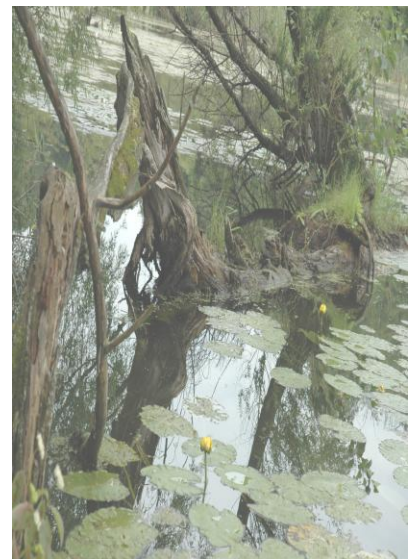


Etobicoke-Mimico Watersheds Coalition Briefing Book



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1.0 Conservation Authorities

1.1 History of Conservation Authorities

Local appeals for a new initiative in conservation in Ontario were heard in the late 1920s and 1930s when the combined results of drought and deforestation led to extensive soil loss and flooding.

Throughout the Depression years and those of World War II that followed, organizations such as the Ontario Conservation and Reforestation Association, which had its roots in the counties, the Federation of Ontario Naturalists and individuals writing for *The Farmer's Advocate*, pressed the conservation authorities for conservation and wise resource management. Many of these leading conservationists believed that real progress in developing a new approach to natural resource management would not occur until an integrated approach was undertaken using natural watershed boundaries.

Although the responsibility for managing natural resources lay with the province, the scale of erosion and water problems was such that it required a new approach, and when a number of municipal councils agreed to become involved, this spirit of cooperation led to the passage of the *Conservation Authorities Act in 1946*.

Three fundamental concepts of this new approach were embodied in the *Act*:

1. **Local Initiative:** A conservation authority in any area could only be formed when the desires of the residents reached the point where they were willing to request the government of Ontario to form an authority. In making the request, the local people had to face up to the responsibility of contributing financially to the works of the conservation authority and also agree to assume the burden of running the corporate body known as the conservation authority. This latter task involved burdens and responsibilities similar to those of running of a municipality. The local initiative requirement meant that people living close to the problems were required to recognize and solve them. It also meant that solutions would not be imposed from above and an authority would only undertake those plans which it could face economically, culturally and democratically.
2. **Cost Sharing:** *The Conservation Authorities Act* stipulated that the costs of projects should be shared by municipalities and by the provincial government. This proved to be one of the soundest ideas in the conservation authority movement. It has meant that an authority can flourish only when the local people have enough enthusiasm and conviction to support it financially.
3. **Watershed Jurisdiction:** Conservation authorities were to have jurisdiction over one or more watersheds. This stewardship was to cover all aspects of conservation in the area. This has meant that a conservation authority has been able to handle such problems as

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flood control in a complete and rational basis. By its power to establish regulations, an authority has been able to protect life and property, river valleys from building encroachment and erosion problems.

Since this rather quiet beginning, conservation authorities have become involved in a wide range of activities depending on the resource management concerns of local residents, member municipalities and the province.

Watershed strategies

Watershed management is certainly a major focus among Ontario's conservation authorities, as more than half of them were initially established to address flooding and erosion concerns. In developing programs to deal with these water-related issues, authorities have also achieved an enviable record in wetland protection and management, conservation information and education, provision of local and regional recreational opportunities, forest management and heritage conservation.

- Provincial legislation requires that only local communities can initiate a request to establish a conservation authority.
- Conservation authorities are cost-effective. Generally, for every dollar of provincial funding received by conservation authorities, two dollars are raised locally through municipal levies and other resources such as park fees.
- In its sixty year history, the conservation movement has pioneered local environmental protection initiatives.

1.2 Conservation Ontario

Conservation Ontario is the umbrella organization representing the thirty six conservation authorities in Ontario. See Figure 1. Most of southern Ontario and the more developed areas of Northern Ontario are within the boundary of a conservation authority. Collectively the thirty six conservation authorities operate in watersheds in which 90 percent of the provincial population reside.

Conservation Authorities of Ontario: Mandate

Conservation authorities, created in 1946 by an Act of the Provincial Legislature, are mandated to ensure the conservation, restoration and responsible management of Ontario's water, land and natural habitats through programs that balance human, environmental and economic needs.

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Objectives

- to ensure that Ontario's rivers, lakes and streams are properly safeguarded, managed and restored;
- to protect, manage and restore Ontario's woodlands, wetlands and natural habitat;
- to develop and maintain programs that will protect life and property from natural hazards such as flooding and erosion; and
- to provide opportunities for the public to enjoy, learn from and respect Ontario's natural environment.

Conservation Ontario is governed by a council consisting of two representatives from each of the thirty six conservation authorities. Council directs the activities of the staff and a variety of working groups, task forces and committees focussing on various areas of common interest to all conservation authorities.

Each member of council also actively participates in one of the strategic committees of council. It is through the work of these committees that issues are brought forward for council discussion, decision and action.

In 2006, the Minister of Natural Resources approved the individual "Development, Interference and Alteration" Regulations for all conservation authorities (*Ontario Regulations 42/06 and 146/06 to 182/06*) consistent with *Ontario Regulation 97/04*. Through these regulations, Conservation authorities are empowered to regulate development and activities in or adjacent to river or stream valleys, Great Lakes and inland lakes shorelines, watercourses, hazardous lands and wetlands. They ensure conformity of wording across all conservation authorities and complement municipal implementation of provincial policies under the *Planning Act* such as hazardous lands and wetlands. Development taking place on these lands may require permission from the conservation authority to confirm that the control of flooding, erosion, dynamic beaches, pollution or the conservation of land are not affected. They also regulate the straightening, changing, diverting or interfering in any way with the existing channel of a river, creek, stream, watercourse or for changing or interfering in any way with a wetland.

