Please find enclosed the Agenda and supporting documents for the **CLOCA Board of Director’s** meeting on **Tuesday, June 19, 2018, 5:00 p.m.**, at 100 Whiting Avenue, Authority’s Office Boardroom.

The list below outlines upcoming meetings and events for your information.

### UPCOMING MEETINGS & EVENTS

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>EVENT</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues., June 19/18</td>
<td>5:00p.m.</td>
<td>CLOCA Board of Director’s Meeting</td>
<td>100 Whiting Avenue Authority’s Office Boardroom</td>
</tr>
<tr>
<td>Fri., June 22/18</td>
<td>8:00p.m. to 10:00p.m.</td>
<td>CLOCA Annual Firefly Night Hike</td>
<td>Purple Woods CA 38 Coates Road East, Oshawa</td>
</tr>
<tr>
<td>Tues., July 17/18</td>
<td>5:00p.m.</td>
<td>CLOCA Board of Director’s Meeting</td>
<td>100 Whiting Avenue Authority’s Office Boardroom</td>
</tr>
<tr>
<td>Tues., Sept. 18/18</td>
<td>5:00p.m.</td>
<td>CLOCA Board of Director’s Meeting</td>
<td>100 Whiting Avenue Authority’s Office Boardroom</td>
</tr>
<tr>
<td>Wed. &amp; Thurs., Sept. 19 &amp; 20/18</td>
<td>9:00am to 4:00 pm</td>
<td>60th Anniversary Watershed Tour</td>
<td>CLOCA Conservation Areas</td>
</tr>
<tr>
<td>Tues., Oct. 16/18</td>
<td>5:00p.m.</td>
<td>CLOCA Board of Director’s Meeting</td>
<td>100 Whiting Avenue Authority’s Office Boardroom</td>
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<tr>
<td>Tues., Nov. 20/18</td>
<td>5:00p.m.</td>
<td>CLOCA Board of Director’s Meeting</td>
<td>100 Whiting Avenue Authority’s Office Boardroom</td>
</tr>
<tr>
<td>Tues., Dec. 18/18</td>
<td>5:00p.m.</td>
<td>CLOCA Board of Director’s Meeting</td>
<td>100 Whiting Avenue Authority’s Office Boardroom</td>
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</tbody>
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**LATEST NEWS**

Check Out our Website! [www.cloca.com](http://www.cloca.com)

Discover your local Conservation Area.

Register as a Conservation Volunteer Programs & Services

Mobile access to online information with CLOCA’s new mobile website and Free Conservation Areas App

“Healthy watersheds for today and tomorrow.”
CENTRAL LAKE ONTARIO CONSERVATION AUTHORITY

AGENDA
AUTHORITY MEETING
Tuesday, June 19, 2018 - 5:00 P.M.

MEETING LOCATION: 100 WHITING AVENUE, OSHAWA
AUTHORITY’S ADMINISTRATIVE OFFICE, BOARDROOM

CIRCULATION LIST

Authority
Members: Don Mitchell, Chair
Adrian Foster, Vice Chair
John Aker
Dave Barton
Shaun Collier
Joe Drumm
Derrick Gleed
Ron Hooper
Joe Neal
John Neal
David Pickles
Nester Pidwerbecki
Tom Rowett
Elizabeth Roy

Municipalities: Town of Ajax, Clerk
Municipality of Clarington, Clerk
City of Oshawa, Planning
City of Pickering, Clerk
Town of Whitby, Public Works
Town of Whitby, Planning
Township of Uxbridge, Clerk

Authority
C. Darling, Chief Administrative Officer
B. Boardman, Administrative Assistant/Recording Secretary
H. Brooks, Director, Watershed Planning & Natural Heritage
R. Catulli, Director, Corporate Services
G. Geissberger, Marketing & Communications Coordinator
D. Hope, Land Management & Operations Supervisor
C. Jones, Director, Planning & Regulations
P. Lowe, Director, Community Engagement
P. Sisson, Director, Engineering & Field Operations
R. Wilmot, GIS Systems Supervisor

Region: Region of Durham, Clerk
Region of Durham, Planning & Economic Development

Media: Ajax Pickering News Advertiser
CHEX TV
CKDO
Compton Cable TV
94.9 The Rock
KX-96 Radio
Orono Times
Oshawa Express
Oshawa/Whitby/Clarington This Week
Rogers Cable TV
The Scugog Standard

AGENDA ITEM:

1. DECLARATIONS of interest by members on any matters herein contained

2. ADOPTION OF MINUTES of May 15, 2018

3. CORRESPONDENCE
None

4. PRESENTATIONS
None
5. DEVELOPMENT REVIEW & REGULATION
   (1) Staff Report #5583-18  
       Re: Permits Issued for Development, Interference with Wetlands and Alteration to Shorelines and Watercourses - May 1 to May 31, 2018
   (2) Staff Report #5589-18  
       Re: Retirement of Mr. Ted Aikins and Appointment of Lisa-Beth Bulford as an Enforcement Officer

6. DIRECTOR, WATERSHED PLANNING & NATURAL HERITAGE
   (1) Staff Report #5588-18  
       Re: Commencement of CLOCA Watershed Plan Review

7. DIRECTOR, ENGINEERING & FIELD OPERATIONS
   (1) Staff Report # 5584-18  
       Re: National Disaster Mitigation Program – Intake 4 Funding
   (2) Staff Report # 5585-18  
       Re: Pringle Creek Flood Plain Mapping (Candevon 2018)

8. CHIEF ADMINISTRATIVE OFFICER
   (1) Staff Report # 5586-18  
       Re: Conservation Areas Library Program
   (2) Staff Report # 5587-18  
       Re: Approval of New Corporate Administrative and Meeting Procedural By-law

9. NEW AND UNFINISHED BUSINESS
   (1) Status of Unfinished Business

10. ADJOURNMENT
AGENDA

SUPPORTING DOCUMENTS

MEETING OF: Authority
DATE: Tuesday, June 19, 2018
TIME: 5:00 p.m.
LOCATION: 100 Whiting Avenue, Oshawa
DATE: June 19, 2018
FILE: RPRG3974
S.R.: 5583-18
TO: Chair and Members, CLOCA Board of Directors
FROM: Chris Jones, Director, Planning & Regulation
SUBJECT: Permits Issued for Development, Interference with Wetlands and Alteration to Shorelines and Watercourses – May 1 to May 31, 2018

Attached are Development, Interference with Wetlands and Alterations to Shorelines and Watercourses applications, pursuant to Ontario Regulation 42/06, as approved by staff and presented for the members’ information.

RECOMMENDATION:
THAT Staff Report #5583-18 be received for information.
## Permits To Be Ratified for 5/1/2018 to 5/31/2018

<table>
<thead>
<tr>
<th>Row #</th>
<th>Municipality</th>
<th>Owner / Applicant</th>
<th>Street / Lot / Con</th>
<th>Permit No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CLARINGTON</td>
<td>MUNICIPALITY OF CLARINGTON</td>
<td>BOWMNAVILLE CREEK BETWEEN HWY 401 &amp; BASELINE ROAD LOT 11/BFC</td>
<td>C18-054-B</td>
<td>DEVELOPMENT ACTIVITIES ASSOCIATED WITH BRIDGE REHABILITATION</td>
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<tr>
<td>2</td>
<td>CLARINGTON</td>
<td>MUNICIPALITY OF CLARINGTON</td>
<td>FAREWELL CREEK DOWNSTREAM OF HWY 2 LOT 34/CON 02</td>
<td>C18-055-GFA</td>
<td>DEVELOPMENT ACTIVITIES ASSOCIATED WITH PEDESTRIAN TRAIL CONSTRUCTION, INCLUDING A PEDESTRIAN BRIDGE INSTALLATION ACROSS FAREWELL CREEK, BANK STABILIZATION WORKS, AND POTENTIAL REMOVAL OF CONCRETE DEBRIS FROM FAREWELL CREEK</td>
</tr>
<tr>
<td>3</td>
<td>CLARINGTON</td>
<td>2566746 ONTARIO INC.</td>
<td>10 PORT DARLINGTON ROAD LOT 10/BFC</td>
<td>C18-081-GBFH</td>
<td>DEVELOPMENT ACTIVITIES ASSOCIATED WITH THE PLACEMENT OF FILL MATERIAL</td>
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<tr>
<td>4</td>
<td>CLARINGTON</td>
<td>ENERGIDE GAS DISTRIBUTION INC.</td>
<td>LOT 08/BFC</td>
<td>C18-083-GBH</td>
<td>DEVELOPMENT ACTIVITIES ASSOCIATED WITH PROPOSED GAS MAIN</td>
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<tr>
<td>5</td>
<td>CLARINGTON</td>
<td>PROPERTY OWNER</td>
<td>4500 OLD SCUGOG ROAD LOT 16/CON 04</td>
<td>C18-085-GBH</td>
<td>DEVELOPMENT ACTIVITIES ASSOCIATED WITH CONSTRUCTION OF A NEW GARAGE, NEW FRONT ENTRANCE, INTERIOR RENOVATIONS AND SEPTIC</td>
</tr>
<tr>
<td>6</td>
<td>CLARINGTON</td>
<td>PROPERTY OWNER</td>
<td>3337 TOOLEY ROAD LOT 33/CON 03</td>
<td>C18-086-GBH</td>
<td>DEVELOPMENT ACTIVITIES ASSOCIATED WITH THE CONSTRUCTION OF A NEW SINGLE FAMILY DWELLING, SEPTIC SYSTEM AND ASSOCIATED GRADING</td>
</tr>
<tr>
<td>7</td>
<td>CLARINGTON</td>
<td>ENERGIDE GAS DISTRIBUTION INC.</td>
<td>LOT 09/BFC</td>
<td>C18-088-GBH</td>
<td>DEVELOPMENT ACTIVITIES ASSOCIATED WITH PROPOSED GAS MAIN</td>
</tr>
<tr>
<td>8</td>
<td>CLARINGTON</td>
<td>PROPERTY OWNER</td>
<td>2121 CONCESSION ROAD 8/LOT 21/CON 07</td>
<td>C18-096-GBH</td>
<td>DEVELOPMENT ACTIVITIES ASSOCIATED WITH THE INSTALLATION OF AN INGROUND POOL</td>
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<tr>
<td>9</td>
<td>CLARINGTON</td>
<td>ACCUBUILT CONSTRUCTION</td>
<td>1696 PEBBLESTONE ROAD LOT 30/CON 04</td>
<td>C18-099-GBH</td>
<td>DEVELOPMENT ACTIVITIES ASSOCIATED WITH THE CONSTRUCTION OF AN ADDITION ONTO AN EXISTING DWELLING</td>
</tr>
<tr>
<td>10</td>
<td>OSHAWA</td>
<td>CITY OF OSHAWA</td>
<td>GOODMAN CREEK LOT 15/CON 01</td>
<td>C18-015-GS</td>
<td>DEVELOPMENT ACTIVITIES ASSOCIATED WITH GLEN STEWART PARK REDEVELOPMENT, INCLUDING NEW SPLASH PAD, PLAY AREA, PARKING AREA AND ENHANCED VEGETATIVE BUFFER</td>
</tr>
<tr>
<td>11</td>
<td>OSHAWA</td>
<td>ENERGIDE GAS DISTRIBUTION INC.</td>
<td>EAST SIDE OF FLEETWOOD DR NORTH OF MARGARETE DRIVE LOT 32/CON 02</td>
<td>C18-062-GBH</td>
<td>DEVELOPMENT ACTIVITIES ASSOCIATED WITH PROPOSED GAS PIPELINE</td>
</tr>
<tr>
<td>12</td>
<td>WHITBY</td>
<td>THE REGIONAL MUNICIPALITY OF DURHAM</td>
<td>590 VICTORIA STREET EAST LOT 24/CON 01</td>
<td>W17-280-CH</td>
<td>DEVELOPMENT ACTIVITIES ASSOCIATED WITH THE INSTALLATION OF A 600 MM DIAMETER FEEDERMAIN WATERMAIN</td>
</tr>
<tr>
<td>13</td>
<td>WHITBY</td>
<td>D.A. DRAFTING &amp; DESIGN</td>
<td>41 PEARL STREET LOT 23/CON 06</td>
<td>W18-055-GBH</td>
<td>DEVELOPMENT ACTIVITIES ASSOCIATED WITH AN ADDITION TO AN EXISTING DWELLING AND DOWNSPOUTING MEASURE TO PROTECT BASEMENT</td>
</tr>
<tr>
<td>14</td>
<td>WHITBY</td>
<td>PROPERTY OWNER</td>
<td>32 CAMBER COURT LOT 24/CON 06</td>
<td>W18-076-GBH</td>
<td>DEVELOPMENT ACTIVITIES ASSOCIATED WITH THE CONSTRUCTION/INSTALLATION OF AN INGROUND POOL AND ASSOCIATED LANDSCAPING</td>
</tr>
<tr>
<td>15</td>
<td>WHITBY</td>
<td>ROGERS COMMUNICATIONS CANADA INC.</td>
<td>TAUNTON ROAD TO HWY 412 TO DES NEWMAN BOULEVARD LOT 34/CON 03</td>
<td>W18-079-GBH</td>
<td>DEVELOPMENT ACTIVITIES ASSOCIATED WITH INSTALLATION OF COMMUNICATION CONDUITS</td>
</tr>
<tr>
<td>16</td>
<td>WHITBY</td>
<td>ROGERS COMMUNICATIONS CANADA INC.</td>
<td>TAUNTON ROAD CORONATION TO BAYCLIFFE LOT 32/CON 04</td>
<td>W18-080-GBH</td>
<td>DEVELOPMENT ACTIVITIES ASSOCIATED WITH INSTALLATION OF COMMUNICATION CONDUITS</td>
</tr>
</tbody>
</table>
MEMO TO: Chair and Members, CLOCA Board of Directors
FROM: Chris Jones, Director, Planning and Regulation
SUBJECT: Retirement of Mr. Ted Aikins and Appointment of Lisa-Beth Bulford as an Enforcement Officer

