

05-23-BOD

Nottawasaga Valley Conservation Authority

May 26, 2023 at 9:00 AM EDT to May 26, 2023 at 12:00 PM EDT

Agenda

1. Events

Help plant trees in the Minesing Wetlands!

Date: Tuesday, May 16, 2023 9:00 AM - 3:00 PM

Location: Minesing Wetlands

Volunteer to plant trees in Innisfil

Date: Saturday, May 27, 2023 9:00 AM - 12:00 PM

Location: Innisfil

The Great Mansfield Outdoor Run

Date: Saturday June 3, 2023

Location: Mansfield Outdoor Centre

PA Day Camp Tiffin

Date: Friday, June 2, 2023 9:00 AM - 4:00 PM

Location: Tiffin Centre for Conservation

Conservation and Flyfishing

Date: Saturday June 17, 2023

Location: Cabela's Barrie

Camp Tiffin

Date: July 4 – September 1

Location: Tiffin Centre for Conservation

Junior Leadership Camp

Date: July 4 – September 1

Location: Tiffin Centre for Conservation

2. Call to Order

3. Land Acknowledgement

The Nottawasaga Valley Conservation Authority Board acknowledges that we are situated on the traditional land of the Anishinaabeg. The Anishinaabeg include the Odawa, Saulteaux, Anishinaabeg, Mississauga and Algonquin who spoke several languages including Anishinaabemowin and Potawatomi. We are dedicated to honouring Indigenous history and culture and committed to moving forward in the spirit of reconciliation and respect with all First Nation, Métis and Inuit people.

4. Declaration of Pecuniary and Conflict of Interest

5. Motion to Adopt the Agenda

Recommendation:

RESOLVED THAT: the agenda for the Board of Directors meeting #05-23-BOD dated May 26, 2023 be approved.

6. Announcements

Chair Little to recognize the retirement of Byron Wesson, Director, Conservation Lands.

Byron Wesson, Director, Conservation Lands to speak on his retirement.

7. Presentations

Fred Dobbs, Manager, Stewardship Services will conduct a presentation on NVCA's Watershed Stewardship Services Overview.

Recommendation:

RESOLVED THAT: the Board of Directors receive the presentation *NVCA's Watershed Stewardship Services Overview*.

8. Deputations

There are no deputations at this time.

9. Hearings

There are no hearings at this time.

10. Determination of Items Requiring Separate Discussion

Board Members are requested to identify items from the Consent List that they wish to have considered for separate discussion.

11. Adoption of Consent List and Identification of Items Requiring Separate Discussion

Recommendation:

RESOLVED THAT: agenda item number(s), _____ was identified as requiring separate discussion, be referred for discussion under Agenda Item #9; and

FURTHER THAT: all Consent List Agenda Items not referred for separate discussion be adopted as submitted to the board and staff be authorized to take all necessary action required to give effect to same; and

FURTHER THAT: any items in the Consent List not referred for separate discussion, and for which conflict has been declared, are deemed not to have been voted on or discussed by the individual making the declaration.

12. Consent List

12.1. Adoption of Minutes

Recommendation:

RESOLVED THAT: the minutes of the Board of Directors meeting 04-23-BOD dated April 28, 2023 be approved.

12.2. Staff Reports

12.2.1. Staff Report No. 20-05-23-BOD from Sheryl Flannagan, Director, Corporate Services

Recommendation:

RESOLVED THAT: the Board of Directors approve Staff Report No. 20-05-23-BOD regarding the Administrative Bylaws Update.

12.2.2. Staff Report No. 21-05-23-BOD from Ian Ockenden, Acting Watershed Science Supervisor

Recommendation:

RESOLVED THAT: the Board of Directors receive Staff Report No. 21-05-23-BOD the Watershed Monitoring Strategy for information.

12.2.3. Staff Report No. 22-05-23-BOD from Maria Leung, Senior Communications Specialist

Recommendation:

RESOLVED THAT: Staff Report No. 22-05-23-BOD regarding NVCA Communications – *April 15, 2023 – May 12, 2023*, be received.

13. Other Business

14. Adjourn

Recommendation:

RESOLVED THAT: this meeting adjourn at _____ to meet again on June 23, 2023 or at the call of the Chair.



NVCA Watershed Stewardship Services Overview

**for May 26, 2023
Board of Directors Meeting**

**by Fred Dobbs, Manager of
Stewardship Services**

Why Stewardship?

The need for clean water unites people in many different sectors!

Supporting a stewardship program represents a sound investment in protecting and enhancing water quality!

For example elevated levels of phosphorus (a nutrient) promote algae growth and represent a threat to water quality throughout the NVCA area!



Current Nottawasaga River Phosphorus Load is: 47 tonnes/year
Target Phosphorus Load is 25.5 tonnes /year that would allow us to meet the PWQO throughout the entire watershed!

The NVCA area experiences toxic algae blooms each summer caused by elevated phosphorus levels.

Implementing stewardship projects is the most cost-effective way of controlling phosphorus loading!

Why Stewardship?

Clean water and healthy fish habitats are vitally important for maintaining recreational opportunities and economic activity in the NVCA area!

Supporting a stewardship program represents a sound investment in protecting recreational opportunities and a multi-million \$ economy!

Note that for every \$1 provided by municipal levy, NVCA stewardship staff are able to leverage an additional \$5 for projects from grant applications and special partnerships!



Why Stewardship?

Healthy rivers, floodplains and wetlands provide green infrastructure for protecting watershed residents from property damage due to flooding and erosion.

Supporting a stewardship program represents a sound investment in protecting watershed landowners from economic impacts due to natural hazards.

Beeton June 23rd 2017 Flood

NVCA Watershed Stewardship Services Program

The NVCA Watershed Services Program completes in the ground projects through several sub-programs:

1. Healthy Waters Grant Incentive Program
2. River Restoration Program
3. Grassland Restoration
4. Volunteer Tree Planting
5. Phragmites Control



After: Fisheries Biologist Laura Wencink and Stewardship Manager Fred Dobbs (both from NVCA) stand in the stream that used to be below the earth dam. The dam was removed and work is being done to restore the healthy stream corridor and naturalize the area. Photo taken Sept. 25, 2020. Erika Engel/CollingwoodToday

Dam Removal – Petun Conservation Area

1. Healthy Waters Grant Incentive Program

Making Environmental Actions Easier

Services Provided Include:

- Outreach & Education Resources
- Free Site Visits and Technical Advice
- Grants & Cost-share
- High priority projects: coordinate volunteers, special fund-raising
- Listing of Local Contractors – NVCA Greenpages



Constructed Manure Storage



Healthy Waters Grant Incentive Program

Making Environmental Actions Easier

Projects Supported Include:

- Tree Planting and Vegetated Buffer Creation
- Livestock Exclusion Fencing along Rivers and Wetlands
- Native Grassland Restoration
- Planting Pollinator Strips
- Wetland Restoration and Construction
- Manure Management
- Well Decommissioning
- Agricultural Clean Water Diversions



Livestock Exclusion Fencing and Crossing



Example of Grant Guideline: Livestock Restriction Fencing from Streams and Wetlands

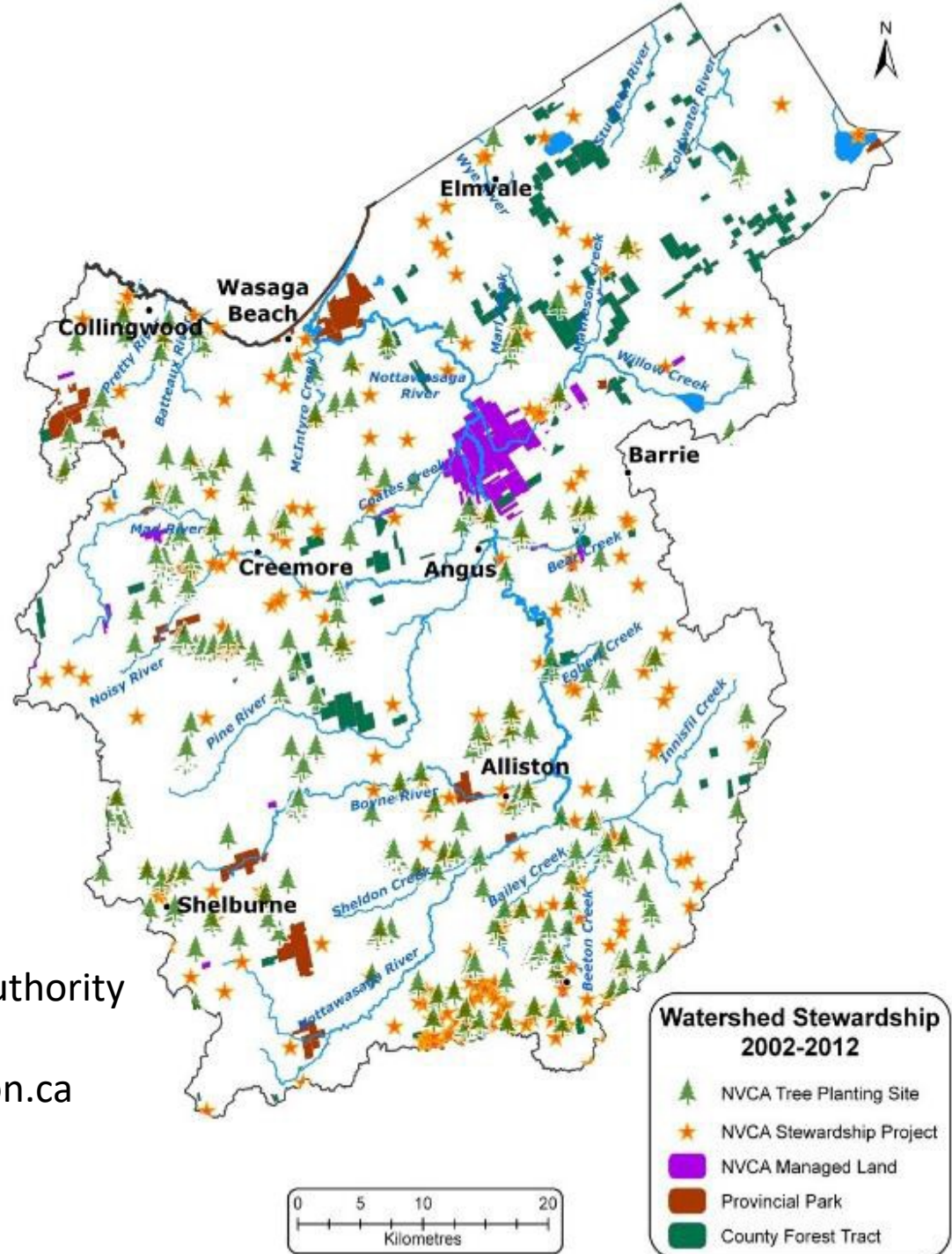
Projects*	GRANT RATE**	MAXIMUM GRANT	Project Conditions
Livestock Restriction Fencing (Self-installed)	100%	\$10,000 Up to \$12/m	Fencing adjacent to watercourse or wetlands to exclude livestock from these sensitive areas. > 5m (15 feet) from top of bank or valley-top
Livestock Restriction Fencing (Contractor Installed)	75%	\$10,000	> 5 m (15 feet) from the top-of-bank or valley-top Material costs only.
Alternative Watering Source	75%	\$2,000	Must be associated with new livestock restriction project. Watering: Installing new primary hydro lines is not eligible
Livestock Stream Crossing	75%	\$2,000	Must be associated with new livestock restriction project.

- » Livestock in and near streams and lakes cause fecal bacteria and nutrient pollution.
- » Improve water quality and stream health by establishing naturally vegetated buffers & restricting livestock access to watercourses and wetlands.
- » Eligible costs: materials and supplies; contract labour and fees.



Healthy Waters & Forestry Projects

Shannon Stephens
Healthy Waters Prog. Coord.
Nottawasaga Valley Conservation Authority
705-424-1497 ext 239
sstephens@nvca.on.ca www.nvca.on.ca



2. River Restoration Program

See Video: Restoring the Nottawasaga River



Contact: Laura Wensink
River Restoration Technician
Nottawasaga Valley Conservation
Authority
705-424-1497 ext 239
lwensink@nvca.on.ca www.nvca.on.ca



3. Grassland Restoration

Once common, over 97% of Southern Ontario's native grasslands have been lost.

They provides habitat for species at risk like bobolink and meadowlark as well as contributing to carbon sequestration, infiltration into groundwater and flood control.

NVCA seeded a total of 54ha in 2022-23 working in partnership with Forests Ontario Grassland Initiative, landowners, World Wildlife Fund, EcoAction, Nature Conservancy of Canada and Ontario Parks.



4. Volunteer Tree Planting Program

NVCA Stewardship services staff work with community groups, landowners and many other partners to deliver volunteer tree planting projects that address environmental needs throughout the watershed. In the spring of 2023, approximately 8,000 native tree and shrub seedlings will be planted on 40 different sites!

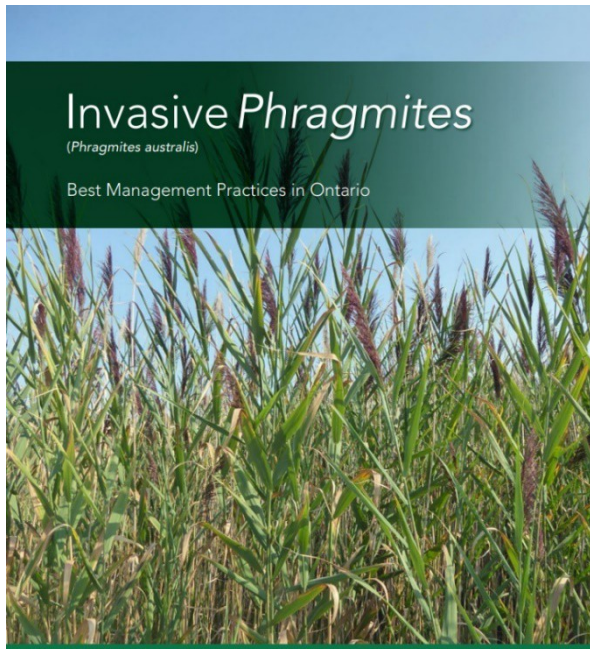


Sarah Campbell
Aquatic Biologist
Nottawasaga Valley Conservation
Authority
705-424-1497 ext 239
scampbell@nvca.on.ca www.nvca.on.ca



5. Control of Phragmites (Common Reed) on Georgian Bay Shoreline

NVCA Stewardship staff work with the Blue Mountain Watershed Trust, condominium associations, local municipalities and Georgian Bay Forever to deliver control programs for Phragmites (invasive common reed) along the Georgian Bay Shoreline. Thanks to this joint effort, which will continue into 2023, large stands of invasive Phragmites have been controlled and habitat for native wetland plants, turtles and birds in the Silver Creek coastal wetland, has been restored!



Improving species at risk habitat through
the management of invasive Phragmites



Questions?