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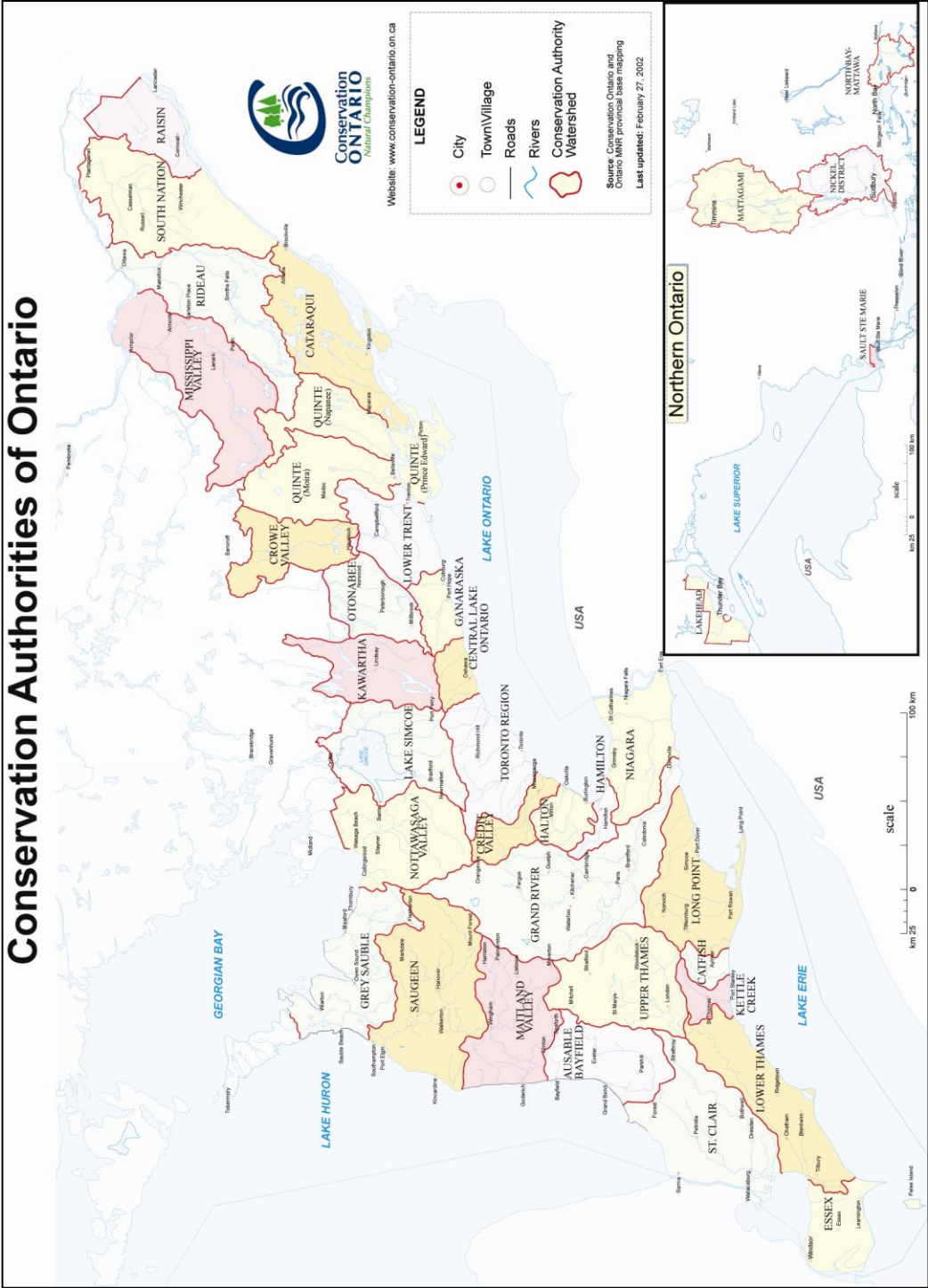


Figure 1 - Map of Ontario Conservation Authorities

2.0 Toronto and Region Conservation Authority

2.1 Background

In 1946, the Province of Ontario enacted the *Conservation Authorities Act*, permitting municipalities in a watershed (or watersheds) to form a conservation authority to conserve and manage natural resources. In 1957, the Metropolitan Toronto and Region Conservation Authority was formed replacing four smaller authorities. In December of 1997, *Bill 148* amended the *Conservation Authorities Act* changing the name of the Metropolitan Toronto and Region Conservation Authority to the Toronto and Region Conservation Authority (TRCA), reflecting the amalgamation of the former cities and boroughs into the City of Toronto.

Since its formation in 1957, TRCA has prepared and delivered programs for the management of the renewable natural resources within its watersheds. See Figure 2. TRCA and its predecessors have a sixty year history of developing sustainable practices. We manage human impact on water resources, and acquire, protect and restore conservation lands, all within the holistic context of watershed management.

Our strategic orientation toward *The Living City* builds on these strengths, as well as refines our emphasis within all these areas to encompass the themes of sustainability. In this regard, TRCA has broadened its level of expertise in an effort to affect change in our habits, practices, attitudes and decision-making to align them with the principles of sustainability. Within the traditional mandate and our new strategic direction, we have acted as a partner of all levels government, working especially closely with our member municipalities.

2.3 Strategic Plan

In February 2013, a draft of the summary document of TRCA's strategic plan, *Building The Living City*, was completed. The strategic plan is a twenty year visioning document, maintaining the same vision, mission and objectives of *The Living City*. This Plan reaffirms our commitment to the enduring ideals that gave rise to Ontario's Conservation Authorities in the middle of the last century. Threaded through this document is a steadfast commitment to wise land-use and the responsible management of natural resources, the protection of life and property from natural hazards (such as flooding and erosion), collaboration with our partners and the community, the empowerment of local initiatives, the importance of life-long education, and the watershed-based approach to conservation.

Looking forward to the next ten years of change and promise, TRCA seeks to fulfill its mandate and apply its ideals to arrive at sensible answers to the new realities that are shaping the future of the Toronto region – including a growing and evolving population, urban expansion,

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the impacts of climate change, and economic changes unfolding both locally and on the global stage.

The Plan calls on our communities and partners to take an active role in building a healthy future for the Toronto region and look for opportunities to advance their own efforts at building a sustainable future for the Toronto region through the work, expertise and resources offered by TRCA. We look forward to working with you.



2.4 TRCA Watersheds: Jurisdiction and Participating Municipalities

TRCA's jurisdiction is comprised of nine watersheds. Starting from the west they include the Etobicoke Creek, Mimico Creek, Humber River, Don River, Highland Creek, Rouge River, Petticoat Creek, Duffins Creek and finally Carruthers Creek in the east. TRCA's area of jurisdiction includes 3,467 square kilometres: 2,506 on land and 961 water-based. There are over 15,378 ha of conservation and hazard land in TRCA ownership. TRCA's jurisdiction also includes 42 km of the Lake Ontario shoreline and extends into Lake Ontario to a point defined by the *Territorial Divisions Act, R.S.O. 1980*.

TRCA has six participating or member municipalities: the City of Toronto; the regional municipalities of Durham, Peel and York; the Township of Adjala-Tosorontio; and the Town of Mono. The population within TRCA's jurisdiction is approximately 3,250,000.