After a 30-year long career with CLOCA, Mr. Ted Aikins, a Development Planner in the Planning and Regulation Department is retiring. Throughout his 30 years of employment with the Authority, Ted has been involved in land use planning and development activity throughout the CLOCA watershed. For the past several years, Ted has been the primary CLOCA development planner for the Town of Whitby.

Ted’s work, in collaboration with Town of Whitby staff, residents and developers has advanced environmental protection and has led to a safer and healthier town including the permanent protection and conservation of numerous woodlands, wetlands, watercourses and valleylands.

Ted’s successor is Ms. Lisa-Beth Bulford. She joins CLOCA following her time as a Development Planner for the Lake Simcoe Region Conservation Authority. Lisa also has experience with the Grand River Conservation Authority and with other public and private sector employers. Lisa will be assuming planning and regulation duties for lands in the western portion of the CLOCA watershed including the issuance of permits under Ontario Regulation 42/06. Accordingly, it is recommended that she be appointed as an Enforcement Officer under the Conservation Authorities Act for this purpose.

RECOMMENDATIONS:
THAT Mr. Ted Aikins be thanked and congratulated for his 30-years of dedicated service to the conservation of the CLOCA watershed and the health and safety of watershed residents;
THAT Ms. Lisa-Beth Bulford be appointed as an Enforcement Officer under the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation, Ontario Regulation 42/06.
Introduction
When significant changes occur within our watersheds, such as growth, new infrastructure and climate change, it is important that the watershed plans are updated to address these changing conditions and provide updated recommendations and tools to mitigate impacts. With funding support from the Region of Durham, CLOCA has initiated a review and update to the Lynde Creek, Oshawa Creek, Black/Harmony/Farewell Creek and the Bowmanville/Soper Creek watershed plans. This review will be a scoped exercise using the most recent data collected through CLOCA’s watershed monitoring program to “refresh” our models, mapping, data and analysis. It is anticipated that this review will be completed in 2020.

Watershed Plan Components
The stress and pressures associated with growth and climate change will have an impact on our watershed, and to assess this, CLOCA will be investigating the following questions:

- How will our watershed resources be impacted?
- Will watershed resources be able to respond and adapt to these impacts?
- Do these changes impact watershed health?
- Is there capacity within the watershed to manage these impacts?
- Are revisions required to CLOCA’s watershed healthy goals, objectives & targets?
- What measures can we take to support watershed resiliency?

In addition to considering the impacts of growth and climate change, the watershed plan updates will reflect upon a range of other changes including legislation and advances in relevant science and technology. This will ensure that our watershed plan findings and recommendations are consistent with the most recent legislative changes and science. A workplan is contained in attachment 1 providing more detail on the updates.

As a scoped exercise, there will no new monitoring and no development of new models. Rather, through the fall of 2018, CLOCA will be utilizing data gathered through CLOCA’s watershed monitoring program and other existing information to “renew” CLOCA’s watershed maps and models. During 2019 efforts will be focused on conducting the evaluation and analysis of information gathered during 2018 and include the incorporation of climate change in CLOCA’s scenario modelling work. Nearing the end of 2019 and into 2020, CLOCA staff will focus on preparation of the updated watershed plans, generating an update for each of the four watersheds. These “refreshed” plans will identify where additional effort should be focused over the next review period to enhance watershed reporting and planning.

Engagement and consultation are an important component of this review, and this will be carried out at different points, and in different manners, throughout the 2 years. CLOCA staff are presently working on preparation of an engagement plan that will identify a suite of tools that will be used to effectively convey information about this project, garner input and feedback, and to support increased community awareness of the importance of watershed health.

Cont’d
Watershed Plans and Planning for Growth
Recent changes to Ontario’s planning legislation calls for the completion of watershed plans to inform growth and infrastructure decisions. The Region of Durham recently initiated their “Envision Durham, 2041 – Our Region” exercise (otherwise known as the municipal comprehensive review of the Durham Official Plan). Updating CLOCA’s watershed plans at this time will align with Durham’s official plan conformity exercise, ensuring conformity with legislative requirements. As Durham continues work on the official plan review, it may yet come to light that additional watershed plan information may be required.

Also, there are two initiatives underway focused on integrating climate change with natural heritage systems and watershed planning. As this work nears completion, alterations to CLOCA’s watershed climate change work may be necessary. If the need arises, and additional effort or resources are required to undertake this work, the Board will be so advised.

Conclusion
Since 2012 and 2013 when CLOCA’s watershed plans were completed, there have been many changes including revisions to provincial legislation and guidance, significant advancement in climate change science, considerable urban growth, planned growth and major infrastructure development, all which either impact our watershed health or influence watershed policy. Not only will we be considering the impacts of these changes on watershed health, but we will be gauging the performance of our 2012/2013 watershed plan recommendations, critically assessing what has worked and where additional efforts are needed.

RECOMMENDATIONS:
THAT Report 5588-18 be received for information.
THAT Report 5588-18 be circulated to the Region of Durham and local municipalities.

Attach.
Watershed Plan 5 Year Update – Summary Work Plan

1) **Reflection** – Significant changes that have occurred in the watershed (growth, new/improved infrastructure, as well as legislative and policy changes) will be identified and impacts on watershed health considered. Using the healthy watershed target tables provided in the 2012/2013 Watershed Plans CLOCA staff will utilize existing data and information sources to update conditions and gauge these against watershed targets. As there will be an emphasis placed on climate change, a literature review on climate change mitigation and adaptation measures will be conducted and completed by fall 2018. Consultation will be initiated with two Public Information Centres to garner input regarding watershed impacts.

2) **Renewal** – Modifications and adjustments to watershed mapping, such as updating land cover to reflect recent growth will be completed. Policy and mapping revisions will be made to reflect new and revised legislation, regulations and policy changes. Models and statistical analysis will be updated using recent data collection, a desk-top review of ELC mapping will be completed, new drainage layer mapping will be incorporated; and other work conducted by CLOCA on a regular basis will be utilized to advance this update. This renewal is necessary to inform the evaluation process, improve watershed plan implementation, and support upcoming municipal conformity amendments. Efficiencies are attained through information collected by existing CLOCA monitoring and core programs and the Regions Climate Change work. This work will be completed by end of year, 2018.

3) **Evaluation** – Included in this work will be an analysis of watershed targets and assessment of whether any changes to watershed health is necessary. In addition, an examination of existing targets, goals and objectives will be conducted. Changes required to these will be documented and carried forward to the final report. The development of climate change policies and recommendations will be initiated during this phase and critical analytical work will be carried out to support the findings and recommendations. The effectiveness of watershed plan implementation over the past 5 years will be examined and successes and improvements identified. The evaluation component will be complete by fall 2019.

4) **Reporting** – information gathered from the above 3 steps will be consolidated and incorporated into a document for each watershed, and recommendations for further advancing watershed health will be provided. Two Public Information Centres will be held to share findings and recommendations with stakeholders. These documents will be posted on the CLOCA website and copies provided to municipal partners. Information and status update reports will be provided to the CLOCA Board of Directors at least once a year. This work will be complete by spring 2020.

