



Essex Region Conservation Authority

Board of Directors

Annual General Meeting Agenda

Meeting Date: Thursday, January 23, 2025

Time: 6:00 pm

Location and Details: Council Chambers, Essex Civic Centre
360 Fairview Avenue West, Essex ON

List of Business	Page Number
1. Call to Order	
2. Land Acknowledgement	
3. Declarations of Pecuniary Interest	
4. Approval of Agenda	1-2
5. Adoption of Minutes	
A. ERCA Board of Directors	3-10
6. Business Arising from Previous Minutes	
7. Election of Chair and Vice-Chair	
A. Appointment of Interim Chair (CAO for purposes of Election)	
B. Appointment of Scrutineers	
C. Election of Chair	
D. Election of Vice-Chair	
8. Remarks from Incoming Chair	
9. Actions	
A. Appointment of ERCA Auditor, Financial Institution, Solicitor, and Insurance Company for 2025	
i. Auditor	

- ii. Financial Institution
- iii. Solicitor
- iv. Insurance

B. Approval for ERCA Borrowing Resolution

10. Reports for Approval and Information

11. Reports for Information

A. Environmental Registry Reports

B. Correspondence

- i. Letter from MNR regarding Minister's direction for conservation authorities regarding extension of fee changes associated with planning, development and permitting fees dated December 12, 2024 11-19
- ii. Letter from MNR regarding appointment of Conservation Authority Agricultural Sector Representative – Advertisements Posted dated January 7, 2025 20-23

12. 2024 ERCA Annual Report

13. ERCA Staff Service Awards

14. ERCA Conservation Awards Presentation

15. Other Business

A. Next Meeting

The next regular meeting of the ERCA Board of Directors will be held on Thursday, February 13, 2025, starting at 6:00 p.m. in Council Chambers, Essex Civic Centre.

16. Adjournment



A handwritten signature in black ink, appearing to read "Tim Byrne", is written over a horizontal line.

Tim Byrne, CAO/Secretary-Treasurer



Essex Region Conservation Authority

Board of Directors

Meeting Minutes

Meeting Date: Thursday, December 12, 2024

Time: 6:00 pm

Location and Details: Council Chambers, County of Essex Civic Centre
360 Fairview Avenue West, Essex, ON

Attendance

Members Present:

Jim Morrison (Chair)	Michael Akpata
Jason Matyi	Joe Bachetti
Dennis Rogers	Tania Jobin
Thomas Neufeld	Angelo Marignani
Ryan McNamara	Kieran McKenzie

Absent: Molly Allaire, Katie McGuire-Blais
Regrets: Sue Desjarlais (Vice-Chair), Larry Verbeke
Peter Courtney, Anthony Abraham
Tracey Bailey, Dayne Malloch
Mark McKenzie

Staff Present

Tim Byrne, CAO/Secretary-Treasurer
Nicole Kupnicki, Corporate Services, Manager, HR & Council Services
Shelley McMullen, CFO/Director Finance and Corporate Services
Kevin Money, Director Conservation Services
James Bryant, Director Watershed Management Services
Dan Jenner, Regulations Coordinator

Others

Kwame Afrani
Aaron Turkson
Dan and Lisanne Lebedyk
Tom Dufour, GIS Technician

1. Call to Order

Good evening and welcome to the December 12, 2024, meeting of the ERCA Board of Directors. I will call the meeting to order. Thank you all. We have regrets this evening from:

- Councillor Peter Courtney, Amherstburg
- Councillor Sue Desjarlais, Lasalle
- Mayor Tracey Bailey, Lakeshore
- Councillor Anthony Abraham, Leamington

- Deputy Mayor Larry Verbeke, Leamington
- Deputy Mayor Dayne Malloch, Pelee
- Councillor Mark McKenzie, Windsor

2. Land Acknowledgement

I'd like to begin by acknowledging that this land is the traditional territory of the Three Fires Confederacy of First Nations, comprised of the Ojibway, the Odawa, and the Potawatomi Peoples.

We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island - North America who have been living and working on the land from time immemorial.

3. Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

4. Approval of Agenda

A. ERCA Board of Directors

Resolution 109/24 Moved by Tania Jobin

Seconded by Michael Akpata

THAT the Agenda of the December 12, 2024, meeting of the ERCA Board of Directors be approved. **Carried**

5. Hearings

A. Convene as the Hearing Board

Resolution 110/24 Moved by Angelo Marignani

Seconded by Joe Bachetti

THAT the Board of Directors sit as the Hearing Board in respect of an application(s) under Section 28.1 of the Conservation Authorities Act.

