engage in work or work-related communications outside of their normal hours of work, subject to exceptions as detailed and outlined below.
- 5.3.1.3. Employees who are unable to complete their work or attend to work-related communications within normal working hours are to notify their manager at the earliest opportunity.

5.4. Exceptions

- 5.4.1. There are situations where it may be necessary for employees to perform work or communication with colleagues outside of their normal hours of work. These exceptions will generally include Flood Forecasting and Warning staff, Conservation Areas Management and the General Manager/Secretary-Treasurer. Examples include but are not limited to the following:
 - 5.4.1.1. Emergency or exigent circumstances that arise with or without notice
 - 5.4.1.2. Requirement to assist or fill in with short notice for a colleague
 - 5.4.1.3. Nature of the employees’ work is such that it requires work and/or work-related communications to be accomplished outside of their normal working hours.
 - 5.4.1.4. Unforeseen business or operational reasons
 - 5.4.1.5. Employee request or agreement to work certain hours or have flexible working hours; and
 - 5.4.1.6. Other circumstances as outlined by an employee’s manager that are deemed inherent to the position

5.5. Meetings, Calls and Work-Related Communications

- 5.5.1. Employees should make all reasonable efforts to schedule meetings, calls and attendance to work related communications during normal hours of work, subject to exceptions outlined in this Policy.
- 5.5.2. Employees may feel obligated to send or respond to messages outside of working hours. The Employer, may on occasion, send general communication to employees when they are in fact not working (i.e., day off or scheduled vacation) but will endeavour to ensure that communications are such that they do not require an immediate response, unless it is unavoidable to do so.
- 5.5.3. Employees must also respect other's right to disconnect and limit or avoid direct communications (i.e., sending emails, text messaging, instant messaging) or phone calls to employees and clients outside of regularly scheduled work hours, during breaks, or during times where employees are known to be off (i.e., regularly scheduled day off or vacation time.)
- 5.5.4. The Employer recognizes that it may be necessary to send communication to a group of employees (i.e., department), or to forward important communication to an employee who is not working. In these instances, responses should not be expected until such time as the employee has returned to work. In urgent or emergency situations where a response is required, manager approval should be sought prior to sending.
- 5.5.5. Employees not replying to work-related communications outside of their working hours will not face repercussions.
- 5.5.6. Communication boundaries can be set by doing the following:
 - 5.5.6.1. Set clear expectations for an e-mail response time;
 - 5.5.6.2. Logging off for the day or setting your on-line status to "away", "out of office", "do not disturb", or "offline" when not working;
 - 5.5.6.3. Scheduling breaks times in your calendar; and
 - 5.5.6.4. Avoiding using work email for unrelated communication, such as newsletters, coupons or personal correspondence
- 5.5.7. Employees should at all times strive to act consistently with limited sending and responding to communications outside of scheduled hours. However, should it be necessary to conduct work, compose messages or communications outside of working hours, consider using a scheduling tool that allows the communication to be sent at a specified time during work hours or clarify in the communication that a response is not expected outside of normal working hours.
- 5.5.8. Employees are expected to use heir best judgement when determining whether to conduct work activities, send or respond to work-related communications outside of normal working hours.

5.6. Time Off

- 5.6.1. The Employer understands the importance of having personal time off for its employees. Employees are encouraged to use their accrued paid vacation time in full every year to allow for rest, relaxation and personal pursuits with any exemptions going to the General Manager/Secretary-Treasurer for approval.
- 5.6.2. Employees are expected to, wherever possible to complete time-sensitive projects and meet deadlines prior to commencing their vacation and/or to have planned for sufficient coverage in their absence. Managers will work with employees to ensure appropriate delegation of tasks and duties required to be completed in their absence to maintain workflow and productivity. Employees should not be reluctant to take vacation, with the proper approvals, as a result of workload, unless there are limitations or restrictions as a result of a due date, project priority, scheduling conflict or unforeseen circumstance that prevent an employee from doing so.

5.7. Overtime

- 5.7.1. Hours worked outside an employee's standard hours may lead to overtime hours. Employer permits employees to request or require overtime in certain situations to ensure work is completed; however, employees are not permitted work overtime without prior approval by their manager.

5.8. Mental Health Support

- 5.8.1. The Employer recognizes that the workplace plays a significant role in managing and supporting employee mental health and understands that deterioration of mental health and wellness can be triggered by excess pressures at work or at home and result in lowered work performance and harm to one's physical and mental condition.
- 5.8.2. The Employer will support mental health by:
- 5.8.2.1. Minimizing work-related sources of stress;
 - 5.8.2.2. Addressing internal factors that contribute to employee burnout;
 - 5.8.2.3. Regularly address workload, productivity and expectations;
 - 5.8.2.4. Promote work-life balance;
 - 5.8.2.5. Assist employees in recognizing the signs and symptoms of mental health challenges;
 - 5.8.2.6. Having an open-door policy for communication and providing a work environment where employees can be assured they can raise issues of mental health with their manager;

- 5.8.2.7. Treating mental health with the same level of importance as physical health and safety;
- 5.8.2.8. Conducting risk assessments to identify workplace factors that contribute to worsening or improving mental health and
- 5.8.2.9. Providing employees with the assistance and access to resources needed to support mental health (i.e., employee assistance programs, accommodations, flexible work arrangements etc.).

6. **RESPONSIBILITIES**

Shared responsibility exists for all employees to work together to ensure everyone is able to disconnect from work outside of normal working hours in accordance with this Policy.

6.1. **The Board of Directors** have the authority and responsibility to:

6.1.1. Support and respect the Right to Disconnect Policy

6.2. The **General Manager/Secretary-Treasurer** has the authority and responsibility to:

6.2.1. Ensure compliance with the Right to Disconnect Policy

6.2.2. Support managers in addressing workload issues

6.3. The **Employer** has the authority and responsibility to:

6.3.1. Provide new employees with a copy of this Policy within 30 days of their employment.

6.3.2. Review and amend this Policy as often as may be required.

6.3.3. Provide existing employees with a copy of any amended versions of the Policy within 30 days of any amendments.

6.3.4. Provide employees with information regarding their normal hours of work given the nature of their work and any other information required to assist employees with complying with this Policy.

6.3.5. Take all reasonable steps to ensure that management and employees are able to disconnect from the workplace at appropriate times as detailed in this Policy.

6.3.6. Refrain from penalizing or taking reprisal action against employees who have questions regarding this Policy or request compliance with it. Legitimate employer direction and/or corrective action towards employees is not considered as reprisal action.

6.4. **Management** has the authority and responsibility to:

- 6.4.1. Take all reasonable steps to ensure that employees under their supervision are able to disconnect from work outside of their normal hours of work in accordance with this Policy.
- 6.4.2. Make attempts to resolve employee concerns regarding compliance with this Policy.
- 6.4.3. Advise employees of the limited instances in which they may be expected to perform work outside of their normal hours of work; and
- 6.4.4. Refrain from penalising or taking reprisal action against employees who have questions regarding this Policy or request compliance with it. Legitimate management direction and/or corrective action towards employees is not considered as reprisal action.

6.5. **Employees** have the responsibility to:

- 6.5.1. Take all reasonable steps to ensure that they effectively manage their work and work-related communications during their normal working hours
- 6.5.2. Fully cooperate with any time recording methods the Town uses to track or monitor hours of work
- 6.5.3. Take all reasonable steps to ensure that their colleagues are able to disconnect from work in accordance with this Policy; and
- 6.5.4. Notify their manager if they experience undue pressure to work or respond to work-related communications outside of their normal working hours, or if they are otherwise unable to comply with the Policy.

Section 25 – Hybrid Work Arrangement Policy

0.1 The intent of this Policy is to provide guidelines for hybrid work arrangements for St. Clair Region Conservation Authority (SCRCA) employees, including the process and expectations for those employees when working remotely (the “**virtual workspace**”). The SCRCA reserves the right to revoke or modify hybrid work arrangements, as outlined below, at any time.

1. PURPOSE

1.1 The SCRCA recognizes that providing hybrid work arrangements is an important component of it's to ability to attract, support, retain and invest in its staff.

2. SCOPE

2.1 Pursuant to this Policy, all employees who are in roles that are conducive to remote work will be advised of their eligibility in writing, of the ability to adopt a hybrid model for their work schedule.

2.2 For those employees who are in public-facing roles, or where it has been determined by senior management that they cannot effectively perform their work remotely, they will be ineligible for hybrid work arrangements and will need to continue working from the Administration Office located at 205 Mill Pond Crescent, Strathroy, Ontario, or respective designated office location, on an ongoing basis.

3. GENERAL CONDITIONS

3.1 Guidelines

The hybrid work schedule will be as follows:

3.1.1 Eligible SCRCA employees will be able to work remotely part-time, 2 days per week, with the requirement to attend at the Administration Office or designated workplace on the remaining 3 days of the week (“**hybrid arrangement**”).

3.1.2 Ineligible SCRCA employees, in roles that are required to work from the Administration Office or respective designated office location on a full-time basis, may be eligible for alternative flexible options (e.g., flex start/finish times), at the sole discretion of the General Manager upon approval from their Manager or Director. Flexible work will be arranged on a case-by-case basis.

- 3.1.3 Employees who are granted the ability to work remotely under the hybrid arrangement must demonstrate that they have the capacity to access SCRCA servers, have a home computer and adequate internet service.
- 3.1.4 As this Policy will form a part of the terms and conditions of an employees' Employment Agreement, employees must comply with all of the SCRCA's rules, policies, practices, and instructions that would normally apply if they were working onsite at the Administration Office or respective designated office. Accordingly, work hours, compensation, and time off will continue to conform to applicable policies and agreements.
- 3.1.5 Staff who are eligible for the Scheduled Day Off (SDO) program may still accrue SDO time while working from a remote location. Requests to work overtime, vacation or other requests not specified herein, must be approved by an employee's Manager or Director in the same manner.
- 3.1.6 Below is a summary of expectations for employees that will be working remotely in a hybrid arrangement:
- 3.1.6.1 Employees working remotely will be required to attend the Administration Office for specific purposes, such as Company events, training, administrative duties, and/or meetings with internal or external stakeholders.
 - 3.1.6.2 Employees' working hours will continue in accordance with their Employment Agreement. Any exceptions must be approved by their Manager or Director.
 - 3.1.6.3 During an employee's working hours, it is expected that employees will be actively engaged in work specific to their role and the SCRCA. They should be available for phone calls and virtual meetings while also responding promptly, to the best of their ability, to work related communications and correspondences in addition to other matters that may arise throughout the course of their day
 - 3.1.6.4 Remote work should not affect an employee's ability to complete the day-to-day functions of their role. This includes, but is not limited to:
 - (a) Effectively communicating with colleagues, management, and customers;
 - (b) Completing tasks in a timely manner;

- (c) Keeping managers informed on the progress of tasks;
- (d) Staying updated on department/work meetings and events; and
- (e) Reaching out for support, if needed.

3.2 Health and Safety

3.2.1 The SCRCA is committed to ensuring that employee remote virtual workspaces are safe and ergonomic. Virtual workspaces should meet the same health and safety requirements as those available at the Administration Office, where possible. For example:

- (a) Desk, chair and other accessories are of a comparable quality to that in the office. For example: the desk should be an appropriate height and sturdy enough to handle the weight of any peripheral equipment that may be placed on it (e.g., computers, printers, scanners, etc.).
- (b) Equipment such as an ergonomic chair, footrest, or technology, that will help to setup a safer work environment. Alternatively, household objects, if used properly and safely, can be used creatively to improve the ergonomics of a temporary workstation.
- (c) Ensure the workstation is adjusted and coordinated properly (i.e., keyboard at the right height (wrists are in a neutral position), with a mouse placed nearby (reachable without arm or wrist strain).
- (d) A tidy and organized workspace to reduce reaching and twisting motions while also being cleared of potential slip-trip-fall hazards.
- (e) Noise levels being controlled, either by isolating the work area or using noise-cancelling headphones or hearing protection.
- (f) Adequate ventilation and air quality in the workspace.
- (g) Temperature is comfortable and can be adjusted as needed.

In addition to the tips mentioned above, the following should also be considered:

3.3 Fire Protection

- 3.3.1 Is there a working smoke alarm?
- 3.3.2 Is there clear access to a fire extinguisher? When was it last checked?
- 3.3.3 Is there a working carbon monoxide detector in the home?
- 3.3.4 How many accessible exits are available and where are they?
- 3.3.5 Does the virtual workspace meet safety requirements of local building and fire codes?

3.4 Emergency Procedures

- 3.4.1 Has an evacuation plan been established? How often will it be reviewed?
- 3.4.2 Are the first aid supplies adequate?
- 3.4.3 Are emergency contact numbers posted near the telephone or in a visible location?
- 3.4.4 Has a periodic contact schedule been established?
- 3.4.5 Do you have an office contact and does your office contact know how to reach someone near you in the event of an emergency?

3.5 Electrical Safety

- 3.5.1 Are extension cords in good condition and positioned properly?
- 3.5.2 Are cords and cables causing a tripping hazard?
- 3.5.3 Are outlets grounded and not overloaded?
- 3.5.4 Is there surge protection for electrical equipment?
- 3.5.5 Is there sufficient ventilation for electrical equipment?

3.6 Use of SCRCA Property

3.6.1 “SCRCA Property” is defined as anything owned by the SCRCA, including but not limited to, SCRCA confidential or proprietary information as defined in the employment agreement, documentation, software, networks, drives, equipment, devices, tools, supplies, keys, passwords, access codes, and intellectual property.

3.6.2 Employees must access SCRCA provided servers and equipment when working remotely to ensure that they are using the appropriate software and programs while maintaining data security and confidentiality. Company-provided resources (smart phones or computers if provided) may only be used for business purposes. Employees are required to cooperate with the SCRCA’s IT requirements in order to ensure that data and device security at one’s virtual workspace is consistent with SCRCA rules and policies.

3.6.3 All SCRCA documents must be saved on the SCRCA system so that information is available to those who may require its use. At no time shall SCRCA data or intellectual property be stored on personal devices.

3.6.4 Employees must take reasonable steps to secure and protect any SCRCA property from, among other things, theft, damage, misuse, or third-party access, in accordance with SCRCA rules and policies. SCRCA Property should not be used or accessed in any way by family, visitors or other non-SCRCA employees.

3.6.5 If a SCRCA laptop is provided in certain circumstances, Employees are required to not leave SCRCA laptops unattended in an unsecured location. Depending on the circumstances, employees may be responsible for any damage to, or loss of, SCRCA Property and the costs related to repair or replacement.

3.7 Conclusion of flexible work arrangement

3.7.1 The SCRCA will review hybrid work arrangements on an annual basis. As outlined above, the SCRCA has the discretion to modify and/or revoke employee hybrid work arrangements. An employee may request to modify or revoke their flexible work arrangement at any time with the understanding that the SCRCA has the ultimate discretion in terms of approving or denying employee requests.

3.7.2 In the event of an employee's termination from employment, irrespective of reason, the employee is required to promptly return all SCRCA Property to the SCRCA.

3.8 Policy Violation & Disciplinary Action

3.8.1 Violations of this Policy may result in disciplinary action up to and including termination for cause. Where there is found to be a violation of the Policy, the consequences to the employee will be dependent upon the nature of the violation and the employee's circumstances, which may include discipline up to and including termination without notice. An employee may be terminated for a single serious incident or if the employee fails to correct their conduct despite repeated efforts at correction.

Section 26 – 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

<O:\Communications\Projects\Administration\Organization Charts>

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 27– 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 Corporate Services and is undertaken by Authority staff or local contractors.

2. Security – Office

2.1 Keys for building are held and distributed by the Administrative Assistant. Keys are distributed as required, to regular service permanent 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, are turned off before leaving at night. The doors are to be locked and all unnecessary equipment is to be turned off. The Administrative Assistant or her/his designate is responsible for arranging these items.

3. Security – Regional Conservation Areas

3.1 Conservation Authority staff contracts security services for the regional campgrounds.

Section 28 – Risk Management**1. Status**

- 1.1 The Manager of Lands is the Authority's Management Representative on the Health and Safety Committee.
- 1.2 Risk Management responsibilities are assigned to the Health and Safety Committee which shall be accountable to the Executive Committee.
- 1.3 A staff Health and Safety Committee has been appointed.
- 1.4 The Authority has adopted a Health and Safety Policy.
- 1.5 The Health and Safety Committee reports through its Chairman directly to the Executive Committee.

2. Health and 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 and Safety Committee for the Authority in accordance with the provisions of the Ontario Health and Safety Act, R.S.O. 1990. The Health and 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 and 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 and Safety Officer shall be responsible to the Authority's Health and Safety Committee.
- 2.4 The Health and 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.

- 2.5 The Health and 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.
- 2.6 The Health and Safety Committee shall ensure construction of projects in a manner that will ensure employee and public safety while adhering to applicable Acts and Regulations.
- 2.7 The Health and 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.
- 2.8 The Health and 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.
- 2.9 The Health and Safety Committee shall ensure that all water related activities on 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.
- 2.10 The Health and 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.
- 2.11 The Health and Safety Committee shall establish and implement a program that effectively inspects all Authority facilities and property.
- 2.12 The Health and Safety Committee shall ensure that all Authority facilities are maintained in a safe manner in accordance with all applicable Acts and Regulations.
- 2.13 The Health and 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 and Safety Officer – Terms of Reference

3.1 The person in position of Manager of Lands shall hold the position of Health and Safety Officer.

3.2 The Health and Safety Officer will:

3.2.1 Be responsible for the organization of a Health and Safety Committee

3.2.2 Formulate, enforce and update Authority Health and 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 and 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 Manager of Conservation Areas or the General Manager.

4. Health and 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 appointed by

the General Manager. One worker and one management person to be trained (certified) as part of the Occupational Health and 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 the 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 and 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, 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 and Safety policy (Section 14).

4.8 Keep detailed minutes of Health and Safety committee meetings and circulate these to the General Manager and committee members

5. The General Manager (or appropriate designate) will, upon receipt of a verbal or written complaint, investigate 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 29 – 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. Authority Records to be retain with this policy will include both paper and electronic files. Electronic files will be backed up, retained, protected and destroyed in the same manner as paper files, using the schedule below.
3. A record retention schedule has been established and approved by the Executive Committee in 1987 and updated in 2017. 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 O (year-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)	Permanent
Paid and Cancelled Payroll Cheques	7 Years
Accounts Payable	
Accounts Payable Vouchers and Invoices	7 Years
Paid Purchase Orders (filed with vouchers)	6 Years
Paid and Cancelled Cheques	7 Years
Accounts Receivable	
Accounts Receivable Invoices	7 Years
Receipt Books	7 Years
Deposit Slips	7 Years
Lease (after expiration)	7 Years
Accounts Receivable Ledger Cards	7 Years
Other Bookkeeping	
Destroyed Record File	Permanent
Cash Books (archived records only, no longer in use)	Permanent
Cash Payment Journal (archived records only, no longer in use)	Permanent
General Journal (archived records only, no longer in use)	Permanent
General Ledger	9 Years
Working Papers for Journal Entries	7 Years
Inventory Records	6 Years
General	
Historical Correspondence	Permanent
General Correspondence	6 Years
Inter-Office Memos	6 Years
Registered Letters	6 Years
Work Programs	6 Years
Park Receipt Records	7 Years
Insurance Claims	6 Years
Insurance Records (after expiration)	6 Years
Transitory Records (examples: Drafts, Voicemail, Post it notes, Notebooks, Paper Calendars etc.)	At discretion of individual employee
Members and Meetings	
Minute Book	Permanent
Agendas	6 Years
Per Diem and Mileage Records	7 Years
Vehicle	
Fuel Distribution Records	6 Years
Vehicle Accident Reports	6 Years
Vehicle Records (after disposal of vehicle)	2 Years
Vehicle Work Reports	After Audit

Planning and Engineering	
Aerial Photos	Permanent
Agreements	Permanent
Contour Maps	Permanent
Contract Documents	Permanent
Drainage Records	Permanent
Engineering Drawing and Reports	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 record 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 of 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. Except as outlined under retention policy for the transitory type documents.

6.4 Original records may not be borrowed or removed from Conservation Authority 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 (Chart 2.2 above) and amendments thereto.

6.6 Records designated for destruction as per the Authority's Record Retention Policy 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 30 – 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 Committee 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 be 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. and M.P.P.
 CO /MNRF/ECCC
 Department Director

3.2 Flood Action Committee – Committee Members and alternates, Executive Committee, General Manager, Flood and 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.
- 1.1 , Objects of an Authority: “The objects of an Authority are to provide, in the area over which it has jurisdiction, the mandatory programs and services required under section 21.1; any municipal programs and services that may be provided under section 21.1.1; and any other programs that may be provided under section 21.1.2. 2020, c. 36, Sched. 6. 6 (1)

Section 31 – Mandate, Committees and Directors

- 1.2 For the purpose of accomplishing its objects, an Authority has power under the Conservation Authorities Act, R.S.O., 1990, c. C.27, s. 21; 1996, c. 1, Sched. M, s. 44 (1, 2); 1998, c. 18, Sched. I, s. 11; 2017, c. 23, Sched. 4, s. 19 (1, 2, 4, 5); 2020, c. 36, Sched. 6, s. 7.to:
- 1.2.1 To research, study and investigate the watershed and to support the development and implementation of programs and services intended to further the purposes of [the] act;
 - 1.2.2 For any purpose necessary to any project under consideration or undertaken by the Authority, to enter into and upon any land, with consent of the occupant or owner, and survey and take levels of it and make such borings or sink such trial pits as the Authority considers necessary;
 - 1.2.3 To acquire by purchase, lease or otherwise any land that it may require, and subject to subsection (2), to sell, lease or otherwise dispose of land so acquired;
 - 1.2.4 Despite subsection (2), to lease for a term of five years or less, 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 other purposes as may be necessary for the due carrying out of any project or to further the Authority's objects;
 - 1.2.7 To enter into agreements with owners of private lands to facilitate the due carrying out of any project;
 - 1.2.8 To determine the proportion of the total benefit afforded to all the participating municipalities that is afforded to each of them;
 - 1.2.9 To erect works and structures and create reservoirs by the construction of dams or otherwise;
 - 1.2.10 To control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof;

- 1.2.11 To alter the course of any river, canal, brook, stream, or watercourse, and divert or alter, as well temporarily as permanently, the course of any river, stream, road, street or way, or raise or sink its level in order to carry it over or under, on the level of or by the side of any work built or to be built by the Authority, and to divert or alter the position of any water-pipe, gas-pipe, sewer, drain or any telegraph, telephone or electric wire or pole;
- 1.2.11 To use lands owned or controlled by the Authority for purposes, not inconsistent with its objectives, as it considers proper;
- 1.2.12 To use lands owned or controlled by the Authority for park or other recreational purposes, and to erect, or permit to be erected, buildings, booths and facilities for such purposes and to make charges for admission thereto and the use thereof;
 - 12.2.12.1 To charge fees for services approved by the Minister
- 1.2.13 To collaborate and enter into agreements with ministries and agencies of government, municipal councils and local boards and other organizations and individuals;
- 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 Generally to do all such acts as are necessary for the due carrying out of any project or as may be desirable to further the objects of the Authority.