5) **Engagement & Consultation** – An Engagement plan will be formalized and a suite of tools and techniques will be utilized to engage and consult the public, stakeholders, industry, government agencies and municipalities ensuring there will be a number of opportunities to garner feedback throughout the 2 years. Formal public engagement will be in the form of public information centres to be held at the beginning and end of this update (during the reflection and reporting components noted above). The first set of PICs will be focused on obtaining public input on current and future watershed challenges, future watershed management activities and opportunities for further stakeholder engagement. When the updated plans are finalized, two PICs will be held to share the findings and results.
REPORT
CENTRAL LAKE ONTARIO CONSERVATION AUTHORITY

DATE:       June 19, 2018
FILE:       PSSG4177, PSSG212
S.R.:       5584-18

MEMO TO:    Chair and Members, CLOCA Board of Directors
FROM:       R. Perry Sisson, Director, Engineering and Field Operations
            Rod Wilmott, GIS Systems Supervisor

SUBJECT:    National Disaster Mitigation Program – Intake 4 Funding
            Lake Ontario Shoreline Management Plan for Lower Trent Region, Ganaraska Region
            and Central Lake Ontario Conservation Authorities; and LiDAR Mapping Acquisition

Purpose:
The purpose of this report is to update the CLOCA Board of Directors of the National Disaster Mitigation Program
(NDMP) funding awarded for the above captioned CLOCA applications. Reports received in September and October
of 2017 (attached) outlined the details of the two projects.

Lake Ontario Shoreline Management Plan for Lower Trent Region, Ganaraska Region and Central Lake Ontario
Conservation Authorities:
The NDMP awarded $150,000 grant toward the Lake Ontario Shoreline Management Plan, covering 50% of the project
costs. The project will be a coordinated approach to shoreline management planning for the entire length
(approximately 135 km) of the north shore of the Lake Ontario Shoreline within the County of Northumberlanand
and the Regional Municipality of Durham within the boundaries of the three Conservation Authorities. The portion of
Durham Region covered by the Toronto Region Conservation Authority is addressed through shoreline management
plans prepared by TRCA.

This technical study will be developed as a single project with supervision and administration by all three Conservation
Authorities. A Terms of Reference and Request for Proposals will be posted for Coastal Engineering Consultants in
the near future. The project will be developed over a two year period.

The Plan will replace the current 1990 Shoreline Management Plan and will include updates to reflect changes to
shoreline land use, Lake Ontario water level management, Conservation Authority regulations, and recent shoreline
flooding and erosion damage.

LiDAR Mapping Acquisition:
The NDMP awarded $45,000 grant covering 50% of the project costs of Light Detection and Ranging (LiDAR)
mapping for the west half of the CLOCA watershed. LiDAR provides accurate topographic mapping, and is very
valuable to CLOCA for floodplain mapping and can be used for a number of applications by municipal partners. In
2017, the Ontario Ministry of Agriculture and Rural Affairs included the Municipality of Clarington in a LiDAR
mapping project for Southern Ontario, providing topographic mapping for the eastern portion of the CLOCA
watershed. The current project will provide similar base mapping for the remainder of the CLOCA watershed.

CLOCA Geographic Information System (GIS) staff will be managing the project, and have been in contact with
municipal partners to secure the matching funding. The LiDAR flight be completed in the fall or spring under “leaf-
off” conditions to ensure the best quality data can be acquired.

RECOMMENDATION:
THAT Staff Report #5584-18 be received for information.

Attach.

RPS/RW/bb
s:\reports\2018\sr5584_18.docx
Purpose:
The purpose of this report is to inform the CLOCA Board of Directors of the proposed development of a Lake Ontario Shoreline Management Plan for the Lower Trent Region, Ganaraska Region, and Central Lake Ontario Conservation Authority shoreline, and to seek Board endorsement to proceed with a funding application under the National Disaster Mitigation Program for the project.

Background:
During a period of high Great Lake water levels, the provincial government appointed a Shoreline Management Review Committee in 1986 to study the long-term management of the Great Lakes shoreline. In October 1986, in response to the committee’s report, the ministers of Municipal Affairs and Natural Resources designated conservation authorities “as agencies responsible for the implementation and administration of (provincial) policies” related to flooding and erosion hazards. In addition, the province at that time directed that mapping should be undertaken to identify shoreline hazard areas and that the mapping and shoreline management planning should be undertaken by conservation authorities.

In response, CLOCA in partnership with the Ganaraska and Lower Trent Conservation Authorities commissioned a coastal engineering study to provide shoreline management direction for their respective reaches of Lake Ontario Shoreline. The consulting firm of Sandwell Swan Wooster Inc. was retained to prepare the Lake Ontario Shoreline Management Plan, which was completed in December of 1990 (Sandwell Report).

The Sandwell Report: inventoried existing structures on the shoreline; reviewed coastal processes on the shoreline; defined flood and erosion limits for the study area; identified concentrations of natural hazards in conflict with existing development in specific shoreline ‘Damage Centres; reviewed environmentally sensitive areas; and identified shoreline protection concepts and land use considerations.

CLOCA Regulatory Authority:
In 2006, CLOCA was provided with a new regulation (Ontario Regulation 42/06) that establishes a prohibition on development in the absence of a permit on all lands adjacent or close to the shoreline of Lake Ontario. Presently, CLOCA has the ability to evaluate development proposals against the following set of statutory tests: “the control of flooding, erosion, dynamic beaches, pollution or the conservation of land.” The Sandwell report provided the Lake Ontario flood and erosion limits required to implement our regulation, determined shoreline damage centers, and recommended management for development within hazardous shoreline areas.

The Sandwell study is now 27 years old, and although it continues to be a valuable tool and an often used reference, an update to the Shoreline Management plan is required. Since the completion of the Sandwell report, there have been physical changes to our shoreline including 27 years of shoreline erosion and adjustment, numerous protection works on both private and public lands, municipal acquisitions within shoreline damage centers and replacement of residential lots with municipal parkland, and additional development on private lands.
In recent times there have also been developments with Lake Ontario water levels. The International Joint Commission has established a new Lake Ontario water level plan that will allow for slightly more fluctuation in Lake Ontario water levels. Unusual weather led to the breaking of previous records and we very recently established unprecedented high water levels. Climate change predictions for our region foresee warmer, wetter, wilder weather, which now needs to be a consideration in management of our shoreline. Fortunately, we also now have technological advances including better digital imagery that will improve the plan from the 1990 version.

The update to the shoreline management plan has been considered by CLOCA for some time. Recommendation 7d of the CLOCA Strategic Plan states “…In partnership with municipalities, commit to prioritizing, managing and reducing risk associated with natural hazards”…”Update Lake Ontario Shoreline Management Plan.”

The Study:
The intent of this project is to create a coordinated approach to shoreline management planning for the entire length (approximately 135 km) of the north shore of the Lake Ontario Shoreline within the County of Northumberland and the Regional Municipality of Durham within the boundaries of the three Conservation Authorities (see study area, Attachment 1). The portion of Durham Region covered by the Toronto Region Conservation Authority is addressed through shoreline management plans prepared by TRCA. This technical study will be developed as a single project with supervision and administration by all three Conservation Authorities. An outline of the proposed contents of the study is provided as Attachment 2.

While consistency along the LTRCA, GRCA, and CLOCA shoreline is desired, some reaches of the shoreline are unique and will require unique recommendations. Additionally, a plan of this scope eliminates the retention of multiple consultants, and streamlines meeting and administrative costs; translating into real cost savings.

The benefits of a coordinated 3 Conservation Authority shoreline management plan would include:
1. Recognition of littoral cells. Coastal processes that cross municipal and watershed boundaries.
2. An up-to-date study of the Northumberland County and Durham Region shoreline (outside of the TRCA jurisdictional area) would provide a more accurate investigation into the dynamics of the entire extent of the shoreline rather than sectional or watershed views.
3. Provision for a consistent management approach throughout the Regional Municipality of Durham and Northumberland County. The consultant will review existing management plans abutting the study area to ensure consistency across municipal jurisdictions. The Plan will provide consistent direction for managing shoreline issues on private lands, and provide an indication of the level of risk for each damage center such that mitigation efforts can be prioritized.
4. A joint plan could be incorporated into the relevant Official Plans to be reviewed and be updated every five years. The technical assumptions would be reviewed regularly to ensure that they are still appropriate for use.

Funding:
The estimated cost of completing the Shoreline Management plan is $300,000. This cost includes work by a coastal engineering company to:
- review background material,
- conduct field work,
- complete technical analysis and modelling,
- report all findings and recommendations
- prepare mapping
- incorporate public input

Cont’d
The three Conservation Authorities are submitting an application under the 4th intake of National Disaster Mitigation Program (NDMP), and if successful, will be able to recover 50% of the project cost through the federal grant. The NDMP is a Public Safety Canada investment of $200 million to address rising flood risks and costs, and build the foundation for informed mitigation investments that could reduce, or even negate, the effects of flood events in the future. The announcement of successful applications is scheduled for early 2018, and projects in the NDMP must be completed within two years.

The Three Conservation Authorities, CLOCA, GRCA, and LTRCA will be responsible for one third of the study cost beyond the grant funding. The project is provisional on the Board’s approval of the 2018 budget submission to the Region, and will be considered through the formal preliminary budget report to be presented at the November 2017 Board Meeting.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>CLOCA</td>
<td>$ 50,000.00</td>
</tr>
<tr>
<td>GRCA</td>
<td>$ 50,000.00</td>
</tr>
<tr>
<td>LTRCA</td>
<td>$ 50,000.00</td>
</tr>
<tr>
<td>NDMP</td>
<td>$ 150,000.00</td>
</tr>
<tr>
<td><strong>Total Funding:</strong></td>
<td><strong>$ 300,000.00</strong></td>
</tr>
</tbody>
</table>

With the completion of the Shoreline Management Plan, each Conservation Authority will have the technical component for shoreline management. To fully utilize the Plan, the Study findings need to be integrated into core programs, by adding natural heritage information, and incorporating study findings into regulations and planning, flood forecasting and warning, stewardship, and education programs. Municipalities will also be able to incorporate the Study findings into individual municipal official plans, zoning by-laws, shoreline plans and strategies. The integration of the plan by conservation authorities and municipalities will be future phases of shoreline management, and should be considered for future work planning and budgeting.

**RECOMMENDATIONS:**

*THAT Staff Report #5536-17 be received for information, and*

*THAT the Board of Directors endorse the submission of a funding proposal to the National Disaster Mitigation Program for the Lake Ontario Shoreline Management Plan for Lower Trent Region, Ganaraska Region and Central Lake Ontario Conservation Authorities*

RPS/CJ/bb
Attach.
s:\reports\2017\sr5536_17.docx
TECHNICAL STUDY - PROJECT TASKS

This study will focus on using the current technical standards for defining 100 year flood, wave uprush, erosion hazard and dynamic beach hazards and mapping for approximately 90 km of Lake Ontario shoreline.

