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March 9, 2021

Mayor Eisenberger and Council
 The City of Hamilton
 2nd Floor – 71 Main Street, West
 Hamilton, ON
 L8P 4Y5

Dear Mayor Eisenberger and Council,

Please be advised that at its meeting of February 18, 2021, the Board of Directors of the Niagara Peninsula Conservation Authority received Report No. FA-12-21 entitled “Bill 229 - Implications of (February, 2021) Proclamation of Various Provisions”. As a result, the Board adopted Resolution No. FA-30-2021 with an applicable provision therein pertaining to partner municipalities as follows:

As per amended CAA Section 14(1), the NPCA requests partner municipalities to initiate the process of determining NPCA Board composition and associated appointments to be completed in time for NPCA’s January 2023 Annual General Meeting (AGM). (No membership changes are required for the remainder of the current term until the end of 2022);

In support of the aforementioned resolution, please find attached the following documentation:

- Report No. FA-12-21 RE: Bill 229 - Implications of (February, 2021) Proclamation of Various Provisions
- Appendix 1 to Report No. FA-12-21 entitled “Implications of Proclamation of Various Provisions: Frequently Asked Questions”
- NPCA Board Skills Matrix Tool and Worksheet (2020)
- Template: Subsection 14(1.2) of the *Conservation Authorities Act* (CAA) Application for Minister’s Exception (less than 70% municipal council members appointed to an authority)

Although the NPCA will be in contact with our municipal partners as we progress towards implementation of the Conservation Authorities Act (CAA) amendments, if in the interim, you or your staff have any questions or require clarification on these matters, please feel free to contact me at csharma@npca.ca or 905-788-3135 extension 251.

Respectfully,

A handwritten signature in black ink, appearing to read "Chandra", with a horizontal line underneath.

Chandra Sharma, MCIP, RPP
 Chief Administrative Officer /
 Secretary-Treasurer
 Niagara Peninsula Conservation Authority

Encl.

Report To: Board of Directors

Subject: Bill 229 - Implications of (February, 2021) Proclamation of Various Provisions

Report No: FA-12-21

Date: February 18, 2021

Recommendation:

WHEREAS the amendments to the Conservation Authorities Act (“CAA”) in Bill 229, Protect, Support and Recover from COVID-19 Act (Budget Measures) was passed by the legislature on December 8, 2020 resulting in a number of un-proclaimed provisions in the CAA;

AND WHEREAS on February 2, 2021, some these provisions related to housekeeping, governance, and government requirements were proclaimed with the NPCA having received further direction from the Ministry of Environment Conservation and Parks (MECP) on February 5, 2021 in regards to implementation of said proclaimed provisions;

NOW THEREFORE, BE IT RESOLVED:

1. **THAT** Report No. FA-12-21 RE: Bill 229 - Implications of (February, 2021) Proclamation of Various Provisions **BE RECEIVED**.
2. **THAT** the recommended actions related to NPCA governance provisions **BE APPROVED** as below:
 - a) As per amended CAA Section 14(1), the NPCA requests partner municipalities to initiate the process of determining NPCA Board composition and associated appointments to be completed in time for NPCA’s January 2023 Annual General Meeting (AGM). (No membership changes are required for the remainder of the current term until the end of 2022);
 - b) As per amended CAA Section 14(2), on February 5, 2021 the NPCA provides a copy of existing (2018-2019) municipal resolutions/Order in Council regarding NPCA Board composition and appointments to the Province by April 1st 2021;
 - c) As per amended CAA Section 17(1), and in keeping with NPCA Resolution No. FA -11-21, the Board consider reconfirmation of Chair and Vice Chair term for the remainder of 2021 at the June 2021 AGM and the matter be referred to the Governance Committee for further discussion in consultation with member municipalities. Any exceptions to this provision be formally requested for approval by the Minister and included in the updated Administrative By-Law.

3. **AND FURTHER THAT** a copy of this report **BE CIRCULATED** to the NPCA's partner municipalities for their consideration.

