

A photograph of a forest scene on a foggy morning. In the foreground, several large, moss-covered rocks are scattered across a path covered in fallen brown leaves. Several tall, slender tree trunks stand vertically, their bark appearing light-colored. The background is filled with more trees, their details softened by a thick mist or fog that hangs between the trees.

Conservation Halton Board of Directors

Meeting Package

Foggy morning at Mount Nemo

October 2018

MEETING NO: # 07 18
DATE: October 25, 2018
TIME: 3:00 – 6:00 pm
PLACE: CH Admin. Office, 2596 Britannia Road West, Burlington ON
 905.336.1158 x 2236

AGENDA

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Roll Call & Mileage	
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Kim Barrett, Associate Director, Science & Partnerships	
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7. CAO Update

8. Other Business

9. Adjournment

MEETING NO: #

06 18

Minutes

A meeting of the Conservation Halton Board of Directors was held on Thursday, September 27, 2018 beginning at 3:00 p.m. at Conservation Halton's Administration Office, Burlington.

Members Present:

- Rob Burton
- Mike Cluett
- Joanne Di Maio
- Cathy Duddeck
- Rob Duvall
- Allan Elgar
- Dave Gittings
- Moya Johnson
- Gordon Krantz
- Gerry Smallegange
- Jim Sweetlove
- Marianne Meed Ward
- Ed Wells
- Bryan Lewis

Absent with Regrets:

- Stephen Gilmour
- Sue McFadden
- John Vice
- Jean Williams

Staff present:

- Sheryl Ayres
- Hassaan Basit
- Adriana Birza
- Niamh Buckley
- Nigel Finney
- Meghan Hunter
- Gene Matthews
- Marnie Piggot
- Jill Ramseyer
- Patrick Moyle
- Janelle Weppler

1. Acceptance of proposed AMENDED Agenda

CHBD 06 01

Moved by: Moya Johnson
Seconded by: Marianne Meed Ward

That Conservation Halton Board of Directors accept the AMENDED Agenda.

Carried

2. Disclosure of Pecuniary Interest for Board of Directors

There was NO disclosure of Pecuniary items.

3. Consent Items

Conservation Halton Board of Directors Minutes dated June 21, 2018

Amended Governance Meeting Minutes dated June 26, 2018

3.1. Q2 Strategic Plan Update

Report #: CHBD 06 18 02

3.2 Healthy & Safety Update

Report #: CHBD 06 18 03

Consent items were adopted.

4. Action Items**4.1 Budget Variance Report and reserve transfers – September 27, 2018**

Report #: CHBD 06 18 04

CHBD 06 02

Moved by: Allan Elgar

Seconded by: Rob Duvall

That the Conservation Halton Board of Directors **receive for information the staff report dated September 27, 2018 on the budget variances for the period ended July 31, 2018 and 2018 projected year end amounts.**

And further that the Conservation Halton Board of Directors approve the transfers from reserves and increase in respective capital project budgets amounts as set out in the report.

Carried

4.2 Sixteen Mile Creek Floodplain Mapping Projects Application

Report #: CHBD 06 18 06

CHBD 06 03

Moved by: Joanne Di Maio

Seconded by: Moya Johnson

That the Conservation Halton Board of Directors **support the application for federal funding under the National Disaster Mitigation Program in the amount of \$233,000 to assist with projects study, consultation and staff costs for Sixteen Mile Creek Floodplain Mapping Projects.**

Carried

4.3 Maplehurst Correctional Centre Flood Mitigation Planning

Application for Project Funding to the National Disaster Mitigation Program

Report #: CHBD 06 18 08

CHBD 06 04

Moved by: Dave Gittings
Seconded by: Ed Wells

That the Conservation Halton Board of Directors **supports an application for federal funding under the National Disaster Mitigation Program in support of the project study, consultation and staff costs for the Maplehurst Correctional Centre Flood Mitigation Planning initiative.**

Carried

5. In Camera Items

THAT the Conservation Halton Board of Directors **convene In Camera.**

Moved by: Ed Wells
Seconded by: Rob Duvall

Carried

THAT the Conservation Halton Board of Directors **reconvene in public forum**

Moved by: Rob Duvall
Seconded by: Ed Wells

Carried

6. CAO Update

- 6.1 Appleby College permit has been released
- 6.2 2019 Budget discussions with Halton Region are ongoing
- 6.3 Events for this fall are available on the CH Website; highlighted our first Hops & Harvest Festival at Kelso, October 13 – 14, 2018.

7. Other Business**7.1 Eastern Loggerhead Shrike**

Moya Johnson expressed her concern regarding the decision to discontinue the Eastern Loggerhead Shrike recovery program at Mountsberg as proposed by staff in a memo to the CH Foundation Board meeting on September 26, 2018. Staff will proceed with this program for one more year while completing an assessment of the costs and effectiveness of the program.

Staff will follow up by taking a report to the CH Foundation Board meeting in November to advise the program will continue for one more year while alternative funding opportunities are investigated.

8. Adjournment

Moved by: Marianne Meed Weed

THAT the Conservation Halton Board of Directors adjourn at 4:20 pm.

Carried

MEETING

Governance Committee # 02 18

MINUTES

A meeting of the Governance Committee was held on October 10, 2018 beginning at 3:00 p.m. at Conservation Halton Administration Office, Burlington ON.

Present: Jim Sweetlove
Cathy Duddeck
Joanne Di Maio
Gerry Smallegange

Absent with regrets: Jean Williams

Absent: John Vice

Staff Present: CAO, Hassaan Basit
Executive Assistant, Adriana Birza
Administrative Assistant, Niamh Buckley

Joanne Di Maio (Vice Chair, Gov) stepped in as Chair in the absence of John Vice

1. Acceptance of AMENDED Agenda.

GC 02 01

Moved by: Cathy Duddeck
Seconded by: Jim Sweetlove

THAT the Governance Committee accept the AMENDED Agenda.

CARRIED

2. Disclosure of Pecuniary Interest - NONE

3. Consent Items

Roll Call & Mileage

The Consent Items were adopted.

4.0 Action Items

4.1 Review of 2nd Draft of revised Conservation Halton Board by-law Report #: 02 18 02

GC 02 02

Moved by: Jim Sweetlove
Seconded by: Cathy Duddeck

THAT the Conservation Halton Governance Committee receives for discussion **the revised 2nd draft of Conservation Halton By-law, and recommends any changes before the final by-law is presented to the CH Board at the October meeting.**

Carried

5.0 Other Business

5.1 Board of Directors 2019 Draft Meeting Schedule

The Conservation Halton Governance Committee provided advice to Staff on the **Board of Directors 2019 Draft Meeting schedule that will be presented at the CH Board Meeting in October 2018.**

6.0 Adjournment

GC 02 Moved by: Cathy Duddeck

The Governance Committee **adjourned at 3:45 p.m.**

Carried

REPORT TO: Board of Directors

REPORT NO: # 07 18 02

FROM: Janelle Weppler, Associate Director, Engineering

DATE: October 25, 2018

SUBJECT: **Kelso Dam Update**

MEMO

This briefing note is in response to the following resolutions that were made during the Conservation Halton Board of Directors meeting on April 28, 2016:

- The Conservation Halton Board of Directors **direct staff to provide monthly updates as to the status of Kelso Dam, including water levels, plume sightings, project progress and any remedial actions being undertaken;** and
- The Conservation Halton Board of Directors **direct staff to work with the Ministry of Natural Resources and Forestry, Halton Region and Hatch to expedite, to the extent possible, the permanent remedial measures required to mitigate the dam breach risk at the Kelso Dam.**

Kelso Reservoir Water Levels and Monitoring

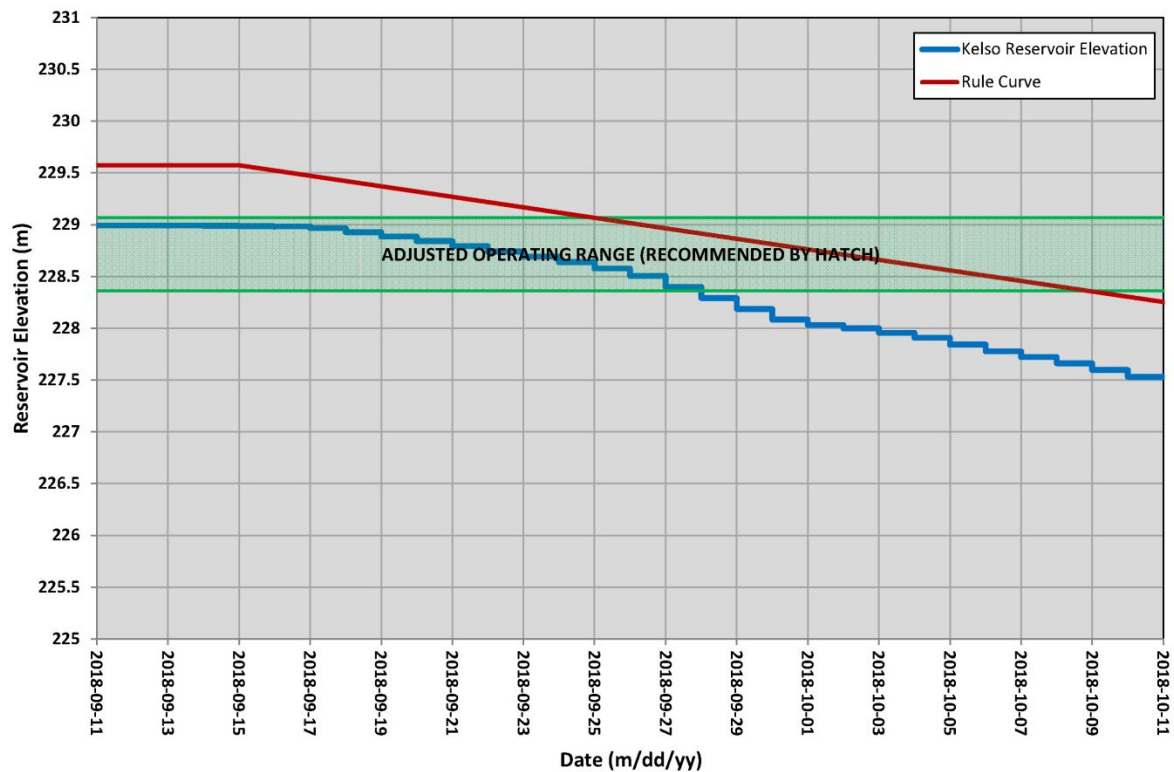
Conservation Halton are monitoring and recording the conditions at the Kelso Dam as follows:

- Automated and continuous piezometer (groundwater) readings within the earthen embankment with automated alarming of programmed thresholds;
- One (1) site visit daily; increased to two (2) site visits for two (2) days during heavy rain events; and
- Review of photographic records of the identified boil area taken every 30 minutes throughout the day (visible during daylight hours).

There continues to be no visible observation of sedimentation from the boil area (i.e. no plume sightings) since June, 2015.

The following chart illustrates the recorded water levels within the Kelso reservoir relative to the water level operating range recommended by Hatch.

Kelso Reservoir Elevation September 11, 2018 to October 11, 2018



Recent Work & Next Steps

Conservation Halton has obtained the last outstanding permit, which is required to support dewatering during construction excavation.

Conservation Halton staff have been working with representatives from both Hatch and Dufferin to collaboratively work towards a dewatering and construction solution that is within Conservation Halton's budget. Phase 2 of construction at the Kelso Dam is expected to start in the fall of 2018 with completion in 2019.

REPORT TO: Board of Directors

REPORT NO: # 07 18 03

FROM: Jill Ramseyer, Associate Director, People, Culture & Creative
905 336 1158 x2316, jramseyer@hrca.on.ca

DATE: October 25, 2018

SUBJECT: HR Policy Update in Response to Cannabis Legalization

Recommendation

That the Conservation Halton Board of Directors receive for information a **Human Resources update in response to the legalization of cannabis for recreational use on October 17, 2018.**

Report

In order to mitigate safety and other human resources risks associated to the legalization of cannabis in Canada on October 17, 2018, Conservation Halton has taken the following proactive steps as follows:

- The existing “*Drugs & Alcohol*” policy has been amended to more appropriately reflect the challenges that could be faced in light of the new legislation and with a focus on a fit for duty requirement. The policy title has therefore been changed to “*Impairment*”. Attached as Appendix 1.
- In support of the legislated changes, the amended policy and ongoing Human Rights requirements, two FAQ’s have been prepared, one for people leaders and one for all staff. The role out commenced on October 17, 2018. Attached as Appendices 2 and 3.
- With respect to Park visitors, HR staff have been researching and polling their networks and the CAs to gauge how others with public spaces are handling the potential impact. Thus far, there is a wait and see approach with no immediate communication or action. Conservation Halton is following this approach, will monitor closely and make recommendations as the situation warrants.

Impact on Strategic Goals

This report supports the Metamorphosis strategic theme of Striving for service excellence and efficiency. It most closely ties with our initiative to ensure HR policies, processes & guidelines are established, documented, legislatively compliant and follow best practices. This will ensure we protect the safety of our staff and property while mitigating legal and financial risk to the organization.

Financial Impact

There is no financial impact to this report.

Signed & respectfully submitted:



Jill Ramseyer
Associate Director, People, Culture & Creative

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

Jill Ramseyer, Associate Director, People, Culture & Creative
905 336 1158 x2316, jramseyer@hrca.on.ca

Appendix 1

Impairment Policy

Intent

Conservation Halton is committed to providing a safe, healthy and productive workplace and to protecting the health and safety of all individuals affected by our activities, as well as the communities in which we live and operate. To create a safe environment, the organization has a duty that includes addressing any issue that may impair an employee's ability to perform their work functions responsibly and safely.

Eligibility

All employees.

Policy

This policy and its related practices apply to all employees while engaged in company business, working on or off company premises, or driving company-owned, leased or rented vehicles, or personal vehicles driven for business purposes.

All individuals working at Conservation Halton (including volunteers and contractors) are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to use of or after effects of alcohol, illicit drugs, non-prescription and prescription medications, or any other substance situation, or issue that may impair judgement or performance.

Conservation Halton has taken the position that the presence of illicit drugs, recreational drugs and alcohol on the worksite is not permitted. The possession, use, distribution and sale of drugs or alcohol and drug paraphernalia on Conservation Halton property are prohibited.

Employees concerned about or who are experiencing alcohol and drug problems are encouraged to seek assistance from Conservation Halton's Employee and Family Assistance Program (EFAP), Human Resources, their personal physician or appropriate community service before job performance is affected or violations occur.

A person who requires accommodation in order to perform the essential duties of his/her job has a responsibility to communicate this need to the employer and to co-operate with the accommodation efforts. Self-disclosure is encouraged. The organization will assist and accommodate employees who seek supportive rehabilitation for substance abuse.

Disciplinary action up to and including dismissal will be taken for violations of this policy and its related practices.

Conservation Halton reserves the right to declare certain jobs safety-sensitive.

Definitions

Drugs

Any prescription, non-prescription or illicit drugs, which may create a potential for risk to an individual or others.

Fit for Work

Refers to an employee's ability to undertake the physical and psychological demands of their jobs without compromising the safety and/or productivity of the employee or others.

Illicit Drugs

Any drug or substance that is not legally obtainable by the Employee and whose use, sale, possession, purchase or transfer is restricted or prohibited by Canadian law (which may include but is not limited to street drugs such as marijuana, cocaine, heroin, hallucinogens, stimulants), and includes prescription drugs that have not been lawfully prescribed to the employee.

Safety-Sensitive Position

A position in which impairment could result in direct and significant risk of injury to the employee, others around them, the public and/or the environment.

Procedure

1. Managers and supervisors are to identify and handle all situations promptly where there are concerns about an individual's ability to perform his or her job safely. The incident shall be reported to Human Resources promptly.
2. Employees will be assessed and if impairment is suspected while at work, they will be sent home immediately. Transportation will be arranged. The supervisor is responsible for documenting any incidence of suspected impairment. Human Resources will work with the immediate supervisor to determine appropriate disciplinary action if necessary.
3. Employees are encouraged to inform their supervisor or Human Resources about any situation that may compromise their safety or the safety of others, or impair their performance.
4. Employees shall advise their supervisors whenever they have concerns about a colleague's fitness for duty.
5. The company will use "fit to work" procedures and provide support and accommodations, where appropriate. Employees needing rehabilitation for substance abuse shall be encouraged to seek professional care and support through the Employee and Family Assistance Program (EFAP) and/or through their personal health care professional.
6. Employees who refuse to co-operate in rehabilitation and/or who continue to present as a safety risk to themselves and/or others shall be subject to progressive discipline in accordance with established procedures.