2.5 Organization of the Authority

TRCA's member municipalities appoint members to the Authority in accordance with the *Conservation Authorities Act, Sections 5 and 14*. Of the twenty eight appointed members, the following is the current distribution of membership:

Toronto	14
Region of Durham	3
Region of Peel	5
Region of York	5
Adjala-Tosorontio/Mono	1

Section 5 of the *Act* requires that the number of representatives from Toronto be equal to the total number of appointees from the other participating municipalities.

Toronto and Region Conservation is a corporate body whose administration of policy is determined by its mandate under the Conservation Authorities Act and by regulations and rules which it has adopted. To carry out its responsibilities, the Authority elects an Executive Committee and a Budget/Audit Advisory Board to make recommendations on those matters defined in their Terms of Reference.

The Executive Committee meets monthly, as does the Authority, and has been delegated some of the day-to-day management decisions of the Authority, including the administration of TRCA's Fill, Construction and Alteration to Waterways Regulation.

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The advisory board considers matters assigned to them as provided for in the Rules of Conduct for the Authority, and as described in the adopted Terms of Reference.

The public may attend all meetings of the Authority, its Executive Committee and advisory board. The organizational structure of the Authority is illustrated in **Figure 3**.

Many of TRCA's watersheds have community-based groups which provide support for the important work of educating the public, increasing the profile of conservation authority's activities and advocating with their municipal partners for support and change.

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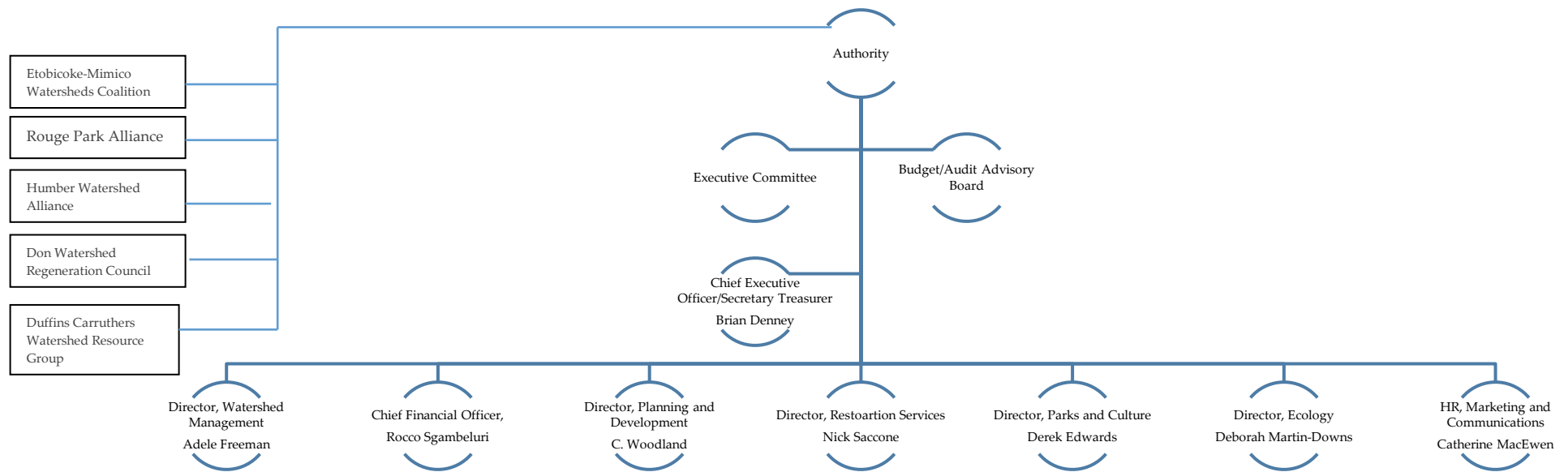


Figure 3 Toronto and Region Conservation Authority Organizational Structure

2.6 Staff Structure and Description

The staff of TRCA is separated into seven divisions: CEO's Office, Ecology, Finance and Business Services, Parks and Culture, Planning and Development, Restoration Services and Watershed Management. Each division is composed of distinct sections headed by managers, who report directly to the division Director or the Chief Administrative Officer. Directors report directly to the Chief Executive Officer. The Chief Executive Officer reports directly to the Executive Committee, who reports to the Authority.

The Etobicoke-Mimico Watersheds Team falls under the Watershed Management Division. See **Figure 4** for the Etobicoke-Mimico Watersheds Team Staff Structure.

To effectively integrate and coordinate tasks and activities which transcend divisional functions and responsibilities, TRCA's business plan is organized by service areas rather than division business units. Through this process, TRCA ensures effective organizational collaboration to deliver the highest calibre products and services in the most efficient manner possible.

3.0 Etobicoke and Mimico Creeks Watersheds and Waterfront

3.1 Etobicoke Creek and Mimico Creek

Geological Background

Within the watersheds, there are three distinct physiographic regions that provide the basis for the composition and form of the watershed's landforms: The South Slope, The Peel Plain, and the Iroquois Plain. The plains are characterized by flat to gently sloping topography.

3.1.1 Etobicoke Creek

The origin of the Etobicoke Creek Watershed's name derives from the native Algonkian word "Wah-do-be kaug" meaning "place where the alders grow" due to the historical abundant black alder.

A unique part of the Etobicoke's geology is the Brampton Esker. Located in the City of Brampton, the esker rises north of Mayfield Road and runs between Hurontario Street and Kennedy Road south to Queen Street. The esker is a long, winding ridge of sand and gravel deposited by glacial meltwaters during the final retreat of the Ontario lobe of the Laurentide ice sheet. It is the only esker in Toronto and Region Conservation's jurisdiction. The esker is also an important aquifer and ground water recharge zone.

Watershed Description

The Etobicoke Creek is the most westerly watershed within the TRCA, and encompasses a drainage area of over 200 km². The creek is generally a long narrow watershed, except for the upper portion of the watercourse in the headwaters north of Mayfield Road, which originate along the south slope of the Oak Ridges Moraine. The Creek has two principle tributaries. The first one, called Little Etobicoke Creek, is located along the western side of the watershed, with its headwaters just north of Highway 401. It has its confluence with the main creek just south of Dundas Street west of Highway 427.

The second tributary, known as Spring Creek, joins the main creek approximately 13.5 km upstream of Lake Ontario within the Toronto International Airport lands. It has its source within the Heart Lake complex of wetlands near Mayfield Road and Heart Lake Road, in Brampton. The main branch of Etobicoke Creek and the Spring Creek are relatively steep, with the steepest sections being on the main Etobicoke Creek from Dundas Street to the lake. The Etobicoke Creek Watershed is completely urbanized up to approximately Mayfield Road with the remainder and principally its headwaters in mostly a rural state. See **Figure 5** for a map of the Etobicoke-Mimico Creeks watersheds.