Purpose:

The purpose of this report is to seek Board approval on next steps and key actions related to the February 2, 2021 proclaimed governance provisions of the Conservation Authorities Act.

Background:

On December 8, 2020, Bill 229, Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020, was passed by the Legislature with amendments to the Conservation Authorities Act ("CAA"). Amendments made in 2020 along with previously unproclaimed sections of the CAA from 2017 and 2019 have resulted in a series of unproclaimed provisions.

On January 11, 2021, the Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks informed the NPCA about the establishment of a Conservation Authorities Working Group to help the government implement recent changes to the CAA. Following the establishment of the Conservation Authority Working Group, various conservation authorities (including the NPCA) requested clarity on implementation timelines and transition provisions related to governance changes.

On February 5, 2021, the NPCA received an update from the Ministry of the Environment, Conservation and Parks in regard to the Conservation Authorities Act advising that on February 2, 2021, some provisions in the CAA came into effect. These provisions included:

- Government requirements (e.g. non-derogation provision clarifying that nothing in the CAA is intended to affect constitutionally protected Aboriginal and treaty rights);
- Provisions related to conservation authority governance (e.g. changes to the conservation authority municipal membership);
- Minister's powers (e.g. enabling the Minister to issue a binding directive to a conservation authority following an investigation); and
- Housekeeping amendments.

Details are provided in Appendix 1: Implications of Proclamation of Various Provisions: Frequently Asked Questions.

The remaining unproclaimed provisions are currently being developed through phased regulations by the Province to be proclaimed in two stages in 2021 as follows:

Stage 1: Provisions related to natural hazard management, mandatory programs and services, community advisory boards, the agreements and transition period, fees.

Stage 2: Provisions related to municipal levies, and standards and requirements for non-mandatory programs and services.

Recommended Actions Based on Ministry Direction:

Staff recommends a short-list of immediate next steps and actions for approval of Board as per provincial direction identified in the attached Appendix 1.

As per CAA Section 14(1) below, the NPCA will requests member municipalities to initiate the process of amending NPCA Board composition and associated appointments to be completed in time for NPCA's January 2023 Annual General Meeting.

No membership changes are required for the remainder of the current term until Dec 2022. Current members will complete the remaining duration of their appointments.

14(1.1) When appointing members of an authority, the council of a participating municipality shall ensure that at least 70 per cent of its appointees are selected from among the members of the municipal council.

Exception

14(1.2) Upon application by a participating municipality, the Minister may grant permission to the municipality to select less than 70 per cent of its appointees to an authority from among the members of the municipal council, subject to such conditions or restrictions as the Minister considers appropriate.

Further direction on Municipal appointments is provided in Section 4 of CAA:

4(1) An upper-tier municipality that was established as a regional municipality before the day subsection 6 (1) of Schedule 4 to the Building Better Communities and Conserving Watersheds Act, 2017 comes into force,

(a) shall act in the place of the local municipalities within the regional municipality for the purpose of appointing representatives to attend a meeting for the establishment or enlargement of a conservation authority or the amalgamation of conservation authorities and for the purpose may appoint representatives in the numbers to which the local municipalities would otherwise have been entitled.

As per CAA Section 14(2) below, the NPCA is required to submit any existing (2018/2019) Council resolutions/Orders in Council (on the number of total conservation authority members and number of members per participating municipality in a conservation authority) to the Minister within 60 days of February 2, 2021 (i.e., by April 3, 2021). Staff are in the process of providing these documents to the Ministry and posting on-line for the public.

Future Orders in Council regarding 2023 appointments will be obtained from member municipalities for submission to the Province within 60 days of approval of any such agreement.

14(2.1) Despite subsections (1), (2) and (5), the total number of members of the authority and the number of members that each participating municipality may appoint may be determined by an agreement that is confirmed by resolutions (2.2) If the participating municipalities of an authority enter into an agreement with respect to the total number of municipally appointed members of the authority and the total number of members each municipality may appoint, the authority shall, within 60 days after the agreement is executed,(a) provide a copy of the agreement to the Minister; and (b) make the

agreement available to the public by posting it on the authority's website and by any other means the authority considers appropriate.