Appendix 2

Impairment Policy FAQ for People Leaders

Why are we implementing an Impairment Policy?

The legalization of marijuana has heightened the need for organizations to look at their existing policies and update accordingly, or in the absence of one, to develop a policy. The organization is accountable to create a safe environment for staff, volunteers, contractors, and members of the public. This duty includes addressing any issue that may impair an employee's ability to perform their work functions responsibly. CH's Impairment Policy replaces the former Drug and Alcohol Policy.

What is "impairment"?

Impairment can be the result of various situations, which can distract a person from focusing on their task, including fatigue, life stresses, use of drugs (over the counter, prescription, illicit), consumption of alcohol, etc.

What can impairment look like?

Impairment may be the result of various circumstances. Sometimes there are immediate signs and symptoms present; other times it is a pattern of behaviour that may be a concern. For example:

- personality changes or erratic behaviour (e.g. increased interpersonal conflicts; overreaction to criticism)
- appearance of impairment at work (e.g., odour of alcohol or drugs, glassy or red eyes, unsteady gait, slurring, poor coordination)
- working in an unsafe manner, excessive number of incidents/mistakes, or involvement in an accident/incident
- consistent lateness, absenteeism, or reduced productivity or quality of work

Note: It is not the role of the supervisor or employer to diagnose a possible substance use or dependency problem. Their role is to identify if an employee is impaired, and to take the appropriate steps as per the organization's policy.

What should be done if impairment is suspected?

If you become aware of an employee who is showing signs of impairment (regardless of cause), it is very important that action is taken. All actions should be handled with empathy and without judgement.

Examples of corrective actions include but are not limited to:

- Call for first aid or emergency medical assistance, if necessary.
- Speak to the employee in a private area to discuss their behaviour.
- Ask another supervisor or designated person to be present as a witness.
- State your concerns about safety for others and themselves to the employee and request that they explain what is going on. Do not assume substances are the cause.
- Based on employee response, discuss options, where applicable and available.
- Provide information on the Employee, Family and Assistance Program.

- If necessary, call a taxi or have the employee escorted home; do not allow them to drive if you suspect impairment.
- Notify Human Resources, who will work with you to carry out any accommodation or disciplinary action if required.
- Document all discussions (include the events preceding the incident, identification of the employee's unsafe work practices, the matters discussed with the employee, a list of all actions taken, and any recommendations made to the employee).

What questions can I ask an employee who is suspected to be impaired?

Stating your concerns should be done in an unbiased and factual manner. Do not place blame or make assumptions. Express your concerns by using statements such as:

- We would like to talk to you as we have noticed the following actions or behaviours lately. We are concerned for your safety and that you or someone else may get hurt.
- It was reported that you were almost involved in an incident. Can we discuss what happened leading to this event?
- You don't seem yourself lately and we are concerned. Can we talk?
- Are you okay?
- For your safety and the safety of others, we would like to discuss...

Does the duty to accommodate extend to medical marijuana?

Yes. The duty to accommodate, as required by provincial and federal human rights legislation, extends to disabled employees who use medical marijuana. These employees are to be accommodated the same way as an employer accommodates other disabled employees who have been prescribed medication or have physical/cognitive restrictions. Accommodation is also required for employees who have an addiction to prescribed or illicit drugs or alcohol.

Appendix 3

Impairment Policy FAQ

Why are we implementing an Impairment Policy?

The legalization of marijuana has heightened the need for organizations to look at their existing policies and update accordingly, or in the absence of one, to develop a policy. The organization is accountable to create a safe environment for staff, volunteers, contractors, and members of the public. This duty includes addressing any issue that may impair an employee's ability to perform their work functions responsibly. CH's Impairment Policy replaces the former Drug and Alcohol Policy.

What is “impairment”?

Impairment can be the result of various situations, which can distract a person from focusing on their task, including fatigue, life stresses, use of drugs (over the counter, prescription, illicit), consumption of alcohol, etc.

What can impairment look like?

Impairment may be the result of various circumstances. Sometimes there are immediate signs and symptoms present; other times it is a pattern of behaviour that may be a concern. For example:

- personality changes or erratic behaviour (e.g. increased interpersonal conflicts; overreaction to criticism)
- appearance of impairment at work (e.g., odour of alcohol or drugs, glassy or red eyes, unsteady gait, slurring, poor coordination)
- working in an unsafe manner, excessive number of incidents/mistakes, or involvement in an accident/incident
- consistent lateness, absenteeism, or reduced productivity or quality of work

What does “fit to work” really mean?

“Fit for work” means being physically, mentally and emotionally able to perform the essential tasks of work in a manner which does NOT threaten the safety or health of oneself, co-workers, property, or the public at large.

But, use of cannabis is legal – why can't I use it at work? What if I am on a break?

Cannabis use has been proven to cause impairment, which will not be tolerated at work. This applies to all employees and is especially important for employees in safety-sensitive positions. The safety of our staff, volunteers, contractors and the public is of the utmost importance. Additionally, we are representatives of Conservation Halton and need to maintain professionalism to protect our image and reputation.

What is a safety-sensitive position?

Safety-sensitive positions are ones where impaired performance, for whatever reason, could result in a significant accident affecting the health or safety of employees, customers, the public, and/or causing damage to property or the environment. Safety sensitive jobs include the use of equipment, machinery, operating motor vehicles, working at heights or dealing with hazardous chemicals.

Do I have to disclose if I am using cannabis for medical reasons?

Employers and employees have an obligation under occupational health and safety legislation to maintain a safe working environment. Employees have a duty to perform work safely and to report any hazards to their supervisor. Employees who are unable or unfit to work safely could be a hazard to themselves or to others in the workplace. In particular, employees in safety sensitive positions must inform their employers if they are to be using medical cannabis or other medication (prescription or non-prescription) that may cause impairment.

What information do I have to provide about medications that may impair me?

Should an employee self-disclose medication use, it is to be treated confidentially. An employee is not required to disclose why the medication is being prescribed. However, an employer does have the right to obtain certain information about the employee's needs, without getting into specific diagnosis. This is so that accommodations can be made if the medication could cause impairment or diminish functionality.

Information that an employer can request includes:

- Proof of prescription
- When and how often the medication needs to be taken
- How much of the medication will need to be taken
- What the prescribed method of ingestion is
- Where the medication will be taken
- How long the medication is anticipated to be needed
- If the employee will be able to safely carry out their assigned duties while taking the medication

What happens if I am caught impaired at work?

Our policy is clear that our employees are expected to report to work fit for duty. If you are impaired while at work or are caught with illicit drugs, recreational drugs and/or alcohol you will be sent home immediately. There is a zero tolerance for policy violations, which may result in progressive discipline up to and including termination.

REPORT TO: Board of Directors

REPORT NO: 07 18 04

FROM: Barbara J. Veale, Director Planning & Regulations

DATE: October 25, 2018

SUBJECT: **Quarterly Permits & Letters of Permission issued under Ontario Regulation 162/06 June 1, 2018 to September 30, 2018**

Recommendation

THAT the Conservation Halton Board of Directors **receive for information the Permits and Letters of Permission issued by staff under Ontario Regulation 162/06 for the period of June 1, 2018 to September 30, 2018, as identified in the staff report dated October 25, 2018.**

Report

Between June 1, 2018 to September 30, 2018, 144 Permits and 32 Letters of Permission were issued (see attached table). All approvals were reviewed and approved in accordance with Board approved policies contained in *Policies and Guidelines for the Administration of Ontario Regulation 162/06 and Land Use Planning Policy Document April 27, 2006, revised November 26, 2015.*

Impact on Strategic Goals

This report supports the Metamorphosis strategic theme of taking care of our growing communities. The theme is supported by the objective to remain dedicated to ecosystem-based watershed planning that contributes to the development of sustainable rural, urban and suburban communities.

Financial Impact

CH staff work with permit applicants to address their needs while meeting Board approved policies for administering Ontario Regulation 162/06. Fees for permits are based on staff time and effort required to process different types of applications as approved by the Board.

Signed & respectfully submitted:



Barbara J. Veale
Director, Planning & Regulations

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

Charles Priddle, Coordinator Regulations Program
cpriddle@hrca.on.ca; 905-336-1158 x 2276

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
Burlington						
A/15/B/40	5144 REISSUE	3321 Appleby Line	(W2134)** REISSUE** Proposed installation of 150mm Sanitary Sewer and a 750mm watermain within the limits of a Regulated Valleyland - Bronte Creek Valley.	30/05/2018	10/06/2018	Paul Bond
A/17/B/18	5520 REVISED	3215 Robert Street	**REVISED** Proposed construction of a 18.67m x 4.57m rear addition, a 6.1m x 3.05m shed and a 6.08m x 11.58m pool within 7.5m but beyond 3m of the valley associated with Roseland Creek.	31/07/2018	01/08/2018	Ben Davis
A/17/B/73	5671 REVISED	1091 & 1121 Heritage Road	**REVISED** Proposed installation of two water quality units, repair/replace outlet pipes, removal of headwall pipe, concrete pads, and existing hydro poles within the 7.5 metre allowance from the long term stable top of bank associated with Shoreacres Creek.	10/08/2018	10/08/2018	Ola Panczyk
A/17/B/98	5735 REVISED	6501 Glenfern Avenue	**REVISED** Proposed sewage treatment system replacement within 6-15 metres of the stable top of bank erosion hazard associated with the valley of Bronte Creek.	12/09/2018	17/09/2018	Cassandra Connolly
A/17/B/126	5841 REVISED	3321 Aberdeen Avenue	**REVISED** Proposed in-ground pool, deck, patio and landscaping within the 7.5 metre regulatory allowance associated with the floodplain of Shoreacres Creek	17/07/2018	18/07/2018	Cassandra Connolly
A/18/B/54	5933 REVISED	4284 Clubview Drive	REVISED - Proposed installation of a pool, patio, shed, pavilion, water feature and gardens partially within the 7.5 metre setback associated with the floodplain of Appleby Creek.	25/07/2018	26/07/2018	Cassandra Connolly
A/18/B/29	5939	3497 Walkers Line	Proposed addition to existing dwelling and hard landscaping within the 7.5 metre allowance associated with the valley of Appleby Creek	31/05/2018	05/06/2018	Cassandra Connolly
S/18/B/14	5940	120 Crestwood Court	Proposed grading to facilitate a walk-out basement with retaining wall and drainage; a new front porch; a rear yard reconstruction of a sunroom with second storey patio and partial reconstruction of a second floor. All works are proposed within the erosion hazard of Lake Ontario.	30/05/2018	05/06/2018	Charles Priddle
A/18/B/58	5945	1088 Sturbridge	Proposed pool installation and patio reconstruction within the 7.5 metre setback associated with the floodplain of Upper Hager Creek.	31/05/2018	07/06/2018	Cassandra Connolly
S/18/B/20	5947	640 North Shore Boulevard East	Proposed pool and retaining wall within the erosion hazard of Hamilton Harbour/Burlington Bay.	07/06/2018	08/06/2018	Charles Priddle
A/18/B/52	5950	2561 Britannia Road	Proposed swimming pool and pool equipment area within the 15 metre setback from top of bank associated with the valley of Bronte Creek.	06/06/2018	08/06/2018	Ola Panczyk
A/17/B/100	5951	0 South Service Road	(PR3196) Proposed installation of a 300mm watermain via trenchless technology crossing Sheldon Creek, and the decommissioning of an existing valve chamber within the Regulated Area of Sheldon Creek.	04/06/2018	11/06/2018	Paul Bond
A/18/B/57	5954	5566 Cedar Springs Road	Proposed driveway repair within the floodplain and valley associated with Bronte Creek.	05/06/2018	12/06/2018	Cassandra Connolly
S/17/B/36	5958	256 North Shore Boulevard	Proposed replacement of shoreline protection works within Hamilton Harbour/Burlington Bay. The work involves the re-construction of armour stone walls within the flooding and erosion hazards associated with Hamilton Harbour/Burlington Bay.	31/05/2018	26/06/2018	Charles Priddle
A/18/B/64	5961	3455 North Service Road	Proposed lowering of an existing natural gas pipeline within the floodplain associated with Tuck Creek.	18/06/2018	19/06/2018	Cassandra Connolly

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
S/18/B/21	5963	624 Edgewater Crescent	Proposed hard landscaping, including the construction of an accessory pavilion within the erosion hazard associated with Burlington Bay.	20/06/2018	21/06/2018	Charles Priddle
A/17/B/40	5976	0 Golden Eagle (@ Headon) Drive	Proposed replacement of a failed retaining wall downstream of Headon Road with a new armourstone retaining wall, connection of the existing armourstone wall and the replacement of Gabion Baskets upstream of Headon Road with armourstone to stabilize the bank and mitigate erosion.	06/04/2018	26/06/2018	Cassandra Connolly
A/18/B/65	5977	264 Goodram Drive	Proposed construction of a first and second storey addition, including a new garage to an existing 1-storey single-family dwelling, the reconstruction of a new rear deck and a new front porch within the valley and 7.5 metre regulatory allowance of Shoreacres Creek.	25/06/2018	26/06/2018	Cassandra Connolly
S/18/B/22	5978	830 Danforth Place	Proposed second storey addition, reconstruction of a garage and an extension to the main level located within the development setback associated with the erosion hazard of Hamilton Harbour/Burlington Bay.	22/06/2018	26/06/2018	Charles Priddle
A/18/B/59	5982	415 Pomona Avenue	Proposed installation of hydro poles, conductor transfers and secondary service relocation within the floodplain and 7.5 metre regulatory allowance associated with Roseland Creek.	27/06/2018	03/07/2018	Cassandra Connolly
A/18/B/61	5984	1714 Larchwood Green	Proposed pool and patio installation within the setback associated with the valley of Upper Hager Creek.	29/06/2018	03/07/2018	Cassandra Connolly
S/18/B/18	5985	256 North Shore Boulevard	Proposed replacement of a deteriorating creek mouth/shoreline protection wall within the bank of a channel at the outlet to Hamilton Harbour/Burlington Bay.	05/07/2018	09/07/2018	Charles Priddle
A/18/B/69	5994	2070 McKerlie Crescent	Proposed rear yard deck within the 7.5 metre regulatory allowance from a meander belt erosion hazard associated with Appleby Creek.	29/07/2018	12/07/2018	Cassandra Connolly
A/18/B/70	5996	5186 Fernbrook Court	Proposed removal of an existing deck and installation of a new patio and shade pavilion within the 7.5 metre regulatory allowance and from the floodplain associated with Sheldon Creek	10/07/2018	17/07/2018	Cassandra Connolly
A/18/B/72	5998	6207 Lowville Park Road	Proposed installation of sediment mats within Bronte Creek	13/07/2018	17/07/2018	Ola Panczyk
A/18/B/71	6003	0 North Service Road	Proposed relocation of Bell Canada conduits within the floodplain associated with Tuck Creek	13/07/2018	20/07/2018	Cassandra Connolly
A/18/B/79	6004	2596 Armour Crescent	Proposed installation of a new in-ground swimming pool within 3 - 7.5 metres of the stable top of bank associated with the Valley of Sixteen Mile Creek	20/07/2018	23/07/2018	Cassandra Connolly
A/18/B/74	6013	3497 Walkers Line	Proposed emergency replacement of a road culvert that conveys a tributary of Appleby Creek	27/07/2018	30/07/2018	Cassandra Connolly
A/18/B/02	6014	1767 Heather Hills Drive	Proposed restoration and stabilization of section of Hager Creek and associated valley slope in order to protect private property	08/02/2018	30/07/2018	Cassandra Connolly
A/18/B/02	6014	1767 Heather Hills Drive	Proposed restoration and stabilization of section of Hager Creek and associated valley slope in order to protect private property.	12/07/2018	30/07/2018	Cassandra Connolly
S/18/B/24	6016	3022 Lakeshore Road	Proposed placement of rip-rap and soil above shoreline protection works as a temporary measure to slow slope erosion cause by wave overtopping.	27/07/2018	31/07/2018	Charles Priddle
A/18/B/81	6017	2583 Britannia Road	Proposed septic replacement within the 15 metre allowance from the valley of Bronte Creek.	26/07/2018	31/07/2018	Cassandra Connolly
A/18/B/87	6021	6391 Walkers Line	Proposed installation of sediment mats within a tributary of Bronte Creek.	01/08/2018	10/08/2018	Ola Panczyk