Project tasks will include:
1. A literature review of all historical and current technical studies and regulations pertaining to shoreline management.
2. A reconnaissance of shoreline sites which are representative of the various shoreline conditions encountered within the study area; a photo inventory should be taken;
3. A review of the 1990 reach delineations to determine their suitability for this updated and expanded plan;
4. A review of significant natural features within the shoreline study area;
5. Review and create Detailed Study Zones where significant natural features, hazards and/or development pressures exist, and where more detailed analysis is required for management purposes;
6. Review of the technical assumptions (e.g. average annual shoreline recession rates, modelling parameters) from the 1990 study to determine if they are still appropriate for use today. If they remain appropriate include an explanation of why. If not appropriate, recommend new technical assumptions and include supporting documentation for the same;
7. Model Regulatory Flood Hazard using expanded existing models (where possible), meeting provincial standards;
8. Complete analysis of Erosion Hazards using provincial standards;
9. Create a recession rate chart with related mapping for each reach within the study area;
10. Review and comment on existing municipal and private infrastructure along the shoreline (e.g., shoreline protection structures and piers) and how they may relate to existing and proposed development;
11. Evaluate emergency response (contained within existing plans as well as recommendations for new);
12. Develop hardening thresholds for nodal areas and specifically recommending types of protection for the each reach as it relates to the type of development (e.g., new, rebuild), natural heritage features and shoreline processes;
13. Update preferred and alternate shoreline management concepts considering current legislation, policies and guidelines regarding shoreline hazards;
14. Complete a cost benefit analysis in the development of preferred alternatives and,
15. Hold public meetings (minimum of three, one for each CA area) with interested general public, private landowners, not for profit agencies, user groups as well as municipal/provincial/federal agencies. Present findings to the Steering Committee.

Modelling shall include:
16. Integrated shoreline model
17. Recession rate evaluations for each reach

Mapping tasks will include:
18. Production mapping (paper and digital data) with all components consistent with the Ministry of Natural Resources and the Flood Damage Reduction Program requirements and the Conservation Authorities Generic Regulations;
19. All spatial data produced during the study will and be delivered in ESRI shapefile format.
20. Each hazard limit must be delivered as an individual shapefile, be segmented and attributed by at minimum a reach, and a map sheet identifier;
21. Any shoreline protection features encountered and noted throughout the study will be mapped and delivered as an individual shapefile and attributed with an appropriate feature type or categorizing code (i.e. rock breakwall).
22. Maps composed for the study should be provided in suitable resolution PDFs for reproduction purposes.

Note: The Plan will be developed to allow for the integration of the technical study into the three Conservation Authority Shoreline Management Plans.
MEMO TO:  Chair and Members, CLOCA Board of Directors  
FROM:  R. Perry Sisson, Director, Engineering and Field Operations  
Rod Wilmot, GIS Systems Supervisor  
SUBJECT:  LiDAR Mapping Acquisition - National Disaster Mitigation Program Application  

Purpose:  
The purpose of this report is to inform the CLOCA Board of Directors of the proposed funding application under the National Disaster Mitigation Program for acquisition of base mapping for the west half of the CLOCA watershed. The base mapping will provide multiple uses and will benefit CLOCA floodplain mapping programs. Similar mapping has been recently produced for the eastern portion of CLOCA’s watershed by the Ontario Ministry of Agriculture and Rural Affairs, and an opportunity exists to acquire the remaining portions of CLOCA.

Background:  
Light Detection and Ranging (LiDAR), is a surveying method that uses pulses of laser light to produce an image of the ground surface. Aircraft mounted with LiDAR scanners fly over the area to be mapped, and as the pulses of light reflect from objects on the ground, the image of the earth surface is created. The topographic image is more accurate (ground points accurate to within 0.1m) than the current topographic mapping in the CLOCA watershed, and will enable more detailed floodplain mapping studies, and will also be utilized in planning and regulation and natural heritage programs for multiple uses. The attached proposal provides more explanation of uses of LiDAR mapping.

In 2017, the Ontario Ministry of Agriculture and Rural Affairs produced LiDAR mapping to support soil mapping work, and included the Municipality of Clarington within the study area. The OMAFRA program does not have plans to provide mapping for the Oshawa and Whitby areas.

The Study:  
CLOCA GIS staff have inquired with the vendor of LiDAR products and has determined the cost to complete mapping for the western portion of the CLOCA watershed to be $70,000 for the acquisition of the LiDAR data, and a further $20,000 to process the data and create the topographic base mapping. The acquisition would be completed in spring of 2018 during the period before trees leaf-out, to enable better penetration and collection of ground elevation in forested areas.

CLOCA also met with municipal partners to discuss the project and attain an early determination of the level of interest from Region of Durham, City of Oshawa, and Town of Whitby staff. With participation from municipal partners, and with a grant for 50% of the project cost from the National Disaster mitigation Program, the costs to each agency are very reasonable, as shown on the following table.
CLOCA staff propose to submit an application under the 4th intake of National Disaster Mitigation Program (NDMP), and if successful, will be able to recover 50% of the project cost through the federal grant. The NDMP is a Public Safety Canada investment of $200 million to address rising flood risks and costs, and build the foundation for informed mitigation investments that could reduce, or even negate, the effects of flood events in the future. The announcement of successful applications is scheduled for early 2018, and projects in the NDMP must be completed within two years.

CLOCA will continue to work with our partner municipalities to secure funding for the project in 2018. CLOCA’s portion of funding will be provided through budgeting portions of our base funding for natural hazard mapping and GIS services. If the NDMP application is not successful, the project will not proceed.

**RECOMMENDATIONS:**

**THAT** Staff Report #5544-17 be received for information; and,

**THAT** the Board of Directors endorse the submission of a funding proposal to the National Disaster Mitigation Program for LiDAR topographic mapping for the western portion of the Central Lake Ontario Conservation Authority watershed, in partnership with our local and regional municipalities.

Attach.
Nation Disaster Mitigation Program LiDAR Acquisition Partnership Proposal between the Town of Whitby, City of Oshawa, Regional Municipality of Durham and the Central Lake Ontario Conservation Authority

Engineering Services
Central Lake Ontario Conservation Authority
100 Whiting Ave, Oshawa, ON L1H3T3

Central Lake Ontario Conservation Authority Website: www.cloca.com
Objectives
The Central Lake Ontario Conservation Authority (CLOCA) wishes to enter into a Partnership with the Town of Whitby, City of Oshawa and the Regional Municipality of Durham in order to acquire classified LiDAR digital elevation data and derivative products for geographic areas encompassing the Town of Whitby, City of Oshawa and portions of the Central Lake Ontario Conservation Authority Jurisdictional Boundary not covered by the OMAFRA LiDAR acquisition project of 2016 – 2017.

The proposed LiDAR acquisition area is approximately 400 square kilometres and includes parts of the City of Pickering, Town of Ajax, Township of Uxbridge and Township of Scugog. (Figure 1)
Background
Through funding previously secured from Public Safety Canada as part of the National Disaster Mitigation Program (NDMP), CLOCA is currently in the process of conducting 2D (Two-Zone) floodplain mapping studies for damage centres. However, in order to accomplish the 2D mapping, higher accuracy elevation data is required than what is currently available through the First Base Solutions DEM mapping product provided by the Region of Durham. Through the NDMP, we are applying for funding for the acquisition of LiDAR for the entire municipalities of Oshawa and Whitby. The specification would be similar to that of the OMAFRA project previously completed by Airborne Sensing, with incorporation of the draft Federal Airborne LiDAR Data Acquisition Guideline Version 1.0, where applicable.

Uses of LiDAR Information
LiDAR provides a raw point cloud, or a file of points representing everything from trees, to valleys to hydro lines and buildings, from which many applications can be derived. Specifically for urban areas, applications include the mapping of building features (i.e. footprints), urban forestry, defining floodplain areas, utility feature extraction, land cover classification and corridor assessment to name a few. The following list outlines some of the more common ones:

1. Digital Elevation Model (DEM): a DEM is a 3D representation of a terrain. Provided as a raster/grid product, each cell/pixel within the grid has an x/y/z-coordinate value. Cell/pixel size can determine overall quality of the product (i.e. the smaller the cell, the greater the number of elevation readings, the potential for greater accuracy). An extremely valuable product as elevation values provide the starting point required for many applications including road and bridge decks and floodplain modelling.

2. Impervious Surface Modeling: LiDAR collects x/y/z-coordinate, RGB (colour), and intensity values. Intensity is the amount of light energy reflected back from the surface. Impervious surfaces (asphalt, concrete, buildings) are perceived darker than pervious surfaces.

3. Planning and Development: a stripped point cloud provides the ability to visualize the terrain and detail beneath forest cover. With this ability it is possible to measure slope and see trends over a site. Show terrain in 3D and add development plans. Hill shade product for planning, presentations with council and citizens.

4. Emergency Management: provides the ability to use elevations for determining at what flood stage a potentially vulnerable building will become inundated by flood waters. Useful to Emergency Services personnel.

5. Agriculture: LiDAR helps the farmer to find the area that uses costly fertilizer. LiDAR can be used to create elevation map of the farmland that can be converted to create slope and sunlight exposure area map. Both the layer information can be used to create high, medium and low crop production area. Extracted information will help farmer to save on the costly fertilizer.

6. Forest Planning and Management: LiDAR is widely used in the forest industry for planning and management. It is used to measure the vertical structure of a forest canopy, as well as the canopy bulk density and canopy base height. Other uses include the measurement of peak height to estimate root expansion.

7. Tourism and Parks Management: LiDAR DEM can be used to plan park and tourism areas. A highly accurate land surface model can help determine the best areas for the placement of playgrounds, trees and walking trails. LiDAR can be used to determine accessibility issues for trails.

8. Environmental Assessment: Micro topography data generated form the LiDAR data can be used in an environment assessment. Environment assessments are done to protect the plants and environment. LiDAR can be used to find areas that are affected by human activities.
Sample Products Courtesy of TRCA:

Figure 2 - Hill Shade

Figure 3 - Intensity Mapping
Data Accuracy Guidelines

Floodplains can have a variety of land cover types from open to low vegetation, brush land, forested or urban. Acquisition of LiDAR data within the floodplain is therefore subject to a variety of conditions and should ultimately be guided by the need to collect sufficient ground returns for all cover types present in the floodplain. For example, if a portion of the data collection area is covered in dense riparian vegetation, higher overall data collection density may be required in order to achieve sufficient ground point density in the riparian area.