2. Flood Control Goals and 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 land suitable for acquisition, identify 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 and 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 and 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 and 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 and 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 to establish 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, erosion control, wildlife protection and public recreation opportunities.
- 6.2.7 To establish specific forest management information and education programs.

7. Community Relations Goals and 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.

7.2.5.4 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 and 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 assist 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 and 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. Boards and Committees

10.1 Board of Directors – Terms of Reference

- 10.1.1 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:
 - 10.1.1.1 Approve any new capital project of the Authority.
 - 10.1.1.2 Approve total budget for the ensuing year and approve the levies to be paid by the participating municipalities.
 - 10.1.1.3 Receive and approve the Auditor's statement for the preceding year.
 - 10.1.1.4 Authorize the borrowing of funds for the Authority.
 - 10.1.1.5 Approve by resolution, any proposed expropriation of land.
 - 10.1.1.6 Be responsible for the mandate and goals and objectives of the Authority.
 - 10.1.1.7 Approve of establishing and implementing regulations, policies and programs.
 - 10.1.1.8 To appoint, supervise and co-ordinate activities of the Director Committees.
 - 10.1.1.9 To approve and authorize payment of accounts including adjustments to the grid system.

10.1.1.10 To award contracts or approve agreements.

10.1.1.11 To receive delegations on behalf of the Authority and make decision thereon.

10.1.1.12 Without limiting the generality of these regulations, to set policy for the operation of the Authority.

10.1.1.13 To authorize land purchases incidental to any approved project.

10.1.1.14 Such other duties that may be required.

10.2 Executive Committee – Terms of Reference

10.2.1 Power and Functions: The Board of Director has delegated all of its power to the Executive Committee, except:

10.2.1.1 The termination of the services of the General Manager/Secretary-Treasurer;

10.2.1.2 The power to raise money; and

10.2.1.3 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.

10.2.2 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.

10.3 Special Purpose “Sunset Committees”

10.3.1 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.

10.3.2 Where Board members attend Committee meetings representing the Authority's interests, they are entitled to per diem and mileage.

10.4 Flood Action Committee – Terms of Reference

10.4.1 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.

10.4.2 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.

10.4.3 The Committee will annually assess the flooding potential in the Lower Sydenham Watershed – specifically areas susceptible to flooding.

10.4.4 The Committee will have responsibility for recommending action involving emergency flood response operations or actions affecting all flood prone municipalities including icebreaking.

10.4.5 The Committee will assist municipalities affected by flooding by making recommendations concerning flood control operations.

10.4.6 The Authority Chairman shall be Chairman of the Committee and shall authorize authority ice breaking operations.

10.4.7 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.

10.5 Committee Membership

10.5.1 Municipalities – Appointed representative from:

10.5.2 Municipality of Chatham-Kent and Township of St. Clair

10.5.3 SCRCA – Authority Chairman and Vice Chairman (January 26, 1994 Executive Committee Meeting, EC-94-027)

11. Directors

11.1 Powers and Functions

- 11.1.1 In this document and on a day to day basis, members will be referred to as “Directors”.
- 11.1.2 As a duly appointed director of a participating municipality, you have the following responsibilities to:
 - 11.1.2.1 Attend all Board of Directors meetings, full Authority meetings and those Committees meeting for which you are appointed.
 - 11.1.2.2 Become aware and knowledgeable of the programs/projects and activities of the Authority.
 - 11.1.2.3 Establish goals and major policies for the Authority.
 - 11.1.2.4 Ensure that plans and programs are implemented to meet these goals.
 - 11.1.2.5 Refer matters involving personnel and other sensitive issues to the General Manager.
 - 11.1.2.6 Treat land, personnel, and other confidential matters of the Authority business confidential.
 - 11.1.2.7 Keep member municipal councils informed of Authority projects, programs and activities.
 - 11.1.2.8 Declare a conflict of interest on any personal and Authority matter in accordance with the Conflict of Interest Act.

11.2 Per Diem

- 11.2.1 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.
- 11.2.2 If no quorum is present, the per diem rate shall be paid to those in attendance.
- 11.2.3 Directors will be paid for expenses incurred on authorized Authority business.

11.2.4 All per Diem expenses, mileage and allowances to be in accordance with the Order issued by the Ontario Municipal Board.

Section 32 – 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 \$100.00 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 33 – 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 34 – 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 Corporate Services
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)

THE NEXT TABLE WAS UPDATED IN THE JUNE 2018 BOARD MEETING, ALONG WITH ASSIGNED POWER OF DUTY

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 35 – 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 Manager of Communications, so that an accurate record of coverage may be maintained.

Section 36 – Mail

1. Incoming Mail Procedure (January 18, 1988)

- 1.1 Mail is opened, stamped and divided into folders (Water Management, Land Management, Finance and Communication) by the Administrative Assistant.
- 1.2 Administrative Assistant records all incomings mail, faxes and e-mail in a mail/fax/e-mail register.
- 1.3 Mail goes to department head, as appropriate
- 1.4 Supervisors are responsible for returning empty mail folders a.s.a.p.

2. Note:

2.1 Absences: during the Department head's absence the following applies:

- 2.1.1 Department heads are responsible for delegating a staff member to review and distribute department mail

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 Manager 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 37 – 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 Accounting Department/Director of Corporate Services 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 Accounting 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 Accounting 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 Accounting 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 Accounting Department for payment of invoices.

3.4 The Accounting Department shall notify the Authority insurers where appropriate immediately upon receipt of the claim.

Section 38 – 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 39 – 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 40 – 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 – i.e. 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 an 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.

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 Corporate Services.
 - 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 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 Permanent 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 41 – 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 and 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 SCRCA, 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 42 – 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 SCRCA 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 General Manager, 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 SCRCA 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 decide 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. Employees will, however, be permitted to use accumulated overtime, SDO, 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 and 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 43 – Computer Usage and 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, SCRCA 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 SCRCA software for use of non-SCRCA machines
- 2.1.2 Attempt to break into SCRCA systems or networks or user accounts
- 2.1.3 Use SCRCA 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 facilities 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 has enacted 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 phishing⁴, pharming⁵ and/or spyware⁶ (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.

5.3.4 Messages sent by one individual to another individual recipient with whom the sender has a personal, family or business relationship.

5.3.5 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, donated, 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.

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. 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 acquired through Authority's Information Technology Department may be used on the Authority's network.

6.5 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 44 – 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 45 – Miscellaneous Finance and 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, their 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 st 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.

6.3 Lunch will be taken starting no earlier than 11am and no later than 2pm.

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
A. Legislative	
– Section 24	Minister
– Section 40	Minister/Mgmt. Board
– Disposition of Land	Order-in-Council
– Fill and Construction	Order-in-Council
– Conservation Area Regulations	Order-in-Council
– Administration Regulations	Minister
– Limited Area By-Laws	Minister
B. Regional Technical	
– Terms of Reference (Surveys and Studies)	Regional Director
– Consultant Selection	Delegated
– Agreements (Eng. and 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 Procedures	Operating	Delegated
– Inspection Certificates		Delegated
C. Regional Financial		
– Approved Project List		Regional Director
– Requests for Reallocation		Regional Director
– Requests for 2 nd 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 Corporate Services. The Director of Corporate Services 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:	Board Coordinator 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.

10.0 Interviewing Guidelines – To ensure a balanced interview process all interview teams shall consist at least of one individual that identifies as female, one individual that identifies as male. In the event that an employee identifies as gender fluid it is recommended that there are three members on the interview teams.

Section 46 – Purchasing and Resource Commitment

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 and Resource Commitment 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 MNR'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;
- 1.2.12 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 Deposit Requirements

1.5.1 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.

1.6 Purchases by Employees

1.6.1 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:

2.1.2 Date

2.1.3 Name of supplier

2.1.4 Person contacted

2.1.5 Price quoted

2.1.6 Date quote expires

2.1.7 Other relevant information

2.2 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.

2.3 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.

2.4 Receiving Reports

2.4.1 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.

2.5 Invoices and Statements

2.5.1 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.

2.6 Cash Purchases

2.6.1 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. 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.

2.7 Cheque Requisition

2.7.1 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.

2.8 Progress Payment Sheets

2.8.1 Where large projects are concerned; progress payment sheets should be utilized for payments, particularly those without invoices. The cost is based on contract prices.

2.9 Credit Cards

2.9.1 Credit cards may be issued to regular service permanent 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.

2.10 Promotions

2.10.1 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

Designated Staff Authorized to Purchase Goods or Services, and Commit Resources

<u>Staff Position</u>	<u>Limit</u>
General Manager/Secretary Treasurer	Up to approved budget
Director of Corporate Services	\$5,000 and under
Department Directors	\$3,500 and under
Department Managers	\$1,500 and under
Administrative Assistant	\$1,500 and under
All other staff	\$500 and under

The delegation of authority to authorize purchase orders for staff at the Department Director 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 47 – 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 1st 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 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 responsible to obtain endorsements as a record of coverage.

Section 48 – Investments

1. 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. 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. Standard Of Care

3.1 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.

3.2 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 Corporate Services.

4. Objectives

4.1 The primary objectives of this investment policy, in priority order, are as follows:

- 4.1.1. Adherence to statutory requirements;
- 4.1.2. Preservation of capital;
- 4.1.3. Maintenance of liquidity; and
- 4.1.4. Competitive rate of return.

4.2 The investment portfolio is comprised of:

- 4.2.1. Operating and Capital cash flow balances;
- 4.2.2. Reserves;
- 4.2.3. Reserve funds; and
- 4.2.4. Trust funds.

4.3. 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.

4.4. 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.

4.5 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.

4.5 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

5.1 Diversification

To minimize credit risk and to maintain liquidity of the investment portfolio, investment diversification shall be guided by the following:

- 5.1.1. Limiting investments to avoid over-concentration in securities from a specific issuer or sector (excluding Government of Canada securities);
- 5.1.2. Limiting investments in securities to those that have higher credit ratings;
- 5.1.3. Investing in securities with varying maturities; and
- 5.1.4. Investing in securities which have an active secondary market.

5.2 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).

5.3 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 considering the available financial information.

5.4 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.

5.6 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.

5.7 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.

5.8 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. 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:

- 6.1. A statement about the performance or the portfolio of investments of the municipality during the period covered by the report;
- 6.2. 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;
- 6.3. 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;

- 6.4. 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;
- 6.5. Such other information that the Board may require or that in the opinion of the General Manager, should be included;
- 6.6. 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
- 6.7. 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 1/100th 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 49 – Property Assessments

1. The Authority maintains a detailed listing of all property purchased, 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 50 – Signing

1. Signing Officers

As per official By-laws approved by the Board November 8, 2018.

2. Official Correspondence

2.1 Unless otherwise required by legislation, the General Manager or during his/her absence, the designated Officer-in-Charge/Acting GM, 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 the Board of 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 and 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 Supervisor at the level of Director or Manager for all others. Unless expense is over the signing limits as set out in Section 43 – Appendix 1, then it must be signed by General Manager.

3.3 Training and Development, must be recommended by the supervisor at the level of Director or Manager and approved by the General Manager.

4. Use of Electronic Signature and Signature Stamp

4.1 For internal control purposes the use of Electronic Signature and Signature stamp of the Chair and/or Vice Chair is limited to the Administration Department and will only be applied based on receipt of verification from the Chair or Vice Chair that they agree and aware of the use of their signature.

4.2 The verification via e-mail or other written correspondence will be attached to the document that the electronic signature or signature stamp is used on for

future reference and will be kept with that document following the retention policy.

Section 51 – Banking and 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 52 – 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 of Directors for their approval, prior to submission for provincial approval, where applicable.

Proposed Changes to SCRC Administrative By-Laws					
Page	Section	Item	Section Title	Reason for Change	What has Changed
Throughout				Grammatical	Various spelling and grammatical errors corrected
Throughout				Formatting & page numbers	Various formatting edits
Throughout				Change of Title	References to the Director of Finance changed to Director of Corporate Services
Throughout				Change of Title	References to the CAO changed to General Manager/GM
4	1	1	Introduction	Legislative Changes	The St. Clair Region Conservation Authority is a non-share corporation, established under Section 3 of the <i>Conservation Authorities Act</i> , with the objects to provide, in the area over which it has jurisdiction, the mandatory programs and services required under section 21.1; any municipal programs and services that may be provided under section 21.1.1; and any other programs and services that may be provided under section 21.1.2. 2020, c. 36, Sched. 6.6 (1). designed to further conservation, restoration, development and management of natural resources other than gas, coals and minerals
4	1	1.1	Introduction	Legislative Changes	1.1.1 In addition to the members of an Authority appointed in accordance with subsections (1) to (2.1), an additional member may be appointed to the Authority by the Minister as a representative of the agricultural sector. 2020, c. 36, Sched. 6, s. 2 (5).
6	1	1.4	Powers of Conservation Authorities	Legislative Changes	Changes as per Conservation Authorities Act
11	3	3.2.1(j)	Governance	Legislative Changes	[chair} j) Shall hold office for a term of one year and shall serve no more than two consecutive terms. 2020, c. 36, Sched. 6, s. 4.

Proposed Changes to SCRC Administrative By-Laws					
Page	Section	Item	Section Title	Reason for Change	What has Changed
11	3	3.2.2(g)	Governance	Legislative Changes	[Vice-chair} g) Shall hold office for a term of one year and shall serve no more than two consecutive terms. 2020, c. 36, Sched. 6, s. 4.
12	3	3.4.	Governance	Legislative Changes	There is no maximum number of terms that a chair and/or Vice-Chair(s) are eligible to stand for re-election to the same office. A chair or vice-chair appointed under subsection (1) shall hold office for a term of one year and shall serve for no more than two consecutive terms. 2020, c. 36, Sched. 6, s. 4.
12	3	3.4.1	Governance	Legislative Changes	Despite subsections (1.1) and (1.2), upon application by an authority or a participating municipality, the Minister may grant permission to the authority or participating municipality to, subject to such conditions or restrictions as the Minister considers appropriate, (a) appoint a chair or vice-chair for a term of more than one year or to hold office for more than two consecutive terms; or (b) appoint as chair or vice-chair of the authority a member who was appointed by the authority by the sam participating municipality that appointed the outgoing chair or vice-chair. 2020, c.36. Sched. 6, s.4.
13	3	3.12.3	Governance	Clarity	Payments that are required and due by statue may be approved by the General Manager/Secretary-Treasurer or the Director of Corporate Services [for example, payroll, statutory deductions, benefit payments, Electronic Funds Transfers (EFTs), and bank drafts].
15	3	3.18	Governance	Clarity	The General Membership shall review the By-laws every four (4) years, or as changes to the Act deem necessary, to ensure best management practices in governance are being followed to comply with Section 19.1 of the Act.
19	4	4.5	Meeting Procedures	Change of Practice	All meetings of the General Membership and Executive Committee shall be open to the public, and are live-streamed and recorded for electronic viewing.

Proposed Changes to SCRC Administrative By-Laws					
Page	Section	Item	Section Title	Reason for Change	What has Changed
19	4	4.5	Meeting Procedures	Change of Practice	A meeting or part of a meeting may be closed to the public if the subject matter being considered is identified in the closed meeting section of the agenda and the subject matter meets the criteria for a closed meeting as defined in this By-law. In the event of a closed meeting or closed session within a meeting, live-streaming and recording will be paused until such time the Board of Directors moves to rise and report.
19-20	4	4.6	Meeting Procedures	Change of Practice	Format of agenda changed as per Chair's request
23	4	4.15 (b)	Meeting Procedures	Change of Practice	b) A majority vote of the Members present, whether in-person or electronically, at any meeting is required upon all matters coming before the meeting.
24	4	4.15	Meeting Procedures	Legislative Changes	Limitations on Voting of Member Appointed from Agricultural Sector
					The member of an authority appointed under subsection (4) shall not vote on,
					(a) a resolution to enlarge an authority's area of jurisdiction that is presented at a meeting called under section 10;
					(b) a resolution to amalgamate an authority with another authority that is presented at a meeting called under section 11;
					(c) a resolution to dissolve the authority that is presented at a meeting called under section 13.1; or
(d) a resolution relating to any budgetary matter that is presented at a meeting held under section 16. 2020, c. 36, Sched. 6, s. 2 (5).					
25	4	4.2	Meeting Procedures	Change of Practice	Minutes of all meetings shall include the time and place of the meeting and a list of those present, including those present electronically, and shall state all motions presented together with the mover and seconder and voting results.

Proposed Changes to SCRC Administrative By-Laws					
Page	Section	Item	Section Title	Reason for Change	What has Changed
25	4	4.2	Meeting Procedures	Legislative Changes	The Secretary-Treasurer or designate shall include the draft minutes of the previous meeting available to each member of the Authority at the same time as agendas for the next meeting are distributed. Within 30 days after any meeting of an authority or of an executive committee, the secretary-treasurer of the authority shall send a copy of the minutes of the meeting to each member of the authority. R.S.O. 1990, c. C.27, s. 15 (2); 1998, c. 18, Sched. I, s. 7.
25	4	4.2	Meeting Procedures	Legislative Changes	Subject to the <i>Municipal Freedom of Information and Protection of Privacy Act</i> , the authority shall,
25	4	4.2	Meeting Procedures	Legislative Changes	(a) make the agenda for a meeting of the authority or of its executive committee available to the public before the meeting takes place; and
25	4	4.2	Meeting Procedures	Legislative Changes	(b) make the minutes of a meeting of the authority or of its executive committee available to the public within 30 days after the meeting. 2020, c. 36, Sched. 6, s. 3.
26	4	4.2	Meeting Procedures	Legislative Changes	After the minutes have been approved by resolution, original copies shall be signed by the Secretary-Treasurer and copies of all non-confidential minutes shall be posted on the Authority's website.
26	4	4.2	Meeting Procedures	Legislative Changes	An agenda for a meeting or its minutes that are to be made available to the public under subsection (2.1) shall be made available by posting them on the authority's website and by any other means the authority considers appropriate. 2020, c. 36, Sched. 6, s. 3.
33	6	6.3.4 (c)	Appendix (Election Procedures)	Change of Practice	a) Only current Members of the Authority who are present, either in-person or electronically, may vote;

Proposed Changes to SCRC Administrative By-Laws					
Page	Section	Item	Section Title	Reason for Change	What has Changed
33	6	6.3.4 (f)	Appendix (Election Procedures)	Change of Practice	f) Each Member nominated shall be asked to accept the nomination. The Member must be present, in-person or electronically to accept the nomination unless the Member has advised the Secretary-Treasurer in writing or by email in advance of the election of their willingness to accept the nomination.



**St. Clair Region Conservation Authority
Administrative By-Laws**

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ST. CLAIR REGION CONSERVATION AUTHORITY

Administrative By-Laws

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1.0 INTRODUCTION

The St. Clair Region Conservation Authority is a non-share corporation, established under Section 3 of the *Conservation Authorities Act*, with the objects to provide, in the area over which it has jurisdiction, the mandatory programs and services required under section 21.1; any municipal programs and services that may be provided under section 21.1.1; and any other programs and services that may be provided under section 21.1.2. 2020, c. 36, Sched. 6.6 (1).

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

1.1 Participating Municipalities

The following are the seventeen (17) Participating Municipalities of the St. Clair Region Conservation Authority:

- Township of Adelaide-Metcalf
- Municipality of Brooke-Alvinston
- Municipality of Chatham-Kent
- Township of Dawn-Euphemia
- Township of Enniskillen
- Municipality of Lambton Shores
- Municipality of Middlesex Centre
- Town of Petrolia
- Town of Plympton-Wyoming
- Village of Point Edward
- City of Sarnia
- Municipality of Southwest Middlesex
- Village of Newbury
- Village of Oil Springs
- Township of St. Clair
- Municipality of Strathroy-Caradoc
- Township of Warwick

1.1.1 In addition to the members of an Authority appointed in accordance with subsections (1) to (2.1), an additional member may be appointed to the Authority by the Minister as a representative of the agricultural sector. 2020, c. 36, Sched. 6, s. 2 (5).

1.2 Vision

The St. Clair Region Conservation Authority has as its vision, watersheds where human needs are met in balance with the needs of the natural environment.

1.3 Mission

The St. Clair Region Conservation Authority has as its mission, to provide leadership through coordination of watershed planning, implementation of resource management programs and promotion of conservation awareness, in cooperation with others.