**Please contact Fred Dobbs
Manager of Stewardship Services
Nottawasaga Valley Conservation Authority
705-424-1497 ext237
fdobbs@nvca.on.ca www.nvca.on.ca**





04-23-BOD Minutes **(DRAFT)**
Nottawasaga Valley Conservation Authority
Apr 28, 2023 at 9:00 AM EST
@ 8195 8th Line, Utopia ON, L0M 1T0

Attendance

Present:

Mayor Scott W. Anderson, Adjala-Tosorontio (Township); Cllr. Christopher Baines, Collingwood (Town); Cllr. Joe Belanger, Wasaga Beach (Town); Cllr. Nicole Cox, New Tecumseth (Town); Cllr. Kyle Fegan, Shelburne (Town); Cllr. Pieter Kiezebrink, Essa (Township); Chair Gail Little, Amaranth (Township); Deputy Mayor Paul Van Staveren Clearview (Township); Cllr. Kevin Eisses, Innisfil (Town); Mayor Janet Horner, Mulmur (Township); Mayor Darren White, Melancthon (Township); Cllr. Joel Loughead, Grey Highlands (Municipality); Cllr. June Porter, The Bule Mountains (Town); Vice-Chair Jonathan Scott, Bradford West Gwillimbury (Town)

NVCA Staff:

Sheryl Flannagan, Director, Corporate Services; Doug Hevenor, Chief Administrative Officer; Chris Hibberd, Director, Watershed Management Services; Byron Wesson, Director, Conservation Services; Christine Knapp, General Account; Megan Muxlow, Accounting & Payroll Clerk; Ian Ockenden, Acting Watershed Science Supervisor; Sarah Thompson, Acting Source Water Coordinator; Maria Leung, Senior Communications Specialist; Kerry Jenkins, Administrative Assistant/Recorder

Absent:

Mayor Jennifer Coughlin, Springwater (Township); Cllr. Gary Harvey, Barrie (City); Cllr. Ralph Manktelow, Mono (Town); Cllr. Richard Schell, Oro-Medonte (Township)

Guests:

Tiffany Cecchetto, KPMG

1. Events

Tiffin Nature Program - Full Day

Date: Every Thursday

Location: Tiffin Centre for Conservation

Tiffin Nature Program (Session 5: Mar-May) - Half Day

Date: Every Tuesday

Location: Tiffin Centre for Conservation

PA/PD Day Camp

Date: April 28, 2023 from 9 a.m. to 4 pm or until sold out

Location: Tiffin Conservation Area, 8195 8th Line, Utopia ON L0M 1T0

Arbor Day Tree Sale

Date: May 13, 2023 from 8 am – 12 pm or until sold out

Location: Tiffin Conservation Area, 8195 8th Line, Utopia ON L0M 1T0

Volunteer to plant trees in Creemore along the Mad River

Date: Saturday, May 6, 2023 9:00 AM - 12:00 PM

Location: 3391 Concession 3 Nottawasaga Road S, Creemore, ON

Volunteer to plant trees in Hockley

Date: Sunday, May 7, 2023 9:00 AM - 12:00 PM

Location: 308579 DUFFERIN COUNTY ROAD 7 (aka Hockley road).
Coordinates go to 308579 Hockley Rd Mono, ON L9W 2Z2

Volunteer to plant trees in Mansfield

Date: Saturday, May 13, 2023 9:00 AM - 12:00 PM

Location: 937341 Airport Road, Dufferin County Rd 18, Township of Mulmur.

2. Call to Order

Chair Little called the meeting to order at 9:00am.

3. Land Acknowledgement

The Nottawasaga Valley Conservation Authority Board acknowledges that we are situated on the traditional land of the Anishinaabeg. The Anishinaabeg include the Odawa, Saukteaux, Anishinaabeg, Mississauga and Algonquin who spoke several languages including Anishinaabemowin and Potawatomi. We are dedicated to honouring Indigenous history and culture and committed to moving forward in the spirit of reconciliation and respect with all First Nation, Métis and Inuit people.

4. Declaration of Pecuniary and Conflict of Interest

5. Motion to Adopt the Agenda

Recommendation:

RES: 27-23

Moved by: Cllr. Joe Belanger

Seconded by: Cllr. Nicole Cox

RESOLVED THAT: the agenda for the Board of Directors meeting #04-23-BOD dated April 28, 2023 be approved.

Carried;

6. Announcements

Chair Little sent out congratulations to Donna Jebb for becoming the Chair of NVCA's Agricultural Advisory Committee, Vice-Chair Jonathan Scott for advocating for Federal Funding Fresh Water Action Plan, Cllr. Christopher

Baines who got Collingwood Council to agree to plant native trees and Mayor Janet Horner who received Friends of Greenbelt award.

7. Presentations

7.1. 2022 Audit from Tiffany Cecchetto, CPA, CA, KPMG LLP

Tiffany Cecchetto, CPA, CA, KPMG LLP conducted a presentation regarding NVCA's 2022 Audit.

Recommendation:

28-23

Moved by: Cllr. Kyle Fegan

Seconded by: Cllr. Christopher Baines

RESOLVED THAT: the Board receives the presentation regarding NVCA's 2022 Audit; and

FURTHER THAT: the Board approves the 2022 Draft Financial Statements.

Carried;

7.2. Watershed Health Checks from Ian Ockenden, Acting Watershed Science Supervisor

Ian Ockenden, Acting Watershed Science Supervisor conducted a presentation regarding *Watershed Health Checks – The State of our Natural Resources*.

Recommendation:

29-23

Moved by: Cllr. Joe Belanger

Seconded by: Mayor Janet Horner

RESOLVED THAT: the Board of Directors receive the presentation *Watershed Health Checks – The State of our Natural Resources*.

Carried;

8. Deputations

There were no deputations.

9. Hearings

There were no hearings.

10. Determination of Items Requiring Separate Discussion

Board Members are requested to identify items from the Consent List that they wish to have considered for separate discussion.

11. Adoption of Consent List and Identification of Items Requiring Separate Discussion

Recommendation:

RES: 30-23

Moved by: Cllr. Pieter Kiezebrink

Seconded by: Mayor Darren White

RESOLVED THAT: agenda item number(s), _____ was identified as requiring separate discussion, be referred for discussion under Agenda Item #9; and

FURTHER THAT: all Consent List Agenda Items not referred for separate discussion be adopted as submitted to the board and staff be authorized to take all necessary action required to give effect to same; and

FURTHER THAT: any items in the Consent List not referred for separate discussion, and for which conflict has been declared, are deemed not to have been voted on or discussed by the individual making the declaration.

Carried;

12. Consent List

12.1. Adoption of Minutes

Recommendation:

Approved by Consent

Moved by: Cllr. Joel Loughead

Seconded by: Cllr. Christopher Baines

RESOLVED THAT: the minutes of the Board of Directors meeting 03-23-BOD dated on March 24, 2023 be approved.

12.1.1. Adoption of Agricultural Advisory Committee Meeting Minutes

Recommendation:

Approved by Consent

Moved by: Cllr. Kevin Eisses

Seconded by: Cllr. Pieter Kiezebrink

RESOLVED THAT: the minutes of the Agricultural Advisory Committee meeting 01-23-AAC dated on March 30, 2023 be approved.

12.2. Staff Reports

12.2.1. Staff Report No. 13-04-23-BOD from Kyra Howes, Manager, Lands & Operations

Recommendation:

Approved by Consent

Moved by: Deputy Mayor Paul Van Staveren

Seconded by: Cllr. June Porter

RESOLVED THAT: the Board of Directors receive Staff Report No. 13-04-23-BOD regarding the renaming of Minesing Wetland's Meadow Mouse Trail to the Harold Parker Memorial Trail

12.2.2. Staff Report No. 14-04-23-BOD from Sheryl Flannagan, Director, Corporate Services

Recommendation:

Approved by Consent

Moved by: Cllr. Christopher Baines

Seconded by: Mayor Scott W. Anderson

RESOLVED THAT: the Board of Directors approve Staff Report No. 14-04-23-BOD regarding the Administrative Bylaws Update.

12.2.3. Staff Report No. 15-04-23-BOD from Sheryl Flannagan, Director, Corporate Services

Recommendation:

Approved by Consent

Moved by: Cllr. Nicole Cox

Seconded by: Cllr. Kevin Eisses

RESOLVED THAT: the Board of Directors receive Staff Report No. 15-04-23-BOD regarding Board Member Per Diems; and
FURTHER THAT: the Board of Directors choose option #1.

12.2.4. Staff Report No. 16-04-23-BOD from Sheryl Flannagan, Director, Corporate Services

Recommendation:

Approved by Consent

Moved by: Mayor Janet Horner

Seconded by: Cllr. Joe Belanger

RESOLVED THAT: the Board of Directors receive Staff Report No. 16-04-23-BOD regarding the 2023 first quarter financials; and

FURTHER THAT: staff continue to monitor budget activities.

12.2.5. Staff Report No. 17-04-23-BOD from Doug Hevenor, Chief Administrative Officer

Recommendation:

Approved by Consent

Moved by: Mayor Janet Horner

Seconded by: Cllr. Nicole Cox

RESOLVED THAT: the NVCA recognizes the importance of the native maple tree, our arboreal emblem and we commit to always plant native maples whenever a maple is called for in any NVCA planting projects.

12.2.6. Staff Report No. 18-04-23-BOD from Maria Leung, Senior Communications Specialist

Recommendation:

Approved by Consent

Moved by: Mayor Darren White

Seconded by: Cllr. Joel Loughead

RESOLVED THAT: Staff Report No. 18-04-23-BOD regarding NVCA Communications – *March 11, 2023 – April 14, 2023*, be received.

13. Other Business

Deputy Mayor Paul Van Staveren informed the Board he will be bringing a motion to the table on May 8th to Clearview Council regarding re-opening Devils Land Provincial Park.

14. In-Camera - Board decided there was no need to go in-camera and proceeded with the below resolutions

14.1. Staff Report No. 19-04-23-BOD from Doug Hevenor, Chief Administrative Officer

Recommendation:

RES: 31-23

Moved by: Mayor Darren White

Seconded by: Cllr. Kevin Eisses

RESOLVED THAT: the Board of Directors approve Staff Report No. 19-04-23-BOD as presented; and

FURTHER THAT: the Board approve the use of funds up to \$35,000 from our Reserve Fund.

Carried;

14.2. Doug Hevenor, Chief Administrative Officer 2022 Annual Performance Review

Recommendation:

RES: 32-23

Moved by: Cllr. Pieter Kiezebrink

Seconded by: Cllr. Christopher Baines

RESOLVED THAT: the Board of Directors receive the Chief Administrative Officer's 2022 annual performance review and 2023 review for implementation.

Carried;

15. Adjourn

Recommendation:

RES: 33-23

Moved by: Cllr. Kevin Eisses

Seconded by: Cllr. Nicole Cox

RESOLVED THAT: this meeting adjourn at 10:33am to meet again on May 26, 2023 or at the call of the Chair.

Carried;



Staff Report: 20-05-23-BOD
Date: 26/05/2023
To: Chair and Members of the Board of Directors
From: Sheryl Flannagan
Director, Corporate Services

SUBJECT: Administrative Bylaws Update

Recommendation

RESOLVED THAT: the Board of Directors approve Staff Report No. 20-05-23-BOD regarding the Administrative Bylaws Update.

Purpose of the Staff Report

The purpose of this Staff Report is to receive approval to update the Administrative Bylaws for the Board of Directors.

Background

The Board of Directors approved the NVCA Administrative Bylaws August 24, 2018. There have been updates as required since then.

Issues/Analysis

Conservation Ontario is responsible for maintaining the templated Administrative Bylaws and they have completed some housekeeping changes. Additionally, there have been some changes to reflect the possibility of an agricultural sector member and the changes within the *Ontario Not-for-Profit Corporations Act* (ONCA). These changes were missed during the update at last month's meeting.

The proposed changes are in red in the attached document.

Relevance to Authority Policy/Mandate

Good administrative bylaws are critical and essential for operating under the *Conservation Authorities Act*.

Impact on Authority Finances

Staff time to prepare this report is addressed in the 2023 budget.

Climate Change Implications

There are no climate change implications related to this report.

Reviewed by:
Original Signed by
Sheryl Flannagan
Director, Corporate Services

Approved for submission by:
Original Signed by
Doug Hevenor
Chief Administrative Officer

Attachment #1 – Administrative Bylaws - Draft



Nottawasaga Valley Conservation Authority

Administrative Bylaws - Governance and Administrative Policies

Date Approved: August 24, 2018

Date of last Revision: May 26, 2023

Alternative formats available upon request.



Nottawasaga Valley
Conservation Authority

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Section 1 – Introduction

1.1 Welcome to the Nottawasaga Valley Conservation Authority

The Nottawasaga Valley Conservation Authority (NVCA) is a non-share corporation that was created in 1960 under The *Conservation Authorities Act*, R.S.O. 1990, c. C27 (the Act). Under Section 20 of the Act, our objects are “to establish and undertake, in the area over which [we] have jurisdiction, a program designed to further the conservation, restoration, development and management of natural resources other than gas, oil, coals and minerals”.

Under the Act, municipalities within a common watershed are enabled to petition the province to establish a Conservation Authority. The purpose of the Act is to provide for the organization and deliver programs and services that further the conservation, restoration, development and management of natural resources in watersheds in Ontario. The Authority is comprised of its 18 Members, 1 appointed as representatives by each Participating Municipality as per the following resolution:

Moved by: B. French

Seconded by: B. Meadows

RES: 113-16 RESOLVED THAT: Staff Report No. 78-11-16-BOD regarding a final NVCA Board reduction from 27 to 18 members be approved by the Board of Directors; and

FURTHER THAT: the NVCA/Municipal Memorandum of Agreement (MOA), appended to the Staff Report, for ongoing appointment of 18 members to the Board of Directors be approved; and

FURTHER THAT: the Chair and CAO be authorized to sign the MOA and circulate it to the 18 participating municipalities for approval and signature.

Carried Unanimously;

An additional member may be appointed to the authority by the Minister as a representative of the agricultural sector.

The NVCA has 18 member municipalities:

Township of Adjala-Tosorontio

Township of Amaranth

City of Barrie

Town of The Blue Mountains

Town of Bradford West Gwillimbury

Township of Clearview

Town of Collingwood

Township of Essa

Municipality of Grey Highlands

Town of Innisfil

Township of Melancthon

Town of Mono

Mulmur Township

Town of New Tecumseth

Township of Oro-Medonte

Town of Shelburne

Township of Springwater

Town of Wasaga Beach

Our Vision: Innovative watershed management supporting a healthy environment, communities and lifestyles.

Our Mission: Working together to lead, promote, support and inspire innovative watershed management.

Our Guiding Principles: We are committed to carrying out our responsibilities, providing services to our customers and working with our partners in a professional, accountable, responsible and dedicated manner.

We are:

- **an adaptive organization** - constantly striving to improve; committed to anticipating change and thinking strategically
- **a "can-do" organization** - collaborative, decisive and efficient, committed to finding solutions that work for all
- **a science-based organization** - committed to using the best available watershed science and knowledge to inform decisions
- **a professional organization** - authentic and credible, respectful of all and receptive to the ideas of others
- **an open organization** - approachable, committed to customer service excellence, honest, open, transparent and effective
- **a responsible organization** - trustworthy, committed to fiscal prudence and the responsible use of resources.

As an organization, we are committed to:

- protecting watershed communities from natural hazards
- promoting and protecting the value of the watershed and its resources
- working effectively with our municipal partners to deliver superb customer service

- partnering with the agricultural community to advance stewardship
- collaborating with the development industry to advance low impact development
- working with members of the environmental community to advance environmental sustainability
- developing watershed science, information and knowledge

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

1.2 Definitions

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

Ad-Hoc Committee means a committee of Members established by the Board of Directors from among the Members to study, consider and report back and make recommendations to the Board of Directors on any subject on which the authority has jurisdiction. An Ad-Hoc Committee has a defined timeframe.

Advisory Committee means a committee of Members established by the Board of Directors to provide program strategic direction recommendations to the Board of Directors

Authority means the Nottawasaga Valley Conservation Authority

Board of Directors shall mean the 18 Members of the 18 watershed municipalities appointed by the watershed municipality and forming a Board of Directors according to the population of the municipality

CAO/Secretary-Treasurer means Chief Administrative Officer of the Authority

Chair means the Chairperson as referenced in the Act as elected by the Members of the Authority

Fiscal Year shall mean the period from January 1 through December 31

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

Levy means the amount of costs apportioned to participating municipalities in accordance with the Act and Regulations under the Act.

Majority shall mean half of the votes plus one

Members shall mean the members appointed to the Authority by the participating municipalities in the Authority's area of jurisdiction and a member appointed to the

Authority by the Minister as a representative of the agricultural sector (if applicable) and effective act as directors as specified in the *Ontario Not-For-Profit Corporations Act (ONCA)*.

Minister means the Minister as defined in the Act.

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

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

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

Pecuniary Interest includes the financial or material interests of a Member and the financial or material interests of a member of the Member's immediate family.

Staff means employees of the Authority as provided for under Section 19(1) of the Act.

Vice-Chair means the Vice-Chairperson as elected by the members of the Authority.

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

Section 2 – Governance Policies

2.0 Board of Directors

2.0.1 Appointments

Participating Municipalities within the jurisdiction of the Nottawasaga Valley Conservation Authority ~~may shall~~ appoint Members in accordance with Section 14 of the Act. An additional agricultural sector representative may be appointed to the Authority by the Minister.