**Federal Airborne LiDAR Data Acquisition Guideline Version 1.0**

The level of data collection effort (point density, vertical and horizontal accuracy) should generally reflect the requirements of the intended flood mapping application, which typically depend on the level of flood risk and the regulatory framework in place. Table 1.0 lists the recommended approximate LiDAR data accuracy and density specifications for floodplain mapping applications as a function of flood risk category, based on the review of existing provincial and territorial guidelines. The flood risk categories are defined following the MMM report, and are similar to the vertical accuracy classes adopted in the Ontario guidelines:

- High Flood Risk Category: All urban areas and rural areas that are protected by diking;
- Medium Flood Risk Category: All other rural areas that include settlements and agricultural lands;
- Low Flood Risk Category: Sparsely populated areas.
Current State of Digital Elevation Data

Currently through a joint partnership with the Regional Municipality of Durham, the Town of Whitby, City of Oshawa and CLOCA have access to the First Base Solutions (FBS) DEM Mapping Project of 2010 and soon 2016. The First Base Solutions mapping of 2010 included breaklines and mass points (spot heights) with a 10m spacing. This elevation information was recycled from the initial 2002 GTA Orthophotography Project using a change detection process to update areas where required. The vendor stated accuracy for CMAS/LMAS is +/- 0.50m. This accuracy level would place this product into Level 3 accuracy according to the MapCon Mapping Ltd., 2009, Guidelines for Risk Assessment. Level 3 accuracy use is for moderately to sparsely populated areas that are primarily surrounded by agricultural and/or forested lands when conducting floodplain mapping. CLOCA has previously conducted an accuracy assessment of the FBS digital elevation model for non-vegetated hard surfaces, and was able to obtain a root mean square error (RMSE) of 0.32m at 95% Confidence Interval. (Digital Elevation Model Verification, CLOCA, 2011(Appendix C)). The RMSE when converted equals an LMAS of 0.49m at 90% Confidence Interval verifying the stated accuracy level provided by First Base Solutions on non-vegetated surfaces. The RMSE of 0.32m at 95% meets the old Flood Damage Reduction Program Guidelines of 1/3 the contour interval, with the contour interval being 1m in this case.

Budget

The funding provided by the NDMP will cover half the cost. I have an estimate from the vendor (Airborne) for the cost to complete the project.

The estimate is $70,000 for Oshawa and Whitby and additional small areas along CLOCA’s boundary that were not covered by the OMAFRA product. This estimate is based on the classifications codes requested in Table 2 below.

Data Accuracy Guidelines

Floodplains can have a variety of land cover types from open to low vegetation, brush land, forested or urban. Acquisition of LiDAR data within the floodplain is therefore subject to a variety of conditions and should ultimately be guided by the need to collect sufficient ground returns for all cover types present in the floodplain. For example, if a portion of the data collection area is covered in dense riparian vegetation, higher overall data collection density may be required in order to achieve sufficient ground point density in the riparian area.

<table>
<thead>
<tr>
<th>Vertical Accuracy (open, level, hard surfaces)</th>
<th>Flood Risk Category</th>
<th>High</th>
<th>Medium</th>
<th>Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-vegetated Vertical Accuracy (NVA) – Vertical Root Mean Square Error (RMSE, ( \pm 1.96 \times \text{RMSE} ))</td>
<td>≤ 5.0-7.5 cm</td>
<td>7.5-10.0 cm</td>
<td>15 cm</td>
<td></td>
</tr>
<tr>
<td>Non-vegetated Vertical Accuracy (NVA) – 95% confidence level (( \pm 1.96 \times \text{RMSE} ))</td>
<td>≤ 10-15 cm</td>
<td>15-20 cm</td>
<td>≥ 30 cm</td>
<td></td>
</tr>
</tbody>
</table>

| Horizontal Accuracy (open, level, hard surfaces) | | | |
|-----------------------------------------------|---------------------|------|--------|-----|
| Horizontal Root Mean Square Error (RMSE, \( \pm 1.7309 \times \text{RMSE} \)) | ≤ 11-15 cm | 30-45 cm | 60 cm |

| Data Density | | | |
|-----------------------------------------------|---------------------|------|--------|-----|
| Aggregate nominal point density (ANPD) for DSM (first return) and DEM (last return) | ≥ 4-10 pts/m² | 2-4 pts/m² | 1-2 pts/m² |

Table 1 - Recommended approximate LiDAR data accuracy and density for floodplain mapping applications.
Federal Airborne LiDAR Data Acquisition Guideline Version 1.0

The level of data collection effort (point density, vertical and horizontal accuracy) should generally reflect the requirements of the intended flood mapping application, which typically depend on the level of flood risk and the regulatory framework in place. Table 1.0 lists the recommended approximate LiDAR data accuracy and density specifications for floodplain mapping applications as a function of flood risk category, based on the review of existing provincial and territorial guidelines. The flood risk categories are defined following the MMM report, and are similar to the vertical accuracy classes adopted in the Ontario guidelines:

- High Flood Risk Category: All urban areas and rural areas that are protected by diking;
- Medium Flood Risk Category: All other rural areas that include settlements and agricultural lands;
- Low Flood Risk Category: Sparsely populated areas.

Table 1.0

<table>
<thead>
<tr>
<th>Flood Risk Category</th>
<th>Vertical Accuracy (open, level, hard surfaces)</th>
<th>Horizontal Accuracy (open, level, hard surfaces)</th>
<th>Data Density</th>
</tr>
</thead>
<tbody>
<tr>
<td>High</td>
<td>Non-vegetated Vertical Accuracy (NVA) – Vertical Root Mean Square Error (RMSE) ≤ 5.0-7.5 cm</td>
<td>Horizontal Root Mean Square Error (RMSE) ≤ 11-15 cm</td>
<td>Aggregate nominal point density (ANPD) for DSM (first return) and DEM (last return) ≥ 4-10 pts/m²</td>
</tr>
<tr>
<td></td>
<td>Non-vegetated Vertical Accuracy (NVA) – 95% confidence level (± 1.96 * RMSE) ≤ ±10-15 cm</td>
<td>Horizontal Accuracy – 95% confidence level (± 1.7308 * RMSE) ≤ ±20-25 cm</td>
<td>2-4 pts/m²</td>
</tr>
<tr>
<td></td>
<td>Medium</td>
<td>Medium</td>
<td>1-2 pts/m²</td>
</tr>
<tr>
<td></td>
<td>Low</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7.5-10.0 cm</td>
<td>30-45 cm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15 cm</td>
<td>60 cm</td>
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<tr>
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<td></td>
<td>± ±50-75 cm</td>
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<tr>
<td></td>
<td></td>
<td>± ±100 cm</td>
<td></td>
</tr>
</tbody>
</table>

Table 2 - Recommended approximate LiDAR data Accuracy and density for floodplain mapping applications

Deliverables
The acquisition requirements are to be completed in conformance with USGS LiDAR Base Specification (Version 1.2). The Deliverables must be consistent with those identified in the USGS LiDAR Base Specifications (V 1.2) – Deliverables Section Download link:


Required Deliverables
- Metadata – as per USGS LiDAR Metadata Template (Appendix 4 in Base Specifications document)
- Raw Point Cloud
- Classified Point Cloud (outlined in Table 2)
- Bare-earth Surface (Raster Digital Elevation Model)

Note: All required Deliverables are described in full detail in the ‘Deliverables’ section of USGS Base LiDAR Specification (Version 1.2)

Next Steps
- CLOCA to Draft Request for Bids
- Partners to review Draft Request for Bids
- Obtain formal quotes from Vendors
  Data received by CLOCA and QA/QC to ensure it meets accuracy specifications.

Table 3 - Codes for Classified Point Cloud

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Processed, unclassified</td>
</tr>
<tr>
<td>2</td>
<td>Bare Earth</td>
</tr>
<tr>
<td>6</td>
<td>Building</td>
</tr>
<tr>
<td>7</td>
<td>Low Point (noise)</td>
</tr>
<tr>
<td>9</td>
<td>Water</td>
</tr>
<tr>
<td>10</td>
<td>Ignored Ground (Near a breakline)</td>
</tr>
<tr>
<td>17</td>
<td>Bridge decks</td>
</tr>
<tr>
<td>18</td>
<td>High Noise</td>
</tr>
</tbody>
</table>
The Pringle Creek Floodplain Mapping (Candevcon 2018) has been completed in association with the The Town of Whitby Pringle Creek Master Drainage Plan Update Study (Candevcon 2018). CLOCA provided LiDAR topographic base mapping for the project, completed significant portions of Geographic Information System analysis to support hydrologic and hydraulic modelling, and provided partial funding through a National Disaster Mitigation Program grant.

The mapping is important for multiple purposes within CLOCA’s core business including:

- Administration of Regulation 42/06 and development application review

  The flood plain mapping will be used to update our Regulated Area during our annual regulation mapping amendments. The CLOCA Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses is based on preventing development within hazardous areas such as flood plains. Current flood plain mapping is an important component of the Regulated Area.

- Plan review input

  CLOCA provides advice to our municipal partners for planning applications, and is frequently faced with determining acceptable limits for development. Flood plain limits are an important component for setting the limits of development.

- Flood Forecasting and Warning

  CLOCA relies on flood plain mapping to determine the extent of flooding and the potential for impacts on private property and public roadways. The digital flood plain mapping is being used to create an interactive flooding database and predictive model, that allows flood managers to run various storm scenarios, and predict extent of flooding, and specific property impacts based on weather forecasts, and current conditions.

The 2018 study and floodplain mapping will replace the 1998 study and floodplain mapping. Although the updated floodplain mapping did not result in significant changes to the extent of the regulatory floodplain, the updated mapping does reflect recent developments that were not included in the former mapping, including the Victoria Street/CNR grade separation, Consumers Drive bridge crossing, numerous developments adjacent to the floodplain and some stream alterations. The update to LiDAR topography and an air photography base also provides more accurate information and improved visual presentation. A sample floodplain map is attached for both the 1998 floodplain mapping and the same area with the current floodplain mapping.

The floodplain mapping was produced in association with the Pringle Creek Master Drainage Plan, and members of the public had opportunities to provide input and review the project at public information centres held at the Town of Whitby municipal office. The Master Drainage Plan was endorsed by the Municipality of Whitby in January of this year.

RECOMMENDATIONS:

 THAT Staff Report #5585-18 be received for information; and,
 THAT the Flood Plain Mapping for Pringle Creek be endorsed and accepted for implementation with CLOCA regulations and programs.
This report recommends the endorsement of a Conservation Areas Library Program. Currently, CLOCA owns six conservation areas where vehicle parking passes are required (Lynde Shores, Heber Down, Long Sault, Enniskillen, Stephen’s Gulch and Bowmanville/Westside Conservation Areas). To support accessibility to our conservation areas, a Conservation Areas Library Program is recommended.

Our conservation areas are extremely valued by the public and support environmental education, awareness, stewardship, community engagement and community health. They provide outdoor recreational opportunities for people of all ages and there is an increasing body of evidence suggesting that one of the best ways to improve mental well-being is by simply spending more time in nature. Many recent studies conclude that exposure to nature has the ability to reduce symptoms of stress, anxiety, depression, and attention deficit/hyperactivity disorder. We also know from the work that the Regional Health Department has completed under the Health Neighbourhoods Program that there is a correlation between low-income rates and poor health outcomes. We want to ensure that individual or family financial means is not an impediment to access to our conservation areas by offering passes through our local libraries.

It is also anticipated that the Library Program will have additional positive impacts for CLOCA such as: increasing awareness and value of conservation areas, educating a new and future generation about outdoor experiences, and marketing opportunities.