We are now going to conduct hearings under Section 28.1 of the Conservation Authorities Act in respect of one application.

We, as the Hearing Board, are unaware of the matters being brought forward and we are only now receiving and reviewing the information provided by staff this on this day.

The Authority administers regulations under Part 6 of the Conservation Authorities, which requires the permission of the Authority for development within an area regulated by the Authority in order to ensure no adverse affect on (the control of flooding, erosion, dynamic beaches or unstable soils or bedrock) or to permit alteration to a shoreline or watercourse or interference with a wetland. The Staff has reviewed the proposed works and a copy of the staff report has been given to the applicant.

The Conservation Authorities Act Section 28.1 subsection 3 provides that:

“An authority shall not refuse an application for a permit or attach conditions to a permit unless the applicant for the permit has been given an opportunity to be heard by the authority.”

In holding these hearings, the Authority Board is to determine whether or not a permit is to be issued. In doing so, we can only consider the application in the form that is before us, the staff report, such evidence as may be given, and the submissions to be made on behalf of each applicant.

The proceedings will be conducted according to the *Statutory Powers Procedure Act*. Under Section 5 of the *Canada Evidence Act*, a witness may refuse to answer any question on the ground that the answer may tend to criminate the person, or may tend to establish his/her liability to a civil proceeding at the instance of the Crown or of any person.

The procedure in general shall be informal. However, this is a quasi-judicial process, and provides for evidence to be given in response to members' question. Therefore, staff and applicants will be asked to swear an oath or provide an affirmation to speak the truth.

In accordance with the Act, an applicant who has been refused permission or who objects to conditions imposed on a permission, may appeal the decision to the Ontario Land Tribunal who may refuse the permission, or grant permission with or without conditions.

If the applicant has any questions to ask of the Hearing Board or of the Authority representative, they must be directed to the Chair of the board.

As a reminder, the Hearings will be conducted in accordance with the approved Hearing Guidelines. We, as the Hearing Board, will question, if necessary, both the staff and the applicant/agent.

Before I ask Dan Jenner, Regulations Coordinator to introduce the applications, I would ask that they swear an oath or provide an affirmation to speak the truth for the duration of the Hearing Board.

Dan Jenner, Regulations Coordinator, Watershed Management Services took an affirmation.

Dan Jenner introduced the applications and context for the application. The Chair asked applicant (or agents for applicant) to swear oath or provide affirmation to speak the truth (as above).

- i. [11928694 Canada Inc \(Kwame Afrani\)](#)

Resolution 111/24 Moved by Angelo Marignani
Seconded by Tania Jobin

THAT the application from 11928694 Canada Inc (Kwame Afrani), to request relief from access (ingress and egress) policy requirements to undertake building reconstruction and construction of an additional dwelling unit at 576 Elinor Street, City of Windsor, be approved. **Carried**

B. Hearing Board to Reconvene as the Board of Directors

Resolution 112/24 Moved by Ryan McNamara
Seconded by Jason Matyi

THAT the Hearing Board reconvene as the Board of Directors. **Carried**

6. Adoption of Minutes

A. ERCA Board of Directors

Resolution 113/24 Moved by Dennis Rogers
Seconded by Joe Bachetti

THAT the Minutes of the November 14, 2024, meeting of the Board of Directors and the recommendations therein be approved as distributed. **Carried**

B. John R. Park Homestead Advisory Board

Resolution 114/24 Moved by Angelo Marignani
Seconded by Jason Matyi

THAT the Minutes of the November 6, 2024, meeting of the John R. Park Homestead Advisory Board and the recommendations therein be approved as distributed. **Carried**

C. Conservation Services Advisory Board

Resolution 115/24 Moved by Ryan McNamara
Seconded by Michael Akpata

THAT the Minutes of the November 27, 2024, meeting of the Conservation Services Advisory Board and the recommendations therein be approved as distributed. **Carried**

D. Conservation Ontario Council

Resolution 116/24 Moved by Ryan McNamara
Seconded by Jason Matyi

THAT the Minutes of the June 24, 2024, meeting of the Conservation Ontario Council meeting be received. **Carried**

7. Business Arising from the Previous Minutes

None.

8. Announcements

Good evening. As we have a robust agenda this evening, I'll keep my comments purposefully brief.