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/18/B/86	6023	Behind 103 Colonial Court	Proposed placement of a 15 metre x 1.5 metre tiered crib wall for temporary erosion protection of the banks associated with Appleby Creek at the confluence with Lake Ontario.	10/08/2018	15/08/2018	Charles Priddle
S/18/B/13	6024	682 North Shore Boulevard East	Proposed construction of a temporary dock within Burlington Bay/Hamilton Harbour, as well as the construction of a patio cover and reconstruction of decks within the erosion hazard associated with Burlington Bay/Hamilton Harbour.	09/05/2018	10/08/2018	Charles Priddle
S/18/B/17	6025	688 North Shore Boulevard East	Proposed construction of a temporary dock within Burlington Bay/Hamilton Harbour.	07/08/2018	10/08/2018	Charles Priddle
A/18/B/90	6027	1055 Pachino Court	Proposed construction of a concrete sidewalk within 7.5 metres of the erosion hazard associated with Sheldon Creek.	02/08/2018	15/08/2018	Ola Panczyk
A/18/B/84	6029	1150 Skyview Unit 2 Drive	Proposed replacement of an existing deck located within the 7.5 metre regulated allowance but outside of the 3 metre minimum setback from the top of bank associated with a valley of Upper Hager Creek.	09/08/2018	16/08/2018	Cassandra Connolly
A/18/B/92	6034	716 North Shore Boulevard East	Proposed grading works and retaining wall associated with the demolition and reconstruction of an existing dwelling with new deck and driveway within the 7.5m regulatory allowance, but outside of the minimum 3 metre setback from the valley of Falcon Creek.	16/08/2018	20/08/2018	Cassandra Connolly
A/18/B/34	6035	2224 Grand Boulevard	Proposed demolition of the existing cottage and construction of a new seasonal cottage and a new septic system within the valley of Bronte Creek, but no further into the valley than existing.	13/08/2018	22/08/2018	Ola Panczyk
A/18/B/66	6038	2150 Owen Lane	Proposed cathodic protection remediation work on an existing pipeline within the flooding and erosion hazards of that watercourse.	20/08/2018	23/08/2018	Cassandra Connolly
A/18/B/21	6048	1955 Creston Place	Proposed replacement of a rear deck no further into the valley of Upper Hager Creek than the existing.	17/07/2018	04/09/2018	Cassandra Connolly
A/18/B/117	6052	2224 Grand Boulevard (<i>new owners</i>)	Proposed demolition of the existing cottage and construction of a new cottage and a new septic system within the valley of Bronte Creek, but no further in the valley than existing.	07/09/2018	11/09/2018	Ola Panczyk
A/18/B/112	6056	0 Lemonville Road (E. of Hidden Valley Rd)	Proposed saw cut, removal and replacement of asphalt, routing and sealing cracks on asphalt and debris cleaning of expansion joints on a bridge and culvert conveying Grindstone Creek as part of the City of Burlington's Bridge and Culvert Minor Rehabilitation Project. (B-310003)	30/08/2018	17/09/2018	Cassandra Connolly
A/18/B/111	6057	1210 - 1220 Thorpe Road	Proposed repair and replacement of spalled concrete on the end dams of a bridge conveying Upper Hager Creek as part of the City of Burlington's Bridge and Culvert Minor Rehabilitation Project. (B-210026)	30/08/2018	20/09/2018	Cassandra Connolly
S/18/B/25	6059	3144 Lakeshore Road	Proposed construction of a 24 square metre accessory pavilion within the erosion hazard of Lake Ontario that meets the required development setback	10/09/2018	25/09/2018	Charles Priddle
A/18/B/98	6061	4183 - 4227 Fairview Street	Proposed repair and replacement of delaminated concrete on the wingwall of a culvert conveying Shoreacres Creek as part of the City of Burlington's Bridge and Culvert Minor Rehabilitation Project. (C-120019)	30/08/2018	20/09/2018	Cassandra Connolly
A/18/B/108	6063	5104 - 5132 Pinedale (s. of 5140 Pinedale) Avenue	Proposed removal, repair and replacement of cracked concrete, curb and spalled concrete on a bridge and culvert conveying Appleby Creek as part of the City of Burlington's Bridge and Culvert Minor Rehabilitation Project (B-210003)	30/08/2018	20/09/2018	Cassandra Connolly

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/18/B/78	6064	0 New Street (b/w 3416 New Street & 3461 Rubens Court)	Proposed replacement of an existing NPS 4" pipeline beneath Tuck Creek by horizontal directional drill.	14/09/2018	25/09/2018	Cassandra Connolly
A/18/B/103	6065	1034 - 1075 Sutton Drive	Proposed repair, patching and replacement of concrete on a bridge conveying Sheldon Creek as part of the City of Burlington's Bridge and Culvert Minor Rehabilitation Project. (C-220049)	30/08/2018	20/09/2018	Cassandra Connolly
A/17/B/04	6067	5527 Cedar Springs Road	Proposed replacement of a 2-storey dwelling with an attached garage within the 15 metre floodplain setback associated with Bronte Creek, including the replacement of a septic system and minor grading works within the floodplain.	31/08/2018	26/09/2018	Ola Panczyk
A/18/B/116	6068	657 Sandcherry Drive	Proposed installation of a new in-ground swimming pool and surrounding patio within 15 metres, but no closer than 6 metres, from the valley of Grindstone Creek.	10/09/2018	20/09/2018	Cassandra Connolly
A/18/B/104	6071	5053 Lakeshore Road (E. of 5047)	Proposed installation of rip rap and backfilling of creek embankment, the removal and replacement of asphalt, routing and sealing cracks on asphalt pavement, and re-pouring of concrete expansion joints on a bridge and culvert conveying Appleby Creek as part of the City of Burlington's Bridge and Culvert Minor Rehabilitation Project. (B-110002)	30/08/2018	28/09/2018	Cassandra Connolly
A/18/B/121	6073	5733 Blind Line	Proposed like for like replacement of an existing deck and house addition that was destroyed by fire, within 15 metres of top of bank associated with the valley of Bronte Creek	26/09/2018	28/09/2018	Ola Panczyk
A/18/B/102	6074	3397 - 3499 Palmer (w. of 3497) Drive	(C-220019) Proposed removal, repair, and replacement of delaminated concrete at the outlet pipe and lower haunch of a bridge conveying Tuck Creek as part of the City of Burlington's Bridge and Culvert Minor Rehabilitation Project	30/08/2018	28/09/2018	Cassandra Connolly
A/18/B/100	6075	2151 - 2211 Walkers Line	(C-120083) Proposed installation of rip rap to match existing invert level of a culvert conveying Shoreacres Creek and the routing, sealing, and replacement of asphalt to repair cracks and potholes on a bridge conveying the creek as part of the City of Burlington's Bridge and Culvert Minor Rehabilitation Project	30/08/2018	28/09/2018	Cassandra Connolly
A/18/B/115	Letter of Permission	5043 Mount Nemo Crescent	Proposed installation of a new well line to existing dwelling and water supply to the existing barn, installation of a new hydrant, and swale maintenance between 30 and 120 metres of a Provincially Significant Wetland (PSW).	07/09/2018	20/09/2018	Cassandra Connolly
A/18/B/55	Letter of Permission	1305 Kilbride Street	Proposed removal of an existing above ground swimming pool and installation of a new on-ground swimming pool located between 30 and 120 metres of a wetland greater than 2 hectares in size.	30/05/2018	05/06/2018	Ola Panczyk
A/18/H/42	Letter of Permission	940 Beeforth Road	Proposed new storage shed located between 30m and 120m from a Provincially Significant Wetland (PSW).	27/07/2018	30/07/2018	Cassandra Connolly
S/18/B/19	Letter of Permission	2414 Lakeshore Road	Proposed gazebo, approximately 10 m ² in size, within the erosion hazard of Lake Ontario.	05/06/2018	05/06/2018	Charles Priddle

Halton Hills						
A/16/HH/13	5385 REISSUE	Trafalgar Road ROW	**REISSUE** Proposed installation of twin 900mm diameter feeder mains (using trenchless technology) within the limits of several tributaries of the Middle East Branch of Sixteen Mile Creek within the Trafalgar Road.	05/07/2016	07/08/2018	Paul Bond

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/18/HH/07	5955	10783 & 10785 Fourth Line	Proposed installation of approximately 30m of NPS 1" pipe within 30 metres of a wetland greater than 2 ha in size and the installation of 161m of NPS 1 ¼" pipe within 15 metres of a wetland greater than 2 ha in size and within 15 metres of a valley associated with a tributary of Sixteen Mile Creek.	12/06/2018	13/06/2018	Laura Head
A/18/HH/09	5990	7859 Fifth Line South	Proposed renovation and additions to a building between 30 and 120 metres of a wetland greater than 2 hectares in size and alterations to a driveway and parking area within and immediately adjacent to the floodplain of Sixteen Mile Creek.	03/07/2018	10/07/2018	Laura Head
A/18/HH/11	6011	40 Westbridge Drive	Proposed one-storey warehouse building, parking, sidewalk, servicing and landscaping between 30 and 120 metres of wetland greater than 2 hectares in size. The sidewalk, minor grading and a very small portion of the parking area are within 15 metres of the floodplain associated with Sixteen Mile Creek.	06/07/2018	27/07/2018	Emma DeFields
A/17/HH/09	6026	0 Fifteenth Sideroad (near 10698)	Proposed lining of an existing culvert that conveys a tributary of Sixteen Mile Creek.	10/08/2018	09/08/2018	Laura Head
A/18/HH/15	6072	6173 Seventeenth Sideroad	Proposed replacement of the second storey of the existing barn within 15 metres of the floodplain associated with Sixteen Mile Creek and within 120 metres of a Provincially Significant Wetland (PSW).	18/09/2018	28/09/2018	Laura Head
A/17/HH/13	5690 REVISED	8309 Fifth Line	**REVISED** Proposed second storey addition, rear and front additions and rear covered patio addition to existing dwelling within 15 metres of the flooding and erosion hazards associated with Sixteen Mile Creek.	28/05/2018	05/06/2018	Laura Head
A/18/HH/08	Letter of Permission	10698 Fifteenth Sideroad	Proposed replacement of existing septic tank located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	21/06/2018	27/06/2018	Laura Head
A/18/HH/10	Letter of Permission	8 Deer Run Crescent	Proposed expansion of the existing filter bed for a septic system located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	11/07/2018	11/07/2018	Laura Head

Hamilton						
A/16/H/41	5253 REISSUE	159 Carlisle Road	**REISSUE** Proposed placement of log deflectors and sediment mats to narrow sections of widened channel within Bronte Creek.	12/07/2018	31/07/2018	Ben Davis
A/18/H/26	5931 REISSUE	131 Seventh Concession Road East	**REVISED** Proposed construction of a new deck and installation of a swimming pool within 15-30 metres of a Provincially Significant Wetland (PSW).	10/09/2018	11/09/2018	Cassandra Connolly
A/18/H/28	5967	1659 Six Highway	Proposed installation of approximately 44 metres of natural gas pipeline within 30 metres of a Provincially Significant Wetland (PSW).	11/06/2018	21/06/2018	Cassandra Connolly
A/18/H/33	5995	35 Eighth Concession Road East	Proposed replacement of a driveway culvert within 30 - 120 metres of a Provincially Significant Wetland (PSW).	12/07/2018	17/07/2018	Cassandra Connolly
A/17/H/63	5999	250/300 Main Street South	Proposed partial demolition of existing wastewater treatment plant structures, to restore and grade the site, as well as a new headwall replacement including a ditch inlet and manhole along the access route within the floodplain associated with Grindstone Creek.	28/06/2018	18/07/2018	Ben Davis
A/18/H/30	6006	0 Eighth (1294 Hwy 6 to 46 Eighth Conc.) Concession Road East	Proposed placement of 2.5 kilometres of fibre optic cable traversing beneath a tributary of Bronte Creek and within 15 metres of a Provincially Significant Wetland (PSW) to service a Bell Mobility Tower.	16/07/2018	24/07/2018	Cassandra Connolly

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/18/H/34	6018	0 Carlisle (west of 47 Carlisle rd) Road	proposed replacement of a driveway entrance culvert which conveys a tributary of Grindstone Creek and is located partially within a Provincially Significant Wetland (PSW).	17/07/2018	07/08/2018	Cassandra Connolly
A/18/H/37	6022	18 Zellens Road	Proposed septic replacement within the 15 metre allowance from the valley of Grindstone Creek.	07/08/2018	10/08/2018	Ola Panczyk
A/18/H/36	6028	34 Sovereign Avenue	Proposed new shed within the 15 metre regulatory allowance, but outside of the 6 metre minimum setback, from the meander belt erosion hazard of Grindstone Creek.	03/08/2018	17/08/2018	Cassandra Connolly
A/18/H/01	6037	188 Main Street South	Proposed reconstruction of a rear addition with a new basement and the proposed construction of a rear deck within the 15 metre regulated allowance from the valley of Grindstone Creek.	14/08/2018	28/08/2018	Ola Panczyk
A/18/H/40	6045	1186 Six Highway	Proposed installation of 1135m of NPS 2" main extension pipe traversing beneath tributaries of Grindstone Creek and within 15 metres of a Provincially Significant Wetland (PSW).	16/08/2018	30/08/2018	Cassandra Connolly
A/18/H/43	6054	27 Campbellville Road	Proposed construction of a 12ft x 14ft (15.6 square metre) shed within the floodplain associated with Bronte Creek.	21/09/2018	25/09/2018	Ben Davis
A/17/H/42	6062	27 Campbellville Road	Proposed installation of Christmas trees and plant material along the banks of Bronte Creek in order to narrow the channel. The proposed works will occur within Bronte Creek.	25/09/2018	25/09/2018	Ben Davis
A/18/H/41	6069	662 Safari Road	Proposed Enbridge maintenance dig within a Provincially Significant Wetland (PSW).	11/09/2018	20/09/2018	Cassandra Connolly
A/18/H/25	Letter of Permission	1165 Six Highway	Proposed construction of a detached workshop located between 15 metres and 30 metres of a Provincially Significant Wetland (PSW).	25/09/2018	27/09/2018	Cassandra Connolly
A/18/H/27	Letter of Permission	313 Tenth Concession Road	Proposed stable and arena to be located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	31/05/2018	04/06/2018	Cassandra Connolly
A/18/H/29	Letter of Permission	1117 Edgewood Road	Proposed sunroom addition to be located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	07/06/2018	11/06/2018	Cassandra Connolly
A/18/H/31	Letter of Permission	1749 Centre Road	Proposed in-ground swimming pool and new pavilion located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	03/07/2018	03/07/2018	Cassandra Connolly
A/18/H/35	Letter of Permission	27 Blueheron Lane	Proposed addition to existing dwelling, deck, and septic tank within 30m and 120m of a Provincially Significant Wetland (PSW).	17/07/2018	19/07/2018	Cassandra Connolly
A/18/H/39	Letter of Permission	1787 Centre Road	Proposed garage and covered porch additions to the existing dwelling and new septic system located between 30m and 120m of a Provincially Significant Wetland (PSW).	08/08/2018	15/08/2018	Cassandra Connolly
A/18/H/44	Letter of Permission	853 Eighth Concession Road West	Proposed new rear deck located between 30m and 120m of a Provincially Significant Wetland (PSW).	20/09/2018	25/09/2018	Cassandra Connolly