1.4 Powers of Conservation Authorities

The Members of the Conservation Authority form the General Membership of the Conservation Authority. The Members are bound by the Act and other applicable legislation. The Authority must always act within the scope of its powers. As a non-share corporation, the Authority has the

capacity and, subject to the Act and other applicable legislation, the rights, powers and privileges of a natural person. The powers of a Conservation Authority to accomplish its objects are set out in the Act, including those identified under subsection 21(1). **Powers of authorities**

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

(a) To research, study and investigate the watershed and to support the development and implementation of programs and services intended to further the purposes of [the] act;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2.0 DEFINITIONS

“**Authority**” means the St. Clair Region Conservation Authority.

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

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

“**General Manager**” (“GM”) means the General Manager of the Authority, and which may, by resolution of the Authority, include the responsibilities of the Secretary-Treasurer.

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

“**General Membership**” means all of the Members, collectively; may be referred to as the Board of Directors.

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

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

“**Minister**” means the Minister responsible for administration of the Act.

“**Members**” shall mean the Members appointed to the Authority by the Participating Municipalities in the Authority’s area of jurisdiction; Members have the responsibilities of Directors of the corporation that is the Authority; may be referred to as Board Members.

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

“**Officer**” means an officer of the Authority empowered to sign contracts, agreements and other documents on behalf of the Authority in accordance with Section 19.1 of the Act, which shall include the Chair, Vice-Chair(s), and the Chief Administrative Officer/Secretary-Treasurer.

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

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

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

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

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

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

3.0 GOVERNANCE

3.1 Board Members

3.1.1 Appointments

Participating Municipalities within the jurisdiction of the St. Clair Region Conservation Authority may appoint Members in accordance with Section 14 of the Act.

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

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

3.1.2 Term of Board Member Appointments

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

3.1.3 Powers of the General Membership

Subject to the Act and other applicable legislation, the General Membership is empowered without restriction to exercise all of the powers prescribed to the Authority under the Act. In addition to the powers of an Authority under s.21 of the Act for the purposes of accomplishing its objects, as referenced in Section 1.4 (Powers of Conservation Authorities) of this By-law document, the powers of the General Membership include but are not limited to:

- a) Approving by resolution, the creation of Committees and/or Advisory Boards, the members thereof and the terms of reference for these Committees and/or Advisory Boards;
- b) Appointing a General Manager and/or Secretary-Treasurer;
- c) Terminating the services of the General Manager and/or Secretary-Treasurer;
- d) Approving establishing and implementing regulations, policies and programs;
- e) Awarding contracts or agreements where the approval of the Authority is required under the Authority's purchasing policy;
- f) Appointing an Executive Committee and delegate to the Committee any of its powers except:
 - i. The termination of the services of the General Manager and/or Secretary-Treasurer;
 - ii. The power to raise money; and
 - iii. The power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the Authority.
- g) Approving by resolution, any new capital project of the Authority;
- h) Approving by resolution, the method of financing any new capital projects;
- i) Approving details on budget allocations on any new or existing capital projects;
- j) Approving of the total budget for the ensuing year, and approving the levies to be paid by the Participating Municipalities;
- k) Receiving and approving the Financial Statements and Report of the Auditor for the preceding year;

- l) Authorizing the borrowing of funds on the promissory note of the Authority in accordance with subsection 3(5) of the Act;
- m) Approving by resolution, any proposed expropriation of land or disposition of land, subject to the requirements under the Act;
- n) Approving permits or refusing permission as may be required under any regulations made under Section 28 of the Act;
- o) Holding hearings required for the purpose of reviewing permit applications, and advising every applicant of their right to appeal the decision to the Minister through the Mining and Lands Tribunal;
- p) Performs other duties as outlined in Section 28 (Mandate, Committees and Directors) of the Authority's General Administration Manual.

3.1.4 Board Member Accountability

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

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

Members are responsible for:

- a) Attending all meetings of the Authority;
- b) Understanding the purpose, function and responsibilities of the Authority;
- c) Being familiar with the Authority's statutory and other legal obligations;
- d) With the administration, setting strategic direction for the Authority.

3.1.5 Applicable Legislation

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

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

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

3.1.6 Relationship Between Members and Staff

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

The General Membership will ensure that a process exists for regular performance evaluations of the General Manager/Secretary-Treasurer. The Chair will undertake the performance review of the GM on a regular basis to coincide with the date of hire of the General Manager/Secretary Treasurer.

3.2 Officers

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

3.2.1 Chair

- a) Is a Member of the Authority;
- b) Presides at all meetings of the General Membership and Executive Committee;
- c) Calls special meetings if necessary;
- d) Acts as a public spokesperson on behalf of the General Membership;
- e) Serves as signing officer for the Authority;
- f) Ensures relevant information and policies are brought to the Authority's attention;
- g) Keeps the General Membership apprised of significant issues in a timely fashion;
- h) Performs other duties when directed to do so by resolution of the Authority;
- i) Performs other duties as outlined in the Authority's General Administration Manual.
- j) Shall hold office for a term of one year and shall serve no more than two consecutive terms. 2020, c. 36, Sched. 6, s. 4.

3.2.2 Vice-Chair(s)

- a) Is/are a Member(s) of the Authority;
- b) Attends all meetings of the Authority and Executive Committee;
- c) Carries out assignments as requested by the Chair;
- d) Understands the responsibilities of the Chair and acts as Chair immediately upon the death, incapacity to act, absence or resignation of the Chair until such time as a new Chair is appointed or until the Chair resumes his/her duties;
- e) Serves as a signing officer for the Authority;
- f) Performs other duties as outlined in the Authority's General Administration Manual.
- g) Shall hold office for a term of one year and shall serve no more than two consecutive terms. 2020, c. 36, Sched. 6, s. 4.

3.2.3 General Manager/Secretary-Treasurer

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

- a) Is an employee of the Authority;
- b) Attends all meetings of the General Membership and Executive Committee or designates an acting GM if not available;
- c) Works in close collaboration with the Chair and Vice-Chair(s) and keeps them apprised of relevant information and significant issues in a timely fashion;
- d) Develops a strategic plan for approval by the General Membership and implements short and long-range goals and objectives;
- e) Is responsible for the management of the operations of the Authority, including all staff and programs of the Authority;
- f) Ensures resolutions of the Authority are implemented in a timely fashion;
- g) Develops and maintains effective relationships and ensures good communications with Participating Municipalities, federal and provincial government ministries/agencies, Indigenous communities, other conservation authorities, Conservation Ontario, stakeholders, community groups and associations;
- h) Fulfills the requirements of the Secretary-Treasurer as defined in the Act;
- i) Is the custodian of the Corporate Seal;
- j) Serves as a signing officer for the Authority;
- k) Performs other duties as outlined in the Authority's General Administration Manual.

3.3 Absence of Chair and Vice-Chair(s)

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

3.4 Maximum Term for Chair and Vice-Chair(s)

A chair or vice-chair appointed under subsection (1) shall hold office for a term of one year and shall serve for no more than two consecutive terms. 2020, c. 36, Sched. 6, s. 4.3.4.1 Exception Despite subsections (1.1) and (1.2), upon application by an authority or a participating municipality, the Minister may grant permission to the authority or participating municipality to, subject to such conditions or restrictions as the Minister considers appropriate,

- (a) appoint a chair or vice-chair for a term of more than one year or to hold office for more than two consecutive terms; or
- (b) appoint as chair or vice-chair of the authority a member who was appointed to the authority by the same participating municipality that appointed the outgoing chair or vice-chair. 2020, c. 36, Sched. 6, s. 4.

3.5 Representatives to Conservation Ontario Council

The Authority shall appoint three Representatives to Conservation Ontario Council (“Council”), designated as Voting Delegate and Alternates. Council will consist of the Voting Delegates appointed by each Member Conservation Authority. The Authority shall appoint the following annually:

- a) The Chair shall serve as the Voting Delegate;
- b) The Vice-Chair shall serve as the First-Alternate; and
- c) The Chief Administrative Officer shall serve as the Second-Alternate.

The Voting Delegate and Alternates shall be registered with Conservation Ontario annually.

3.6 Election of Chair and Vice-Chair

The election of the Chair and Vice-Chair shall be held each year at the Annual General Meeting. Should a vacancy of either position arise between Annual meetings, election for such positions will be held at the next regular meeting of the Board of Directors. All elections shall be in accordance with the Authority’s Procedures for Election of Officers (Appendix 3).

3.7 Appointment of Auditor

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

3.8 Appointment of Financial Institution

The General Membership shall appoint a financial institution at the Annual General Meeting to act as the Authority’s banker by Resolution.

3.9 Financial Statements and Report of the Auditor

The General Membership shall receive and approve the Audited Financial Statements and Report of the Auditor annually for the previous year at the Annual General Meeting.

The Authority shall forward copies of the Audited Financial Statements and Report of the Auditor to Participating Municipalities and the Minister in accordance with Section 38 of the Act and will make the Audited Financial Statements available to the public. Audited Financial Statements will be published electronically on the Authority’s website, or provided in print upon request.

3.10 Borrowing Resolution

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

3.11 Levy Notice

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

3.12 Signing Authority

3.12.1 Signing Officers

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

- a) The Chair or Vice-Chair; and
- b) The General Manager/Secretary-Treasurer.

For transfers and contracts valued within the Board approved budget, the signing officer may be the Chief Administrative Officer/Secretary-Treasurer.

When necessary, the Board of Directors may temporarily delegate the responsibility of signing officer(s) to senior staff by resolution for a defined project, contract or period of time (for example, due to absences, vacancies, timing, or end of appointments of signing officers).

Staff are authorized to purchase goods or services and commit resources as outlined in the Board approved Purchasing Policy.

3.12.2 Signing of Cheques

For the signing of cheques, the signing officers of the Authority shall be:

- a) The Chair or the Vice-Chair; and
- b) The Chief Administrative Officer/Secretary-Treasurer or the Director of Corporate Services.

For cheques under \$5,000, the signing officers may be any two of the above signing officers.

In an emergency event, the Payroll Clerk may sign cheques under \$5,000 with one of the above signing officers.

3.12.3 Payments Required by Law

Payments that are required and due by statute may be approved by the General Manager/Secretary-Treasurer or the Director of Corporate Services [for example, payroll, statutory deductions, benefit payments, Electronic Funds Transfers (EFTs), and bank drafts].

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

3.13 Executive Committee

The Authority may appoint an Executive Committee at the Annual General Meeting of the General Membership each year in accordance with the Section 19 of the Act and Section 3.1.3(f) of this By-law.

3.14 Advisory Boards and Other Committees

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

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

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

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

The dates of all Advisory Board and Committee meetings shall be made available to all Members of the Authority.

For current and standing Advisory Boards and Committees, refer to Section 28 (Mandate, Committees and Directors) of the Authority's General Administration Manual.

3.15 Remuneration of Members

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

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

3.16 Records Retention

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

- a) Minutes of all meetings of the Authority, including registries of statements of interests in accordance with the *Municipal Conflict of Interest Act*;
- b) Assets, liabilities, receipts and disbursements of the Authority and Financial Statements and Reports of the Auditors;
- c) Human Resources Files for all employees and Members as applicable;
- d) Workplace Health and Safety documents including workplace inspections, workplace accidents, investigations, etc.;
- e) Electronic Communications including emails;
- f) Contracts and Agreements entered into by the Authority;
- g) Strategic Plans and other documents providing organizational direction;
- h) Projects of the Authority;
- i) Technical Studies and data gathered in support of Programs of the Authority;
- j) Legal Proceedings involving the Authority;
- k) Incidents of personal injury or property damage involving the Authority and members of the public.

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

3.17 Records Available to Public

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

The Authority shall designate the Executive Committee to act as head of the Authority for the purposes of MFIPPA. The General Membership shall appoint a staff member by resolution to act as the Authority's Freedom of Information and Privacy Coordinator for the purposes of MFIPPA.

3.18 By-law Review

In accordance with the Act, these By-laws shall be reviewed by the Authority to ensure the By-laws are in compliance with the Act and any other relevant law. The General Membership shall review the By-laws every four (4) years, or as changes to the Act deem necessary, to ensure best management practices in governance are being followed to comply with Section 19.1 of the Act.

3.19 By-law Available to Public

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

3.20 Enforcement of By-laws and Policies

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

Complainants (which may include any Board Member, Authority staff member, or any other member of the general public) may use the Informal Complaint Procedure and/or Formal Complaint Procedure to indicate concerns regarding perceived breaches of the By-laws or policies (collectively referred to in this Section of the By-law as the "Policies"). The complaint and enforcement procedure(s) shall be as follows:

3.20.1 Informal Complaint Procedure

The Informal Complaint Procedure will provide an opportunity to immediately identify and address behaviours and activities which are considered to be in contravention of the Policies.

The Complainant shall:

- a) Advise the Chair (or Vice-Chair in the case where the Chair is involved in the complaint) and Board Member that the Member's behaviour or activity contravenes the Policies (this may or may not be in writing);
- b) Request that the Board Member immediately discontinue the prohibited behaviour or activity;
- c) Take note of the incident including date, time, location, other persons present and any other relevant information;
- d) In the event of a dissatisfactory or no response from the Member, consider the need to pursue the matter in accordance with the Formal Complaint Procedure.

Complainants are encouraged to initially pursue the Informal Complaint Procedure as a means of stopping and remedying a behaviour or activity contrary to the Policies. However, it is not a precondition or a prerequisite that the Informal Complaint Procedure be initiated or completed prior to pursuing the Formal Complaint Procedure as described in the Formal Complaint Procedure option.

3.20.2 Formal Complaint Procedure

The Formal Complaint Procedure shall be as follows:

- a) A dated signed written complaint detailing the relevant particulars shall be submitted to the General Manager.
- b) Upon receipt of the complaint, the General Manager or designate shall prepare an information package that shall include the following:
 - i. The Complaint;
 - ii. A copy of the Policies that are relevant; and
 - iii. Such other information or documentation that the General Manager deems relevant.
- c) A Special Committee made up of three (3) Members of the Board of Directors not directly involved in the complaint shall be formed by the Chair to address the complaint. In the case where the Chair is involved in the complaint, the Vice-Chair will form the Special Committee.
- d) The information package referred to above shall be provided to the Board Member alleged to be in contravention forthwith and to the Special Committee on appointment.
- e) The General Manager shall submit a brief report to the Board of Directors in closed session at a regularly scheduled Board meeting advising that a complaint was received, providing the following information:
 - i. Name of Alleged Offender;
 - ii. Name of Complainant;
 - iii. The provision of the Policies allegedly contravened;
 - iv. A summary of the facts constituting the alleged contravention;
 - v. The date of request.
- f) The Special Committee shall complete an investigation of the complaint (which shall include an opportunity to the affected Board Member to respond to the allegation) within 30 days of receipt of the information package or such longer period as it may require not to exceed 60 days, and provide a report to the Chair (or Vice-Chair as the case may be) on the matter as to the validity of the complaint and its written recommendations as to the appropriate measures to be taken by the Board of Directors. The report shall be tabled in closed session at the next regularly scheduled Board of Directors meeting.
- g) The Board of Directors shall receive the report and recommendations from the Special Committee and may determine the appropriate action(s) to be taken, if any. Following such determination by the Board of Directors, the appointing municipality shall be notified of such determination.

3.21 Indemnification of Members, Officers and Employees

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

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

4.0 MEETING PROCEDURES

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

4.1 Rules of Procedure

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

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

4.2 Declared State of Emergency – Electronic Meetings

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person,

- a) a Member may participate in meetings electronically and shall have the ability to:
 - i. register a vote;
 - ii. be counted towards determining quorum; and
 - iii. participate in meetings closed to the public.
- b) any date or timeline requirement established under any Section in this By-law shall be postponed until such time as the General Membership can reasonably address the issue.
- c) the Authority shall make electronic meetings of the Authority open to the public.
- d) any hearing or appeal dealt with in this By-law may be conducted electronically with provisions for applicants and their agents to participate if the Authority decides to hold any such hearing or appeal.

Delegations

Registered delegations will be invited to defer their attendance to a future meeting or may choose to provide a written submission to the Membership instead.

If a delegation requests to address the Membership at an electronic meeting they may do so, provided they have registered as a delegation through the Office of the CAO at least eight calendar days in advance of the meeting. Presentation materials may be shared with the Authority members provided the delegation provides them at least eight calendar days in advance of the meeting. All matters pertaining to number of speakers, length of presentation and content presented by delegations shall be in accordance with the delegations section of this bylaw.

4.3 Notice of Meeting

The General Membership shall approve a schedule for regular meetings in advance. The Secretary-Treasurer shall send Notice of regular meetings to all Members at least five (5) calendar days in advance of a meeting. Notice of all regular or special meetings of the General Membership or its Committees shall be made available to the public as soon as possible after its delivery to General Membership.

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

All material and correspondence to be dealt with by the Authority at a meeting will be submitted to the Secretary-Treasurer in advance of the meeting. All material and correspondence to be included in the published agenda must be received fourteen (14) days in advance. Items to be tabled and introduced at the meeting should be received four (4) days in advance.

The Chair or the Secretary-Treasurer may, by notice in writing or email delivered to the members so as to be received by them at least twelve (12) hours before the hour appointed for the meeting, postpone or cancel any meeting of an Advisory Board or other Committee until the next scheduled date for the specific Advisory Board or Committee affected.

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

4.4 Special Meetings

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

A special meeting may be held to amend the by-law.

Members of the Authority can participate electronically in any special meeting that occurs during an emergency. A member of the Authority that is participating electronically in a special meeting will be counted in determining whether a quorum of members is present at any time during the meeting.

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

4.5 Meetings Open to Public

All meetings of the General Membership and Executive Committee shall be open to the public, and are live-streamed and recorded for electronic viewing.

A meeting or part of a meeting may be closed to the public if the subject matter being considered is identified in the closed meeting section of the agenda and the subject matter meets the criteria for a closed meeting as defined in this By-law. In the event of a closed meeting or closed session within a meeting, live-streaming and recording will be paused until such time the Board of Directors moves to rise and report.

4.6 Agenda for Meetings

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

- a) Approval of Agenda
- b) Chair's Remarks
- c) Declaration of Pecuniary Interests
- d) Approval of Previous Meeting Minutes
- e) Chair and Conservation Ontario Report (if applicable)

- f) Material from Committees or Advisory Boards (if applicable)
- g) Delegations/Hearings (if applicable)
- h) Staff Presentations
- i) Reports
- j) Consent Agenda
- k) Board Correspondence
- l) In Camera (if applicable)
- m) New Business
- n) Adjournment

Agendas for meetings shall be forwarded to all Members at least five (5) calendar days in advance of the meeting. Such agendas shall be made available to the public on the Authority's website at the same time, unless the meeting is closed to the public in accordance with this By-law. Such agendas shall also be available in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

4.7 Quorum

At any meeting of the General Membership, a quorum consists of one-half of the Members appointed by the Participating Municipalities, except where there are fewer than six (6) such Members, in which case three (3) such Members constitute a quorum. At any Executive Committee, Advisory Board or Committee meeting, a quorum consists of one-half of the Members of the Executive Committee, Advisory Board or Committee.

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

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

Where the number of Members who are disabled from participating in a meeting due to the declaration of a conflict of interest is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, the remaining number of Members shall be deemed to constitute a quorum, provided such number is not less than two (2).

4.8 Order of Business

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

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

4.9 Debate

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

- a) A Member shall be recognized by the Chair prior to speaking;

- b) Where two (2) or more Members rise to speak, the Chair shall designate the Member who has the floor, who shall be the Member who in the opinion of the Chair was first recognized;
- c) All questions and points of discussion shall be directed through the Chair;
- d) Where a motion is presented, it shall be moved and seconded before debate;
- e) No Member shall speak more than once to the same question without leave from the Chair, except in explanation of a material part of the speech;
- f) Any Member may ask a question of the previous speaker through the Chair;
- g) The Member who has presented a motion, other than a motion to amend or dispose of a motion, may speak again to the motion immediately before the Chair puts the motion to a vote;
- h) When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn, or to extend the hour of closing the proceedings;
- i) When a motion is under consideration, only one amendment is permitted at a time.

4.10 Members' Attendance

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

In the event that a Member misses three (3) consecutive meetings without due notice, the Chair shall contact the Member. If there are subsequent absences without due notice, the Authority will advise the Member's municipality of the unaccountable absences.

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

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

4.11 Electronic Participation

Members may participate in a meeting that is open to the public by telephonic or other electronic means that permits all participants to communicate adequately with each other during the meeting. A Member participating in a meeting electronically can participate in discussion but shall not be counted in determining quorum, shall not vote, and shall not receive remuneration.

A Member shall not participate electronically in a meeting that is closed to the public.

4.12 Delegations

Any person or organization who wishes to address the Authority may make a request in writing or email to the Secretary-Treasurer. The request should include a brief statement of the issue or matter involved; the position to be taken; a brief statement of the general outcome expected by bringing the issue or matter to the Members; indicate the name, title (if applicable) and contact information of the proposed speaker; and any or all presentations and/or documents to be circulated to the Members (all materials must be compliant with the *Accessibility for Ontarians with Disabilities Act*). If such request is received fourteen (14) days in advance of a scheduled meeting, the delegation shall be listed on the published agenda.

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

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

Speakers will be requested not to repeat what has been said by previous speakers at the meeting. Delegations are limited to one (1) meeting of either the Board of Directors, Executive Committee or Advisory Board, except by approval of the Chair to be heard at an additional meeting(s). A returning delegation will only be allowed to speak again if new, relevant information has become available since their previous presentation. The Chair may choose to end a returning delegation's presentation if, in the opinion of the Chair, the new information being presented is not relevant to a decision facing the General Membership.

4.13 Annual General Meeting

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

- a) Approval of the Audited Financial Statements and Report of the Auditor for the prior year;
- b) Election of Officers;
- c) Appointment of Members to Committees and/or Advisory Boards;
- d) Adoption of a Borrowing Resolution;
- e) Appointment of the Auditor for the upcoming year;
- f) Appointment of the Financial Institution for the upcoming year.