Implementation of amended CAA Section 17(1) regarding rotation of Chair and Vice-Chair could begin at a meeting (AGM) as specified by Implications of Proclamation of Various Provisions: Frequently Asked Questions. The current NPCA By-Law includes no provision for rotation and terms of Chair and Vice-Chair. The NPCA Board of Directors approved Resolution No. FA-11-2021 at Meeting #1 on January 21, 2021 to reschedule the AGM for June 2021, defer the appointment of current Board Chair and Vice Chair to June 2021 and extend the current term of Board Members appointed to Committees. At that time, the Board also approved by resolution that the term of each respective NPCA Committee Chair and Vice Chair be extended until the end of 2021 with formal reconfirmation to occur at the June 2021 AGM.

In keeping with the approved Authority Resolution No. FA -11-21, the amended CAA Section 17(1.1), and provincial direction, it is recommended that the Board consider reconfirmation of Chair and Vice Chair term for the remainder of 2021 at the June 2021 AGM and the matter be referred to the Governance Committee for further discussion in consultation with member municipalities. Any exceptions to this provision, as determined by the Governance Committee, should be formally requested for approval by the Minister. These changes will be included in the future updates to the NPCA Administrative By-Law.

Term of chair, vice-chair

17(1.1) A chair or vice-chair appointed under subsection (1) shall hold office for a term of one year and shall serve for no more than two consecutive terms.

Representation from each municipality

17(1.2) An authority in respect of which more than one participating municipality has been designated shall appoint chairs and vice-chairs from among the members appointed to the authority by each participating municipality on a rotating basis so as to ensure that a member appointed to the authority by a particular participating municipality cannot be appointed to succeed an outgoing chair or vice-chair appointed to the authority by the same participating municipality.

Exception

17 (1.3) Despite subsections (1.1) and (1.2), upon application by an authority or a participating municipality, the Minister may grant permission to the authority or participating municipality to, subject to such conditions or restrictions as the Minister considers appropriate,

- (a) appoint a chair or vice-chair for a term of more than one year or to hold office for than two consecutive terms; or
- (b) appoint as chair or vice-chair of the authority a member who was appointed to the authority by the same participating municipality that appointed the outgoing chair or vice-chair.

The detailed amended [CAA](#) is available on e-Laws for a complete list of the provisions that are now in force. NPCA staff will remain in regular conversation with Conservation Ontario and the Ministry of the Environment, Conservation and Parks for updates regarding the proclamation of the remaining provisions.

Financial Implications:

The full financial implications of these CAA changes will not be known until the proposed Regulations have been developed.

Related Reports and Appendices:

Appendix 1: Implications of Proclamation of Various Provisions: Frequently Asked Questions

Authored and Submitted by:

Original Signed by:

Chandra Sharma, MCIP, RPP
Chief Administrative Officer/Secretary-Treasurer

Implications of Proclamation of Various Provisions: Frequently Asked Questions

Implications of Proclamation of Various Provisions: Frequently Asked Questions

1. Do participating municipalities have to appoint new members to conservation authorities now in order to meet the 70% requirement?

Immediate action is not required on the part of conservation authorities or by municipalities related to the provision requiring 70% of municipally appointed members be elected officials.

Current members should complete the remaining duration of their appointments. As new members are appointed, participating municipalities should be appointing members in a way that complies with this new requirement.

A participating municipality may also apply to the Minister of the Environment, Conservation and Parks requesting an exception to this 70% requirement. The request should include the rationale for the request, and what proportion of members the municipality is proposing to be elected officials. Requests should be sent to minister.mecp@ontario.ca.

2. Does a conservation authority need to immediately initiate the term limits of chair/vice-chairs and rotate amongst participating municipalities?

Immediate action is not necessarily required. Implementation of this provision could begin at the first meeting held this year (following the proclamation date of February 2, 2021), or at such other meeting as may be specified by the authority's by-laws.

