



NVCA/Municipal Memorandum of Agreement Board Governance

November 25, 2016



Nottawasaga Valley
Conservation Authority

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Introduction and Background

Section 2 of the **Conservation Authorities Act** (CAA) outlines the number of municipal appointees that are allocated to a Conservation Authority (CA) Board of Directors. In essence, the more municipalities grow, the more representatives are appointed to CA Boards.

"The total members of the authority and the number of members that each participating municipality may appoint, may be determined by agreement that is confirmed by resolutions passed by councils of all participating municipalities."

Section 14 (2.1) of the CAA

Contained within the 1987 review of CAA was a recommendation for CA Boards of Directors to operate more efficiently and effectively through a Board reduction for any Boards with more than 25 members. Section 14 of the CAA outlines how a Board of Directors can reduce, if desired.

The Board of Directors of the Nottawasaga Valley Conservation Authority (NVCA), now 27 members in size, has reviewed its governance structure on 4 occasions – 2005, 2008, 2010 and 2014; the latter being through a Service Delivery and Operational Review.

On September 25, 2015, the NVCA Board of Directors further reviewed its governance structure and approved Resolution #10:

RESOLVED THAT: the Board of Directors endorse a 2016 pilot project which includes one member from each municipality for a total membership of 18; and

FURTHER THAT:

- 1. the Board of Directors retain one vote for each member in 2016 in accordance with Section 16 (1) of the *Conservation Authorities Act* except for the weighted budget vote;**
- 2. the Board of Directors move to a consent agenda in 2016;**

- 3. The Authority proceed to gain municipal support for this initiative and request the municipalities reducing members to discuss who will have the best ability to attend meetings; and**
- 4. The full Board of 27 members review the pilot project in September 2016 and make a final decision regarding Board membership.**

NVCA Board Governance Transition Plan

A Board of Directors governance structure reduction was carefully planned and communicated to Board members and member municipalities. The following plan outlined the key steps, responsibilities and timelines for this governance transition.

Transition Step	Responsibility	Timelines
Approval of governance change, in principle	Board of Directors	September 25, 2015
Chair's approval of Transition Plan	Chair	October 1, 2015
Call Municipal CAOs	NVCA CAO	October 6, 2015
Letter to municipalities requesting resolutions of support for pilot project	Chair (CAO)	October 8, 2015
Attendance at Councils, if requested	Chair/CAO	October 19 to November 17, 2015
Transition Plan presented to the Board of Directors	CAO	October 23, 2015
Receipt of Municipal Resolutions of support for the pilot project	Municipalities/Board of Directors	October 19 to November 18, 2015
Resolutions and final Transition Plan presented to Board of Directors	CAO	November 27, 2015

Transition Step	Responsibility	Timelines
Implementation of Pilot Project – reduced Board of Directors	Board of Directors – Annual General Meeting	January 27, 2016 to September 23, 2016
Board member and municipal communication	Board members/CAO	Monthly January to September, 2016 Through an approved Communications Plan
Full Board review and approval of governance structure	Staff Report – CAO Board of Directors - decision	September 23, 2016
Final resolutions of support from municipalities	Board of Directors and municipalities	October to November 2016
Final Board membership decision and approval of a Memorandum of Agreement	Board of Directors	November 25, 2016
Municipal Signature of MOA	Municipalities	December, 2016
Final report to the Minister of Natural Resources and Forestry	Chair (CAO)	January, 2017
Initiate new Governance Structure	Board of Directors	January 27, 2017 Annual General Meeting

NVCA New Board Governance Structure

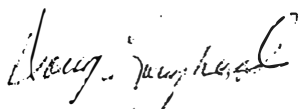
Throughout October and November of 2016, the NVCA received 18 resolutions of municipal support to reduce the Board of Directors from 27 to 18 members. These resolutions are available on file at the NVCA offices.

Municipality	2015	New Governance Structure
Township of Adjala-Tosorontio	1	1
Township of Amaranth	1	1
City of Barrie	2	1
Town of the Blue Mountains	1	1
Town of Bradford West Gwillimbury	1	1
Town of Collingwood	2	1
Township of Clearview	2	1
Township of Essa	2	1
Municipality of Grey Highlands	1	1
Town of Innisfil	2	1
Township of Melancthon	1	1
Town of Mono	1	1
Township of Mulmur	1	1
Town of New Tecumseth	2	1
Township of Oro-Medonte	2	1
Town of Shelburne	1	1
Township of Springwater	2	1
Town of Wasaga Beach	2	1

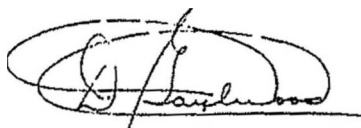
Signatories – NVCA/Municipal Memorandum of Agreement

Through the municipal resolutions of support for one member appointment from each of the 18 municipalities to the NVCA's Board of Directors, direction was also provide to develop a Memorandum of Agreement between the NVCA Board and the 18 municipalities.