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Total length *	273 km
Municipalities	Regional: City of Toronto, Region of Peel Local: Toronto, Mississauga, Brampton, Caledon
Watershed neighbours	North: Credit, Humber South: Lake Ontario East: Humber, Mimico West: Credit
Tributaries	Spring Creek, Little Etobicoke Creek, West Etobicoke Creek
Length of Major Tributaries	West Etobicoke Creek 42 km Main Etobicoke 17 km Spring Creek 23 km
Physiographic Regions	South Slope, Peel Plain, Iroquois Plain,
Source	The Oak Ridges Moraine
Mouth	Lake Ontario (75 m above sea level)
Elevation (Headwaters)	299 m above sea level
Mean stream flow	2.3 m ³ /s *
Watershed area	212 km ²
Natural Cover (14% of the watershed has natural cover)	Forest – 5%, Meadow – 8%, Successional – 1%, Wetland – 1%
Native Plant and Animal Species (of these 165 are Species of Regional Conservation Concern¹)	Plants - 375 species Fish – 23 species Birds – 93 species Amphibians – 8 species Mammals – 17 species Reptiles – 7 species

Table 1 Etobicoke Creek Profile

***Notes:**

1. *Species of Regional Conservation Concern - Generally species that are disappearing in the regional landscape, primarily as a result of land use changes.*

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Population	286,360 (2011)		
Land use* (2002)	Rural 27%	Urban 68%	Urbanizing 5%
The first in-stream barrier	Distance from the mouth: 1 km		
Environmental Health of the Etobicoke Creek	<p>Etobicoke Creek is located within a highly urbanized watershed, and is characterized by steep stream gradients and impermeable soils that rapidly convey surface runoff to the watercourse. More than half of the total channel length of Etobicoke Creek has been altered or channelized, and the entire system has been significantly influenced by changes in the flow and sediment regime associated with urbanization.</p> <p>This has resulted in the degradation of both the quality and diversity of aquatic and terrestrial habitats within the watershed.</p>		

Table 2 Etobicoke Creek Current Human Development and Impact on the Watershed

*Notes:

Definitions for land use:

Urban – areas do not have natural cover, open water, or rural (includes golf courses, cemeteries, etc.);

Rural - agricultural (pasture and cultivated);

Urbanizing - areas zoned for development

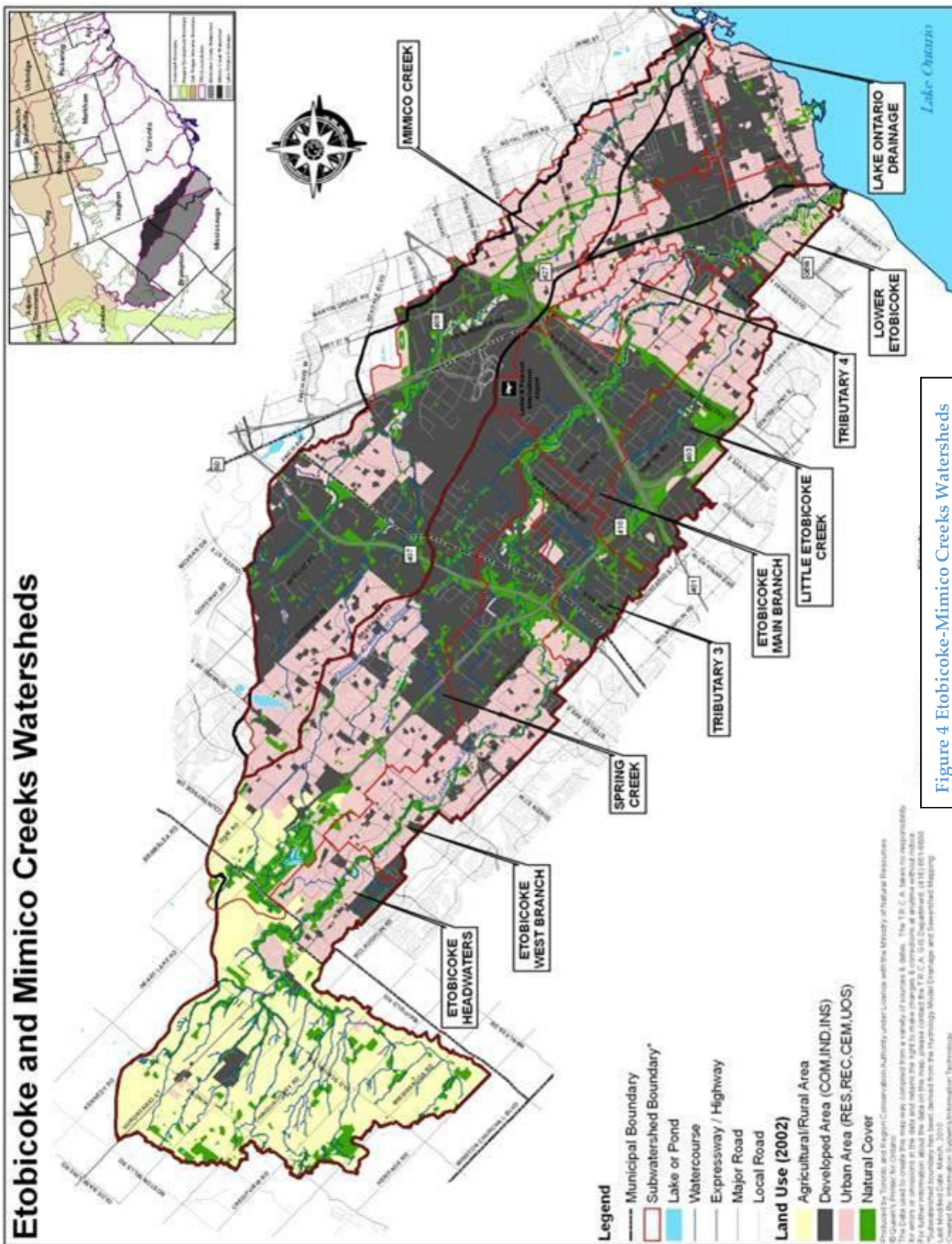


Figure 4 Etobicoke-Mimico Creeks Watersheds

3.1.2 Mimico Creek

“Mimico” comes from the Algonkian word “omimeca” meaning “resting place of wild pigeons.” The now extinct passenger pigeons used the mouth of the Mimico Creek as a migratory stopover. The Mimico watershed is a completely urbanized watershed within Toronto and Region Conservation’s jurisdiction, with over 30 percent of its landmass featuring industrial land-uses and over 60 percent of its reach artificially channelized. As a watershed shaped so extensively by human intervention, its management requires close attention to the protection, enhancement and expansion of its remaining natural systems and the improvement of its water quality by improving and limiting urban stormwater runoff.