A participating municipality or conservation authority may also apply to the Minister of the Environment, Conservation and Parks requesting an exception to the term limit or rotation. The request should include the alternative approach being proposed, and the rationale for the request. Requests should be sent to minister.mecp@ontario.ca.

3. When should conservation authorities transition to the use of generally accepted accounting principles?

If not already the practice, conservation authorities will transition to the use of generally accepted accounting principles for local government and ensure that key conservation authority documents are made available to the public (i.e., minutes of authority or executive committee meetings, auditor reports) following proclamation of these provisions on February 2, 2021.

Implications of Proclamation of Various Provisions: Frequently Asked Questions

4. When do copies of municipal member agreements need to be sent to the Minister and made public?

Please submit any existing agreements (on the number of total conservation authority members and number of members per participating municipality in a conservation authority) to the Minister within 60 days of February 2, 2021 (i.e., by April 3, 2021).

If no such agreement is in place as of February 2, 2021, but such an agreement is entered into at a future date, please provide it to the Minister within 60 days of executing the agreement. These agreements should also be made available to the public through the conservation authority's website or other appropriate means within these same timelines.

5. Which provisions of the *Conservation Authorities Act (CAA)* are you proclaiming in this first phase?

Provisions in the CAA that come into effect February 2, 2021, as part of this first phase include:

Housekeeping Amendments

- Clarifying “Minister” means the Minister of the of the Environment, Conservation and Parks (rather than the Minister of the Natural Resources and Forestry) (Bill 108, 2019).
- Administrative change by striking out “of the Environment” from “Minister of the Environment” (in the section on CA dissolutions – clause 13.1(6)(c)) (Bill 108, 2019).
- Remove a legislative date (now stale) for a past transition period for conservation authorities (CAs) to up-date administrative by-laws (Bill 229, 2020).

Government Requirements

- Non-derogation provision to recognize existing Aboriginal or treaty rights (Bill 229, 2020).
- Enable the Minister to delegate his or her powers to an employee of the Ministry of the Environment, Conservation and Parks (Bill 229, 2020).

Governance

- Changes to the CA municipal membership provisions including requiring 70 per cent of municipally appointed members to be elected officials with provision for the Minister to permit less than 70 per cent on application by a participating municipality (Bill 229, 2020).
- Requiring copies of municipal member agreements on number of total CA members agreed upon and numbers per participating municipality in a CA agreed upon, to be made public and provided to the Minister (Bill 229, 2020).
- Removal of the regulation making authority regarding the composition of the CA (Bill 229, 2020).

Implications of Proclamation of Various Provisions: Frequently Asked Questions

- Minister's power to appoint a member from the agricultural sector with limitations added to the member's voting rights (Bill 229, 2020).
- Limiting the term of the chair/vice-chair and rotating of the chair/vice-chair among a CA's participating municipalities with provision for the Minister to permit an exception to these requirements upon application of the CA or participating municipality. If an exception is granted, this would allow a chair/vice-chair to hold office for more than one year or two terms, or a member to succeed an outgoing chair, vice-chair, appointed from the same participating municipality (Bill 229, 2020).
- Minor amendments to the 'powers of authorities': integrating the CA power to "cause research to be done" with the CA power to "study and investigate the watershed" in order to support the programs and services the CA delivers; to require consent of the occupant or owner of the land before a CA staff can enter the land for the purpose of a CA project (such as land surveying); and to remove the power of a CA to expropriate land (Bill 229, 2020).
- Require CAs to follow generally accepted accounting principles for local governments, make key documents (annual audit, meeting agendas and minutes and member agreements) available to the public (Bill 229, 2020).

Minister's Power

- Enable the Minister to issue a binding directive to a CA following an investigation (Bill 229, 2020).
- Enable the province, upon recommendation by the Minister, to appoint a temporary administrator to assume control of a CA's operations following an investigation or the issuance of a binding directive, if the directive is not followed. Immunity is provided for the administrator (Bill 229, 2020).



