

Notice of Meeting
Meeting of the Membership #11-2022

Date: December 21, 2022
Time: 7:00 p.m. – 8:30 p.m.
Location: Administrative Centre, Wroxeter

Agenda

1. Call to Order
2. Declaration of Pecuniary Interest
3. Introductions to New Staff: Tim Prentice, Field Services Specialist;
Anna Soleski, Environmental Planner/Regs Officer
4. Approval of Minutes: Membership Meeting #10-2022 held on November 30, 2022
5. Business Out of the Minutes:
 - a) Review of Comments on Proposed Changes to Fees: Report #62-2022
 - b) Summary Bill 23 Comments re: conservation authorities: Report #63-2022
6. Business Requiring Direction and or Decision:
 - a) Draft 2023 Work Plan and Budget: Report #64-2022
 - b) Personnel Committee Report: Report #65-2022
 - c) Employee Assistance Program Review: Report #66-2022
 - d) 2023 Annual Meeting: Report #67-2022
 - e) Declarations for Chair and Vice Chairs: Report #68-2022
 - f) Request from Maitland Conservation Foundation: Report #69-2022
7. Chair and Members Reports
8. Consent Agenda:
 - a) Agreements Signed: Report #70-2022
 - b) Revenue-Expenditure Report for November: Report #71-2022
 - c) Minor Amendments to Flood Plain Mapping: Report #72-2022

9. In Camera Session: GM - ST Performance Review
10. Adjournment - Next Meeting Date, Wednesday, January 25, 2023, at 7:00pm.
Meeting to be held at MVCA's Administrative Centre.

November 30, 2022

Members Present: Alison Lobb, Alvin McLellan, Matt Duncan, Kevin Freiburger, Megan Gibson, Dave Turton, Evan Hickey

Regrets: Cheryl Matheson

Others Present: Myles Murdock, Ed McGugan, Anita van Hittersum

Staff Present: Phil Beard, General Manager-Secretary-Treasurer
Stewart Lockie Conservation Areas Coordinator
Donna Clarkson, Source Water Protection Specialist
Matthew Shakespeare, Forest Health Technician

1. Call to Order:

Chair Duncan welcomed everyone and called the meeting to order at 7:00 pm.

2. Declaration of Pecuniary Interest:

There were no pecuniary interests.

Motion FA #86-22

Moved by: Alison Lobb

Seconded by: Megan Gibson

THAT Ed McGugan and Myles Murdock be paid a per diem and mileage if applicable for attending Authority meetings.
(carried)

Motion FA #87-22

Moved by: Megan Gibson

Seconded by Alison Lobb

THAT Motion #86-22 be amended to include Anita van Hittersum as also being eligible to receive a per diem and mileage and that Ed, Myles and Anita are permitted to attend the in-camera sessions.
(carried)

3. Introductions to New Staff:

Matthew Shakespeare, Forest Health Technician

Matthew introduced himself to all the members.

4. Minutes:

The minutes from the Maitland Valley Conservation Authority (MVCA) General Membership Meeting #9-2022 held on October 19, 2022 have been circulated for information and approval. The Members agreed with the minutes and the following motion was made.

Motion FA #88-22

Moved by: Alvin McLellan

Seconded by: Dave Turton

THAT the minutes from the General Membership meeting #9-2022 held on October 19, 2022 be approved.
(carried)

5. In Camera Session: Legal Matter- Greg Stewart, Donnelly & Murphy:

Motion FA #89-22

Moved by: Dave Turton

Seconded by: Alison Lobb

THAT the members move into an in-camera session.
(carried)

Motion FA #90-22

Moved by: Evan Hickey

Seconded by: Alison Lobb

THAT the Members move out of the in-camera session and back into the full authority meeting.
(carried)

6. Business Out of the Minutes:

a) Review of Comments on Draft Fees Policy: Report #53-2022

Phil Beard presented Report #53-22 and the following motion was made:

Motion FA #91-22

Moved by: Dave Turton

Seconded by: Megan Gibson

THAT the MVCA's Fees Policy be approved.
(carried)

7. Business Requiring Direction and or Decision:

- a) Proposed Changes to the Conservation Authorities Act: Report #54-2022

Report #54-2022 was presented and the following motion was made:

Motion FA #92-22

Moved by: Alison Lobb

Seconded by: Dave Turton

THAT the Members support the letter submitted by the Chair on Bill 23.
(carried)

Motion FA #93

Moved by: Alison Lobb

Seconded by: Dave Turton

THAT staff prepare a one to two page summary of key points regarding Bill 23 for the members.
(carried)

- b) Proposed Authority Funded Projects for 2023: Report #55-2022

Report #55-2022 was presented and the following motion was made:

Motion FA #94-22

Moved by: Megan Gibson

Seconded by: Alvin McLellan

THAT the authority funded projects outlined in Report #55-2022 be included in the 2023 draft budget and work plan.
(carried)

- c) Proposed 2023 Fee Schedule: Report #56-2022

Report #56-2022 was presented and the following motion was made:

Motion FA #95-22

Moved by: Alison Lobb

Seconded by: Dave Turton

THAT the draft fee schedule be posted on MVCA's website for public comment;
AND THAT the comments be reviewed by the Members at the December 21, 2022 meeting.
(carried)

d) Benefits and Remuneration Policy Transfer to Admin. Regs.: Report #57-2022

Report #57-2022 was presented and the following motion was made:

Motion FA #96-22

Moved by: Alison Lobb

Seconded by: Evan Hickey

THAT the Benefits and Remuneration Policy and Procedures as outlined in Report #57 2022 be amended as outlined in this report.
(carried)

Motion FA #97

Moved by: Megan Gibson

Seconded by: Alvin McLellan

THAT the Benefits and Remuneration Policy and Procedures be transferred to MVCA's Administrative Regulation Policy Manual as an appendix.
(carried)

8. Chair and Members Reports:

There were none at this time.

9. Consent Agenda:

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

- a) Carbon Footprint Initiative Meeting Summary: Report #58-2022
- b) Revenue-Expenditure Report for October: Report #59-2022
- c) Agreements Signed: Report #60-2022
- d) Office Hours over Christmas: Report #61-2022
- e) MCF Newsletter

The following motion was made:

Motion FA #98-22

Moved by: Dave Turton

Seconded by: Megan Gibson

THAT Report #58-2022 through Report #61-2022 along with their respective recommended motions as well as the correspondence for information as outlined in the Consent Agenda be approved.
(carried)

10. Maitland Source Protection Authority Meeting #3-2022

Motion FA #99-22

Moved by: Megan Gibson

Seconded by: Evan Hickey

THAT the members move into MSPA meeting #3-2022.
(carried)

Motion FA #100-22

Moved by: Megan Gibson

Seconded by: Dave Turoton

THAT the members move back into the full authority meeting.
(carried)

11. In Camera Session: Salary & Benefits Report

Motion FA #101-22

Moved by: Megan Gibson

Seconded by: Dave Turton

THAT the members move into an in-camera session.
(carried)

Motion FA #102-22

Moved by: Alison Lobb

Seconded by: Megan Gibson

THAT the members moved back into the full authority meeting.
(carried)

Motion: FA#103-2022

Moved by: Megan Gibson

Seconded by: Alvin MacLellan

THAT the P55 Salary Grid be adopted;

AND THAT staff be placed on the next highest step on the 2022 P55 Grid based upon their current 2022 salary;

AND THAT That Benefits and Remuneration Policy be amended to specify that Step 3 in Band 6 on the P55 Grid is to be used to determine the mid-point in the grid for calculating the amount to be used to calculate cost of living increases annually;

AND THAT the Benefits and Remuneration Policy be amended to read that the existing CPI for Ontario (October 1-September 30th) is to be used to establish COLA increases annually in years when the CPI is 3% or less. In years when the CPI for Ontario is above 3% then MVCA will survey 5 member municipalities, the SVCA and the ABCA to determine what they are using for cost-of-living increases and that this information is to be presented to the Members for direction on the COLA increase that is to be used for the next year;

AND THAT the benefits and remuneration Policy be amended to read that the salary and benefits are to be reviewed by the Members every 5 years;

AND THAT the benefits and remuneration policy be amended to read that MVCA will increase the employer share of group health benefits to 60% in 2023, 65% in 2024 and 70% in 2025 and that long term disability will continue to be covered by 100% by employees.
(carried)

**12. Adjournment - Next Meeting Date, Wednesday, December 21, 2022, at 7:00pm.
Meeting to be held at MVCA's Administrative Centre.**

The members meeting adjourned at 9:00pm with the following motion:

Motion FA #104-22

Moved by: Alison Lobb

Seconded by: Dave Turton

THAT the members meeting be adjourned.
(carried)

Matt Duncan
Chair

Phil Beard
General Manager
Secretary-Treasurer

Members Report #62-2022

To: Members
From: Phil Beard, General Manager-Secretary-Treasurer;
Date: December 14, 2022
Subject: Approval of 2023 Fee Schedule

Purpose:

To approve MVCA's fee schedule for 2023

Background:

The following motion was approved at the November 30th meeting.

Motion FA #95-22

THAT the draft fee schedule be posted on MVCA's website for public comment;
AND THAT the comments are reviewed by the Members at the December 21, 2022 meeting.
(carried)

Comments Received: No comments were received with respect to the proposed changes to the fee schedule.

Recommendation:

THAT the Fee Schedule for 2023 is approved and that the fee schedule will take effect as of January 1, 2023.

Maitland Valley Conservation Authority Fee Policy

Proposed Fee Changes for 2023

	Notes	2022 Fee	Proposed 2023 Fee	
All prices are subject to change	New amendment			New
Forestry				
Tree Sale Administration Fee	Minimum fee added to all orders to cover administration (data entry & processing payments)		\$ 20.00	New
Sale of Seedlings				
Sugar Maple		\$2.50	\$ 3.00	Change
Tulip Tree			\$ 3.00	New
European Larch			\$ 2.00	New
Office Fee Schedule				
Envelopes		\$0.10	\$ 0.15	Change

Resource Data Fees				
Air photos	Printing Service			
Plotting of 2020 airphotos	8 1/2 X 11 or 11 X 17	\$50.00 per project	\$32.00 for first copy plus additional \$2.00 per copy	Change
	24" and up on to glossy photo paper	\$50.00 per linear foot \$50/linear foot	\$30.00 plus \$2.00 per square foot Delete	Change Delete
Contour generation and Floodplain Surveys	Custom map creation Consulting firms	\$150.00 plus \$50/hr	Take out "Contour generation"	Change
	Public-private partnership	Cost recovery basis -- covering time and materials	Delete Delete	Delete Delete
Aerial Photography - 2020 photography of watershed	Individual JPEG2 2020 (1km x 1km) 8 1/2 x 11 and 11 x 17 sizes	\$50.00 per image	\$30.00 per image	Change
	Custom Photography 2020 (jpegs/png/etc) 8 1/2 x 11 and 11 x 17 sizes Member Municipalities	\$50.00 per image	\$30.00 per image No fee	Change New
Historic Photography	Photographie Digital or Printed (1951-2006) - 8 1/2 x 11 and 11 x 17 sizes	\$50.00 per image	Take these cells out because the next two rows differentiate between digitized historical photos (which would be \$30) vs non-digitized/printed historical photos (which would cost \$50)	Delete
	Digital Historic Photography - 8 1/2 x 11 and 11 x 17 sizes		\$30.00 per image	New
	Printed (non-digitized) Historic Photography - 8 1/2 x 11 and 11 x 17 sizes		\$50.00 per image	New
	Member Municipalities		No fee	New
	Entire Watershed 2010-JPEG2 (14 tiles) plotter printout	\$150.00	\$100.00 plus additional \$2.00 per square foot	Change
	Entire Watershed 2015 JPEG2 (14 tiles) plotter printout	\$150.00	\$100.00 plus additional \$2.00 per square foot	Change
	Custom Photography 2010 (jpegs/png/etc) - 8 1/2 x 11 and 11 x 17 sizes	\$50.00 per image	\$30.00 per image	Change
	Custom Photography 2015 (jpegs/png/etc) - 8 1/2 x 11 and 11 x 17 sizes	\$50.00 per image	\$30.00 per image	Change
Streamflow & Rainfall	From BRFU HEC	Min. charge plus \$55/hr	Change BFRU to HEC	Change
Maitland Conservation maps - colour photocopies	General image Plotting	\$15.00/image plus paper cost	\$15.00 per image plus \$2.00 per square foot	Change
Equipment use	The Authority receives requests from consultants, agencies		Delete	Delete

	and landowners to use various- Authority equipment such as the- soil auger, soil probe, planimeter, abney level		
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Planning & Regulations			
O. Reg 164/06 Application and Review Fees			
Alteration to Watercourses/Wetland/Regulated Area			
Accessory Works	Minor I	\$185.00	\$ 205.00
Minor	Minor II	\$370.00	\$ 395.00
Standard	Routine	\$750.00	\$ 975.00
Major	Major I	\$2,000.00	\$ 2,180.00
Complex	Major II	\$4,400.00	\$ 3,780.00
D.A.R.T Standard compliance Requirements (S.C.R.)		\$100.00	\$ 100.00
App to Alter a Regulated Area Floodplain, Shoreline, Adjacent Lands (Dev App)			
Accessory Works		\$185.00	\$ 205.00
Minor		\$370.00	\$ 395.00
Standard		\$670.00	\$ 695.00
Standard 2		\$940.00	\$ 975.00
Major		\$2,000.00	\$ 2,180.00
Complex		\$4,400.00	\$ 3,780.00
Minor Permit Revisions (after permit has been issued)		\$130.00	\$ 190.00
Major Permit Revisions (after permit has been issued)		(min-value is Minor Permit Revision-fee)	
Violations/Restoration Agreement		2 x permit fee	
Special Board hearing		\$1,800.00	\$ 1,855.00
Technical Clearance Fees(Development & Alteration/Interference)			
Solicitor inquiry		\$185.00	\$ 190.00
Solicitor/Written comments required within 5 business day of request		\$280.00	\$ 290.00
Buyer's Reports/Seller's Reports		\$85.00	\$ 90.00
Technical Clearance Letter/Letter of Permission (ie structure located within MVCA Reg. Lands, where no permit required) (No technical review or site inspection required)		\$100.00	\$ 105.00
Drainage Act Review			
Standard		\$190.00	\$ 235.00
Planning Advisory Fees: Huron, Perth & Wellington Counties)			
(Bruce County - fees as per Bruce County Planning Application Fees 2015)			
Planning Application Fees			
Official Plan Amendment		\$260.00	\$ 275.00
Zoning By-Law Amendment		\$260.00	\$ 275.00
Consent (Severance)		\$260.00	\$ 275.00
Minor Variance		\$200.00	\$ 205.00
Lot Grading or Drainage Plans (Not in Regulated Area)		\$400.00	\$ 410.00
Plan of Subdivision/New Trailer Park Site Plan Review		\$75/lot or res. unit min. \$675./max. \$9,300.00	\$80/lot or res. unit [min. \$720 (9 units or fewer)./max. \$9,920.00 (124 units or greater)
Plan of Condominium		\$75/lot or res. unit min. \$675./max. \$9,300.00	\$80/lot or res. unit [min. \$720 (9 units or fewer)./max. \$9,920.00 (124 units or greater)
Private Multi-Lot Residential Development		\$75/lot or res. unit min. \$675./max. \$9,300.00	\$80/lot or res. unit [min. \$720 (9 units or fewer)./max. \$9,920.00 (124 units or greater)
First Application = full fee		Full Fee noted above	Full Fee noted above
Subsequent Applications		Subsequent application = 50% of fee	Subsequent application = 50% of fee
Supplementary Fee (out sourced review)		Amount invoiced to proponent for cost of review	Amount invoiced to proponent for cost of review
Technical Review:			
Technical Review Fees (no permit required):			
Lot Grading and Drainage Plan within Regulated Area		\$650.00	\$ 670.00
Minor - (Per report i.e. SWM, Geotechnical, Hydrology, EIS)		\$900.00	\$ 925.00