4.14 Meetings with Closed "In-Camera" Sessions

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

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

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

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

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

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

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

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

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

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

4.15 Voting

In accordance with Section 16 of the Act:

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

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

On a tie vote, the motion is lost.

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

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

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

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

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

Except as provided in Section 3.6 (Election of Chair and Vice-Chair) of this By-law, no vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.

Limitations on Voting of Member Appointed from Agricultural Sector

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

- (a) a resolution to enlarge an authority's area of jurisdiction that is presented at a meeting called under section 10;
- (b) a resolution to amalgamate an authority with another authority that is presented at a meeting called under section 11;
- (c) a resolution to dissolve the authority that is presented at a meeting called under section 13.1; or
- (d) a resolution relating to any budgetary matter that is presented at a meeting held under section 16. 2020, c. 36, Sched. 6, s. 2 (5).

4.16 Notice of Motion

Written notice of motion to be made at an Authority, Executive Committee, Advisory Board or Committee meeting may be given to the Secretary-Treasurer by any Member of the Authority not less than seven (7) business days prior to the date and time of the meeting and shall be forthwith placed on the agenda of the next meeting. The Secretary-Treasurer shall include such notice of motion in full in the agenda for the meeting concerned.

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

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

4.17 Motion to Reconsider

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

4.18 Duties of the Meeting Chair

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

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

4.19 Conduct of Members

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

No Member at any meeting of the Authority shall:

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

4.20 Minutes of Meetings

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

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

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

Within 30 days after any meeting of an authority or of an executive committee, the secretary-treasurer of the authority shall send a copy of the minutes of the meeting to each member of the authority. R.S.O. 1990, c. C.27, s. 15 (2); 1998, c. 18, Sched. I, s. 7.

Subject to the *Municipal Freedom of Information and Protection of Privacy Act*, the authority shall,

- (a) make the agenda for a meeting of the authority or of its executive committee available to the public before the meeting takes place; and
- (b) make the minutes of a meeting of the authority or of its executive committee available to the public within 30 days after the meeting. 2020, c. 36, Sched. 6, s. 3.

An agenda for a meeting or its minutes that are to be made available to the public under subsection (2.1) shall be made available by posting them on the authority's website and by any other means the authority considers appropriate. 2020, c. 36, Sched. 6, s. 3.

Such minutes shall also be available for review by any member of the public at the Authority's administration centre or provided in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

5.0 APPROVAL OF BY-LAW AND REVOCATION OF PREVIOUS BY-LAW(S)

By-law No. 1-2020 shall come into force on the 7th day of May, 2020.

The Chair and Secretary-Treasurer are responsible for monitoring and maintaining compliance with By-law No. 1-2020 and dealing with any non-compliance issues. Any breach, or alleged breach, of the By-law shall be investigated in accordance with Section 3.20 (Enforcement of By-laws and Policies) of this By-law.

In the event of conflict between any part of this By-law and any part of any prior by-law or administrative rules, By-law No. 1-2020 prevails.

READ A FIRST AND SECOND TIME

Date

READ A THIRD TIME AND FINALLY PASSED

Date

Signed:

Chair

Secretary-Treasurer

6.0 APPENDICES TO THE ADMINISTRATIVE BY-LAW

6.1 Appendix – Code of Conduct

6.1.1 Background

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

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

This Code of Conduct will also assist Members in dealing with confronting situations not adequately addressed or that may be ambiguous in Authority resolutions, regulations, or policies and procedures.

6.1.2 General

All Members, whether municipal councillors or appointed representatives of a municipality, are expected to conduct themselves in a manner that reflects positively on the Authority.

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

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

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

6.1.3 Gifts and Benefits

Members shall not accept fees, gifts, hospitality or personal benefits that are connected directly or indirectly with the performance of duties, except compensation authorized by law.

6.1.4 Confidentiality

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

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

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

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

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

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

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

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

6.1.5 Use of Authority Property

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

6.1.6 Work of a Political Nature

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

6.1.7 Conduct at Authority Meetings

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

6.1.8 Influence on Staff

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

6.1.9 Business Relations

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

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

6.1.10 Encouragement of Respect for the Authority and its Regulations

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

6.1.11 Harassment

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

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

6.1.12 Breach of Code of Conduct

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

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

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

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

6.2 Appendix – Conflict of Interest

6.2.1 Municipal Conflict of Interest Act

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

6.2.2 Disclosure of Pecuniary Interest

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

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

6.2.3 Chair's Conflict of Interest or Pecuniary Interest

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

6.2.4 Closed Meetings

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

6.2.5 Member Absent

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

6.2.6 Disclosure Recorded in Minutes

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

6.2.7 Breach of Conflict of Interest Policy

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

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

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

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

6.3 Appendix – Procedure for Election of Officers

6.3.1 Voting

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

6.3.2 Acting Chair

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

6.3.3 Scrutineer(s)

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

6.3.4 Election Procedures

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

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

If One Nominee:

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

If More than One Nominee:

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

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

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

6.4 Appendix – Section 19 of the *Conservation Authorities Act*

The *Conservation Authorities Act*, as amended by the *Building Better Communities and Conserving Watersheds Act, 2017*, provides direction for conservation authorities to make such By-laws as are required for its proper administration.

Section 19.1 of the Act, sets out the requirements for By-laws as follows:

By-laws

19.1 (1) An authority may make by-laws,

- (a) respecting the meetings to be held by the authority, including providing for the calling of the meetings and the procedures to be followed at meetings, specifying which meetings, if any, may be closed to the public;
- (b) prescribing the powers and duties of the secretary-treasurer;
- (c) designating and empowering officers to sign contracts, agreements and other documents on behalf of the authority;
- (d) delegating all or any of its powers to the executive committee except,
 - (i) the termination of the services of the secretary-treasurer,
 - (ii) the power to raise money, and
 - (iii) the power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the authority;
- (e) providing for the composition of its executive committee and for the establishment of other committees that it considers advisable and respecting any other matters relating to its governance;
- (f) respecting the roles and responsibilities of the members of the authority and of its officers and senior staff;
- (g) requiring accountability and transparency in the administration of the authority including,
 - (i) providing for the retention of records specified in the by-laws and for making the records available to the public,
 - (ii) establishing a code of conduct for the members of the authority, and
 - (iii) adopting conflict of interest guidelines for the members of the authority;
- (h) respecting the management of the authority's financial affairs, including auditing and reporting on the authority's finances;
- (i) respecting the by-law review required under subsection (3) and providing for the frequency of the reviews; and
- (j) respecting such other matters as may be prescribed by regulation.

Conflict with other laws

(2) If a by-law made by an authority conflicts with any provision of the *Municipal Conflict of Interest Act* or the *Municipal Freedom of Information and Protection of Privacy Act* or a provision of a regulation made under one of those Acts, the provision of the Act or regulation prevails.

Periodic review of by-laws

(3) At such regular intervals as may be determined by by-law, an authority shall undertake a review of all of its by-laws to ensure, amongst other things, that the by-laws are in compliance with any Act referred to in subsection (2) or any other relevant law.

By-laws available to public

(4) An authority shall make its by-laws available to the public in the manner it considers appropriate.

Transition

(5) An authority shall make such by-laws under this section as are required for its proper administration,

- (a) in the case of an authority that was established on or before the day section 16 of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017* comes into force, within one year of that day; and
- (b) in the case of an authority that is established after the day section 16 of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017* comes into force, within one year of the day the authority is established.

Same

(6) Despite the repeal of section 30 by section 28 of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017*, a regulation that was made by an authority under that section continues in force after the repeal until the earlier of,

- (a) the day that is one year after the day section 16 of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017* comes into force; and
- (b) the day the regulation is revoked by the authority.

Direction by Minister

(7) The Minister may give an authority a written direction to make or amend a by-law on any matter described in subsection (1), in accordance with the direction, within such period of time as may be specified in the direction.

Compliance

(8) The authority that receives a direction under subsection (7) shall comply with the direction within the time specified in the direction.

Regulation where failure to comply

(9) If an authority fails to adopt a by-law in accordance with the direction made under subsection (7), the Minister may make regulations in relation to the matters set out in the direction that are applicable in the area of jurisdiction of the authority.

Same

(10) Any regulation made by the Minister under subsection (9) prevails over any conflicting by-law that the authority may have adopted.



Meeting Date: December 8, 2022 **Item 6.6**
Report Date: November 21, 2022
Submitted by: Ashley Fletcher, Kate Jamieson

Subject: Destruction of Documents

Recommendation:

That the following documents be scheduled for destruction in 2023, in accordance with the St. Clair Region Conservation Authority Official Records and Retention Policy (section 25 of the General Administration Manual)

Documents to be destroyed:

- 2015 accounts payables, including government remittances, OMERS remittances, group benefit remittances and property tax remittances.
- 2015 deposits, including camping deposits and invoices
- 2016 vehicle inspection sheets

Background:

The current retention policy states that accounts payable and accounts receivable documents are to be retained for 7 years.

The current retention policy states that vehicle records are to be retained for 6 years.

Meeting Date: December 8, 2022 **Item 6.7**
Report Date: November 21, 2022
Submitted by: Shane White

Subject: Property 40 & 56 hunting report

Recommendation:

That the Board of Directors acknowledges the report dated November 21, 2022 on the Property 40 and 56 hunting report.

This report is prepared to address request from the Board meeting on November 10, 2022, and the following items have been discussed:

- 1) Measures that may be taken to ensure public safety on and near hunting areas
- 2) The implications to the overall SCRCA hunting program if the property in question were to be eliminated as a permitted hunting property
- 3) Notices to all SCRCA hunting permit holders regarding the safety concerns
- 4) Clarification from the delegation

1. Measures that are currently in place along with proposed recommendations to ensure public safety on and near hunting areas

- The SCRCA hunting program requires that hunters be member in good standing with the Ontario Federation of Anglers and Hunters (OFAH), which comes with \$5 million excess Member's Personal Public Liability Insurance.
- The Ontario Government requires all hunters take the Ontario Hunter Education Course which instills responsible hunting practices, to respect hunting regulations, prevent accidents and ensure public safety. The course includes in class training and a practical exam.
- The Government of Canada requires hunters to complete the Canadian Firearms Safety Course before applying for a Possession and Acquisition License (PAL) to obtain a firearm. There is an in-class instruction as well as a written and practical test where applicants need to demonstrate firearms safety practices, safe handling and carry procedures, safe storage, display, transportation, and handling of non-restricted firearms. Prior to obtaining a PAL, a federal background check is completed.
- Hunting has proven to be a safe and compatible activity in multi-use recreation areas. According to Statistics Canada, hunting is statistically safer than golf, horseback riding, bicycling, baseball, swimming, and boating.
- Hunters play an important role in reducing vehicle collisions with wildlife, managing wild game populations, and wild game monitoring through mandatory hunter reporting.
- Hunters must follow provincial and federal laws including the Migratory Birds Convention Act and the Wildlife Conservation Act. Legislation is enforced by Conservation Officers.

Municipal governments may pass by-laws, which they enforce, regarding the discharge of firearms as it pertains to public safety.

- Hunting, and trapping are heritage activities and are recognized as such in federal and provincial legislation. Millions of Ontarians participate in these activities, which contribute billions annually to the province's economic, cultural, and ecological wealth, and through license sales, provide two thirds of the funding of Ontario's fish and wildlife programs.
- Hunting provides recreational opportunity for many Ontario residents and is a popular activity due to its physical and mental challenge. Outdoor recreation activities and time in nature have been shown to improve mental health. Additionally, wild game meat is a great source of lean, free-range protein that helps offset food costs.
- Hunters and trappers play an important role in wildlife management through licenses and game seals. The money gets reinvested in habitat improvement, enforcement, science, and education in the province. Hunters also donate their own time and resources to conservation projects that help our lands and wildlife. Hunters contribute to wildlife research by completing harvest reports and providing wildlife samples to scientists. The research is used by wildlife biologists to inform management.
- The SCRCA suspends all other hunting activities during the two controlled deer hunt seasons and require hunters to apply to hunt in the seven McKeough hunting parcel zones to limit hunting pressure. The SCRCA Controlled deer hunt zone draw application is included in this report. In the last 20 years no hunter has applied to hunt zone 3 during the shotgun hunt, and only once has a hunter been permitted to hunt zone three in those 20 years. That hunter was the only SCRCA permitted hunter to receive a controlled deer hunt tag from the MNRF, that hunter did not hunt zone 3.



In addition to the above existing requirements, staff at SCRCA recommend specific improvements:

- (a) Include aerial maps of the properties on the SCRCA website showing the property boundaries.
- (b) Include a copy of the current Ontario Hunting Summary and Migratory Bird hunting summary on the SCRCA website
- (c) Install property delineation markers before the 2023- 2024 hunting season for properties with identified issues (reported trespassing, unusual property line, etc.).
- (d) Create SCRCA Hunters Code of Ethics to include with the hunting permit.
- (e) Encourage adjacent landowners to post their property to deter trespassing, call the OPP or Conservation Office if there is a safety issue, and report concerns to SCRCA staff.
- (f) Include a reminder with the hunting permit that hunting the SCRCA lands is a privilege, trespassing or unsafe and unethical hunting practices will not be tolerated and may result in the elimination of the privilege to hunt.
- (g) Continue the hunting program in its current state with no restrictions or buffers and continue to document, corroborate, and investigate any issues moving forward to determine if permitted hunters are causing issues or if the issues are non-permitted hunters trespassing to hunt.

- (h) Replace property corner signs along roadways of the upstream properties. Install access point signage (or trespass signage, whichever route we wish to go) at each property informing the public of permitted activities on that parcel and any known risks (similar to the examples below)



SCRCA Property 40

Hours of Operation:
Sunrise to Sunset

Be aware of large agricultural machinery.

Hunting by permit **ONLY**.

For more information on hunting permits visit <https://www.scrca.on.ca/about-us/publications/>.

No maintained trails - use caution and beware of natural hazards and other property users.


In case of Emergency, call 911.
Address: #####

If you have any comments or concerns, please contact us!
(519) 245-3710
stclair@scrca.on.ca

LEGAL NOTICE TO ALL USERS
 Please ensure all members of your group are aware of this notice.
 Exclusion of Liability - Assumption of Risk - Jurisdiction and Choice of Law
 The conditions will affect your legal rights including the right to sue or claim for compensation following an accident.
PLEASE READ CAREFULLY

As a condition of your use of St. Clair Region Conservation Authority (SCRCA) facilities, properties, or bodies of water, you assume all risk of personal injury, death, or property loss resulting from any cause whatsoever, including but not limited to permitted activities, travel within or beyond the park boundaries, or negligence, breach of contract, or breach of statutory duty of care, or breach of the Occupiers Liability Act on the part of SCRCA, its employees, agents, volunteers, contractors, representatives, officers, and directors (collectively referred to as SCRCA). You agree that SCRCA shall not be liable for any such injury, death, or loss, and you release SCRCA and waive all claims with respect thereto. You agree that any litigation involving SCRCA shall be brought solely within Ontario, shall be within the exclusive jurisdiction of the courts of Ontario, and shall be governed by the laws of Ontario only.

The St. Clair Region Conservation Authority liability is excluded by the terms of the conditions.
PLEASE BE RESPONSIBLE FOR YOUR OWN SAFETY IN ALL ACTIVITIES.


working together for a healthy environment





Map of Property 40 and 56 showing the perimeter and area

2. The Implications to the overall SCRCA hunting program if the property in question were to be eliminated as a permitted hunting property

- The SCRCA hunting program generated \$8260.00 in funds for the SCRCA upstream lands in the 2022-2023 hunting season.
- The elimination of property 40 and property 56 would eliminate approximately 40 acres and 78 acres respectively from the roughly 1700 acres of land currently permitted for hunting by the SCRCA.
- Eliminating properties, implementing restrictions or buffers to the hunting properties may make enforcement difficult and set an unwanted precedent for future issues.

3. Notices to all SCRCA hunting permit holders regarding the safety concerns

The SCRCA would like to inform all of our permitted hunters that some issues regarding the conduct of some hunters need addressed. It was brought to the attention of the SCRCA Board of Directors that there are several claims made by individuals regarding the conduct of hunters on lands adjacent to those owned by the SCRCA including trespassing on private property, gun barrels pointed outward towards private property and aggressive interactions between hunters and landowners.

The SCRCA believes all our permitted hunters are hunting in a safe and ethical manner. However, we want to remind all permitted hunters that it only takes one incident to sway public perceptions on hunting, which could force the SCRCA Board of Directors to remove properties from the hunting program or force the total elimination of the hunting program all together. Our staff are proposing that the Board of Directors permit the hunting program to continue in its current state.

The St Clair Region Conservation Authority want to remind all permitted hunters to follow all federal, provincial and municipal laws, rules, regulations, bylaws, seasons, limits, and restrictions as set out in the current Ontario Hunting Regulations, Migratory Game Bird Hunting Regulations and all game and wildlife laws. The SCRCA has incorporated additional rules and limitations to ensure the safety of the public, the conservation of wildlife and safety of you and fellow hunters/trappers.

I would like to hear from you if you have any thought or suggestions on improving the hunting program or if you have had any interactions with adjoining landowners, good or bad. The SCRCA Board of Directors is interested in all perspectives, and I want to provide you with an opportunity to provide any observations you may have concerning the hunting program.

Thank you for your cooperation and understanding on this matter. I know with your continued support and efforts in conservation we can all enjoy the outdoors, protect our outdoor heritage, and most importantly, have a safe and enjoyable hunting/trapping season.

If you have any questions, feel free to contact me.

Shane White
Maintenance Foreman W Darcy McKeough Floodway
Ph # 519-892-3824
Fax # 519-245-3348
Website: www.scrca.on.ca

- As a normal practice SCRCA staff include a letter in the permit package to all permitted hunters. This letter reminds the hunters to be safe, ethical, and respectful hunters while hunting on conservation lands. Informing hunters of issues or changes to the SCRCA hunting program and reminding hunters to review the Ontario hunting regulations and migratory bird hunting summary to keep current with any changes that have been implemented.
- As per the board direction, a letter has been sent to all hunting permit holders on November 15, 2022. A copy of this letter is attached here.

4. Clarification:

The Delegation that addressed the Board at the November meeting was concerned that the Board may have misinterpreted the nature of their request, and requested it be included in this report which is:

- a) Property 40 be restricted to archery hunting only, with a 100m buffer zone (no firearms) and
- b) Property 56 establish a 100m buffer zone at the north end of the property.

It is not the delegation's intention to eliminate hunting on property 40 & 56, or the SCRCA hunting program in its entirety.

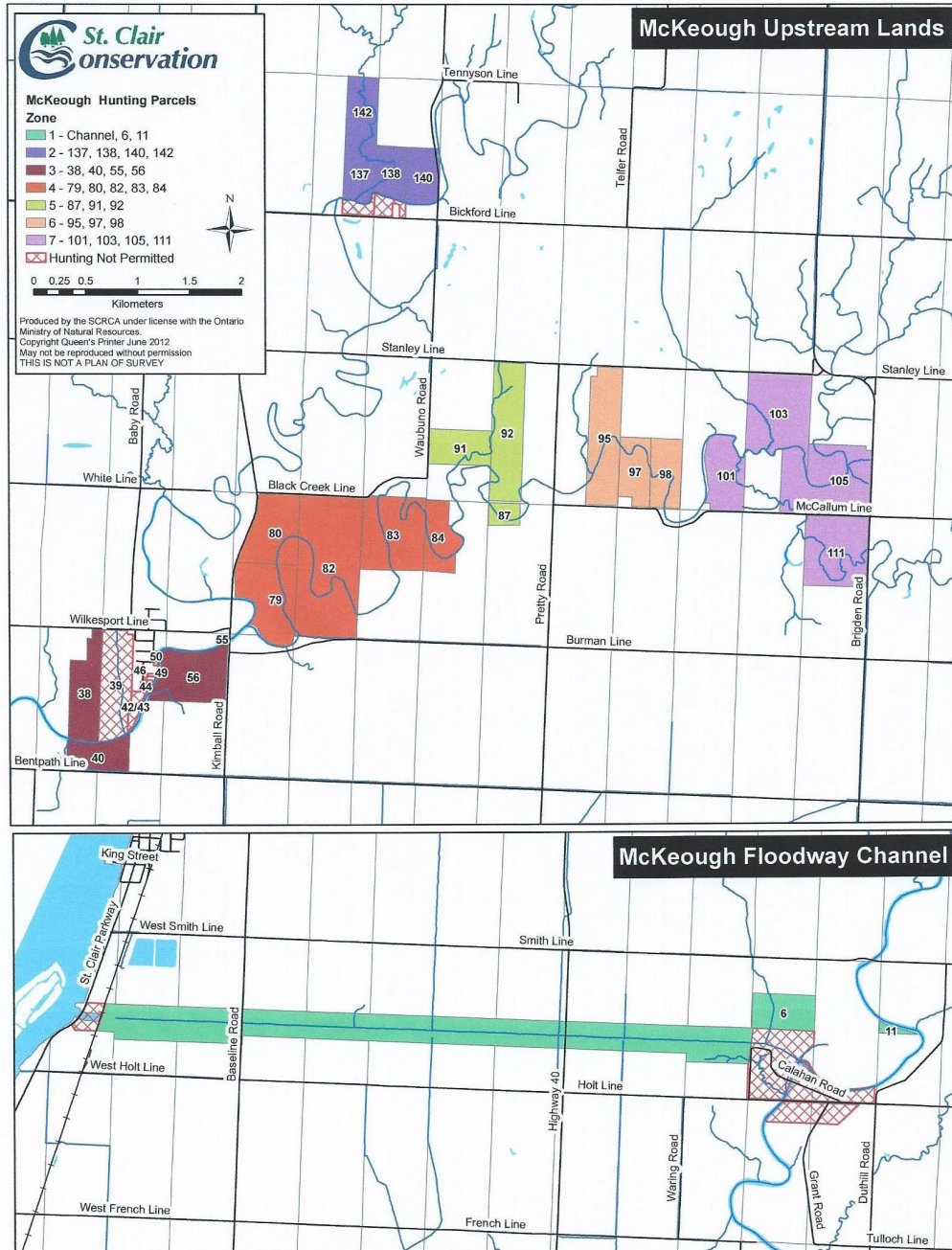


St. Clair Region Conservation Authority
 (SCRCA)
 205 Mill Pond Cres. Strathroy Ont. N7G 3P9
 E-mail: hunting@scrca.on.ca
 Website: www.scrca.on.ca
 Ph. #519-892-3824