Preliminary discussions with library staff indicate that they are very much supportive of such program. It is not uncommon for libraries to offer similar programs for municipal recreational programs. A Conservation Areas Library Program would generally involve the following conditions:

- Only be checked out for one week;
- Cannot be returned and immediately checked out again;
- Are not eligible to be held or pre-booked; and
- Cannot be renewed online or over the phone.

Passes would be catalogued and barcoded by the libraries. If a pass is lost, the customer would be charged a fee equivalent to the purchase price.

The Program would be promoted on both CLOCA’s and the Library’s websites. Staff will monitor and evaluate the usage of the library passes.

**RECOMMENDATIONS:**

*THAT Staff Report #5586-18 be received for information;*

*THAT the establishment of a Conservation Areas Library Program be supported by the CLOCA Board of Directors.*
MEMO TO: Chair and Members, CLOCA Board of Directors
FROM: Chris Darling, Chief Administrative Officer
SUBJECT: Approval of New Corporate Administrative and Meeting Procedural By-law

This report recommends approval of a new Central Lake Ontario Conservation Authority (CLOCA) Administrative and Meeting Procedural By-law.

Background

CLOCA’s current Administrative Policies and Meeting Procedural Policy was originally approved by the Authority Board in 1983 and has been revised several times, most recently in 2013. The Policy deals with administrative governance matters such as mandate, roles and duties of Members of the Board of Directors and meeting procedures such as quorum, delegation rules and conflict of interest.

Section 19.1 of the new Conservation Authorities Act (CA Act) requires that all Conservation Authorities have an approved administrative and meeting by-law in effect prior to December 12, 2018. The new CA Act also includes specific governance and meeting procedure requirements that must be addressed in the by-law.

In order to assist Conservation Authorities in drafting new administrative and meeting by-laws, Conservation Ontario developed a model by-law that will ensure consistency and compliance to the new CA Act. The model by-law also includes additional best management practices related to good governance and meeting procedures provisions beyond those mandated in the CA Act. The model by-law was reviewed by MNRF staff and was subject to a legal review. Conservation Ontario Council approved the model by-law on April 16, 2018.

Recommended CLOCA Administrative and Meeting Procedural By-law

CLOCAs current Administrative and Meeting Procedural Policy includes most of the provisions outlined in the model by-law. As a result, the changes that are included in the new recommended Administrative and Meeting Procedural By-law, as presented in attachment 1, are relatively minor in nature. The shaded text in attachment 1 illustrates new/revised text not addressed in the current Policy.

The following chart provides the specific by-law requirements outlined in Section 19.1 of the CA Act as well as the relevant Section of the recommended By-law that address the requirement.

<table>
<thead>
<tr>
<th>Section 19.1 CA Act Requirements</th>
<th>Compliance Section in Recommended By-law</th>
</tr>
</thead>
<tbody>
<tr>
<td>respecting the meetings to be held by the authority, including</td>
<td>4.1 – Rules of Procedure</td>
</tr>
<tr>
<td>providing for the calling of the meetings and the procedures to be</td>
<td>4.2 – Notice of Meeting</td>
</tr>
<tr>
<td>followed at meetings, specifying which meetings, if any, may be</td>
<td>4.3 – Meetings Open to Public</td>
</tr>
<tr>
<td>closed to the public</td>
<td>4.13 – Meetings with Closed Sessions</td>
</tr>
<tr>
<td>prescribing the powers and duties of the CAO/Secretary-Treasurer</td>
<td>3.2 - Officers</td>
</tr>
<tr>
<td>designating and empowering officers to sign contracts, agreements</td>
<td>3.1 - Members</td>
</tr>
<tr>
<td>and other documents on behalf of the authority</td>
<td>3.2 - Officers</td>
</tr>
<tr>
<td></td>
<td>3.10 – Signing Officers</td>
</tr>
</tbody>
</table>

Cont’d
delegating all or any of its powers to the executive committee 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 authority

providing for the composition of its executive committee and for the establishment of other committees that it considers advisable and respecting any other matters relating to its governance

respecting the roles and responsibilities of the members of the authority and of its officers and senior staff

requiring accountability and transparency in the administration of the authority including,

(i) providing for the retention of records specified in the by-laws and for making the records available to the public

establishing a code of conduct for the members of the authority

adopting conflict of interest guidelines for the members of the authority

respecting the management of the authority’s financial affairs, including auditing and reporting on the authority’s finances

respecting the by-law review required under subsection (3) and providing for the frequency of the reviews

The intention of Section 19.1 of the CA Act is to strengthen oversight and accountability of Conservation Authorities. Section 19.1 expands on the scope of current conservation authority administration policies and develops minimum standards for governance matters. CLOCA’s current Administration and Meeting Procedural Policy was consistent with modern standards and as a result, the new recommended By-law does not differ significantly. For the most part the additions/revisions in the new Administrative and Meeting By-law reflects current practices, or relate to clarification matters and minor changes to governance practices.

**RECOMMENDATIONS:**

*THAT Staff Report #5587-18 be received for information;*

*THAT Administrative Policies and Meeting Procedural Policy dated revised April 16, 2013 be repealed and replaced with By-law 2018-1 Administrative and Meeting By-law; and*

*THAT By-law Number 2018-1 shall come into force on the 19th day of June, 2018.*
# By-law 2018-1
Central Lake Ontario Conservation Authority
Administrative and Meeting Procedural By-Law

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1. **Introduction**

Central Lake Ontario Conservation Authority is a non-share corporation, established under the *Conservation Authorities Act (Act)*, with the objects to provide, in the area over which it has jurisdiction, programs and services designed to further the conservation, restoration, development and management of natural resources other than gas, coal and minerals.

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

The Members of the Conservation Authority form the General Membership of the Conservation Authority. The Members are bound by the Act and other applicable legislation. The Authority must always act within the scope of its powers.

The powers of a conservation authority to accomplish its objects are set out in the Act, including those identified under subsection 21(1)

**Powers of Authorities**

Section 21 (1) of the Act provides for the purposes of accomplishing its objects, an authority has power,

(a) to study and investigate the watershed and to determine programs and services whereby the natural resources of the watershed may be conserved, restored, developed and managed;

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

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

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

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

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

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

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

(i) to erect works and structures and create reservoirs by the construction of dams or otherwise;
(j) to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof;

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

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

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

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

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

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

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

(p) to cause research to be done;

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

**CLOCA’s Vision:**
Healthy watersheds for today and tomorrow

**CLOCA’s Mission**
Advancing watershed health through engagement, science and conservation.
2. **Definitions**

   “**Authority**” means the Central Lake Ontario Conservation Authority

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

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

   “**Chief Administrative Officer**” means the Chief Administrative Officer/Secretary-Treasurer of the Authority.

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

   “**General Membership**” means all of the Members, collectively. The General Membership is also the Board of Directors of the Corporation.

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

   “**Members**” shall mean the members appointed to the Authority by the Region of Durham on the recommendations of the area municipality. Members of the Authority are also the Directors of the Corporation.

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

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

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

   “**Vice-Chair**” means the Vice-Chairperson as elected by the Members of the Authority.
3. Governance

3.1 Members

Appointments

Membership of the Central Lake Ontario Conservation Authority includes seven municipalities: Town of Ajax, Municipality of Clarington, City of Oshawa, City of Pickering, Township of Scugog, Township of Uxbridge, Town of Whitby.

The Central Lake Ontario Conservation Authority Board of Directors comprises all Members appointed by the Regional Municipality of Durham, in accordance with the Conservation Authorities Act.

Appointed Members must reside in the Region of Durham

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

On October 4, 2006, the Region of Durham adopted the following policy “that only elected officials be appointed to Conservation Authorities and further only members of Regional Council be appointed unless the municipalities have insufficient Regional Council representation they shall be permitted to appoint a local councillor or appoint a citizen representative to the Conservation Authority.

a) Term of Member Appointments

In accordance with the Act, a Member shall be appointed for a term of up to four years at the discretion of the Durham Regional Council; such term beginning at the first meeting of the Authority following his or her appointment and ending immediately before the first meeting of the Authority following the appointment of his or her replacement. The CAO 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 the Region of Durham at their discretion prior to the end of their term.

b) Powers of the General Membership

Subject to the Act and other applicable legislation, the General Membership is empowered without restriction to exercise all of the powers prescribed to the Authority under Section 21(1) and Section 28 of the Act. In addition to the powers of an authority under s.21 of the Act for the purposes of accomplishing its objects, as referenced in Section 1 above, the powers of the General Membership include but are not limited to:

i. approving by resolution, the creation of Committees and/or Advisory Boards, the Members thereof and the terms of reference for these Committees and/or Advisory Boards;
ii. appointing a Chief Administrative Officer;
iii. evaluating the Chief Administrative Office;
iv. terminating the services of the Chief Administrative Officer;
v. approving establishing and implementing regulations, policies and programs;
vii. awarding contracts or agreements where the approval of the Authority is required under the Authority’s purchasing policy.
vii. appointing an Executive Committee and delegate to the Committee any of its powers except:
   i. the termination of the services of the Chief Administrative Officer,
   ii. the power to raise money, and
   iii. the power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the Authority.

viii. approving by resolution, any new capital project of the Authority;
ix. approving by resolution, the method of financing any new capital projects;
x. approving details on budget allocations on any new or existing capital projects;
xii. approving details on budget allocations on any new or existing capital projects;
xii. approving the total budget for the ensuing year, and approving the levies to be paid by the Participating Municipalities;
-xiii. receiving and approving the Financial Statements and Report of the Auditor for the preceding year;
-xiii. authorizing the borrowing of funds on the promissory note of the Authority in accordance with subsection 3(5) of the Act;
xiv. approving by resolution, any proposed expropriation of land or disposition of land, subject to the requirements under the Act;
-xv. approving permits or refusing permission as may be required under any regulations made under Section 28 of the Act: including the delegation of this responsibility to Authority enforcement staff;
xvi. holding hearings required for the purpose of reviewing permit applications, and advising every applicant of their right to appeal the decision to the Minister of Natural Resources and Forestry through the Mining and Lands Tribunal.

### c) Member Accountability

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

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

Members are responsible for:

i. attending all meetings of the Authority;
ii. understanding the purpose, function and responsibilities of the authority;
iii. being familiar with the Authority’s statutory and other legal obligations;
iv. setting the strategic direction for the Authority.

### d) 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

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.


e) Relationship Between Members and Staff

The General Membership relies on the Chief Administrative Officer to manage the operations of the organization, including all employees of the Authority. The Chief Administrative Officer is accountable to the Authority, working cooperatively to achieve the goals established by the Authority.

The following guidelines should be followed:

- If a Member has questions on a project or report, such questions should be referred through the CAO 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 CAO to organize the process.
- If a Member receives a complaint about a staff person or would like to acknowledge a staff person, such information should go through the CAO.
- If a Member receives a complaint from a staff person, such information should go through the CAO.

