

Full Authority
16 June 2016
Agenda Item: 11

THE CROWE VALLEY CONSERVATION AUTHORITY GOVERNANCE AND ADMINISTRATIVE POLICIES – BOARD OF DIRECTORS

Background

At the June 2014 Board meeting, the Board discussed briefly the CVCA's Rules and Procedures Regulation. At that time, staff were directed to review the Board Procedures and Policy for approval in 2015. Subsequently, the 1992 version of the document was revised and replaced with a version presented at the Jan 2015 Board meeting. The document was subsequently approved by the following motion:

FA Motion G34/15
Moved By: Catherine Redden
Seconded By: Emma Kearns

To approve "The Crowe Valley Conservation Authority Governance and Administrative Policies – Board of Directors Policy as a working document.

Carried.

Current Status

Since that approval, staff have noted a number of changes which could be considered by the Board. As part of the Policy, the document should also be signed by each member of the CVCA Board. An electronic copy is provided for the Board in its current form without the recommended changes. Once some or all of the changes have been approved, a revised copy will be distributed electronically for each Board Members' records.

The following changes are recommended by staff after recently reviewing the document.

Section B

Section 4.2 – *remove* "Alternate to Chair at Conservation Ontario Council Meetings"

Section 4.3 – *change* any and all references to "Finance and Personnel Ad Hoc Committee Chairman" to "Executive Committee Chairman"

Section 4.4 – *add* Alternate to Chair at Conservation Ontario Council Meetings

Section C

Section 4.0 - *change* Levy Notice from “The levy due to the Authority from member municipalities shall be made in three Installments each year due March 31, June 30 and September 30.” to “The levy due to the Authority from member municipalities shall be made in two installments each year, with the first payment due 30 days after approval of the levy. The remaining installment shall be due 60 days thereafter.”

Section 7.4 - *change* “Any standing committee of the Authority will be comprised of two members plus the Chair and Vice Chair of the Authority.” to “Membership of any standing committee of the Authority will be at the discretion of the Board.”

Regulation II

Section 11.0 – *change* “The Authority will conduct business in accordance with (either Bourinot’s Rules of Order or Robert’s Rules of Order).” to “The Authority will conduct business in accordance with Bourinot’s Rules of Order.”

Staff Recommendation:

To adopt the proposed changes and subsequently sign The Crowe Valley Conservation Authority Governance and Administrative Policies – Board of Directors with the changes.

Board Decision