Major - (Per report i.e. SWM, Geotechnical, Hydrology, EIS) Supplementary Fee (outsource review)		\$2,800.00	\$	2,885.00	
Class EA Review		\$1,700.00	\$	1,750.00	
FRCA					
Admin. Fees					
Reservations (online)		\$15.00		\$16.00	Change
Reservations (by phone)	includes \$4 processing admin fee	\$15.00		\$20.00	Change
Change Reservation (online)		\$10.00		\$12.00	Change
Change Reservation (by Phone)	includes \$4 processing admin fee	\$10.00		\$16.00	Change
Cancellation Fee (by Phone)	includes \$4 processing admin fee	\$20.00		\$24.00	Change
Camping Fees					
Non-serviced					
Monthly		\$897.00		remove fee	Delete
30 amp hydro & water					
Nightly		\$56.00		\$57.00	Change
Weekly		\$341.00		\$347.00	Change
Monthly		\$1,092.00		remove	Delete
Seasonal		\$3,276.00		remove	Delete
30 amp hydro & water - pull through site					
Nightly		\$58.00		\$59.00	Change
Weekly		\$354.00		\$360.00	Change
Monthly		\$1,131.00		remove fee	Delete
30 amp hydro/water/sewer					
Nightly		\$60.00		\$63.00	Change
Weekly		\$365.00		\$384.00	Change
Monthly	monthly rate is 28 nights - issue gate entry card for 28 nights	\$1,170.00		\$1,336.00	Change
Seasonal	under camping contract for the full season (Mid-April to Mid_October)	\$3,500.00		\$3,700.00	Change
50 amp hydro/water/sewer					
Nightly		\$64.00		\$67.00	Change
Weekly		\$390.00		\$408.00	Change
Monthly		\$1,248.00		\$1,420.00	Change
Additional Vehicle	Only one vehicle permit is included with camp permit				
Nightly		\$13.00		\$15.00	Change
Weekly		\$80.00		\$92.00	Change
Monthly	issue a gate entry card for 28 days	\$240.00		\$130.00	Change
Seasonal	issue a gate entry card for Season	\$100.00		\$130.00	Change
Additional Motorcycle	Only one vehicle permit is included with camp permit				
Nightly		\$7.00		\$8.00	Change
Weekly		\$43.00		\$49.00	Change
Monthly	issue a gate entry card for 28 days	\$137.00		\$130.00	Change
Seasonal	issue a gate entry card for season	\$50.00		\$130.00	Change
Tow-In Vehicle	Only one vehicle permit is included with camp permit				
Nightly		\$3.00		\$4.00	Change
Weekly		\$19.00		\$25.00	Change
Monthly		\$59.00		\$87.00	Change
Seasonal Camper Additional Vehicle(s)	Only one vehicle permit is included with camp permit				
Seasonal Camper - Daily Visitor Vehicle Pass	charged to daily visitor vehicles (valid till noon the following date)			\$15.00	New
Seasonal Camper Membership Entry Card (one free per site registration)	one CARD issued per seasonal campsite registration			N/C	New
Seasonal Camper Membership Entry Card	charged for extra entry cards			\$130.00	New
Replacement Membership Entry CARD	charge to lost, stolen, or misplaced cards			\$20.00	New
Seasonal Camper—Annual Pass	(Pass-fee for additional vehicles-owned by seasonal camper) include Annual gate entry card	\$50.00		remove	Delete
Seasonal Camper—Annual Visitor Pass	(Pass-fee for annual visitor vehicle)- includes Annual gate entry card	\$100.00		remove	Delete
Additional Adult Fee					

Monthly	(charged during the summer season July and August)	\$98.00	\$108.00	Change
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Pond Permits				
Daily Adult Pond Permit (18 years of age and older)	Must possess an Ontario Fishing Licence		\$8.00	New
Daily Youth Pond Permit (ages 12 - 17)			\$4.00	New
Fish Species				New
Rainbow Trout (4th Saturday in April to Sept 30th)	Limit 2 - no size limit			New
Largemouth Bass (4th Saturday in June to Oct 17th)	Limit 2 - greater than 12" (30 cm) length (release all less than 12" (30 cm))			
Other Fees				
Firewood (bag)		\$40.00 TBD	\$12.00 or TBD	Change
Group Camping Fees - (limited to 6 families per group permit)				
Nightly - Hydro Serviced	Paid in full on booking (6 families or more)	\$180.00	\$250.00	Change
Nightly - No service	Paid in full on booking	\$120.00	N/A	Delete
NEW Nightly - Vehicle fee			\$15.00	New
Nightly - per Adult rate (18 and over)	Paid on arrival	\$7.00	remove	Delete
Nightly - per Youth rate (13 to 17 years of age)	Paid on arrival	\$3.00	remove	Delete
Nightly - Child (12 years and under)		Free	remove	Delete
Registered Organized Group Discount per night		-\$40.00	-\$50.00	Change
Day Use Fees				
FRCA Membership Pass		\$100.00	\$130.00	Change
Replacement Membership Pass CARD	charge to lost stolen or misplaced cards		\$20.00	New
Daily Maximum vehicle rate - Summer Season (July and August)	(includes daily Adult, Senior, Youth)	\$15.00	\$20.00	Change
Daily Family walk-in Permit (Off season)			\$15.00	New
Daily Adult (18 to 64 years of age)		\$8.00	N/A	Delete
Daily Senior (65+)		\$6.00	N/A	Delete
Daily Youth (13 to 17 years of age)		\$4.00	N/A	Delete
Mini Bus Day pass (8 to 21 occupants)		\$50.00	\$70.00	Change
Bus Day Pass (22 and over occupants)		\$110.00	\$150.00	Change
Facility Rentals				
Day Use Rental Sites (8:00 am to 8:00 pm) (Day use or camp fees extra)	(6 new rental day use sites with firepit, bbq, hydro and picnic table)		\$30.00 + entry fee	New
Pavilion Daily Rental + 15 vehicles (includes hydro & water and entry of 15 vehicles)	(regular daily rate applies to all vehicle entry over 15)	\$180.00	remove	Delete
Pavilion Daily Rental (if already booked in group)	(must have day use or camp permit applied in addition to this fee)	\$80.00	remove	Delete
Pavilion Daily Rental plus park entry fee (full pavilion)		\$80.00 + entry fee	\$60.00 + entry fee	Change
Pavilion Daily Rental plus park entry fee (half pavilion)			\$30.00 + entry fee	New
Special/School Rates				
School Events (Cross Country, Field Days, Track meets etc.)				
Spectator vehicle parking (events)		\$5.00	park entry fee applied	Change
Trail Race Events - (\$1500 includes up to 200 race participants and spectators)	\$8.00 extra charged per each participant over 187		\$1,500.00	New
Other Seasonal Camper Fees				
Off Season Trailer Storage	(includes deck and shed storage)	\$300.00	\$325.00	
Off Season Deck/Shed storage		\$80.00	\$100.00	
WPCA Camping Fees				
Seasonal Camper - Annual Pass (includes entry into FRCA)	(pass fee for vehicles owned by WPCA seasonal camper)	\$50.00	N/A	
Day Use Fees (WPCA)				
FRCA Membership Pass		\$100.00	\$130.00	

Members Report #63-2022

To: Members
From: Phil Beard, General Manager Secretary Treasurer
Date: December 14, 2022
Subject: Bill 23 More Homes Faster Act: Summary of Major Changes that impact Conservation Authorities

Purpose:

To summarize the major changes that impact conservation authorities

Background:

On November 30, 2022, the Members passed the following motion:
Motion FA #93

THAT staff prepare a one-to-two-page summary of key points regarding Bill 23 for the members.

Status of Bill 23:

Bill 23, the More Homes Built Faster Act received royal assent on November 28th. The Provincial Government is proceeding with the development of regulations to implement the proposed changes. It is anticipated that some of the regulations will be approved prior to December 31, 2022. The remaining regulations will be approved sometime in 2023.

Summary of Key Points:

1. Lack of Consultation on Changes that Impact Conservation Authorities:

A multi-stakeholder Conservation Authority Working Group was established by the Minister of Environment, Conservation and Parks to review and provide input on changes to the Conservation Authorities Act. The working group consisted of representatives from AMO, the development industry and agricultural groups.

The Minister of Natural Resources and Forestry did not consult with the working group regarding the proposed changes that are included in Bill 23. There has been no indication if the Minister will re-establish the working group to discuss the upcoming regulatory changes that impact conservation authorities.

2. Restricting Municipalities Ability to Partner with Conservation Authorities for Land Use Planning Support:

Bill 23 will prohibit Municipalities from continuing to work with Conservation Authorities to provide technical support on land use planning matters beyond natural hazards and drinking water source protection. The current model enables Municipalities use existing expertise within Conservation Authorities to fulfill responsibilities for natural heritage and water resources, while saving time and money for applicants. This change would require municipalities to hire additional expertise or use consultants to provide support on these matters.

3. Downloading of Conservation Authority Regulatory Responsibilities to Municipalities: Development subject to Planning Act authorizations should not be exempt from Conservation Authority permits, and CA regulations should not be delegated to municipalities. Municipalities do not have the expertise to review applications for development in flood plain, shoreline, river valley and wetland areas or to deal with applications to alter watercourses or interfere with wetlands. The watershed, not municipal boundaries, should continue be the scale used to assess natural hazards.

4. Development Should Pay for Development:

Fees are based upon the cost to review and process applications received. Bill 23 will allow the Minister to temporarily direct a CA to maintain fees charged for the programs and services it provides at current levels, including fees for reviewing and commenting on planning and development proposals, as well as for permits. Conservation Ontario anticipates that the Minister will issue a regulation to all conservation authorities to freeze fees as of January 1, 2023.

5. Intensification of Development Should be directed Away from Hazardous Areas:

The Planning Act is being amended to allow up to three housing units per lot in municipally serviced settlement areas. This increase in housing units should not be permitted in areas that are located in areas subject to flooding and or erosion. Municipalities and conservation authorities should be permitted to identify areas where it is safe to intensify development. Increasing development and the number of people living in flood and or erosion prone areas will increase the risk of loss of life and property damage.

Members Report #64-2022

To: Members
From: Phil Beard, General Manager-Secretary-Treasurer;
Danielle Livingston, Administrative-Financial Services Coordinator
Chris Van Esbroeck, Watershed Stewardship Services Coordinator
Stewart Lockie, Conservation Areas Services Coordinator
Jayne Thompson, Communications, GIS, IT Coordinator
Patrick Huber-Kidby, Planning and Regulations Supervisor
Jeff Winzenried, Flood Forecast Supervisor
Date: December 15, 2022
Subject: Draft 2023 Work Plan and Budget

Purpose:

To outline the priorities for each service area and the draft budget for 2023
To obtain direction on the draft work plan and budget for 2023.

Background:

On October 19th, 2022, the members passed the following motion:

Motion FA #78-2022

Moved by: Dave Turton

Seconded by: Alison Lobb

THAT the three-year work plan outlined in Report #49A-2022 be approved for planning purposes.
(carried)

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

Vision:

Working for a healthy environment

Mission:

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

Ends:

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

Priorities:

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

1. Help our member municipalities reduce the potential for loss of life, property damage and social disruption in flood and erosion prone areas.
2. Help our member municipalities and landowners develop and implement soil and water conservation systems that will help keep soil and nutrients on the land and out of watercourses and Lake Huron.
3. Ensure that management of our conservation areas sets high standards of conservation practices and are safe for the public to use.
4. Develop a stable financial base for the MVCA so that we will be able to provide the support that our member municipalities require to develop a healthy, resilient, and prosperous watershed.

Service Area Priorities:

A) Corporate:

- i) Development of a Watershed Strategy. This strategy is a regulatory requirement. The strategy must be completed and submitted to MNRF by December 31, 2024.
- ii) Development of a MOU for services and programs with the Township of Wellington North. This MOU must be approved by December 31, 2023.
- iii) Updating Three Year Work Plan and Budget and Levy Forecast: 2024-2026
- iv) Contacting the First Nations in the watershed to determine their interest in working together on issues and projects where we have a common interest. The First Nations will need to be consulted with respect to the Watershed Strategy.

B) Flood & Erosion Safety:

- i) Development of Asset Management Plan for flood and erosion control structures (Listowel, Goderich, McGuffin Gully-Central Huron. These Asset Management Plans must be submitted to MNRF by December 31st, 2024.
- ii) Maintenance/Management Agreements for Flood and Erosion Control Structures: MVCA will develop agreements with the Municipality of North Perth, Town of Goderich and the landowners adjacent to the McGuffin Gully in Central Huron regarding the operation and maintenance of flood and erosion control structures.
- iii) Ice Management Plan for the watershed. MVCA is required to develop an ice management plan for areas that are prone to ice jamming in the watershed (river mouth at Port Albert in ACW; river mouth to Hwy 21 bridge in Town of Goderich). Ice Management Plans must to be submitted to MNRF by December 31, 2024.
- iv) Flood Plain Mapping Update: Listowel ward in the Municipality of North Perth. Flood hazard mapping will be updated for Listowel and the downstream rural portions of the Middle Maitland River.

v) Shoreline Hazard Mapping Update: Completion of the shoreline hazard mapping and approval by MVCA

vi) Development of an Outreach and Education Strategy for the updated shoreline hazard mapping.

C) Watershed Stewardship and Watershed Monitoring and Reporting:

i) Help landowners restore healthy river corridors by planting native trees, shrubs and herbaceous species. We will provide technical support and help with funding applications (e.g., Huron Clean Water Project, Wellington Rural Water Quality Program, Nature Smart Climate Solutions).

ii) Promote Rural Storm Water Management to landowners, drainage contractors and engineers. We will provide technical support and assistance with grant applications.

iii) Promote cover crops to farmers. We will provide technical advice and assistance with funding applications (e.g., Huron Clean Water Project, Wellington Rural Water Quality Program, Nature Smart Climate Solutions).

iv) Continue our efforts to expand Healthy Lake Huron programming to cover more nearshore areas.

D) Watershed Monitoring and Reporting:

i) Collect environmental data to monitor and report on the health of our terrestrial and aquatic ecosystems

ii) Develop key indicators to characterize the state of watershed's health and improve knowledge of state of health of aquatic and terrestrial ecosystems including stressors and

iii) Develop targeted environmental outcomes for Watershed Strategy based on collaboration, sound science and good baseline data

E) Conservation Areas:

i) Maintain conservation area infrastructure to allow continued public use. This aspect will include inspections, removal of hazards and maintenance of trail surfaces and infrastructure

- ii) Promote good environmental practices by controlling invasive species & continuing with meadow and forestry management.
- iii) Decommission and dispose of surplus infrastructure to reduce financial requirements and to reduce liability associated with aging infrastructure. Projects include the removal of barn structures at Wawanosh Valley CA, storage building at Turnberry Floodplain CA, finalizing the severance and disposition of the Brussels Mill, and finalizing options for Galbraith CA.
- iv) Develop a Conservation areas land use strategy and land inventory based on the new Conservation Authorities Act requirements.
- v) Develop agreements relating to the cost sharing of maintenance/repairs to recreational dams: Municipality of Huron East-Brussels dam, Township of Morris-Turnberry-Bluevale Dam.
- vi) Falls Reserve Conservation Area: Continue to provide recreational opportunities and update necessary infrastructure. Major upgrades include the construction of shower facilities for Cedar campground and the repaving of asphalt roadway sections.

F) Drinking Water Source Protection:

- i) Promote source water protection through ongoing education and outreach to landowners, municipalities and the public.
- ii) Prepare annual reports on Source Protection Plan implementation, to recognize progress made and identify any challenges with respect to policy implementation.
- iii) Prepare amendments to the Source Protection Plan and associated Assessment Reports:
Carry out required consultation. Due to proposed changes to the Clean Water Act, significant policy changes are anticipated.
Changes to maps because of new municipal wells will be included in the amendment. A planned amendment will be submitted to the province in spring of 2023. A separate amendment is anticipated for the new well in Saltford.

2023 Draft Operating Budget

The draft operating budget is summarized by service area. The following table includes the 2022 approved budget, 2023 draft budget and the rationale for any changes. A summary (Table 1) is attached to this report.