This document serves as the MOA. Once signed, the MOA will be forwarded to the Minister of Natural Resources and Forestry and placed on file as the NVCA/Municipal Memorandum of Agreement for Board of Directors' Governance in accordance with Section 14 (2.1) of the Conservation Authorities Act.



Chair, NVCA Board




NVCA Chief Administrative Officer

APPENDIX A – List of Dates of Municipal Resolutions of Support

Municipality	Supporting Resolution	Date
Township of Adjala-Tosorontio	Yes	November 14, 2016
Township of Amaranth	Yes	October 25, 2016
City of Barrie	Yes	November 7, 2016
Town of the Blue Mountains	Yes	October 17, 2016
Town of Bradford West Gwillimbury	Yes	October 25, 2016
Town of Collingwood	Yes	November 14, 2016
Township of Clearview	Yes	October 25, 2016
Township of Essa	Yes	October 19, 2016
Municipality of Grey Highlands	Yes	October 31, 2016
Town of Innisfil	Yes	October 25, 2016
Township of Melancthon	Yes	October 24, 2016
Town of Mono	Yes	October 27, 2016
Township of Mulmur	Yes	November 2, 2016
Town of New Tecumseth	Yes	October 20, 2016
Township of Oro-Medonte	Yes	November 9, 2016
Town of Shelburne	Yes	October 17, 2016
Township of Springwater	Yes	November 2, 2016
Town of Wasaga Beach	Yes	October 31, 2016

NVCA/Township of Adjala-Tosorontio Municipal Memorandum of Agreement – Board Governance

Having passed a resolution on November 14, 2016 to support the reduction of Nottawasaga Valley Conservation Authority Board of Directors from 27 to 18, members, in accordance with Section 14 (2.1) of the *Conservation Authorities Act*, we, the signing authorities of the corporation of the Township of Adjala-Tosorontio, support the NVCA/Municipal Memorandum of Agreement for NVCA Board Governance dated November 25, 2016.



Mayor, Mary Brett



Clerk, Barb Kane

Date: January 13, 2017

AUTHORIZED BY BY-LAW NO. 17-03 PASSED BY
THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP
OF ADJALA - TOSORONTIO ON January 9, 2017

NVCA/Township of Amaranth Municipal Memorandum of Agreement – Board Governance

Having passed a resolution on October 25, 2016 to support the reduction of Nottawasaga Valley Conservation Authority Board of Directors from 27 to 18, members, in accordance with Section 14 (2.1) of the *Conservation Authorities Act*, we, the signing authorities of the corporation of the Township of Amaranth, support the NVCA/Municipal Memorandum of Agreement for NVCA Board Governance dated November 25, 2016.



Mayor, Don MacIver

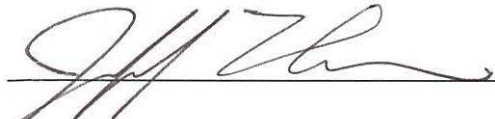


Clerk, Susan Stone

Date: December 14, 2016

NVCA/City of Barrie Municipal Memorandum of Agreement – Board Governance

Having passed a resolution on November 7, 2016 to support the reduction of Nottawasaga Valley Conservation Authority Board of Directors from 27 to 18, members, in accordance with Section 14 (2.1) of the *Conservation Authorities Act*, we, the signing authorities of the corporation of the City of Barrie, support the NVCA/Municipal Memorandum of Agreement for NVCA Board Governance dated November 25, 2016.



Mayor, Jeff Lehman



Clerk, Dawn McAlpine

Date: December 2, 2016

NVCA/Town of the Blue Mountains Memorandum of Agreement – Board Governance

Having passed a resolution on October 17, 2016 to support the reduction of Nottawasaga Valley Conservation Authority Board of Directors from 27 to 18, members, in accordance with Section 14 (2.1) of the *Conservation Authorities Act*, we, the signing authorities of the corporation of the Town of the Blue Mountains, support the NVCA/Municipal Memorandum of Agreement for NVCA Board Governance dated November 25, 2016.



Mayor, John McKean




Clerk, Corrina Giles

Date: December 19, 2016

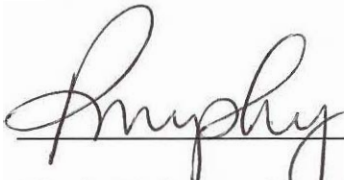
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NVCA/Town of Bradford West Gwillimbury Municipal Memorandum of Agreement – Board Governance

Having passed a resolution on October ¹⁸~~25~~, 2016 to support the reduction of Nottawasaga Valley Conservation Authority Board of Directors from 27 to 18, members, in accordance with Section 14 (2.1) of the *Conservation Authorities Act*, we, the signing authorities of the corporation of the Town of Bradford West Gwillimbury, support the NVCA/Municipal Memorandum of Agreement for NVCA Board Governance dated November 25, 2016.