Over the past month, having reviewed the extraordinary impact of the Clean Water ~ Green Spaces Program over the past 20 years, Administration has been communicating with the municipalities which have paused funding of the program, in hopes of re-engaging them in important initiative. It's only with unified collaboration that we will continue to be successful in

this regard, and as Board members, we hope you will lend your support to these efforts with your Administration and Councils.

I'd like to extend a big thank you to the many donors who contributed more than \$50,000 towards the restoration of the historic Horse Barn on December 3rd for Giving Tuesday. And of course, we continue to thank the Conservation Foundation for making the John R. Park Homestead repairs its top fundraising priority.

It's been a whirlwind of a year, as the legislated changes to our funding model and our role with respect to natural heritage were implemented. Major strategies such as the Watershed Resources Strategy and the Conservation Areas Strategy were also completed, while continuing to carry out our already full suite of responsibilities. We'll review in detail our many accomplishments over the past year at our Annual Meeting in January, and I'd like to thank the ERCA staff team for its extra efforts in this regard.

And lastly, I'd like to extend my very best of the holiday season to all Board members. Thank you for your service and commitment to creating a future of sustainability for our region, and I look forward to continuing to work with you in the years to come.

9. Delegations

None

10. Presentations

None

11. Reports for Approval

A. BD30/24 Draft 2025 Budget Discussion & Analysis

Resolution 117/24 Moved by Kieran McKenzie
Seconded by Tania Jobin

THAT the 2025 Draft Budget including the Budget Discussion & Analysis companion document, be received for Members' review and approval; and further,

THAT the Board of Directors support the municipal cost apportionment of \$3,053,491, for mandatory programs and services (+2.8%, \$82,403) as supported by the Finance and Audit Advisory Board (Resolution FAAB 06/24); and further,

THAT the Board of Directors support the municipal cost apportionment of \$327,262, restricted to the seven unanimously supported Category 3 non mandatory programs and services (3.2%, \$10,000); and further,

THAT Administration circulate the 2025 Draft Budget, Discussion & Analysis companion document, as attached herein, to member municipalities for consultation in accordance with Ontario Regulation 402/22. **Carried**

Resolution 118/24 Moved by Kieran McKenzie
Seconded by Tania Jobin

THAT the Board of Directors continue to endorse the full suite of Category 3 non-mandatory services, as listed in Appendix F, and as included in the municipal Cost Apportioning Agreements; and further,

THAT Administration continue to engage non-participating member municipalities in the support of voluntary contributions for land acquisition and securement; and further,

THAT the Board of Directors accept the 2025 voluntary municipal contributions of \$138,609 to the Category 3 Land Acquisition & Securement fund, and any additional voluntary contributions if directed by any nonparticipating member municipality, and included in its revised Agreement with the Authority. **Carried**

B. BD31/24 Watershed-Based Resource Management Strategy

Resolution 119/24 Moved by Kieran McKenzie
Seconded by Angelo Marignani

THAT the Board of Directors approves ERCA's Watershed-Based Resource Management Strategy, dated December 12, 2024; and further,

THAT Administration review the Watershed-Based Resource Management Strategy annually and update the strategy as required. **Carried**

C. BD32/24 Conservation Area Strategy

Resolution 120/24 Moved by Ryan McNamara
Seconded by Angelo Marignani

THAT the Essex Region Conservation Authority Conservation Area Strategy be approved by the Board of Directors. **Carried**

D. BD33/24 Land Acquisition and Disposition Policy

Resolution 121/24 Moved by Joe Bachetti
Seconded by Michael Akpata

THAT the ERCA Land Acquisition and Disposition Policy be approved by the Board of Directors. **Carried**

E. BD34/24 John R. Park Homestead Conservation Area Policy Updates

Resolution 122/24 Moved by Tania Jobin
Seconded by Dennis Rogers

THAT the Physical Plant Standard Policy and Human Resources Policy updates for the John R. Park Homestead Conservation Area be approved. **Carried**

12. Reports for Information

A. BD35/24 Essex Region Conservation Authority Land Inventory

Resolution 123/24 Moved by Kieran McKenzie

Seconded by Angelo Marignani

THAT the Report BD35/24 Essex Region Conservation Authority Land Inventory, be received for Members information. **Carried**

B. BD36/24 Watershed Management Services Activities Report for October and November 2024

Resolution 124/24 Moved by Joe Bachetti

Seconded by Tania Jobin

THAT the review of Regulations and Planning Applications, as presented in Report BD36/24 be received for Members' information. **Carried**

C. Environmental Registry Reports

- i. Conservation Ontario comments on "Enabling greater beneficial reuse of excess soils" (ERO#019-9196)