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
Milton						
A/14/M/86	5234 REISSUE	0 Trafalgar Road (Britannia to Fifth Sideroad)	***REISSUE*** Proposed installation of a 1200mm diameter feedermain (using Trenchless Technology and Open Trench methods) within the limits of the valley of the east branch of Sixteen Mile Creek within the Trafalgar Road ROW.	05/07/2016	07/08/2018	Paul Bond
A/16/M/100	5823 REVISED	0 Regional 25 Road	**REVISED** Proposed erosion protection works involving the installation of a 63m long buried armourstone wall with vegetated buttress within the Regulated Area portion of the West Branch of Sixteen Mile Creek, west of Regional Road 25, south of Derry Road. The projection installation involves some in-water works to be undertaken.	07/09/2018	12/09/2018	Paul Bond
A/18/M/31	5889 REVISED	115 Tremaine Road	Proposed construction of a second storey to the existing dwelling including a new front porch, new rear deck and a new septic within 15 metres of the floodplain associated with Sixteen Mile Creek.	31/05/2018	05/06/2018	Ben Davis
A/17/M/65	5930	8048 Twiss Road	Proposed demolition and construction of a new barn, driveway and waterline extension within 15 - 30 metres of a Provincially Significant Wetland (PSW).	19/06/2018	27/06/2018	Emma DeFields
A/18/M/43	5936	2030 Cunningham Court	Proposed construction of a deck addition, gazebo and reconstruction of an existing deck within the floodplain associated with Bronte Creek.	29/05/2018	05/06/2018	Ben Davis
A/18/M/37	5942 REVISED	0 Henderson Line (b/w Lower Base Line & RR 25)	**REVISED** Proposed road repairs including grade raise and paving within 30 - 120 metres of a Provincially Significant Wetland and within 15 metres of the floodplain associated with Sixteen Mile Creek.	07/08/2018	10/08/2018	Ben Davis
A/18/M/36	5944	0 Esquesing Road (b/w Fifth Sd Road & James Snow Parkway)	Proposed road repairs including a grade raise and paving within the floodplain associated with Sixteen Mile Creek.	25/04/2018	06/06/2018	Ben Davis
A/18/M/46	5953	6728 Sixth Line	Proposed construction of a service access road within the floodplain associated with Bronte Creek.	05/06/2018	12/06/2018	Ben Davis
A/18/M/47	5956	Future Tremaine Road (b/w Steeles & No 3 Sideroad)	Proposed construction of realigned Tremaine Road south of Sixteen Mile Creek, installation of the proposed watermain crossing by tunneling and encasing pipe under Sixteen Mile Creek, installation of Crossing C14 and associated works within the regulated area of Sixteen Mile Creek including excavation of material, placement of fill, construction of 4 lane urban roadway with bike lanes and pathways, storm sewer installation. (PR 2261C)	12/06/2018	13/06/2018	Ekaterina Sapozhnikova
A/18/M/02	5957	6711 Regional 25 Road (Mattamy Martin West Outfall)	Proposed construction of a SWM Outfall associated with the valley of Sixteen Mile Creek at the Mattamy Martin West property within the Regulated Area associated with Sixteen Mile Creek.	29/05/2018	15/06/2018	Ben Davis
A/18/M/45	5960	6745 Fourth Line (adj. to 1500 Beaty Trail)	Proposed installation of 31m of NPS 11/4" pipeline within the Floodplain of a tributary of Sixteen Mile Creek.	18/06/2018	21/06/2018	Ben Davis
A/18/M/49	5962 REVISED	3179 Derry Road	**REVISED** Proposed replacement of an existing driveway culvert, a 400mm CSP, 13 metres in length and 10 metres of ditch re-profiling within the floodplain of Bronte Creek.	27/08/2018	04/09/2018	Ben Davis

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/18/M/08	5969	0 Charles Street	Proposed repairs/linings/replacements of the existing sewer main, maintenance hole and laterals at various locations within the road ROW and within the associated allowances of Sixteen Mile Creek's floodplain. (S3042i).	14/06/2018	25/06/2018	Paul Bond
A/18/M/09	5969	0 Pine Street	Proposed repairs/linings/replacements of the existing sewer main, maintenance hole and laterals at various locations within the road ROW and within the associated allowances of Sixteen Mile Creek's floodplain. (S3042i)	14/06/2018	25/06/2018	Paul Bond
A/18/M/10	5969	0 Steeles Avenue West	Proposed repairs/linings/replacements of the existing sewer main, maintenance hole and laterals at various locations within the road ROW and within the associated allowances of Sixteen Mile Creek's floodplain. (S3042i)	14/06/2018	25/06/2018	Paul Bond
A/18/M/15	5971	0 Fifteenth Sideroad (Structure 73 -0.5km w. of Fist Line)	Proposed repairs to an existing culvert structure (Structure 73) that conveys a tributary of Sixteen Mile Creek.	14/05/2018	27/06/2018	Ben Davis
A/18/M/16	5972	0 Esquesing Line (Structure 7 - 1.2km s. of No.5 Sideroad)	Proposed repairs to an existing culvert structure (structure 7) that conveys Sixteen Mile Creek.	14/05/2018	27/06/2018	Ben Davis
A/18/M/17	5973	0 Fourth Line (Structure 64 - 2.9km s. of Derry Rd)	Proposed repairs to an existing culvert (structure 64) that conveys a tributary of Sixteen Mile Creek.	14/05/2018	27/06/2018	Ben Davis
A/18/M/18	5974	0 Twentieth Sideroad (Structure 60 - 1.05km w. of Sixth Line)	Proposed repairs to an existing culvert (structure 60) that conveys a tributary of Sixteen Mile Creek.	14/05/2018	27/06/2018	Ben Davis
A/18/M/19	5975	0 Chisholm Drive (Structure 50 - .01km w. of RR 25)	Proposed repairs to an existing culvert (structure 50) that conveys a tributary of Sixteen Mile Creek.	14/05/2018	27/06/2018	Ben Davis
A/17/M/98	5988	500 Cedar Hedge Road (aka Fourth Line)	Proposed construction of a temporary diversion channel within the Regulated Area associated with Sixteen Mile Creek.	28/06/2018	09/07/2018	Ben Davis
A/17/M/105	5991	6281 Regional Road 25	Proposed construction of a clean water collector system associated with Sixteen Mile Creek at the Mattamy Martin West Property within the Regulated Area associated with a wetland less than 2 hectares in size.	20/06/2018	10/07/2018	Ben Davis
A/17/M/99	5992	6311 Regional Road 25	Proposed construction of a trail and associated grading within 15 metres but beyond 6 metres of the valley associated with Sixteen Mile Creek.	17/04/2018	10/07/2018	Ben Davis
A/18/M/53	6010	11374 Guelph Line	Proposed installation of 137m of NPS 2" pipeline within the floodplain of a tributary of Bronte Creek and that also traverses a portion of the Badenoch Moffat Provincially Significant Wetland (PSW).	20/07/2018	26/07/2018	Ben Davis
A/17/M/104	6012	500 Cedar Hedge Road (aka Fourth Line)	Proposed construction of the low flow channel, final grading of the ultimate channel corridor and restoration/landscaping of the ultimate channel corridor within the floodplain associated with Sixteen Mile Creek.	25/06/2018	31/07/2018	Ben Davis
A/18/M/67	6031	8329 Esquesing Line	Proposed construction of a 362 m ² farm equipment storage building and gravel parking area within 15 metres of the floodplain of Sixteen Mile Creek.	15/08/2018	20/08/2018	Ben Davis
A/18/M/01	6044	0 Martin Street (b/w Steeles & Main)	Proposed replacement of 0.25m / 0.3m diameter sanitary sewer along Martin Street between Steeles Avenue and Main Street via open cut and relining the section under the Milton concrete lined channel and under CPR Line. The works are located within the flooding and erosion hazard of Sixteen Mile Creek and the Mill Pond Wetland setback. (PR 2993)	14/08/2018	28/08/2018	Ekaterina Sapozhnikova

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/18/M/70	6047	12295 Sixth Line	Proposed construction of a one-storey addition to an existing dwelling and replacement of an existing septic system within 15 and 30 metres of a Provincially Significant Wetland (PSW).	29/08/2018	04/09/2018	Ben Davis
A/18/M/76	6055	400 Chisholm Drive	Proposed installation of a curb and minor grading within 15 metres of the floodplain associated with Sixteen Mile Creek.	11/09/2018	12/09/2018	Emma DeFields
A/18/M/74	6058	9641 First Nassagaweya Line	Proposed reconstruction of a 24ft x 24ft detached garage in existing location; within 15 metres of the floodplain associated with Bronte Creek.	10/09/2018	17/09/2018	Ben Davis
A/18/M/61	6060	6199 Tremaine Road (Pony Pines Development)	Proposed construction of a temporary diversion channel within the regulated area associated with a tributary of Sixteen Mile Creek (Tributary 1-NE-2A).	17/09/2018	19/09/2018	Ben Davis
A/18/M/42	Letter of Permission	5329 Twentieth Sideroad	Proposed renovation to convert an existing sunroom to a dining room and to extend roof lines including a front porch extension to an existing dwelling that is located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	24/05/2018	01/06/2018	Ben Davis
A/18/M/50	Letter of Permission	10445 Fourth Line	Proposed replacement of an existing septic tank that is located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	21/06/2018	21/06/2018	Ben Davis
A/18/M/51	Letter of Permission	2040 Fifteenth Sideroad	Proposed replacement of an existing septic tank located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	21/06/2018	22/06/2018	Ben Davis
A/18/M/52	Letter of Permission	Adj. to 3242 Lower Base Line	Proposed 5m x 1.3m integrity dig to an existing SPPL NPS 12 pipeline located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	10/08/2018	15/08/2018	Ben Davis
A/18/M/54	Letter of Permission	175 Stokes Trail	Proposed construction of a rear deck between 30 and 120 metres of a Provincially Significant Wetland (PSW).	25/06/2018	09/07/2018	Ben Davis
A/18/M/56	Letter of Permission	11332 Amos Drive	Proposed construction of a 16' x 32' in-ground pool and a 882 sq. ft. concrete patio on a property that is located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	03/07/2018	05/07/2018	Ben Davis
A/18/M/58	Letter of Permission	10413 Guelph Line	Proposed construction of a rear deck and construction of a new gravel driveway between 30 and 120 metres of a Provincially Significant Wetland (PSW).	11/07/2018	31/07/2018	Ben Davis
A/18/M/59	Letter of Permission	2068 Fifteenth Sideroad	Proposed installation of a new swimming pool, deck and patio between 30 and 120 metres of a Provincially Significant Wetland (PSW).	16/07/2018	20/07/2018	Ben Davis
A/18/M/60	Letter of Permission	2480 Conservation Road	Proposed second storey addition, covered porch and balcony extension with stairs located between 15 and 30 metres of a wetland less than 2 hectares.	05/09/2018	10/09/2018	Emma DeFields
A/18/M/63	Letter of Permission	11167 First Nassagaweya Line	Proposed 11m x 11m barn structure and 7.2m x 6m manure storage area to be located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	31/07/2018	02/08/2018	Ben Davis
A/18/M/64	Letter of Permission	2040 Fifteenth Sideroad	Proposed 32.9 sq. m sunroom addition to be located between 30 and 120m from a Provincially Significant Wetland (PSW).	07/08/2018	07/08/2018	Ben Davis
A/18/M/66	Letter of Permission	1139 Fifteenth Sideroad	Proposed construction of a 22m2 deck replacement to be located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	16/08/2018	20/08/2018	Ben Davis
A/18/M/69	Letter of Permission	6301 Sixth Line	Proposed septic tank replacement to be located between 30 and 120 metres of a wetland greater than 2 hectares in size.	17/08/2018	20/08/2018	Ben Davis
A/18/M/71	Letter of Permission	10662 First Nassagaweya Line	Proposed construction of a new dwelling and septic system to be located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	30/08/2018	04/09/2018	Ben Davis

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/18/M/72	Letter of Permission	63 Campbell Avenue West	Proposed construction of a 324 square foot 2 storey addition, a 252 square foot detached garage and septic system replacement to be located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	23/08/2018	04/09/2018	Ben Davis
A/18/M/73	Letter of Permission	92 Martin Street	Proposed replacement of approximately 36' of 1" water pipe from Martin Street to a residential water metre located between 30 and 120 metres from a Provincially Significant Wetland (PSW).	10/09/2018	10/09/2018	Charles Priddle
A/18/M/75	Letter of Permission	5322 Twentieth Sideroad	Proposed construction of a single family dwelling, septic system and detached accessory structure that is located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	06/09/2018	14/09/2018	Ben Davis
A/18/M/22	Letter of Permission REVISED	3059 Burnhamthorpe Road West	**REVISED** Proposed reconstruction of a residence including installation of a new septic system and sistrn located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	24/08/2018	24/08/2018	Ben Davis
A/18/M/44	Letter of Permission REVISED	11565 Guelph Line	**REVISED** Proposed construction of a two storey single family dwelling and trench bed to a septic system that is located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	22/08/2018	22/08/2018	Ben Davis
A/18/M/35	Letter of Permission REVISED	285 Woodward Avenue	**REVISED** Proposed construction of a new front porch, installation of new windows and a new sewer line connection within the floodplain associated with Sixteen Mile Creek.	04/07/2018	10/07/2018	Ben Davis

Mississauga						
A/18/MS/03	6000	5320 Ninth Line	Proposed SWM pond and associated grading (topsoil stripping) within the Regional Storm floodplain associated with Sixteen Mile Creek.	11/07/2018	19/07/2018	Ben Davis
A/18/MS/04	6001	5320 Ninth Line	Proposed SWM pond outlet/conveyance channel outletting to a tributary of Sixteen Mile Creek.	11/07/2018	19/07/2018	Ben Davis
A/18/MS/05	6041	6056 Ninth Line	Proposed installation of a temporary 4.6m x 18.3m trailer located within the floodplain associated with Sixteen Mile Creek.	23/08/2018	28/08/2018	Ben Davis
A/18/MS/06	6050	5578 Ninth Line	Proposed installation of a telecommunications tower within the floodplain associated with Sixteen Mile Creek.	31/08/2018	06/09/2018	Ben Davis

Oakville						
A/18/O/32	5939	1364 Acton Crescent	Proposed construction of interlock patio, retaining wall, privacy screens and associated landscaping at the rear of the existing dwelling within 7.5 metres of the floodplain associated with Lower Wedgewood Creek.	30/05/2018	05/06/2018	Laura Head
S/18/O/21	5941	1 Chartwell Road	Proposed dryland boathouse and screened in accessory cabana, both within the erosion hazard of Lake Ontario.	30/05/2018	05/06/2018	Charles Priddle
A/18/O/33	5943	129 Wolfedale Avenue	Proposed construction of pool, decking, sports court and associated landscaping at the rear of the existing dwelling within 7.5 metres of the flooding and erosion hazard associated with Fourteen Mile Creek.	29/05/2018	05/06/2018	Laura Head
A/18/O/31	5946	1694 North Service Road East	Proposed minor grading and erosion and sediment control within 7.5 metres of the stable top of bank associated with Joshua's Creek in support of a new building.	23/05/2018	07/06/2018	Emma DeFields
A/18/O/30	5949	208 Valleyview Court	Proposed construction of a new pool and associated landscaping within 7.5 metres of the erosion hazard associated with Fourteen Mile Creek.	07/06/2018	08/06/2018	Laura Head