3.2 Officers

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

a) Chair

- Is a Member of the Authority;
- Presides at all meetings of the General Membership;
- Calls special meetings if necessary;
- 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 Authority’s attention;
- Keeps the General Membership apprised of significant issues in a timely fashion;
- Performs other duties when directed to do so by resolution of the Authority.
- Assists CAO in preparing agenda for Board meetings where required;
- Represents the Authority at Conservation Ontario Council meetings.

b) Vice-Chair(s)

- Is/are a Member(s) of the Authority;
- Attends at all meetings of the Authority (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 signing officer for the Authority.

c) Chief Administrative Officer (CAO)

Responsibilities of the CAO as assigned by the Authority 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 Authority are implemented in a timely fashion;
• Develops and maintains effective relationships and ensures good communications with stakeholders, including Participating Municipalities, federal and provincial government ministries/agencies, indigenous communities, other conservation authorities, Conservation Ontario and community groups and associations;
• Makes recommendations to the Board regarding suggested policy changes;
• Acts as spokesperson for the Authority in the absence of the Chair and Vice Chair;
• Represents the Authority at Conservation Ontario Council meetings;
• Assessing staffing requirements;
• Recruiting, hiring and dismissing staff;
• Providing staff direction;
• Approving staff evaluations;
• Implementing approved salary schedule and salary plan by setting individual salaries;
• Designing the organizational structure;
• Setting of human resource and personnel policies, which have no dollar impact on the budget;
• Serves as a signing officer for the Authority.

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

3.4 Election of Chair and Vice-Chairs
The election of the Chair and one or more Vice-Chairs shall be held at the Annual Meeting in accordance with the Authority’s Procedures for Election of Officers (Appendix 3).

3.5 Appointment of Auditor
The General Membership shall appoint an auditor for the coming year in accordance with Section 38 of the Act. Subject to satisfactory performance and reasonable fees, the Authority will annually appoint the same auditor.

3.6 Appointment of Financial Institution
The General Membership shall appoint a financial institution to act as the Authority’s banker by Resolution at the Annual Meeting. Subject to satisfactory performance and reasonable fees, the Authority will annually appoint the same auditor.

3.7 Appointment of Solicitor
The General Membership shall appoint a solicitor(s) to act as the Authority’s legal counsel by Resolution at the Annual Meeting. Subject to satisfactory performance and reasonable fees, the Authority will annually appoint the same solicitor.
3.8 **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 within four months following year-end.

The Authority shall forward copies of the Audited Financial Statements and Report of the Auditor to the Region of Durham and the Minister of Natural Resources and Forestry in accordance with Section 38 of the Act and will make the Audited Financial Statements available to the public.

3.9 **Borrowing Resolution**

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

3.10 **Signing Officers**

Any two of the following officers are designated and empowered to sign contracts, agreements and other documents on behalf of the Authority:

- Chair
- Vice-Chair
- CAO
- Director of Corporate Services

All deeds, transfers, assignments, contracts, and obligations entered into by the Authority must be signed by the signing officers of the Authority and these signing officers are empowered to sign such documents as are necessary for works approved by the Authority.

**Remuneration of Members**

- The Authority shall establish a per diem rate from time to time and this rate will apply to the Chair, Vice-Chair and Members for service to the Authority in attendance at Authority Board of Director meetings, and at such other business functions as may be from time to time requested by the Chair, through the Chief Administrative Officer.
- A per diem will be paid for each separate meeting attended.
- The Authority will reimburse Members’ travel expenses incurred for attending meetings and/or functions on behalf of the Authority.

3.11 **Revocation**

Upon approval of this by-law, all other such previous administrative policies and procedures shall be revoked.

3.12 **Records Retention**

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

1. Minutes of all meetings of the Authority, including registries of statements of interests in accordance with the *Municipal Conflict of Interest Act*;
2. Assets, liabilities, receipts and disbursements of the Authority and Financial Statements and Reports of the Auditors;
3. Human Resources Files for all employees and Members as applicable;
4. Workplace Health and Safety documents including workplace inspections, workplace accidents, investigations, etc.;
5. Electronic Communications including emails
6. Contracts and Agreements entered into by the Authority;
7. Strategic Plans and other documents providing organizational direction
8. Projects of the Authority;
9. Technical Studies and data gathered in support of Programs of the Authority;
10. Legal Proceedings involving the Authority;
xi. Incidents of personal injury or property damage involving the Authority and members of the public.

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

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

3.14 By-law Review
In accordance with the Act, these by-laws shall be reviewed by the Authority to ensure the by-laws are in compliance with the Act and any other relevant law. The General Membership shall review the by-laws at a minimum of every five years to ensure best management practices in governance are being followed.

3.15 By-law Available to Public
In accordance with the Act, the Authority shall make its by-laws available to the public, including written and alternative formats, in accordance with the Accessibility for Ontarians with Disabilities Act, if requested by a member of the public.

3.16 Enforcement of By-laws and Policies
The Members shall respect and adhere to all applicable by-laws and policies (for example, the Code of Conduct and Conflict of Interest). The Authority may take reasonable measures to enforce its by-laws and policies, including the enforcement mechanisms under the Municipal Conflict of Interest Act. As a minimum, the procedure should include:

- an investigation will be conducted regarding the alleged breach;
- an opportunity will be provided to the affected member to respond to the allegation;
- the findings of the investigation and the affected member’s response will be communicated to the General Membership in a closed meeting;
- the appointing municipality shall be notified of the outcome of the investigation.

3.17 Indemnification of Members, Officers and Employees
The Authority shall maintain a liability insurance policy for Directors and Officers.
4. **Meeting Procedures**

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

4.1 **Rules of Procedure**

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

4.2 **Notice of Meeting**

The General Membership shall approve an annual schedule for regular meetings. The CAO, or alternate, shall send Notice of regular meetings to all Members at least five calendar days in advance of a meeting.

The Chair shall call regular meetings of the Authority. Notice of regular meetings will be sent out from the Authority office at least five calendar days prior to the meeting date.

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

All material and correspondence to be dealt with by the Authority at a meeting will be submitted to the CAO at least seven (7) days in advance of the meeting in question.

Written notice of motion may be given by any Member of the Authority and shall be forthwith placed on the agenda of the next meeting.

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

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

The Chair may call a special meeting of the Authority on three days written notice. That notice shall state the business of the special meeting and only that business shall be considered unless permission is granted by two-thirds of the Members present.

With the exception of any municipal planning, or regulation matter that requires an immediate decision of the Board of Directors, all matters will be dealt with “in person” at a Board of Directors meeting. For those planning and regulation matters requiring immediate attention, the Chair may call a meeting of the Board of Directors via telephone conference or other conferencing technology. Such a telephone conference meeting must have 2/3 of the Directors participating and voting will be as outlined under the Vote Section of this Procedure. Normally confidential matters will not be handled by teleconference.

Any Member of the Board of Directors, with 50% support of the other Members, may request the Chair to call a meeting of the Board and the Chair will not refuse.

A meeting that has been interrupted through the loss of a quorum may be reconvened without notice provided that the meeting is reconvened on the same day.
The Chair or the CAO may, by notice in writing or email, deliver to the Members so as to be received by them at least 12 hours before the hour appointed for the meeting, postpone or cancel any meeting until the next scheduled date.

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

4.3 Meetings Open to Public

All meetings of the General Membership 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.

4.4 Agenda for Meetings

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

1) Declarations
2) Adoption of Minutes of Previous Meeting
3) Correspondence
4) Presentation of written reports (where applicable)
5) Verbal Reports (where applicable)
6) Confidential Matters
7) New and Unfinished Business
8) Adjournment

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

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

4.5 Quorum

At any meeting of the General Membership, a quorum consists of one-half of the Members appointed by the Region of Durham

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

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

4.6 Order of Business

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

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

4.7 Meeting Discussion/Debate

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

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

b) Where two or more Members rise to speak, the Chair shall designate the Member who has the floor, who shall be the Member who in the opinion of the Chair was first recognized;

c) All questions and points of discussion shall be directed through the Chair;

d) Where a motion is presented, it shall be moved and seconded before debate;

e) No Member shall speak more than once to the same question without leave from the Chair, except in explanation of a material part of the speech;

f) No Member shall speak more than ten minutes without leave of the Chair;

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.

4.8 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;

f) a motion to adjourn.
4.9 **Members’ Attendance**

The Authority shall provide a listing of Members’ attendance at scheduled meetings of the Authority to the Region of Durham at least annually. Members’ attendance will be recorded at all meetings. A member will be recorded as absent if not in attendance.

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

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

4.10 **Electronic Participation**

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

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

4.11 **Delegations**

Any person or organization who wishes to address the Authority may make a request in writing or email to the CAO. The request should include a brief statement of the issue or matter involved and indicate the name of the proposed speaker(s). If such request is received five days in advance of a scheduled meeting, the delegation shall be listed on the published agenda.

Any person or organization requesting an opportunity to address the Authority but not having made a written request to do so in the timelines specified above, may appear before a meeting of the Authority but will be heard only if approved by a majority of the Members of the meeting.

Any person or organization wishing to address the Board on an item that appears on the agenda must provide written notice to the attention of the CAO, 24 hours prior to the meeting. The request should comprise of a brief statement of the issue or matter involved and indicate the name of the speaker, contact information, including municipal address.

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

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.

4.12 **Annual Meeting**

The Authority shall designate one meeting of the General Membership each year as the annual meeting and shall include the following items on the agenda, in addition to the normal course of business the election of a Chair and Vice Chair, and annual appointment of the solicitor(s), and banker.
4.13 Meetings with Closed “In Camera” Sessions

Every meeting of the General Membership 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 may hold a closed meeting under another act;

h) information explicitly supplied in confidence to the Authority 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 Authority, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

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 Authority.

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

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

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

a) the meeting meets the criteria outlined in this by-law to be closed to the public; and,

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

Any materials presented to the General Membership during a closed meeting shall be returned to the CAO prior to departing from the meeting.

Minutes shall be kept of closed in-camera sessions describing decisions made and/or direction or instruction given to officers, employees or agents.
A meeting of the Authority may also be closed to the public if:

a) the meeting is held for the purpose of educating or training the Members, and
b) at the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the authority, the executive committee, advisory board or other committee.

4.14 Voting

In accordance with Section 16 of the Conservation Authorities Act:

a) each Member is entitled to one vote, and
b) a majority vote of the Members present at any meeting is required upon all matters coming before the meeting.

If any Member abstains from voting, they shall be deemed to have voted neither in favour nor opposed to the question.

On a tie vote, the motion is lost, and the Chair, if a member of the assembly, may vote to make it a tie unless the vote is by ballot. The Chair cannot however vote twice, first to make a tie and then give the casting vote.