Resolution 125/24 Moved by Thomas Neufeld

Seconded by Jason Matyi

THAT Conservation Ontario comments on ERO#019-9196 be received for Members' information. **Carried**

D. Correspondence

- i. Letter from Alban Goddard-Hill dated November 15, 2024
- ii. Letter from Town of Essex regarding Ontario Deposit Return Program dated November 15, 2024

Resolution 126/24 Moved by Angelo Marignani

Seconded by Michael Akpata

THAT correspondence be received for Members' information. **Carried**

13. Committee of the Whole

None

14. New Business

None

15. Other Business.

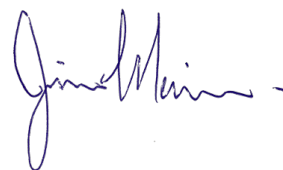
A. Next Meeting

The next meeting of the Board of Directors will be the Annual General Meeting held on Thursday, January 23, 2025, , at 6:00pm in Council Chambers at the Civic Centre in Essex, ON.

16. Adjournment

Resolution 127/24 Moved by Tania Jobin
Seconded by Ryan McNamara

THAT the December 12, 2024 meeting of the Essex Region Conservation Authority Board of Directors be adjourned. **Carried**



Jim Morrison, Chair



Tim Byrne, CAO/Secretary-Treasurer

**Ministry of Natural
Resources**

Office of the Minister

99 Wellesley Street West
Room 6630, Whitney Block
Toronto ON M7A 1W3
Tel: 416-314-2301

**Ministère des Richesses
naturelles**

Bureau du ministre

99, rue Wellesley Ouest
Bureau 6630, Édifice Whitney
Toronto ON M7A 1W3
Tél.: 416 314-2301



December 12, 2024

TO: Conservation authorities as listed in the Attachment A “Extension of Minister’s Direction to Not Change Fees”

SUBJECT: Extension of Minister’s direction for conservation authorities regarding fee changes associated with planning, development, and permitting fees

I am writing with regard to conservation authority fees for the 2025 calendar year. Pursuant to my authority under subsection 21.3 (1) of the *Conservation Authorities Act*, I am issuing a new Direction, attached to this letter as Attachment A, that extends the previous Directions that were in place for the 2023 and 2024 calendar years.

The purpose of this Direction, which is effective from January 1, 2025, to December 31, 2025, is to require a conservation authority not to change the amount of the fee it charges or the manner in which it determines the fee for any program or service related to reviewing and commenting on planning and development related proposals or land use planning policies, or for permits issued by conservation authorities. This Direction is intended to support less costly approvals in order to help increase housing supply and affordability in Ontario.

This Direction applies to the conservation authorities listed in Appendix A, who are encouraged to make the Direction publicly available on the Governance section of their websites.

If you have any questions regarding this Direction, please contact Jennifer Keyes, Director, Development and Hazard Policy Branch, at Jennifer.Keyes@ontario.ca or 705-761-4831.

Sincerely,

A handwritten signature in black ink, appearing to read "Graydon Smith".

The Honourable Graydon Smith
Minister of Natural Resources

c: The Honourable Paul Calandra, Minister of Municipal Affairs and Housing

**Minister’s Direction Issued Pursuant to Section 21.3 of the *Conservation Authorities Act*
(this “Direction”)**

WHEREAS section 21.2 of the *Conservation Authorities Act* permits a conservation authority to charge a fee for a program or service if the program or service is included in the Minister’s list of classes of programs and services in respect of which a conservation authority may charge a fee;

AND WHEREAS subsections 21.2 (6) and 21.2 (7) of the *Conservation Authorities Act* provide that a conservation authority shall adopt a written fee policy that includes a fee schedule listing the programs and services that it provides in respect of which it charges a fee, and the amount of the fee charged for each program or service or the manner in which the fee is determined (a “**Fee Schedule**”);

AND WHEREAS subsection 21.2 (10) of the *Conservation Authorities Act* provides that a conservation authority may make a change to the list of fees set out in the fee schedule or to the amount of any fee or the manner in which a fee is determined, provided the authority shall give notice of the proposed change to the public in a manner it considers appropriate;

AND WHEREAS section 21.3 of the *Conservation Authorities Act* provides the Minister with the authority to give a written direction to an authority directing it not to change the amount of any fee it charges under subsection 21.2 (10), in respect of a program or service set out in the list referred to in subsection 21.2 (2), for the period specified in the direction;

NOW THEREFORE pursuant to the authority of the Minister of Natural Resources under section 21.3, the conservation authorities set out under Appendix “A” of this Direction (the “**conservation authorities**” or each, a “**conservation authority**”) are hereby directed as follows:

Fee Changes Prohibition

1. Commencing on the Effective Date and for the duration of the Term of this Direction, a conservation authority is prohibited from making a change under subsection 21.2 (10) of the *Conservation Authorities Act* to the amount of any fee or the manner in which a fee is determined in its fee schedule if such a change would have the effect of changing the fee amount for the programs and services described in paragraphs 2 and 3 of this Direction.