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
S/18/O/08	5959	144 Front Street	Proposed re-construction of concrete and armour stone walls, capping of armour stone and concrete walls and the placement of cobble. Also included in the scope of work is an armour stone cap along the back of the cobble beach and placement of stone protection over an existing concrete pipe. All works are to occur within the flooding and erosion hazards associated with Lake Ontario.	13/06/2018	15/06/2018	Charles Priddle
A/16/O/05	5964	0 Dundas (Neyagawa Blvd to Oak Park Blvd) Street	The proposed removal and replacement of an existing culvert with a new 6m span x 2m high open footing structure within the Regulated floodplain and erosion hazards of Munn's Creek. (PR2259B)	21/06/2018	27/06/2018	Paul Bond
A/16/O/54	5965	0 Dundas Street	The proposed extension of the existing culvert 4.2m north including the addition of wing walls and minor channel realignment works to tie into existing channel on north side of Dundas, all within the Regulated floodplain and erosion hazard of West Morrison Creek. (PR2259B)	21/06/2018	27/06/2018	Paul Bond
A/17/O/62	5966	0 Dundas (60m west of George Savage Ave.) Street	The proposed removal of the existing culvert and installation of a new 2.11m x 1.35m elliptical pipe culvert within the Regulated floodplain and erosion hazards of Shannon's Creek. (PR 2259B)	21/06/2018	27/06/2018	Paul Bond
A/18/O/10	5968	1189-1195 Summerlea Street	The proposed repairs/linings/replacements of the existing sewer main, maintenance hole and laterals at various locations within the road ROW and associated allowances of the flooding and erosion hazards of Fourteen Mile Creek and McCraney Creek. (S3042i)	14/06/2018	25/06/2018	Paul Bond
A/18/O/11	5968	1200 Wynchgate Street	The proposed repairs/linings/replacements of the existing sewer main, maintenance hole and laterals at various locations within the road ROW and associated allowances of the flooding and erosion hazards of Fourteen Mile Creek and McCraney Creek. (S3042i)	14/06/2018	25/06/2018	Paul Bond
A/18/O/12	5968	344 - 368 Fourth Line	The proposed repairs/linings/replacements of the existing sewer main, maintenance hole and laterals at various locations within the road ROW and associated allowances of the flooding and erosion hazards of Fourteen Mile Creek and McCraney Creek. (S3042i)	14/06/2018	25/06/2018	Paul Bond
A/18/O/13	5968	222-270 Glen Oak Drive	The proposed repairs/linings/replacements of the existing sewer main, maintenance hole and laterals at various locations within the road ROW and associated allowances of the flooding and erosion hazards of Fourteen Mile Creek and McCraney Creek. (S3042i)	14/06/2018	25/06/2018	Paul Bond
A/18/O/08	5970	278 Dundas Street West	Proposed floodplain alteration and installation of a roof water discharge pipe, river stone outfall channel, three infiltration trenches and a municipal trail within the floodplain and valley associated with East Morrison Creek.	14/06/2018	22/06/2018	Laura Head
A/18/O/39	5979	1362 Devon Road	Proposed construction of front and side additions and a second storey addition to an existing dwelling. The works also include the construction of a wood deck within 7.5 metres of the floodplain associated with Lower Wedgewood Creek.	08/06/2018	27/06/2018	Laura Head
S/18/O/09	5980	0 Allan (Dingle Park) Road	Proposed repairs to a municipal trail along the shoreline of Lake Ontario. The work involves the installation of sub-surface drainage infrastructure, base grading and resurfacing all within the erosion hazards associated with Lake Ontario.	31/05/2018	27/06/2018	Charles Priddle
S/17/O/13	5981	3556 Lakeshore Road West	Proposed replacement of a failed armourstone wall with an armourstone revetment along the entire length of the property. All work is to occur along the shoreline of Lake Ontario.	24/05/2018	27/06/2018	Charles Priddle

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
S/18/O/05	5983	0 Shelburne Place	The proposed reconstruction of armoustone shoreline protection works including boulder and cobble placement along the toe of the structure within the flooding and erosion hazards associated with Lake Ontario.	18/05/2018	03/07/2018	Charles Priddle
A/17/O/66	5986	3075 Trafalgar Road	Proposed installation of a culvert crossing Trafalgar Road containing a tributary of Morrison Creek.	06/07/2018	06/07/2018	Laura Head
A/16/O/65	5987	251/271 Dundas Street	Proposed construction of the ultimate East Morrison Creek channel, including ultimate low flow channel grading, floodplain grading works and restoration within the regulated area associated with East Morrison Creek.	26/06/2018	09/07/2018	Laura Head
S/17/O/11	5989	1 Maple Grove Drive	Proposed construction of a boathouse and marine railway, as well as a partial reconstruction of a rock revetment within the shoreline of Lake Ontario.	28/09/2017	09/07/2018	Charles Priddle
A/18/O/26	5993	1248 Wood Place	Proposed construction of a two-storey dwelling, rear terrace, deck and associated landscaping within 7.5 metres, but with all habitable development beyond 6 metres of the floodplain associated with Fourteen Mile Creek.	30/04/2018	10/07/2018	Ben Davis
S/18/O/07	5997	2400 Carrington Place	Proposed reconstruction of existing concrete and armour stone walls and placement of cobble including stone protection over an existing infrastructure pipe. All works are proposed within the flooding and erosion hazards associated with the shoreline of Lake Ontario.	28/05/2018	17/07/2018	Charles Priddle
A/18/O/02	6005	1345 Dundas Street East	Proposed construction of swales that outlet to JC-31 and JC-32, construction of a temporary access road and bridge crossing Joshua's Creek and associated perimeter grading within the flooding and erosion hazards associated with several tributaries of Joshua's Creek and related 7.5 metre Regulation Limit.	23/07/2018	24/07/2018	Laura Head
A/18/O/02	6005	1345 Dundas Street East	Proposed construction of swales that outlet to JC-31 and JC-32, construction of a temporary access road and bridge crossing Joshua's Creek and associated perimeter grading within the flooding and erosion hazards associated with several tributaries of Joshua's Creek and related 7.5 metre Regulation Limit.	30/01/2018	24/07/2018	Laura Head
A/17/O/72	6007	51 West River Street	Proposed works include the removal and restoration of the existing boat launch and construction of a new boat launch within Bronte Creek.	18/07/2018	25/07/2018	Laura Head
A/18/O/43	6008	4449 Regional Road 25	Proposed replacement of 5 existing culverts (500-800mm, like for like) within the Provincially Significant Wetland setback and floodplain hazard of 3 un-named tributaries of Sixteen Mile Creek.	05/07/2018	07/08/2018	Paul Bond
A/18/O/20	6009	0 Burnhamthorpe Road East	Proposed construction of several wetlands and associated grading within 30 metres of the North Oakville-Milton East Wetland Complex, a Provincially Significant Wetland (PSW) Complex.	21/06/2018	25/07/2018	Laura Head
S/18/O/24	6015	1426 Lakeshore Road West (Coronation Park)	Proposed temporary installation of event tents within the erosion hazard associated with Lake Ontario.	26/07/2018	31/07/2018	Charles Priddle
S/18/O/25	6020	515 Esplanade	Proposed construction of an addition outside of the Engineered Development Setback on a house that is partially located within the erosion hazard associated with Lake Ontario.	02/08/2018	07/08/2018	Charles Priddle

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/18/O/24	6030	207 Willowridge Court	Proposed first and second floor front addition, an addition over the existing garage and bay window within 7.5 metres of the flooding and erosion hazards but outside the 6 metre setback from the hazards associated with Fourteen Mile Creek.	02/08/2018	17/08/2018	Laura Head
A/18/O/44	6032	0 Brookmill Road (@ Joshuas Creek)	Proposed relocation of NPS 4" pipeline beneath Joshua's Creek.	14/08/2018	16/08/2018	Laura Head
A/18/O/40	6033	85 Rancliffe Road	Proposed front, side and second storey additions to an existing dwelling within 7.5 metre regulated allowance, but outside the 6 metre setback from the stable top of bank associated with the Morrison-Wedgewood Diversion Channel.	13/08/2018	17/08/2018	Laura Head
S/18/O/06	6036	540 Lakeshore Road West	proposed pump house within the erosion hazard of Lake Ontario, but beyond the required setbacks, and a proposed intake structure to be located within Lake Ontario.	18/04/2018	28/08/2018	Charles Priddle
S/18/O/06	6036	540 Lakeshore Road West	Proposed pump house within the erosion hazard of Lake Ontario, but beyond the required setbacks, and a proposed intake structure to be located within Lake Ontario.	20/08/2018	28/08/2018	Charles Priddle
S/18/O/27	6039	3358 Lakeshore Road West	Proposed reconstruction and expansion of a residential dwelling within the erosion hazard of Lake Ontario, but beyond the Engineered Development Setback and the construction of a detached pool structure that meets appropriate setbacks from the erosion hazard.	20/08/2018	28/08/2018	Charles Priddle
S/18/O/29	6040	5 Lambert Common	Proposed construction of a residential dwelling within the erosion hazard of Lake Ontario, but beyond the Engineered Development Setback and the construction of patios, a pool and associated landscaping and grading that also achieve appropriate setbacks for the erosion hazard.	21/08/2018	24/08/2018	Emma DeFields
S/17/O/01	6042	260 King Street	Proposed construction of a residential dwelling and driveway within the erosion hazard of Lake Ontario, but beyond the Engineered Development Setback, and the construction of a pool and deck that meets appropriate setbacks form the erosion hazard.	23/08/2018	30/08/2018	Charles Priddle
A/18/O/36	6043	0 Regional 25 (near 4343) Road	Proposed integrity dig located immediately adjacent to a tributary of Sixteen Mile Creek and within the valley of that watercourse.	20/08/2018	30/08/2018	Laura Head
A/18/O/42	6046	1 The Canadian Road	Proposed removal of accumulated sediment and vegetation from existing stormwater pond and 2 tributaries of Lower Wedgewood Creek	07/08/2018	04/09/2018	Laura Head
S/18/O/10	6049	10 Walker Street	Proposed installation of structures and landscape elements associated with municipal park development within the flooding and erosion hazard associated with Lake Ontario including walkways, plantings, site furnishings, parking, staircases and other amenities. All works are to occur within Tannery and Waterworks Park where shoreline protection works are currently being completed.	31/08/2018	04/09/2018	Charles Priddle
A/17/O/25	6053	1401 Bronte Road (Bronte Green)	The proposed construction of a Stormwater Management Pond outfall and energy dissipation pad within the valley of Fourteen Mile Creek.	05/09/2018	17/09/2018	Laura Head
S/18/O/22	6066	390 Lakeshore Road West	Proposed reconstruction of a deck and boathouse within the erosion and flooding hazards of Lake Ontario, with grading and plantings for additional shoreline slope stabilization.	06/09/2018	21/09/2018	Charles Priddle

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
S/17/O/04	6070	540 Lakeshore Road West	Proposed erosion mitigation along the Lake Ontario Shoreline involving cobble beach nourishment, an offshore breakwater, groyne extension and restoration/naturalization of a creek mouth and bank.	08/08/2018	25/09/2018	Charles Priddle
A/18/O/25	5907 REVISED	125 Forsythe Street	**REVISED** Proposed removal and replacement of 125 feet of masonry wall, structural repair of 50 meet of west wall and the underground parking structures and waterproofing of an underground garage within the stable top of bank and the associated 15 metre regulation limit of Sixteen Mile Creek.	09/07/2018	12/07/2018	Charles Priddle

Puslinch						
A/18/P/01	6002	0 Little Road (east of 11th Conc.)	Proposed emergency replacement of two culverts that convey a tributary of Bronte Creek.	13/07/2018	19/07/2018	Charles Priddle
A/18/P/03	6019	4162 Eleventh Concession Road	Proposed replacement of a 600mm x 12m CSP culvert within the floodplain associated with a tributary of Bronte Creek.	03/07/2018	07/08/2018	Ben Davis

REPORT TO: Board of Directors

REPORT NO: # 07 18 05

FROM: Diane L. Bloomfield

DATE: October 25, 2018

SUBJECT: Source Protection Funding Update

MEMO

This memo is in response to the request for information at the meeting of the Halton Region Source Protection Authority on September 27, 2018 about the cost of the drinking water source protection program and future of the program under the program review being conducted by the province.

As for funding, the province has provided more than \$250 million to fund technical and scientific studies, develop source protection plans, assist landowners and small, rural municipalities in implementing policies, train municipal risk management officials and inspectors, and support other staff and activities related to the program.

The funding received from the province each year is commensurate with the work needed to be completed. In 2007/2008, when the assessment reports were being written, there were nine full-time employees, a number of consultants conducting technical studies and \$855,000 in expenses. In 2015, the source protection plan took effect, the need for resources was reduced and the amount of funding declined—a trend that has continued throughout the years. Today, we have only the equivalent of two full-time employees and a budget, fully funded by the Province, of just \$323,000.

When we look at the economic impact of the drinking water crisis that occurred in Walkerton in 2000, the cost of funding the drinking water source protection program hardly compares. The economic impact of Walkerton is estimated to be about \$64.5 million in direct costs associated with the crisis. If illness and loss of life are factored into this impact, the total would reach \$155 million. These costs are the result of a crisis that affected a community of just 4,300 people. If a crisis like Walkerton were to occur in a larger community, the costs would be much higher.

Walkerton was caused primarily by the lack of provincial and municipal oversight of drinking water systems, which is why the province placed some of the responsibility to protect municipal water systems on municipal officials, through Section 19 of the *Safe Drinking Water Act – Standard of Care*. The purpose of the source protection program and the other changes made is to prevent a crisis like Walkerton from occurring again.

Conservation authorities are also mandated to function as drinking water source protection authorities through the *Clean Water Act, 2006*, so the drinking water source protection program

will not be coming to an end. We will not know what the source protection program will look like in the future until the province has completed its review but, until then, we continue to be fully funded by the Province and to conduct business as usual.

Signed & respectfully submitted:



Diane L Bloomfield, M.Sc., P. Geo
Manager, Source Water Protection

FOR QUESTIONS ON CONTENT:

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

Diane L. Bloomfield

REPORT TO: Board of Directors

REPORT NO: # 07 18 06

FROM: Hassaan Basit, CAO / Secretary - Treasurer
905.36.1158 x 2270

DATE: October 25, 2018

SUBJECT: Revised Conservation By-law

Recommendation

THAT the Conservation Halton Board of Directors **approve the Halton Region Conservation General Membership By-law No. 2018-01 and that the HRCA's existing MEETING PROCEDURE BY-LAW (approved in November 2008; revised in November 2016) be repealed, as of October 25, 2018.**

Report

The Conservation Authorities Act, as amended by the Building Better Communities and Conserving Watersheds Act, 2017 provides direction for Conservation Authorities to make a By-law as required for its proper administration. All Conservation Authorities are required to update their By-law to the extent necessary by December 12, 2018. Updated By-law must meet the requirements set out in Section 19.1 of the Act. Conservation Ontario, in partnership with the Ministry of Natural Resources and Forestry has developed a template to assist Conservation Authorities in updating its By-law.

Conservation Halton's new draft By-law was reviewed and presented for discussion at the Governance Committee meeting on June 26, 2018, followed by a 2nd draft review on October 10, 2018. Based on the recommendations and discussions at the meetings, and following a thorough legal review, a 3rd draft is being brought to the Board of Directors attention for review and approval.

A summary of the updates/changes are presented below.

Enforcement of By-law and Policies

Section 18 of the draft By-law is intended to cover matters dealing with the enforcement of the By-law and policies by providing a mechanism for enforcing the By-law and with a procedure for conducting investigations of any complaints related to an alleged breach.

The 1st draft By-law included only the recommended minimum content from the Conservation Ontario template. Legal review found the content of the draft By-law regarding the investigation procedure was too general and lacked sufficient detail and direction in terms of the roles of the parties or the process to be followed. In the event an investigation was triggered, it is recommended to have a well documented investigation procedure including one that provides opportunities to complainants to pursue matters both informally and formally.

It was determined that a more detailed procedure for Section 18 should be drafted for the Board's consideration. Based on this recommendation Section 12 from the Code of Conduct in its entirety was replaced.

Electronic Participation

Section 10 of the draft By-law provides for Members' participation in Meetings by teleconference or other electronic means. Minor revisions were recommended after the legal review to these provisions of the draft.

Section 10 of the 1st draft by-law also included a provision that allowed Members to vote via email outside of a regularly scheduled Board meeting in certain exceptional circumstances. These exceptional circumstances included public emergencies or could relate to a public safety matter which would create an operational urgency which required a decision of the General Membership.

The legal review raised concerns with this provision, in particular, the provisions of the Act that requires that every meeting of the General Membership shall be open to the public, subject to closed door exceptions and that decision making (voting) should be conducted within meetings. Legal review explored whether the decisions that needed to be made arising from operational urgency could be addressed through other means such as designating and empowering staff to make such decisions – noting that there are limits to what can be delegated to staff. In that regard, it was determined that adding specific and limited provisions to the CAO/Secretary-Treasurer Management Authority Limits Policy was a preferred approach to addressing situations of operation urgency (Appendix 4 of the draft By-law).

Definitions – New By-law includes new definitions

Duties of the Chair – Refer Section D(17)

Freedom of Information – Refer Section C(1)(e) - Applicable legislation

Debate – Refer Section D(7)

Schedule of Regular meetings – Refer Section D(2)

Committees – Refer Section C(11)

Notice – Refer Section D(2)

Quorum / The call of meetings to order – Refer Section D(5)

Delegations – Refer Section D(11)

In camera meetings – Refer Section D(13)

Motions – Refer Section D(15)

Notice of motion – Refer Section D(16)

Voting – Refer Section D(14)

Code of Conduct – Refer Appendix 1

Disclosure of pecuniary interest - Refer Appendix 3 – Conflict of Interest

CAO / Secretary – Treasurer Management Authority Limits Policy – Refer Appendix 4

Resolution

The CAO recommends that the Board of Directors:

1. Receives for discussion and approves the revised **Halton Region Conservation General Membership By-law No. 2018-01** as included in Attachment 1 (CH By-law) in the format and with the content approved by the Governance Committee at the meeting held on October 10, 2018.