Flood and Erosion Safety Services	2022 Budget	2023 Draft Budget	Rationale for Changes
Flood Control Structures	\$6,282	\$5,972	Minor decrease in costs for maintenance
Erosion Control Structures	\$1,432	\$1,488	Minor increase in costs
Flood Forecasting & Warning	\$242,441	\$251,995	Increase in wages and Water Resource Engineer's days
Hazard Prevention	\$21,013	\$28,478	Increase in wages
Natural Hazard Information	\$63,368	\$64,485	Increase in wages
Regulation Administration	\$280,047	\$267,338	Decrease due to reduced staff time
Total	\$614,583	\$619,756	

Watershed Stewardship Services	2022 Budget	2023 Draft Budget	Rationale for Changes
Watershed Monitoring and Reporting	\$94,520	\$110,766	<ul style="list-style-type: none"> Increase in wages and addition of wshd. Ecologist days
Extension	\$220,335	\$150,367	<ul style="list-style-type: none"> Decrease due to more staff time covered by project funds
Forestry	97,764	\$146,217	<ul style="list-style-type: none"> Increased demand for tree planting
Total	\$412,619	\$407,350	<ul style="list-style-type: none">

Corporate Services	2022 Budget	2023 Draft Budget	Rationale for Changes
Administration	\$339,497	\$342,706	<ul style="list-style-type: none"> • Minor increase to reflect changes in wages
Financial Management	\$100,538	\$119,208	<ul style="list-style-type: none"> • Increases relate to projected increase in insurance, CO Levy
Governance	\$17,440	\$14,100	<ul style="list-style-type: none"> • Decrease reflects fewer meetings, lower mileage costs
Service Area Support	\$55,772	\$53,350	<ul style="list-style-type: none"> • Minor decrease in support costs
Communications - GIS/IT	\$224,189	\$227,848	<ul style="list-style-type: none"> • Increase reflects increase in wages
Total	\$737,436	\$757,302	

Conservation Areas Services	2022 Budget	2023 Draft Budget	Rationale for Changes
Falls Reserve Conservation Area	\$1,301,698	\$568,853	<ul style="list-style-type: none"> • Decrease due to fewer capital projects in 2023
Wawanosh Park Conservation Area	\$16,330	\$16,769	<ul style="list-style-type: none"> • Minor increase
Management/Development/Ops.	\$250,665	\$284,178	<ul style="list-style-type: none"> • Increase reflects addition of conserv. Area staff person
Motor Pool	\$25,600	\$27,900	<ul style="list-style-type: none"> • Increase reflects cost of replacing vehicle/equipment
Total	\$1,594,293	\$897,700	

Operating Budget Summary - Maitland Valley Conservation Authority

Table 1

ITEM	Revenue	Levy Funds	Deferred Revenue	Reserve Funds	Expense	NET Surplus/ Deficit
Corporate Services						
Administration	68,693	274,013			342,706	
Financial Management		119,298			119,298	
Governance		14,100			14,100	
Services Areas Support		53,350			53,350	
Communications, IT, GIS	6,971	220,877			227,848	
Total	75,664	681,638			757,302	
Flood Safety Services						
Flood Control Structures		5,972			5,972	
Erosion Control Structures		1,488			1,488	
Flood Forecasting and Warning	36,424	215,571			251,995	
Hazard Prevention		28,478			28,478	
Natural Hazard Information		64,485			64,485	
Regulations	77,000	190,338			267,338	
Total	113,424	506,332			619,756	
Watershed Stewardship Services						
Watershed Monitoring and Reporting	2,000	108,766			110,766	
Extension Services		150,367			150,367	
Forestry Services	153,600				146,217	7,383
Total	155,600	259,133			407,350	7,383
Conservation Areas Management Services						
Management/Development/Operations	6,100	278,078			284,178	
Motor Pool	52,075				27,900	24,175
Total	58,175	278,078			312,078	24,175
Campgrounds						
Falls Reserve Conservation Area	692,500				568,853	123,647
Wawanosh Park Conservation Area	14,372			2,397	16,769	
Total	706,872			2,397	585,622	123,647
Net Operating Budgets	1,109,735	1,725,181		2,397	2,682,108	155,205

2023 Projects Budget

The 2023 Projects Budget includes both new and ongoing projects.

Some projects are long term in design and will have funding carried over from 2022. We will not know the exact amount of funding that will be carried over into 2023 until the end of the year.

Flood/Erosion Safety Projects	Draft Budget	Outline, Funding, Status
Flood Forecast System Equipment	\$18,000	<ul style="list-style-type: none"> Preventative maintenance, flood forecast equipment: levy
Shoreline Flood and Erosion Risk Mapping Project	\$80,000	<ul style="list-style-type: none"> Special levy project: ACW, Central Huron, Goderich. Funding received
Natural Hazards Outreach Project	\$37,500	<ul style="list-style-type: none"> Outreach and education project to support shoreline hazard mapping outcomes, MVCA share \$27,500: Levy
Total	\$135,500	

Conservation Areas Projects	Draft Budget	Outline, Funding, Status
Forest Management	\$6,000	<ul style="list-style-type: none"> Invasive species removal on conservation areas: Forest Mgmt Surplus
Gate & Signage Installations	\$9,800	<ul style="list-style-type: none"> Installation of heavy duty gates at Stapleton, Saratoga, and Lake Wawanosh. Funding: MCF \$5,300 MVCA: \$4,500 Forestry Surplus
Lake Wawanosh Consv. Area	\$5,500	<ul style="list-style-type: none"> Installation of new kiosk and sign: MCF \$5,500
Carbon Sequestration Planting	\$500	<ul style="list-style-type: none"> Planting of trees in conservation areas to sequester carbon
Footprints to Forests	\$500	<ul style="list-style-type: none"> Planting of trees in conservation areas with funds received.
Naftel's Creek Consv. Area	\$10,000	<ul style="list-style-type: none"> Phase 2 of Bridge and boardwalk replacement on Blue Loop trail: Funds from MCF/JHETF

Decommissioning of Surplus Buildings	\$35,000	<ul style="list-style-type: none"> Removal of surplus buildings at Wawanosh Consv. Area and Turnberry Flood Plain Consv. Area: MVCA-Levy
Brussels Conservation Area	\$14,500	<ul style="list-style-type: none"> Expenses for severance, surveying & legal fees for disposition of Mill and surrounding lands: MVCA-WCAS
Equipment Replacement	\$15,000	<ul style="list-style-type: none"> Scheduled replacement of equipment trailer. MVCA-Motor Pool Surplus
Total	\$96,800	

Watershed Stewardship Projects	Budget	Outline, Financing, Status
Huron Clean Water Project	\$500,000	<ul style="list-style-type: none"> Water Quality Program Delivery. Funded through the County of Huron. 2023.
Carbon Footprint Initiative		<ul style="list-style-type: none"> Funding will be identified at year end. Long term project with funding carried over from past year. Original funding from the MCF.
Watershed Stewardship Projects		<ul style="list-style-type: none"> Restocking past plantings. Funds will be carried over from 2022.
Watershed Health Project	\$89,151	<ul style="list-style-type: none"> Phase 3 of forest health assessment, development of aquatic health assessment, funds from donations, deferred revenue from 2022. Confirmed
Garvey-Glenn Project: Coordination	\$78,505	<ul style="list-style-type: none"> BMP Promotion in North Basin and Eighteen Mile. Funded through MECP COA. Funding Not Confirmed
Garvey-Glenn Demo. Projects	\$43,750	<ul style="list-style-type: none"> BMP Implementation in North Basin and Eighteen Mile. Funded through MECP COA. Proposal submitted but Funding Not Confirmed
OMAFRA COA	\$57,221	<ul style="list-style-type: none"> Cover Crop and Drainage BMP Promotion. Funded through OMAFRA COA until March 2024. Funding is confirmed.
On-Farm Applied Research and Monitoring Project	\$5,336	<ul style="list-style-type: none"> Monitoring and Modelling in Garvey-Glenn. Funded through OSCIA/OMAFRA until March 2023. Funding is confirmed.
Middle Maitland Headwaters Restoration Project	\$75,000	<ul style="list-style-type: none"> Restoration in the Middle Maitland. Funded through MCF. Funding is confirmed.
Nature Based Climate Solutions	\$86,368	<ul style="list-style-type: none"> Restoration and Cover Crops across MVCA. Funded through ECCC until March 2024. Funding is confirmed.
ECCC Stream Restoration	\$101,037	<ul style="list-style-type: none"> Stream Restoration at Target Sites. Funded through ECCC until March 2024. Funding is confirmed.
Total	\$1,036,368	

Corporate Services Projects	Budget	Outline and Source of Funding
Admin. Centre Repairs, Workshop Renovations	\$200,000	<ul style="list-style-type: none"> • Renovations to existing workshop, repairs to brick work at Admin. Centre
Computer Equipment Hardware & software	\$44,500	<ul style="list-style-type: none"> • Computer replacement, server maintenance & updates, software upgrades, property data base updates, new firewall security software, • Photography support: MVCA-Levy
Total	\$244,500	

Project Budget Summary - Maitland Valley Conservation Authority

Table 2

ITEM	Revenue	Levy Funds	Special Levy Funds	Deferred Revenue	Working Capital Reserves	Forest Management Reserves	Motor Pool Reserves	Expense	Net Surplus / Deficit
Corporate Services Projects									
Administration Centre					200,000			200,000	
GIS/IT Management/Communications		44,500						44,500	
Total		44,500			200,000			244,500	
Flood and Erosion Safety Services Projects									
Flood Control - Preventative Maintenance		18,000						18,000	
Shoreline Hazard Mapping	80,000							80,000	
Natural Hazards Outreach & Education Project	10,000	27,500						37,500	
Total	90,000	45,500						135,500	
Watershed Stewardship Services Projects									
Watershed Health Assessment Project	57,564			41,568				89,151	9,981
Carbon Footprint Initiative									
Garvey Glenn Coordination	85,000							78,505	6,495
Garvey Glenn Demos	43,750							43,750	
Middle Maitland Headwaters Restoration	5,000			70,000				75,000	
Huron Clean Water	500,000							500,000	
Watershed Stewardship Projects									
Nature Based Climate Solutions	161,368							86,368	75,000
OMAFRA COA	60,000							57,221	2,779
ONFARM	9,000							5,336	3,664
ECCC Stream Restoration	101,037							101,037	
Total	1,022,719			111,568				1,036,368	97,919
Conservation Area Projects									
Forestry Management						6,000		6,000	
Vehicles/Equipment Replacement							15,000	15,000	
MVCA Carbon Offset							500	500	
Footprints to Forests Carbon Offsetting					500			500	
Conservation Area Projects	10,800	35,000			24,500	4,500		74,800	
Total	10,800	35,000			25,000	10,500	15,500	96,800	
Net Project Budgets	1,123,519	125,000		111,568	225,000	10,500	15,500	1,513,168	97,919

Summary:

Projects Budget

The total draft Projects Budget is \$1,513,168. There are several ongoing projects that will have revenue carried over into 2023. We will not know the actual amount of deferred revenue for each project until year end. The Projects Budget is based upon utilizing \$225,000 from working capital accumulated surplus.

Total Budget Summary:

MVCA's total draft budget for operating and projects for 2023 is \$4,195,276.

A copy of the draft general levy allocation for 2023 is attached to this report.

DRAFT INFORMATION PACKAGE FOR MEMBER MUNICIPALITIES:

Staff will develop a draft information package to circulate to our member municipalities with respect to the draft 2023 work plan and budget. The information package typically includes the following:

- i) Letter from the Chair
- ii) Highlights from 2022
- iii) Priorities for 2023
- iv) Summary budget tables for operating and projects
- v) Draft Levy Schedule

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

Possible information to include:

1. Thank municipalities for supporting MVCA's MOU for services and programs
2. Highlights from 2022 such as: Scott Municipal Drain Project; Gorrie Conservation Area revitalization; new storage building at Admin. Centre;



3. Challenges facing in 2023: Provincial regulatory requirements, natural hazards infrastructure plan for Listowel Flood Control Works, Goderich Bluffs and McGuffin Gully, ice management plans for Nine Mile and Maitland River mouths, watershed strategy, conservation areas inventory and strategy. Must be completed by December 31, 2024
4. Staffing and wage increases: cost of living increase restricted to 3%; phasing in of new salary grid over the next five years.
5. 2023 Infrastructure: continue to decommission surplus infrastructure at the Wawanosh Conservation Area and to transfer ownership of the Brussels Mill at the Brussels Conservation Area and we are working with the Municipality of North Perth to determine if they would be interested in leasing the Galbraith Conservation Area.

Recommendation:

THAT the 2023 draft budget, work plan and levy be circulated to member municipalities for review and further that the final work plan and budget be brought back to the Members on March 15, 2023, for final review and approval; AND FURTHER THAT the municipal information package be developed and circulated to member municipalities based upon the direction provided by the Members.

If \$89,777
increase

December 15, 2022 2023 Draft Levy Schedule	% of Municipality In Watershed	2020 CVA (modified) in Watershed \$	Municipal Population in CA jurisdiction	CVA Based Apportionment Percentage	2022 Approved General Levy	2023 Draft General Levy	\$ Increase from Prior Year	% Increase from Prior Year	2023 Draft Total Levy
Municipality									
Ashfield-Colborne-Wawanosh Twp.	100	\$1,305,434,530	4,597	12.5141	\$ 219,658	\$ 231,534	\$ 11,876	5.41%	\$ 231,534
Central Huron Municipality	76	\$1,004,428,199	4,767	9.6286	\$ 171,488	\$ 178,147	\$ 6,659	3.88%	\$ 178,147
Goderich Town	100	\$1,121,624,169	6,247	10.7520	\$ 189,772	\$ 198,931	\$ 9,159	4.83%	\$ 198,931
Howick Twp.	92	\$467,378,754	2,701	4.4804	\$ 80,945	\$ 82,896	\$ 1,951	2.41%	\$ 82,896
Huron East Municipality	72	\$1,098,368,607	5,779	10.5291	\$ 188,569	\$ 194,807	\$ 6,238	3.31%	\$ 194,807
Huron-Kinloss Twp.	43	\$630,506,601	2,466	6.0441	\$ 107,084	\$ 111,827	\$ 4,743	4.43%	\$ 111,827
Mapleton Twp.	5	\$94,089,931	385	0.9020	\$ 15,812	\$ 16,689	\$ 877	5.54%	\$ 16,689
Minto Town	64	\$728,685,452	4,141	6.9853	\$ 121,012	\$ 129,241	\$ 8,229	6.80%	\$ 129,241
Morris/Turnberry Municipality	95	\$548,077,768	2,754	5.2539	\$ 92,583	\$ 97,207	\$ 4,624	4.99%	\$ 97,207
North Huron Twp.	100	\$588,413,367	3,946	5.6406	\$ 99,781	\$ 104,361	\$ 4,580	4.59%	\$ 104,361
North Perth Municipality	98	\$2,312,725,807	10,710	22.1701	\$ 383,789	\$ 410,187	\$ 26,398	6.88%	\$ 410,187
Perth East Twp.	9	\$187,066,957	864	1.7932	\$ 31,457	\$ 33,177	\$ 1,720	5.47%	\$ 33,177
South Bruce Municipality	1	\$7,377,831	51	0.0707	\$ 1,232	\$ 1,309	\$ 77	6.26%	\$ 1,309
Wellington North	16	\$288,251,036	1,470	2.7632	\$ 48,881	\$ 51,124	\$ 2,243	4.59%	\$ 51,124
West Perth Municipality	3	\$49,301,733	225	0.4726	\$ 8,341	\$ 8,744	\$ 403	4.83%	\$ 8,744
Total		\$10,431,730,742	51103	99.9999	\$ 1,760,404	\$ 1,850,181	\$ 89,776	4.95%	\$ 1,850,180

\$ 1,850,181

Members Report #65-2022

To: Members
From: Phil Beard, Secretary, Personnel Committee;
Co Chair of Joint Health and Safety Committee
Date: December 14, 2022
Subject: Proposed Changes to MVCA's Personnel Policy and Occupational Health and Safety Manual for 2023

Purpose:

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

To report on the review of the Occupational Health and Safety Manual.

Background:

The Personnel Committee for 2022 includes the following members: Cheryl Matheson, Cheryl Dobbyn, Jayne Thompson and Phil Beard.

The Personnel Committee is responsible for reviewing, updating and identifying revisions to MVCA's Personnel Manual. The committee reviews requests for changes to policies and or procedures submitted by staff. The committee reviews the changes and circulates their recommendations back to all staff for review and comment. The committee makes recommendations to the Members with respect to the amendments to the Personnel Manual.

Status:

The committee did not receive any requests for changes to the Personnel Manual in 2022.

MVCA contracted Ward and Uptigrove to review the Personnel Manual in 2022. Ward and Uptigrove were retained to identify any changes in legislation that would require changes and or additions to the manual.