Appointed Mmembers must reside in a Participating Municipality within the Authority's area of jurisdiction. Participating municipalities must ensure that at least 70 percent of its appointees are selected from among the municipal council or apply to the Minister for permission to appoint less than this percent. Additional appointees may include citizens as well as an additional member who may be appointed by the Minister as a representative of the agricultural sector. and must be an elected member of municipal councils unless approval from the Minister has been obtained.

Collectively, the appointed Members for the purposes of this bylaw are also referred to as the General Membership.

2.0.2 Term of Member Appointments

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

2.0.3 Powers of the General Membership

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

- i. Approving by resolution, the creation of Committees and/or Advisory Boards, the members thereof and the terms of reference for these Committees and/or Advisory Boards;
- ii. Appointing a Chief Administrative Officer/Secretary-Treasurer;
- iii. Terminating the services of the Chief Administrative Officer/Secretary-Treasurer;
- iv. Approving establishing and implementing regulations, policies and programs;
- v. Awarding contracts or agreements where the approval of the Authority is required under the Authority's purchasing policy;
- vi. Approving by resolution, any new capital project of the Authority;
- vii. Approving by resolution, the method of financing any new capital projects;
- viii. Approving details on budget allocations on any new or existing capital projects;
- ix. Approving the total budget for the ensuing year, and approving the levies to be paid by the Participating Municipalities;
- x. Receiving and approving the Financial Statements and Report of the Auditor for the preceding year;
- xi. Authorizing the borrowing of funds on the promissory note of the Authority in accordance with subsection 3(5) of the Act;

- xii. Approving by resolution, any proposed ~~expropriation-acquisition~~ of land or disposition of land, subject to the requirements under the Act;
- xiii. Approving permits or refusing permission as may be required under any regulations made under Section 28 of the Act;
- xiv. Holding hearings required for the purpose of reviewing permit applications, and advising every applicant of their right to appeal the decision to the Minister through the ~~Mining and Ontario~~ Lands Tribunal.

2.0.4 **Member Accountability**

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

All Members have the responsibility to be guided by and adhere to the Code of Conduct (Appendix 2) and Conflict of Interest Policy (Appendix 3), as adopted by the Authority. Additionally, the agricultural representative appointed by the Minister will be required to follow the provincial ethical framework set out for government public appointees in the Management Board of Cabinet's Agencies and Appointments Directive.

Members are responsible for:

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

2.0.5 **Applicable Legislation**

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

- *Municipal Conflict of Interest Act*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Not-for-Profit Corporations Act, 2010*

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

2.0.6 **Relationship between Members and Staff**

The Chief Administrative Officer/Secretary-Treasurer shall manage the operations of the organization, including all employees of the Authority. The Chief Administrative Officer/Secretary Treasurer is accountable to the Authority, working cooperatively to achieve the goals established by the Members.

The General Membership will ensure that a process exists for regular performance evaluations of the Chief Administrative Officer/Secretary-Treasurer.

2.1 Duties of Officers

2.1.1 Responsibilities of the Chair of the Board include:

- i. Is a Member of the Authority;
- ii. Presides all meetings of the General Membership and ensures Meeting Procedures & Regulations are adhered to;
- iii. Calling special meetings if necessary;
- iv. Acting as a public spokesperson on behalf of the General Membership
- v. Reviewing and approving, time-sensitive grants/funding for special projects (not within the current budget) that cannot be presented to the BOD before the deadline date, has a value of less than \$100,000, and has no negative affect on the current budget or requires Board approval for additional levy funding;
- vi. Serves as signing officer for the Authority;
- vii. Ensures relevant information and policies are brought to the Authority's attention;
- viii. Represents the NVCA at Conservation Ontario Council meetings;
- ix. Keeps the General Membership apprised of significant issues in a timely fashion;
- x. Inspiring other Members with his/her own commitment of support, time and enthusiasm;
- xi. Performing other duties when directed to do so by resolution of the NVCA.
- xii. With input from the Board of Directors, complete the CAO's annual performance review process.

2.1.2 Responsibilities of the Vice-Chair of the Board include:

- xiii. Is a Member of the Authority;
- xiv. Attending all meetings of the Authority;
- xv. Carries out assignments as requested by the Chair;
- xvi. Understands the responsibilities of the Chair and acts as Chair immediately upon the death, incapacity to act, absence or resignation of the Chair until such time as a new Chair is appointed or until the Chair resumes his/her duties;
- xvii. Serves as a signing officer for NVCA.

2.1.3 Responsibilities of the Chief Administrative Officer/Secretary-Treasurer as assigned by the Authority include, but are not limited to the following:

- xviii. Is an employee of the Authority;
- xix. Attends all meetings of the General Membership or designates an acting CAO if not available;
- xx. Works in close collaboration with the Chair and Vice-Chair and keeps them apprised of relevant information and significant issues in a timely fashion;
- xxi. Develops a strategic plan for approval by the General Membership and implements short and long-range goals and objectives;
- xxii. Is responsible for the management of the operations of the Authority, including but not limited to; all staff, staffing requirements, staff performance, organizational structure and programs of the Authority;
- xxiii. Ensures resolutions of the Authority are implemented in a timely fashion;
- xxiv. Develops and maintains effective relationships and ensures good communications with Participating Municipalities, federal and provincial government ministries/agencies, Indigenous communities, other Conservation Authorities, Conservation Ontario, stakeholders, community groups and associations;
- xxv. Serves as a signing officer for the Authority;
- xxvi. Is the custodian of the Corporate Seal;
- xxvii. Fulfills the requirements of the Secretary-Treasurer as defined in the Act;
- xxviii. Keeps accurate records of meetings and accounts of the Authority;
- xxix. Acts as a public spokesperson for NVCA;
- xxx. Represents the NVCA at Conservation Ontario Council with the Board representative.

2.2 Absence of Chair and Vice-Chair

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

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

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

2.4 Representatives to Conservation Ontario Council

- 2.4.1 The Authority may appoint up to three Representatives to Conservation Ontario Council ("Council"), designated as Voting Delegate and Alternates(s). Council

will consist of the Voting Delegates appointed by each Member Conservation Authority. The Voting Delegate and Alternates shall be registered with Conservation Ontario annually. The NVCA shall appoint as per Section 2.1 above.

2.5 Election of Chair and Vice-Chair

- 2.5.1 The election of the Chair and one or more Vice-Chair shall be held at the annual general meeting in accordance with the Authority's Procedures for Election of Officers (Appendix 4). Successors to the positions of Chair and Vice-Chair shall be a Member from a different participating municipality from the incumbent. Upon application by an Authority or a participating municipality, the Minister may grant permission for a member who was appointed to the Authority by the same participating municipality that appointed the outgoing Chair or Vice-Chair to serve as Chair or Vice-Chair.
- 2.5.2 A chair or vice-chair appointed under subsection (1) shall hold office for a term of one year and shall serve for no more than two consecutive terms as per the *Conservation Authorities Act*
- 2.5.3 An authority in respect of which more than one participating municipality has been designated shall appoint chairs and vice-chairs from among the members appointed to the authority by each participating municipality on a rotating basis so as to ensure that a member appointed to the authority by a particular participating municipality cannot be appointed to succeed an outgoing chair or vice-chair appointed to the authority by the same participating municipality as per the *Conservation Authorities Act*.
- 2.5.4 Despite subsections 2.4.2 and 2.4.3, upon application using the template in Appendix 6, by an authority or a participating municipality, the Minister may grant permission to the authority or participating municipality to, subject to such conditions or restrictions as the Minister considers appropriate,
- (a) appoint a chair or vice-chair for a term of more than one year or to hold office for more than two consecutive terms; or
 - (b) appoint as chair or vice-chair of the authority a member who was appointed to the authority by the same participating municipality that appointed the outgoing chair or vice-chair.

2.6 Appointment of Auditor

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

2.6.2 The General Membership shall appoint an auditor for the coming year at the annual general meeting in accordance with Section 38 of the Act.

2.7 Appointment of Financial Institution

2.7.1 The General Membership shall appoint a financial institution to act as the Authority's banker by Resolution at the annual general meeting.

2.8 Appointment of Solicitor(s)

2.8.1 The General Membership shall appoint a solicitor(s) to act as the Authority's legal counsel by Resolution at the annual general meeting. This will include all types of legal counsel required by the Authority.

2.9 Financial Statements and Report of the Auditor

2.9.1 The General Membership shall receive and approve the Audited Financial Statements and Report of the auditor annually for the previous year at the April meeting (or if no meeting in April, at the next meeting).

2.9.2 The Authority shall forward copies of the Audited Financial Statements to the Minister and place them on the Authority's website for availability to the participating municipalities and to the public in accordance with Section 38 of the Act, within sixty (60) days of receiving the Auditor's report.

2.10 Borrowing Resolution

2.10.1 The Authority shall establish a borrowing resolution at the annual general meeting each year and such resolution shall be in force until it is superseded by another borrowing resolution.

2.11 Levy Notice

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

2.12 Signing Officers

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

- i. Any two of the following officers are designated and empowered to sign banking documents and cheques on behalf of the Authority: Chair, Vice-Chair; CAO/Secretary-Treasurer and the Director, Corporate Services;
- ii. Any two of the following officers are designated and empowered to sign contracts, agreements, and other documents on behalf of the Authority: Chair; Vice-Chair; CAO/Secretary-Treasurer or his/her designate in his/her absence and the Director, Corporate Services;
- iii. If the contract, agreement or other document for works and/or operations is related to the approved budget, the program director is authorized to be the first signing authority and one of the signing authorities as identified in Section 2.11.2 as the second;
- iv. Where the Chair considers there to be an emergency, the five signing officers of the Authority shall be empowered to act without approval of the General Membership.

2.12.2 Signing authority that was authorized by any previous Regulation or Bylaw is superseded by this bylaw.

2.13 Advisory/Ad Hoc and Other Committees

- 2.13.1 In accordance with Section 18(2) of the Act, the Authority shall establish such advisory/ad hoc committees as required by regulation and may establish such other committees as it considers appropriate to study and report on specific matters.
- 2.13.2 The General Membership shall approve the terms of reference for all such advisory/ad hoc and other committees, which shall include the role, the frequency of meetings and the number of members required.
- 2.13.3 Resolutions and policies governing the operation of the Authority shall be observed in all committee meetings.
- 2.13.4 Each committee shall report to the General Membership, presenting any recommendations made by the advisory board or committee.
- 2.13.5 The dates of all advisory board and committee meetings shall be made available to the General Membership.

2.14 Remuneration of Members

- 2.14.1 The Authority shall establish a per diem rate at the beginning of each four-year term to be paid to Members for attendance at Authority meetings and committee meetings.
- 2.14.2 A per diem will be paid for each meeting attended. If two NVCA meetings are held the same day, the Member will receive one per diem.

- 2.14.3 The Members will be responsible for advising the Director, Corporate Services of any per diems and mileage incurred for other than Board of Directors meetings, within 30 days of the per diem or mileage being incurred.
- 2.14.4 The Authority will reimburse Members' travel expenses, based on current CRA rate, incurred for the purpose of attending meetings and/or functions on behalf of the Authority on a quarterly basis via direct deposit.
- 2.14.5 Mileage rates for the NVCA are based on the annual posted Canada Revenue Agency rate
- 2.14.6 Meal, accommodation, transportation and conference/workshop/seminar expenses for Members while on NVCA business that are approved by the Chair shall be reimbursed in accordance with the Authorities Expense Policy.
- 2.14.7 In the event of a scheduled meeting being adjourned for lack of quorum, those attending a meeting so adjourned shall be entitled to receive the per diem rate and expenses.
- 2.14.8 An honorarium for the Chair and Vice-Chair will cover expenses outside Authority approved committees, including related business meetings, cheque signing, contract signing, special events, etc. They shall receive an annual honorarium as follows:
 - i. Chair - \$2,500
 - ii. Vice-Chair - \$1,500
- 2.14.9 Remuneration of the Member appointed by the Minister as a representative of the agricultural sector is at the expense and discretion of the Province.

2.15 Records Retention

- 2.15.1 The Authority shall keep full and accurate records including, but not limited to:
 - i. Minutes of all meetings of the Authority, including registries of statements of interest in accordance with the *Municipal Conflict of Interest Act*;
 - ii. Assets, liabilities, receipts and disbursements of the Authority and Financial Statements and Reports of the Auditors;
 - iii. Human Resources files for all employees and Members as applicable;
 - iv. Workplace Health & Safety documents including workplace inspections, workplace accidents, investigations, etc.;
 - v. Electronic communications including emails;
 - vi. Contracts and Agreements entered into by the Authority;
 - vii. Strategic Plans and other documents providing organizational direction;
 - viii. Projects of the Authority;
 - ix. Technical studies and data gathered in support of Programs of the Authority;

- x. Legal proceedings involving the Authority;
- xi. Incidents of personal injury or property damage involving the Authority and members of the public.

2.15.2 Such records shall be retained and protected in accordance with all applicable laws and per the approved Records Retention Policy of the Authority.

2.16 Records Available to Public

2.16.1 Records of the Authority shall be available to the public as required pursuant to the *Municipal Freedom of Information and Protection of Personal Privacy Act* (MFIPPA) and further to O.Regulation 400/22 Information Requirements.

2.16.2 The Authority shall designate a head of the Authority, generally the Director, Corporate Services for the purposes of MFIPPA at the Annual General Meeting.

2.17 Bylaw Review

2.17.1 In accordance with the Act, these bylaws shall be reviewed by the Authority to ensure the bylaws are in compliance with the Act and any other relevant law. The General Membership shall review the bylaws at a minimum of once per four year term to ensure best management practices in governance are being followed.

2.18 Bylaw Available to Public

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

2.19 Enforcement of Bylaws and Policies

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

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

2.19.3 The Chair will inform the Board of the breach and a letter will be forwarded to the Member's Mayor and Council advising of said breach. The decision for the

Member to continue representing their municipality will be determined by the Member's Mayor and Council.

- 2.19.4 Should a Member of the Board of Directors allege that another Member has breached the Code of Conduct, the said breach will be communicated to the Chair or in his/her absence, the Vice-Chair, with a copy to the CAO/Secretary-Treasurer, in writing. The Chair will present the issue to the Board of Directors at an 'In-Camera' session.
- 2.19.5 The Member alleged to have breached the Code of Conduct will be given the opportunity to speak to the issue in accordance with the rules of meeting procedure as set out in these bylaws. The Member may be asked to leave the meeting so that the Board can deliberate the issue.
- 2.19.6 Should it be concluded, by two thirds majority vote, that a Member has breached the Code of Conduct and Confidentiality Agreement, a letter will be forwarded to the Members Mayor and Council or the appointing Minister, by the Chair or in his/her absence, the Vice-Chair, advising of said breach. The decision for the Member to continue representing their municipality will be determined by the Mayor and Council of that municipality.
- 2.19.7 A Member cannot appeal the decision of the Board.

2.20 Indemnification of Members, Officers and Employees

- 2.20.1 The Authority undertakes and agrees to indemnify and save harmless its Members, Officers and Employees and their heirs and legal representatives, respectively, from and against all costs, charges and expenses, including all amounts paid to settle an action or satisfy any judgement, reasonable incurred by any such Member, Officer, or Employee in respect of any civil, criminal or administrative action or proceeding to which any such Member, Officer or Employee is made a party by reason of being a Member, Officer or Employee of the Authority (except in respect of an action by or on behalf of the Authority to procure a judgement in its favour) if as follows:
 - i. Such Member, Officer or Employee acted honestly, in good faith with a view to the best interests of the Authority and within the scope of such Members, Officers or Employees duties and responsibilities;
 - ii. In the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty that such Member, Officer or Employee had reasonable grounds for believing that the conduct was lawful.

Section 3 - Meeting Procedures

The Meeting Procedures below governing the procedure of the Authority shall be observed in all Advisory/Ad-Hoc and Other Committees, as far as they are applicable, and the name of the Committee may be substituted for the word Authority as applicable. . When the Authority is sitting as a Hearing Board, hearings will meet the requirements of the Statutory Powers and Procedures Act SPPA, the details of which are specified in the NVCA's Hearing Procedures.