Signed & respectfully submitted:



Hassaan Basit
CAO/Secretary-Treasurer

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

Hassaan Basit, CAO/Secretary-Treasurer



The Halton Region Conservation General Membership

By-law No. 2018-01

Adopted: October 25, 2018

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THE HALTON REGION CONSERVATION GENERAL MEMBERSHIP

By-law No. 2018-01

A. Definitions

“General Membership” means the Halton Region Conservation Authority General Membership as established by Order-in-Council 3988-63 under Section 3.1 of the Conservation Authorities Act, R.S.O. 1990, Chapter C.27;

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

“Business Day(s)” means a day other than a Saturday or a Sunday or a civic or public holiday which is a declared holiday in Ontario.

“CAO/Secretary-Treasurer” means the CAO/Secretary-Treasurer of the General Membership and which may, by resolution of the General Membership, include the responsibilities of the Secretary-Treasurer, if so designated by resolution of the General Membership.

“Chair” means the Chairperson as referenced in the Act as elected by the Members of the General Membership.

“Civic or Public Holiday” means those listed as holidays in the Employment Standards Act, 2000, Part 1.1, Public Holiday as amended from time to time, with the exception of Easter Monday and Remembrance Day.

“Committee(s)” means any Committee and/or Advisory Board of the General Membership, including but not limited to the CAO Review Committee, the Finance and Audit Committee and the Governance Committee.

“Delegation” means a person or a group of persons who address the General Membership on behalf of an individual or a group for the purpose of making a presentation to the General Members.

“Fiscal Year” means the period from January 1 through December 31 in each year.

“General Membership” means all of the Members, collectively.

“In Camera” means any regular or special Meeting of the General Membership or any one of its Committees sitting in closed session not open to the public.

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

“Majority” means half of the votes plus one.

“Member(s)” shall mean the member(s) appointed to the General Membership by the participating municipalities in the General Membership’s area of jurisdiction.

“Meeting” means any regular or special meeting of the General Membership, or any Committee of the General Membership.

“MFIPPA” means the Municipal Freedom of Information and Protection of Privacy Act.

“Minister” means the minister responsible for the administration of the Act or specific activity of the Authority.

“Non-matching Levy” means the 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 General Membership empowered to sign contracts, agreements and other documents on behalf of the General Membership in accordance with section 19.1 of the Act, which shall include the Chair, Vice-Chair(s) and 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.

“Recorded Vote” means the recording of the name and vote of every Member on a motion during a meeting.

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

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

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

B. General Applications

1. The rules of procedure contained in this By-law shall be observed in all proceedings of the General Membership and its Committees and shall be the rules for the order and dispatch of business at the General Membership.
2. Except as provided elsewhere in this By-law and the rules as set out by legislation any one or more of the rules contained in this paragraph may be temporarily suspended by the General Membership with consent of the majority of the Members present:
 - a. Rules with respect to a change in agenda order of proceedings and content
 - b. Rules respecting notice of delegation status
 - c. Rules with respect to the increase of delegation and debate limitations
 - d. Rules to introduce a motion without standard notice
3. This By-law shall not be amended or repealed except by a two-third majority vote of the Members of the General Membership.

C. Governance

1. Members

a) Appointments

Participating Municipalities within the jurisdiction of the General Membership may appoint Members in accordance with Section 14 of the Act.

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

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

b) Term of Member Appointments

In accordance with Section 14 of the Act, a Member shall be appointed for a term of up to four years at the discretion of the appointing municipal council. The term begins with the first meeting of the General Membership following his or her appointment, and ends immediately before the first meeting of the General Membership 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.

c) Powers of the General Membership

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

- i. Approving by resolution the creation of committees and advisory boards the members thereof and the terms of reference for these committees and advisory boards;
- ii. Appointing a CAO/Secretary-Treasurer, a CAO, and a Secretary-Treasurer;
- iii. Terminating the services of the CAO/Secretary-Treasurer, CAO and Secretary-Treasurer;
- iv. Approving, establishing, and implementing regulations, policies and programs;
- v. Awarding contracts or agreements where the approval of the General Membership is required under the Authority's purchasing policy;
- vi. Appointing an Executive Committee and delegate to an Executive Committee any of its powers except:
 - i. The termination of the services of the CAO/Secretary-Treasurer,
 - ii. The power to raise money, and
 - iii. The power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the General Membership;
- vii. Approving by resolution, any new capital project of the Authority;
- viii. Approving by resolution, the method of financing any new capital projects;
- ix. Approving details on budget allocations on any new or existing capital projects;

- x. Approving of the total budget for the ensuing year, and approving the levies to be paid by the Participating Municipalities;
- xi. Receiving and approving the Financial Statements and Report of the Auditor for the preceding year;
- xii. Authorizing the borrowing of funds on the promissory note of the Authority in accordance with subsection 3(5) of the Act;
- xiii. Approving by resolution, any proposed expropriation of land or disposition of land, subject to the requirements under the Act;
- xiv. Approving permits or refusing permission as may be required under any regulations made under Section 28 of the Act; and
- xv. Holding hearings required for the purpose of reviewing permit applications, and advising every applicant of their right to appeal the decision to the Minister through the Mining and Lands Tribunal.

d) Member Accountability

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

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

All Members shall serve in a conscientious and diligent manner. No Member shall use the influence of office for any purpose other than for the exercise of his/her official duties. Every Member will abide by the legislative requirements of the position and this By-law.

Members responsibilities include:

- i. Attending all meetings of the General Membership;
- ii. Understanding the purpose, function and responsibilities of the General Membership;
- iii. Being familiar with the Authority's statutory and other legal obligations;
- iv. With the administration, setting strategic direction for the Authority;
- v. Adhering to the Code of Conduct;
- vi. Advancing the Strategic Plan;
- vii. Advancing the Mission of the Authority;
- viii. Supporting the fundraising efforts of Conservation Halton Foundation;
- ix. Ensuring fiscal stability of the Authority; and
- x. Recruiting, interviewing and hiring a CAO/Secretary-Treasurer and directing and reviewing the work of the CAO/Secretary-Treasurer and dismissing the CAO/Secretary-Treasurer.

e) Applicable Legislation

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

- *Municipal Conflict of Interest Act;*
- *Municipal Freedom of Information and Protection of Privacy Act;*
- *Accessibility for Ontarians with Disability Act; and*
- *Ontario Occupational Health and Safety Act*

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

f) Relationship between Members and Staff

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

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

g) Practicing Effective Human Resources Practices

The Members must act as a team. A strong partnership must be forged between the Members and the CAO/Secretary-Treasurer. The CAO/Secretary-Treasurer manages the organization and its staff. The following guidelines should be followed to ensure a common voice is heard throughout the organization and by the public at large.

- If a Member has questions on a project or report, such questions should be referred through the CAO/Secretary-Treasurer for him/her to invite the appropriate staff to explain the project and answer questions.
- If a Member would like to volunteer to assist in a project, such action should be taken in consultation with the General Membership to organize the process if appropriate.
- If a Member receives a complaint about a staff member or would like to acknowledge a staff member, such information should go through the CAO/Secretary-Treasurer in writing.
- If a Member receives a complaint from a staff member, the Member must refer the staff member to the CAO/Secretary-Treasurer or if the complaint is against the CAO/Secretary-Treasurer to the head of Human Resources Department of the Authority. The head of the Human Resources Department will report directly to the General Membership if the complaint relates to the CAO/Secretary-Treasurer.

With respect to staffing issues, the following outlines the responsibilities of the General Membership and the CAO/Secretary-Treasurer.

- The General Membership is solely responsible for the following:
 - Recruiting, hiring, evaluating, and dismissing the CAO/Secretary-Treasurer;
 - Determining the annual salary and pay for performance of the CAO/Secretary-Treasurer
- The General Membership and the CAO/Secretary-Treasurer share the following responsibilities in that the recommendation will come from the CAO/Secretary-Treasurer and the approval will come from the General Membership;
 - Setting goals for the CAO/Secretary-Treasurer;
 - Setting human resource and personnel policies which will have a monetary impact upon the budget; and
 - Setting staff salary schedules and plans as part of the annual budget review process
- The CAO/Secretary-Treasurer is responsible for the following:
 - Assessing and approving staffing requirements;
 - Recruiting, hiring, evaluating, promoting, disciplining and dismissing staff;
 - Providing staff direction;
 - Approving staff evaluations;

- Implementing and administering approved salary schedule and plan;
- Designing and implementing changes to the organizational structure; and
- Setting human resource and personnel policies, which have no monetary impact on the budget

h) Member Attendance

Should a Member be absent for three consecutive regularly scheduled General Membership Board meetings in a Board cycle of which the Member has been duly appointed, the following shall occur:

- The Chair of the General Membership shall contact the Member to determine the reason(s) for absences.
- The Chair of the General Membership shall inform the appointing municipality, in writing, of the absences and, where appropriate, the reason(s) meetings were missed.

i) Members Focusing on Team

The following suggestions regarding focusing on “team results” include:

- Concentrate on governing, not micro-managing;
- Focus on the big picture;
- Practice listening;
- Maintain a relationship with the community for which you serve;
- Recognize staff as partners; treat them as you expect to be treated;
- Don’t refer matters to staff for a further report unless you can cite good reasons to do so, otherwise, vote – the matter may not get any easier;
- Use a policy approach;
- Respect democracy; and
- Be prepared for meetings

j) Employee Appointed to General Membership

In the event that a municipality appoints an employee of the Authority to the General Membership of the Authority, the following process will take place:

- The CAO/Secretary-Treasurer shall advise the appointing municipality immediately
- To alleviate any conflict of interest, the employee must either reject the proposed appointment to the General Membership of the Authority or resign from his/her position and employment with the Authority

In the event that a Member of the General Membership of the Authority is interested in applying for any position of employment at the Authority, the Member must first resign his/her position on the Authority’s General Membership and such resignation must be made in writing to the appointing municipality with a copy attached to the Authority’s application for employment.

2. Officers

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

Chair

- Is a Member of the General Membership;
- Presides at all meetings of the General Membership (and Executive Committee if applicable);
- Calls special meetings if necessary;
- Supports the CAO/Secretary-Treasurer to ensure Board resolutions are carried out;

- Assists CAO/Secretary-Treasurer in preparing agenda for board meetings where required;
- Periodically consults with General Membership on their roles;
- Represents the General Membership at Conservation Ontario Council meetings;
- Serves as ex-officio Member of Conservation Halton Foundation Board;
- Serves as ex-officio Member of the Committees of the General Membership;
- Acts as a public spokesperson on behalf of the General Membership;
- Serves as signing officer for the Authority;
- Ensures relevant information and policies are brought to the General Membership's attention;
- Keeps the General Membership apprised of significant issues in a timely fashion; and
- Performs other duties when directed to do so by resolution of the General Membership.

With respect to any meetings over which he/she presides, to:

- 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;
- Receive and submit to a vote all motions presented by the Members which do not contravene the rules and regulations of the General Membership;
- Announce the results of the vote on any motions so presented;
- Decline to put to a vote motions which infringe upon the rules and regulations, or which are beyond the jurisdiction of the General Membership;
- Enforce on all occasions the observance of order and decorum among the Members;
- Adjourn the meeting when business is concluded;
- Adjourn the sitting without any questions being asked or suspend or recess the sitting for a time to be named if considered necessary;
- Represent and support the General Membership, declaring its will and implicitly obeying its decisions in all things; and
- Perform other duties when directed to do so by resolution of the General Membership.

Vice-Chair(s)

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

CAO/Secretary-Treasurer

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

- Is an employee of the Authority;
- Attends all meetings of the General Membership (and Executive Committee if applicable) or designates an acting CAO if not available;

- Works in close collaboration with the Chair and Vice-Chair(s) and keeps them apprised of relevant information and significant issues in a timely fashion;
- Develops a strategic plan for approval by the General Membership and implements short and long-range goals and objectives;
- Is responsible for the management of the operations of the Authority, including all staff and programs of the Authority;
- Ensures resolutions of the General Membership are implemented in a timely fashion;
- Develops and maintains effective relationships and ensures good communications with Participating Municipalities, federal and provincial government ministries/agencies, Indigenous communities, other conservation authorities, Conservation Ontario, stakeholders, community groups and associations;
- Makes recommendations as applicable to the General Membership regarding suggested policy changes;
- Acts as public spokesperson on behalf of the Authority;
- Represents the Authority at Conservation Ontario Council, ad hoc and Task Force meetings;
- Negotiates and enters into contracts with external agencies/partners to carry out the goals of the organization in accordance with the Purchasing of Goods and Services Policy;
- Fulfills the requirements of the Secretary-Treasurer as defined in the Act;
- Is the custodian of the Corporate Seal
- Serves as a member of Conservation Halton Foundation Board;
- Serves as a signing officer for the Authority, and
- Ensures the practices, activities, and decisions of the organization consider the provisions of the CAO/Secretary-Treasurer Management Authority Limits Policy (Appendix 4)

3. Absence of Chair and Vice-Chair(s)

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

4. Representatives to Conservation Ontario Council

The General Membership may appoint up to three Representatives to Conservation Ontario Council ("Council"), designated as Voting Delegate and Alternate(s). Council will consist of the Voting Delegates appointed by each Member Conservation General Membership. The Voting Delegate and Alternates shall be registered with Conservation Ontario annually.

5. Election of Chair and Vice-Chairs

The election of the Chair and one or more Vice-Chairs shall be held in accordance with the Act: at the Annual/Inaugural meeting of the General Membership held prior to the 31st of May each year in accordance with the General Membership's Procedures for Election of Officers (Appendix 3).

6. Appointment of Auditor

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

7. Financial Statements and Report of the Auditor

The General Membership shall receive and approve the Audited Financial Statements and Report of the Auditor annually for the previous year at the meeting of the General Membership held prior to the first day of May each year.

The General Membership shall forward copies of the Audited Financial Statements and Report of the Auditor to Participating Municipalities and the Minister in accordance with Section 38 of the Act and will make the Audited Financial Statements available to the public. The Audited Financial Statements will be included in the Authority's Annual Report and on the Authority's website.

8. Borrowing Resolution

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

9. Levies and Audit Reports

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

Each watershed municipality will be advised of a scheduled discussion of the budget and levy of the Authority 30 days prior to the General Membership's Board meeting conducting such discussion.

Within 30 days following the adoption of the General Membership's budget in each year and, if so required by the municipal By-law, and no later than April 1, in each year, the CAO/Secretary-Treasurer or the head of the Financial and Administrative Services Department shall send to the Clerk of each watershed municipality, a notice indicating the monies due to the Authority from each watershed municipality, and the apportionment of those monies due shall be as required by the Act and as approved by the General Membership. A copy of the Auditor's report for the preceding year shall be sent to the Clerk of each watershed municipality and to the Ministry.

10. Signing Officers

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

Chair; Vice Chair; CAO/Secretary-Treasurer; Senior Director, Corporate and Strategic Initiatives; Director, Parks and Recreation; and Director, Finance as the Signing Officers for the Authority;

Any two of the named Signing Officer positions shall be required for signing bank documents and agreements that bind the Authority and any other document or agreement that requires two signatures. In all other circumstances where the contract or agreements are necessarily incidental to the works approved by the Authority, a single signature of the CAO/Secretary-Treasurer, or his/her delegate, will be sufficient to bind the Authority.

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

11. Executive Committee

The General Membership may appoint an executive committee at the first meeting of the General Membership each year in accordance with the Section 19 of the Act and Section 1(c) of this By-law.

12. Advisory Boards and Other Committees

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

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

Resolutions and policies governing the operation of the General Membership shall be observed in all advisory board and committee meetings.

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

The dates of all advisory board and committee meetings shall be made available to all Members of the General Membership.