Municipalities	Regional: City of Toronto, Region of Peel	
	Local: Toronto, Mississauga, Brampton	
Watershed neighbours	North: Humber	South: Lake Ontario
	East: Humber	West: Etobicoke
Total length (km)	34 km	
Physiographic Regions	Iroquois Plain, Peel Plain, South Slope	
Source	The Oak Ridges Moraine	
Mouth	Lake Ontario (75 m above sea level)	
Elevation (Headwaters)	252 m above sea level	
Mean Stream Flow	0.8 m ³ /s	
Watershed area	77 km ²	
Natural Cover (11% of the watershed is natural cover)	Forest – 2%, Meadow – 8% Successional – 1% Wetland – 0%	
Native Plant and Animal Species (of these 56 are Species of Regional Conservation Concern¹)	Plants – 235 species Fish – 10 species Birds – 50 species Amphibians – 3 species Mammals – 12 species Reptiles – 3 species	

Table 3 Mimico Creek Profile

***Notes:**

2. *Species of Regional Conservation Concern - Generally species that are disappearing in the regional landscape, primarily as a result of land use changes.*

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Watershed Description

The Mimico Creek is a long narrow relatively steep watershed, with close to completely urban land use, adjacent to the eastern edge of the Etobicoke Creek watershed. The Mimico has a total area of approximately 77 km². The creek is similar to Etobicoke Creek in terms of its steep gradients. The headwaters of the creek are located in the Town of Brampton south of Bovaird Drive. The hydrology of the watercourse reflects very low summer base flows with largest amounts of total annual flow related to flows during the spring months and during late fall. The largest peak flows are typically associated with runoff occurring following short duration high intensity rainfalls, such as those related to thunderstorms.

Population	155,800 (2011)	147,000 (2006)	6% growth
Land use* (2002)	Urban - 94 Urbanizing - 6%		
The 1st in-stream barrier	Distance from the mouth: 1 km This barrier is a 1 m concrete weir within the channelized portion of Mimico Creek as it passes under the Gardiner Expressway.		
Environmental Health of the Mimico Creek	Urbanization of the watershed has led to stream channelization, the draining of wetlands, installation of flood control structures, the removal of extensive areas of forest and riparian vegetation, and the loss of many species (both aquatic and terrestrial) of wildlife.		

Table 4 Mimico Creek Current Human Development and Impact on the Watershed

*Notes:

Definitions for land use:

Urban – areas do not have natural cover, open water, or rural (includes golf courses, cemeteries, etc.);

Rural - agricultural (pasture and cultivated);

Urbanizing - areas zoned for development

3.2 Etobicoke - Mimico Watershed Coalition

In 1999, The Toronto and Region Conservation Authority (TRCA) established the Etobicoke and Mimico Creek Watersheds Task Force (Task Force) for the purpose of developing an ecosystem-based management strategy for the two watersheds. Greening our Watersheds is the product of two years of work by this multi-stakeholder group of planners, biologists, engineers, heritage preservationists, naturalists, municipal elected representatives, residents and farmers of the watershed communities. Funding was provided by the TRCA, The Conservation Foundation of Greater Toronto, the Region of Peel, the City of Toronto and the Ontario Ministry of the Environment.

The first Etobicoke-Mimico Watersheds Coalition (herein “Coalition”) was formed in the fall of 2002 with community stakeholders to oversee the implementation of the actions required for the successful achievement of the objectives and targets recommended in *Greening Our Watersheds*. All recommendations from the Coalition to the Authority are made through the TRCA Authority Board. In 2013, the Coalition begins its fourth term.

3.3 Milestones and History - Etobicoke and Mimico Creeks Watersheds

The 1947 Etobicoke Valley Report produced by the Department of Planning and Development, Conservation Branch of the Ontario government set the stage for conservation in the Etobicoke watershed. A detailed review of watershed resources was provided with twenty eight recommendations in five sections. Main problems included floods, summer flow and water supply - suggestions were made to investigate stream flow, run-off and percolation of various soil types, and underground water. A balanced land use was the goal.

In 1957 ERCA amalgamated into Metropolitan Toronto and Region Conservation Authority and an era of community-based watershed management started. Over the next fifty years, conservation planning by TRCA came full circle from the community-driven watershed-based approach it inherited from the Etobicoke-Mimico Conservation Authority. In 1957, the focus was on flood and erosion control, pollution abatement and recreation.

What's being done?

Today Heart Lake supports the best quality natural habitat in the Etobicoke Watershed and provides passive recreation and education opportunities to surrounding communities. TRCA has developed a Management Plan for HLCA. The plan lays out a detailed natural heritage restoration, recreation and community education program to be implemented in partnership with our municipal partners and community.

1. Snelgrove and Marie Curtis Parks were acquired in 1957 for flood control. A reservoir and dam was to be built at Snelgrove. This was also to serve as auxiliary water supply for Brampton and provide recreation opportunities. Dam was never built as the TRCA's approach to flood control changed to softer measures rather than building dams.

2. Heart Lake (167 ha significant greenspace in the Region of Peel and one of the few remaining within rapidly urbanizing City of Brampton) was acquired in 1957 thanks to the vision of our pioneers who recognized the importance of ecologically rich area located on the Brampton Esker (a groundwater rich natural feature). A much smaller area than what was originally recommended was purchased due to financial constraints.

3. During the late 1960s five sewage treatment plants which discharged directly into Etobicoke Creek, were taken off line. This resulted in a significant improvement to water quality. Currently there are no combined sewer overflows, however bacterial contamination still remains a serious issue. Bacteria generally come from sewage, septic systems, stormwater and animal faeces.

4. During the past six decades, Creeks have been channelized to accommodate infrastructure and control flooding. This was an expensive venture. In 1963 the cost for the Mimico Creek channelization were estimated to be \$1.8 million.