Board Skills Matrix Tool and Worksheet

The following provides a list of critical competencies under three categories intended to assess Board’s overall professional experience, environmental or contextual knowledge, personal attributes and skills. This assessment is intended to assist the Board in determining critical areas, if any, where the Board may have skill gaps and needs to seek further professional advice. This assessment will also inform the recruitment process for Board positions through NPCA municipal partners in 2022 and beyond.

Competency Area	Critical Competencies	Brief Description
Relevant Professional Experience	<ul style="list-style-type: none"> • Governance • Business/Management • Legal/Regulatory • Human Resources • Accounting/Financial • Risk Management • Public Relations/Media 	The candidate has professional/volunteer experience that is relevant and valuable to the board of the public agency.
Specialized Environmental Knowledge	<ul style="list-style-type: none"> • Legislation: Conservation Authority Act and Associated Environmental Legislation such as the EA Act, Planning Act etc. • Env Policies: Municipal Official Plans, Source Water Protection, Niagara Escarpment Plan etc. • Gen understanding of Watershed Planning and ecosystem concepts and approaches. 	The candidate has specialized knowledge of the environment or context affecting the board of the public agency.
Personal Effectiveness Skills	<ul style="list-style-type: none"> • Leadership/Teamwork • Strategic Thinking/Planning • Critical Thinking/Problem Solving 	The candidate has personal skills or attributes of value to the board of the public agency.

Relevant Professional Experience

Governance Experience

- The applicant has experience with, or is able to demonstrate knowledge or expertise in, board governance in the private, public, and/or voluntary/non-profit sector. The applicant has a clear understanding of the distinction between the role of the board versus the role of management. Governance experience could be acquired through prior board or committee service or reporting to/or working with a board as an employee.

Business/Management Experience

- The applicant has experience with, or is able to demonstrate knowledge or expertise in, sound management and operational business processes and practices in the private or public sector. This competency may include an understanding of topics such as managing complex projects, leveraging information technology, planning and measuring performance, and allocating resources to achieve outcomes.

Legal/Regulatory Experience

- The applicant has experience with, or is able to demonstrate knowledge or expertise in, legal principles, processes, and systems. This may include interpreting and applying legislation, experience with adjudicative or quasi-judicial hearings or tribunals, or an understanding of the legal dimensions of organizational issues.

Human Resources Experience

- The applicant has experience with, or is able to demonstrate knowledge or expertise in, strategic human resource management. This may include workforce planning, employee engagement, succession planning, organizational capacity, compensation, and professional development. Depending on the public agency, knowledge or expertise in CEO performance management and evaluation may be a related asset.

Accounting/Financial Experience

- The applicant has experience with, or is able to demonstrate knowledge or expertise in, accounting or financial management. This may include analyzing and interpreting financial statements, evaluating organizational budgets and understanding financial reporting.

Risk Management Experience

- The applicant has experience with, or is able to demonstrate knowledge or expertise in, enterprise risk management. This may include identifying potential risks, recommending and implementing preventive measures, and devising plans to minimize the impact of risks. This competency may also include experience or knowledge of auditing practices, organizational controls, and compliance measures.

Public Relations/Media Experience

- The applicant has experience with, or is able to demonstrate knowledge or expertise in, communications, public relations or interacting with the media. This may include knowledge of effective advocacy and public engagement strategies, developing key messages, crisis communications, or social media and viral marketing.