Program and Service Fees Impacted

2. This Direction applies to any fee set out in the Fee Schedule of a conservation authority, including without limitation fees for any mandatory program or service (Category 1), municipal program or service (Category 2), or conservation authority recommended program or service (Category 3) related to reviewing and commenting on planning and

development related proposals, applications, or land use planning policies, or for conservation authority permitting.

3. For greater certainty, this Direction applies to any fees in respect of the following programs or services provided under the Mandatory Programs and Services regulation ([O. Reg. 686/21](#)):
 - a. Section 6: programs and services related to reviewing applications and proposals under the *Aggregate Resources Act*, *Drainage Act*, *Environmental Assessment Act*, and the *Niagara Escarpment Planning and Development Act*, for the purpose of commenting on the risks related to natural hazards arising from the proposal,
 - b. Section 7: programs and services related to ensuring that decisions under the *Planning Act* are consistent with the natural hazards policies in the policy statements issued under section 3 of the *Planning Act* and are in conformance with any natural hazard policies included in a provincial plan as defined in section 1 of that Act,
 - c. Section 8: programs and services related to conservation authority duties, functions, and responsibilities to administer and enforce section 28 and its regulations, section 28.0.1, and section 30.1 of the *Conservation Authorities Act*,
 - d. Paragraph 4 of subsection 13 (3): programs and services related to reviewing and commenting on any proposal made under another Act for the purpose of determining whether the proposal relates to a significant drinking water threat or may impact any drinking water sources protected by a source protection plan, and
 - e. Subparagraph 4 iv of section 15: programs and services related to reviewing and commenting on proposals made under other Acts for the purpose of determining the proposal's impact on the Lake Simcoe Protection Plan and the Lake Simcoe watershed.

Application

4. This Direction, applies to all conservation authorities in Ontario, listed in Appendix "A" to this Direction.
5. For greater certainty, this Direction also applies to the conservation authorities listed in Appendix "A" to this Direction when such conservation authorities are meeting as a source protection authority under the *Clean Water Act, 2006*.

Effective Date and Term

6. This Direction is effective from January 1, 2025 (the "**Effective Date**").
7. The term of this Direction is the period from the Effective Date to December 31, 2025 (the "**Term**").

Amendments

8. This Direction may be amended in writing from time to time at the sole discretion of the Minister.

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO
as represented by the
Minister of Natural Resources**



The Honourable Graydon Smith
Minister of Natural Resources
December 12, 2024

APPENDIX A

LIST OF CONSERVATION AUTHORITIES TO WHICH THE DIRECTION APPLIES

Ausable Bayfield CA

R.R. #3
71108 Morrison Line
Exeter ON N0M 1S5
Brian Horner
bhorner@abca.on.ca

Cataraqui Region CA

Box 160
1641 Perth Road
Glenburnie ON K0H 1S0
David Ellingwood
dellingwood@crca.ca

Catfish Creek CA

R.R. #5
8079 Springwater Road
Aylmer ON N5H 2R4
Dusty Underhill
generalmanager@catfishcreek.ca

Central Lake Ontario CA

100 Whiting Avenue
Oshawa ON L1H 3T3
Chris Darling
cdarling@cloca.com

Credit Valley CA

1255 Old Derry Rd
Mississauga ON L5N 6R4
Quentin Hanchard
quentin.hancard@cvc.ca

Crowe Valley CA

Box 416
70 Hughes Lane
Marmora ON K0K 2M0
Tim Pidduck
tim.pidduck@crowevalley.com

Essex Region CA

Suite 311
360 Fairview Ave West
Essex ON N8M 1Y6
Tim Byrne
tbyrne@erca.org

Ganaraska Region CA

Box 328
2216 County Road 28
Port Hope ON L1A 3V8
Linda Laliberte
llaliberte@grca.on.ca

Grand River CA

Box 729
400 Clyde Road
Cambridge ON N1R 5W6
Samantha Lawson_
slawson@grandriver.ca

