

Full Authority
20 September 2018
Agenda Item: 13

Administrative By-Law

As a reminder for the CVCA Board, the Administrative By-Law was distributed to the Board at the 18 June 2018 meeting for the initial discussion and review of the proposed Administrative By-Law. At the meeting, the Board decided to review the document, forward any possible changes to staff for any revisions for the 20 September Board meeting.

As indicated at the June meeting, staff are hopeful to have the Admin By-Law approved at the September meeting with the revisions identified during the period between June and September's meetings. Once the document has been adopted, staff will confirm when an approved copy will be made available to the Ministry of Natural Resources and Forestry. This must be done prior to year-end.

In addition to potential Board member's additions/revisions, staff have received three minor changes which will need to be included in the new Admin By-Law. They are the following:

In the Definitions section – page 11, correct

“Staff” means employees of the Authority as provided for under Section ~~19(1)~~ 18(1) of the Act.

In the Definitions section – page 11, add

“Minister” means the Minister responsible for administration of the Act.

In the Governance section, section 1 (c) Powers of General Membership – page 13, change

xv. 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;

In Section 9. Financial Statements and Report of the Auditor – page 16, change

9. 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 fiscal year which is based on the calendar year.

The Authority shall forward copies of the Audited Financial Statements and Report of the Auditor to Participating Municipalities 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.

In Section 13, page 17, correct

13. Executive Committee

The Authority may appoint an executive committee at the first meeting of the General Membership each year in accordance with the Section 19 of the Act and Section 1(c)(~~xv~~ vi) of this by-law.

Section C subsection 10, page 23, discussion

Re: Electronic Participation

Staff Recommendation:

- 1) That the above noted corrections be included in the new Admin-Bylaw.
- 2) That the Board adopt the electronic participation section as proposed or with any necessary revisions.
- 3) That any further revisions brought forward by the Board or staff and are deemed necessary be included in the new Admin-Bylaw.
- 3) That the amended Admin-Bylaw be adopted by resolution of the Board in order to fulfill the deadline requirements as per Section 19.1 of the amended Conservation Authorities Act.

Board Decision