Ward and Uptigrove identified policies and procedures that did not need to be included in the manual as they are already included in legislation.

Policies and procedures were rewritten in a standardized format.

The Personnel Committee has reviewed the revised Personnel manual to ensure that all of the policies and procedures from the old manual were included, where applicable.

Ward and Uptigrove added two new policies that are required due to recent changes to Provincial legislation. A copy of the revised Personnel Manual is attached to this report. The two new policies that were added to the manual are:

1. Right to Disconnect: pg. 21
2. Electronic Monitoring: pg. 34

Both policies are highlighted in yellow in the manual.

The Personnel Committee is recommending that the Members approve the revised Personnel Manual with the changes to take affect 30days after approval as outlined in the manual.

Recommendation: That the revised Personnel Manual be approved for 2023.

Occupational Health and Safety Policy Manual:

MVCA is required to review the Occupational Health and Safety Manual annually for changes in legislation.

There were no changes to the Occupational Health and Safety Act in 2022.

Therefore, staff are recommending that the Members approve the 2022 Occupational Health and Safety Manual for 2023. The only change to the manual will be that the date on the manual will be changed from 2022 to 2023.

Recommendation:

THAT the Occupational Health and Safety Manual for 2022 be approved for use in 2023.



Maitland Valley
Conservation Authority

Personnel Policies and Procedures Manual

2023

Maitland Valley Conservation Authority

Personnel Manual and Health and Safety Policies and Procedures Manual

2023 Acknowledgement

Personnel Policy

I acknowledge that I have reviewed the 2023 Maitland Valley Conservation Authority Personnel Policy Manual that is stored at: New Storage Box M/Corporate/Human Resources/Personnel Manual/2023.

Health & Safety

I acknowledge that I have reviewed the 2022 Maitland Valley Conservation Authority Health and Safety Policy Manual that is stored at: New Storage Box M/Corporate/Human Resources/Health & Safety/2022.

General

I understand that, while an employee of the Maitland Valley Conservation Authority (MVCA), I am bound to abide by all policies and procedures set forth in this manual.

I understand that failure to comply with the policies set out in this manual may lead to disciplinary action in accordance with our discipline policy up to and including termination.

I further understand that the information in this manual may be revised with or without notice, it is understood that changes may supersede, revise or eliminate one or more of the policies in this manual. Changes will be communicated to me by my Manager or through company notices and I accept responsibility for keeping informed of these changes.

Employee Name

Employee Signature (digital signature is acceptable)

Date

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Introduction

The Personnel Policies and Procedures of the Maitland Valley Conservation Authority (MVCA) are intended to provide fair and consistent direction for all matters relating to employment with the MVCA. Each employee is expected to retain a copy of this manual and associated Policies and Procedures as well as be familiar with their contents.

The policies contained herein have been adopted or revised by motion of the Members of the MVCA. The procedures are derived from and consistent with the policies. In addition to the policies and procedures, this manual contains definitions and information which are so identified for the benefit of the reader. This additional information is intended to make the policies and procedures manual useful to employees and Members as a reference document. The main sections of this manual are:

1. General Policies
2. Employment
3. Attendance
4. Benefits and Remuneration
5. MVCA Property

A table of contents and a cross-referenced index are provided for ease of reference.

APPROVALS AND REVISIONS

Approved:	November 18, 2020	Motion: FA #87-2020
	December 16, 2020	Motion: FA #100-2020
	December 15, 2021	Motion: FA #94-2021

Revised: date to be inserted, 2022

Effective Date: January 1, 2023

1.0 General Policies

1.1 Application

Employees of the MVCA are governed by the Policies and Procedures set out in this manual.

All MVCA employees are informed where the Personnel Policies and Procedures and Health & Safety Policies and Procedures electronic copies are stored.

- Copies of the Personnel Policies and Procedures and of the governing legislation are kept at the MVCA office in Wroxeter and are available to employees and Members.

In any case of conflict between these Personnel Policies and Procedures and any other governing legislation, such legislation takes precedence and these Policies and Procedures shall be deemed to be amended.

Employee's suggestions regarding Personnel Policies and Procedures are welcome. Such suggestions should be given to the employee's Coordinator or Supervisor for submission to the Personnel Policies and Procedures Committee or given directly to the Secretary of the Personnel Committee.

1.2 Changes and Revisions

The Personnel Policies and Procedures Manual is reviewed on an annual basis. Changes in the Policies and Procedures will be made as the review process and legislation dictates.

The Personnel Policies and Procedures Manual changes are approved by motion of the Members and made known to the employees in writing at least one month before becoming effective.

The Personnel Policies and Procedures Committee will:

- Be open to all staff with a minimum of one year of full-time employment;
- Consist of one Member, General Manager-Secretary Treasurer and a minimum of two staff members, one of which will be a Program Coordinator;
- Have a Chair who rotates off the committee as Chair on an annual basis;
- Include the designated Occupational Health and Safety Coordinator.

The Personnel Policies and Procedures will be reviewed by a permanent Policy & Procedures Committee established by the Members for that purpose. The mandate of the Personnel Committee will be to:

- Meet at least once a year to review the Personnel Policy and Procedures Manual and make changes and or additions as required;
- Review any staff proposed changes and or additions

- Distribute the Committees recommendations for changes to the staff for comment before they are sent to the Members for consideration;
- Submit any staff-approved changes and additions in a report to the Members at the November or December meeting (for budget considerations);
 - Staff are to submit suggestions for changes and or additions to the Committee no later than August 31 of each calendar year;
- Ensure that approved policy changes are identified and documented in the Personnel Policies and Procedures Manual.

1.3 Disputes and Grievances

Any misunderstandings of these policies and procedures are to be submitted through the Coordinator or Supervisor to the General Manager-Secretary Treasurer, for decision. If the dispute is with the General Manager Secretary Treasurer, the grievance is to be submitted directly to the Chair to review with the Members.

Any matters in dispute, or doubt of an exceptional nature, are dealt with by the Members.

Governing legislation includes, but is not limited to, the Employment Standards Act, Employees' Safety Insurance Act, Pay Equity Act, the Human Rights Code, the Occupational Health and Safety Act, Employment Equity Act, the Freedom of Information Act, Protection of Privacy Act and the Fair Workplaces, Better Jobs Act.

1.4 Conflict Resolution

Employees who have a complaint, concern, or difference of opinion shall first discuss the matter with the person with whom they have the complaint, concern or difference of opinion. If the matter is not resolved and in order to reach a resolution of their concern, the employee may request a meeting with their Coordinator or Supervisor to discuss the matter. The Coordinator or Supervisor will make every attempt to resolve the matter.

If the matter is not resolved, the employee may request a meeting with the General Manager-Secretary Treasurer. If the employee is not satisfied with the General Manager-Secretary Treasurer's response, they may make a written request through the General Manager-Secretary Treasurer to meet with the Members. Such written requests must be made within ten days of the reply from the General Manager-Secretary Treasurer.

If the employee's complaint is with their Coordinator or Supervisor, they may immediately proceed to meet with the General Manager-Secretary Treasurer as well as request a support person to accompany them to any meeting.

2.0 Employment

2.1 Code of Conduct

Purpose: The Code of Conduct Policy is intended to guide business behavior to ensure that we emphasize fair business practices at all times. As representatives of the MVCA, employees shall observe and comply with the laws of Canada, Ontario and the rules and regulations of the MVCA.

Scope: This policy applies to all MVCA employees, volunteers, contractors, consultants, temporary employees, and other employees including all affiliated third parties.

Responsibilities:

Employees including volunteers:

- Treat others with respect, patience, and courtesy;
- Perform duties efficiently;
- Be inclusive;
- Promote a team environment;
- Dress appropriately;
- Observe and comply with applicable laws as well as policies and processes of the MVCA;
- Avoid the intent and appearance of unethical or compromising practices;
- Disclose any conflict of interests that may arise during the course of employment;
- Respond to requests for information as required in line with the Ontario Municipal Freedom of Information and Privacy Act;

Supervisors/Managers:

- Set an example for employees, keep honesty and integrity as a top priority in all approaches to business dealings.
- Encourage and welcome suggestions and concerns from employees.
- Ensure employees feel comfortable discussing any ethical issues that may arise throughout their employment.
- Alert senior management of concerns, particularly with regards to a breach of this policy.
- Disclose any conflict of interest regarding their own position at MVCA.

Senior Management:

- Promote this policy.
- Recognize ethical conduct within interpersonal communications of our employees.
- Promote a trustworthy and honest atmosphere to that reinforces the vision of MVCA as an ethical employer.
- Reinforce the importance of integrity by insisting that every employee, supervisor, senior manager and director of the authority act as responsible citizens.

- Avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.
- Maintain a zero-tolerance policy with regards to harassment or discrimination.
- Protect against the unauthorized use of authority marketing: operational, personnel, financial, source code, and technical information integral to the success of the authority.
- Not permitting impropriety at any time.
- Act ethically and responsibly in accordance with laws of every geographic location that we do business in.

2.1.1 Accountability

Compliance with the Law:

The MVCA business must be conducted in compliance with all applicable laws and regulations. The MVCA will not tolerate illegal activity conducted for personal gain or on the MVCA's behalf. Lack of knowledge of the law will not excuse non-compliance with this Policy.

Honesty and Integrity

The highest legal, moral and ethical standards of honesty, integrity and fairness are to be practiced in the conduct of the MVCA's affairs. While acting on behalf of the authority, employees are responsible for acting with integrity and in line with the organization's values and standards at all times.

Reporting of Concerns

The authority encourages employees to report questionable or fraudulent activities or actions to their supervisor anonymously. We strive to create an environment where employees feel comfortable raising concerns and have confidence that those concerns will be addressed. The MVCA prohibits retaliation against anyone who reports a concern in good faith or who participates in an internal or external investigation. Retaliation could include, but is not limited to termination, job demotion, intimidation, humiliation, exclusion and threats.

2.1.2 Environment

Harassment and Discrimination Free Workplace

The MVCA is committed to providing a safe and healthy work environment for all employees. The MVCA has zero tolerance for workplace violence or harassment of any kind and will be proactive in the prevention of workplace violence and harassment. The MVCA is committed to investigating reported incidents of violence, harassment, and sexual harassment in an objective and timely manner, taking necessary action; and providing appropriate support for victims. All employees are expected to treat one another with respect and professionalism. The MVCA is committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and clients. In addition, the MVCA is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or

privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise as may be prohibited by law.

Workplace Safety

The MVCA is committed to providing a healthy and safe work environment for its employees and preventing occupational illness and injury. Protection of employees from injury or occupational disease is a major continuing objective and the MVCA will make every effort to provide a safe, healthy work environment. Employees are expected to dedicate themselves to the continuing objective of reducing risk of injury. The MVCA is ultimately responsible for employee health and safety and will take every reasonable precaution possible for the protection of our employees. To that end, the MVCA will act in compliance with all applicable workplace health and safety legislation. See Health and Safety Policy Manual for health and safety related policies and procedures.

2.1.3 Business Practices

Avoiding Conflicts of Interest

The MVCA expects all employees to act in the best interests of the authority. A conflict of interest may arise when employees' personal activities or relationships interfere with or impact their ability to act objectively and in the best interest of the MVCA. Perceived or actual conflicts of interest can negatively affect the authority's reputation and expose the authority or our employees to legal liability. Employees are expected to avoid situations or activities where their personal interests are, or may appear to be, in competition with or in opposition to the authority's interests. This includes situations that might prevent them from devoting proper time or attention to their duties, or situations that might affect their judgment or ability to act in the authority's best interest. Should employees be faced with a situation or a transaction that might give rise to such a conflict of interest, it must be disclosed to the General Manager-Secretary Treasurer.

Maintaining Truthful, Accurate and Complete Business Records

Accurate recordkeeping is critical at the MVCA, and all employees have a responsibility to maintain truthful, accurate and complete business records.

A business record can include, but is not limited to, payroll documents, timecards, spreadsheets, legal agreements, invoices, purchase orders, information in filings with governmental agencies, travel and expense reports, inspection records, hazardous material records and accident reports.

Employees should never omit, falsify, misstate, alter or conceal any information or misrepresent the facts for their benefit or the benefit of others and should never encourage or authorize anyone else to do so. This is fraud and is strictly prohibited.

Gifts and Entertainment

Promoting goodwill and successful working relationships is important. There are times when employees might consider offering or accepting a gift from, or entertainment with, a client or partner. Gifts and entertainment may include, but are not limited to items such as meals, tickets to events, holiday baskets, gift cards, loans, etc. Employees are expected to not offer, provide, accept, or solicit gifts and/or entertainment for their own personal use, or the use of others, when it serves to, or appears to, inappropriately influence authority decisions, or gain an unfair advantage.

2.1.4 Assets and Information

Safeguarding Authority Property and Information

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

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

Use of Authority Assets

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

2.2 Dress Code

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

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

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

The following are considered inappropriate:

- Hats with logos other than that of the MVCA and partner clothing
- Torn, ripped or dirty clothing
- Denim jeans that are stained, worn out or frayed – except in field situations where these may be most appropriate for the duties required
- Sweatpants or spandex
- Cut-offs
- T-shirts or sweatshirts with pictures, words, or logos other than the MVCA logo and partner clothing
- Casual t-shirts – except those provided by the MVCA
- Highly provocative clothing

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

Uniforms

- New contract and permanent employees will receive a clothing allowance of up to \$500 in their first year of employment.
- Uniform requirements for seasonal conservation areas employees are as follows:
FRCA Staff Uniforms and Clothing;
A limited number of uniforms will be issued to each FRCA employee upon hire and annually at no cost. The uniform must be returned to MVCA at the end of the employee's employment. Additional uniforms are paid for at half cost. Any damaged uniforms are to be replaced by the employee at half cost. Seasonal employee's security uniforms are to be returned to MVCA annually and re-issued upon hire next season.

Uniform requirements for FRCA seasonal conservation areas employees are as follows:

- Maintenance Employees: 2 MVCA issued T shirts with logos along with 2 issued navy pants with hi-vis leg bands and name tag
- Gatehouse Employees: 2 MVCA issued shirts with logos and name tag. Pants are to be tan/kaki colour and are provided by staff.
- Security Employees: 2 MVCA issued T shirts with logo along with 2 issued navy pants with hi-vis leg bands and name tag. 2 tan security uniform shirts, 1 security vest and 1 security jacket all with badging.

Uniform requirements for FRCA permanent employees are as follows:

- MVCA issued T shirts with logos along with 2 issued navy pants with hi-vis leg bands and name tag
- Provincial offences officer uniforms including: 2 tan uniform shirts, 2 issued navy pants. 1 jacket upon hire and replaced as required

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

2.3 Hiring

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

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

Definitions:

Permanent employee = staff holding regular salaried positions.

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

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

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

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

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

2.3.1 Equal Employment Opportunities

The MVCA recognizes the fundamental principles of equal employment opportunities. We are committed to treating people fairly, with respect and dignity, and to offer equal employment

opportunities based upon an individual's qualifications and performance – free from consideration of age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status (including single status), gender identity, gender expression, record of offences if not related to position, sex (including pregnancy and breastfeeding), and sexual orientation.

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

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

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

2.3.3 Hiring Responsibilities

The Members are responsible for hiring the General Manager-Secretary Treasurer, who, in conjunction with the appropriate Coordinator or Supervisor is responsible for recruitment and hiring of permanent staff. Coordinators or Supervisors are responsible for the recruitment and hiring of contract and casual employees. All hiring is done in consultation with the General Manager Secretary -Treasurer.

2.3.4 Job Posting

All permanent position competitions will be advertised both internally and externally simultaneously, with preference given to qualified internal candidates.

- The hiring team comprised of at least three staff members, including at least one Coordinator is established prior to advertisement of the position.
- Members of the hiring team will independently review and grade all internal resumes received for the vacancy against predefined targets as established by the hiring team. All

applicants meeting the target grade range will be scheduled to attend an interview except where there are 10 or more equally graded applicants. In such cases, the hiring team will engage in a fair elimination process or elect to interview all qualified applicants. This process will be repeated for external candidates if there are no qualified internal candidates.

- At the final stage of the selection process, candidates will be required to provide employment references.

All short-term contract positions, defined as less than 12 months, may be filled by a qualified applicant from a competition held within the previous 12 months. Short-term contracts will not be posted publicly if qualified candidates exist in the defined candidate pool.