3.1 Rules of Procedure

- 3.1.1 In all matters of procedure not specifically dealt with under the Act and this Bylaw, the current edition of Robert's Rules of Order will be followed.
- 3.1.2 The Authority will normally conduct its business as a committee of the whole.

3.2 Notice of Meeting

- 3.2.1 The General Membership shall approve a schedule for regular meetings in advance and shall be posted on the NVCA website.
- 3.2.2 Notice of regular meetings will be circulated by the Authority office and posted on the NVCA website at least five business days prior to the meeting date.
- 3.2.3 Notice of any meetings shall indicate the time and place of that meeting and the agenda for the meeting.
- 3.2.4 All material, correspondence and written notice of motion to be dealt with by the Authority at a meeting will be submitted to the CAO/Secretary-Treasurer at least fourteen (14) days in advance of the meeting in question.
- 3.2.5 The chair may, at his/her pleasure, call a special meeting of the Authority as necessary on a minimum of 72 hours' notice in writing or email. That notice shall state the business of the special meeting and only that business shall be considered at that special meeting.
- 3.2.6 Any Member of the Board, with 50% of the Members plus one other Member, may request the Chair to call a meeting of the Board and the Chair will proceed to give notice of a meeting within three days of such request. Such meeting shall be a special meeting and shall be held on three days' written notice.
- 3.2.7 The Chair or the CAO/Secretary-Treasurer may postpone or cancel any meeting until the next scheduled date for the specific committee affected provided notice in writing or email is delivered to the Members so as to be received by them at least 12 hours before the hour appointed for the meeting.

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

3.3 Meetings Open to Public

- 3.3.1 All meetings of the General Membership and committees, if applicable, shall be open to the public. Where possible, the Authority will provide for alternative means for the public to participate in meetings electronically.
- 3.3.2 A meeting or part of a meeting may be closed to the public if the subject matter being considered is identified in the closed meeting section of the Agenda or arises during a meeting requiring that it be closed to the public at the time that the matter is raised at a meeting, and subject matter meets the criteria for a closed meeting as defined in this bylaw.
- 3.3.3 Members of the public who constitute an audience during a Board of Directors meeting may not:
- i. Address the Board of Directors without permission;
 - ii. Interrupt any speech or action of the Members, or any other person addressing the Board of Directors;
 - iii. Display or have in their possession any picket signs, placards, or other forms of written messages deemed inappropriate by the Chair.

3.4 Agenda for Meetings

- 3.4.1 Authority staff, under the supervision of the CAO shall prepare, for the use of Members at all regular meetings of the Authority, an agenda which shall include, but not necessarily be limited to, the following headings:
- i. Adoption of the Agenda;
 - ii. Declarations of Pecuniary and Conflict of Interest;
 - iii. Announcements;
 - iv. Presentations;
 - v. Deputations;
 - vi. Hearings;
 - vii. Consent Agenda List;
 - viii. Adoption of Minutes;
 - ix. Correspondence;
 - x. Staff Reports;
 - xi. Closed Session;
 - xii. Other Business;

xiii. Adjournment.

- 3.4.2 The agenda for special meetings of the Authority shall be prepared as directed by the Chair.
- 3.4.3 Agendas for meetings shall be shared/made available to all Members at least 5 calendar days in advance of the meeting. Such agendas shall be made available to the public on the Authority's website at the same time, unless the meeting is closed to the public in accordance with this bylaw. Such agendas shall also be available in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if request by interested parties.

3.5 Quorum

- 3.5.1 At any meeting of the General Membership or committee, a quorum consists of one-half (1/2) of its appointed Members. The Member appointed by the Minister to represent agricultural interests is not part of quorum.
- 3.5.2 If there is no quorum within one-half hour after the time appointed for a meeting, the Chair for the meeting shall declare the meeting adjourned due to a lack of a quorum, or shall recess until quorum arrives and the recording secretary shall record the names of the Members present and absent.
- 3.5.3 If during the course of a meeting a quorum is lost, then the Chair shall declare that the meeting will stand adjourned, until the date of the next regular meeting or other meeting called in accordance with the provisions of this bylaw.
- 3.5.4 Agenda items including delegations present may be covered and presented and issues discussed, but no formal decisions may be taken by the remaining Members which do not constitute a quorum.
- 3.5.5 Where the number of Members who refrain from a meeting or part of a meeting, due to the declaration of a conflict of interest is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, the remaining number of Members shall be deemed to constitute a quorum.

3.6 Order of Business

- 3.6.1 The business of the Authority shall be taken up in the order in which it stands on the agenda unless otherwise decided by a majority of those Members present.
- 3.6.2 No Member shall present any matter to the Authority for its consideration unless the matter appears on the agenda for the meeting of the Authority or leave is granted to present the matter by the affirmative vote of a majority of the Members present.

3.7 Debate

- 3.7.1 The Authority shall observe the following procedures for discussion/debate on any matter coming before it:
- i. A Member shall be recognized by the Chair prior to speaking;
 - ii. Where two or more Members rise to speak, the Chair shall designate the Member who has the floor, who shall be the Member who in the opinion of the Chair was first recognized;
 - iii. All questions and points of discussion shall be directed through the Chair;
 - iv. Where a motion is presented, it shall be moved and seconded before debate;
 - v. No Member shall speak more than once to the same questions without leave from the Chair, except in explanation of a material part of the speech;
 - vi. No Member shall speak more than 5 minutes without leave of the Chair;
 - vii. Any Member who has presented a motion, other than a motion to amend or dispose of a motion, may speak again to the motion immediately before the Chair puts the motion to a vote;
 - viii. When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn, or to extend the hour of closing the proceedings;
 - ix. When a motion is under consideration, only one amendment is permitted at a time;
 - x. All other rules will be referred to Roberts Rules of Order.

3.8 Matters of Precedence

- 3.8.1 The following matters shall have precedence over the usual order of business:
- i. A point of order;
 - ii. A matter of privilege;
 - iii. A matter of clarification;
 - iv. A motion to suspend a rule of procedure or to request compliance with the rules of procedure;
 - v. A motion that the question be put to a vote;
 - vi. A motion to adjourn;
 - vii. All others as mentioned in Robert's Rules of Order.

3.9 Members Attendance

- 3.9.1 The Authority shall provide a listing of Members' attendance at scheduled meetings of the Authority to the Participating Municipalities annually with the remuneration received.

- 3.9.2 Upon a Member’s vacancy due to death, incapacity or resignation occurring in any office of the Authority, the Authority shall request the municipality that was represented by that Member appoint a Member replacement.
- 3.9.3 In the event that a municipally appointed Member misses three consecutive meetings without due notice, the Authority will advise the Member’s municipality of the unaccountable absences.
- 3.9.4 If a Member is unable to be in attendance at any regular scheduled meeting and wishes to bring to the attention of the General Membership any additional information or opinion pertaining to an agenda item, the Member shall address in writing to the Chair and CAO/Secretary-Treasurer such correspondence prior to the start of the meeting. The correspondence shall be read aloud by the CAO/Secretary-Treasurer without comment or explanations.

3.10 Electronic Meetings and Participation

- 3.10.1 Electronic meetings are permitted and the Meeting Procedures identified in this by-law apply.
- 3.10.2 A Member can participate electronically in a meeting that is open or closed to the public and in either case may be counted in determining whether or not a quorum of members is present at any point in time.
- 3.10.3 Electronic meetings must permit all participants to communicate adequately with each other during the meeting. For open electronic meetings, the public must be able to participate in the meeting electronically and be able to observe all that Members can hear and see at the meeting.

3.11 Electronic Participation during Emergencies

- 3.11.1 During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under section 4 or 7.1 of the *Emergency Management and Civil Protection Act*, that may prevent the General Membership from meeting in person, a Member may participate in meetings electronically and shall have the ability to:
- i. Hold a special meeting to amend a bylaw.
 - ii. That members of the authority be permitted to participate in meetings electronically and register votes when participating electronically.
 - iii. That any member of the authority who is participating electronically in a meeting may be counted in determining whether a quorum of members is present at any point in time during the meeting.
 - iv. That any member of the authority can participate electronically in a meeting that is closed to the public.

- i. At the beginning of the closed meeting a roll call will occur confirming the member's connection and ensuring all members are in a private setting.

- 3.11.2 During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.1 of the *Emergency Management and Civil Protection Act*, that may prevent the General Membership from meeting in person, any date or timeline requirement established under any Section in this By-law shall be postponed until such time as the General Membership can reasonably address the issue.
- 3.11.3 During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.1 of the *Emergency Management and Civil Protection Act*, the Authority shall implement best practices to make meetings of the Authority open to the public in accordance with Subsection 15(3) of the Act. Where possible, the Authority will provide for alternative means for the public to participate in meetings electronically.
- 3.11.4 During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.1 of the *Emergency Management and Civil Protection Act*, that may prevent the General Membership from meeting in person, any hearing or appeal dealt with in this By-law may be conducted electronically with provisions for applicants and their agents to participate if the Authority decides to hold any such hearing or appeal.
- 3.11.5 Voting during an electronic meeting will be done through the Board software (currently BoardBookIt) within a Chair specified timeframe and shall be binding.

3.12 Deputations

- 3.12.1 Any person or organization who wishes to address the Authority may make a request using the form found on the NVCA website and stating the preferred and alternate dates of the proposed deputation to the CAO/Secretary-Treasurer. The request should include a brief statement of the issue or matter involved and indicate the name of the proposed speaker(s).
- 3.12.2 The Chair and CAO/Secretary-Treasurer will discuss and determine the meeting for which the deputation will be included and notify the requester. It is not necessarily the preferred or alternate date due to the agenda size/matters already at hand.
- 3.12.3 Except by leave of the Chair or appeal by the leave of the meeting, delegations shall be limited to one (1) speaker for not more than ten (10) minutes.

- 3.12.4 Speakers will be requested to speak only to the matter of business as per the request on the submitted form and will be requested not to repeat what has been said by previous speakers regarding the same matter. A returning deputation will only be allowed to speak again if new, relevant information has become available since their previous presentation. The Chair may choose to end a returning deputation's presentation if, in the opinion of the Chair, the new information being presented is not relevant to a decision facing the General Membership.

3.13 Hearings

- 3.13.1 When a hearing is required under the *Conservation Authorities Act* Section 28, Subsections 12, 13, and 15, the Members shall form a tribunal for the purpose of such a hearing, and follow the guidelines and procedures as set out in the Authority's Planning Policy entitled, "Hearing Procedures for Applications Made Under the *Conservation Authorities Act*".

3.14 Annual Meeting

- 3.14.1 The Authority shall designate one meeting of the General Membership each year as the annual meeting, normally to be held on the 4th Friday of January and shall include the following items on the agenda, in addition to the normal course of business:
- i. Election of Officers (Chair, Vice-Chair);
 - ii. Appointments as per Sections 2.3, 2.4, 2.5, 2.6, 2.7, 2.9 of these bylaws;
 - iii. The appointment of the Director, Corporate Services as the Head of the Authority for purposes of the *Municipal Freedom of Information and Protection of Privacy Act*.

3.15 Closed Session Meetings

- 3.15.1 Every meeting of the General Membership and committees shall be open to the public as per Section 15(2) of the Act, subject to the exceptions set out below.
- 3.15.2 Meetings may be closed to the public if the subject matter being considered relates to:
- i. The security of the property of the Authority;
 - ii. Personal matters about an identifiable individual, including employees of the Authority;
 - iii. A proposed or pending acquisition/disposition/leasing of land for Authority purposes;
 - iv. Labour relations or employee negotiations;

- ~~iv-v.~~ iv-v. Litigation or potential litigation, including matters before administrative tribunals (e.g. Ontario Land Tribunal), affecting the Authority;
- ~~v-vi.~~ v-vi. Advice that is subject to solicitor-client privilege;
- ~~vi-vii.~~ vi-vii. A matter in respect of which the General Membership or committee or other body may hold a closed meeting under another Act;
- ~~vii-viii.~~ vii-viii. Information explicitly supplied in confidence to the Authority by Canada, a province or territory or a Crown agency;
- ~~viii-ix.~~ viii-ix. A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Authority, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of person, or organization;
- ~~ix-x.~~ ix-x. A trade secret or scientific, technical, commercial or financial information that belongs to the Authority and has monetary value or potential monetary value;
- ~~x-xi.~~ x-xi. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Authority;
- ~~xi-xii.~~ xi-xii. The subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), and the designated head of the Authority for the purposes of MFIPPA is present.

- 3.15.3 Before holding a meeting or part of a meeting that is to be closed to the public, the Members shall state by resolution during the open session of the meeting that there will be a meeting closed to the public and the general nature of the matter to be considered at the closed meeting. Once matters have been dealt with in a closed meeting, the General Membership shall reconvene in an open session.
- 3.15.4 The General Membership shall not vote during a meeting that is closed to the public, unless:
- i. The meeting meets the criteria outlined in this bylaw to be closed to the public;
 - ii. The vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Authority.
- 3.15.5 Any materials presented to the Board of Directors during a closed meeting will be returned by each Member of the Board to the CAO/Secretary-Treasurer (or other staff present) prior to departing from the meeting and shall be treated in accordance with the Authority's procedures for handling confidential material.
- 3.15.6 A meeting of the Authority or committee may also be closed to the public if:
- i. The meeting is held for the purpose of education or training the Members;

- ii. At the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Authority or committees.

3.16 Voting

3.16.1 In accordance with Section 16 of the Act:

- i. Each Member is entitled to one vote;
- ii. A majority vote of the Members present at any meeting is required upon all matters coming before the meeting.

3.16.2 Where a member has been appointed by Minister as a representative of the agricultural sector, the member shall not vote on: a resolution to enlarge an authority's area of jurisdiction; a resolution to amalgamate the Authority with another conservation Authority; a resolution to dissolve the Authority; or a resolution related to any budgetary matter.

3.16.3 According to the above, the Chair is entitled to vote.

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

3.16.45 On a tie vote, the motion is lost.

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

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

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

3.16.89 At the meeting of the Authority at which the non-matching levy is to be approved, the CAO/Secretary-Treasurer shall conduct the vote to approve the non-matching levy by a weighted majority of the Members present and eligible to vote, in accordance with Ontario Regulation 139/96.

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

3.16.1~~10~~ Except as required for the election of Chair, Vice-Chair, no vote shall be taken by ballot or by any other method of secret voting and every vote so taken is of no effect.

3.17 Notice of Motion

- 3.17.1 Written notice of motion to be made at an Authority or committee meeting may be given to the CAO/Secretary-Treasurer by any Member of the Authority not less than 15 days prior to the date and time of the meeting and shall be forthwith placed on the agenda of the next meeting. The CAO/Secretary-Treasurer shall include such notice of motion in full in the agenda for the meeting concerned.
- 3.17.2 Recommendations included in reports of committees that have been included in an agenda for a meeting of the General Membership, shall constitute notice of motion for that meeting.
- 3.17.3 Recommendations included in staff reports that have been included in an agenda for a meeting of the General Membership, shall constitute notice of motion for that meeting.
- 3.17.4 Notwithstanding the foregoing, any motion or other business may be introduced for consideration of the Authority provided that it is made clear that to delay such motion or other business for the consideration of an appropriate committee would not be in the best interest of the Authority and that the introduction of the motion or other business shall be upon an affirmative vote of a majority of the members of the Authority present.

3.18 Duties of the Chair

- 3.18.1 It shall be the duty of the Chair, with respect to any meetings over which he/she presides, to:
- i. Preserve order and decide all questions of order, subject to appeal and without argument or comment, state the rule applicable to any point of order if called upon to do so;
 - ii. Ensure that the public in attendance does not in any way interfere or disrupt the proceedings of the Board;
 - iii. Receive and submit to a vote all motions presented by the Members which do not contravene the rules and regulations of the Authority;
 - iv. Announce the results of the vote on any motions so presented;
 - v. Adjourn the meeting when business is concluded;
 - vi. Adjourn the sitting without a question being put or suspend or recess the sitting for a time to be named if considered necessary.