SCRCA CONTROLLED DEER HUNT ZONE DRAW APPLICATION

- The SCRCA will require a copy of your License Summary indicating your controlled deer hunt validation for WMU 93A and this completed form to the administrator 14 days before the opening day of the controlled deer hunt season that you are applying to hunt.
- If applying as a group, only one controlled deer hunt zone application needs to be submitted. List all hunters in the group below and send a copy of each hunter’s License summary indicating the controlled deer hunt validation for WMU 93A.
- Each hunter applying in the group must have the current SCRCA Hunting/Trapping permit to hunt the McKeough Lands. The controlled deer hunt zone permit is not transferable nor does it cover others hunting in you party. Every member must have his/her own controlled deer hunt zone permit to hunt the conservation lands.
- Hunters may choose up to 3 hunt zones they wish to hunt.
- Number of hunters and luck of the draw will determine what zone(s) you, and/or your group will be permitted to hunt, and the number of other hunters permitted to hunt those zone(s).
- After receiving all applications, the SCRCA will conduct a random draw for the zone allocations and forward the controlled deer hunt zone permit for the zone(s) that you and/or your group are permitted to hunt during the Controlled Deer Hunt.
- **Please remember that the CA lands are multi-purpose and multi-use areas for everyone to enjoy, and be aware you may not be the only person/people enjoying our lands.**

Season (check <u>one</u>)	1st Zone Choice _____	Hunter’s Name(s)
<input type="checkbox"/> November Season	2nd Zone Choice _____	
	1. _____	
<input type="checkbox"/> December Season	3rd Zone Choice _____	
	2. _____	
	3. _____	
	4. _____	



Meeting Date: December 8, 2022
Report Date: November 24, 2022
Submitted by: Tim Payne

Item 6.8

Subject: McKeough Upstream Lands Agriculture Lease Agreement

Recommendation:

That the Board of Directors acknowledge this report on McKeough Upstream Lands Agricultural Lease Agreement and further that the Board of Directors:

- a) *Approve an extension of the lease agreements for the lands currently rented by Mr. Ben Arnold until December 31, 2030*
- OR**
- b) *Deny the extension of the agricultural lease agreements, upholding the current terms and cycle of the tender process.*

And further that *an advisory committee be created with Tim Payne and interested members of the Board of Directors with agricultural expertise to review and modify the agricultural lease template for future contracts.*

Background:

The McKeough Upstream lands are not considered prime agricultural lands. These lands were acquired during the construction of the Darcy McKeough Dam and Floodway, to be flooded during the operation of the Dam. Lands in this area are low floodplain and have small acreage of workable lands. A small portion of these lands are tiled, and many have not benefitted from best farm practices

Historically, agricultural lands were leased for 3-year terms, with the current tenant having first right of refusal (i.e. the ability to match the highest bid). During the last tendering process, the Board approved several changes to the lease agreement documents, including a longer term (5 years) and the withdrawal of the current tenant's first right of refusal.

At the November 10, 2022 Board of Directors meeting, a delegation from Mr. Ben Arnold was presented with the request to approve 2 5-year extensions of the agriculture lease agreements for 13 properties currently rented.

Mr. Arnold has been a tenant for two years. During this time, he has become familiar with the lands and has sought input from a professional agronomist regarding farming practices and soil health. Mr. Arnold has received recommendations from the agronomist to invest inputs to increase the soil fertility. As mentioned at the board meeting, Mr. Arnold is requesting an extension of the lease in order benefit from the results of his investment in the lands,

Mr. Arnold has rented the lands at what appears to be a fair market value, give the location, topography, and history of the lands. (Previous rent amounts attached)

It is understood by staff that soil health and fertility is a benefit to the tenant and has very little benefit to the actual conservation of the lands. However, the Conservation Authority, as a landowner, should still be promoting best farming practices. Currently, there is a tenant that is willing to invest in the lands and provide results.

Staff intends to review the agriculture lease agreement template prior to the next tender, necessary edits and/or further conditions may be made at that time.

Strategic Objectives(s):

Goal 2 – Protect, manage, and restore our natural systems including woodlands, wetlands, waterways, and lakes

Develop New Tools to Promote Stewardship Practices and Evaluate the Effectiveness of Best Management Practices:

Evaluate the current model of landowner outreach and voluntary stewardship and explore new tools and collaborations that expand conservation opportunities utilizing information from our watershed report cards. Best Management Practices (BMPs) are encouraged to promote soil health, improve water quality, and provide for more resilient watersheds. Efforts need to be made to evaluate the various BMPs to ensure they are creating the results expected such as reducing nutrient loss from farm fields (with a focus on phosphorus) and decreasing sedimentation in watercourses. This is an opportunity to work with colleges and universities, farming groups, and others to develop solid science to evaluate BMP effectiveness.

Financial Impact:

None



Staff Report

Property Name	Acres	Rate 2007-09		Rate 2010-12		Rate 2013-15		Rate 2016-20		Rate 2021-25	
McKeough Outlet Agriculture Land (Wilson)	18.5	\$ 80.00	\$ 1,480.00	\$ 80.00	\$ 1,480.00	\$ 100.00	\$ 1,850.00	\$ 110.00	\$ 2,035.00	\$ 100.00	\$ 1,850.00
McKeough Channel Hay (Bottom Lands)	27.0	\$ 6.00	\$ 162.00	\$ 6.00	\$ 162.00	\$ 6.00	\$ 162.00	\$ 6.00	\$ 162.00	\$ 42.00	\$ 1,134.00
McKeough Channel Hay (Top Lands)	39.5	\$ 25.00	\$ 987.50	\$ 25.00	\$ 987.50	\$ 25.00	\$ 987.50	\$ 25.00	\$ 987.50	\$ 82.00	\$ 3,239.00
Property 1,2 and 3 Agriculture Land (Scholtens)	26.0	\$ 95.00	\$ 2,470.00	\$ 95.00	\$ 2,470.00	\$ 150.00	\$ 3,900.00	\$ 150.00	\$ 3,900.00	\$ 160.00	\$ 4,160.00
Property 38 Agriculture Land	43.0	\$ 116.00	\$ 4,988.00	\$ 116.00	\$ 4,988.00	\$ 166.00	\$ 7,138.00	\$ 125.00	\$ 5,375.00	\$ 236.50	\$ 10,169.50
Property 39 Agriculture Land	44.5	\$ 116.00	\$ 5,162.00	\$ 116.00	\$ 5,162.00	\$ 166.00	\$ 7,387.00	\$ 125.00	\$ 5,562.50	\$ 236.50	\$ 10,524.25
Property 40 Agriculture Land	28.5	\$ 93.00	\$ 2,650.50	\$ 93.00	\$ 2,650.50	\$ 166.00	\$ 4,731.00	\$ 125.00	\$ 3,562.50	\$ 236.50	\$ 6,740.25
Property 56 Agriculture Land	35.0	\$ 95.00	\$ 3,325.00	\$ 95.00	\$ 3,325.00	\$ 130.00	\$ 4,550.00	\$ 180.00	\$ 6,300.00	\$ 135.00	\$ 4,725.00
Property 79 West and 80 West Agriculture Land	64.0	\$ 90.00	\$ 5,760.00	\$ 90.00	\$ 5,760.00	\$ 156.00	\$ 9,984.00	\$ 152.00	\$ 9,728.00	\$ 248.00	\$ 15,872.00
Property 79 East, 80 East and 82 South Agriculture Lands	68.0	\$ 90.00	\$ 6,120.00	\$ 90.00	\$ 6,120.00	\$ 156.00	\$ 10,608.00	\$ 152.00	\$ 10,336.00	\$ 248.00	\$ 16,864.00
Property 82 North and 83 West Agriculture Lands	92.0	\$ 95.00	\$ 8,740.00	\$ 95.00	\$ 8,740.00	\$ 156.00	\$ 14,352.00	\$ 152.00	\$ 13,984.00	\$ 248.00	\$ 22,816.00
Property 83 East Agriculture Land (Poelvoorde)	38.0	\$ 95.00	\$ 3,610.00	\$ 95.00	\$ 3,610.00	\$ 130.00	\$ 4,940.00	\$ 100.00	\$ 3,800.00	\$ 110.00	\$ 4,180.00
Property 84 Agriculture Land	23.0	\$ 95.00	\$ 2,185.00	\$ 95.00	\$ 2,185.00	\$ 167.00	\$ 3,841.00	\$ 180.00	\$ 4,140.00	\$ 170.00	\$ 3,910.00
Property 91 Agriculture Land	28.5	\$ 90.00	\$ 2,565.00	\$ 90.00	\$ 2,565.00	\$ 167.00	\$ 4,759.50	\$ 180.00	\$ 5,130.00	\$ 236.50	\$ 6,740.25
Property 92 and 87 Agriculture Land	73.5	\$ 90.00	\$ 6,615.00	\$ 90.00	\$ 6,615.00	\$ 165.00	\$ 12,127.50	\$ 162.00	\$ 11,907.00	\$ 236.50	\$ 17,382.75
Property 95 Agriculture Land	72.5	\$ 90.00	\$ 6,525.00	\$ 102.00	\$ 7,395.00	\$ 171.00	\$ 12,397.50	\$ 190.00	\$ 13,775.00	\$ 236.50	\$ 17,146.25
Property 97 Agriculture Land	21.0	\$ 60.00	\$ 1,260.00	\$ 60.00	\$ 1,260.00	\$ 167.00	\$ 3,507.00	\$ 140.00	\$ 2,940.00	\$ 236.50	\$ 4,966.50
Property 97 East and 98 Agriculture Land	30.5	\$ 60.00	\$ 1,830.00	\$ 60.00	\$ 1,830.00	\$ 100.00	\$ 3,050.00	\$ 90.00	\$ 2,745.00	\$ 125.00	\$ 3,812.50
Property 101 Agriculture Land	33.0	\$ 115.00	\$ 3,795.00	\$ 115.00	\$ 3,795.00	\$ 160.00	\$ 5,280.00	\$ 162.00	\$ 5,346.00	\$ 236.50	\$ 7,804.50
Property 103 Agriculture Land	48.0	\$ 70.00	\$ 3,360.00	\$ 70.00	\$ 3,360.00	\$ 150.00	\$ 7,200.00	\$ 185.00	\$ 8,880.00	\$ 236.50	\$ 11,352.00
Property 103 & 105 Hayfields	99.5	\$ 30.00	\$ 2,985.00	\$ 30.00	\$ 2,985.00	\$ 50.00	\$ 4,975.00	\$ 125.00	\$ 12,437.50	\$ 88.00	\$ 8,756.00
Property 111 Agriculture Land	46.0	\$ 92.00	\$ 4,232.00	\$ 92.00	\$ 4,232.00	\$ 100.00	\$ 4,600.00	\$ 90.00	\$ 4,140.00	\$ 200.00	\$ 9,200.00
Property 138 and 140 Agriculture Land	33.5	\$ 92.00	\$ 3,082.00	\$ 75.00	\$ 2,512.50	\$ 167.00	\$ 5,594.50	\$ 165.00	\$ 5,527.50	\$ 236.50	\$ 7,922.75
Property 137 Hayfields (Nichols)	14.0	\$ 30.00	\$ 420.00	\$ 30.00	\$ 420.00	\$ 60.00	\$ 840.00	\$ 60.00	\$ 840.00	\$ 75.00	\$ 1,050.00
Property 137 Agriculture Land (Henderson)	6.0	\$ 30.00	\$ 180.00	\$ 75.00	\$ 450.00	\$ 65.00	\$ 390.00	\$ 65.00	\$ 390.00	\$ 75.00	\$ 450.00
Totals	1053	\$84,489.00		\$85,059.50		\$139,151.50		\$143,930.50		\$202,767.50	

Meeting Date: December 8, 2022 **Item 6.10**
Report Date: November 29, 2022
Submitted by: Donna Blue and Ken Phillips

Subject: Draft 2023-2028 Strategic Plan Update

Recommendation:

That the Board of Directors acknowledges the report dated November 29, 2022, that summarizes the consultation and comments received regarding the SCRCA’s draft 2023-2028 strategic plan and further approves the editorial changes surrounding natural heritage services provided by the Authority (Strategic Goal 3.1).

Strategic Objectives(s):

Goal 4 – Build a stronger and more valued organization through business excellence.

Strategic Plan Public Open Houses:

Open houses were held throughout October and November to solicit feedback from the public on the draft 2023-2028 strategic plan. In total, 14 people attended the in-person sessions. Comments were also received via email and at the office until November 22nd. Two submissions were received via email/in-person at the SCRCA Administration building. A summary of the public open houses is provided below, while comments received are summarized in a separate document attached to this report.

Date	Location	# Attendees	Staff Present
October 25, 2022	Bridgeview CA, Petrolia	3	Ken Phillips, General Manager; Greg Wilcox; Manager of Conservation Areas; Donna Blue, Manager of Communications
October 26, 2022	Tony Stranak CA, Dresden	3	Ken Phillips, General Manager; Melissa Deisley, Director of Planning and Regulations; Krista Nicolson, Species at Risk Technician

October 27, 2022	Esli Dodge CA, Forest	1	Ken Phillips, General Manager; Melissa Deisley, Director of Planning and Regulations; Girish Sankar, Director of Water Resources
October 28, 2022	Wawanosh Wetland CA, Sarnia	6	Ken Phillips, General Manager; Greg Wilcox, Manager of Conservation Areas; Emily Febrey, Stewardship Communications Technician
November 3, 2022	SCRCA Administration Building, Strathroy	1	Ken Phillips, General Manager; Kelli Smith, Conservation Lands Specialist; Tim Payne, Manager of Forests

Proposed Revision to Draft 2023-2028 Strategic Plan

With the passing of Bill 23 – *More Homes Built Faster Act* on November 28th, the following revision is proposed to Goal 3.1 – Effectively and Efficiently Administer Regulations of the *Conservation Authorities Act* to Protect Natural Heritage.

Current Draft:

The SCRCA is committed to providing customer service excellence for watershed municipalities and citizens in providing input on risks to natural heritage features. Through collaboration with partner organizations, the SCRCA will provide biological and ecological expertise for natural heritage plans, strategies, and policies. While responsibility for natural heritage protection falls to municipalities under the *Planning Act*, the SCRCA can provide the ecological and biological knowledge to support our member municipalities.

Proposed Change:

The SCRCA is committed to providing customer service excellence for watershed municipalities and citizens in providing input on risks to natural heritage features. **As permitted and/or requested, the SCRCA will provide biological and ecological expertise for natural heritage plans, strategies, and policies in collaboration with partner organizations.** While responsibility for natural heritage protection falls to municipalities under the *Planning Act*, the SCRCA can provide the ecological and biological knowledge to support our member municipalities.

DRAFT

St. Clair Region
Conservation Authority

Strategic Plan

2023 - 2028





Introduction

The St. Clair Region Conservation Authority (SCRCA) was established in 1961 under the *Conservation Authorities Act* of Ontario, to conserve, restore, and manage natural resources within the St. Clair Region watershed. For over 60 years, the Authority has worked in partnership with our 17 member municipalities, local communities, and other organizations to protect life and property from flooding and erosion; improve water quality; promote habitat creation and stewardship; provide outdoor recreation and education opportunities and monitor and protect our most vulnerable species.

The relationships built throughout the SCRCA's history and those that continue to be fostered today will be integral in balancing the environmental, economical, and agricultural needs in our watershed while also preparing and responding to future challenges our communities and environment will face.

The following document outlines the SCRCA's strategic direction and objectives for the five-year period between 2023 and 2028. Through consultation with SCRCA staff, board members, municipalities, and local residents, the four overarching goals outlined in this plan aim to ensure the SCRCA maintains and improves upon our past successes while also adapting and prioritizing future activities to best serve our municipalities, communities, and environment.

We look forward to working together towards a healthy and sustainable natural environment in the St. Clair Region.

Mike Stark
Chair, Board of Directors
St. Clair Region Conservation Authority

Ken Phillips
General Manager/Secretary-Treasurer
St. Clair Region Conservation Authority

Our Watershed



St. Clair by the Numbers



Population

147,082



Area

4,130 km²



Landuse

81%
Agricultural



Trails

> 40 km



Conservation Areas

15 (620 ha)



Goal 1

Strengthen and Raise the Profile of the SCRCA through Business Excellence

The St. Clair Region Conservation Authority has been a leader in developing a comprehensive conservation program in a fiscally responsible manner. On an ongoing basis, Authority staff work to find resources to augment funding received from our Municipal partners that allow the organization to provide programs and services. The SCRCA has been able to be successful due to a supportive Board of Directors and dedicated staff. The following strategic goals and actions are designed to build upon these strengths.

STRATEGIC GOALS

Goal 1.1 Provide Leadership for Municipal Partners

Ensure that our municipal partners recognize the expertise and services the SCRCA can provide in relation to requirements under the 2020 Provincial Policy Statement pertaining to climate change, natural hazards, and natural heritage.

Goal 1.2 Maintain and Exceed Provincial Service Standards

The SCRCA will ensure all clients receive quality and timely service to ensure the needs of the community are met. The SCRCA will ensure that accessibility to services address the needs of all of our stakeholders.

Goal 1.3 Asset Management

The SCRCA will ensure all capital assets are maintained to ensure longevity and sustainability.

Goal 1.4 Investment in People

The SCRCA will provide staff with the resources and training they need to provide the service excellence to the Board of Directors, Municipal partners and watershed residents. It is imperative that the SCRCA recognize the diversity that exists in the communities we serve and among our staff, and that as an organization, we strive toward being more inclusive in our outreach.

STRATEGIC ACTIONS



Corporate Excellence and Sustainability

- Operate in a transparent and financially sound manner following Provincial guidelines and access to information.
- Establish Memorandums of Understanding with our Municipal partners to provide needed services and meet the requirements of the *Conservation Authorities Act*.
- Develop and implement a sustainable long-range funding model that aligns with our customer service objectives. The sustainable funding model will incorporate municipal levies, self-generated revenue, service fees, Federal and Provincial funding, and third-party grants.
- Develop and implement an Asset Management Plan.
- Continue to seek funding opportunities that can support our municipalities in undertaking projects that improve our watersheds.



Create and Implement a Corporate Sustainability Plan

To ensure a continuity of services as staff retire or otherwise leave the organization, it is important that a plan is in place to replace, redistribute, and build in redundancy of duties and responsibilities. Such a plan will ensure that the SCRCA can continue operations with minimal interruptions.



Create a Formal Development Program

To ensure that staff and board members are able to effectively carry out their responsibilities and can grow in their roles, the SCRCA will create a development program to help increase organizational knowledge and technical capacity. Skills development will include communications and outreach, professional certifications, and job-specific training.



Goal 2

Develop and Maintain Programs that will Protect Life and Property from Natural Hazards such as Flooding and Erosion

The SCRCA works in partnership with municipalities to protect life and property through the development and implementation of programs that minimize or prevent the impact of natural disasters such as flooding and erosion.

STRATEGIC GOALS

Goal 2.1 Provide Flood Warning Services

The Authority operates a flood warning program designed to warn residents in flood-prone areas. Through a network of 11 stream gauges, 5 snow sampling stations, ice monitoring, and current meteorological data, Authority staff monitor watershed conditions by tracking and updating data on an ongoing basis to scientifically determine short and long-term trends. Should a flood be imminent, the Municipal Flood Coordinators and the media are advised, and officials take appropriate action. In addition to riverine flooding, the Authority issues warnings for damage which may occur from wave action along the southern Lake Huron, the St. Clair River, and the northeastern Lake St. Clair shorelines.

Goal 2.2 Effectively and Efficiently Administer Regulations of the *Conservation Authorities Act* to Protect Watershed Communities

The SCRCA is committed to providing customer service excellence for watershed municipalities and citizens in providing plan review and permitting of projects throughout its jurisdiction. The Authority has been delegated the responsibility to represent the provincial interest regarding natural hazards. Natural hazards include floodplains, unstable slopes, shorelines, and dynamic beaches. While municipalities encourage valuable development, it is important that new development is located safely out of areas susceptible to potential natural hazards. It is also important that any development that is completed within an area of natural hazard does not endanger adjacent landowners or other landowners within the system.

To prevent future risk to private landowners and to protect the interests and liability of our member municipalities, O.R. 171/06 requires landowners to obtain permission of the Authority prior to developing within natural hazard areas associated with watercourses and areas susceptible to river or lake shoreline flooding, ravine and shoreline slopes, wetlands, and lands adjacent to wetlands.

Goal 2.3

Maintenance and Review of Water and Erosion Control Infrastructure

The Authority maintains and operates flood and erosion control structures. The W. Darcy McKeough Floodway was built to protect the community of Wallaceburg and portions of the former Townships of Chatham and Sombra from severe flooding. Since 1984, the McKeough Floodway has been operated 10 times.

Goal 2.4

Municipal Drains

The *Conservation Authorities (CA) Act* gives the responsibility to Conservation Authorities to regulate activities that change, divert, or interfere in any way with the existing channel of a river, creek, stream or watercourse (including municipal drains) or for changing or interfering in any way with a wetland. Through provincial direction, under the *Drainage Act* and Section 28 Regulations Team (DART) protocol, the SCRCA provides standard compliance requirements for drain maintenance and repair projects for municipalities. The *Drainage Act* also has statutory provisions which directly engage the Conservation Authority.