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5. In 1980 the era of Integrated Watershed Planning began. By 1989 community-based integrated watershed planning began.
6. In 1999 TRCA established a community-based task force known as Etobicoke Mimico Watershed Task Force. This Task Force developed a management plan for the two watersheds which resulted in the document *Greening our Watersheds: Revitalization Strategies for Etobicoke and Mimico Creeks*.
7. In 2002, a forty five member watershed group was established to help implement a twenty five year work plan established by the management plan.
8. In 2006 the sixtieth anniversary of Etobicoke River Conservation Authority (ERCA), one of the first three conservation authorities (along with Ganaraska Region and Ausable Bayfield) established in Ontario in 1946.
9. On June 22, 2006 Etobicoke-Mimico Watersheds Coalition released a progress report - *Turning Over a New Leaf: The Etobicoke and Mimico Creeks Watersheds Report Card*.
10. A comprehensive *Technical Update* for the Watershed Plan was completed in 2011.
11. Two watershed report cards were issued in March 2013.
12. The Coalition has completed three successful terms since 2002. The fourth term began in April, 2013.

3.4 Etobicoke-Mimico Watersheds Documents

3.4.1 State of the Watershed Report: Etobicoke and Mimico Creek Watersheds

The *State of the Watershed Report: Etobicoke and Mimico Creek Watersheds*, published in December, 1998, identified key issues related to the environment, society and economy in the watersheds.

Environmental issues included changes in ground and surface water volumes and flows resulting from water contamination, flooding and erosion; lack of stormwater control; loss of forests, tributaries and wetlands; impaired condition of flora, fauna and aquatic species; altered landscapes through settlement, urban development and aggregate extraction; degraded air quality; the creation of urban heat islands; and the potential impacts of global climate change.

Social and economic issues pertinent to the Etobicoke and Mimico Creek watersheds included loss of archaeological sites; loss of heritage sites and resources; lack of awareness regarding heritage, cultural diversity and identities; disconnected green open spaces and trail systems; limited angling and wildlife viewing opportunities; anticipated development in the headwaters of Etobicoke Creek;

development of infill and brownfield sites; agricultural practices; the cost of rehabilitation efforts; lack of sustainable funding sources; and constrained legislation and planning tools.

3.4.2 Greening Our Watershed: Revitalization Strategies for Etobicoke and Mimico Creeks

Greening Our Watersheds: Revitalization Strategies for Etobicoke and Mimico Creeks was developed by a multi-stakeholder task force, based on an ecosystem approach to environmental management. Over the course of two years, the Etobicoke and Mimico Task Force members developed a watershed vision, ten management strategies and objectives, twenty nine indicators of condition, and numerous measurement criteria, targets and actions, all aimed at achieving healthier and more sustainable Etobicoke and Mimico Creek watersheds by the year 2025.

3.4.3 *Turning Over a New Leaf: The Etobicoke and Mimico Watersheds 2006 Report Card*

In May, 2006, *Turning Over a New Leaf: The Etobicoke and Mimico Watersheds 2006 Report Card* was prepared by the Etobicoke-Mimico Watersheds Coalition to communicate the progress that has been made implementing the watersheds revitalization strategy. The report card updates the current state of the watersheds' reports on major accomplishments and identifies the key actions that are needed to meet the targets, to reflect the components identified in *Greening Our Watersheds*. The coalition has tried to ensure that Key Future Actions will help meet the Toronto and Region Remedial Action Plan (RAP) objectives set out in the 1994 strategy document, *Clean Waters, Clear Choices*.

While *Turning Over a New Leaf* rates the indicators of watershed health as they are today, the document looks to the future. It sets what in many conservation authorities are new, tough targets for 2012 or 2025, and it identifies the Key Future Actions that are needed to meet these targets. These actions are aimed at many different players, including the coalition itself, TRCA, watershed municipalities and others.

All documenters are available online at: www.trca.on.ca. For more information, contact Cindy Barr at 416-661-6600 ext. 5569 or at cbarr@trca.on.ca.

3.4.4 *2010 Etobicoke and Mimico Creeks Watersheds Technical Update*

The *Etobicoke and Mimico Creeks Watersheds Technical Update* served three purposes:

1. Compile new or updated technical information available since the last watershed strategy and report card publications;
2. Characterize current conditions and issues; and

3. Update the strategic management recommendations and implementation priorities for these watersheds.

The technical update report focused on those watershed themes where work was needed to address previously identified data gaps or where there was substantial new information available. The technical team applied an integrated approach to the work such that all study findings were analysed from an interdisciplinary perspective.

The report consolidates and integrates updated information in the following areas:

- Groundwater quantity and quality;
- Surface water quantity;
- Base flow and water use;
- Stream flow and storm water management;
- Fluvial geomorphology;
- Surface water quality;
- Aquatic system instream barriers to fish passage; and
- Terrestrial natural heritage system.

3.5 *CreekTime* Newsletter

CreekTime is the official newsletter of the Etobicoke and Mimico Watershed Creeks and is published quarterly. In 2012 the newsletter became an electronically published document. To see past newsletters go to <http://trca.on.ca/the-living-city/watersheds/etobicoke-mimico-creek/creek-time.dot>.

4.0 Etobicoke-Mimico Watersheds Coalition Representatives

TRCA REPRESENTATIVE	
TRCA Chair	Gerri Lynn O'Connor
REGIONAL AND LOCAL MUNICIPALITIES AND COMMUNITY COUNCIL REPRESENTATIVES	
City of Brampton	Susan Jorgenson (Staff appointment)
Regional Municipality of Peel	Allan Thompson
Town of Caledon	Gord McClure
City of Mississauga	Michael Gusche (Staff appointment)
City of Toronto – Etobicoke York Community Council	Peter Milczyn
PUBLIC AGENCY REPRESENTATIVES	
ORGANIZATION	MEMBER
Environment Canada	Jon Gee
COMMUNITY GROUP / NGO REPRESENTATIVES (10 positions)	
NAME	MEMBER
1st Etobicoke Central Scouting Groups	Ted Rouse
Credit Hills Scouts	Daniel Millard
Caledon Environmental Advisory Committee	Adelle Leaney-East
Citizens Concerned About the Future of the Etobicoke Waterfront	Brian Bailey
Friends of Heart Lake	Leo O'Brien
Humber Bay Shores	Angela Brooks
Toronto Food Policy Council	Peter Mitchell
Sierra Club (Peel Region)	Rosemary Keenan
West Humber Naturalist	Bob Noble
Rockwood Homeowners Association	Joe Silva
Evergreen	Kim Sellers
BUSINESS REPRESENTATIVES (3 positions)	
NAME	MEMBER
Greater Toronto Airports Authority	Derek Gray
SHARP Canada	Eddie Colacchio
ACADEMIC INSTITUTIONS REPRESENTATIVES	
NAME	MEMBER
Post-grad student	Kaitlin Kennedy
Post-grad student	Brittanie Semper