Casual positions may be filled by the rehiring of past employees who have historically demonstrated competency in the position. In this case the position will not be advertised, and interviews will not be held.

Appointments or promotions of permanent or contract-employees are approved by the General Manager-Secretary Treasurer on the recommendation of the Coordinator or Supervisor.

2.4 Progressive Discipline

Purpose: The Progressive Discipline policy is designed to outline the MVCA's progressive discipline process. The progressive discipline process is carried out with the intent to improve employee behaviour.

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

Policy: In the event that an employee of the MVCA violates company policy or exhibits problematic behaviour, a system of progressive discipline shall be utilized.

2.4.1 Resolutions

At the discretion of the General Manager- Secretary Treasurer, the MVCA may explore additional resolutions to address problematic behaviour including but not limited to retraining or additional training, reclassification, increased supervision, performance improvement programs, salary freeze, and/or counselling. This policy outlines the steps of the MVCA's progressive discipline process. Failure to comply at any stage may result in further discipline; up to and including termination, at the discretion of the authority.

2.4.2 Discipline

Behaviours that may warrant discipline include, but are not limited to: attendance, conduct, health and safety, or performance concerns. In general, disciplinary action will take the form of a five step process outlined below, if the behaviour or concern is one of severe nature, progressive discipline steps may be accelerated to match the violation.

1. Verbal Warning – The purpose of a verbal warning is to clarify policies and expectations. The employee will be advised of the consequences should further infractions occur. If no further problems occur with regard to the issue raised at the verbal warning stage, no further disciplinary action will be taken.
2. Written Warning – The employee will be provided with written explanation of the errant behaviour, including a reiteration of the MVCA's policies and procedures by the supervisor. In addition, the employee will be advised that continuation of the problem will lead to further discipline. A follow-up meeting is held two to three weeks later to evaluate the employee's progress with the supervisor.
3. Second Written Warning – The supervisor provides the employee with a written explanation of the errant behaviour, including a reiteration of the MVCA's policies and procedures. In addition, the employee will be advised that continuation of the problem will lead to a suspension for a stated period of time.
4. Suspension – If verbal and written warnings fail to bring about a change in the undesired conduct, the employee will be suspended without pay for a period of time as determined by the employee's Coordinator/Supervisor in collaboration with the General Manager. The employee will be informed that if the problem persists, further occurrences of the conduct will lead to their immediate discharge, without any additional warnings.
5. Termination – Should the employee fail to improve or rectify the offence following the initial steps in the discipline process, or if the initial actions of the employee are deemed to be severe enough to warrant it, the final step in the progressive discipline process is termination of employment.
6. Any dismissal or suspensions will be reported to the Members at the earliest regular meeting.

All formal warnings will be kept on file for a period of eighteen (18) months. If no further discipline occurs within that time period, the warning will become inactive. If further offences relating to the issue have taken place, the warning will be attached to the next set of progressive disciplinary actions.

2.5 Training and Development

Purpose: The Training and Development Policy is intended to provide direction on the MVCA's commitment to learning and development of its employees.

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

Policy: In addition to training required by law, all employees are required to have a training and development plan that is reviewed on an annual basis with the employees' Coordinator/Supervisor and then approved by the General Manager-Secretary Treasurer. This plan may include internal and external training as well as other learning opportunities. The training and development plan is reviewed and approved in conjunction with the annual performance review.

Employee registration fees and expenses for approved job-related seminars, conventions, workshops, etc. will be paid directly by the MVCA.

External training may be reimbursed up to 100%; support level will vary based on the relevancy and cost of training. In order to be approved, courses must be work-related, reasonably priced, and conducted by an accredited educational institution or professional association.

- Approval must be received in advance of course registration in order to be reimbursed.
- Employees must satisfy a passing grade as established by the institution governing the course.
- If courses lead to a diploma, degree or professional designation, employees acknowledge they will remain an employee of the MVCA for a minimum of three years from the date of graduation.

Training identified on individual training plans may be approved by the General Manager-Secretary Treasurer at the recommendation of the employee's Coordinator or Supervisor.

Procedure: Training and development plans will be developed according to the following:

1. Assess training and development needs based upon work plans and job specs.
2. Develop training and development objectives to satisfy the identified needs.
3. Select the method of training and or development.
 - Opportunities will be sought to make use of suitable low-cost alternatives to formal training courses, such as in-house training provided by qualified staff or Members, shared training with other conservation authorities or other agencies, and distance education.
4. Implement the training and or development activity, within approved budget.
5. Evaluate the results of activities and modify accordingly.

2.6 Performance Appraisals

Purpose: The Performance Appraisal Policy is intended to provide guidance on the MVCA annual performance review process.

Scope: This policy applies to all permanent employees and employees on contracts that exceed one year of the MVCA.

Policy: The MVCA formal performance review system includes annual examination of an employees' job description, establishment of specific targets, deadlines, training and development needs in addition to an overall performance review.

A written record of each formal performance review completed is signed by the Coordinator or Supervisor and the employee. A copy is then placed in the employee's file.

2.7 Exit Interview

Purpose: The Exit Interview Policy is intended to provide guidance on the MVCA exit interview process and collection of confidential information.

Scope: This policy applies to all employees of the MVCA, unless otherwise specified.

Policy: Employees are encouraged to participate in the exit interview process on a voluntary basis. If an employee chooses to participate in an exit interview, they will be asked to be honest, candid, and constructive in their responses.

The information received through Exit Interviews is confidential.

The information will be analyzed regularly by the General Manager-Secretary Treasurer to identify areas for improvement or determine trends that may need to be addressed. Periodically, the General Manager-Secretary Treasurer will share their analysis and recommendations with designated members of staff and the Members.

Exit interviews will be conducted by the employee's immediate supervisor or, if requested by the exiting employee, by either the General Manager-Secretary Treasurer or another Coordinator.

3.0 Attendance

3.1 Designated Workplace and General Hours of Work

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

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

3.1.1 General Hours of Work and Overtime

Normal working hours

- Administrative and technical employees: Monday to Friday 8:30 a.m. to 4:30 p.m. or as scheduled by the Coordinator or Supervisor.
- Falls Reserve employees as scheduled by the park superintendent.
 - Other hours as may be required to fulfil the obligations of the job as directed by the General Manager-Secretary Treasurer, Coordinator or Supervisor.
 - MVCA reserves the right to change scheduled working hours at any time as a result of business needs.

FRCA Hours of Work

- Working hours for Park Superintendent, Assistant Park Superintendent and all seasonal staff is 7.5 hours (37.5 hours per week).
- Normal Business Hours are 8:00 a.m. to 4:00 p.m. during park closed season and may extend to 24 hour coverage (3 shifts) during park open season.
 - Rest periods
- Employees, except those working at the FRCA, on a regular 8-hour workday, are entitled to one 30-minute unpaid lunch break, in addition to up to 30-minutes in paid break time throughout the day, scheduling for which remains at the discretion of the employee's Coordinator or Supervisor.
 - Employees working at the FRCA are entitled to one-30-minute unpaid lunch break and two paid 15-minute breaks.
 - Employees must take their scheduled lunch break; this break may only be skipped with permission from the employee's Coordinator or Supervisor and must be brought to the Coordinator or Supervisor's attention prior to missing it.
 - Lunch or other breaks may not be tacked onto the start or end of a scheduled shift does not mean that the employee can leave early or start later by using their break at the start or end of the day.

3.1.1.1 Late Arrival and Absenteeism

Every employee is vital in keeping MVCA operating as needed to serve our customers, as such they are expected to attend work and be punctual on every scheduled workday and/or shift.

- In the event of late arrival or absence, employees must notify their Coordinator or Supervisor and the receptionist as soon as possible and are required to submit appropriate rationale if absent for (3) consecutive occurrences; failure to do so will result in counselling and/or formal discipline. It is the employee's responsibility to be at work on time on all scheduled days and/or shifts, and not to leave early without authorization.

- Unless appropriate rationale has been provided, employees are required to advise their Coordinator or Supervisor on a daily basis as to their attendance.
- Absence from work for two consecutive work weeks, without notification to the immediate Coordinator or Supervisor, will be considered voluntary resignation of the employee.

- Late Arrival:

Employees are expected to arrive at work on-time and ready to work at their scheduled shift start time.

- Any employees with recurrent unapproved late occurrences may be subject to disciplinary action and will be required to meet with their Coordinator or Supervisor to develop a plan to ensure on-time arrivals.

- Absenteeism:

In the case of authorized absences, including but not limited to, vacation, parental/maternity, emergency leave, or sick leave, the employee is required to submit the appropriate request to their Coordinator or Supervisor, wherever possible, prior to commencing the leave.

3.1.1.3 Overtime

Overtime refers to hours worked over the employees' regular scheduled hours.

Employees will be compensated in line with the following:

- Overtime must be approved by the respective Coordinator or Supervisor.
- Overtime is to be taken off in time in lieu of payment for hours worked between 37.5 hours up to 44 hours/week
- Overtime in excess of 44 hours in a week must be approved by the General Manager-Secretary Treasurer, Coordinator or Supervisor and will be compensated at the rate of one and one-half times the hours worked in accordance with the Employment Standards Act and taken off in time in lieu of payment as agreed upon by the employer and employee.
- All overtime is documented on twice monthly time sheets;
- Overtime earned should be used by the end of the calendar year and cannot be carried into a new payroll year. Maximum accumulation of overtime is forty hours
- Any time less than one consecutive half hour is not eligible for overtime
- One hour of overtime per incidence an employee is woken up from a work related phone call or alarm between the hours of 11:00pm and 5am. 3 hr min of overtime per incident an employee is called in to their place of work to respond to a work related emergency outside of their scheduled shift.

3.1.1.3.1 Duty Officers Overtime

Duty Officers accrue overtime hours when monitoring the flood forecast system remotely or in the office outside of normal office hours. An explanation of the overtime must be detailed on their timesheet. The following minimum time charges may be applied:

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

3.1.1.3.2 Overnight Shifts Flood & Erosion Safety Staff

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

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

3.1.1.4 Essential Services during an Emergency

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

3.1.1.5 Designated Work Locations

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

3.2 Right to Disconnect

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

Definitions:

Disconnecting from Work; not engaging in work-related communications outside of expected hours of work including, but not limited to emails, telephone calls, video calls or sending or reviewing other messages, to be free from the performance of work.

Emergency: A situation that causes or has potential to cause immediate danger to, and/or adversely affect the health and wellness of a client or coworker/s, for which an employee may be contacted outside of regular work hours if that employee has crucial or vital information regarding the affected person's safety and wellbeing such as a severe weather emergency.

Policy:

- Employees are expected to respond in a timely manner to any requests or communications, during their regular scheduled hours of work, as per their respective job descriptions and employment agreements.
- Employees may have responsibilities, as per their job description, to respond to communication and emergency situations outside of their regular scheduled work hours. This typically includes, but is not limited to, members of Management and those in Health and Safety positions.
- The MVCA discourages frequent work beyond the expected and regular work hours and addresses all patterns of excessive overtime to ensure adequate time management and work/life balance.
- Employees are discouraged from sending work related communication to others during vacation or outside of regular work hours; except for emergency situations.

3.3 Working Remotely

Purpose: This policy provides a structure that will permit eligible employees to work remotely as part of a regular schedule. This hybrid working arrangement could include working from the primary work location, working remotely on a regular basis, or at other appropriate sites. The MVCA values its employees and the need to ensure a work life balance while supporting a productive work environment.

Scope: This policy applies to all employees of the MVCA unless otherwise specified. Each position will be considered on an individual basis in relation to commencing remote work.

It is important to note that the following standard provisions apply throughout this policy:

- not all jobs may be suitable for remote work
- remote work arrangements are a privilege rather than a right of employment
- organizational and operational requirements must be met and may require the employee to work from the office more frequently

- Organizational and departmental goals and objectives must not be compromised due to remote work arrangements
- Employees understand that they may have to share office workspace with other employees who are also working remotely
- The MVCA will provide required technology assets, however, there may be additional associated costs that remain the responsibility of employees (highspeed internet for example)
- A remote work arrangement may be cancelled without notice though the MVCA will endeavor to provide reasonable notice wherever possible.

Responsibility:

Supervisors and Coordinators are responsible for:

- a) providing employees with a copy of the Remote Work policy;
- b) approving or denying the employee's remote work request;
- c) ensuring remote work arrangements do not negatively impact service to clients, and does not result in any undue or unplanned costs to the MVCA;
- d) ensuring regular communication and oversight of staff members working remotely and that all performance objectives and goals for the position are being met in a timely manner;
- e) ensuring employees working remotely are in compliance with MVCA policies;
- f) if necessary, and in consultation with the employee, modifying a remote work arrangement and/or discontinuing the schedule or arrangement with reasonable notice provided.

Employees are responsible for:

- (a) requesting remote work;
- (b) maintaining the approved remote work arrangement in a conscientious manner;
- (c) meeting performance objectives and goals as outlined by their Coordinator or Supervisor;
- (d) attending meetings, training or working from the office when requested outside the remote work arrangement;
- (e) ensuring availability during regular hours of work and/or the alternate work arrangement agreement in place for the specified position;
- (f) fulfilling the hours of work for the specified position;
- (g) any required travel to the office or off-site meetings must occur outside of the employee's regular hours of work and not included as part of their workday
- (h) providing and maintaining an internet service that provides adequate service to conduct MVCA business in a professional way;
- (i) complying with the requirements of this policy and all other applicable MVCA policies.

- (j) Perform duties with due diligence to protect the security of the organization's personal information and confidentiality while working from home or at an off-site location. This includes being vigilant for phishing attacks and computer viruses.

Security and Equipment considerations:

- Employees must ensure that they follow all required protocols for IT security. MVCA equipment is to be used for work purposes by employees only.
- Employees working remotely will be provided with a MVCA laptop at a minimum. Other equipment that is provided is at the discretion of the Supervisor.
- If an employee wishes to use some of their own computer equipment while working remotely, this must be approved in advance by the employee's supervisor
- Employees will not leave MVCA equipment in vehicles or unsecured while using it outside of the office environment.
- Handling of confidential documents and information while working remotely must follow privacy legislation and any other applicable regulations impacting document management as applicable.
- Costs associated in preparing and maintaining the remote workspace, are the responsibility of the employee (installation of telephone lines, electrical upgrades, appropriate internet connections, etc.).

Health and Safety:

- Employees will ensure that they have a workspace that is free of slip and trip hazards, electrical and material handling hazards as well as any other hazards.
- All health and safety incidents must be immediately reported to the employee's Coordinator or Supervisor.
- In the case of an emergency situation, the MVCA can unilaterally make the decision to have employees work remotely.

Eligibility for Remote Work:

- When considering remote work requests MVCA will determine which positions are eligible for remote work based on the nature of the position.
- Requests for remote work arrangements related to a Human Rights Code ground will be reviewed in accordance with the MVCA's Accommodation policy.
- If an employee does not fulfill his/her obligations under a remote work arrangement, the remote work arrangement may be terminated without notice by the Supervisor, and the employee may be subject to appropriate discipline.

Ongoing Responsibilities:

- Where there is a need for the employee to attend the workplace on a day pre-scheduled as a remote workday, the employee will be required to work at the office that day. Such a requirement will be at the discretion of the employee's Supervisor who will provide as much notice as possible. Commuting time to the office must occur before and after the employee's regular workday.
- Employees participating in a remote work arrangement must make appropriate dependent care arrangements and must manage their personal responsibilities in a way that allows them to successfully meet their job responsibilities.
- Employees are expected to be available during regular office hours unless otherwise approved.
- Employees are expected to communicate with others in the organization and respond to their voice mail and e-mail messages as per the organization standards.
 - Hours worked must be documented on the employee's time sheet and initialed by the Coordinator or Supervisor.
 - Front office staff must be informed when the employee is working remotely and whether they can be contacted or not.

3.4 Inclement Weather

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

Policy:

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

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

- If directed by the employee’s Coordinator or Supervisor, and if appropriate for the position, employees are expected to ensure they have all necessary resources required to work from home in the event of a storm which prevents their attendance at their work location.
- In the event the General Manager-Secretary Treasurer or designate deems it necessary to close the offices due to inclement weather, the General Manager-Secretary Treasurer or designate will notify the other Coordinators and Supervisors that the office is being closed. The Coordinators will be responsible for notifying the staff that they supervise that the office is being closed.
 - Staff will be compensated for their time if the office is closed.
 - Staff members are not required to work from home when the office is closed, however, there may be instances when they will be asked to work from home (flood emergency).