Grey Sauble CA

R.R. #4
237897 Inglis Falls Road
Owen Sound ON N4K 5N6
Tim Lanthier
t.lanthier@greysauble.on.ca

Halton Region CA

2596 Britannia Road West
Burlington ON L7P 0G3
Chandra Sharma
csharma@hrca.on.ca

Hamilton Region CA

P.O. Box 81067
838 Mineral Springs Road
Ancaster ON L9G 4X1
Lisa Burnside
lisa.burnside@conservationhamilton.ca

Kawartha Region CA

277 Kenrei (Park) Road
Lindsay ON K9V 4R1
Mark Majchrowski
mmajchrowski@kawarthaconservation.com

Kettle Creek CA

R.R. #8
44015 Ferguson Line
St. Thomas ON N5P 3T3
Elizabeth VanHooren
elizabeth@kettlecreekconservation.on.ca

Lake Simcoe Region CA

Box 282
120 Bayview Parkway
Newmarket ON L3Y 3W3
Rob Baldwin_
r.baldwin@lsrca.on.ca

Lakehead Region CA

Box 10427
130 Conservation Road
Thunder Bay ON P7B 6T8
Tammy Cook
tammy@lakeheadca.com

Long Point Region CA

4 Elm Street
Tillsonburg ON N4G 0C4
Judy Maxwell
jmaxwell@lprca.on.ca

Lower Thames Valley CA

100 Thames Street
Chatham ON N7L 2Y8
Mark Peacock
mark.peacock@ltvca.ca

Lower Trent Region CA

R.R. #1
714 Murray Street
Trenton ON K8V 5P4
Rhonda Bateman
rhonda.bateman@lrc.on.ca

Maitland Valley CA

Box 127
1093 Marietta Street
Wroxeter ON N0G 2X0
Phil Beard
pbeard@mvca.on.ca

Mattagami Region CA

100 Lakeshore Road
Timmins ON P4N 8R5
David Vallier
david.vallier@timmins.ca

Mississippi Valley CA

10970 Highway 7
Carleton Place ON K7C 3P1
Sally McIntyre
smcintyre@mvc.on.ca

Niagara Peninsula CA

250 Thorold Road West, 3rd Floor
Welland ON L3C 3W2
Leilani Lee-Yates
llee-yates@npca.ca

Nickel District CA

199 Larch St
Suite 401
Sudbury ON P3E 5P9
Carl Jorgensen
carl.jorgensen@conservationsudbury.ca

North Bay-Mattawa CA

15 Janey Avenue
North Bay ON P1C 1N1
Robin Allen
robin.allen@nbmca.ca

Nottawasaga Valley CA

8195 Line 8
Utopia ON L0M 1T0
Doug Hevenor
dhevenor@nvca.on.ca

Otonabee Region CA

250 Milroy Drive
Peterborough ON K9H 7M9
Janette Loveys Smith
jsmith@otonabeeconservation.com

Quinte Region CA

R.R. #2
2061 Old Highway #2
Belleville ON K8N 4Z2
Brad McNevin
bmcnevin@quinteconservation.ca

Raisin Region CA

PO Box 429
18045 County Road 2
Cornwall ON K6H 5T2
Alison MacDonald
alison.macdonald@rrca.on.ca

Rideau Valley CA

Box 599
3889 Rideau Valley Dr.
Manotick ON K4M 1A5
Sommer Casgrain-Robertson
sommer.casgrain-robertson@rvca.ca

Saugeen Valley CA

R.R. #1
1078 Bruce Road #12, Box #150
Formosa ON N0G 1W0
Erik Downing
e.downing@svca.on.ca