Committees of the General Membership include but are not limited to:

- CAO/Secretary-Treasurer Review Committee (Comp)
- Finance and Audit Committee (F&A)
- Governance Committee (Gov)

13. Remuneration of Members

Members who are present for the full duration of a duly called Meeting(s) and who are officially appointed to the Board(s) or Committee(s) holding such Meeting shall be entitled to payment of a per diem. No Member may collect more than one per diem per day. Per diem rates shall be set and approved by the General Membership from time to time. Where a Member is duly authorized to attend to General Membership's business other than at a Meeting, the Member shall be entitled to a per diem for attending at such business.

Members who take on additional roles as Chair/Vice- Chair of the General Membership may be entitled to the payment of additional per diems/compensations as provided in the CAO Departmental budget allocation for elected officials.

Duly authorized Members who attend meetings of the General Membership, Committees/ad-hoc meetings, shall be entitled to a return travel allowance between the Member's principal residence and the meeting place.

Where a Member is duly authorized to attend to General Membership's business other than a Meeting, the Member shall be eligible for a travel allowance from his principal place of residence to the location of the business and return.

14. Records Retention

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

- i. Minutes of all meetings of the General Membership, including registries of statements of interests in accordance with the *Municipal Conflict of Interest Act*;
- ii. Assets, liabilities, receipts and disbursements of the General Membership and Financial Statements and Reports of the Auditors;

- iii. Human Resources Files for all employees and Members as applicable;
- iv. Workplace Health and Safety documents including workplace inspections, workplace accidents, investigations, etc.;
- v. Electronic Communications including emails;
- vi. Contracts and Agreements entered into by the Authority;
- vii. Strategic Plans and other documents providing organizational direction;
- viii. Projects of the Authority;
- ix. Technical Studies and data gathered in support of Programs of the Authority;
- x. Legal Proceedings involving the General Membership; and
- xi. Incidents of personal injury or property damage involving the General Membership and members of the public.

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

15. Records Available to Public

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

The General Membership shall designate the Chair to act as head of the Authority for the purposes of MFIPPA.

The Chair shall delegate the powers and duties vested in the head to the member of Staff or their designate who is the FOI Coordinator.

16. By-law Review

In accordance with the Act, this By-law shall be reviewed by the General Membership to ensure the By-law is in compliance with the Act and any other relevant law. The General Membership shall review the By-law every four years to ensure best management practices in governance are being followed.

17. By-law Available to Public

In accordance with the Act, the General Membership shall make its By-law available to the public on the General Membership's website. The By-law 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.

18. Enforcement of By-law and Policies

The Members shall respect and adhere to all applicable By-law and policies (for example, the Code of Conduct and Conflict of Interest). The General Membership may take reasonable measures to enforce its By-law and policies, including the enforcement mechanisms under the Municipal Conflict of Interest Act. The procedure for enforcement shall be as follows:

1. Complainants (which includes any Member, Staff, or any member of the general public) may use two different complaint procedures to indicate concerns regarding a breaches of the By-law, policies and Code of Conduct (collectively in this section the "Policies"):

- a) Informal Complaint Procedure

b) Formal Complaint Procedure

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

a) The Complainant shall:

- i. Advise the Member that his/her behaviour or activity contravenes the Policies. This may or may not be in writing;
- ii. Request that the Member immediately discontinue the prohibited behaviour or activity;
- iii. Keep a written record of the incident including date, time, location, other persons present and any other relevant information;
- iv. If applicable, advise the Member of his/her satisfaction or dissatisfaction with the response;
- v. In the event of a dissatisfactory or no response, consider the need to pursue the matter in accordance with the formal complaint procedure.

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

4. The Formal Complaint Procedure shall be as follows:

a) A dated, signed and written complaint detailing the relevant particulars shall be submitted to the Chair.

b) Upon receipt of the complaint, the Chair or designate shall prepare an information package that shall include the following:

- i. The Complaint;
- ii. A copy of the Policies that are relevant;
- iii. Such other information or documentation that the Chair deems relevant.

c) The Governance Committee not directly involved in the complaint shall address the complaint. In the case where the Chair is involved in the complaint, the Vice-Chair will receive the complaint.

d) The information package referred to above shall be provided to the Member alleged to be in contravention forthwith and to the Governance Committee.

e) The Chair shall submit a brief report to the General Membership in closed session at a regularly scheduled General Membership Meeting advising that a complaint was received, providing the following information:

- i. Name of Alleged Offender;
- ii. Name of Complainant;
- iii. The provision of the Policies allegedly contravened;
- iv. A summary of the facts constituting the alleged contravention;
- v. The date of request.

f) The Governance Committee, where appropriate, shall complete an investigation of the complaint (which shall include an opportunity to the affected Member to respond to the allegation) within 30 days of receipt of the information package or such longer period as it may require not to exceed 60 days, and provide a report to the Chair (or Vice-Chair as the case may be) on the matter as to the validity of the complaint and its written recommendations as to the appropriate measures, if any, to be taken by the General Membership.

The report shall be tabled in closed session at the next regularly scheduled Meeting.

g) The General Membership shall receive the report and recommendations from the Governance Committee and may determine the appropriate action(s) to be taken, if any.

Following such determination by the General Membership the appointing municipality shall be notified of such determination.

19. Indemnification of Members, Officers and Employees

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

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

D. Meeting Procedures

The meeting procedures below governing the procedure of the General Membership shall be observed in all Meetings of the General Membership including its Committees and Advisory Board Meetings, as far as they are applicable, and references to Committees or Advisory Board may be substituted for the word General Membership as applicable.

1. Rules of Procedure

All matters of procedure not specifically dealt with under the Act and this By-law and its Appendices, shall be decided by the Chair in accordance, as far as is reasonably practicable, with Robert's Rule of Order or generally accepted rules or procedure.

2. Notice of Meeting

The General Membership shall approve a schedule for regular Meetings in advance. The CAO/Secretary-Treasurer shall send Notice of regular Meetings to all Members at least seven calendar days in advance of a Meeting. Notice of all regular or special Meetings of the General Membership or its Committees shall be made available to the public as soon as possible after its delivery to General Membership.

The Annual/Inaugural Meeting of the General Membership shall be held prior to the 31 of May in each year. The regular Meetings of the General Membership shall be held according to the meeting schedule adopted by the General Membership. The Authority may alter the schedule of meetings from time to time. The Chair of the General Membership may call additional Meetings on any vacant/available day.

Notice of any Meeting shall indicate the type, meeting number, time and place of that meeting and the agenda for the Meeting.

Notice(s) of each Authority General Membership, and any other Committee Meetings shall be given to each Member of the General Membership, the CAO/Secretary-Treasurer and posted on the Authority's website.

All material and correspondence to be dealt with by the General Membership at a Meeting will be submitted to the CAO/Secretary-Treasurer, at least ten calendar days, if it is to be included in the published agenda, or at least five Business Days, if it is to be introduced at the meeting, in advance of the Meeting where it is to be dealt with.

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

The Chair or the CAO/Secretary-Treasurer may, by notice in writing or email delivered to the Members so as to be received by them at least 24 hours before the hour appointed for the Meeting, postpone or cancel any Meeting of a Committee or Advisory Board until the next scheduled date for the specific Committee or Advisory Board affected.

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. Postponement shall not be for any longer period than the next regularly scheduled meeting date.

Notwithstanding any other provision of this By-law, an emergency Meeting may be held, without notice, to deal with an emergency situation, provided that an attempt has been made to reach the Members by telephone or email at their respective residences or places of business as appropriate and applicable. No business except business dealing directly with the emergency situation shall be transacted at such emergency Meeting.

A Meeting which has been interrupted through the loss of a quorum may be reconvened without notice, provided that the Meeting is reconvened on the same day.

3. Meetings Open to Public

All Meetings of the General Membership and other Committees shall be open to the public.

A Meeting or part of a Meeting may be closed to the public if the subject matter being considered is identified in the closed meeting section of the Agenda and the subject matter meets the criteria for a closed meeting as defined in this By-law.

4. Agenda for Meetings

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

Agenda Items:

1. Roll Call and Mileage
2. Acceptance of Agenda Items as listed or identification of additional topics Members and Staff wish to have listed on the agenda
3. Approval of Minutes of Previous Meeting
4. Disclosure of Pecuniary Interest
5. Delegations/Presentations, if applicable
6. Consent Items
7. Action Items
8. In Camera Items, if applicable
9. Other Business Items
10. Adjournment

The agenda for special Meetings of the General Membership shall be prepared as directed by the Chair.

At the Annual/Inaugural Meeting (s) of the General Membership in each year, Authority Staff, under the supervision of the CAO/Secretary-Treasurer shall prepare an agenda for the use of the Members that includes but is not necessarily limited to the following items of business:

Annual/Inaugural Meeting(s) Agenda Items:

1. Roll Call and Mileage
2. Acceptance of Agenda Items as listed or identification of additional topics Members and Staff wish to have listed on the agenda
3. Disclosure of Pecuniary Interest
4. Delegations/Presentations, if applicable
5. Action Items, to include:
 - a. Election of Officers of the General Membership
 - b. Borrowing By-law
 - c. Signing Officers
 - d. Appointment of the Auditor for the Upcoming Year
 - e. Approval of Financial Statements and Report of the Auditor for the prior year
 - f. Election of Officers
 - g. Approval of Budgets and Levies
6. Other Business Items
7. Adjournment

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

The agenda shall be accompanied by any relevant material to be brought before such Meeting. The agenda page shall list at the top of the page the following:

- Name of Committee
- Meeting number
- Date of meeting
- Time of meeting
- Place of meeting

All matters requiring the General Membership's attention shall be submitted in writing to the CAO/Secretary-Treasurer or designate for placement on the agenda for the General Membership. The deadline for receiving items for consideration at the next regularly scheduled meeting will be seven Business Days prior to the said meeting, provided that no report is required.

Any items received after that time will be placed on the agenda for the next Meeting. If any item that is received requires a report from a particular Department, it will be the responsibility of that Department Director to advise the CAO/Secretary-Treasurer when the report will be available for inclusion in the agenda. The Department Director shall advise the individual or group as to when the matter will be considered.

Requests from Members for Staff to prepare additional information related to an agenda item of an General Membership Meeting agenda should be made to the CAO/Secretary-Treasurer prior to the Meeting.

Requests from Members for Staff to prepare information about non-agenda items should be made at the General Membership's Meeting and voted upon. Included in the request for information would be a target date for the information to come back to the General Membership.

All reports classified as "Action Items" from Departments to the General Membership must be approved by the CAO/Secretary-Treasurer or designate for inclusion and circulation on all agendas.

All reports classified as "Consent Items" from Departments to the General Membership must be approved for inclusion and circulation by the appropriate Department Director as designated by the CAO/Secretary-Treasurer.

An item of business not listed on the General Membership agenda cannot be introduced at an General Membership Meeting without the approval of the Members expressed by motion. Items of an emergent or congratulatory nature may be introduced under the "Other Business Items" of the agenda.

There shall only be an addendum to the agenda for a meeting when an item(s) arises after the closing of the deadline for items for the agenda and prior to the meeting, which item(s) the Chair or the CAO/Secretary-Treasurer believe are of an urgent nature requiring immediate consideration of the body concerned.

Members will receive, by email, a copy of the agenda. For those Members who have requested a hard copy, it shall be couriered to their residence or place of business, as far as possible, five Business Days preceding the meeting.

5. Quorum

At any Meeting of the General Membership, a quorum consists of one-half of the Members appointed by the Participating Municipalities, except where there are fewer than six such

Members, in which case three such Members constitute a quorum. At any Committee (if applicable) or Advisory board Meeting, a quorum consists of one-half of the Members of the Committee (if applicable) or Advisory board.

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

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

Notwithstanding the provisions of this section, where the number of Members who are disabled from participating in a Meeting due to the declaration of a conflict of interest is such that at that Meeting the remaining Members are not of sufficient number to constitute a quorum, the remaining number of Members shall be deemed to constitute a quorum, provided such number is not less than five.

6. Order of Business

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

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

7. Debate

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

- a) A Member shall be recognized by the Chair prior to speaking;
- b) Every Member, before speaking to any question or motion at a General Membership Meeting, shall first receive recognition from the Chair and respectfully address the Chair;
- c) 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;
- d) All questions and points of discussion shall be directed through the Chair;
- e) Where a motion is presented, it shall be moved and seconded before debate;
- f) No Member shall speak more than once to the same question without leave from the Chair, except in explanation of a material part of the speech;
- g) Any Member may ask a question of the previous speaker through the Chair;
- h) The Member who has presented a motion, other than a motion to amend or dispose of a motion, may speak again to the motion immediately before the Chair puts the motion to a vote;

- i) When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn, or to extend the hour of closing the proceedings;
- j) When a motion is under consideration, only one amendment is permitted at a time; and
- k) If a Member considers that a ruling made by the Chair is not in order, an appeal may be made. When challenged, the Chair may give a brief explanation of the ruling and ask the Members "Is the ruling of the Chair/Committee Chair upheld?" In the event of a tie vote, the ruling is upheld. The decision of the Chair under this section is final.

8. Matters of Precedence

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

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

9. Members' Attendance

The General Membership shall provide a listing of Members' attendance at scheduled Meetings of the General Membership to the Participating Municipalities at least annually.

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

In the event that a municipally-appointed Member misses three consecutive meetings, the General Membership will advise the Council of the municipality which appointed the Member of the absences.

Each Member shall attend at least 60% of the Meetings in a calendar year/12 months.

If a Member is unable to attend any Meeting and wishes to bring any additional information or opinion pertaining to an agenda item to the General Membership, the Member shall address in writing or email to the Chair or 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.

10. Electronic Participation

Members may participate in a Meeting that is open to the public by telephone or other electronic means that permits all participants to communicate adequately with each other during the Meeting. A Member participating in a Meeting by electronic means shall be counted in determining quorum and can vote provided that they have all relevant information available to them.

A Member shall not participate by electronic means in a Meeting that is closed to the public.

11. Delegations

Any person or organization who wishes to address the General Membership may make a request in writing or email to the CAO/Secretary-Treasurer. The request should include an accurate and thorough summary or statement of the issue or matter involved and indicate the name of the proposed speaker(s). If such request is received ten calendar days in advance of a scheduled Meeting, the delegation shall be listed on the published agenda.

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

Upon receipt of the written notice requesting delegation status, the CAO/Secretary-Treasurer shall list the delegation on the next agenda for a General Membership Meeting only if:

- The matter is one which is to be dealt with by the General Membership at the next Meeting, or
- The request for delegation to the General Membership is approved by the Chair.

Special consideration may be given to any person, group of persons, firm or organization not being a Member of the General Membership, or an appointed official of the General Membership, requesting delegation status at an General Membership Meeting up to 24 hours prior to the meeting date concerned. The status of the request to speak to the General Membership may be granted upon the majority vote of the Members present at the General Membership meeting. The request should include accurate and thorough summary or statement of the issue or matter involved and indicate the name of the proposed speaker(s).

Except by leave of the Chair or appeal by the leave of the General Membership, delegations shall be limited to one (1) speaker for not more than 5 minutes.

Upon the completion of a presentation to the General Membership by a delegation, any discourse between Members of the General Membership and the delegation shall be limited to Members, through the Chair, asking questions for clarification and obtaining additional, relevant information only. Members shall not enter into debate with the delegation respecting the presentation.

No delegation shall:

- Speak disrespectfully of any person;
- Use offensive words or unparliamentarily language;
- Speak on any subject other than the subject for which they have received approval to address the General Membership; and
- Disobey the rules of procedure or a decision of the Chair or of the General Membership.

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

The Chair may curtail any delegation, any questions of a delegation or debate during a delegation for disorder or any other breach of this By-law and, if the Chair rules that the delegation is concluded, the person or persons appearing shall immediately withdraw.

12. Meetings with Closed “In Camera” Sessions

Every Meeting of the General Membership and Committees shall be open to the public as per Section 15(3) of the Act, subject to the exceptions set out below.

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

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

The General Membership shall close a Meeting if the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act, and the General Membership is the head of an institution for the purposes of the Municipal Freedom of Information and Protection of Privacy Act.

A Meeting of the General Membership or Committee may also be closed to the public if:

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

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

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

- a) The Meeting meets the criteria outlined in this By-law to be closed to the public; and

- b) The vote is for a procedural matter or for giving directions or instructions to Officers, employees or agents of Authority.