3.5 Public Holidays

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

Policy:

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

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

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

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

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

- Seasonal employees scheduled to work on a public holiday will be paid the regular rate of pay plus one-half premium pay for the time worked and are entitled to statutory holiday pay in accordance to the Employment Standards Act.
- The hours worked on a public holiday are not taken into consideration in calculating overtime for the work week in which the holiday occurs.
- When a public holiday falls during the employee's annual vacation, another working day is substituted for the holiday.
- Where employment terminates before the day that is substituted for the public holiday, the employee is paid for the holiday upon termination.
- Permanent and contract employees that are scheduled to work on a holiday would receive time and half off with pay.

3.6 Annual Vacations

Purpose: To establish annual vacation entitlements for all MVCA employees.

Scope: This policy applies to all MVCA employees as per the entitlement criteria, unless otherwise specified

Policy: All MVCA permanent and contract employees (existing contract staff effective January 2018) earn vacation credits at the following rates for each unbroken month of service.

Years of Service	Vacation Days per Year
Less than 5	15
5 to 10	20
10 to 15	25
15 and more	30

Vacation pay is calculated for seasonal employees at the rate of 4% and included on each pay unless otherwise specified in the employment contract.

- Each permanent and contract employee is credited with vacation entitlement for the calendar year at the start of each calendar year.
- An unbroken month of service is defined as a calendar month where an employee is employed in full or in part on all of the working days in the month. Absence due to weather, short-term illness including loss of time due to accident, public holidays, annual vacation, or scheduled days off, short-term and long-term disability, and legislated leave of absences are not considered as breaking a month's service.
- On starting permanent employment, an employee is not permitted to take vacation until completion of six months of continuous service unless approved by their supervisor.
 - Employees who begin their employment part way through the year will have their vacation pro-rated accordingly.

- Permanent employees with over six months of continuous service may, with the approval of the General Manager-Secretary Treasurer, take vacation to the extent of vacation entitlement.
- A permanent employee leaving before completing six months service is entitled to be paid vacation pay at the rate of six per cent of the salary paid during the period of employment.
- Permanent employees terminating their service during the calendar year are paid for unused vacation credits prorated for months worked. Used but unearned vacation credits are deducted from their last pay cheque.
- Vacation periods shall be arranged to the satisfaction of the immediate Coordinator or Supervisor and the General Manager-Secretary Treasurer.
- Permanent full time and part time employees are permitted to carry unused vacation credits to the following payroll year to a maximum of the equivalent of two work weeks.

3.7 Leaves of Absence

Purpose: The MVCA provides employees time away from the workplace through a number of leaves available in emergency situations or to address personal responsibilities; leaves of absence are administered in accordance with the Employment Standards Act, 2000.

Scope: This policy applies to all MVCA employees unless otherwise specified.

Policy: Employees are entitled to a number of leaves under the Employment Standards Act, 2000, which at this time include:

- | | |
|--|---|
| • Pregnancy Leave | • Parental Leave |
| • Critical Illness Leave (Child & Adult) | • Crime-Related Child Disappearance Leave |
| • Family Medical Leave | • Child Death Leave |
| • Organ Donor Leave | • Domestic or Sexual Violence Leave |
| • Family Caregiver Leave | • Reservist Leave |
| • Sick Leave | • Family Responsibility Leave |
| • Declared Emergency Leave | • Bereavement Leave |
| • Jury Duty Leave | |
-
- The Employment Standards Act, 2000 specifies eligibility criteria for leaves of absence
 - The Ontario Employment Standards website contains information defining leaves of absence as well as employee eligibility. Employees are encouraged to refer to the Employment Standards Act, 2000 for further direction.

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

3.7.1 Bereavement Leave

Policies:

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

- The employee's spouse
- A parent, step-parent or foster parent of the employee or the employee's spouse
- A child, step-child or foster child of the employee or the employee's spouse
- A brother, step-brother, sister, or step sister of the employee
- A grandparent or step-grand-parent of the employee or the employee's spouse
- A grandchild or step-grandchild of the employee or of the employee's spouse
- A brother-in-law, step-brother-in-law, sister-in-law or step-sister-in-law of the employee
- A son-in-law or daughter-in-law of the employee or of the employee's spouse
- An uncle or aunt of the employee or of the employee's spouse

- A nephew or niece of the employee or of the employee's spouse
- The spouse of the employee's grandchild, uncle, aunt, nephew or niece

3.7.2 Sick Leave

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

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

3.7.3 Jury or Witness Duty

Once selected for jury duty or if required as a witness, an employee must inform their Coordinator or Supervisor as soon as possible in order for appropriate arrangements to be made.

- Obtain a certificate of attendance from the Court – the employee shall receive full salary for the time absent for this service if the total amount received for service as juror or witness, excluding travelling expenses is deposited with the MVCA. If this option is not exercised, the employee shall lose the right to claim any or all salary for the period he or she was absent from duty.
- Note that employees are expected to attend work on any days including half days when not required for Jury Duty, where feasible.
- If employee attendance in court is on a voluntary basis, the employee will be required to request the time-off as part of their paid time off entitlements (i.e. vacation) or, at the sole discretion of the employee's Coordinator or Supervisor, they may be approved for an unpaid leave
- Such absences shall not constitute a break in service for vacation credits. Employees who are "enforcement officers" for the MVCA regulations are generally not permitted to serve as jurors and as such may make a request to be excused from duty.

3.7.4 Candidacy in Elections

An employee may stand as a candidate for election to Federal, Provincial or Municipal office.

- An employee standing as a candidate is entitled to a leave of absence without pay for the period commencing on the day provided for the nomination of candidates and ending not later than three months after polling day.
- If elected, the employee shall immediately resign his or her position. The employee does not have to obtain a leave of absence or resign their position if running for municipal office.

3.8 Workplace accommodation for child care

That an employee may request an accommodation in order to fulfill their child care responsibilities as outlined in the Human Rights Code. The employer will work with the employee to develop a work place accommodation plan that will allow them to fulfill their child care responsibilities and that will not cause undue hardship to the employer.

Procedures

The employee is to submit a request for work place accommodation to fulfill their child care responsibilities. The request should outline their reasons for requesting accommodation, the changes to their duties and attendance at the work place and the length of time that they require accommodation.

The supervisor will assess the need for accommodation based upon the criteria outlined in the Human Rights Code and the impact on the service to determine if this request will cause undue hardship or not.

If both criteria can be met then the supervisor will work with the employee to develop a plan to accommodate their request.

If the supervisor deems that the request will cause “undue hardship” to the employer, then the matter is to be reviewed with the General Manager-Secretary Treasurer.

If the General Manager-Secretary Treasurer and Supervisor determine that the request will cause “undue hardship” then the request will be denied.

All work place accommodations are to be reviewed and approved by the General Manager-Secretary Treasurer.

3.9 Reimbursement for Expenses

Purpose: At times, employees may be required to travel and/or make work-related purchases in order to successfully complete assigned tasks, in such situations the MVCA is committed to ensuring a fair and equitable process for the approval and reimbursement of eligible expenses.

Scope: This policy applies to all employees of the MVCA unless otherwise specified.

Policy: The following expenses are eligible for reimbursement:

- Mileage at the approved rate of the MVCA when using a private vehicle or reasonable for public transit or taxis;
- Reasonable out-of-pocket expenses for work-related and required overnight accommodation, meals (excluding alcoholic beverages), gratuities and taxes are allowable in addition to these base rates;
 - Breakfast \$10.00 per person;
 - Lunch \$20.00 per person;
 - Dinner \$25.00 per person;
 - Exceptions to the meal allowances outlined above must be approved by the employee’s Supervisor;
- Telephone expenses incurred on MVCA business;
- Parking charges;
- Registration or other fees, when applicable;
- Other incidental expenses.

Reimbursement Procedure:

- An expense claim, confirming that expenses were incurred while on MVCA business, must be completed and signed.
 - Expense claims, other than mileage for private vehicles, shall be supported by itemized receipts attached to the expense claim and submitted to the employee’s Coordinator or Supervisor.
- When employees pay for meals for others while on MVCA business, the names shall be noted on the expense claim.
- Expenses incurred in the U.S.A. shall be shown separately and the premium on foreign currency calculated on the total of such expenses.
- Expense claims are approved by the General Manager-Secretary Treasurer or the employee’s Coordinator or Supervisor.

- Expense claims submitted by the General Manager- Secretary Treasurer must be approved by the Chair.

4.0 MVCA Property

Purpose: The MVCA provides employees with the necessary resources, including technology, to efficiently and effectively perform their job duties with the expectation that all resources are used for appropriate work purposes.

Scope: This policy applies to all MVCA employees unless otherwise specified.

Policy:

All equipment provided to employees during the course of employment remains the property of the MVCA and is provided for business purposes.

- All equipment provided and used by employees is owned by the MVCA, as such the MVCA reserves the right, at any time, with or without notice, to require immediate return of any and all issued company owned property.
- Employees are responsible for loss or breakage of any tools, equipment or vehicles in their charge due to gross negligence.
- The MVCA maintains the right to inspect, verify, or to search any item or area of authority property including an employee's office, desk, workstation, file cabinets, closets, etc. in the event that business reasons, probable cause or other circumstances reasonably warrant the inspection.
- Employees should not have an expectation of privacy as to their office, workstation, desks, closets or file cabinets assigned to them.
- An Acknowledgement of Receipt of Property is required to be signed by the employee and the Coordinator or Supervisor authorizing it and provided to the Administrative and Financial Services Coordinator.
- Loss or theft of any item must be reported promptly to the Administrative Financial Services Coordinator.
- The Administrative and Financial Services Coordinator maintains a list of MVCA property issued to employees.
- Employee's that have completed their probationary period will be issued keys to the facilities necessary for their duties or earlier subject to approval of their supervisor.
- Cash advances are issued to the conservation area Superintendent and Assistant Superintendent for the duration of the park operations and to permanent employees for special events, activities or operations in amounts approved by the Coordinator or Supervisor.
- No employee will rent, dispose of or sell any MVCA property except as authorized by the Members and General Manager-Secretary Treasurer.

4.1 Electronic Monitoring

Purpose: The MVCA is committed to maintaining a transparent and fair workplace and has developed this policy to communicate the intent to electronically monitor staff, disclose data gathered from electronic sources, and clarify workplace privacy expectations and limitations.

Scope: This policy applies to all MVCA employees who use electronic devices owned and issued by the MVCA for the purpose of completing work duties and assignments.

Definitions:

Electronic monitoring includes all forms of employee monitoring that is done electronically on company-owned computers, networks, vehicles, security operations (alarm system, cameras) and other IT infrastructure. E.g. This includes, but is not limited to, tracking websites that employees visit during work hours, files downloaded, data input, network traffic, logons to corporate systems, interactions with data, peripheral device usage, and information about the employee's computer.

Policy:

Monitoring is an essential part of enforcing company policies, maintaining a respectful work environment, and ensuring that all assets that are owned and managed by the MVCA are used safely and appropriately. The MVCA may conduct a search of electronic devices owned and issued by the organization at any time upon request of the General Manager-Secretary Treasurer, Members, or Auditors. Specifically, the MVCA may inspect, at any time, employee work emails, and online chats and/or track websites visited during work hours.

- Employees should not have any expectation of privacy when using IT assets owned and managed by the MVCA.
 - The MVCA may, at any time, and without the consent of any employee, monitor any and all aspects of the organization's computer systems and/or telecommunications systems, including, without limitation, reviewing documents created and stored on computer systems, deleting any matter stored in system, monitoring sites visited by employees on the Internet, monitoring chat and news groups, reviewing material downloaded or uploaded by employees from the Internet, and reviewing E-mail sent and received by employees as well as voice mail for both office telephones and cell phones, faxes, and texts, sent and received.
- Employees should not have an expectation of privacy in anything they create, store, send or receive on the MVCA's computer system and telecommunication system.
- Exceptions will be for financial and personal data that is required to be kept confidential by MVCA.

4.2 Vehicles and Equipment

- Authority vehicles are provided to authorized MVCA employees in order to support business activities and must be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven with the utmost regard for their care and cost-effective use.
- Employees shall operate all vehicles and equipment carefully and safely and in adherence with all applicable MVCA policies.
- All employees operating authority vehicles must possess a valid driver's license.
- If a license is suspended, revoked, or not renewed, the employee cannot operate a vehicle for authority business and must immediately notify their Coordinator or Supervisor.
- Employees may be required to provide a copy of their driver's license to the MVCA.

4.2.1. Personal Use of an Authority Vehicle

- Authority vehicles are provided for business purposes, only under extenuating circumstances, and with approval from the employee's Coordinator or Supervisor may a MVCA vehicle be used for personal use.

4.2.2 Traffic Violations

- Fines for any violations are the personal responsibility of the assigned operator. The MVCA does not condone nor excuse ignorance of any motor vehicle regulations.
- All violations involving the use of any vehicle (authority, personal or other) while on authority business must be reported to the employee's Coordinator or Supervisor as soon as possible.
- Motor vehicle violations incurred during non-business hours may also affect employee driving status' and are subject to review by the MVCA for business purposes

4.2.3 Use of a Personal Vehicle for Business Purposes

- Rate of Reimbursement: All kilometers travelled in a personal vehicle when conducting business at the rate established by the MVCA. This rate is reviewed and adjusted from time to time.
 - No reimbursement can be made for travel to and from an employee's residence and normal place of business.
 - All car expenses are covered by the mileage rate including maintenance, repair, towing and fuel cost. Additional charges for parking, bridge, ferry and highway tolls while on MVCA business may be eligible expenses.

- All mileage claims for the use of private vehicles must be recorded on the appropriate form as provided by the Administrative and Financial Services Coordinator and be approved by the employee's Coordinator or Supervisor.
- All employees using private vehicles on MVCA business shall carry at least two million dollars (\$2,000,000) of third-party liability insurance and are required to notify their insurance company that the vehicle will be used occasionally on MVCA business as well as provide proof of insurance coverage to the MVCA.
- The MVCA is not responsible for any damage to personal vehicles parked on MVCA property.

Associated Procedures:

- Employees must be properly trained in the safe and competent use of the vehicle or piece of equipment.
- Vehicles assigned for use by technical and administrative employees are made available in accordance with the established advanced booking system.
- Vehicle must be parked overnight at designated MVCA properties unless the employee has permission from their Coordinator or Supervisor to park elsewhere.
- If all vehicles are booked an employee may:
 - reschedule their appointment or
 - take a personal vehicle if desired.

4.3 Other Company Property**4.3.1 Authority Credit Card**

- Corporate credit cards may be issued to permanent management, Coordinators or Supervisors and technical employees or those who incur expenses on behalf of the authority on a regular basis, under agreement with the Canadian Imperial Bank of Commerce Visa Corporation and as approved, by the General Manager-Secretary Treasurer.
 - Acceptable expenses are limited to those outlined in the Reimbursement for Expenses policy.
- Authority credit card receipts are required to be provided on a weekly basis directly to the associate's Supervisor or Coordinator for all On-site Technicians. Remote Technicians are required to submit all receipts on a bi-weekly basis.
- Authority credit cards are not to be used for non-business-related expenses, if a card is used accidentally for a personal purpose, an employee is expected to notify their Coordinator or Supervisor immediately.
- Cash advances on authority credit cards are not permitted.