3.19 Conduct of Members

- 3.19.1 Members shall maintain a high standard for conduct and at all times comply with applicable laws and the Authority's Code of Conduct (Appendix 2).
- 3.19.2 No Member at any meeting of the Authority shall:
- i. Speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;
 - ii. Leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared;
 - iii. Interrupt a Member while speaking, except to raise a point of order or a question of privilege;
 - iv. Speak disrespectfully or use offensive words against the Authority, the Members, staff, or any member of the public;
 - v. Speak beyond the question(s) under debate;
 - vi. Resist the rules or disobey the decision of the Chair on the questions or order or practices or upon the interpretation of the Bylaws.

3.20 Minutes

- 3.20.1 The CAO/Secretary-Treasurer will undertake to have a recording secretary in attendance at meetings of the Authority and committees. The recording secretary shall make a record in the form of minutes of the meeting proceedings and in particular shall record all motions considered at the meeting.
- 3.20.2 If a recording secretary is not present in a closed session, the CAO/Secretary-Treasurer or designated staff person shall take notes of any direction provided, for endorsement by the Chair.
- 3.20.3 Minutes of all meetings shall include the time and place of the meeting and a list of those present and shall state all motions presented together with the mover and seconder and voting results.
- 3.20.4 The CAO/Secretary-Treasurer or designate shall include draft minutes of the previous meeting available to each member of the Authority at the same time as agendas for the next meeting are distributed.
- 3.20.5 After the minutes have been approved by resolution, original copies shall be signed by the CAO/Secretary-Treasurer and copies of all non-confidential minutes shall be posted on the Authority's website. Minutes shall be made available for review on the Authority's website within 30 days of the meeting. ~~Such minutes shall also be available for review by any member of the public at the Authority's administration centre or provided~~ Minutes shall be made

available in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

Section 4 – Revocation

4.1 Revocation

- 4.1.1 Upon approval of these Administrative Regulations, all such previous administrative policies and procedures shall be revoked.

Appendices

Appendix 1

Conservation Authorities Act

Powers of authorities

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

- (a) to research, study and investigate the watershed and to support the development and implementation of~~determine~~ programs and services intended to further the purposes of this Act~~whereby the natural resources of the watershed may be conserved, restored, developed and managed~~;
- (b) for any purpose necessary to any project under consideration or undertaken by the authority, to enter into and upon any land with the consent of the occupant or owner, and survey and take levels of it and make such borings or sink such trial pits as the authority considers necessary;
- (c) to acquire by purchase, lease or otherwise ~~and to expropriate~~ any land that it may require, and, subject to subsection (2), to sell, lease or otherwise dispose of land so acquired;
- (d) despite subsection (2), to lease for a term of five years or less land acquired by the authority;
- (e) to purchase or acquire any personal property that it may require and sell or otherwise deal therewith;
- (f) to enter into agreements for the purchase of materials, employment of labour and other purposes as may be necessary for the due carrying out of any project or to further the authority's objects;

- (g) to enter into agreements with owners of private lands to facilitate the due carrying out of any project;
 - (h) to determine the proportion of the total benefit afforded to all the participating municipalities that is afforded to each of them;
 - (i) to erect works and structures and create reservoirs by the construction of dams or otherwise;
 - (j) to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof;
 - (k) to alter the course of any river, canal, brook, stream or watercourse, and divert or alter, as well temporarily as permanently, the course of any river, stream, road, street or way, or raise or sink its level in order to carry it over or under, on the level of or by the side of any work built or to be built by the authority, and to divert or alter the position of any water-pipe, gas-pipe, sewer, drain or any telegraph, telephone or electric wire or pole;
 - (l) to use lands that are owned or controlled by the authority for purposes, not inconsistent with its objects, as it considers proper;
 - (m) to use lands owned or controlled by the authority for park or other recreational purposes, and to erect, or permit to be erected, buildings, booths and facilities for such purposes and to make charges for admission thereto and the use thereof;
 - (m.1) to charge fees for services approved by the Minister;
- Note: On a day to be named by proclamation of the Lieutenant Governor, clause 21 (1) (m.1) of the Act is repealed. (See: 2017, c. 23, Sched. 4, s. 19 (3))*
- (n) to collaborate and enter into agreements with ministries and agencies of government, municipal councils and local boards and other organizations and individuals;
 - (o) to plant and produce trees on Crown lands with the consent of the Minister, and on other lands with the consent of the owner, for any purpose;
 - ~~(p) to cause research to be done;~~
 - (q) generally to do all such acts as are necessary for the due carrying out of any project or as may be desirable to further the objects of the authority.

Appendix 2

Code of conduct

1. Background

Since its inception, the NVCA has demanded a high level of integrity and ethical conduct from its General Membership. The Authority's reputation has relied upon the good judgement of individual Members. A written Code of Conduct helps to ensure that all Members share a common basis for acceptable conduct. In addition, the General Membership has formalized a "Member Job Description" which includes standards to provide a reference guide and a supplement to legislative parameters within which Members must operate. Further, these documents enhance public confidence that Members operate from a base of integrity, justice and courtesy.

The Code of Conduct and Job Description are general standards. They augment the laws which govern the behaviour of Members, and they are not intended to replace personal ethics.

This Code of Conduct and Board Job Description will also assist Members in dealing with situations that may be ambiguous in NVCA resolutions, regulations, or policies and procedures. Additionally, the agricultural representative appointed by the Minister will be required to follow the provincial ethical framework set out for government public appointees in the Management Board of Cabinet's Agencies and Appointments Directive.

2. General

All Members, whether a municipal Councillor or an appointed representative of a municipality, or whether appointed by the Minister as a representative of the agricultural sector, are held in high esteem as representatives of the Nottawasaga Valley Conservation Authority and are expected to conduct themselves in a manner that reflects positively on the NVCA.

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

It is expected that Members adhere to a code of conduct that:

- i. Upholds the mandate, vision and mission of the Authority;
- ii. Considers the Authority's jurisdiction in its entirety, including their appointing municipality;
- iii. Respects and honors confidentiality;
- iv. Approaches all Authority issues with an open mind, with consideration for the organization as a whole;
- v. Exercises individual powers as a Member when acting in a meeting of the NVCA;
- vi. Respects the democratic process and supports and respects decisions of the General Membership and committees;
- vii. Declares any direct or indirect pecuniary and conflict of interests when one exists or may exist;

- viii. Conducts oneself in a manner which reflects respect and professional courtesy and does not use offensive language in or against the Authority or any Member or any Authority staff.

3. Gifts and Benefits

Members shall not accept fees, gifts or personal benefits that are connected directly or indirectly with the performance of duties.

4. Confidentiality

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

All information, documentation or deliberations received, reviewed, or taken in closed session of the Authority and its committees are confidential.

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

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

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

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

- i. Human resources matters;
- ii. Information about suppliers provided for evaluation which might be useful to other suppliers;
- iii. Matters relating to the legal affairs of the Authority;
- iv. Information provided in confidence from an Aboriginal community, or a record that if released could reasonably be expected to prejudice the conduct of relations between an Aboriginal community and the Authority;
- v. Sources of complaints where the identity of the complainant is given in confidence;
- vi. Items under negotiation;
- vii. Schedules of prices in contract tenders;
- viii. Information deemed to be "personal information" under the *Municipal Freedom of Information and Protection of Privacy Act*

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

5. Use of Authority Property

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

6. Work of a Political Nature

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

7. Conduct at Authority Meetings

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

8. Influence on Staff

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

9. Business Relations

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

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

10. Encouragement of Respect for Corporation and its Regulations

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

11. Harassment

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

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

12. Breach of Code of Conduct

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

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

has breached the Code of Conduct, the said breach shall be communicated to the Vice-Chair, with a copy to the Secretary-Treasurer, in writing.

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

Any breach, or alleged breach, of the Code of Conduct shall be investigated in accordance with the Enforcement of Bylaws and Policies procedure referred to in Section 2 of the Administrative Bylaws.

Appendix 3

Conflict of Interest

1. Municipal Conflict of Interest Act

The Authority Members commit themselves and the Authority to ethical, businesslike, and lawful conduct when acting as the General Membership. The Authority and the Members are bound by the *Municipal Conflict of Interest Act*. This appendix to the bylaw is intended to assist Members in understanding their obligations. Members are required to review the *Municipal Conflict of Interest Act* on a regular basis. Additionally, the agricultural representative appointed by the Minister will be required to follow the provincial ethical framework set out for government public appointees in the Management Board of Cabinet's Agencies and Appointments Directive.

2. Disclosure of Pecuniary Interest

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

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

3. Chair's Conflict of Interest or Pecuniary Interest

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

4. Closed Meetings

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

5. Member Absent

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

6. Disclosure Recorded in Minutes

The recording secretary shall record in reasonable detail the particulars of any disclosure of conflict of interest or pecuniary interest made by Members and whether the Member withdrew from the discussion of the matter. Such record shall appear in the

minutes/notes of that particular meeting of the General Membership, committee, as the case may be.

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

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

The registry shall be available for public inspection.

7. Breach of Conflict of Interest Policy

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

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

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

Any breach, or alleged breach, of the Conflict of Interest Policy shall be investigated in accordance with the Enforcement of Bylaws and Policies procedure referred to in Section 2 of the Administrative Bylaws.

Appendix 4

Election of Officers

1. Voting

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

2. Acting Chair

The General Membership shall appoint the CAO/Secretary-Treasurer, as Acting Chair, for the purpose of Election of Officers.

3. Scrutineer(s)

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

4. Election Procedures

The Acting Chair shall advise the Members that the election will be conducted in accordance with the Act and this Administrative By-law Section B: Governance subsection 4 'Maximum Term for Chair and Vice Chair(s)' as follows:

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

If one Nominee:

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

If More than One Nominee:

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

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

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

In the event of a vacancy, by death, resignation or otherwise, in the office of the Chair, or Vice Chair, the Board of Directors shall elect a person to fill the vacant position.

Appendix 5

Member Job Description

In 2015, the Nottawasaga Valley Conservation Authority received a *Service Delivery and Operational Review*. Recommendation 19 of this report suggested a Board Action Plan to strengthen Authority governance around three components:

- i. General Membership role;
- ii. General Membership set up, size and representation; and
- iii. General Membership operation.

The consultant recommended that the Members adopt a Job Description covering the five key roles that the Board has specific responsibilities for:

- i. NVCA strategic direction and implementation;
- ii. Financial stewardship;
- iii. Governance;
- iv. Legislative compliance; and
- v. Representation of member municipalities.

Specifically, the Board has responsibility for:

Strategic Direction

- i. Formulating the NVCA's Strategic Plan – completing strategic visioning and long term planning;
- ii. Setting implementation priorities in an approved Business Plan;
- iii. Reviewing and approving NVCA policies.

Financial Stewardship

- i. Establishing budget guidelines – both operating and capital;
- ii. Approving the NVCA budget and NVCA Asset Management Plan;
- iii. Monitoring the “big picture” budget progress;
- iv. Controlling and safeguarding expenditures;
- v. Appointing the external auditor and reviewing annual financial statements.

Human Resources

- i. Selecting the Chief Administrative Officer and reviewing CAO performance;
- ii. Receiving a Succession Management Plan for the Senior Management Team;
- iii. Receiving the policy and program for the NVCA's Performance Management System.

Legislation

- i. Monitoring compliance with federal and provincial legislation including the *Conservation Authorities Act*;
- ii. Approving updated NVCA regulations and Bylaws;
- iii. Tracking and influencing to the extent feasible, federal and provincial legislation impacting on NVCA.

Representing Member Municipalities

- i. Members are reasonably expected to attend meetings, training and other Authority functions. It is understood that from time to time conflicts will occur which may result in occasional absences.
- ii. Where possible Members are encouraged to attend social, cultural and special NVCA events and affairs. Representation at such events is important to staff and stakeholder groups we are involved with.
- iii. From time to time, Members may be requested to represent the Authority at upper tier of government events and other Agencies and Commissions' functions with the Chair, Vice Chair or delegated NVCA spokesperson.
- iv. Members shall accurately and adequately communicate the attitudes and decisions of the Authority, even if they don't agree with a decision reached on a particular matter showing respect for the democratic process; showing a sense of teamwork within the membership; and showing respect for the majority opinion of the Members.
- v. Nothing in this Job Description is intended to prevent a Member from outlining their rationale for voting in a particular manner, which may have been contrary to a final Board decision. When so doing, the members shall be cautious not to make disparaging, accusatory or negative comments which calls into question the collective good faith decision of the Board.

Governance

- i. Performing a Governance performance review on an annual basis.
- ii. Ensuring Committees are operating effectively.
- iii. Ensuring that Authority meetings are conducted in a professional, efficient and transparent manner – confidentiality is respected when required.
- iv. Ensuring that the Board is ethical, prudent and legal in all of its duties.
- v. Approving a Corporate Risk Assessment Plan.

Appendix 6

Template: Subsection 17(1.3) of the Conservation Authorities Act (CAA) Application for Minister’s Exception (Chair and Vice-Chair Provisions)

Please complete the following table and submit to the Minister at minister.mnrf@ontario.ca, along with:

- a covering letter, and
- clear statement of the request from the authority membership through a resolution of the authority or from the council of the participating municipality through a council resolution (as applicable)
- meeting minutes and details of a recorded vote on that resolution.

Item	Details from Applicant
Name of participating municipality or conservation authority submitting application	

Composition of Authority:

Item	Details from Applicant
Total number of the authority membership	
Number of participating municipalities in the authority	
For each participating municipality, the number of appointed municipal council members and non-municipal council members	

Proposal Details:

Item	Details from Applicant
Statement of the request for an exception (e.g. seeking an exception under clause 17(1.3) (a), 17(1.3) (b) of the CAA or both etc.). (see Appendix for these legislative provisions)	
Which participating municipality(ies) does the candidate for chair and/or vice-chair represent(s).	
Whether the candidates for chair and/or vice-chair are members of municipal council or non-elected municipal appointees.	
Service time to date of the chair and/or vice-chair incumbents in the role whose terms are proposed to be extended.	

Item	Details from Applicant
Detailed rationale, including local circumstances, for the Minister to consider as to why an exception is needed.	



Staff Report: 21-05-23-BOD
Date: 26/05/2023
To: Chair and Members of the Board of Directors
From: Ian Ockenden
Acting Watershed Science Supervisor

SUBJECT: Watershed Monitoring Strategy

Recommendation

RESOLVED THAT: the Board of Directors receive Staff Report No. 21-05-23-BOD the Watershed Monitoring Strategy for information.

Purpose of the Staff Report

The purpose of this Staff Report is to provide the Board of Directors with the Watershed Monitoring Strategy for information.

Background

Following the release of the Integrated Watershed Management Plan, the 2020-2025 NVCA Strategic Plan, and the 2021-2025 NVCA Business Plan and following a direction started by other Conservation Authorities, the Watershed Science program started a process of internal review of its watershed monitoring program. The Watershed Monitoring Strategy outlines the results of the review including a program restructuring, allowing for the better alignment with corporate strategic priorities and partner needs.

Ontario Regulation 686/21 prescribes the mandatory programs and services conservation authorities would be required to provide, including core watershed-

based resource management strategies. This regulation requires conservation authority activities be positioned into three categories:

- **Category 1:** Mandatory programs and services (*defined in regulation; where municipal levy could be used without any agreement*)
- **Category 2:** Municipal programs and services provided at the request of a municipality (*with municipal funding through an MOU/agreement*)
- **Category 3:** Other programs and services an authority determines are advisable (*use of municipal levy requires an MOU/agreement with participating municipalities*)

NVCA's Watershed Monitoring Program can fall into each category as listed below:

- **Category 1:** Provincial Water Quality Monitoring Network (PWQMN – surface water chemistry) and Provincial Groundwater Monitoring Network (PGMN – groundwater chemistry).
- **Category 2:** Municipal specific monitoring outside of the Category 1 and 3 programs (e.g. enhanced surface water, stormwater ponds, etc.).
- **Category 3:** Local Water Quality Monitoring including: Surface Water Quality/ Stream Health Monitoring Program; Simcoe Groundwater monitoring program; Watershed Report Card.

Issues/Analysis

The Watershed Monitoring Strategy outlines a redesigned NVCA monitoring program that addresses the vision set forth in the Strategic Plan of a sustainable watershed. The Watershed Monitoring Strategy emphasizes the importance of collecting and providing accurate, timely and appropriate information to NVCA and its partners. The document outlines three goals encapsulating the prioritized corporate strategic directions and seven self-identified program objectives.