Interrelated motions shall be voted on in the following order:

a) motions to refer the matter, and
b) if no motion under clause (a) is carried, the order for voting on the remaining motions shall be:
   i) amending motion
   ii) the original motion

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

If a member present at a meeting at the time of the vote requests immediately before or after the taking of the vote that the vote be recorded, each member present taken by alphabetical surname with the Chair voting last, except a member who is disqualified from voting by any Act, shall announce his or her vote openly answering "yes" or "no" to the question, and the recording secretary shall record each vote.

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.

A vote on any planning or regulation matter dealt with through a telephone conference meeting shall be a recorded vote.

Except as provided for in the 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.

4.15 Notice of Motion

Written notice of motion to be made at an Authority meeting may be given to the CAO by any Member of the Authority not less than seven business days prior to the date and time of the meeting and shall be forthwith placed on the agenda of the next meeting. The CAO shall include such notice of motion in full in the agenda for the meeting concerned.
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 Authority provided that it is made clear that to delay such motion or other business for the consideration of an appropriate advisory board or 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 two-thirds of the Members of the Authority present.

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

4.17 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 Authority;
d) Announce the results of the vote on any motions so presented;
e) Adjourn the meeting when business is concluded.

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

No Member at any meeting of the Authority shall:

a) Speak in a manner that is discriminatory in nature based on an individual’s race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;
b) 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 Authority, 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, order, or practices or upon the interpretation of the By-laws.

4.19 Minutes of Meetings
The CAO shall undertake to have a recording secretary in attendance at meetings of the Authority. The recording secretary shall make a record in the form of minutes of the meeting proceedings and in particular shall record all motions considered at the meeting.

If a recording secretary is not present in a closed session, the CAO 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 or designate shall include draft minutes of the previous meeting available to each member of the Authority at the same time as agendas for the next meeting are distributed.

After the minutes have been approved by resolution, original copies shall be signed by the CAO and Chair 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.

The Authority will distribute minutes of Board of Directors meetings to Members and member municipalities within fourteen (14) days following a meeting.
5. Approval of By-law

That Administrative Policies and Meeting Procedures dated April 16, 2013 be repealed and replaced with By-law Number 2018-1.

By-law Number 2018-1 shall come into force on the _____ day of __________, 20____

Signed:
______________________________

______________________________
Chair

______________________________
Chief Administrative Officer
6. **Appendices to the Administrative By-law**

**Appendix 1 - Code of Conduct**

**Background**

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

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

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

**General**

All Members are expected to conduct themselves in a manner that reflects positively on the Authority.

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

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

i. upholds the mandate, vision and mission of the Authority;

ii. considers the Authority’s jurisdiction in its entirety, including their appointing municipality;

iii. respects confidentiality;

iv. approaches all Authority 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 Authority;

vi. respects the democratic process and respects decisions of the General Membership;

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 that reflects respect and professional courtesy and does not use offensive language in or against the Authority or against any Member or any Authority staff.

**Gifts and Benefits**

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

**Confidentiality**

The Members shall be governed at all times by the provisions of the Municipal Freedom and Information and Protection of Privacy Act.
All information, documentation or deliberations received, reviewed, or taken in a closed meeting are confidential.

Members shall not disclose or release by any means to any member of the public, 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 that 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. Sources of complaints where the identity of the complainant is given in confidence;
v. Items under negotiation;
vi. Schedules of prices in tenders or requests for proposals;
vii. Appraised or estimated values with respect to the Authority’s proposed property acquisitions or dispositions;
viii. Information deemed to be “personal information” under MFIPPA.

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

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

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.

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

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.

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

No Member shall act as a paid agent before the Authority, except in compliance with the terms of the Municipal Conflict of Interest Act.
Encouragement of Respect for the Authority and its Regulations
Members shall represent the Authority in a respectful way and encourage public respect for the Authority and its Regulations.

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

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

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

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

Any breach, or alleged breach, of the Code of Conduct shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority’s Administrative By-law.
Appendix 2 - Conflict of Interest

Municipal Conflict of Interest Act
The Authority Members commit themselves and the Authority to ethical, businesslike, and lawful conduct when acting as the General Membership. The Authority shall adhere to the Municipal Conflict of Interest Act. This by-law assists Members in understanding their obligations. Members are required to review the Municipal Conflict of Interest Act on a regular basis.

Disclosure of Pecuniary Interest
Where a Member, either on their own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Authority 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.

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.

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

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

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.

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

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

Any breach, or alleged breach, of the Conflict of Interest Policy shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority’s Administrative By-law.
Appendix 3 - Procedure for Election of Officers

Chair for Election of Officers
An individual other than a Member of Central Lake Ontario Conservation will assume the position of Chair for the purpose of Election of Officers. The CAO, or designate, assumes this position.

Appointment of Scrutineers
The appointment of scrutineers is required for counting ballots should an election be required. All ballots will be destroyed by the scrutineers afterwards. The appointment of scrutineers requires a mover and seconder by Members of the Authority.

Election of Officers
The CAO or designate advises that the election will be conducted as follows:
- only current members of the Authority may vote;
- nominations will be called three (3) times and will only require a mover;
- the closing of nominations will require both a mover and a seconder;
- each member nominated will be required to accept the nomination. The member must be present to accept the nomination or an affidavit of acceptance, signed by the member nominated, must be provided to the CAO to indicate acceptance of the nomination.
- in the event of an election, each nominee will be permitted not more than three (3) minutes to speak for the office, in the order of the alphabetical listing of his or her surnames;
- upon the acceptance by nominees for the position of office, ballots will be distributed to the Members for the purpose of election;
- a Member’s choice for a nominee will be written on the ballot and the appointed scrutineers for the counting of the ballots will collect the ballots.

A majority vote will 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 will be removed from further consideration for the office and new ballots will 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 will 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 CAO or designate.
7. **Common Motions**

7.1 **Motion to Adjourn**
- A Motion to Adjourn:
  a) is always in order except as provided by this policy;
  b) is not debatable;
  c) is not amendable;
  d) is not in order when a member is speaking or during the verification of the vote;
  e) is not in order immediately following the affirmative resolution of a motion to close debate; and,
  f) when resulting in the negative, cannot be made again until after some intermediate proceedings have been completed by the Authority.
- A motion to adjourn without qualification, if carried, brings a meeting or a session of the Authority to an end.
- A motion to adjourn to a specific time, or to reconvene upon the happening of a specified event, suspends a meeting of the Authority to continue at such time.

7.2 **Motion to Recess**
- A motion to amend recess when other business is before the meeting:
  a) shall specify the length of time of the recess;
  b) shall not be debatable and shall only be amendable with respect to the length of the recess;
  c) shall not have a motion to reconsider applied to it; and,
  d) a motion to recess at a future time shall have no privilege and shall be treated as a main motion.

7.3 **Point of Privilege**
- When a Member considers that his integrity or the integrity of the Authority has been impugned, the Member may, as a matter of personal privilege and with the leave of the Chair, draw the attention of the Authority to the matter by way of a point of personal privilege. When a point of personal privilege is raised, it shall be considered and decided by the Chair immediately. The decision of the Chair on a point of privilege may be appealed to the Authority.

7.4 **Motion to Appeal**
- A motion to appeal from the decision of the Chair:
  a) Shall be made only at the time the ruling is made by the Chair on a point of order;
  b) Shall not be debated, amended or reconsidered; and,
  c) Shall yield to a privileged motion and a motion to lie on the table.

7.5 **Point of Order**
- The Chair shall decide points of order. When a Member wishes to raise a point of order, the Member shall ask leave of the Chair and after leave is granted, the Member shall state the point of order to the Chair, after which the Chair shall decide on the point or order. Thereafter, the Member shall only address the Chair for the purpose of appealing the decision to the Authority. If the Member does not appeal, the decision of the Chair shall be final. If the Member appeals to the Authority, the Authority shall decide the question without debate and the decision shall be final.
7.6 **Motion to Withdraw**
- A request to withdraw a motion:
  a) shall only be made by the mover of the motion;
  b) may be made without the consent of the seconder of the motion;
  c) shall be in order anytime during debate; and,
  d) if a member objects to the withdrawal of a motion, withdrawal motion may be entertained and becomes a main motion, is debatable, requires a seconder and a majority vote. If no member objects to the withdrawal of the motion, the motion shall be considered withdrawn without the necessity of a seconder and a vote.

7.7 **Motion to Suspend the Rules (Waive the Rules)**
- A motion to suspend the rules:
  a) is not debatable;
  b) is not amendable; and
  c) requires a 2/3 majority to carry;
  d) takes precedence over any motion if it is for a purpose connected with that motion and yields to a motion to table.

7.8 **Motion to Table/Take from the Table**
- A motion to table:
  a) is not debatable;
  b) is not amendable.
- A motion to table a matter with some condition, opinion or qualification added to the motion shall be deemed to be a motion to postpone.
- The matter tabled shall not be considered again by the Authority until a motion has been made to take up the tabled matter at the same time or subsequent meeting of the Authority.
- A motion to take up a tabled matter is not subject to debate or amendment.
- A motion that has been tabled at a previous meeting of the Authority cannot be lifted off the table unless notice thereof is given in accordance with the Notice of Motion section of this policy.
- A motion that has been tabled and not taken from the table for six (6) months shall be deemed to be withdrawn and cannot be taken from the table.

7.9 **Motion to Close Debate (Previous Question)**
- A motion to close debate:
  a) is not debatable;
  b) is not amendable;
  c) cannot be moved with respect to the main motion when there is an amendment under consideration;
  d) should be moved by a member who has not already debated the question;
  e) can only be moved in the following words: “I move to close debate”
  f) requires a two-thirds (2/3) majority of Members present for passage; and,
  g) when resolved in the affirmative, the question is to be put forward without debate or amendment.
## UNFINISHED BUSINESS

<table>
<thead>
<tr>
<th>#</th>
<th>Subject</th>
<th>Origin</th>
<th>Direction</th>
<th>Responsible</th>
<th>Expected Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Lake Ontario Shoreline Management at Port Darlington, Municipality of Clarington</td>
<td><strong>S538-17</strong> PSSG4177, PSSG212 <strong>Sept. 19/17 Meeting</strong></td>
<td>THAT CLOCA staff be directed to report back to the Board of Directors with the completed study with options for implementation in conformity with the recommendations of the study and provincial Great Lakes shoreline natural hazard management policy; THAT the Council of the Municipality of Clarington be so advised in response to Resolution C-203-17.</td>
<td>Chris Jones P. Sisson</td>
<td>Nov. 2018</td>
</tr>
<tr>
<td>2.</td>
<td>Docking facilities at St. Mary’s Cement</td>
<td><strong>Sept. 19/17 Meeting</strong></td>
<td>THAT staff report back on the history of CLOCA’s position regarding the docking facilities at St. Mary’s Cement</td>
<td>C. Jones</td>
<td>Nov. 2018</td>
</tr>
</tbody>
</table>