

**Full Authority**  
**20 January 2022**  
**Agenda Item: 12**

**Election of Officers - Background**

- During the inaugural meeting it is necessary to elect the officers for the year. Under the current CVCA structure, the following officers are to be elected:
  - Chair
  - Vice Chair
  - Executive Committee Member
- The following descriptions of the Chair and Vice-Chair duties are described in the current *Crowe Valley Conservation Authority Administrative By-Law* and are provided for your information.
- As a reminder for the Board Members, changes to the Conservation Authorities Act will mean the Chair's position cannot be held for more than two years. Last year, the CVCA was not affected by the change since it came into effect after the annual meeting when our election process was conducted.
- As well, any non-council appointments to the CVCA Board will need an exemption from the Minister of Environment, Conservation and Parks after the term is concluded with the upcoming municipal election this fall. Therefore, to obtain the exemption, Ministry staff have advised CVCA staff to submit this request approximately 6 months prior to the election. The request must come from the municipality (not the CVCA) and provide an explanation for the exemption. CVCA staff are available to help with the process if the municipality requests assistance.

**Duties of Officers**

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

**Chair**

- Is a Member of the Authority;
- Presides at all meetings of the General Membership (and Executive Committee if applicable);
- 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;
- Provides direction to the General Manager/Secretary-Treasurer with respect to setting agendas for Board meetings, as required;
- Provides direction and support, as may be required to the General Manager/Secretary-Treasurer to ensure policies, programs and projects adopted by the Authority and/or prescribed by legislation are implemented.

### **Vice-Chair**

- Is a member of the Authority;
- Attends 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.

### **Election Procedure**

- General Manager, Tim Pidduck will be requested to assume the Chair for the election of the Crowe Valley Conservation Authority's Chair.
- Two scrutineers will be appointed from the non-members present at the meeting in the event of the need to conduct a secret ballot.
- A motion will be required to accept the nominees for the scrutineers position.
- For elected positions, nominations will be called three times for each position and a motions is required to close the nominations.
- Should an election be required, e-mails to one of the scrutineers will be used instead of paper ballots.

***The newly elected Chair will conduct elections for the Vice-Chair position.***