Goals

1. Evaluate the status and trends of watershed health at multiple spatial and temporal scales through the monitoring of valued ecosystem components.
2. Maintain monitoring data that informs NVCA strategic planning and day-to-day operations of NVCA program areas with timely science-based watershed knowledge.
3. Operate under the principles of adaptive environmental monitoring to provide foundational long-term baseline data while striving to capture emerging science.

Objectives

1. Maintain an efficient, feasible, scientifically-rigorous study design.
2. Collect data using established standard protocols.
3. Maintain a well-designed and secure data management system.
4. Ensure timely data analysis.
5. Communicate analysis results to stakeholders in a timely manner using appropriate media platforms.
6. Promote open data.
7. Promote monitoring collaborations.

The Watershed Science program will integrate these goals and objectives into their annual workplans and continue to develop the steps to reach and refine these goals and objectives.

The Strategy concludes that five surface water attributes (benthic macroinvertebrates, chemistry, fish, geomorphology, stream temperature) should be monitored at all stations to ensure the best data for the determination of stream health status, trends and causes. However, it also recognizes that it is not practical to sample all five at each location, for many reasons, one of which being cost, therefore it concludes that three attributes (benthic macroinvertebrates, geomorphology and stream temperature) would be the minimum required from which a determination of stream health status can be made.

The Strategy also recommends enhancing the analysis, reporting and communication of results to stakeholders and the public from the current 5-year Watershed Health Checks to an annually updated, online dashboard.

The Strategy focuses primarily on program structure and the surface water discipline. Previous documents that have gone the Board have presented the groundwater and natural heritage discipline strategies, these will be reformatted to match. Current work on the Climate Change Action Plan will produce a climate change discipline strategy in a similar format.

The Watershed Monitoring Strategy once implemented will be reviewed every five years to ensure that the watershed monitoring program remains focused, accountable and relevant to NVCA and stakeholder needs. Implementation of the overall robust Watershed Monitoring Strategy will require secure levy funding for the Watershed Science Category 1 and 3 programs through approved budget and municipal apportioning agreements. In addition, Category 2 programs could be

used to augment municipal knowledge and data. NVCA staff will seek to secure outside funding where possible and solicit strong interdepartmental integration, cooperation and external partnerships.

Relevance to Authority Policy/Mandate

Section 21.1.1 of the Conservation Act and Ontario Regulation 686/21 address the various program categories and funding opportunities for watershed monitoring. Furthermore, the above noted project enables the Authority to move forward with the implementation of components of the Integrated Watershed Management Plan, the 2020-2025 NVCA Strategic Plan, and the 2021-2025 NVCA Business Plan. In addition, it will direct the annual workplan of the Watershed Science program.

Impact on Authority Finances

The project was completed internally by the Watershed Monitoring Specialist and within existing funding. There are no budget implications on the NVCA finances related to the development of the Watershed Monitoring Strategy.

Climate Change Implications

This staff report does not result in an increase in greenhouse gases, temperature or precipitation exposure.

Reviewed by:

Original Signed by

Chris Hibberd

Director, Watershed Management Services

Approved for submission by:

Original Signed by

Doug Hevenor

Chief Administrative Officer

Attachment 1: Watershed Monitoring Strategy, Executive Summary

(For the full-length Watershed Monitoring Strategy, please contact Ian Ockenden Acting Watershed Science Supervisor – iockenden@nvca.on.ca)



Watershed Monitoring Strategy

Executive Summary

January 2023



Nottawasaga Valley
Conservation Authority

Watershed monitoring supports the conservation, enhancement, and management of local watersheds and resources for current and future generations. As a science-based organization, the Nottawasaga Valley Conservation Authority's (NVCA) Watershed Science program completes water and ecological monitoring to ensure there is adequate and accurate scientific information to support both internal and external partners (i.e. municipalities) via data collection, analysis, and interpretation.

Policy Framework

Since inception, the Watershed Monitoring Program has operated as a core priority program for NVCA through the Board-approved Watershed Management Plan. In 2021, Ontario Regulation 686/21 prescribed a list of mandatory programs and services that conservation authorities would be required to provide, including core watershed-based resource management strategies.

This regulation requires conservation authority activities to be positioned into three categories:

- **Category 1:** Mandatory programs and services (*defined in regulation; where municipal levy could be used without any agreement*)
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- **Category 3:** Local Water Quality Monitoring including: Surface Water Quality/ Stream Health Monitoring Program; Simcoe Groundwater monitoring program; Watershed Report Card.

As presented, the Watershed Monitoring Program would primarily fall into Category 3, however support of the PWQMN and PGMN are Category 1 programs as they are considered mandatory watershed management activity.

The Watershed Monitoring Strategy is the framework for a redesigned Watershed Monitoring Program. The Strategy critically reviewed the program's current structure and goals. Coming out of the review will be a program realignment to ensure the program remains focused on achieving its goals, is transparent, satisfies the requirements of O.Reg 686/21, and yet nimble enough to answer future questions.

Structure

All aspects of the current monitoring program were examined, including the structure, administration, sampling, analysis, and reporting. The Strategy identifies strengths, weaknesses, areas for improvement and efficiencies. Examples of strengths of the program were its scientific-underpinning, the use of standardized protocols for data collection and well-trained staff. Key features found to be missing were formally defined goals and objectives and insufficient program reporting. Insufficient program reporting kept information and knowledge from being freely disseminated to the public in a timely manner.

The revamped monitoring program will operate towards the fulfillment of the following program goals:

- 1) Evaluate the status and trends of watershed health at multiple spatial and temporal scales through the monitoring of valued ecosystem components.
- 2) Maintain monitoring data that provides timely science-based watershed knowledge that informs NVCA's strategic planning and day-to-day operations.
- 3) Operate under the principles of adaptive environmental monitoring to provide foundational long-term baseline data while striving to capture emerging science.

The objectives for the monitoring program were designed to operationalize the program goals making them manageable, quantifiable and reportable.

- 1) Maintain an efficient, feasible, scientifically-rigorous study design.
- 2) Collect data using established standard protocols.
- 3) Maintain a well-designed and secure data management system.
- 4) Ensure timely data analysis.
- 5) Communicate analysis results to stakeholders in a timely manner using appropriate media platforms.
- 6) Promote open data.
- 7) Promote monitoring collaborations.

To satisfy these goals and objectives, the watershed monitoring program will be reorganized under four disciplines (climate, groundwater, natural heritage, surface water). Each discipline will be arranged in a hierarchical structure which will allow for the formal documentation of the value that each element contributes to fulfilling program goals. The structure beneath disciplines are attributes, a monitored variable and the feature which responds to stressors. Metrics, analytical measures that can be used to grade the attribute. Lastly measures, field-based data used to

inform metrics.

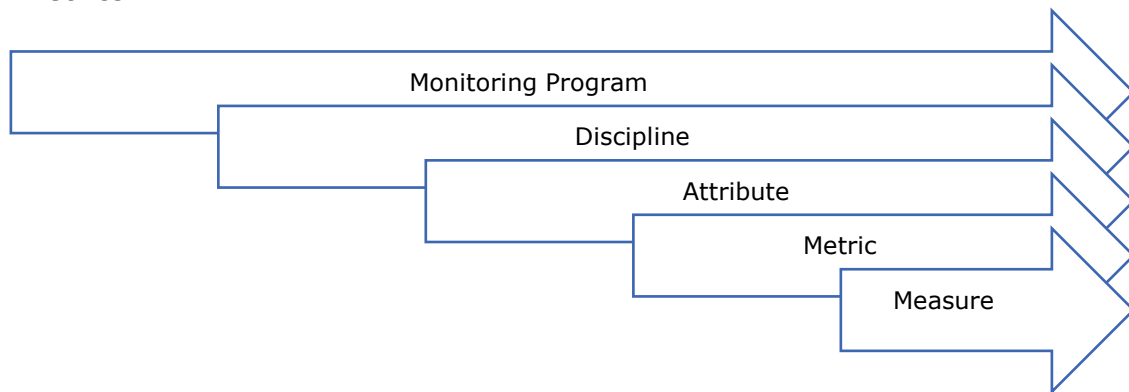


Figure: Monitoring program hierarchical structure.

Disciplines

Each of the four disciplines will be reviewed in due time, at this point only the surface water discipline has been developed.

Focusing on the surface water discipline, a cost-benefit analysis (CBA) was conducted as part of the program redesign to ensure all attributes provide valuable information for a reasonable cost.

The CBA found that the fluvial geomorphology attribute provided the best benefit for its cost, but only when sampled in conjunction with others attributes. The two biological attributes (benthic macroinvertebrates and fish community sampling) each had the best, standalone benefit for their cost. Physical attributes were more expensive for the benefits they provided.

Based on the CBA, professional experience and the value of knowledge generated, the surface water discipline will move forward with five monitoring attributes:

- benthic macroinvertebrates
- water chemistry
- fluvial geomorphology
- stream temperature
- fish community

Data analysis and reporting for the discipline will revolve around the summary of data from these five attributes.

Reporting

The monitoring program will transition away from the production of Watershed Report Cards every five years and towards an annually updated online reporting dashboard. Report cards, while being well received, were slow to report watershed health and trends, with data being between to 1-6 years old. They were also limited in the extent of reportable metrics, corresponding to a small fraction of the collected data. The proposed online dashboard model would be refreshed annually

with current data. The dashboard would be designed as a user-friendly webtool allowing for the exploration of the watershed and its health through data and analyses. The transition to an online reporting platform would allow for the inclusion of all NVCA data sources and improved reporting.

Data Management

A critical need in the program is a centralized data management platform which integrates the four discipline datasets. This data management platform would also have the ability to complete the analytical tasks required of the program. The data management system will prove cost-effective and will proactively improve upon and streamline program delivery and data-driven decision making to support funding opportunities and value to our stakeholders.

Data and scientific knowledge generated from the monitoring program has the ability to benefit watershed management through the development of planning input tools for watershed planning, performance monitoring of natural heritage systems, climate change endeavours, and model outputs, e.g. assimilative capacity studies.

Further, the generated data could benefit municipal monitoring initiatives required for stormwater management and internal programs including stewardship restoration activities. For example, a restoration prioritization tool could be developed based on current monitoring program data to categorize waterways, wetlands and riparian areas in terms of their need for and likely success with restoration.

Similarly, and in support of watershed planning, a screening tool could be developed. It would use current monitoring program data to categorize waterways, wetlands and riparian areas in terms of their sensitivity to disturbance. Areas with a high sensitivity should see enhanced protections through the planning process. Areas with a low sensitivity could see relaxed protections like the ability to realign and improve channels or ecological offsetting within the municipal planning process.

Program direction and success is ultimately contingent on the successful delivery and integration of the data management platform with embedded analytical capabilities.

Adaptability

The revamped monitoring program will be adaptive to changing program needs, undergoing a review every five-years. The review will also ensure that program activities remain focused on the satisfaction of program goals and objectives, and does so in a cost-effective manner.

Conclusion

The Strategy concludes that five surface water attributes (benthic macroinvertebrates, chemistry, fish, geomorphology, stream temperature) should be monitored at all stations to ensure the best data for the determination of stream health status, trends and causes. However, it also recognizes that it is not practical to sample all five at each location, for many reasons, one of which being cost, therefore it concludes that three attributes (benthic macroinvertebrates, geomorphology and stream temperature) would be the minimum required from which a determination of stream health status can be made.

The Strategy also recommends enhancing the analysis, reporting and communication of results to stakeholders and the public from the current 5-year Watershed Health Checks to an annually updated, online dashboard.

The Watershed Monitoring Strategy once implemented will be reviewed every five years to ensure that the watershed monitoring program remains focused, accountable and relevant to NVCA and stakeholder needs.

The next steps in the implementation of the Strategy would be:

- Discipline specific reviews of current structure and future direction for climate change, groundwater and natural heritage

Surface water discipline next steps:

- Execution of new field monitoring processes, including selecting permanent multi-attribute sampling stations. Part execution in 2023, with full execution once staff requirements are met.
- Development of new field standard operating procedures in 2023.
- Incorporation of data collection technology (e.g. rugged laptops). Start date to be determined subject to appropriate software.
- Incorporation of data storage technology and integrated database analytical technology. Start date uncertain as database development is ongoing.
- Execution of annual reporting via a future online dashboard.



Staff Report: 22-05-23-BOD

Date: 26/05/2023

To: Chair and Members of the Board of Directors

From: Maria Leung, Senior Communications Specialist

SUBJECT: Communications Report – April 15, 2023 – May 12, 2023

Recommendation

RESOLVED THAT: Staff Report No. 22-05-23-BOD regarding NVCA Communications – April 15, 2023 – May 12, 2023, be received.

Purpose of the Staff Report

This staff report presents a summary of NVCA media coverage and public outreach during the period of April 15, 2023 – May 12, 2023.

The following outlines the communications and media coverage during the period.

1. Flood Messages

No flood messages were issued in this reporting period.

2. Media coverage of NVCA news releases

NVCA releases 5-year check ups on the health of the Nottawasaga Watershed, issued on April 28, 2023

Title	Media Outlet	Date	Reference
NVCA releases 5-year report on health of local watershed	Barrie Today	April 28, 2023	Chair Little Vice Chair Scott Ian Ockenden, Acting Watershed Science Supervisor

Communications Report – April 15, 2023 – May 12, 2023
 Staff Report No. 22-05-23-BOD

Title	Media Outlet	Date	Reference
NVCA releases 5-year report on health of local watershed	Aware Simcoe	April 29, 2023	Chair Little Vice Chair Scott Ian Ockenden, Acting Watershed Science Supervisor
NVCA releases 5-year report on health of local watershed	Collingwood Today	April 30, 2023	Chair Little Vice Chair Scott Ian Ockenden, Acting Watershed Science Supervisor
Nottawasaga Valley Conservation Authority releases 5-year checkups on health of watershed	Alliston Herald	May 2, 2023	Chair Little Vice Chair Scott Ian Ockenden, Acting Watershed Science Supervisor
NVCA Releases 5-Year Check-ups on Health of the Nottawasaga Watershed	Meaford Independent	May 4, 2023	Chair Little Vice Chair Scott Ian Ockenden, Acting Watershed Science Supervisor
NVCA releases five-year check-up on the status of local waterways	New Tecumseth Times	May 4, 2023	Chair Little Vice Chair Scott Ian Ockenden, Acting Watershed Science Supervisor
Nottawasaga watershed health report shows forests, wetlands in decline, stream conditions still poor	Alliston Herald	May 9, 2023	Ian Ockenden, Acting Watershed Science Supervisor

Native tree and shrub seedlings available at annual Arbor Day Tree Sale, issued on May 2, 2023

Title	Media Outlet	Date	Reference
Arbour Day Tree Sale May 13	Creemore Echo	April 28, 2023	
Native tree and shrub seedlings available at annual Arbor Day Tree Sale	Alliston Herald	May 2, 2023	Rick Grillmayer, Manager, Forestry
Native tree and shrub seedlings available at NVCA's annual Arbor Day Tree Sale	Collingwood.Blue	May 3, 2023	Rick Grillmayer, Manager, Forestry
Arbor Day Tree Sale coming up at Tiffin Centre	iHeart Radio	May 3, 2023	Rick Grillmayer, Manager, Forestry
NVCA's Arbour Day Tree Sale taking root May 13	Barrie Today	May 4, 2023	Rick Grillmayer, Manager, Forestry
NVCA's Arbour Day Tree Sale taking root May 13	Collingwood Today	May 4, 2023	Rick Grillmayer, Manager, Forestry

All other media releases can be found on [NVCA website under "News."](#)

3. Other Media Coverage

Title	Media Outlet	Date	Reference
Rescuing animals is a wild ride at local rehab facility	Collingwood Today	April 15, 2023	
Rescuing animals is a wild ride at local rehab facility	Orillia Matters	April 15, 2023	
Got a backyard project planned in Springwater Township? Join the Backyard Project Day	Barrie Advance	April 18, 2023	
'Problem that doesn't exist': Private tree bylaw whittled down	Barrie Today	April 20, 2023	

Title	Media Outlet	Date	Reference
Gazebo? Hot tub? Springwater hosts 'Backyard Project Day' in May	Barrie Today	April 27, 2023	
NVCA seeks volunteers for tree planting events	Creemore Echo	April 28, 2023	
New Tecumseth's Drainage Master Plan identifies 28 risk areas	New Tecumseth Times	May 4, 2023	
Nottawasaga Valley Conservation Authority warns paddlers to know your limits	New Tecumseth Times	May 11, 2023	
Orkin Canada Cares Team Plants 350 Trees	Pest Control Technology	May 11, 2023	

DISCLAIMER: NVCA does not allege that the information provided in the media articles depicts accurate statements or testimonies on behalf of any individual named, and is not responsible for any misinterpretation of information or misquoted statement(s).