STRATEGIC ACTIONS



Develop a Climate Change Strategy

Impacts of climate change are evident in the St. Clair watersheds with an increased frequency of severe weather patterns (drought and severe storms). The SCRCA must develop a strategy that bolsters existing programs and develop plans that promote green infrastructure, review of natural heritage features, and education and outreach. It is imperative to work with SCRCA stakeholders to build more resilient watersheds.



Continue to Develop Streamlined/Efficient Processes

The SCRCA will develop policies and procedures to ensure that our administration of permits and reviews is carried out in adherence to industry standards. It is always our intent to provide responses for permits, standard compliance requirements, and comments to municipalities in a timely manner. Improvements can always be made, and we will work with our partners to ensure our responses are thorough and are provided as quickly as possible.



Improve Meteorological Data Acquisition

In order to better report and predict flooding due to severe storms, the SCRCA must expand its ability to collect meteorological data. This will involve increasing the number of gauges and weather stations as well as building in redundancy to ensure uninterrupted service. There is also the need to improve dissemination of water safety/flood messaging that derives from this data.



Improve Regulation Mapping

The SCRCA will continue to create and/or acquire the best available data to define the components that define regulation limits. Together with engineering consultants, SCRCA staff will continue to apply current and available datasets in order to facilitate the most accurate regulation mapping possible. Because the availability of more current and/or accurate data is always in flux, modifications to the regulation limit are ongoing. SCRCA technical staff will consult with the province and neighbouring Conservation Authorities to ensure the latest GIS modelling techniques are invoked to ensure the most efficient delivery of any revisions to the regulation mapping as new datasets become available.



Review Operating Criteria for W. Darcy McKeough Floodway

The operating criteria for operation of the floodway are established under law. A review of these criteria is necessary as more data has become available over the last three decades, watershed conditions have evolved over time, and climate change has impacted the frequency and severity of events.



Shoreline Works Strategy

SCRCA staff will create a shoreline works strategy to ensure that all works occurring along the shoreline are done in a manner that provides a cohesive approach to mitigating shoreline erosion and damage caused by increased water levels or ice flows.



Goal 3

Protect, Manage, and Restore our Natural Systems including Woodlands, Wetlands, Waterways, and Lakes

Land based activities are reflected in our water and ecosystems. The SCRCA develops and implements programs that protect our land resources and promote watershed stewardship practices that lead to healthy, sustainable communities and industries.

STRATEGIC GOALS

Goal 3.1

Effectively and Efficiently Administer Regulations of the *Conservation Authorities Act* to Protect Natural Heritage

The SCRCA is committed to providing customer service excellence for watershed municipalities and citizens in providing input on risks to natural heritage features. Through collaboration with partner organizations, the SCRCA will provide biological and ecological expertise for natural heritage plans, strategies, and policies. While responsibility for natural heritage protection falls to municipalities under the *Planning Act*, the SCRCA can provide the ecological and biological knowledge to support our member municipalities.

Goal 3.2

Reforestation

The SCRCA will reaffirm its commitment to undertake reforestation efforts throughout the watershed. To ensure that reforestation targets can be achieved, the SCRCA will work cooperatively with municipalities, First Nations, and private landowners.

Goal 3.3 Wetland Creation and Restoration

Through various granting programs, wetland creation and restoration is encouraged on private and public lands. Wetlands are crucial for watershed health, habitat, flood storage, and soil and erosion control.

Goal 3.4 Healthy Watersheds and Stewardship

Through various outreach and granting programs, stewardship projects and Best Management Practices are encouraged on private and public lands for the overall benefit of improved water quality and terrestrial and aquatic habitat.

Goal 3.5 Water Quality Monitoring

The SCRCA will work to improve water quality in creeks, streams, and rivers through monitoring and outreach programs.

Goal 3.6 Ecosystem Recovery Planning

The SCRCA will continue to partner with organizations to produce Action Plans for ecosystem recovery. The SCRCA recognizes that Ecosystem Recovery Planning is key to ensuring a healthy and vibrant watershed for generations to come.

Goal 3.7 Reptile Species at Risk

The SCRCA will work to promote and encourage good stewardship for reptile species in the St. Clair Watershed. The St. Clair Region is home to many species at risk and the SCRCA will work to ensure that reptile species at risk are protected, and their populations increase.

Goal 3.8 St. Clair River Area of Concern

The St. Clair River Area of Concern (AOC) is one of 43 Areas of Concern the International Joint Commission has identified within the Great Lakes basin where there are known environmental problems. In the St. Clair River AOC, local partners, including the SCRCA, are working together to implement Remedial Action Plans and take action so the area can be rehabilitated and removed from the list of Great Lakes Areas of Concern.

Goal 3.9

Management of Authority Owned Lands

Through the completion and implementation of Property Management Plans, the Authority continues to manage its lands to balance revenue production with effective management of woodlands, wetlands, and biodiversity.

STRATEGIC ACTIONS



Reforestation

The SCRCA is committed to its tree planting program (approximately 60,000 trees each year) for private and public landowners. Trees are planted as windbreaks, plantations, greening initiatives, and erosion control. Staff will continue to coordinate the collection of native seeds throughout the watershed and supply them to a local nursery to grow native tree stock for reforestation.

The SCRCA will pursue grants and donations to subsidize the cost of planting for watershed stakeholders. For a tree planting project to be successful, maintenance of the trees is essential. The Authority will continue to offer a service to provide weed control for newly planted seedlings for three years from the time of planting.



Woodlot Management Services

Qualified forestry staff provide woodlot management and marking services to landowners. Proper silviculture techniques and “Good Forest Practices” are encouraged to ensure the long-term health of the woodlot while meeting the needs of the landowner. The SCRCA will continue to act on behalf of the County of Lambton to administer its Woodland Conservation Bylaw.



Water Quality Monitoring

The SCRCA works with the Ministry of the Environment, Conservation, and Parks to collect and analyze both surface and groundwater samples throughout the region. Using the Provincial Water Quality Monitoring Network (PWQMN) and Provincial Ground Water Monitoring Network (PGMN) the data is shared with many program partners. The SCRCA will use this information to develop locally focused Watershed Report Cards, Canadian Environmental Sustainability Indicators (CESI), State of the Great Lakes and Multi-Watershed Nutrient Studies. The SCRCA will also conduct Rural Stormwater Management Model Project Aquatic Biomonitoring using aquatic animals such as fish, mussels, and benthic

macro-invertebrates. The data is used for watershed reporting, resource management, and to target actions to improve and protect habitat conditions.

The St. Clair Region, Upper Thames River, and Lower Thames Valley Conservation Authorities will continue working together, along with the Thames-Sydenham and Region Source Protection Committee, to protect municipal sources of drinking water throughout the region. The SCRCA will continue to support municipalities in the implementation of the local Source Protection Plan and risk assessment on an as-requested contractual basis.



Ecosystem Recovery Planning

The SCRCA will continue to partner with organizations to produce Action Plans for ecosystem recovery such as phosphorous management plans and species at risk threats assessments. The SCRCA will work in conjunction with local stakeholders to prevent the spread and help eliminate invasive species threats such as the phragmites.



Reptile Species at Risk

The SCRCA is committed to working with partner agencies to protect the habitat of endangered species so that they are able to survive and flourish. Staff will continue longstanding activities including tracking occurrences, protecting and improving habitat on Authority and Foundation owned lands, and encouraging local community members to take similar actions.



Promote Stewardship Practices and Evaluate the Effectiveness of Best Management Practices

Utilizing improved methods of landowner outreach and voluntary stewardship, the SCRCA will continue to explore new tools and collaborations that expand conservation opportunities utilizing information from our watershed report cards. Best Management Practices (BMPs) are encouraged to promote soil health, improve water quality, and provide for more resilient watersheds. Ongoing efforts need to be made to evaluate the various BMPs to ensure they are creating the expected results such as reducing nutrient loss from farm fields (with a focus on phosphorus) and decreasing sedimentation in watercourses. The SCRCA will use opportunities to work with colleges and universities, farming groups, and other stakeholders to evaluate BMP effectiveness.



Review Aquatic Monitoring Program

Aquatic monitoring informs resource management decisions relating to drain review, planning, and implementing best management practices.

The SCRCA will assess the need to expand its monitoring program to augment the existing data to improve our understanding of the health of each sub-watershed. Long-term stations are key to better assess trends in watershed health.



St. Clair River Area of Concern

The SCRCA will continue to support the efforts of the AOC in an attempt to have the area delisted by 2028. The SCRCA will work with the AOC to support sediment management efforts, communications with First Nations communities, and prepare for "life" after delisting.





Goal 4

Provide Recreation and Education Opportunities for the Public to Enjoy and Learn from our Natural Environment

The SCRCA provides opportunities for our watershed communities to understand and appreciate the value of their natural environment as well as the social and economic benefits of protecting that environment. By providing environmental education programs and access to recreation in natural settings, the SCRCA works to strengthen the ties between our communities and the watershed.

STRATEGIC GOALS

Goal 4.1 Conservation Lands

The St. Clair Region Conservation Authority and its Foundation own more than 2,100 hectares of land including campgrounds, day use parks, wetlands, and forests. Moving forward, the SCRCA must ensure that these properties remain valuable assets for the community and are able to withstand the pressures of growth and climate change.

Goal 4.2 Community Conservation

The SCRCA engages the community in a number of conservation activities including tree planting, biological monitoring, special events, outreach, and education. The SCRCA must ensure that it remains an active participant at local events, festivals, and conferences that allow staff to interact with stakeholders. The SCRCA is an active member of various groups and associations to ensure ongoing dialogue over common issues.

Goal 4.3 Environmental Education

The SCRCA is the main provider of experiential environmental education in the watershed. Online and in-person programs have been developed to introduce students to nature and to empower them to make a difference. These programs are designed to create a life-long enthusiasm for our

natural heritage. As education is a valuable tool to combat climate change, it is imperative that SCRCA programming remains financially viable.

Goal 4.4 Community Recognition

The SCRCA recognizes groups and individuals in the community through its Conservation Award and Scholarship programs.

Goal 4.5 Watershed Report Cards

In order to communicate the environmental state of forest cover and water quality in our watersheds, we develop and distribute watershed report cards.

STRATEGIC ACTIONS



Create Master Plans for Conservation Areas

As the watershed population continues to grow, pressure on natural spaces for recreational, mental health, and passive use will increase exponentially. The SCRCA will undertake master plans for its properties to ensure that operations are sustainable, green infrastructure can be utilized, and revenue streams are increased.



Expand Involvement with First Nation Communities

The SCRCA will continue to work with our First Nation neighbours by providing education programs, and involvement in projects such as the St. Clair River AOC and Drinking Water Source Protection. The SCRCA will develop a strategy to ensure greater involvement with First Nations communities and to ensure the sharing of each other's expertise and knowledge to the benefit of the watersheds we share.



Ensure Accessibility for our Programs and Parks

Utilizing AODA standards for structures and communications, we will develop a plan to create accessible areas on SCRCA lands and make certain that our website and printed materials are available to meet the needs of watershed residents.



Expand Education and Outreach

In addition to developing programming for children, the SCRCA will expand programming to include adults in order to improve the outreach of the organization and to help raise our profile in the watershed. Adult-focused programming can increase awareness of services offered by the SCRCA and provide new revenue streams. Expansion of existing education program offerings in French and the creation of summer-based activities will also assist in helping to make the education program more sustainable.



Develop Policies to Guide Aquisition/Disposal of Conservation Lands

The SCRCA works with the St. Clair Region Conservation Foundation in accepting donations of lands that further meet the objectives of the Conservation Authority. An acquisition plan will assist in prioritizing opportunities and provide direction in seeking funding for significant watershed properties.



Update Property Management Plans

Authority, Foundation, and other Property Management Plans will be updated and will include issues such as accessibility and natural heritage protection to balance pressures caused by increased demand for natural spaces.

SCRCA Mission

The St. Clair Region Conservation Authority has as its mission, to provide leadership through coordination of watershed planning, implementation of resource management programs, and promotion of conservation awareness, in cooperation with others.



St. Clair Region Conservation Authority
205 Mill Pond Crescent
Strathroy, ON N7G 3P9
t. 519-245-3710
f. 519-245-3348
stclair@scrca.on.ca



@StClairConservation



@SCRCA_water



www.scrca.on.ca

2023-2028 St. Clair Region Conservation Authority Strategic Plan

Public Open House and Online Comments

Date	Comment Method	Comment
24-Sep-22	Email	<p>SCRCA is one of the best kept secrets in our region with respect to expertise on rainwater management for property owners. I recommend that SCRCA provide education sessions to residents on how they can help prevent flooding on their properties and homes; such as, use of rain barrels, elongated eaves trough to drain away from their house foundations (but not onto neighbours property); sump pumps; etc. I suggest sessions each spring in person and online. The Canadian insurance bureau has excellent commercials on TV these days.</p>
24-Sep-22	Email	<p>Assist municipalities with flood management. For example, our municipality is reconstructing municipal roads and greatly improving the stormwater management for the roads. But I am not sure if by doing this we are just creating a flooding problem further down the system? SCRCA is best suited to provide municipalities with this advice. Plus SCRCA could provide municipalities with suggestions on climate change adaptation.</p>
24-Sep-22	Email	<p>As mentioned previously, your predecessor was trying to improve his communications with municipalities by meeting with CAOs each fall to provide them with an overview of the following year's SCRCA budget. However, Brian was not able to put this idea into practice. As mentioned Ken, the Lambton County CAOs meet regularly and we would be glad to meet with you. You may wish to also meet with the CAOs once you have your draft MOU on services. I believe the current MOU is County-wide.</p>
24-Sep-22	Email	<p>You may wish to also have annual meetings with municipal planning staff to keep that line of communications strong. I have added our main County planning contact to this email (Ken Melanson - ken.melanson@county-lambton.on.ca)</p>
24-Sep-22	Email	<p>My last comment is generic based on my experience with Strategic Plans. You may wish to have SMART (specific, measurable, achievable, relevant, and time-bound) objectives in your Strat Plan to facilitate performance measurement and reporting back to your Board. The current Strategic Actions are very generic. You may wish to try to focus on ACTION verbs with timelines. And I would have an internal document that tasks someone (or a couple) on your team to implement and be held accountable for implementing the actions.</p>

28-Oct-22	In-person (Wawanosh Wetland CA)	Easier/better communicated access to tree purchase program - has reached out with no communication back - subsidy would be beneficial
28-Oct-22	In-person (Wawanosh Wetland CA)	Lack of follow-up/enforcement on reported violations - lakeshore, buildings, shoreline, hazard areas - poor image for those who follow rules - inconsistent
28-Oct-22	In-person (Wawanosh Wetland CA)	Lakeshore Road Trail - lack of control of wild grape - invasive species should mow more - impacting adjacent woodlots/natural areas
28-Oct-22	In-person (Wawanosh Wetland CA)	Concern over duplication on development - SCRCA, municipality, province
28-Oct-22	In-person (Wawanosh Wetland CA)	Phrag control information and phrag management plan
03-Nov-22	In-person (dropped off comments at Administration Building)	Strathroy CA - flooding problem along main (red) trail about 200 feet before reaching the steps to the Rotary Club Trail
03-Nov-22	In-person (dropped off comments at Administration Building)	Strathroy CA - At the junction of the east (blue trail) path that goes to the wooden bridge over the river there is a section about 30 feet long which is too low and still floods over to about 1 foot deep. What we suggest is that this area be built up one foot higher with a drainage-pipe underneath. Of course, an alternative would be to build a raised woodem walkway about 50 feet long which would reach to the tree roots which will become uncovered again by the rains and flooding. This is, however, not a preferred alternative because wooden walkways are slipper when wet and dangerously icy in the winter.

03-Nov-22	In-person (dropped off comments at Administration Building)	Strathroy CA - Probably the most pressing problem exists with the west blue trail which is to the left when you are at the foot of the steps to the Rotary Trail. This area is very low and puddles exist along the first section, around the bend to the 2nd raised wooden walkway. This puddles exist all year round but are very deep after a rain an in winter turn to large sections of ice which is a real safety hazard expecially to senors like ourselves. We acknowledge what has been told to other park goers who have brought this to your attention - you are unable to get large equipment back there because of the narrowness of the trail and the two raised wooden walkways. This response we find incredulous. We recognize that you cannot get large equipment down the trail to repair it but someone could take a truck load of gravel or sand mixture to the foot of the steps and dump it. From there with a wheel barrow one could very easily whell gravel or sand down the trail to heighten the areas where water settles and puddles and thus preventing the walkers from having to wear rubber boots to manoeuvre the trail.
03-Nov-22	In-person (dropped off comments at Administration Building)	Strathroy CA - Usually in the spring and winter we have a few days when the park floods. At those times we drive to the north end subdivision and try to enter the Conservation Area from the first crescent. This is the entrance to the Rotary Club Trail. We realize that the Conservation Authority does not have jurisdiction over the Rotary Trail or street parking but we and many others I am sur ehave run into problems here. The residents of the crescent all park their vehicles around the crescent so that no one else can park there. We know they coordinate this effort and when one senior we know parked in the middle of the crescent, a resident called the police and the senior ended up paying a significant ticket. The people who live on the crescent obviously believe that the crescent road way is theirs alone...which is false. Is there a solution to this problem?
03-Nov-22	In-person (dropped off comments at Administration Building)	Strathroy CA - Could a small parking lot be established at the end of the street where the Rotary Trail curves south in the field? WE are no suggesting a parking lot for perhaps 4 cars could be established to the right as we enter the park trail because the residents of the crescent would fill it up with their vehicles to prevent others from using it. Each of the 5 homeowners on the crescent seem to have at least three cars or trucks each plus company vehicles. If there is another solution to this problem let us know.

03-Nov-22	In-person (dropped off comments at Administration Building)	Strathroy CA - Over the many years my husband and I have walked the trails up until the pandemic, we always carried a plastic bag to collect any garbage we found to keep our park looking clean and a joy to walk in. We no longer do this and the park now has its hare of tins, bottles, kleenex, discarded items of clothing etc., and it appears to be getting worse, we see this as the leaves start to fall.
03-Nov-22	In-person (dropped off comments at Administration Building)	Strathroy CA - A vandal(s) has been ripping down or defacing signage in the park (e.g., dogs must be leashed, no motorized vehicles, spraying, etc.) - also writing on park benches. For the latter it would be easy job to attach a critter cam on a tree facing the bench to see if he does it again. The signatures left would point to one person doing this.
03-Nov-22	In-person (dropped off comments at Administration Building)	Strathroy CA - A sign of the times perhaps....We walk very early in the morning and in the past three days we saw a man sleeping I a sleeping bag on a bench near the river, a young man on a bike with a total dark red face mask, a man with his face totally covered with tattos walking through the park yelling. Each day it was just beginning to get light.

Meeting Date: December 8, 2022
Report Date: November 10, 2022
Submitted by: Ashley Fletcher

Item 7.1 (a)

Subject: Business Arising

Regarding BD-21-29

Report on reserves deferred until Asset Management Plan in place

Directors request a report on the benchmark data from the 2017 Conservation Authorities Statistical Survey and comparative analysis of Conservation Authority annual statements, of which have reserves, focusing on the SCRCA's position of fiscal health.

Regarding BD-22-61

Deferred/Ongoing

Directors suggest that staff investigate the possibility of offering internships/co-operative opportunities to students in related programs to assist in filling service gaps during busier seasons.

Under New Business from the June 23, 2022 Meeting

Deferred

Directors references the 2000 Municipal Act, which provided municipalities with greater flexibility in their investments through avenues outside of GICs. It is suggested that staff explore potential options.

Regarding BD-22-99

Refer to Item 6.8

Directors have requested that staff consider alternative (shorter) term extensions and the addition of clauses within future land leases addressing soil quality and fertility standards and expectations. A report including the following is requested for review at the December, 2022 Board of Directors meeting:

- The annual dollar amount currently received by SCRCA for agricultural land rentals
- The percentage of total revenue represented by agricultural land rent
- Financial impact of various scenarios (lease extension terms and rates of inflation)
- Suggested modifications to agricultural lease extensions, entertaining the above concerns.

Regarding BD-22-101

Refer to Item 6.7

Directors request that staff explore additional measures that can be taken to ensure public safety on hunting grounds and adjoining properties such as clear property marking, and signage. A follow up report is requested, outlining such changes, as well as the implications to

the overall SCRCA hunting program if the property in question were to be eliminated as a permitted hunting property.

