



**NOTTAWASAGA VALLEY CONSERVATION AUTHORITY  
BOARD OF DIRECTORS 59<sup>TH</sup> ANNUAL GENERAL MEETING**

**AGENDA No. 01-19-BOD**

**Date: January 25, 2019**

**Time: 9:00 a.m. to 12:00 p.m.**

**Location: John L. Jose Learning Centre, Tiffin Conservation Area, Utopia, Ont.**

---

**1. CALL TO ORDER**

Doug Hevenor, Chief Administrative Officer will Chair the meeting until the elections are held.

Recommendation

**RESOLVED THAT:** Doug Hevenor, Chief Administrative Officer be appointed as Chair, Pro Tem until the election of the 2019 Officers.

**2. DECLARATION OF PECUNIARY AND CONFLICT OF INTEREST**

**3. MOTION TO ADOPT AGENDA**

Recommendation

**RESOLVED THAT:** the Agenda for the Board of Directors 59<sup>TH</sup> Annual General Meeting #01-19-BOD dated January 25, 2019 be approved.

**4. ANNOUNCEMENTS**

The Board of Directors will introduce themselves.

**5. ELECTIONS OF NVCA OFFICERS**

Doug Hevenor, CAO will review the election procedures with the Board members.

**6. APPOINTMENT OF SCRUTINEERS**

Recommendation

**RESOLVED THAT:** Tim Schlitt, Senior Client Relationship Manager, Scotiabank and Lauren Martinuik, Client Relationship Manager, Scotiabank be appointed as Scrutineers for the duration of the NVCA 2019 elections; and

**FURTHER THAT:** the ballots be destroyed after the election process.

**7. ELECTION OF BOARD OF DIRECTORS CHAIR, VICE-CHAIR, AND 2<sup>ND</sup> VICE-CHAIR**

a) Conduct Election of Chair

Call for Nominations for the Position of Chair

b) Conduct Election of 1<sup>st</sup> Vice-Chair

Call for Nominations for 1<sup>st</sup> Vice-Chair

c) Conduct Election of 2<sup>nd</sup> Vice-Chair

Call for Nominations for 2<sup>nd</sup> Vice-Chair

**Appointed NVCA Officers**Recommendation

**RESOLVED THAT:** the Board of Directors has elected and/or appointed for the year of 2019 Nottawasaga Valley Conservation Authority Officers as follows:

Chair: \_\_\_\_\_

Vice-Chair: \_\_\_\_\_

2<sup>nd</sup> Vice-Chair: \_\_\_\_\_

**8. ACKNOWLEDGEMENTS**

Elected Officers of the NVCA.

*The newly elected Chair will conduct the remainder of the meeting.*

**9. 2019 BORROWING RESOLUTION**Recommendation

**RESOLVED THAT:** for the fiscal year 2019, the Nottawasaga Valley Conservation Authority borrow, as required on credit, up to \$500,000 for its purposes until payment to the Authority of grants from the Province of Ontario, and levies from its member municipalities are received; and

**FURTHER THAT:** as the Board of Directors vote on the 2019 Budget at the March 22, 2019 meeting, the board approve an interim levy based on 2018 levy that would enable the operations of the NVCA to continue without disruption or heavy reliance on the borrowing resolution.

**10. APPOINTMENT OF 2019 AUTHORITY SOLICITORS**Recommendation

**RESOLVED THAT:** the firms of Hicks Morley Hamilton Stewart Storie LLP, be appointed for Human Resources legal advice, as required for 2019; and

**FURTHER THAT:** Hill Hunter Losell Law Firm LLP, Beard Winter LLP, and Barriston Law be appointed to conduct the legal business of the Authority for 2019.

**11. APPOINTMENT OF 2019 AUTHORITY AUDITORS**Recommendation

**RESOLVED THAT:** the firm KPMG LLP be appointed to conduct the auditing functions of the Nottawasaga Valley Conservation Authority for 2019.