Etobicoke-Mimico Watersheds Coalition Briefing Book

York University – Undergraduate student	Adam De Souza
Toronto District School Board	Clint Wilson
WATERSHED RESIDENT REPRESENTATIVES (15 positions)	
NAME	MUNICIPALITY
Jim Laird	Resident, City of Brampton
Chris McGlynn	Resident, City of Brampton
Suzanne Barrett	Resident, City of Toronto
Debora Bielecki	Resident, City of Toronto
Dennis Bradley	Resident, City of Toronto
Marilyn Hagerman	Resident, City of Toronto
Doug McRonney	Resident, City of Toronto
Natalie Salkauskis	Resident, City of Toronto
Al Farrugia	Resident, City of Toronto
Ron Fay	Resident, City of Brampton
David Thomas	Resident, City of Brampton
David Laing	Resident, City of Brampton
Matthew Rossi	Resident, City of Toronto
MUNICIPAL LIASONS	
City of Toronto, Toronto Water	Rod Anderton
City of Toronto, Parks, Forestry and Recreation	Janette Harvey
Town of Caledon, Parks	Brian Baird
Town of Caledon, Policy	Tim Manley
Region of Peel, Planning, Policy and Research	Gail Anderson
City of Mississauga, Environmental Specialist	Andrea J. McLeod
City of Brampton, Community Development Coordinator	Jessica Skup

5.0 Other Pertinent Information

5.1 The Living City Foundation

The Living City Foundation is a registered charity (Business #11903 9493 RR0001) that supports the work of Toronto and Region Conservation Authority. TRCA and Living City Foundation are working to build The Living City: A Cleaner, Greener, and Healthier Place to live.

The Living City Foundation funds TRCA's environmental work in three ways. They fund projects that increase environmental awareness; they fund projects that allow people to enjoy the natural environment and they fund projects to maintain, sustain and enhance the environment.

For more information please visit <http://www.thelivingcity.org/>.

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Executive Director

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Helen Lee

*Database and Donor
Services Coordinator*

Phone: 416-661-6600, Ext. 5276

Fax: 416-667-6275

E-mail: hlee@trca.on.ca

5.2 Environmental Volunteer Network

The Environmental Volunteer Network (EVN) connects the diverse residents of TRCA's jurisdiction with hands-on volunteer opportunities and education in the field of conservation. The EVN connects environmental organizations and municipal agencies with volunteers who are ready, willing and able.

The TRCA Volunteer Policy appears in Appendix 2.

For More Information Contact:

Dash Paja

Tel: 416-661-6600 ext. 5593

E-mail: dpaja@trca.on.ca

5.3 Rules and Regulations

Etobicoke-Mimico Watersheds Coalition will adhere to TRCA Administration Regulation (Appendix 3) and all other TRCA policies including the Rules of Conduct (Appendix 4) and the Volunteer Policy (Appendix 2).

Regulations made by The Toronto and Region Conservation Authority under the *Conservation Authorities Act* (R.S.O. 1990, Chapter 27, as amended) and approved by the Minister of Natural Resources, February, 1992.

Appendices

Appendix 1 Etobicoke-Mimico Watersheds Coalition Terms of Reference

Etobicoke-Mimico Watersheds Coalition

2013 - 2015

Terms of Reference

Toronto and Region Conservation Authority

November, 2012



1.0 Introduction and Authority Direction

The Etobicoke–Mimico Watersheds Coalition (Coalition) is a formal community-based committee of the Toronto and Region Conservation Authority (TRCA) which reports to the Authority on regular basis. It was first established in 2002 in response to a recommendation in the approved watersheds management strategy titled *Greening our Watersheds: Revitalization Strategies for Etobicoke and Mimico Creeks* dated May 2002. Since then, the Coalition has completed two very successful terms during which members have provided exceptional support and service to TRCA.

Our vision is that in the year 2025, the Etobicoke and Mimico Creek watersheds will be places where people live in harmony with the environment, where the water is clean, where green open spaces are vital and connected, and where fish and wildlife thrive.

In order to realize our vision we must respect, protect and regenerate the natural and human heritage of the watersheds.

1.1 Authority Direction

At Authority Meeting #5/02, held on May 24, 2002, Resolution #A124/02 was approved for the first term as follows:

THAT the Terms of Reference for the Etobicoke-Mimico Watersheds Coalition, dated May, 2002, as appended, be approved; . . .

It is recommended that the Etobicoke-Mimico Watersheds Coalition be established again starting in the spring of 2013 based on the following terms of reference.

2.0 Goals

The goals of the Etobicoke-Mimico Watersheds Coalition are to protect and regenerate the Etobicoke Creek and Mimico Creek watersheds and, more specifically, to assist the Toronto and Region Conservation Authority (TRCA), The Living City Foundation, TRCA partner agencies and watershed municipalities to:

- achieve The Living City vision of Healthy Rivers and Shorelines, Regional Biodiversity, Sustainable Communities and Business Excellence within the Etobicoke and Mimico Creek watersheds;
- address priorities to meet targets identified in the documents titled, *Turning Over a New Leaf: The Etobicoke and Mimico Creeks Watersheds Report Card 2006* and *Greening Our Watersheds: Revitalization Strategies for Etobicoke and Mimico Creeks*; and *Etobicoke-Mimico Technical Update*;
- implement the recommendations of the Toronto and Region Remedial Action Plan contained in *Clean Waters, Clear Choices: Recommendations for Action* (1994) and strategic directions contained in subsequent reports as they pertain to the Etobicoke and Mimico Creek watersheds;

- implement strategic plans such as the *Wet Weather Flow Management Master Plan* (Toronto) and the City of Toronto and Region of Peel sustainability initiatives;
- implement source water protection initiatives;
- meet the challenges of climate change through mitigation and adaptation initiatives; and
- secure political support at all levels of government and foster corporate partnerships to advance TRCA's vision for The Living City.

3.0 Etobicoke-Mimico Watersheds Coalition Membership and Appointment Process

The Etobicoke-Mimico Watersheds Coalition shall consist of approximately 30 members including:

3.1 TRCA Representative

The Chair of the Authority or other designated Authority member as Ex-officio.

3.2 Federal and Provincial Political Representatives

Federal and Provincial members of Parliament whose area of jurisdiction is in the watersheds will be invited to participate as Ex-officio members.

3.3 Regional and Local Political Representatives

The regional and local municipalities will be requested by TRCA to appoint one Council member from each of the "905" regional and local municipalities in the Etobicoke and Mimico creeks watershed. These representatives will be Ex-officio members. A municipality may appoint a current Authority member. The appointed members should represent an electoral ward within the watershed.