Meeting Date: December 8, 2022 **Item 7.1(b)**
Report Date: November 17, 2022
Submitted by: Emily De Cloet (Girish Sankar)

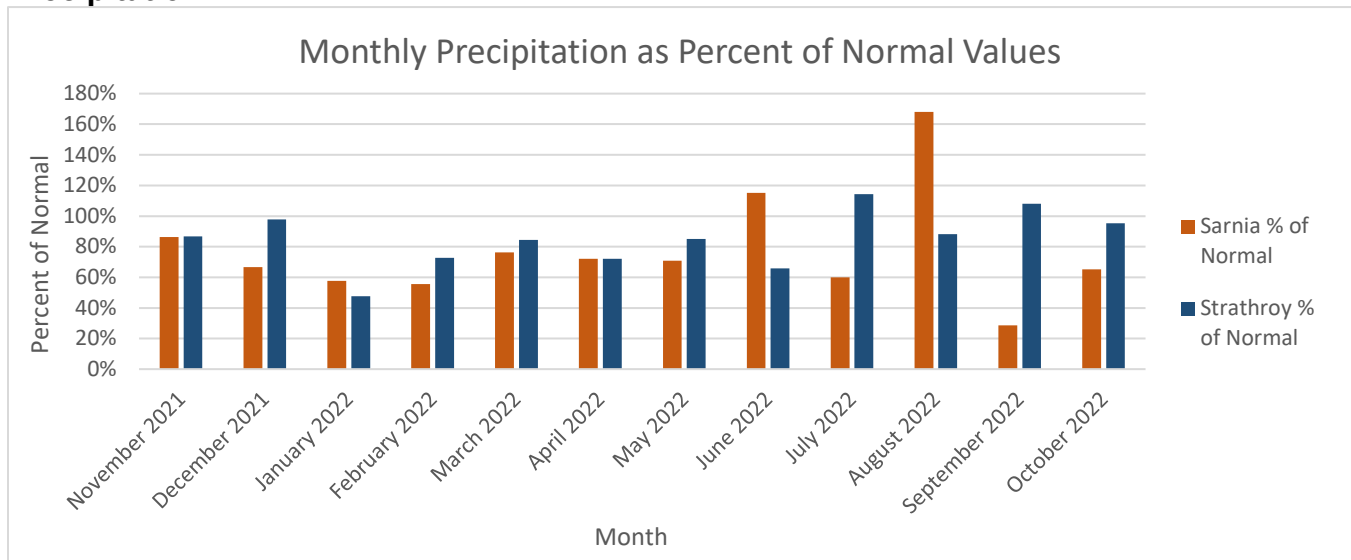
Subject: Current Watershed Conditions

Report Highlights:

- Precipitation has been below normal the last 2 months but at normal amounts the past 18 months
- Surrounding lakes water levels are projected to remain above average
- Current flood threat is low owing to lack of precipitation and lower levels on the surrounding lakes

Watershed Conditions

Precipitation



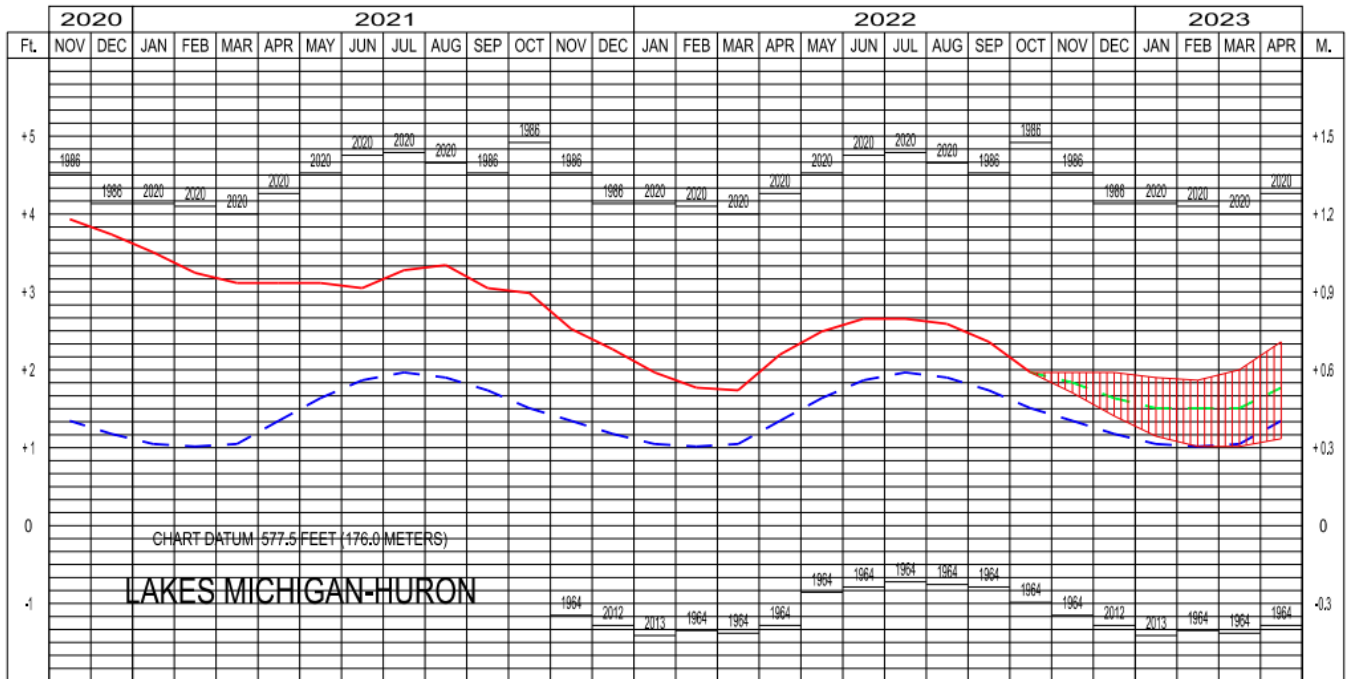
- Precipitation has been below normal for most stations over the past 2 months
- High precipitation events in previous months have helped cushion the overall 18-month trend to near- and above-normal amounts
- River flows are impacted by precipitation trends and as a result below normal flows have been recorded recently

Lake Levels

October 2022	Lake Huron	Lake St. Clair	Lake Erie
Mean for Month (Preliminary Data)	176.60	175.25	174.32
Mean for Month Last Year	176.91	175.61	174.67
Change	-0.31	-0.36	-0.35
Mean, for period 1918-2021	176.46	175.02	174.09
Change Compared to Current	0.14	0.23	0.23
Statistics for Period of Record			
Maximum Monthly Mean / Year	177.50	175.96	174.94
	1986	1986	1986
Change Compared to Current	-0.9	-0.71	-0.62
Minimum Monthly Mean / Year	175.70	174.27	173.30
	1964	1934	1934
Change Compared to Current	0.90	0.98	1.02

- Water levels on the surrounding lakes are down 30+ cm from last year
- Lake Huron remains above average by 14 cm, Lakes St. Clair and Erie are both 23 cm above average

LAKES MICHIGAN-HURON WATER LEVELS - NOVEMBER 2022



- Water levels on Lake Huron are projected to flow closer to but remain above average over the next 6 months

Flood Threat

- Flood threat is currently low; Wallaceburg has 80 cm of freeboard
- A lack of precipitation has seen a drop in water levels and flows, resulting in a greater storage capacity in the watershed
- Moving into winter, freeze-thaw events, rain on snow, and ice jamming will be potential concerns for flood events

Meeting Date: December 8, 2022 **Item 9.1 (c)**

Report Date: Nov 17, 2022

Submitted by: Emily Febrey, Stewardship Communications Technician

Subject: Healthy Watersheds Program Updates

Background:

The Healthy Watershed Program has restored or enhanced over 1,000 ha of land, and over 4 million trees planted throughout the region. These projects, along with our outreach and education events aim to minimize non-point source sedimentation, nutrient loading, and thermal changes in water bodies within our watershed. To implement stewardship and outreach, SCRCA staff source grant funding from a variety of sources.

Update:

Outreach and Events: Healthy Watersheds staff continue to host stewardship and agriculturally based outreach events to promote the implementation of best management practices and stewardship within the Sydenham River and St. Clair watershed.

Stewardship Staff worked with the Municipality of Lambton Shores and the Lake Huron Coastal Centre (LHCC) in restoring a portion of dune grass near the Ipperwash Beach Boat Launch. SCRCA worked with Lambton Shores and LHCC staff to properly transplant grasses from the adjacent property to a section along a sidewalk that will assist in holding down sand and provide habitat.



Stewardship and Education
 Staff hosted a tree planting event at Kettle and Stony Point First Nation Hillside School in November. Students and Staff planted cedars, willows, and red oak trees that all have medicinal and cultural importance to the Ojibwe People. SCRCA Staff greatly appreciated the enthusiasm of the students and the Hillside teachers who shared the Ojibwe language of the tree parts and species. This project was funded by MECP COA and was part of the Healthy Lake Huron program.

Outreach Materials assist in promoting stewardship and implementation of best management practices within the Sydenham River and St. Clair watershed.

Learn with Ranger Em Episodes continue! New episodes include an interview with the Biology Department showcasing their “Captive Hatch and Release” program, highlighting the success of working to restore the Spiny Softshell Turtle’s population; an Interview with Lake Huron Coastal Centre and discussing Lake Huron, Dune Restoration and the invasive species, Phragmites; and an interview with Katie Stammler from Essex Region Conservation Authority to discuss the Great Lakes and the challenges facing them today while highlighting the work farmers are doing. Find the episodes here:



<https://rogerstv.com/show?lid=12&rid=9&sid=8348&qid=626867>

Stewardship Project Update:

This summer and fall have been busy with stewardship projects! Staff has been working with landowners, partners, and contractors to implement 5 wetlands (5 acres in total) across the watershed. Stewardship staff continues to work with partners to create 3 more wetlands (3 acres). Conservation Services is gearing up for fall site visits and planning for the spring planting season.



Grant Update:

Staff has been busy working on interim reports for DFO Canadian Nature Fund (\$339,000 – ending in March 2023), MECP COA HLH (\$60,000 – ending in December 2022), and MECP OCEF (\$56,643.65).

Staff are also currently working with DFO to finalize a “top-up” on the current Canadian Nature Fund for \$24,500 to go towards additional education programming, stewardship programming, and outreach. Finally, Stewardship Staff are currently working on an application for Environment Climate Change Canada’s EcoAction. This application will be to further fund stewardship programming and education programming.

Meeting Date: December 8th, 2022 **Item 7.1 (d)**
Report Date: November 10th, 2022
Submitted by: Melissa Deisely, Meagan Weber, Rashida Naznin, Vitra Chodha
Subject: Planning Activity Summary

A summary of staff activity related to Municipal Plan Input and Review is presented below. This report covers the period from October 1, 2022 to October 31, 2022

Municipal Plan Input and Review			
File Reference	Location	Municipality	Municipal File
PL#2022-0113	6791 Falconbridge Dr (lot west)	Adelaide-Metcalfe	
PL#2022-0122	590 Second Street	Adelaide-Metcalfe	B12-2022
PL#2021-0073	800 Elizabeth Street	Chatham-Kent	D-14 WA/55/22/O 36T-22502
PL#2022-0016	140 Water Street	Chatham-Kent	
PL#2022-0073	Glasgow Line	Chatham-Kent	
PL#2022-0081	740 Victoria Avenue	Chatham-Kent	
PL#2022-0085	29569 St. George Street North	Chatham-Kent	B-118/22 A-77/22
PL#2022-0097	207 Wall Street	Chatham-Kent	
PL#2022-0036	1405 Oil Heritage Road	Dawn-Euphemia	B005-22
PL#2018-110	First Ave	Enniskillen	
PL#2022-0114	4722 Courtright Line (lot 17 & 18)	Enniskillen	
PL#2020-0022	9338 West Ipperwash Road	Lambton Shores	ZO-08/2020
PL#2022-0052	9395 Ipperwash Road	Lambton Shores	
PL#2022-0067	6780 East Parkway Drive	Lambton Shores	ZO-16/2022
PL#2022-0120	10067 Ilderton Road	Middlesex Centre	OPA 5 BL 9-2021 & BL 10-2021
PL#2021-0093	4035 Edward Street	Petrolia	
PL#2018-109	North of 6810 King Street	Plympton-Wyoming	38T-20001
PL#2020-0001	3368 London Line	Plympton-Wyoming	OPA 51

PL#2020-0007	4135 London Line/5655 Kerrigan Road	Plympton-Wyoming	
PL#2020-0043	Lakeshore and Flemming Road	Plympton-Wyoming	38T-08005
PL#2020-0086	3096 Lakeshore Road	Plympton-Wyoming	
PL#2021-0081	Lot 16 Con Front, King St	Plympton-Wyoming	
PL#2022-0110	5706 Lakeshore Road, also off of Hillsboro Road	Plympton-Wyoming	
PL#2018-072	1873 London Line	Sarnia	OPA 18 ZBA10-2019 SD2-2019
PL#2020-0015	1597 London Line	Sarnia	
PL#2020-0035	L'Heritage Drive	Sarnia	OPA#22 ZBA 4-2020-85 of 2002
PL#2021-0050	Pamela Court	Sarnia	OPA #39, OPA #45 No. 7-2022-85 of 2022
PL#2022-0117	1407 London Line	Sarnia	
PL#2022-0123	Brittoli Avenue	Sarnia	
PL#2021-0082	N of Wellington Street	Southwest Middlesex	
PL#2022-0125	1824 Concession Drive, Newbury	Southwest Middlesex	
PL#2020-0062	142 West Ward Line, Port Lambton	St. Clair	B-10-20, B-17-21, B-17/22
PL#2022-0027	4737 Old River Road	St. Clair	B-05-22
PL#2022-0084	Boswell Street and Melwood Drive	St. Clair	
PL#2022-0090	2801 St. Clair Parkway	St. Clair	R-01-2022 B-10-22
PL#2022-0118	793 Brigden Road	St. Clair	B-22-22
PL#2022-0119	902 Oil Springs Line	St. Clair	B-23-22
Total Plan Review Items: 37			

Environmental Assessments

File Reference	Location	Municipality
EA#2022-0008	325 Margaret Ave	Chatham-Kent
EA#2022-0002	Line between Lambton + Chatham	St. Clair

Total Environmental Assessments: 2

Legal Inquiries

File Reference	Location	Municipality
LL#2022-0039	29952 Payne Road, Wallaceburg	Chatham-Kent
LL#2022-0041	29956 Payne Road, Wallaceburg	Chatham-Kent
LL#2021-0041	9395 Ipperwash Road, Lambton Shores	Lambton Shores
LL#2022-0038	6031 O'Brien Road, Camlachie	Plympton-Wyoming
LL#2022-0037	1898 Lakeshore Road, Sarnia	Sarnia
LL#2022-0026	Melwood Drive, St. Clair	St. Clair
LL#2022-0040	171 Maria Street, Strathroy	Strathroy-Caradoc
LL#2022-0042	7938 Inadale Drive, Mount Brydges	Strathroy-Caradoc

Total Legal Inquiries: 8

Meeting Date: December 8, 2022 **Item 7.1 (e)**
Report Date: November 14, 2022
Submitted by: Melissa Deisley, Jeff Vlasman, Meagan Weber, Kelsey Oatman, Kelli Smith
Subject: Regulations Activity Summary

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 October 1, 2022 to October 31, 2022.

Regulations Permits Issued						
Application #	Location	Municipality	Proposal	Submitted	Issued	Days
R#2022-0605	1516 Napperton Drive, Kerwood	Adelaide-Metcalfe	deck extension	Oct-05	Oct-06	1
R#2022-0548	30045 St. Clair Parkway, Wallaceburg	Chatham-Kent	new dwelling	Oct-19	Oct-20	1
R#2022-0633	6832 Base Line, Wallaceburg	Chatham-Kent	Base Line Sanitary Forcemain Replacement	Oct-19	Oct-20	1
R#2022-0481	3627 Petrolia Line, Petrolia	Enniskillen	replace wetland water control structure	Oct-14	Oct-14	1
R#2021-0582	4726 Lakeside Street, Plympton-Wyoming	Plympton-Wyoming	Shoreline Improvements	Mar-16	Oct-07	205
R#2022-0453	4328 Bluepoint Drive, Plympton	Plympton-Wyoming	install an interlocking steel shorewall	Oct-27	Oct-27	1
R#2022-0454	4332 Bluepoint Drive, Plympton	Plympton-Wyoming	install an interlocking steel shorewall	Oct-27	Oct-27	1
R#2022-0455	4338 & 4344 Bluepoint Drive, Plympton	Plympton-Wyoming	install an interlocking steel shorewall	Oct-27	Oct-27	1
R#2022-0456	4346 Bluepoint Drive, Plympton	Plympton-Wyoming	install an interlocking steel shorewall	Oct-27	Oct-27	1

R#2022-0490	630 Beach Lane, Sarnia	Sarnia	groyne repair	Oct-31	Oct-31	1
R#2022-0608	542 Lakeshore Road, Sarnia	Sarnia	build a new dwelling	Sep-16	Oct-07	21
R#2022-0624	Indian Road S & Highway 40 intersection	Sarnia	Preventative Maintenance Dig	Oct-10	Oct-14	4
R#2021-0322	1370 Bentpath Line	St. Clair	Flood and Fill	Oct-31	Oct-31	1
R#2020-0580	Inadale Drive, north of Adalaide Rd	Strathroy- Caradoc	Road Rehabilitation	Oct-12	Oct-12	1
Total Permits Issued: 14		Average Number of Days to Issue for this Period: 17.21				

Regulations Inquiries

FileReference	Municipality	Location
R#2022-0630	Adelaide-Metcalfe	14 Charles Blvd (lot west), Strathroy
R#2022-0636	Adelaide-Metcalfe	14 Charles Blvd (lot west), Strathroy
R#2022-0664	Adelaide-Metcalfe	5494 Calvert Drive, Strathroy
R#2022-0619	Brooke-Alvinston	Northwest of 8919 Conservation Road, Brooke
R#2022-0617	Chatham-Kent	431 Wallace Street, Wallaceburg
R#2022-0622	Chatham-Kent	12024 Splinter Line (lot beside), Thamesville
R#2022-0640	Chatham-Kent	28 Henson Street (Rolling Acres), Dresden
R#2022-0644	Dawn-Euphemia	1400 Smith Falls Road, Florence
R#2021-0671	Lambton Shores	6897 Clemens Line
R#2021-0767	Lambton Shores	6466 West Parkway Drive, Ipperwash
R#2022-0043	Lambton Shores	9191 Wood Drive, Lambton Shores
R#2022-0069	Middlesex Centre	9753 Gold Creek Drive, Komoka
R#2022-0637	Middlesex Centre	5171 Egremont Drive, Ilderton
R#2022-0651	Petrolia	3935 Tile Yard Road, Enniskillen
R#2020-0745	Plympton-Wyoming	6149 Oil Heritage Road
R#2022-0492	Plympton-Wyoming	3464 Queen Street (lot behind), Camlachie
R#2022-0572	Plympton-Wyoming	3140 Egremont Road, Camlachie
R#2022-0590	Plympton-Wyoming	4930 Lakeshore Road, Plympton-Wyoming
R#2022-0653	Plympton-Wyoming	4496 Michigan Line, Camlachie
R#2022-0670	Plympton-Wyoming	4420 Lakeshore Road
R#2022-0675	Plympton-Wyoming	6906 Maitland Street, Camlachie
R#2022-0437	Sarnia	725 Procor Rd, Sarnia

R#2022-0526	Sarnia	1109 O'Rae Ave, Sarnia
R#2022-0645	Sarnia	1080 Braemar Line, Sarnia
R#2022-0648	Sarnia	494 Lakeshore Road, Sarnia
R#2022-0652	Sarnia	2958 Old Lakeshore Road, Brights Grove
R#2022-0659	Sarnia	1010 Plank Road, Sarnia
R#2022-0673	Southwest Middlesex	22848 Springfield Road, Appin
R#2022-0685	Southwest Middlesex	1918 Concession Drive, Newbury
R#2022-0086	St. Clair	427 Pointe Line
R#2022-0621	St. Clair	2222 Oil Springs Line, Bridgen
R#2022-0629	St. Clair	897 Grant Road, Wallaceburg
R#2022-0649	St. Clair	1534 Black Creek Line (lot east), Wilkesport
R#2021-0421	Strathroy-Caradoc	6631 Century Drive
R#2022-0623	Strathroy-Caradoc	23792 Adelaide Road, Mount Brydges
R#2022-0678	Strathroy-Caradoc	294 Pinetree Lane, Strathroy
R#2022-0691	Strathroy-Caradoc	24321 Saxton Road
R#2022-0223	Warwick	7023 Egremont Rd
Total Regulations Inquiries: 38		

Regulations - DART Completed Files

File Reference	Municipality	Drain / Watercourse
R#2022-0647	Chatham-Kent	Kirby Drain
R#2022-0523	Enniskillen	Omerod McBride Drain
R#2022-0551	Enniskillen	McMurphy Drain
R#2022-0661	St. Clair	Pacific Drain Branch
R#2022-0679	Warwick	Kent-Maidment Drain
Total DART Permits Issued: 5		

Regulations Permits - Drains

File Reference	Municipality	Drain / Watercourse
R#2021-0723	Warwick	Welsh Drain
Total Regulations Inquiries Regarding Drains: 1		

Prepared By: Chunning Li
 November 15, 2022
 DRAFT

ST CLAIR REGION CONSERVATION AUTHORITY
Statement of Revenue and Expenditure
 As at October 31, 2022

	Actual To Date			Annual Budget Prorated		Variance from Budget	
	Revenue	Expenditures	Surplus(Deficit)	Revenue	Expenditures	Revenue	Expenditures
Flood Control & Erosion Control	\$541,749	\$309,355	\$232,394	\$445,542	\$445,542	\$96,207	(\$136,187)
Capital Projects/WECI	\$4,078,552	\$3,482,059	\$596,493	\$2,959,667	\$2,959,667	\$1,118,885	\$522,393
Conservation Area's Capital Development	\$0	\$14,909	(\$14,909)	\$83,333	\$83,333	(\$83,333)	(\$68,424)
IT Capital	\$32,462	\$0	\$32,462	\$16,000	\$16,000	\$16,462	(\$16,000)
Equipment	\$26,000	\$17,401	\$8,599	\$60,000	\$60,000	(\$34,000)	(\$42,599)
Planning & Regulations	\$784,810	\$554,179	\$230,631	\$681,674	\$681,674	\$103,136	(\$127,495)
Technical Studies	\$791,323	\$233,647	\$557,675	\$263,274	\$263,274	\$528,049	(\$29,627)
Recreation	\$1,890,340	\$1,583,678	\$306,662	\$1,261,641	\$1,261,641	\$628,699	\$322,037
Property Management	\$282,038	\$231,107	\$50,931	\$260,405	\$260,405	\$21,633	(\$29,298)
Education	\$35,036	\$117,359	(\$82,324)	\$143,775	\$143,775	(\$108,740)	(\$26,416)
Communication	\$90,000	\$89,700	\$300	\$75,000	\$75,000	\$15,000	\$14,700
Source Water Protection	\$437,196	\$133,215	\$303,981	\$188,817	\$188,817	\$248,379	(\$55,602)
Conservation Services/Healthy Watersheds	\$1,499,337	\$764,990	\$734,347	\$688,341	\$688,341	\$810,996	\$76,649
Administration/AOC Management	\$1,159,690	\$671,937	\$487,753	\$869,695	\$869,695	\$289,995	(\$197,758)
	\$11,648,532	\$8,203,538	\$3,444,995	\$7,997,164	\$7,997,164	\$3,651,368	\$206,374