Specialized Environmental Knowledge
<p>Government/Public Policy Knowledge</p> <ul style="list-style-type: none"> ➤ The applicant has experience with, or is able to demonstrate knowledge or expertise of the broader environmental policy context affecting the public agency. This may include the strategic priorities of government and the relationship between those priorities and the work of the public agency.
<p>Community/Stakeholder Relations Knowledge</p> <ul style="list-style-type: none"> ➤ The applicant has experience with, or is able to demonstrate knowledge or expertise of, the community or communities the public agency serves, including the stakeholder landscape affecting the public agency. This may include a demonstrated capacity to build networks and foster trusting relationships with communities and stakeholders.
<p>Industry/Sector Knowledge</p> <ul style="list-style-type: none"> ➤ The applicant has experience with, or is able to demonstrate knowledge or expertise of, the industry or sector the public agency operates within (Municipal, Environmental, Development Industry, Agriculture, Mining) . This may include an understanding of particular trends, challenges and opportunities, or unique dynamics within the sector that are relevant to the public agency.
Personal Effectiveness Skills
<p>Leadership/Teamwork Skills</p> <ul style="list-style-type: none"> ➤ The applicant demonstrates an ability to inspire, motivate and offer direction and leadership to others. The candidate also demonstrates an understanding of the importance of teamwork to the success of the board. This may include an ability to recognize and value the contributions of board members, staff, and stakeholders.
<p>Strategic Thinking/Planning Skills</p> <ul style="list-style-type: none"> ➤ The applicant demonstrates an ability to think strategically about the opportunities and challenges facing the public agency and to engage in short, medium and long-range planning to provide high-level guidance and direction for the public agency.
<p>Critical Thinking/Problem Solving Skills</p> <ul style="list-style-type: none"> ➤ The applicant demonstrates an ability to apply critical thinking to creatively assess situations and to generate novel or innovative solutions to challenges facing the board of the public agency.

Board Skills Matrix Template

SKILLS <i>(*Choose as many competencies as applicable)</i>	<i><Candidate 1></i>	<i><Candidate 2></i>	<i><Candidate 3></i>	<i><Candidate 4></i>	<i><Candidate 5></i>
<i>Relevant Professional Experience</i>					
Governance Experience					
Business/Management Experience					
Legal/Regulatory Experience					
Human Resources Experience					
Accounting/Financial Experience					
Risk Management Experience					
Public Relations/Media Experience					
<i>Specialized Environmental Knowledge</i>					
Government/Public Policy Knowledge					
Community/Stakeholder Relations Knowledge					
Industry/Sector Knowledge					
<i>Personal Effectiveness Skills</i>					
Leadership/Teamwork Skills					
Strategic Thinking/Planning Skills					
Critical Thinking/Problem Solving Skills					
<i>Other</i>					
<i><Competency 1></i>					
<i><Competency 2></i>					
<i><Competency 3></i>					



**Template: Subsection 14(1.2) of the *Conservation Authorities Act* (CAA)
Application for Minister's Exception
(less than 70% municipal council members appointed to an authority)**

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

- a covering letter, and
- clear statement of the request from the council of the participating municipality through a council resolution.
- meeting minutes and details of a recorded vote on that resolution.

Item	Details from Applicant
Name of participating municipality submitting application	
Composition of Authority:	
Total number of the authority membership	
Number of participating municipalities in the authority	
Proposal details:	
The number of members the participating municipality is proposing to appoint who are not members of municipal council, and the total number of members the participating municipality appoints to the authority.	
Change in the number of non-elected members the participating municipality is proposing to appoint as compared to previous appointees by the municipality.	
Proposed length of term for each proposed appointment of a non-elected member.	
Detailed rationale, including local circumstances, for Minister to consider as to why an exception is needed.	

Appendix: Relevant wording in the *Conservation Authorities Act*

Members of authority

14 (1) Subject to subsection (3), members of an authority shall be appointed by the respective councils of the participating municipalities in the numbers set out in subsection 2 (2) for the appointment of representatives. 2017, c. 23, Sched. 4, s. 12 (1); 2020, c. 36, Sched. 6, s. 2 (1).

Members of council appointed

(1.1) When appointing members of an authority, the council of a participating municipality shall ensure that at least 70 per cent of its appointees are selected from among the members of the municipal council, subject to subsection (1.2). 2020, c. 36, Sched. 6, s. 2 (2).

Exception

(1.2) Upon application by a participating municipality, the Minister may grant permission to the municipality to select less than 70 per cent of its appointees to an authority from among the members of the municipal council, subject to such conditions or restrictions as the Minister considers appropriate. 2020, c. 36, Sched. 6, s. 2 (2).