Sault Ste. Marie Region CA

1100 Fifth Line East
Sault Ste. Marie ON P6A 6J8
Corrina Barrett
cbarrett@ssmrca.ca

South Nation River CA

38 Victoria Street
P.O. Box 29
Finch ON K0C 1K0
Carl Bickerdike
cbickerdike@nation.on.ca

St. Clair Region CA

205 Mill Pond Crescent
Strathroy ON N7G 3P9
Ken Phillips
kphillips@scrca.on.ca

Toronto and Region CA

101 Exchange Avenue
Vaughan ON L4K 5R6
John MacKenzie
john.mackenzie@trca.ca

Upper Thames River CA

1424 Clarke Road
London ON N5V 5B9
Tracey Annett
annett@thamesriver.on.ca

From: [Dungavell, John \(MNR\)](#)
To: [Tim Byrne](#); slawson@grandriver.ca; r.baldwin@lsrca.on.ca; jmaxwell@lprca.on.ca; mark.peacock@ltvca.ca; [Leilani Lee-Yates](#); bmcnevin@quinteconservation.ca; sommer.casgrain-robertson@rvca.ca; cbickerdike@nation.on.ca; annett@thamesriver.on.ca
Cc: [Holder, Julia \(MNR\)](#); acoleman@conservationontario.ca; [Bonnie Fox](#); [Bertrand, James \(MNR\)](#); [McLeod, Alex \(MNR\)](#); [Keyes, Jennifer \(MNR\)](#)
Subject: Conservation Authority Agricultural Sector Representative – Advertisements Posted
Date: January 7, 2025 7:13:24 AM
Attachments: [image001.png](#)

Dear General Managers/Chief Administrative Officers,

I hope you and your staff had a wonderful holiday season.

I am writing to the 10 of you today to inform you that the Minister of Natural Resources has decided to pursue additional appointments of agricultural sector representatives (ag reps), and your conservation authority has been identified as a potential recipient.

Under subsection 14(4) of the *Conservation Authorities Act*, the Minister can appoint an ag rep to a conservation authority's membership to increase local agricultural sector perspectives in conservation authority operations. Ag reps take into consideration both the interests of the sector and municipality they represent, as well as the overall authority and its purpose. The role is comparable to other municipally-appointed members but with some limits on voting rights when it comes to budgetary concerns or changing the structure of the conservation authority.

The Ministry has posted 10 job advertisements to the Ontario Public Appointments Secretariat [website](#) to appoint an agricultural sector representative to each of your conservation authority's memberships. These postings are open until **February 3, 2025** for applications to be submitted.

We encourage you to share these postings locally and invite any individuals from your local agricultural sectors who may be interested and meet the qualifications listed in the advertisement to apply.

Please feel free to let us know if you have any questions about these postings.

Thanks,

john

John Dungavell

Manager, Conservation Authorities and Natural Hazards | Policy Division
Ministry of Natural Resources | Ontario Public Service
705-749-3880 | john.dungavell@ontario.ca



Taking pride in strengthening Ontario, its places and its people

Essex Region Conservation Authority

Ministry	Natural Resources
URL	https://essexregionconservation.ca/
Address	360 Fairview Avenue West, Suite 311 Essex N8M1Y6
Background	Conservation Authorities Act, R.S.O. 1990, CHAPTER C.27, ss 14(4) OIC 1204/2022
Function	On December 8, 2020, Bill 229, the Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020, received Royal Assent. Schedule 6 of Bill 229 made changes to the Conservation Authorities Act and the Planning Act to improve the governance, oversight and accountability of conservation authorities, while respecting taxpayer dollars by giving municipalities more say over the conservation authority programs and services for which they pay. New powers proclaimed under subsection 14(4) of the Conservation Authorities Act allow the Minister to appoint an agricultural sector representative to each conservation authority membership to increase agricultural sector perspectives in conservation authority operations.
Membership	The Minister of Natural Resources and Forestry may appoint an agricultural sector representative to each conservation authority, which is otherwise made up of municipally appointed members.
Qualifications	<ul style="list-style-type: none"> • resident in a participating municipality in which the CA has jurisdiction (subsection 14(3) of the CAA), and • knowledge of and experience in/with the local agricultural sector.
Term	Agricultural sector representative members are appointed by Minister's letter for a term of up to four (4) years, as may be determined by the Minister, in accordance with the CAA, and their terms are subject to renewal. The Minister's appointment/s of agricultural sector representatives to CA membership is made at the pleasure of the Minister.
Meetings	Meetings will be determined by each conservation authority to which agricultural sector representatives are appointed.
Remuneration	Agricultural sector appointees will be offered remuneration on a per diem basis when appointed to a CA where per diems are offered to its municipally appointed members. The appointee of this CA is to be remunerated \$150 per diem according to Schedule A, Level 1 of the Agencies and Appointments Directive as they will be appointed to a CA that does remunerate its other members. Appointees are reimbursed for mileage and other reasonable expenses incurred while performing duties of this position in accordance with the Travel, Meal and Hospitality Expenses Directive.