Notes:

1. Municipal matching, non-matching, and Recreation levies 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.
3. Budget for the year is divided by 12 and multiplied by the number of months in the reporting period, this does not reflect the seasonality of the nature/ timing of projects



Cheques issued October 2022

CHQ. #	DATE	VENDOR	DESCRIPTION	AMOUNT
122731	10/7/2022	BF ENVIRONMENTAL CONSULTANTS	Rondeau - JS McLean drop drain	57,004.72
122749	10/14/2022	Crump Enterprises Ltd	Wetland creation	20,478.85
122758	10/24/2022	A. L. Lester Limited	Dust control - campgrounds	5,785.60
122763	10/24/2022	JOHNSTON BROS.(BOTHWELL) LTD.	Gravel & chips - campgrounds	16,256.43
122770	10/24/2022	Murray Mills Excavating & Trucking (Sarnia) Ltd.	Coldstream bridge replacement	49,268.00
122783	10/31/2022	Huron Tractor Ltd	Tractor	13,228.62
122784	10/31/2022	K T Excavating	Coldstream bridge replacement	6,780.00
122786	10/31/2022	Murray Mills Excavating & Trucking (Sarnia) Ltd.	Coldstream bridge replacement	30,792.50
TOTAL CHEQUE DISBURSEMENTS - BANK #1 -				\$ 199,594.72

Internet banking payments for October 2022

TRANS #	DATE	VENDOR	DESCRIPTION	AMOUNT
10173	10/31/2022	BLUEWATER POWER	Utilities	\$ 5,024.01
10178	10/31/2022	HYDRO ONE Networks Inc.	Hydro	\$ 32,617.04
10179	10/31/2022	OMERS	Employee pension	\$ 38,167.94
10182	10/31/2022	RECEIVER GENERAL	Payroll source deductions	\$ 55,624.62
10184	10/31/2022	RWAM Insurance Administrators Inc	Employee group benefits	\$ 14,399.84
10190	10/31/2022	WORKPLACE SAFETY & INS. BOARD	WSIB	\$ 5,844.30
10191	10/31/2022	Libro Credit Union - Visa	Employee expenses	\$ 11,040.57
TOTAL INTERNET DISBURSEMENTS - BANK #1 -				\$ 162,718.32

Visa purchases:	Techsoup - Server OS & SQL licenses	\$	2,805.79
	Duluth Nets	\$	1,816.41
	Halltech Aquatic Research	\$	565.00
	Grind Café & Catering - BUI redesignation	\$	1,668.94
	Adobe Creative Cloud	\$	1,057.40

PAYROLL RUNS			
PAYROLL NO. 21	\$	78,064.50	
PAYROLL NO. 22	\$	76,753.86	

TOTAL PAYROLL RUNS -

\$ 154,818.36

TOTAL DISBURSEMENTS -

\$517,131.40



2022 GENERAL LEVY SUMMARY

MUNICIPALITY	GROSS LEVY	PAID TO DATE	OUTSTANDING
Sarnia	\$ 514,960.00	\$ 514,960.00	\$ \$ -
Chatham-Kent	\$ 178,963.00	\$ 178,963.00	\$ -
Brooke-Alvinston Twp.	\$ 24,223.00	\$ 24,223.00	\$ -
Dawn Euphemia Twp.	\$ 36,893.00	\$ 27,669.75	\$ 9,223.25
Enniskillen Twp.	\$ 26,936.00	\$ 26,936.00	\$ -
Lambton Shores M.	\$ 69,138.00	\$ 69,138.00	\$ -
Oil Springs V	\$ 2,728.00	\$ 2,728.00	\$ -
Petrolia T	\$ 35,629.00	\$ 35,629.00	\$ -
Plympton-Wyoming T	\$ 75,926.00	\$ 75,926.00	\$ -
Point Edward V	\$ 29,746.00	\$ 29,746.00	\$ -
St. Clair Twp.	\$ 155,162.00	\$ 155,162.00	\$ -
Warwick Twp.	\$ 31,323.00	\$ 31,323.00	\$ -
Adelaide Metcalfe Twp.	\$ 26,214.00	\$ 26,214.00	\$ -
Middlesex Centre Twp.	\$ 31,069.00	\$ 31,069.00	\$ -
Newbury V	\$ 2,120.00	\$ 2,120.00	\$ -
Southwest Middlesex M.	\$ 16,134.00	\$ 16,134.00	\$ -
Strathroy-Caradoc M.	\$ 121,350.00	\$ 121,350.00	\$ -
TOTAL	\$ 1,378,514.00	\$ 1,369,290.75	\$ 9,223.25

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Account Number: **460-16010** Item 7.1 (i)
 Account Type: Regular Account
 For the Period: **October 1 to 31, 2022**
 Last Statement: September 30, 2022

ST CLAIR REGION CONSERVATION
 AUTHORITY
 205 MILL POND CRES
 STRATHROY ON N7G 3P9

Address Information
 255 Queens Avenue
 Suite 900
 London ON
 N6A 5R8



Phone: (519) 679-9490
 Website: www.scotiawealthmanagement.com
 Branch Manager: Christie Nicolacopoulos



Your Wealth Advisor
 Craig Emptage (519) 660-3259
 craig.emptage@scotiawealth.com

Your Investment Team
 Michael Willemse (519) 660-3268
 Tammy Jackson (519) 660-3215
 Yousef Nassereddine (519) 660-3224

CANADIAN Account Overview

Currency: Canadian Dollar

Asset Class Summary	Oct. 31, 2022 Market Value	% of Total Assets
■ Fixed Income	711,186	100.00
Total Value of Account	\$711,186	100.00
Total Value on Last Statement, September 30, 2022	\$713,185	



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Details of Your Account Holdings

Type	Security Description	Quantity	Average Cost	Adjusted Book Value	Market Price	Market Value
Fixed Income						
CASH	CI CDN BD CORP CL EF (15137)	23,944.542	10.304	246,748	9.133	218,686
CASH	MACKENZIE GLOBAL TACTICAL BOND FUND SR GF (7359)	6,327.869	9.996	63,256	9.449	59,792
CASH	MANULIFE STRATEGIC INCOME FUND CL F NL (659)	18,088.647	12.293	222,378	10.615	192,011
CASH	PIMCO MONTHLY INCOME FUND (CANADA) CL M (505)	19,615.073	14.270	279,924	12.271	240,697
Total Fixed Income						\$711,186
Total Account Holdings				\$812,306	\$711,186	

The average cost and adjusted book value displayed on this statement incorporates re-invested dividends and/or mutual fund distributions and does not necessarily reflect your original purchase price. Please see Average Cost & Adjusted Book Value in the Statement Notes for more information.

Monthly Activity

Date	Type	Activity	Description	Quantity	Price	Credit/Debit(-)
Opening Cash Balance						\$0.00
Oct. 03, 2022	CASH	DIVIDEND	MANULIFE STRATEGIC INCOME FUND CL F NL (659) REINVEST 09/30/22 @ \$10.6219 PLUS FRACTIONS OF 0.253 BOOK VALUE \$682.49	64		
Oct. 03, 2022	CASH	DIVIDEND	PIMCO MONTHLY INCOME FUND (CANADA) CL M (505) REINVEST 09/30/22 @ \$12.2248 PLUS FRACTIONS OF 0.079 BOOK VALUE \$1,015.63	83		
Oct. 14, 2022	CASH	SELL	PIMCO MONTHLY INCOME FUND (CANADA) CL M (505) PLUS FRACTIONS OF 0.402 SOLICITED	-170	12.2302	2,084.05
Oct. 18, 2022	CASH	FEE	MPP MANAGED PORTFOLIOS GST/HST 86817 6249 RT0001			-1,844.29

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Monthly Activity - continued

Date	Type	Activity	Description	Quantity	Price	Credit/Debit(-)
			QST/TVQ 1019148099 TQ0001 TID#0110F100107312			
Oct. 18, 2022	CASH	HST	MPP MANAGED PORTFOLIOS GST/HST 86817 6249 RT0001 QST/TVQ 1019148099 TQ0001 TID#0110F100249218 MPP HST-ON 30 Sep 2022			-239.76
Oct. 24, 2022	CASH	DIVIDEND	MACKENZIE GLOBAL TACTICAL BOND FUND SR GF (7359) REINVEST 10/21/22 @ \$9.3046 PLUS FRACTIONS OF 0.077 BOOK VALUE \$149.59	16		
Oct. 31, 2022	CASH	DIVIDEND	MANULIFE STRATEGIC INCOME FUND CL F NL (659) REINVEST 10/28/22 @ \$10.6375 PLUS FRACTIONS OF 0.553 BOOK VALUE \$484.57	45		

Closing Cash Balance **\$0.00**

Summary

Income Summary		
	This Period	Year-to-Date
Total Income	\$0	\$0

A Note From ScotiaMcLeod

Auditor's Message

Our auditors, KPMG LLP, are presently engaged in the examination of our year-end financial statements. Please compare this statement against your records and advise our auditors of any discrepancies: Shareholders' Auditors, Attention: Lauren Sansalone, KPMG Audit Team, Bay Adelaide Centre, 333 Bay Street - Suite 4600, Toronto, ON, M5H 2S5, Canada, fax at (416) 777-8818 or email: scotiacapitalconfirm@kpmg.ca

Disclosure related to GICs

Interest is calculated daily. Interest on compound GICs is compounded annually on the anniversary date of the GIC. The principal and interest are then paid on the maturity date. For non-compound GICs, issuer will pay interest on the principal at an annual fixed rate and frequency indicated.

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ST. CLAIR REGION
CONSERVATION AUTHORITY
205 MILL POND CRESCENT
STRATHROY ON N7G 3P9



Non-registered account #440-17189-13

October 31, 2022



Your Investment Report

Account Summary

This table provides an overview of your account; including the opening and closing balance for the reporting period.

Your Investments	Opening Value Oct 1, 2022	Closing Value Oct 31, 2022	Balance on Oct 31, 2022 (CAD\$)
Canadian Dollar Investments			
Cash Account	1,539,412.19	1,540,677.71	1,540,677.71
	1,539,412.19	1,540,677.71	1,540,677.71
Grand Total (CAD\$)			1,540,677.71
		Last Statement Sep 30, 2022	1,539,412.19

Please examine this statement carefully and report any discrepancies to our auditors:

KPMG LLP, Bay Adelaide Centre,
333 Bay Street, Suite 4600
Toronto, Ontario, M5H 2S5
Attention: Yifan Tao;
bmonesbittaudit@kpmg.ca

You can access up-to-date account information online through BMO Nesbitt Burns Gateway at: www.gateway.bmonesbittburns.com. To register for Gateway, please contact your Investment Advisor.

We're here to help

We're dedicated to helping you succeed in meeting all of your wealth management goals. Call any member of our team referenced below if you have questions about **Your Investment Report**.

BATCH#4
Investment Advisor
646-1180

Batch Flick Wealth Management
www.batchflick.com
Assistant: Patricia Daer
Patricia.Daer@nbpcd.com

ADAM D'SILVA
BMO Private Wealth Market Leader
(519) 672-8560

Suite 1900
One London Place
255 Queens Avenue
London, ON N6A 5R8



Regulated by
Investment Industry Regulatory
Organization of Canada

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Non-registered account #440-17189-13

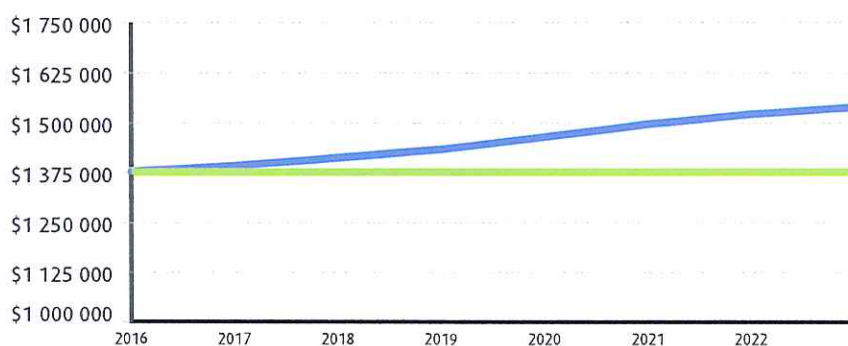
October 31, 2022

▶ Changes to your account

This table provides a summary of the change in value of your account, including all deposits, withdrawals and the change in market value of your investments, for both the current year and as of the start of reporting. Where applicable, balances have been converted to Canadian dollars, see page 1 for exchange rates.

Net Invested is the value of total deposits less the value of total withdrawals.

	This Year (2022)	Since January 1, 2016
Opening Value	1,523,033.80	1,379,179.68
Deposited	+ 0.00	+ 0.00
Withdrawn	- 0.00	- 0.00
Net Invested	= 0.00	= 0.00
Change In Market Value	+ 17,643.91	+ 161,498.03
Closing Value on Oct 31, 2022	1,540,677.71	1,540,677.71



● MARKET VALUE
● NET INVESTED




The Change in Market Value of your account since January 1, 2016 is \$161,498.03. This includes gains, losses and income received with respect to the investments held in your account.

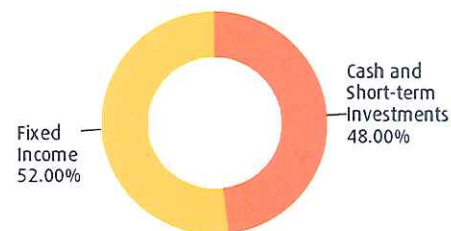
▶ Summary of your investments in Canadian dollars

Your Investor Profile

Investment Objective Income

Time Horizon 10 yrs and more

Investment Category	Amount	Target %	Holdings %
 Cash and Short-term Investments	740,677.71	10.00	48.00
 Fixed Income	800,000.00	90.00	52.00
 Equities	0.00	0.00	0.00
Total	1,540,677.71		100.00



Investments held in your account have been chosen based on objectives you selected on the Client Account Agreement. As your circumstances change, it is important to talk to your Investment Advisor about updating these objectives.

Non-registered account #440-17189-13

October 31, 2022

Your Canadian Dollar Investments

All amounts are reported in Canadian Dollars.

Income you received

Type of Income	Current Month	Year to Date
Interest	1,200.00	17,370.60
Total	1,200.00	17,370.60

Under **Income you received**, amounts reported as dividends do not include income from ETFs, REITs and funds even though these transactions are reported as dividends under **Account activity for this month**.

Your investment details



	Quantity	Cost		Market Value on October 31, 2022	
		Per Unit	Total	Per Unit	Total
Cash Account					
Cash and Short-term Investments					
CASH			9,391.46		9,391.46
BANK OF MONTREAL CAD HISA SERIES A (101) - BMT101	31,286.250	1.000	31,286.25	1.000	31,286.25
LBC TRUST GIC ANNUAL DUE 01/20/2023 2.220%	100,000	100.000	100,000.00	100.000	100,000.00
EQUITABLE TRUST GIC ANNUAL DUE 01/23/2023 1.160%	100,000	100.000	100,000.00	100.000	100,000.00
HOMEQUITY BANK GIC ANNUAL DUE 05/25/2023 1.080%	100,000	100.000	100,000.00	100.000	100,000.00
BANK OF MONTREAL GIC ANNUAL DUE 05/29/2023 3.250%	100,000	100.000	100,000.00	100.000	100,000.00
CONCENTRA BANK GIC ANNUAL DUE 06/23/2023 1.320%	100,000	100.000	100,000.00	100.000	100,000.00
EFFORT TRUST GIC ANNUAL DUE 06/29/2023 3.950%	100,000	100.000	100,000.00	100.000	100,000.00
PEOPLES TRUST GIC ANNUAL DUE 10/10/2023 1.200%	100,000	100.000	100,000.00	100.000	100,000.00
Subtotal			740,677.71		740,677.71

Fixed Income

Fixed Income

Non-registered account #440-17189-13

October 31, 2022

Your Canadian Dollar Investments (continued)

All amounts are reported in Canadian Dollars.

▶ Your investment details (continued)

	Quantity	Cost		Market Value on October 31, 2022	
		Per Unit	Total	Per Unit	Total
CANADIAN WESTERN BANK GIC ANNUAL DUE 11/06/2023 0.990%	100,000	100.000	100,000.00	100.000	100,000.00
LAURENTIAN BANK GIC ANNUAL DUE 11/28/2023 2.240%	100,000	100.000	100,000.00	100.000	100,000.00
HAVENTREE BANK GIC ANNUAL DUE 05/27/2024 3.950%	100,000	100.000	100,000.00	100.000	100,000.00
B2B BANK GIC ANNUAL DUE 06/24/2024 1.400%	100,000	100.000	100,000.00	100.000	100,000.00
FAIRSTONE BANK GIC ANNUAL DUE 07/02/2024 4.370%	100,000	100.000	100,000.00	100.000	100,000.00
RFA BANK OF CANADA GIC ANNUAL DUE 08/30/2024 1.500%	100,000	100.000	100,000.00	100.000	100,000.00
HOME TRUST COMPANY GIC ANNUAL DUE 05/27/2025 4.020%	100,000	100.000	100,000.00	100.000	100,000.00
ICICI BANK GIC ANNUAL DUE 06/30/2025 4.430%	100,000	100.000	100,000.00	100.000	100,000.00
Fixed Income Subtotal			800,000.00		800,000.00
Subtotal			800,000.00		800,000.00
Total for Cash Account			1,540,677.71		1,540,677.71
Total Canadian Dollar Investments			1,540,677.71		1,540,677.71

Average cost and market price indicator descriptions can be found in "Important information about your account".

Non-registered account #440-17189-13

October 31, 2022

▶ Account activity for this month

Date	Activity	Description	Quantity	Unit Price	Commission	Amount
Cash Account						
Oct 1, 2022		Opening Cash Balance				8,191.46
Oct 3, 2022	Interest	1000THS BANK OF MONTREAL CAD HISA SERIES A (101) AS OF 09/30/22 REINVESTED @ \$1.00	520		0.00	0.00
Oct 3, 2022	Interest	BANK OF MONTREAL CAD HISA SERIES A (101) AS OF 09/30/22 REINVESTED @ \$1.00	65		0.00	0.00
Oct 11, 2022	Interest	PEOPLES TRUST GIC ANNUAL DUE 10/10/2023 INT 1.200% CPN INT ON 100000 BND REC 10/07/22 PAY 10/08/22	100,000		0.00	1,200.00
<hr/>						
Oct 31, 2022		Closing Cash Balance				9,391.46

This report includes activity recorded in your account since your last statement. For a more comprehensive listing of your account activity, sign into your BMO Nesbitt Burns Gateway account.



Non-registered account #440-17189-13

October 31, 2022

Your Year-to-Date Fees Summary

▶ Fees you paid

This section summarizes all compensation received by BMO Nesbitt Burns with respect to your account. Our compensation comes from two sources: what we charge you directly (Operating and Transaction charges), and payments we receive from third parties.

	CAD (\$)
Operating charges	
Total operating charges	0.00
Transaction charges	
Total transaction charges	0.00
Total fees you paid in 2022	0.00

See examples of operating charges in "Important Information about your Account". Some fees and charges may be reported as before-tax amounts and applicable tax is reported separately within the 'Sales Tax' line item. Where this is not possible the sales tax is included within the line item.

▶ Payments BMO received from third parties

	CAD (\$)
GIC Commission	3,001.37
Trailing Commission	41.71
Total payments BMO Nesbitt Burns received from third parties in 2022	3,043.08

We received trailing commissions with respect to securities you owned during the reporting period.

Investment funds pay the investment fund managers a management fee for managing their funds. In turn, the investment managers pay us ongoing trailing commissions for the advice and services we provide to you. The amount of the trailing commission depends on the sales charge option under which you purchased your mutual fund. You are not directly charged a trailing commission or management fee; however, these fees will reduce the fund's overall investment return to you. Information about management fees and other charges to your investment funds is included in the applicable fund facts document.

▶ Bulletin board

The USD/CAD conversion rate is: 1.3625, as of October 31, 2022

An Interim Progress Report was submitted to MECP on November 1, 2022, as per the agreement.

Recent and Scheduled Meetings

Canadian RAP Implementation Committee (CRIC)

- January 20, 2022
- June 23, 2022
- November 8, 2022

Friends of the St. Clair River (FOSCR)

- February 15, 2022
- May 10, 2022
- September 21, 2022
- December 5, 2022 (Annual General Meeting)

Binational Public Advisory Council (BPAC)

- January 27, 2022
- March 24, 2022
- June 23, 2022
- November 1, 2022

Outreach and Engagement

Redesignation Event – Members of the BPAC gathered September 13, 2022 aboard the Duc d’Orleans to celebrate four milestones in the restoration of the St. Clair River – the re-designation of four BUIs to Not Impaired on the Canadian side of the St. Clair River: Fish Tumours or Other Deformities, Bird or Animal Deformities or Reproductive Problems, Restrictions on Dredging Activities, and Beach Closings. The 50th Anniversary of the Great Lakes Water Quality Agreement was also recognized during the celebrations.

Community Events – The RAP Office provided support to the Friends of the St. Clair River at the following community events; Sombra Days on July 9, 2022 and Mermaids and Mariners on August 20, 2022. The support provided consisted of equipment and hand-outs for the booth, and staffing of the booth. Completion of the Fish Survey was also promoted during the events.

Newsletter - Friends of the St. Clair River and the RAP Office continue to partner on the production of St. Clair River News, a free monthly e-newsletter. The goal of this newsletter is to increase awareness and engagement in the Area of Concern and highlight environmental initiatives happening in the region.

Link to the most recent Newsletter: [November E-Newsletter](#)