4.3.2 Information Technologies and Telecommunications Property

- Every employee is responsible for using the MVCA information system, computer systems and telecommunication systems, including email, the Internet, and phones properly and in accordance with all MVCA Personnel Policies and Procedures.
- Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. The MVCA's policies against discrimination and harassment (sexual or otherwise) as well as all other policies apply fully to the MVCA computer and telecommunications system, and any violation of those policies is grounds for discipline up to and including termination of employment. MVCA policies prohibit using the MVCA's computer and telecommunications system to send or receive messages or files that are illegal, sexually explicit, abusive, offensive, profane, and unwelcome or that may adversely affect the MVCA's image.
- Computer and Telephone Systems
 - The computers that employee's access for work purposes and the MVCA's E-mail system are the property of the authority and have been provided for use in conducting MVCA business.
 - All communications and information transmitted by, received from, created or stored in its computer system and telecommunication system (whether through word processing programs, E-mail, the Internet, voice mail or otherwise) are the property of the MVCA.
 - Access to the Internet is provided for business purposes. However, accommodating employees' development and awareness needs through personal use of the MVCA - provided Internet may be appropriate under certain circumstances.
 - Personal use must be reasonable, i.e. it must not impede or reduce an employee's ability to perform duties, diminish productivity or effectiveness at work or negatively impact the MVCA in any way.
 - Employees are responsible for any action taken while using the Internet or E-mail and will be held accountable for any repercussions associated with improper internet or email use.
 - To that end, the following are prohibited:
 - Sending email that is intimidating or harassing;
 - Using email for conducting personal business;
 - Using email for purposes of political lobbying or campaigning;
 - Violating copyright laws by inappropriately distributing protected works;
 - Posing as anyone other than oneself when sending email, except when authorized to send messages for another when serving in an administrative support role;

- Giving the impression that an employee is representing, giving opinions, or otherwise making statements on behalf of the authority or any unit of the authority unless appropriately authorized (explicitly or implicitly) to do so.
- Personal access to MVCA telephones, cell phones, voice mail, and fax is permitted for use of the MVCA staff but should be kept to a minimum and should be conducted on the employee's breaks or lunch hour.
 - Long distance calls from both office telephones and cells phone must be kept to the bare minimum and repeated use will result in any additional charges being the responsibility of the employee.
- Text messages sent and received from MVCA owned cell phones, if not covered under the MVCA cell phone contract, are expected to be kept to a minimum. Any excessive and repeated use will result in the employee being charged for the use of this feature.
- Employees must use their assigned E-mail address for all MVCA E-mail communications and no other E-mail accounts are to be used to conduct MVCA business without the consent of the Communications staff or the employee's Coordinator or Supervisor.
 - All MVCA E-mail correspondence must be kept for a minimum of one year (365 days) from the date the message was received as per the Freedom of Information Act, R.S.O. 1990, c. F. 31, s.40 (1). Auto archiving for storage of e-mails is setup by Communications staff.
- Social Networking Websites, Blogs and Chat Rooms
 - Opinions expressed by an employee when participating in Internet chat rooms, blogs, bulletin boards, newsgroups, social networking websites, etc. ("Online Postings"), unless specifically authorized by MVCA, are strictly those of the employee and do not reflect the opinions of the MVCA. Employees are prohibited from giving the impression that they are speaking on behalf of the MVCA or expressing the MVCA's perspective.
 - Consequently, employees are strictly prohibited from discussing on any online postings any confidential, non-public, proprietary or personal information, trade secrets or other information about the MVCA, its business, employees, customers, suppliers, partners, or affiliates, including but not limited to comments about its services, products, operational performance, or financial results. Employees are also prohibited from using the MVCA trademarks or copyrighted material on any Online Postings.
 - Employees are prohibited from publishing or posting material on any Online Postings that damages or negatively impacts the reputation or image of MVCA, its services, products, customers, suppliers, partners, affiliates, or any of its employees. Employees are also prohibited from posting or publishing images of

themselves or other employees in uniform or visible name tags, or otherwise identifying themselves or others as employees in Online Postings without first obtaining the MVCA's permission. Every employee is responsible for using the Maitland Valley Conservation's information system, computer systems, and telecommunication systems, including E-mail, the Internet, and phones properly and in accordance with all MVCA personnel policies.

4.3.3 Software

- Employees are prohibited from making copies of software purchased and owned by MVCA in violation of copyright or trademark laws, or from using software that does not belong to the MVCA.
- The use of personal software for private purposes is only acceptable under certain conditions as specified by the MVCA Communications staff.
- Employees are prohibited from installing applications and utilities on MVCA's computer system (including those downloaded from the Internet) and for which the use has not been expressly authorized by the MVCA Communication staff.
- Employees are expressly prohibited from loading or running any executable E-mail attachments, regardless of their source or content, without having the files reviewed and approved by the Communication staff.

4.3.4. Personal Protective Equipment (PPE)

Purpose: The MVCA is committed to the health and safety of its employees, PPE is legislatively required and can prevent many workplace injuries

Scope: This policy applies to all MVCA employees unless otherwise specified.

Policy:

Personal Protective Equipment

- Field services employees, conservation areas employees, and technical employees when working in the field are required to wear CSA approved safety footwear.
 - A maximum of one pair of safety footwear (leather or rubber) annually if needed are issued for permanent or contract-employees required to wear them or a maximum of \$200 will be contributed towards approved safety footwear. Purchase of new safety footwear must be approved by the employee's supervisor. Receipts must be provided for reimbursement and footwear must meet the CSA Green patch footwear standard.
- Protective clothing and equipment are provided for employees' use as required, these may include safety glasses and masks, work gloves, raincoats, waders, hard hats, respirators, ear protection, and CSA high visibility clothing, and any other specialty PPE that is approved by a supervisor or the Joint Health and Safety Committee.

- Employees must wear the necessary safety clothing and equipment to perform the job in compliance with the MVCA Health and Safety Policy and Procedures and the Occupational Health and Safety Act.
 - Any PPE that is damaged, broken, or in need of service or repair must be removed from service immediately and provided to the department Coordinator or Supervisor.
 - Safety items remain the property of the MVCA and must be returned, clean, and in good repair, at the end of each use or the termination of employment. Employees who fail to return items or who return damaged or unclean items may be assessed for any cost incurred by MVCA.

5.0 Indemnification

The MVCA undertakes and agrees to indemnify and save harmless its 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 judgment, reasonably incurred by any such Employee in respect of any civil, criminal or administrative action or proceeding to which any such Employee is made a party by reason of being an Employee of the MVCA (except in respect of an action by or on behalf of the MVCA to procure a judgment in its favour) and to the extent only that such costs, charges, and expenses aforesaid are not covered by insurance and if:

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

Appendix A: Performance Appraisals

General Information

Employees have a right to know how their performance is viewed and are entitled to an honest review and written appraisal of their performance by their Coordinator or Supervisor. This is achieved through the performance appraisal system.

A written record of each progress review or formal appraisal is prepared at least annually and kept by both the MVCA and the employee. The appraisal is signed by the Coordinator or Supervisor and the employee. Generally, performance appraisals are not placed in the employee's personnel file, with the following exceptions:

- Probationary Employees - Performance appraisals may be undertaken more frequently during a new employee's probationary period. These appraisals are included in a personnel file.
- Problem Employees - Where performance problems exist, documentation will be included in a personnel file.
- The performance appraisal system is an ongoing process through which job related goals are achieved by the joint efforts of the employees and Coordinators or Supervisors. A Performance appraisal involves:
 - Assessing an employee's work performance against job requirements through both formal and informal communications between the employee and the Coordinator or Supervisor on work related matters;
 - Assessing an employee's potential for development and providing the employee with an opportunity to make career goals known;
 - Providing a system or identifying performance problems and assisting in their resolution.

The basic element of the process is a contracting arrangement between the employee and the Coordinator or Supervisor in which they agree to the targets to be achieved. The targets can vary with the scope of the job. In task-based jobs, targets may be basic standards of quality and quantity of work. As job complexities increase, targets will increasingly reflect the employee's growth, improvement, and enrichment of job performance.

Ideally the steps in the process should be:

1. The Coordinator or Supervisor and the General Manager-Secretary Treasurer meet and agree on overall direction for the section, including the section's targets, plans, and goals.
2. The employee and the Coordinator or Supervisor have a preliminary discussion during which the purpose of the performance appraisal system is explained, the section's plans and objectives are reviewed, and the employee's position specification is reviewed for accuracy and completeness. A date is set for formal discussion.
3. The Coordinator or Supervisor and employee independently work on tasks or assignments from the last appraisal and develop ideas and suggestions in preparation for the performance review.

4. The Coordinator or Supervisor and the employee meet again and, through discussion, questioning and examination; try to develop three to six key targets that the employee and the Coordinator or Supervisor can agree upon. It is often appropriate to set targets in the areas of personal growth and developments to assure that the employee's training needs are clearly identified. Steps 2, 3, and 4 can usually be accomplished in one meeting.
5. These targets are reviewed by the General Manager-Secretary Treasurer to ensure compatibility with the MVCA's work plans and objectives.
6. The list of targets should include means and check points for measuring their achievement; minimum standards; reporting requirements; constraints to achievement; and support needs.
7. The process is not static and requires regular reviews of progress toward targets. Once the review is completed, a performance appraisal is prepared.

Responsibilities of the Coordinator or Supervisor:

- Ensure the employees know what is expected of them;
- Ensure that the targets are realistic and relevant to the needs of the organization;
- Provide guidance;
- Remove obstacles that may impede the employee's progress;
- Help the employee to identify problems and find solutions;
- Prepare a written appraisal based on the formal performance review;
- Pass performance appraisal information to the next level of supervision and seek assistance, if necessary;
- Document progress, review meetings or annual appraisal meetings and provide copies of such documentation to the Coordinator or Supervisor; assist employees to achieve career goals through training and development opportunities.

Responsibilities of the Employee

- Participate in setting targets for measuring performance;
- Regularly review personal performance against the performance targets;
- Keep the Coordinator or Supervisor informed about personal progress and to get help in solving problems during frequent informal reviews;
- Ask for direction when targets can't be met or when problems arise;
- Participate in formal review and planning sessions.

Responsibilities of the General Manager-Secretary Treasurer

- Ensure that the performance appraisals are conducted satisfactorily;
- Ensure that the Coordinator's, Supervisor's and the employee's goals are compatible with the MVCA's work plans and objectives.

Members Report #66-2022

To: Members, Maitland Valley Conservation Authority (MVCA)
From: Phil Beard, General Manager-Secretary Treasurer;
Danielle Livingston, Admin-Finance Coordinator
Date: December 15, 2022
Subject: Employee Assistance Program (EAP)

Purpose:

To obtain direction on the continuation of an Employee Assistance Program as part of MVCA's group health benefits and to determine the cost-share if the Members decide to support the continuation of the program.

Background:

At the 2020 November meeting, the membership provided direction to make an enhancement to the group benefit plan by adding an EAP for plan members to utilize in 2021. The direction included to follow the same cost-share that the other extended health benefits do.

The EAP provided through ComPsych Corporation gives plan members and their family confidential support, resources, tips and information for personal health, work-life issue and crisis prevention, 24 hours a day, 7 days a week. Following is an overview of services covered under the plan.

- **Counselling** providing support for an array of life challenges including, marital, relationship and family issues, stress, anxiety, depression, grief, loss, job pressures and substance abuse.
- **Work-life services** connecting members specialists who can provide qualified referrals and customized resources for child and elder care, moving, pet care, post-secondary education planning, home repair, buying a car, planning an event, selling a house and more.
- **Legal support services** connecting members with a licensed lawyer who can address your legal concerns such as divorce, custody, adoption, real estate, debt, immigration, bankruptcy, landlord/tenant issues, civil and criminal actions and more.
- **Financial information services** providing consultations with financial professionals to answer questions about budgeting, debt management, tax issues and other money concerns, simply by calling the toll-free number.

- **Wellness services** to provide tools and resources to help make positive lifestyle changes.
- **Guidance Resources** to ask questions and access timely, expert information on several topics – relationships, work, school, child and elder care, physical and financial wellness, legal issues and more.

In an anonymous survey, staff were asked if they would like to have the EAP to be a continued offering of the group benefit plan and provide comment on the EAP. Of the 12 staff who participated in the survey, 83% answered yes and 17% answered no.

The total service cost of the program is \$2.09 per employee per month. The cost to the MVCA when applying the same cost-share of other group benefits would be approximately \$300 annually based upon covering 20 group plan members.

Summary:

The EAP agreement with ComPsych follows an annual billing schedule and automatic renewal period unless written notice of cancellation is provided.

Recommendation:

THAT the Employee Assistance Program (EAP) continues to be included in MVCA's Group Health Benefits and follow the same cost-share and review terms as that of all other group health benefits.

Members Report #67-2022

To: Members, Maitland Valley Conservation Authority
From: Phil Beard, General Manager Secretary Treasurer
Date: December 9, 2022

Subject: Planning for 2023 Annual Meeting

Purpose:

To obtain direction on the agenda, time, and location for the 2023 Annual Meeting.

Background:

The Annual Meeting is scheduled to be held on Wednesday, February 15th.

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

The Annual Meeting is usually held in the council chambers of one of our Member municipalities.

Direction Needed:

1. Would the Members like to hold the Annual Meeting in the afternoon?
2. Would the Members like to hold the Annual Meeting at the Wroxeter Hall or in a meeting hall in a municipality?
3. Would the Members like to have a presentation and or speaker? If so what topics would you like covered?

Draft Agenda:

Staff recommends that we include the following on the agenda in order to keep the meeting focussed on the essential business that needs to be covered at the Annual Meeting.

1. Welcome and remarks by the Chair
2. Greetings from guests
3. Introduction of the Members of Maitland Conservation

4. Presentation of Staff Service Awards: Chair
5. Presentation to retiring Members: Roger Watt, Cheryl Matheson, Kevin Frieburger
6. Election of Officers (Maitland Conservation and Maitland Source Protection Authority)
 - a) Appointment of Presiding Officer and Scrutineers
 - b) Election of Chair for 2023
 - c) Election of Vice Chair for 2023
 - d) Election of 2nd Vice Chair for 2023
7. Adoption of Meeting Schedule for 2023
8. Next meeting date March 15, 2023
9. Adjournment

Recommendation:

THAT the Annual Meeting be held at ? p.m. on Wednesday, February 15th;
AND THAT the meeting be held at ?

Members Report #68-2022

To: Members
From: Phil Beard, General Manager/Secretary-Treasurer
Date: December 9, 2022

Subject: First Call for Declarations for Chair, Vice & Second Vice for 2023

Purpose:

To provide an opportunity for the Members to identify any possible candidates for Chair, Vice and Second-Vice for 2023.

Background:

It is the Members practice to provide an opportunity for any Member to declare whether they are interested in running for Chair, Vice or Second-Vice in the coming year. There is no requirement for anyone to put their name forward at this time.

This report is provided for the Members information and discussion. The call for declarations will also be included in the January 25, 2023 Members meeting agenda as well.

Members Report #69-2022

To: Members, Maitland Valley Conservation Authority
From: Kriss Snell, Chair; Phil Beard, Interim Executive Director; MCF
Date: December 12, 2022

Subjects: Fund Raising Update Maitland Conservation Foundation
& Request for GM to act as Interim Executive Director

Purpose:

To outline the funding that the MCF has raised to date for authority projects in 2023.
To request that the MVCA Members allow the GM-ST to act as Interim Executive Director to the MCF in 2023.

Background:

The Maitland Conservation Foundation is a non-profit charitable organization that has been established to raise money for projects undertaken by the Maitland Valley Conservation Authority.

The MCF is governed by a Board of Directors comprised of volunteers from the watershed. MVCA's General Manager Secretary Treasurer serves as Interim Executive Director for the MCF with the approval of the Members.

Board of Directors:

Chair, Kriss Snell; Vice Chair, Kate Procter

Directors: Ruth Knight, Jordan Nairn, Nigel Bellchamber, Ben Miltenburg, Francis Hogan and MVCA appointee, Matt Duncan.

Secretary-Treasurer: Lori Gordon

Inspired by Nature Campaign:

The Maitland Conservation Foundation has developed a funding campaign entitled "Inspired by Nature". See attached brochure.

Campaign Goal:

The Maitland Conservation Foundation set a goal of raising \$80,000 in 2022.

The MCF Board will identify the amount of funding that they will be able to provide to MVCA in 2023 at their January 31st meeting.

John Hindmarsh Environmental Trust Fund:

The Maitland Conservation Foundation is responsible for managing the JHETF. This fund has a separate Board of Directors that makes recommendations to the MCF Board regarding the projects that they would like to provide funding for. The JHETF Board can only allocate the interest on the fund as well as any additional revenue raised through their plant sale to projects each year.

The John Hindmarsh Environmental Trust Fund Board met on November 15th meeting and has committed to providing \$10,800 to help support a number of conservation area projects in 2023.

Interim Executive Director Support:

The MCF Board also passed a motion at their November 29th meeting to request that the MVCA allow the GM ST to serve as Interim Executive Director again in 2023.

Recommendation:

THAT the General Manager Secretary Treasurer continue to serve as Interim Executive Director to the MCF Board of Directors for 2023.