Mayor, Rob Keffer

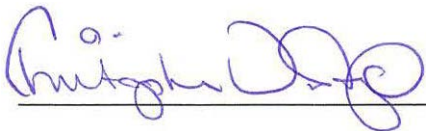


Clerk, Rebecca Murphy

Date: *December 22, 2016*.

NVCA/Township of Clearview Municipal Memorandum of Agreement – Board Governance

Having passed a resolution on October 24, 2016 to support the reduction of Nottawasaga Valley Conservation Authority Board of Directors from 27 to 18, members, in accordance with Section 14 (2.1) of the *Conservation Authorities Act*, we, the signing authorities of the corporation of the Township of Clearview, support the NVCA/Municipal Memorandum of Agreement for NVCA Board Governance dated November 25, 2016.



Mayor Chris Vanderkruys

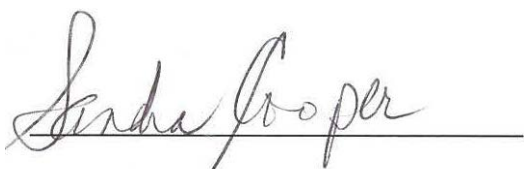


Pamela Fettes, Director
Legislative Services/Clerk

Date: December 12, 2016

NVCA/Town of Collingwood Municipal Memorandum of Agreement – Board Governance

Having passed a resolution on November 14, 2016 to support the reduction of Nottawasaga Valley Conservation Authority Board of Directors from 27 to 18, members, in accordance with Section 14 (2.1) of the *Conservation Authorities Act*, we, the signing authorities of the corporation of the Town of Collingwood, support the NVCA/Municipal Memorandum of Agreement for NVCA Board Governance dated November 25, 2016.



Mayor, Sandra Cooper



Clerk, Sara Almas

Date: *January 3, 2017*

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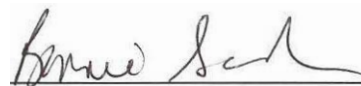
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NVCA/Township of Essa Municipal Memorandum of Agreement – Board Governance

Having passed a resolution on October 19, 2016 to support the reduction of Nottawasaga Valley Conservation Authority Board of Directors from 27 to 18, members, in accordance with Section 14 (2.1) of the *Conservation Authorities Act*, we, the signing authorities of the corporation of the Township of Essa, support the NVCA/Municipal Memorandum of Agreement for NVCA Board Governance dated November 25, 2016.



Mayor, Terry Dowdall



Clerk, Bonnie Sander

Date: December 7, 2016

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NVCA/Municipality of Grey Highlands Municipal Memorandum of Agreement – Board Governance ^{RECEIVED}

Having passed a resolution on October 31, 2016 to support the reduction of Nottawasaga Valley Conservation Authority Board of Directors from 27 to 18, members, in accordance with Section 14 (2.1) of the *Conservation Authorities Act*, we, the signing authorities of the corporation of the Municipality of Grey Highlands, support the NVCA/Municipal Memorandum of Agreement for NVCA Board Governance dated November 25, 2016.



Mayor, Paul McQueen



Clerk, Debbie Robertson

Date:

NVCA/Town of Innisfil Memorandum of Agreement – Board Governance

Having passed a resolution on October 25, 2016 to support the reduction of Nottawasaga Valley Conservation Authority Board of Directors from 27 to 18, members, in accordance with Section 14 (2.1) of the *Conservation Authorities Act*, we, the signing authorities of the corporation of the Town of Innisfil, support the NVCA/Municipal Memorandum of Agreement for NVCA Board Governance dated November 25, 2016.



Mayor, Gord Wauchope



Clerk, Lee Parkin

Date:

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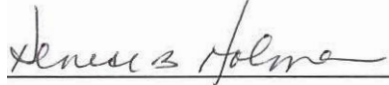
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NVCA/Township of Melancthon Memorandum of Agreement – Board Governance

Having passed a resolution on October 24, 2016 to support the reduction of Nottawasaga Valley Conservation Authority Board of Directors from 27 to 18, members, in accordance with Section 14 (2.1) of the *Conservation Authorities Act*, we, the signing authorities of the corporation of the Township of Melancthon, support the NVCA/Municipal Memorandum of Agreement for NVCA Board Governance dated November 25, 2016.