2. Other Communication/Media Outreach

- Ongoing – social media outreach (Facebook, Twitter, Instagram, LinkedIn)

3. Presentations/Displays/Key Events by NVCA staff

- Various dates – Volunteer tree planting events in New Tecumseth, Mulmur, Barrie, and Clearview
- April 15, 2023 – Fred Dobbs, Manager of Stewardship Services hosted a conservation and flyfishing demonstration at Cabela's Barrie

Issues/Analysis

All media coverage and public outreach/communications were positive with regard to NVCA work and programs.

There are no issues of concern at this time.

Impact on Authority Finances

Staff time to prepare this report is addressed in the 2023 budget.

Climate Change Implications

This staff report does not result in an increase in green house gases, temperature or precipitation exposure.

Reviewed by:

Original Signed by

Sheryl Flannagan

Director, Corporate Services

Approved for submission by:

Original Signed by

Doug Hevenor

Chief Administrative Officer

Attachment 1 – Media Clippings for the period

Rescuing animals is a wild ride at local rehab facility

'If an animal needs help, I will always get involved. They can't help themselves,' says volunteer with local wildlife rehab and education centre

April 15, 2023 by Ricardo Vigliano

Collingwood Today



1 / 7 Procyon Wildlife Rehabilitation and Education Centre has rescued many animals in need of help. Supplied photo

In 2021, Jennifer Howard and other Innisfil community members were busy trapping mangy foxes and taking them to Procyon Wildlife Rehabilitation and Education Centre in Beeton.

"If an animal needs help, I will always get involved. They can't help themselves," said Howard, who, for eight years, has been a volunteer with the centre.

The rescue effort in Innisfil and surrounding areas resulted in the rehabilitation and safe release of a record number of 26 foxes.

"It took almost two years to make them healthy again so they could go home," said Howard.

Founded in 2009, the wildlife rehab was initially just a small room to attend to injured animals — for the most part, raccoons, or *Procyon lotor* in Latin.

"A local veterinarian kept getting calls for wildlife in distress, mostly raccoons. That prompted her to get her wildlife licence, and she opened a rehab out of her basement," said Howard.

The initiative attracted the attention of the Nottawasaga Valley Conservation Authority, which made available a cottage it owned for the veterinarian to house the centre.

Over the years, Procyon has rescued many animals that were in need of help, whether orphaned, injured or sick. These have included mammals, birds, reptiles and amphibians.

Howard said sometimes animals are in need of care that costs much more than the centre can cover and, in those cases, it needs to step up and raise money. That's the case of a fawn that had ligament damage to her leg, and it needed to be repaired through a special orthopedic surgery.

"We went to the community online and raised \$2,300 so the wee fawn could have her surgery," she recalled.

More recently, the centre held a large, and successful, fundraiser to get a portable X-ray machine.

"Soon after training is complete, we will be able to do X-rays right away for animals coming in with bad injuries and possible broken bones," Howard said.

She also made note of the donation of a trailer provided by the Alliston Humane Society, which will be used as an admitting and education office.

“Working with the communities and putting the word out for various articles, food and other items and equipment we need has most always been successful in the end,” she said.

The centre is also challenged by the need for volunteers to look after the admitted animals.

“Our volunteers are special, caring people, but it takes a lot of them to make it work,” she said.

In addition to getting the animals the help they need, Procyon provides educational presentations that help people recognize wildlife health issues.

“More education is needed so that people know what they can do to help an animal in need,” she said.

While the mange now seems under control, Howard noted distemper — a raccoon-related disease — seems to be on the rise.

“Distemper affects the animal neurologically, is very painful, and can be tricky,” Howard said.

Raccoons with distemper become disoriented and often seek out help, she added.

“They appear as though they are friendly and will approach people, but they are still exceptionally dangerous, which can be confusing for residents, especially children.”

The wildlife centre is in talks with the Town of Innisfil to reinstate local

animal control services, particularly wildlife response. If reinstated, control officers will help by removing sick and injured animals in distress.

“The sick will be in care and not out there to spread the disease to healthy animals, which will give us healthier wildlife in the area,” Howard said.

Besides taking care of sick and injured wildlife, from mice to fawns, Procyon needs help to carry out tasks that do not require direct animal handling, such as laundry, dishes, and food preparation. Volunteers who take calls from people seeking help for an animal in distress from home are also valuable assets.

“No matter what you do, the rewards are endless when the day comes that you watch those animals who came in struggling running free again,” Howard said.

More information about Procyon can be found at procyonwildlife.com.

Rescuing animals is a wild ride at local rehab facility

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April 15, 2023 by Ricardo Vigliano

Orillia Matters



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More information about Procyon can be found at procyonwildlife.com.

Got a backyard project planned in Springwater Township? Join the Backyard Project Day

From decks and gazebos to hot tubs and pools, staff will be on hand to help with application process

April 18, 2023 by Janis Ramsay

Barrie Advance



Springwater Township residents with backyard projects can go to the Backyard Project Day for permit assistance. - Janis Ramsay/Metroland

Springwater Township is making a permit application day into a family affair.

The [Backyard Project Day](#) May 6 gives homeowners a one-stop shop to consult with building department staff to talk about many backyard projects, such as decks, gazebos, porches, pools, hot tubs and accessory buildings.

"Staff will attempt to issue same-day permits," the township said in a press release. "Any permits that are not issued that day will be prioritized the following week."

Homeowners should have an application form filled out, a site plan with property lines, other drawings, and a letter of authorization if the applicant isn't the property owner.

If a site is in an area regulated by the [Nottawasaga Valley Conservation Authority](#) or other agency, the township won't be able to issue a permit until it's approved.

Along with building staff, there will also be planning, finance and bylaw enforcement there for questions, along with Springwater Fire and members of the [Springwater Public Library](#).

The event takes place May 6 from 9 a.m. to 3 p.m. at the administration centre, [2231 Nursery Rd., Minesing](#).

'Problem that doesn't exist': Private tree bylaw whittled down

'Sometimes we can't make all the changes in one day. Sometimes it has to be changed incrementally,' says Barrie mayor

April 20, 2023

Barrie Today

Barrie city council essentially took an axe to the new tree bylaw last night.

It had mostly been about new regulations for single trees, which are affected by construction, on private property.

But it ended up being something different.

"It appears to me we're trying to fix a problem that doesn't exist," Coun. Gary Harvey said of the motion council began with at Wednesday night's meeting.

"Sometimes we can't make all the changes in one day," said Mayor Alex Nuttall. "Sometimes it has to be changed incrementally."

What council approved was amending the city's fees bylaw to include an ecological offsetting fee of \$57,500 per hectare, and \$500 per tree for individual tree replacement value, as an interim measure until an ecological offsetting policy is approved by council — with woodlots larger than 0.5 hectares in the Nottawasaga Valley Conservation Authority (NVCA) areas, purchased prior to April 5, 2023, being exempt from these fees.

City staff will also form a tree bylaw standards sub-committee that

includes representatives from the land development and professional consulting community to review and update tree protection standards, explore additional community partnerships and incentive programs, such as grants, and educational programs to plant more trees on private land.

The city will also hire a full-time restoration ecologist to administer the program, and establish an ecological offsetting reserve to achieve no net loss of trees, located on private land, through a tree-planting program.

Struck from the private tree bylaw motion, through Coun. Bryn Hamilton's amendment, was keeping the paperwork for construction, development and woodlot management from a certified arborist for no less than a year, hiring a full-time urban forester, and having a certified arborist's report to remove a tree for a use permitted by the zoning bylaw when there is no reasonable alternative to taking down the tree.

Also removed from the motion was the need for a report certifying a tree's removal is in accordance with good forestry management, marking a tree for seven days before it's removed, and posting the permit to remove a tree in a conspicuous place on the affected property.

"I don't think we should be putting in a huge bureaucracy to solve a problem that doesn't exist," said Coun. Clare Riepma.

Karen Hansen, of Crisdawn Construction, asked council for an exemption from the bylaw.

Crisdawn owns a number of Barrie properties, including 1001 Essa Rd., 71 acres (or 28.7 hectares) of land at the southeast corner of Salem Road and Highway 27, fronting Essa Road.

The County of Simcoe operated it as a plantation, as has Crisdawn since its purchase from the county. The land is zoned agricultural.

While this land could be developed in the future, Crisdawn wants it to be a cash-crop property in the interim.

Crisdawn wants an exemption from Barrie's tree bylaw, so it reads: "The injury or destruction of trees on the lands municipally known as 1001 Essa Rd., (it) being a cultural plantation. For clarity, ecological offsetting fees do not apply to the injury or destruction of trees on these lands."

Hansen says this exemption is consistent with the existing Lake Simcoe Region Conservation Authority (LSRCA) and NVCA policies on ecological offsetting, which exempt plantations from payment of an ecological offsetting fee.

She cites LSRCA offsetting policy which states "ecological offsetting will also not be required for woodlands that are plantations managed for the production of fruits, nuts, Christmas trees, nursery stock or tree products or for woodlands identified smaller than 0.5 hectares."

The city's tree bylaw includes an ecological offsetting fee of \$57,500 per hectare of woodland removal, and \$500 per tree for individual tree replacement value, as an interim

measure until an ecological offsetting policy gets council approval.

Hansen said if that fee was applied to 1001 Essa Rd., it would cost Crisdawn \$1,461,650.

"It looks like the extra \$1.46 million, which would not have been previously charged, will not be imposed on our site now, or I think on any woodlots previously under NVCA (authority), bought before April 5," she said. "But ... if a site transfers hands going forward, I think the fee applies."

Mark Graves, president of the Ontario Commercial Arborist Association, said a private tree bylaw is no easy task.

"Urban forestry is a very challenging subject," he said in a deputation to council. "The argument is for trying to protect your urban canopy now rather than fighting for it later."

Johnny Corner, owner/operator of Northshore Tree Experts in Barrie, said much the same.

"We definitely need to be protecting our urban trees and keep our canopy growing," he said. "If done well we can grow our trees without incurring any more expense."

There have also been questions about how the new bylaw will be impacted by new provincial housing initiatives. The province says it's committed to building 1.5 million new homes during the next decade and Bill 23, the More Homes Built Faster Act of 2022, is part of a long-term strategy to increase housing supply and provide attainable housing options for Ontarians.

“Growth will impact our tree canopy for generations to come,” said the Allandale Neighbourhood Association's Cathy Colebatch, who also made a deputation to council.

Ontario's Municipal Act states a municipality may prohibit or regulate the destruction or injuring of trees. Individual or single tree bylaws are designed to mitigate future damage of privately owned trees due to private construction and excavation projects.

Since 1990, all trees on private property that are within an ecological woodlot of half an acre or more have been protected by Barrie's private tree bylaw — which prohibits or regulates the injuring or destruction of trees on private property in the city.

Provincial direction to increase density in existing neighbourhoods and create more affordable housing, such as second suites, within existing properties has raised the question of protection of individual trees on residential lots, not just trees that are part of woodlots.

Barrie's total area of 24,876 acres has approximately 7,576 acres of tree canopy on private and public land — 71 per cent on private property, 29 per cent on public land.

In 2018, the total canopy cover was measured, via satellite photography, at 30.5 per cent of the city's land base.

Of the total tree canopy area, 2,184 acres are protected on public land by the public tree bylaw and 3,296 acres

are regulated by the existing private tree bylaw.

The remaining 2,184 acres, or 28 per cent of the tree canopy, is not regulated under a tree bylaw.

Gazebo? Hot tub? Springwater hosts 'Backyard Project Day' in May

Day to get building permits approved takes place Saturday, May 6 at Township Administration Centre on Nursery Road

April 27, 2023

Barrie Today

NEWS RELEASE
TOWNSHIP OF SPRINGWATER

With the warmer weather upon us and thoughts turning to the summer months, the Township of Springwater will be hosting 'Backyard Project Day' on May 6.

Throughout 'Backyard Project Day', the Township will have staff on site to provide assistance with the building permit process, setting up an online portal account, document submission and Ontario Building Code Compliance.

In order to provide efficient service, the scope of projects applicable for Backyard Project Day has been limited to the following residential projects:

- Decks
- Gazebos
- Porches
- Pools (limited)
- Hot tubs
- Small accessory buildings

Staff will attempt to issue same-day permits. Any permits that are not

issued that day will be prioritized the following week.

Please note, should a property be located in an area regulated by the Nottawasaga Valley Conservation Authority, or any other agency (i.e. Ministry of Transportation, etc.), the Township will not be able to issue your permit until approval is received from the applicable agency or agencies.

To expedite the process, residents should bring the following documents:

- Application form, filled out to the best of their ability
- Site plan showing setbacks to property lines and any other structures on the property
- Drawings
- Letter of authorization (if applicant is different than the property owner)
- Any additional documents that may be required for your project (e.g. engineering, septic use permit etc)

In addition to the Building Department, the following departments will have staff available during Backyard Project Day: Planning Services, Finance, By-law Enforcement, Springwater Fire and the Springwater Library.

Representatives from BMR Pro and United Lumber will also be on site with product displays and demonstrations.

Backyard Project Day will take place on Saturday, May 6, from 9 a.m. to 3 p.m. at the Township Administration

Centre (2231 Nursery Rd.). Additional information on Backyard Project Day and the building permit process can be found online at www.springwater.ca/building.

NVCA releases 5-year report on health of local watershed

The report provides information on the health of forests, wetlands, streams and groundwater across the Nottawasaga Watershed from 2017 to 2021

April 28, 2023

Barrie Today



Stock image

NEWS RELEASE
NOTTAWASAGA VALLEY
CONSERVATION AUTHORITY

Today, the Nottawasaga Valley Conservation Authority (NVCA) released its 2023 Subwatershed Health Checks.

These reports offer information on the health of forests, wetlands, streams and groundwater across the Nottawasaga Watershed from 2017 to 2021. They also identify future challenges and opportunities to improve ecological health.

“Overall, we are seeing a loss of natural spaces, mainly due to land use changes,” said Ian Ockenden, acting watershed science supervisor at NVCA. “Despite this downward trend,

some parts of the watershed are seeing positive change thanks to watershed residents, farmers, municipalities, volunteers and other environmental champions who are committed to restoring our environment.”

The health checks cover the entire Nottawasaga Watershed and all subwatersheds in the NVCA jurisdiction. These geographic areas are smaller basins within the larger watershed – think of smaller bowls within one big bowl. Water from each subwatershed contributes to streams connected to the main Nottawasaga River, which flows into Georgian Bay.

“The subwatershed health checks provide crucial information to anyone who lives, works and plays in our watershed,” said Gail Little, chair of NVCA. “They help us measure what worked and what didn’t work in development and policy planning, and also guide us to make better-informed decisions for the future.”

To produce the health checks, NVCA’s Watershed Science team analyzed the most up-to-date data sources available, such as aerial photos, maps, provincial groundwater and stream health data, and the types of insects that live in rivers in the watershed.

“A healthy watershed matters because it provides habitat for fish and wildlife, but it goes beyond that as well,” said Jonathan Scott, vice chair at NVCA. “Our watershed helps attract economic opportunities, such as tourism, and recreational opportunities, such as fishing and hiking. Green spaces also contribute to beautiful and livable

neighbourhoods. Our farmers depend on clean water for irrigation, healthy soils and pollinators to grow crops. Maintaining a healthy watershed is critical to our quality of life and the economy across our region.”

For information about your local subwatershed or which subwatershed covers your municipality, visit nvca.on.ca.

Arbour Day Tree Sale May 13

April 28, 2023 by Trina Berlo

Creemore Echo

The NVCA's annual Arbour Day Tree Sale takes place from 8 a.m. to noon on Saturday, May 13, at Tiffin Conservation Area, 8195 8th Line, Utopia.