Your help is needed!



SCAN HERE. Donate today!

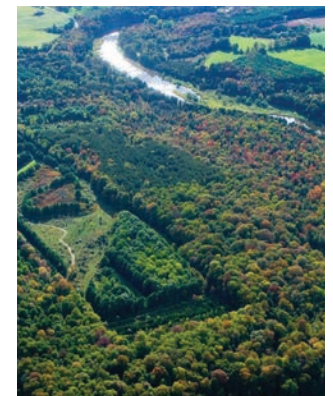
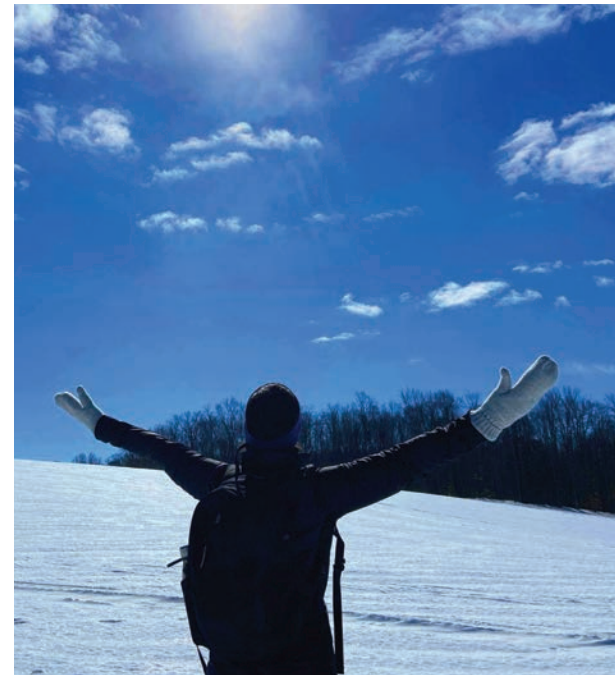


To learn more about the *'Inspired by Nature'* projects
and how you can support this campaign,
please contact the Maitland Conservation Foundation
519-335-3557 or **foundation@mvca.on.ca**



WE ARE

Inspired by Nature



YOU are the change!





Investing in Nature



Unfortunately, the Maitland River and its natural areas are extremely stressed from a changing climate. With your help, the MCF can improve the resiliency and health of the river and natural areas across the Maitland watershed for you, your children and your grandchildren to enjoy and be nourished by.

**Where rivers, forests and wildlife thrive -
PEOPLE THRIVE!**

Nature is vital to our health and well-being.

Please consider making a donation to our **'Inspired by Nature'** campaign today or through your will. Your generosity will help to ensure that everyone today, tomorrow, and for generations to come will be able to enjoy the wonders and splendour of the Maitland watershed!

Restoring Nature's Place

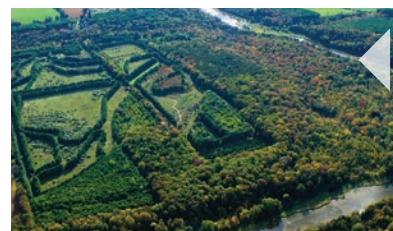
for all that lives in and relies upon healthy rivers, forests and wetlands across the watershed.



Fundraising Goal \$500,000

Improving Access to Nature

for everyone to more easily experience nature and access the facilities at conservation areas



Wawanosh Valley Conservation Area

Construction of a picnic shelter with washrooms; Benches along trails.

Naftel's Creek Conservation Area

Bridge; Boardwalk; Privy replacement.



Lake Wawanosh Conservation Area

Upgrading access points; Information kiosk

Fundraising Goal \$150,000

Members Report #70-2022

To: Members, Maitland Valley Conservation Authority
From: Chris Van Esbroeck, Stewardship Coordinator
Patrick Huber-Kidby, Planning and Regulations Supervisor
Stewart Lockie, Conservation Areas Coordinator
Date: December 14, 2022
Subject: Agreements Signed

Purpose:

To identify agreements that MVCA has signed.

1. OMAFRA COA Cover Crop and Drainage BMP Funding

Funding is being provided to the Healthy Lake Huron CA's to support promotion of cover crops and rural stormwater management BMPs. The project focuses on forming new collaborations with cover crop and drainage experts. ABCA has an agreement with OMAFRA and will administer funds to the other CA's including MVCA. The agreement runs until March 2024 and MVCA will receive a total \$60,000.

2. ECCC Shoreline Planning and Stream Restoration Funding

Environment and Climate Change Canada is providing funding to undertake two projects; Shoreline Resilience Planning and Stream Restoration. The Shoreline Resilience Planning component will focus on community engagement to develop natural based solutions for shoreline planning. Stream Restoration will focus on removing fish migration barriers in nearshore tributaries. The contribution agreement ends March 2025 and MVCA will receive a total of \$175,000.

3. Kilgour Tract- Land Use Agreement Renewal

In 2018, the MVCA entered into a land use agreement with the Maitland Trails Association for a section of the Maitland Trail which runs through the MVCA owned Kilgour Tract. This agreement outlined the responsibilities of the MTA for the maintenance, development, signage, inspections, and insurance requirements for the trail. A 5 year renewal agreement has been completed and signed by the MTA. The agreement requires signatures from the MVCA Chair, GM/ST and Conservation Areas Coordinator.

Recommendation:

THAT the Members support the signing of the OMAFRA COA Funding Agreement, ECCC Contribution Agreement, and the Kilgour Tract Land Use Agreement as outlined in Report #70-2022.

Members Report #71-2022

To: Member's, Maitland Valley Conservation Authority
From: Danielle Livingston, Administrative and Financial Services Coordinator
Date: December 13, 2022

Subject Corporate Services - Accounts Paid and Received for:
November 2022

Recommendation:

THAT the financial report be accepted as presented for the month o November 2022 ;
AND THAT accounts outlined in the appendix to this report be approved.

Financial Summary Report Ending November 2022	
Revenue Invoiced	\$81,744.23
Accounts Paid	\$326,244.63

Financial Status at Month Ending November 2022	
Bank Loans Outstanding	\$0.00
Bank Balance at Month End	\$1,854,988.66
Total	\$1,854,988.66

Maitland Valley Conservation Authority
Accounts Receivable November 30, 2022

Operating Budget Revenue

Corporate

Corporate Services	sale office support/rent office equipment	\$	14,444.06
	Drinking Water Source Protection rent/overhead	\$	220.00
	bank interest	\$	6,092.19
	Huron Clean Water Project administration	\$	457.33
		\$	21,213.58

Communications	sales and donations	\$	1,000.00
	GIS sales	\$	1,221.96
		\$	2,221.96

Total Corporate Services \$ 23,435.54

Flood Safety

Planning/Regulations	planning application fees	\$	345.00
	property advisory fees	\$	170.00
	solicitor inquires	\$	370.00
	CWMS/watercourse regulations	\$	100.00
	regulation applications	\$	1,420.00
		\$	2,405.00

Total Flood Safety Services \$ 2,405.00

Watershed Stewardship

Forestry	seedling planting plan fee	\$	2,750.00
	seedling user fees	\$	302.84
		\$	3,052.84

Total Watershed Stewardship Services \$ 3,052.84

Conservation Areas

FRCA	camping	\$	1,078.84
	donations	\$	335.00
		\$	1,413.84

MDO	property revenue	\$	4,792.86
		\$	4,792.86

Motor Pool	revenue	\$	3,944.22
		\$	3,944.22

Total Conservation Areas Operations \$ 10,150.92

Total Operating Budget Revenue	\$ 39,044.30
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Projects Budget Revenue

Watershed Stewardship

Middle Maitland Restoration reimbursement of expenses, donations	\$ 5,000.00
	\$ 5,000.00

Huron County Clean Water funding	\$ 29,576.24
	\$ 29,576.24

Rural Green Infrastructure funding HLH	\$ 4,000.00
	\$ 4,000.00

Total Watershed Stewardship Services	\$ 38,576.24
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Conservation Areas

Conservation Area Projects HCW funding	\$ 1,933.40
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Total Conservation Areas	\$ 1,933.40
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Special Projects

DWSP Transition Ausable Bayfield Conservation reimbursement	\$ 2,190.29
	\$ 2,190.29

Total Special Projects	\$ 2,190.29
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Total Project Budget Revenue	\$ 42,699.93
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Total Operating and Project Revenues	\$ 81,744.23
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Maitland Valley Conservation Authority
Expense Reports
As of November 30, 2022

Date	Num	Name	Amount
11/01/2022	Nov22EFT	Sun Life Financial	(5,743.00)
11/11/2022	24278	Bell Canada-properties	(465.16)
11/11/2022	24279	Maitland Trail Association	(750.00)
11/11/2022	24280	Wingham Columbus Centre	(310.50)
11/11/2022	24281	Bell Mobility (FRCA 501214021)	(272.66)
11/11/2022	24282	Midwest Co-op	(1,135.90)
11/11/2022	24283	Palmerston Rent-All Ltd.	(177.47)
11/11/2022	24284	Trevor Tout Custom Dozing Inc.	(233.91)
11/11/2022	24285	Glenn and Erma Hartung	(125.00)
11/11/2022	0320	ALS Canada Ltd.	(2,313.11)
11/11/2022	0321	Borrmann's Garage	(836.42)
11/11/2022	0322	ContinuIT Corp.	(6,794.14)
11/11/2022	0323	Foxton Fuels Limited	(257.20)
11/11/2022	0324	Ideal Supply Inc.	(680.34)
11/11/2022	0325	Mathew Shetler	(60.45)
11/11/2022	0326	Mid Western Newspapers	(729.35)
11/11/2022	0327	North Huron Publishing Company Inc.	(632.80)
11/11/2022	0328	Robert's Farm Equipment	(342.39)
11/11/2022	0329	RONA Hodgins	(33.19)
11/11/2022	0330	Sparlings Propane-Parkland Corporation	(4,613.42)
11/11/2022	0331	Ward & Uptigrove Consulting	(4,138.63)
11/11/2022	0332	Waste Management of Canada Corporation	(713.19)
11/11/2022	0333	Watson's Home Hardware	(131.19)
11/11/2022	0334	Westario Power Inc.	(30.91)
11/15/2022		Payroll	(41,126.73)
11/17/2022	24286	Campbell Scientific	(163.85)
11/17/2022	24287	Sid Burinsma Excavating Ltd.	(80,968.57)
11/17/2022	24288	Wightman Telecom Ltd.	(992.15)
11/17/2022	24289	CIBC Visa Centre	(3,478.08)
11/17/2022	24290	Greg Lamport	(2,000.00)
11/17/2022	24291	Schmidt's Power Equipment	(695.80)
11/17/2022	24292	Bell Mobility Inc. 500181172	(521.62)
11/17/2022	24293	Flatbed Central Inc.	(4,627.35)
11/17/2022	24294	E & M Martin	(3,390.00)
11/30/2022	24295	Canada Post	(1,039.60)
11/30/2022	24296	Garry Alderdice	(6,000.00)
11/30/2022	24297	Xerox Canada Ltd.	(110.80)
11/30/2022	24298	Elisabeth Windisch	(750.00)
11/30/2022	24299	Lisa B. Pot	(1,080.50)

11/30/2022	24300	Raymond Wilts	(1,900.00)
11/30/2022	24301	Megan Frayne	(750.00)
11/30/2022	24302	Bell Mobility Inc. 500181172	(513.82)
11/30/2022	24303	Charles C. Culbert	(610.20)
11/30/2022	24304	CDW Canada Inc.	(1,359.22)
11/30/2022	24305	Pine Environmental Canada Inc.	(787.08)
11/30/2022	24306	Schmidt's Power Equipment	(50.68)
11/30/2022	24307	Gordon Pryce	(750.00)
11/30/2022		Payroll	(41,837.34)
11/30/2022	0335	B.M. Ross & Associates Limited	(4,496.73)
11/30/2022	0336	Borrmann's Garage	(88.81)
11/30/2022	0337	Brandt Security	(22.60)
11/30/2022	0338	F.S. Partners	(306.18)
11/30/2022	0339	Hoskin Scientific Limited	(93.73)
11/30/2022	0340	James Kaye	(250.00)
11/30/2022	0341	Laurie Little	(119.92)
11/30/2022	0342	Mars-Bluewater Recycling Association	(247.74)
11/30/2022	0343	Municipality of Morris-Turnberry	(6,000.00)
11/30/2022	0344	North Huron Publishing Company Inc.	(85.77)
11/30/2022	0345	Robert's Farm Equipment	(2,373.00)
11/30/2022	0346	Sarah Gunnewiek	(596.07)
11/30/2022	0347	Verbinnen's Nursery Ltd.	(710.77)
11/30/2022	0348	Yellow Pages	(13.67)
11/30/2022	0349	Zuzek Inc.	(13,511.98)
11/30/2022	Nov22EFT	Minister of Finance	(2,552.46)
11/30/2022	Nov22EFT	OMERS	(28,969.48)
11/30/2022	Nov22EFT	Receiver General	(35,213.12)
11/30/2022	Nov22EFT	Workplace Safety & Insurance Board	(3,568.48)
		Total	(326,244.23)

Members Report #72-2022

To: Members, Maitland Valley Conservation Authority
From: Patrick Huber-Kidby, Planning & Regulations Supervisor
Date: December 8, 2022

Subject: Minor Mapping Updates:
Municipality of Morris-Turnberry & Town of Minto

Purpose:

To identify two minor mapping updates required by the completion of development permits: DEVo5/2020 (Minto) & DEVo5/2021 (Morris-Turnberry); and obtain approval to provide notice to the permit holders and respective municipalities of the change.

Background:

Permit **DEVo5/2020** was issued to MEX Developments Inc. on January 17, 2020, to place and grade fill for the purpose of future development. The effect of this fill and grading was to remove the majority of land subject to Draft Plan of Subdivision 23T-20201 from the flood hazard.

This subdivision received draft approval from Wellington County in December of 2021.

In spring/summer of 2022 updated survey information was provide sufficient to update the flood hazard limit and demonstrate the draft plan of subdivision is thereby removed from the hazard.

Topographic information was provided to S. Jackson at BM. Ross & Associates, and the current HEC-RAS floodplain model terrain was updated and re-run.

The resultant alterations are shown below:



Flood Hazard limit prior to grading work in the vicinity of Elora Street, Harriston, Town of Minto (Draft Plan of Subdivision 23T-20201) (red identifies the *floodway* of the two-zone floodplain)



Flood Hazard limit after grading work in the vicinity of Elora Street, Harriston, Town of Minto (Draft Plan of Subdivision 23T-20201) – (red identifies the *floodway* of the two-zone floodplain) - **NOTE:** Because lands to the west of the subdivision maintain a hydraulic connection via the Town's existing storm water system, it is appropriate the flood hazard mapping should remain there, even though the surface connection is no longer present.

Permit **DEV05/2021** was issued to Sheldon Baker (Canadian Crane Rentals) on January 13, 2021 for the construction of a parking shed and grading of the parking lot at 160 Potter Street, Lowertown Wingham, Morris-Turnberry.

The purpose of the grading work was to achieve the minimum depth criteria for the *flood fringe* of the two-zone floodplain, to come into effect after the approval of the new floodplain mapping for Wingham later that month.

Permit DEV05/2021 was carried out according to the conditions of the permit. All work was completed by June of 2022.

MVCA staff attended the site in June 2022, and surveyed the work area, confirming the elevation of the yard/-parking area, against local flood elevation benchmarks.

Once confirmed, the perimeter of this survey data was used to adjust the boundary between the *flood fringe* (less than 1 meter of depth) and *floodway* (1m or more of depth).

The adjusted boundary can be seen below:



Flood Hazard limit prior to grading work at 160 Potter Street, Lower Town, Municipality of Morris-Turnberry (red identifies the floodway of the two-zone floodplain) - **NOTE:** The above mapping was approved by MVCA Members after application was made for the grading work; prior to this approval mapping defined the property as entirely *flood fringe* up to the property lines.



Flood Hazard limit after the completion of DEVo5/2021 at 160 Potter Street, Lower Town, Municipality of Morris-Turnberry (red identifies the floodway of the two-zone floodplain)

Recommendation:

THAT approval is given to provide notice to the permit holders and respective municipalities, and post the proposed minor amendments for 30 days on the MVCA website, as per MVCA's Administrative Policies (2.2.1.3)