Mayor, Darren White



Clerk, Denise Holmes

Date: Dec. 22/16

NVCA/Town of Mono Municipal Memorandum of Agreement – Board Governance

Having passed a resolution on October 27, 2016 to support the reduction of Nottawasaga Valley Conservation Authority Board of Directors from 27 to 18, members, in accordance with Section 14 (2.1) of the *Conservation Authorities Act*, we, the signing authorities of the corporation of the Town of Mono, support the NVCA/Municipal Memorandum of Agreement for NVCA Board Governance dated November 25, 2016.



Mayor Laura Ryan



CAO/Clerk Mark Early

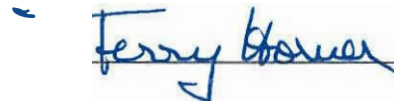
Date: December 13, 2016

NVCA/Township of Mulmur Memorandum of Agreement – Board Governance

Having passed a resolution on November 2, 2016 to support the reduction of Nottawasaga Valley Conservation Authority Board of Directors from 27 to 18, members, in accordance with Section 14 (2.1) of the *Conservation Authorities Act*, we, the signing authorities of the corporation of the Township of Mulmur, support the NVCA/Municipal Memorandum of Agreement for NVCA Board Governance dated November 25, 2016.



Mayor, Paul Mills



CAO/Clerk, Terry Horner

Date: December 14, 2016

NVCA/Municipal Memorandum of Agreement – Board Governance

Having passed a resolution on December 12, 2016 to support the reduction of Nottawasaga Valley Conservation Authority Board of Directors from 27 to 18, members, in accordance with Section 14 (2.1) of the *Conservation Authorities Act*, we, the signing authorities of the corporation of Town of Nantecumish, support the NVCA/Municipal Memorandum of Agreement for NVCA Board Governance dated November 25, 2016.



Mayor, Municipality of



Clerk, Municipality of

Date: Dec 19/2016

NVCA/Township of Oro-Medonte Municipal Memorandum of Agreement – Board Governance

Having passed a resolution on November 9, 2016 to support the reduction of Nottawasaga Valley Conservation Authority Board of Directors from 27 to 18, members, in accordance with Section 14 (2.1) of the *Conservation Authorities Act*, we, the signing authorities of the corporation of the Township of Oro-Medonte, support the NVCA/Municipal Memorandum of Agreement for NVCA Board Governance dated November 25, 2016.



Mayor, Harry Hughes



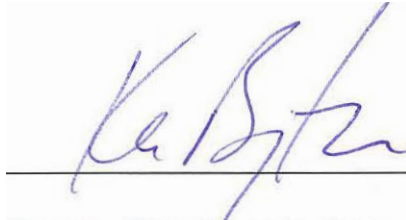
Clerk, Doug Irwin

Date: December 14, 2016

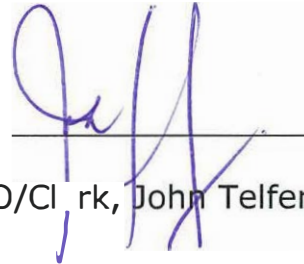
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NVCA/Town of Shelburne Memorandum of Agreement – Board Governance

Having passed a resolution on October 17, 2016 to support the reduction of Nottawasaga Valley Conservation Authority Board of Directors from 27 to 18, members, in accordance with Section 14 (2.1) of the *Conservation Authorities Act*, we, the signing authorities of the corporation of the Town of Shelburne, support the NVCA/Municipal Memorandum of Agreement for NVCA Board Governance dated November 25, 2016.



Mayor, Ken Bennington



CAO/Clerk, John Telfer

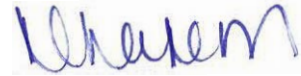
Date:

NVCA/Municipal Memorandum of Agreement – Board Governance

Having passed a resolution on November 2, 2016 to support the reduction of Nottawasaga Valley Conservation Authority Board of Directors from 27 to 18, members, in accordance with Section 14 (2.1) of the *Conservation Authorities Act*, we, the signing authorities of the corporation of the Township of Springwater, support the NVCA/Municipal Memorandum of Agreement for NVCA Board Governance dated November 25, 2016.



Mayor, Municipality of



Clerk, Municipality of

Date: Jan 25, 2017

NVCA/Town of Wasaga Beach Memorandum of Agreement – Board Governance

Having passed a resolution on October 31, 2016 to support the reduction of Nottawasaga Valley Conservation Authority Board of Directors from 27 to 18, members, in accordance with Section 14 (2.1) of the *Conservation Authorities Act*, we, the signing authorities of the corporation of the Town of Wasaga Beach, support the NVCA/Municipal Memorandum of Agreement for NVCA Board Governance dated November 25, 2016.



Mayor, Brian Smith



CAO, George Vadeboncouer

Date: JAN. 16, 2017