**12. APPOINTMENT OF NVCA REPRESENTATIVE TO CONSERVATION ONTARIO COUNCIL**Recommendation

**RESOLVED THAT:** the Chair be appointed as the NVCA voting delegate on the Conservation Ontario Council for the year of 2019; and

**FURTHER THAT:** the Vice-Chair and Chief Administrative Officer be appointed as alternates.

**13. APPOINTMENT OF NVCA BOARD REPRESENTATIVES TO THE NVCA AGRICULTURAL ADVISORY COMMITTEE**

Recommendation

**RESOLVED THAT:** the following Board members be appointed to the NVCA Agricultural Advisory Committee for 2019:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

**14. FREEDOM OF INFORMATION AND PRIVACY ACT**

Recommendation

**WHEREAS:** members of the Board of the Nottawasaga Valley Conservation Authority may designate an individual to act as Head of the Authority for purposes of the *Municipal Freedom of Information of Privacy Act*, R.S.O. 1990, c. M.56, s. 3(1); 2002 C. 17, Schedule. F, Table; therefore

**BE IT RESOLVED THAT:** Sheryl Flannagan, Director of Corporate Services be designated as Head of the Authority for purposes of the *Act*.

**15. BOARD OF DIRECTORS ADMINISTRATION**

Sheryl Flannagan, Director, Corporate Services will go over required administrative paperwork.

**16. BOARD OF DIRECTORS 2019 MEETING SCHEDULE**

Recommendation

**RESOLVED THAT:** the Board of Directors receive the Board of Directors 2019 meeting schedule for information.

**17. ADJOURN**

Recommendation

**RESOLVED THAT:** the Board of Directors adjourn at \_\_\_\_\_ to meet again on February 22, 2019 or at the call of the Chair.



## Nottawasaga Valley Conservation Authority

### 2019 Board of Directors Meeting Schedule

Date	Meeting No.	Location	Time
January 25	BOD-01-19 <b>AGM and Elections</b>	Tiffin Conservation Centre Utopia, Ontario	9:00 a.m. – 12:00 p.m.
February 22	BOD-02-19 <b>Orientation Budget Review</b>	Tiffin Conservation Centre Utopia, Ontario	9:00 a.m. – 12:00 p.m.
March 22	BOD-03-19 <b>Budget Approval</b>	Tiffin Conservation Centre Utopia, Ontario	9:00 a.m. – 12:00 p.m.
April 26	BOD-04-19 <b>2018 Audit 1<sup>st</sup> Quarter Budget</b>	Tiffin Conservation Centre Utopia, Ontario	9:00 a.m. – 12:00 p.m.
May 24	BOD-05-19 <b>Bus Tour</b>	Tiffin Conservation Centre Utopia, Ontario	9:00 a.m. – 12:00 p.m.
June 28	BOD-06-19 <b>Board Education</b>	Tiffin Conservation Centre Utopia, Ontario	9:00 a.m. – 12:00 p.m.
July 26	N/A	N/A	N/A
August 23	BOD-07-19 <b>Budget Guidelines 2<sup>nd</sup> Quarter Budget Appreciation Lunch</b>	Tiffin Conservation Centre Utopia, Ontario	9:00 a.m. – 12:00 p.m.
September 27	BOD-08-19 <b>Draft Budget Received</b>	Tiffin Conservation Centre Utopia, Ontario	9:00 a.m. – 12:00 p.m.
October 25	BOD-09-19 <b>3<sup>rd</sup> Quarter Budget</b>	Tiffin Conservation Centre Utopia, Ontario	9:00 a.m. – 12:00 p.m.
November 22	BOD-10-19 <b>Board Education</b>	Tiffin Conservation Centre Utopia, Ontario	9:00 a.m. – 12:00 p.m.
December 13	BOD-11-19 <b>Budget Approval</b>	Tiffin Conservation Centre Utopia, Ontario	9:00 a.m. – 12:00 p.m.

\*Nottawasaga Valley Source Protection Authority meetings will be at the call of the Chair