Trees are bare root stock and are sold in bundles of 10 for \$31. This year's sale features a variety of trees and shrubs, including:

- White Pine
- Red Pine
- White Spruce
- Norway Spruce
- White Cedar
- Tamarack
- European Larch
- Red Oak
- Silver Maple
- Sycamore
- Black Walnut
- Nannyberry
- American Highbush Cranberry

Trees are available on a first come, first served basis, and quantities are limited.

All proceeds from the sales support NVCA's forestry program. This year, the forestry program will see more than 100,000 trees planted across the watershed.

For more information please visit [www.nvca.on.ca/ events-education](http://www.nvca.on.ca/events-education).

NVCA seeks volunteers for tree planting events

April 28, 2023

Creemore Echo



nvca.on.ca/Pages/Volunteer-Events.aspx.

The Nottawasaga Valley Conservation Authority is organizing two tree planting events in May.

Help NVCA and the Friends of the Mad River plant native trees and shrubs to enhance habitat from 9 a.m. to noon on Saturday, May 6, with a rendezvous in Avening.

The second event is on a large scale ecological restoration site in Mansfield. Volunteers are needed to plant native trees and shrubs to enhance habitat, from 9 a.m. to noon on Saturday, May 13, with a rendezvous across from Mansfield Ski Club.

The events will take place rain or shine but will be rescheduled if there is extreme weather.

Volunteers can expect an orientation and tree planting tutorial. Participants should bring closed toed shoes/rubber boots; weather appropriate clothing (jacket, rain coat, hat, etc); sunscreen/bug spray; water and snacks; work gloves (extras are available).

Pre-registration is required for both events at www.nvca.on.ca.

NVCA releases 5-year report on health of local watershed

April 29, 2023

Aware Simcoe

NEWS RELEASE

NOTTAWASAGA VALLEY

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The health checks cover the entire Nottawasaga Watershed and all subwatersheds in the NVCA jurisdiction. These geographic areas are smaller basins within the larger watershed – think of smaller bowls within one big bowl. Water from each subwatershed contributes to streams connected to the main Nottawasaga River, which flows into Georgian Bay.

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To produce the health checks, NVCA’s Watershed Science team analyzed the most up-to-date data sources available, such as aerial photos, maps, provincial groundwater and stream health data, and the types of insects that live in rivers in the watershed.

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April 30, 2023

Collingwood Today



Stock image

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NOTTAWASAGA VALLEY
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Nottawasaga Valley Conservation Authority releases 5-year checkups on health of watershed

'Overall, we are seeing a loss of natural spaces, mainly due to land-use changes'

May 2, 2023

Alliston Herald

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Native tree and shrub seedlings available at annual Arbor Day Tree Sale

Alliston Herald

May 2, 2023

The [Nottawasaga Valley Conservation Authority](#) (NVCA) is hosting its annual Arbor Day Tree Sale at the [Tiffin Centre for Conservation](#) on May 13 from 8 a.m. to 12 p.m., or until sold out.

The trees are bare root stock, and are sold in bundles of 10 for \$30 per bundle. This year's sale features a variety native of trees and shrubs, including: white pine, red pine, white spruce, Norway spruce, white cedar, tamarack, European larch, red oak, silver maple, sycamore, black walnut, nannyberry and American highbush cranberry. Quantities are limited and available on a first-come first-served basis.

"NVCA's Arbor Day Tree Sale is a great opportunity for anyone who wants to enhance the native ecosystems on their property," said Rick Grillmayer, manager of forestry at NVCA. "The tree sale is perfect for landowners that don't have the space to plant acres of trees."

All proceeds from the event support NVCA's forestry program. This year, the forestry program will see more than 100,000 trees planted across the watershed. These future forests will help to moderate the effects of both drought and flooding, reduce soil erosion, provide habitat for wildlife and mitigate climate change. They are

also an important economic resource by providing wood fibres.

"We typically sell half of our trees in the first hour," continued Grillmayer. "I invite everyone to come early, since there are lineups well before the event begins."

The Tiffin Centre is located at [8195 8th Line of Essa](#), 10 minutes away from Barrie, Innisfil and Angus.

For more information on the Arbor Day Tree Sale, visit nvca.on.ca or call [705-424-1479](tel:705-424-1479).

Native tree and shrub seedlings available at NVCA's annual Arbor Day Tree Sale

May 3, 2023

Collingwood.Blue

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Arbor Day Tree Sale coming up at Tiffin Centre

May 3, 2023 by Carey Moran

iHeart Radio



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NVCA's Arbour Day Tree Sale taking root May 13

Annual sale provides 'great opportunity for anyone who wants to enhance the native ecosystems on their property,' says official

May 4, 2023

Barrie Today



1 / 2 The Nottawasaga Valley Conservation Authority's annual Arbour Day Tree Sale will take place May 13 at the Tiffin Centre for Conservation. Image supplied

NEWS RELEASE
NOTTAWASAGA VALLEY
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NVCA Releases 5-Year Check-ups on Health of the Nottawasaga Watershed

May 4, 2023

Meaford Independent



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New Tecumseth's Drainage Master Plan identifies 28 risk areas

May 4, 2023

New Tecumseth Times By Brian Lockhart



The Drainage Master Plan for New Tecumseth has identified risk areas where flooding can be a problem and has recommended projects to address those areas.

Council received an update on the study on April 24 from Matrix Solutions Inc. – the engineering firm that was hired to do the study.

On June 23, 2017, the region experienced a significant heavy rain event that caused flooding throughout the town, specifically in the community of Beeton. The storm was categorized by the Nottawasaga Valley Conservation Authority as a 100-year storm event.

Much of the study area is within the Nottawasaga River watershed under the jurisdiction of the Nottawasaga Valley Conservation Authority. A small portion of the southeast corner of the study area is within the Holland River watershed under the jurisdiction of the Lake Simcoe Region Conservation Authority.

The major rivers within the study area include the Nottawasaga River, Boyne River, Bailey Creek, Beeton Creek, Penville Creek, Innisfil Creek, Sheldon Creek, and Holland River.

In Phase 1 of the plan, flood risk areas were identified. Flood risk areas include Sir Frederick Banting Road, Industrial Parkway and Canadian Pacific Railway, 14th Line at Sideroad 20, 10th Line and Tottenham Road, downstream of Beeton at 10th Line at Sideroad 10, downstream of Beeton at 9th Line at Sideroad 10, downstream of Tottenham 7th Line a CPR and South Simcoe Railway, and 5th Line at Sideroad 20.

Integrate urban drainage models, including a one-dimensional storm sewer network model and ponds, coupled with a two-dimensional surface model, were developed for the settlement areas.

Five models were developed to represent the communities within the town. The models were validated for the June 23, 2017, storm and then simulated for the two 100-year storms using a four-hour Chicago storm distribution for existing conditions.

Ten flood risk areas were identified for further investigation and assessment of mitigation options.

A vulnerability assessment was completed to assist the town and its residents in preparing for and responding to flooding.

This study recommends 28 proposed projects spanning the riverine and urban flood risk areas.

As it is not feasible for the town to undertake this many projects at one time, it will take many years to complete.

The town's engineering department said funds are being directed annually to pay for the projects.

NVCA releases five-year check-up on the status of local waterways

May 4, 2023 by Brian Lockhart

New Tecumseth Times

The Nottawasaga Valley Conservation Authority has released its 2023 Subwatershed Health Checks report on the status of local waterways.

These reports offer information on the health of forests, wetlands, streams, and groundwater across the Nottawasaga Watershed from 2017 to 2021.

“Overall, we are seeing a loss of natural spaces, mainly due to land use changes,” said Ian Ockenden, acting watershed science supervisor at the NVCA. “Despite this downward trend, some parts of the watershed are seeing positive change thanks to watershed residents, farmers, municipalities, volunteers and other environmental champions who are committed to restoring our environment.”

The watershed health checks cover the entire Nottawasaga Watershed and all sub-watersheds in the NVCA jurisdiction. These geographic areas are smaller basins within the larger watershed. Water from each subwatershed contributes to streams connected to the main Nottawasaga River, which flows into Georgian Bay.

“The subwatershed health checks provide crucial information to anyone who lives, works, and plays in our watershed,” said Gail Little, chair of the NVCA. “They help us measure what worked and what didn’t work in development and policy planning, and

also guide us to make better informed decisions for the future.”

To produce the health checks, NVCA’s Watershed Science team analyzed the most up-to-date sources available, such as aerial photos, maps, provincial groundwater and stream health data, and the type of insects that live in rivers in the watershed.

“A healthy watershed matters because it provides habitat for fish and wildlife, but it goes beyond that as well,” said Jonathan Scott, Vice Chair at NVCA. “Our watershed helps attract economic opportunities, such as tourism, and recreational opportunities such as fishing and hiking. Green spaces also contribute to beautiful and livable neighbourhoods. Our farmers depend on clean water for irrigation, healthy soils and pollinators to grow crops. Maintaining a healthy watershed is critical to our quality of life and the economy across our region.”

Nottawasaga watershed health report shows forests, wetlands in decline, stream conditions still poor

Groundwater quality ranks very good to good

May 9, 2023 by Brad Pritchard

Alliston Herald



The health of forests and wetlands is in decline, but the quality of groundwater sources remain very good to good, according to a recent health check report of the Nottawasaga watershed. - Metroland file photo

A recent health check on local rivers, streams and forests in the Nottawasaga watershed shows some troubling trends in the local environment, but it's not all bad news.

The [NVCA's 2023 Subwatershed Health Checks](#) takes a look at how these natural features have been impacted by human activity, along with what challenges they face and things that be done to improve them.

The agency produced nine subwatershed health checks covering the systems that span between Blue Mountains and Georgian Bay, to the southernmost stretches of Simcoe County, along with one watershed-wide health check.

The reports look at forest conditions, wetland conditions, stream health and groundwater quality and rank using a scale of very good to very poor. To piece together the reports, scientists analyzed aerial photos, maps, provincial groundwater and stream health data, and the types of insects that live in rivers in the watershed.

The Nottawasaga watershed's forest conditions were determined to be good but declining, with forest cover decreased by one per cent or 383.9 hectares since the last report in 2018.

Wetland conditions were also listed as good, but in decline, with the region seeing a loss of 0.2 per cent or 79 hectares between 2016 and 2018.

Stream health remains poor across the watershed, especially in streams located in urban areas and farmland. High nutrient loading, or phosphorous levels, is the most significant water quality issue within the watershed.

Groundwater quality was determined to be very good in deep and intermediate wells and good in shallow wells.

The report said there are more than 130 municipal wells and 10,000 private wells located within the watershed. Through a provincial motioning network, the NVCA keeps tabs on water levels and water quality

in 17 wells located in various aquifers throughout the watershed. Thirteen of these wells had sufficient data for reporting on current conditions.

It notes that groundwater contamination can occur in both urban and rural areas. Wells in urban areas are susceptible to chloride due to the excessive use of salt on roads and parking lots. Nitrate can also be an issue in rural areas due to excessive and improper use of crop fertilizers.

“Overall, we are seeing a loss of natural spaces, mainly due to land-use changes,” said Ian Ockenden, acting watershed science supervisor at NVCA, in a statement. “Despite this downward trend, some parts of the watershed are seeing positive change thanks to watershed residents, farmers, municipalities, volunteers and other environmental champions committed to restoring our environment.”

The full reports can be viewed at nvca.on.ca/watershed-science/watershed-report-cards.

Nottawasaga Valley Conservation Authority warns paddlers to know your limits

May 11, 2023 by Brian Lockhart

New Tecumseth Times

With spring weather now here, many people are heading out to enjoy kayaking and canoeing on local waterways.

The Minesin Wetlands is a popular place to paddle. However, the Nottawasaga Valley Conservation Authority is warning that it is not a suitable place for paddlers who have little to no paddling experience. Even if you are a skilled paddler but don't know your way around the wetlands, it is recommended that an experienced guide leads you.

The wetlands have unmarked routes, unexpected portages, log jams, poison ivy, stinging nettle, and rapidly changing conditions, to name just a few of the hazards. These conditions can provide an unpleasant or even dangerous experience.

There are organizations like the Barrie Canoe and Kayak Club and Friends of the Minesing Wetlands who lead trips using guides who know the wetlands.

Changing weather, notably in the spring and fall, can quickly turn a decent day into a cold and wet one. You should check the weather forecast before you head out. You should dress for the weather and bring a full change of clothes in a waterproof bag.

In addition, normally calm and well-defined channels can suddenly become an open lake with white caps

depending on the amount of rain or snowmelt in the watershed. Water levels can also get so low that paddlers will not be able to pass through.

This ever-changing landscape makes navigation a challenge. If you do fall in, there is a significant risk of hypothermia.

When planning your excursion, you should follow safe boating practices.

You need a sturdy, hard-bottom boat such as a kayak or canoe. Do not attempt passage on a stand-up paddle board or in an inflatable boat. Submerged trees and logs can puncture an inflatable craft.

You also need to ensure you have the mandatory marine safety equipment as required by Transport Canada.

Before you leave for a paddling trip, run through a pre-departure checklist, and be sure to tell others where you are going and what time you expect to return.

When visiting the area, it is your responsibility to make sure you are prepared. Every year, first responders, including the Ontario Provincial Police, have to rescue unprepared visitors in the area.

These rescues can be complex, expensive, time-consuming, and put first responders at risk every time they attempt a rescue.

You should be aware that you may be responsible for paying the cost of the rescue if you need someone to come help you.

You can have a fun experience on the wetlands, but if conditions aren't right, play it safe, stay home, and try again another day.

Orkin Canada Cares Team Plants 350 Trees

On May 2, the Orkin Canada Cares team spent the better part of the day getting "down and dirty," planting more than 350 seedling trees to prevent erosion along the banks of the Pine River.

May 11, 2023

Pest Control Technology



Photos courtesy of Orkin Canada

MANSFIELD, Ontario, Canada – On May 2, the [Orkin Canada](#) Cares team spent the better part of the day getting "down and dirty," planting more than 350 seedling trees to prevent erosion along the banks of the Pine River.

The project was spearheaded by Dale Kurt, Regional Manager of Orkin Canada (greater Toronto) as part of an Orkin Canada Cares initiative.



© Orkin Canada Care *Prior to beginning work, an NVCA member gave the Orkin Canada Cares team a brief tutorial on how to best plant the seedlings so that they had the greatest chance of survival.*

The idea came to Kurt, an outdoor enthusiast, while attending a presentation given by the Nottawasaga Valley Conservation Authority (NVCA) at his local Cabela's. As part of that presentation the NVCA representative explained some of the challenges the Pine River was facing. "The problem with this particular river is that it gets flooded a lot from spring run-off and it erodes along the banks, putting a lot of sediment in the water. This makes certain areas not as nice, not as good for the fish and wildlife in the area," said Kurt, who added that the Pine River is an important river that is loaded with spawning rainbow trout, speckled trout and some bass.

The goal of this project was to plant trees along the river bank so that the root systems would take hold and prevent future erosion. "So it was planting native trees and shrubs – things like cedar, pine, tamarack and high bush cranberries," Kurt said. In

addition to stopping erosion, the trees provide shade to keep both wildlife and fish stay cool. The trees along the bank will also be home to many insects that will fall into the river and become food for the fish.

Twenty two Orkin Canada Care team members — comprised of the vice president of Orkin Canada, branch managers, service managers, an entomologist, sales representatives, service technicians and office representatives — participated in the planting. An NVCA member gave the Orkin Canada Cares team a brief tutorial on how to best plant the seedlings so that they had the greatest chance of survival. "It's more involved than just digging a hole and dropping it in," Kurt said.



© Orkin Canada *The Orkin Canada Cares team crossing the Pine River, where they planted trees.*

One Orkin Canada Care team objective is to always pick up trash with any project they are involved in, so in addition to planting trees the team also picked up any trash they encountered, which was greatly appreciated by the NVCA representative.

Despite the hard work and the next-day soreness, the day was filled with laughter and smiles, Kurt said. "Everybody just got right into it and really enjoyed doing something for the sake of helping the environment and doing something good."

Kurt said the Orkin Canada Care team will be making a return trip in July to the Pine River, where the task will be to anchor unsold Christmas trees into the water along the banks, again with the goal of helping to prevent future erosion.