Any materials presented to the General Membership prior to and during a closed Meeting in respect to a confidential Agenda item shall be returned to the CAO/Secretary-Treasurer prior to departing from the Meeting and shall be treated in accordance with the Authority's policies and procedures and any applicable legislation for handling confidential material. Members not attending the closed meeting shall be required to return the confidential materials related to the closed session to the CAO/Secretary-Treasurer at or prior to the next scheduled meeting.

13. Voting

In accordance with Section 16 of the Act:

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

Every Member who is present when a question is put, shall vote thereon, unless prohibited in law or by this By-law.

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

On a tie vote, the motion is lost.

Except as provided elsewhere in this By-law, a motion shall be deemed to have been carried when a majority of the Members present and voting have expressed agreement with the question.

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

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

Any Member at an General Membership Meeting before or immediately after a vote is taken, may require a Recorded Vote to be taken on the question concerned. In such circumstances, the Chair shall have the right to speak to the question and indicate how the Chair intends to vote on the question, prior to the commencement of the Recorded Vote.

Where Recorded Vote is required, the Chair shall call for those Members in favour to all rise, at which time the recording secretary shall record the name of each Member standing and their vote in favour and upon completion of the recording then the Chair shall call for those Members opposed to all rise, at which time the recording secretary shall record the name of each Member standing and their vote in opposition.

After a non-Recorded Vote is held and after the Chair declares the result, any Member may rise and declare his disagreement with the declaration, and thereafter another vote must be held or the Member may request a Recorded Vote and a Recorded Vote must be taken as mentioned above.

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

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

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

14. Motions

In General Membership and Committee Meetings, the following matters and motions with respect thereto, may be introduced orally, without notice and with leave of the Chair, except as otherwise provided by this By-law:

- A point of order or personal privilege
- To close debate and
- To adjourn.

In General Membership and Committee meetings, the following motions may be introduced without notice and with leave of the General Membership except as otherwise provided by this By-law:

- To suspend the rules of procedure
- To table
- To postpone definitely
- To refer
- To amend
- To censure
- To postpone indefinitely (defer) and
- Any other procedural motion

In voting, all motions may be supported or opposed by the mover and/or seconder. The mover and seconder may withdraw a motion or a notice of motion at any time prior to it being called by the Chair. After a motion has been called or stated by the Chair, it shall be deemed to be in the possession of the General Membership, but may be withdrawn by the originator at any time before a decision or amendment, provided the General Membership does not object.

15. Notice of Motion

Written notice of motion to be made at an General Membership or Committee Meeting may be given to the CAO/Secretary-Treasurer by any Member of the General Membership not less than ten calendar 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.

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.

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.

Notwithstanding the foregoing, any motion or other business may be introduced for consideration of the General Membership 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 majority of the Members of the General Membership present.

16. Motion to Reconsider

No motion to reconsider a decided matter of the General Membership shall be in order when the original motion has been implemented resulting in a legally binding commitment that is in place on the date that a motion to reconsider is to be debated.

A motion to reconsider a decided matter of the General Membership at the same meeting at which the original motion was decided shall be introduced under “Other Business Items” of the General Membership agenda unless the Chair determines there was a clear misunderstanding of the question that was put, in which case a motion for reconsideration shall be introduced immediately after the original vote was taken.

A motion to reconsider a decided matter of the General Membership at a meeting subsequent to the meeting at which the original motion was decided shall require a notice of motion submitted in accordance with this By-law, unless the motion to reconsider comes forward to the General Membership through a report of a Committee.

A motion to reconsider a decided matter of the General Membership must be made by a Member who voted with the majority on the original motion.

No motion to reconsider a decided matter of the General Membership shall be made more than once in the twelve month period from the date the matter was decided, unless a regular election has occurred following the decision.

A motion to reconsider a decided matter of the General Membership shall require the approval of at least two thirds of the whole General Membership.

If a motion to reconsider is decided in the affirmative at a meeting, then consideration of the original matter shall become the next order of business.

17. Duties of the Meeting Chair

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

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

18. Conduct of Members

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

No Member at any Meeting of the General Membership shall:

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

19. Minutes of Meetings

The CAO/Secretary-Treasurer shall undertake to have a recording secretary in attendance at Meetings of the General Membership and each Committee. The recording secretary shall make a record in the form of minutes of the meeting proceedings and in particular shall record all motions considered at the Meeting.

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

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

The CAO/Secretary-Treasurer or designate shall include draft minutes of the previous Meeting available to each Member of the General Membership at the same time as agendas for the next Meeting are distributed.

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

E. Approval of By-law and Revocation of Previous By-law(s)

By-law number 2016-01 is hereby repealed;

By-law number 2018-01 shall come into force on the _____ day of _____, 2018.

Read a First and Second Time

Date October 25, 2018

Read a Third and Finally Passed

Date

Signed:

Chair

CAO/Secretary-Treasurer

F. Appendices to the Administrative By-law

Appendix 1 - Code of Conduct

1. Background

Since its inception in 1963, The Halton Region Conservation Authority has demanded a high level of integrity and ethical conduct from its General Membership. The General Membership's reputation has relied upon the good judgement of individual Members. A written Code of Conduct helps to ensure that all Members share a common basis for acceptable conduct. Formalized standards help to provide a reference guide and a supplement to legislative parameters within which Members must operate. Further, they enhance public confidence that Members operate from a base of integrity, justice and courtesy.

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

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

2. General

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

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

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

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

3. Gifts and Benefits

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

This section does not apply to tokens, mementos, souvenirs or such gifts or benefits that are received as an incident of protocol or social obligations that normally accompany the responsibilities of office.

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 an In Camera Meeting are confidential.

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

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

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

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

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

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

5. Use of General Membership 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 General Membership duties or associated community activities of which the General Membership has been advised.

No Member shall obtain financial gain from the use or sale of Authority developed intellectual property, computer programs, technological innovations, or other patentable items, while a Member or thereafter. All such property remains the exclusive property of the Authority.

6. Work of a Political Nature

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

7. Conduct at General Membership Meetings

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

8. Influence on Staff

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

9. Business Relations

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

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

10. Encouragement of Respect for the General Membership and its Regulations

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

11. Harassment

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

Examples of harassment that will not be tolerated include: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to an individual's race, religious beliefs, colour, gender, physical or mental disabilities, age, ancestry, place of origin, ethnic origin, citizenship, creed, gender identity, gender expression, record of offences, marital status, source of income, family status, or sexual orientation. The General Membership 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

Any breach, or alleged breach, of the Code of Conduct shall be investigated in accordance with the Enforcement of By-law and Policies procedure outlined in Section 18 of the Halton Region Conservation General Membership Administrative By-law.

Appendix 2 - Conflict of Interest

1. *Municipal Conflict of Interest Act*

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

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 General Membership or Committee at which the matter is the subject of consideration, the Member:

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

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. *In Camera 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 General Membership 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 or Committee, as the case may be.

7. *Breach of Conflict of Interest Policy*

Should a Member breach the Conflict of Interest Policy, they shall advise the Chair and Vice-Chair, in writing, 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 Conflict of Interest Policy, the said breach shall be communicated to the Chair, in writing, with a copy to the

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

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

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

Appendix 3 - Procedure for Election of Officers

1. *Voting*

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

2. *Chair for Election of Officers*

The CAO/Secretary-Treasurer, or designate, will assume the position of 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 of the General Membership, 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 as follows:

- a) The elections shall be conducted in the following order:
 - i. Election of the Chair, who shall be a Member of the General Membership
 - ii. Election of one or more Vice-Chairs, who shall be Members of the General Membership.
- b) The Acting Chair shall ask for nominations to each position;
- c) Only current Members of the General Membership 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; and
- 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 CAO/Secretary-Treasurer in writing or by email in advance of the election of their willingness to accept the nomination.

If one Nominee:

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

If More than One Nominee:

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

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

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

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

Appendix 4 - CAO/SECRETARY–TREASURER MANAGEMENT AUTHORITY LIMITS POLICY

The CAO/ SECRETARY – TREASURER shall act within the purpose of all executive limitations as outlined herein. To the extent that there is any inconsistency between the executive limitations as set-out in this policy and the By-law and other policies of the Authority this policy will prevail.

1. EXECUTIVE LIMITATIONS

The CAO/Secretary–Treasurer shall not cause or permit any practice, organizational circumstance, activity, or decision that is either imprudent or in violation of commonly accepted business practices or professional ethics.

1. Budgeting in any fiscal year shall not deviate materially from the Authority policies, risk financial jeopardy, or fail to be derived from a multi-year business plan.
2. Staff compensation and benefits shall not deviate materially from current market conditions.
3. Information presented to the general membership will have no significant gaps in timeliness, accuracy or completeness.
4. Financial performance shall not incur jeopardy or compromise the Authority's Strategic Plan priorities policies.
5. The scope of business activities shall recognize General Membership directions or regulatory restrictions and deviations from same shall require General Membership approval.
6. Risk management procedures shall be explicit and updated to protect the organization, Members, officers and Staff from exposed liabilities.

2. GENERAL MEMBERSHIP- CAO/SECRETARY–TREASURER RELATIONSHIP

The General Membership will link governance and management functions and performance through the CAO/Secretary–Treasurer.

1. Subject to the By-law of the Authority all authority to the operational organization is delegated through the CAO/Secretary–Treasurer, so that all authority and accountability for the operational organization is considered to belong to the CAO/Secretary–Treasurer
2. The CAO/Secretary–Treasurer is accountable to the General Membership for achieving the Corporate Objectives and achieving provisions of the Strategic Plan policies within the CAO/SECRETARY–TREASURER Management Authority Limits Policy.
3. The General Membership limits the latitude the CAO/Secretary–Treasurer may exercise in practices, methods, conduct and other “means” by establishing the CAO/SECRETARY –TREASURER Management Authority Limits Policy.
4. As long as the CAO/Secretary–Treasurer uses any reasonable interpretation of By-law and Management Authority Limits Policy, the CAO/Secretary–Treasurer is automatically authorized to establish all further policies, make all decisions, take all actions, establish all practices, and develop all activities.

5. Monitoring data that disclose the degree of organizational performance, compliance with Strategic Plan priorities will be systematically gathered by the General Membership and considered part of the evaluation of CAO/Secretary–Treasurer Performance.
6. Members can never carry the instructive authority of the General Membership, nor can they waive requirements set out by the General Membership.

3. *MATTERS REQUIRING GENERAL MEMBERSHIP REVIEW AND APPROVAL*

A) MATTERS REQUIRING GENERAL MEMBERSHIP CONSENT

- Any matter requiring General Membership consent pursuant to The Halton Region Conservation General Membership By-law dated the day of, 2018.

B) BUDGET AND BUSINESS PLAN DOCUMENTATION

- annual corporate and business objectives, financial and non-financial;
- annual strategic plan;
- financial plans including proposed corporate financing and investments;
- annual operating and capital budget; or
- any other items as outlined in the Conservation Halton Budget Principles, approved by the General Membership.

C) RISK MANAGEMENT

- general risk management policies,
- purchase (or sale) of any real property interest of Conservation Halton, except as outlined in the Land Acquisition Strategy approved by the General Membership.

D) COMPENSATION AND HUMAN RESOURCES

- compensation for the CAO/Secretary–Treasurer.

E) FINANCIAL REPORTING REQUIREMENTS

- The General Membership should be presented with financial statements (in conjunction with the General Membership's meeting schedule), complete with an analysis of variances between actual and budget, by major classification.

Conservation Halton Purchasing Policy Approval and Reporting Requirements

- The following summary outlines the purchasing process and reporting procurement values, excluding taxes and shipping and has been approved by the General Membership on March 22, 2018, Report # 02 18 06, Resolution CHBD 02 06:

Procedure	Procurement Value	Process, Approvals and Reporting Requirements
No quotation required	< \$10,000	Open procurement by authorized buyer.
Informal quotation	\$10,000 - <\$25,000	Three written quotes solicited. Approval by Program Director & Director, Finance.
Informal Request for Proposals	\$25,000 - <\$50,000	Informal proposals with at least three bids solicited. Approval by CAO or Senior Director, Corporate & Strategic Initiatives.
Formal Quotation	\$25,000 - <\$50,000	Three written quotes solicited using formal quotation process administered by Finance. Approval by CAO or Senior Director, Corporate & Strategic Initiatives.
Formal Request for Proposal	\$50,000 - <\$100,000	Formal proposal process administered by Finance and Purchasing Consultant. Approval by CAO or Senior Director, Corporate & Strategic Initiatives.
	\$100,000 & over	Approval by General Membership.
Formal Tender	\$50,000 - <\$350,000	Formal tender process, administered by Finance and Purchasing Consultant. Approval by CAO or Senior Director, Corporate & Strategic Initiatives.
	\$350,000 & over	Report >\$100,000 to General Membership. Approval by General Membership.
Other than lowest compliant bid or exceeds budget	>\$25,000	Approval by General Membership.

Non-competitive or negotiated bid – Sole, Single Source	>\$25,000- <\$100,000	Approval by Program Director, Director, Finance, and CAO or Senior Director, Corporate & Strategic Initiatives. Information report provided to the General Membership.
Emergency Purchases	>\$25,000	Approval by Program Director, Director, Finance, and CAO or Senior Director, Corporate & Strategic Initiatives. Information report to General Membership after resolution of the emergency situation.

- It is acknowledged that the CAO/Secretary–Treasurer or acting CAO may need to act promptly in emergency situations, including but not limited to
 - major storm or catastrophic damage,
 - public and health & safety issues,
 - expiring deadline, or
 - any other emergent matter adversely affecting the Authority.

In these circumstances, the CAO/Secretary–Treasurer and Acting CAO may exceed the Authority Limits but will immediately inform the Chair of the General Membership, or if unavailable, the Vice-Chair of the General Membership, or if unavailable, the Chair of the Finance and Audit Committee, or if unavailable, the Chair of the Governance Committee of the situation and reasons why the limits were exceeded. Thereafter provide a written report at the next scheduled meeting of the General Membership or later date as as appropriate.

REPORT TO: Board of Directors

REPORT NO: # 07 18 07

FROM: Niamh Buckley, Administrative Assistant
905.36.1158 x 2236

DATE: October 25, 2018

SUBJECT: Board of Directors 2019 DRAFT Meeting Schedule

Recommendation

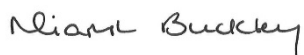
THAT the Conservation Halton Board of Directors **approve the Board of Directors 2019 Draft Meeting Schedule as per the approved 2019 Board Work Plan.**

The attached schedule is the 2019 Meeting Schedule for the Conservation Halton Board of Directors with one date allocated for site visit. The Advisory Committee meetings have also been scheduled, where possible, on the same date as the Board of Directors meetings however, at an earlier time.

When necessary, the Source Water Protection Authority Board of Directors meetings will be scheduled for the same dates as a Conservation Halton Board of Directors meeting.

Our commitment is to have the meetings conclude by 6:00 p.m. We are asking for your commitment to stay to the end. On those rare occasions when you must leave for other obligations, please notify the Chair and the meeting secretary in advance in the interests of Minutes accuracy.

Prepared by:



Niamh Buckley
Administrative Assistant

Approved for circulation:



Hassaan Bait
CAO/Secretary-Treasurer

BOARD OF DIRECTORS 2019 MEETING SCHEDULE

Location: Conservation Halton Admin. Office Auditorium
2596 Britannia Road West
Burlington ON L7P 0G3
905.336.1158 x 2236

Thursday	Time	
February 14	3:00 – 5:00	Board Orientation
February 28	3:00 – 5:00 5:00 – 6:00	Inaugural Meetings/Board meeting CAO (2018 Year in Review/2019 Priorities)
March 21	1:30 – 2:30 3:00 – 6:00	Governance Committee (Terms of Reference) Board Meeting/Strategy Session
April 11	9:30 – 11:00	Finance & Audit Committee Audited Financial Statements
April 25	3:00 – 6:00	Annual General Meeting Board Meeting
May 23	10:00 – 6:00	Board Tour/Board Meeting/Business Planning
June 13	9:30 – 11:00	Finance & Audit Committee
June 27	3:00 – 6:00	Board Meeting - Preliminary Budget
September 26	3:00 – 6:00	Board Meeting
October 24	1:30 – 2:30 3:00 – 6:00	Finance & Audit Committee Budget Endorsement to Board Board Meeting
November 7	3:00 – 4:00	Governance Committee By-law Revision/Work Plan 2020
November 21	3:00 – 6:00	Board Meeting/Budget Endorsement/ Approval January 2020