Advertised Positions

Position	Advertisement
Member (Part-Time)	View Apply

Appointments & Vacancies

No.	Position	Member	Term	Location
1.	Member (Part-Time)			

Public Appointments Secretariat

[about Ontario](#)
[contact us](#)
[accessibility](#)
[news](#)
[privacy](#)
[terms of use](#)
[© King's Printer for Ontario, 2012-25](#)

Advertisement

Position/Title

Member (Part-Time)

Agency

Essex Region Conservation Authority

Advertisement Date

07-Jan-2025

Closing Date

03-Feb-2025

Location(s)

Amherstburg, Town Of , Essex, County Of , Essex, Town Of , Kingsville, Town Of , Lakeshore, Town Of , Lasalle, Town Of , Leamington, Municipality Of , Pelee, Township Of , Tecumseh, Town Of , Windsor, City Of

File Number

PAS-240100

Position Type

Part-Time

Remuneration

PER DIEM

Roles and Responsibilities

- The Government of Ontario is seeking to fill vacancies for Agricultural sector representatives on conservation authorities. Powers proclaimed under subsection 14(4) of the Conservation Authorities Act allow the Minister of Natural Resources to appoint an agricultural sector representative to each conservation authority membership to increase agricultural sector perspectives in conservation authority operations.
- An agricultural sector representative, like all conservation authority members, takes into consideration both the interests of the sector or municipality they represent, as well as the overall authority and its purpose.
- The role is comparable to other municipally appointed members but with limits on voting rights on certain matters like budgetary concerns or changing the structure of the conservation authority.
- These representatives are accountable to the Minister for their actions.
- All agricultural sector representatives are required to submit an annual letter within two months of the end of the calendar year to the Minister on the work undertaken during the year.
- A Minister-appointed agricultural sector representative will be required to follow the provincial ethical framework set out for government public appointees in the Management Board of Cabinet's Agencies and Appointments Directive (AAD) <https://www.ontario.ca/page/agencies-and-appointments-directive> and undertake any required training as directed by the Public Appointment Secretariat.
- The representative would also be bound by the provisions of a conservation authority's by-laws that govern the other members of the conservation authority, including the code of conduct and conflict of interest policies.

Qualifications

Applicants must be resident in the locations specified in this advertisement. Conservation authority members must be from a participating municipality in which the conservation authority has jurisdiction under subsection 14(3) of the Conservation Authorities Act.

We invite applications from individuals who are able to demonstrate some or all of the following qualifications:

1. Board Governance Experience
 - Proven experience in board governance and a strong understanding of organizational operations.
 - Previous service on a board or committee, with demonstrated skills in strategic planning and decision-making.
2. Agricultural Stewardship Expertise
 - Deep knowledge of environmental/agricultural stewardship.
 - Experience with stewardship programs or initiatives that promote the preservation and enhancement of natural resources.
3. Understanding of Agricultural Communities
 - Insight into how conservation authorities interact with and support agricultural communities.
 - Experience or familiarity with agricultural practices and their impact on land and water resources.

- Ability to bridge the interests of conservation authorities with those of agricultural stakeholders to foster collaborative solutions.
4. Conservation/water management experience
- Proven experience or educational background in developing or dealing with natural resource conservation strategies and plans.
 - Previous work with a local conservation authority an asset, and/or awareness of water management practices and/or legislative frameworks.
5. Municipal Background
- Background in municipal governance or local government affairs, with an understanding of the interaction between municipal planning and conservation authorities.
 - Experience working with municipal stakeholders, and familiarity with municipal procedures.

Term

4 years

Agricultural sector representative Members are appointed by Minister's letter for a term of up to four (4) years, as may be determined by the Minister, in accordance with the Conservation Authorities Act, and their terms are subject to renewal. The Minister's appointment/s of agricultural sector representatives to conservation authority membership is made at the pleasure of the Minister.

Time Commitment

Meet as required

Meetings are determined by each conservation authority and vary. Typically conservation authorities meet monthly. Meeting schedules and agendas can be found on each conservation authority's website.

Expenses

Yes

Agricultural sector appointees will be offered remuneration on a per diem basis when appointed to a conservation authority where per diems are offered to its municipally appointed members. The appointee of this conservation authority is to be remunerated \$150 per diem according to Schedule A, Level 1 of the Agencies and Appointments Directive as they will be appointed to a conservation authority that does remunerate its other members. Appointees are reimbursed for mileage and other reasonable expenses incurred while performing duties of this position in accordance with the Travel, Meal and Hospitality Expenses Directive.

Apply

Public Appointments Secretariat

[about Ontario](#) [contact us](#) [accessibility](#) [news](#) [privacy](#) [terms of use](#)

[© King's Printer for Ontario, 2012-25](#)