- Regional Municipality of Peel;
- City of Mississauga;
- City of Brampton; and
- Town of Caledon.

Annually, a separate meeting/forum may be held to share information on strategic planning initiatives, regeneration activities or other projects being undertaken by TRCA, municipalities or others to ensure on-going liaison with appropriate departments and partners.

Municipal staff representatives will be invited to attend meetings of the Coalition as required.

Within the City of Toronto, the Etobicoke Community Council will be requested to appoint a member of Council to the Coalition. The city may appoint a current Authority member. This representative will be an Ex-officio member.

3.4 Other Public Agency Representatives

The following federal and provincial agencies which have a specific interest in the Etobicoke Creek and Mimico Creek watersheds will be requested by TRCA to appoint a representative. Four or more ex-officio representatives will be appointed under this category:

- Environment Canada;
- Ontario Ministry of Natural Resources;
- Ontario Ministry of Environment;
- Ontario Ministry of Agriculture, Food and Rural Affairs; and
- Other as appropriate

3.5 Community Group Representatives

The following community groups/ENGOS will be requested by TRCA to appoint a representative to the Etobicoke Creek and Mimico Creek watersheds. Ten representatives will be appointed under this category.

- Citizens Concerned About the Future of the Etobicoke Creek Waterfront;
- Peel Federation of Agricultural or GTA Agriculture Advisory Committee;
- Credit River Anglers Association (mandate includes Etobicoke Creek);
- Ecosource Mississauga;
- Toronto Field Naturalists;
- Peel Environmental Youth Alliance (PEYA);
- Toronto Food Policy Council;
- West Humber Naturalist (mandate includes Etobicoke-Mimico);
- Friends of Heart Lake;
- Brampton Scouts; and
- Peel Aboriginal Network.

Others may be added throughout the term should their knowledge, skills and experience be advantageous to the work of the Etobicoke-Mimico Watersheds Coalition.

3.6 Watershed Residents, Business Members and Academic Institution Representatives

Applications from businesses, academic institutions and watershed residents will be solicited through announcements in the newsletters, local newspapers, social media, press releases and a webinar. A committee of three persons, comprised of one member of the Authority, a TRCA senior staff member and the Etobicoke Mimico Watershed Specialist, will recommend appointments to the Etobicoke-Mimico Watersheds Coalition. This selection will take into consideration the following:

- demonstrated interest in the watershed/community;
- willingness of the applicant to meet the potential time and work commitments;
- geographical representation of the watershed and or Lake Ontario drainage area; and
- professional expertise and/or knowledge of the watershed in any area which would assist in the implementation of assigned tasks.

3.6.1 Business Organization Representatives

Three members representing businesses and/or business organizations interested in corporate environmental stewardship and the economic vitality of the region. The following businesses will be invited to participate:

- Greater Toronto Airports Authority (GTAA)
- Golf Club Representative/s
- Other local business interested in watershed projects

3.6.1.1 Relationship with Partners in Project Green: A Pearson Eco-Business Zone

Building on several years of work with the GTAA, in 2007 the Coalition helped TRCA establish Partners in Project Green: A Pearson Eco-Business Zone to transform the lands surrounding Toronto Pearson into an internationally recognized community of eco-friendly businesses within the Etobicoke-Mimico Watersheds.

At Authority Meeting #6/08, held on July 25, 2008, Resolution #A184/08 was approved, establishing The Partners in Project Green Steering Committee which reports directly to the Authority.

Chair of the Coalition will represent the Coalition on the Partners in Project Green Steering Committee. GTAA staff liaison will represent the GTAA as well as Partners in Project Green on the Coalition.

3.6.2 Academic Institution Representatives

Two representatives from the university, college and public/catholic/private school systems interested in watershed management, restoration, research and integrating sustainability issues into watershed applications and curriculum.

3.6.3 Watershed Resident Representatives

Fifteen watershed residents including those interested in, or having experience in, the following fields:

- writing/communications;
- business;
- fundraising;
- natural environment;
- planning and engineering;
- environmental policy;
- academics/education;
- social marketing;
- agriculture; and
- culture and heritage and recreation.

4.0 Guests

Etobicoke-Mimico Watersheds Coalition meetings are open to the public. We encourage others interested in actively giving their time and talents to the protection, regeneration and celebration of the watershed to become involved. These persons will be acknowledged as 'guests' by the Coalition and will not have voting privileges nor be eligible for travel expenses to and from meetings. Guests are not required to be residents of the watershed.

Community members participating on Coalition Project Teams will be invited to participate as guests.

5.0 Term of Appointment

Members will be appointed for a two year term with possible extension for one more year.

The Past Chair will automatically be a member of the Coalition, if he/she so wishes.

Membership will be reviewed on an annual basis. Members, excluding Ex-officio members, who are unable to fulfill their commitments, will be replaced after missing three consecutive meetings (without notice). Replacements will be made by the Authority based on nominees recommended by Authority members, other Coalition members and TRCA staff.

Notice of resignations and recommendations for new members will be presented to the Authority on an as-required basis for approval.

6.0 Attendance at Meetings

Members are required to attend regular evening meetings of the Etobicoke-Mimico Watersheds Coalition approximately three times annually including a training and networking session.

The first meeting will be held to discuss and endorse work plan priorities and future actions. The last meeting will be held in November to report on progress and set direction for the coming year.

It is anticipated that evening/day time meetings or conference calls for Project Teams and Ad-hoc Working Committees will be held approximately four-six times annually. Additional meetings may be required to deal with specific issues from time to time. All meetings scheduled depending on the preference and availability of members and staff.

Members will contribute to the work of the Coalition, prepare effectively for, and participate in, at least one Project Team or Ad-hoc Working Committee.

7.0 Selection of Chair and Vice Chair

The Chair and Vice Chair will be elected by the Watersheds Coalition from the membership. The Authority may appoint an interim Chair until such time that an election can take place. The Chair and Vice Chair will also be ex-officio members of all working committees.

8.0 Reporting Relationship

The Etobicoke-Mimico Watersheds Coalition is considered a subcommittee of TRCA. The Coalition Chair will report as needed to the Authority on projects and progress through meeting minutes of the coalition or brief presentations.

The Etobicoke-Mimico Watersheds Coalition is not a formal commenting body regarding review and approval of planning applications or permits. Staff will advise the Coalition of major projects within the watershed and may ask them for comments.

The Etobicoke-Mimico Watersheds Coalition may, on its own, provide comments or other information for the consideration of staff and the Authority.

Etobicoke-Mimico Watersheds Coalition Briefing Book

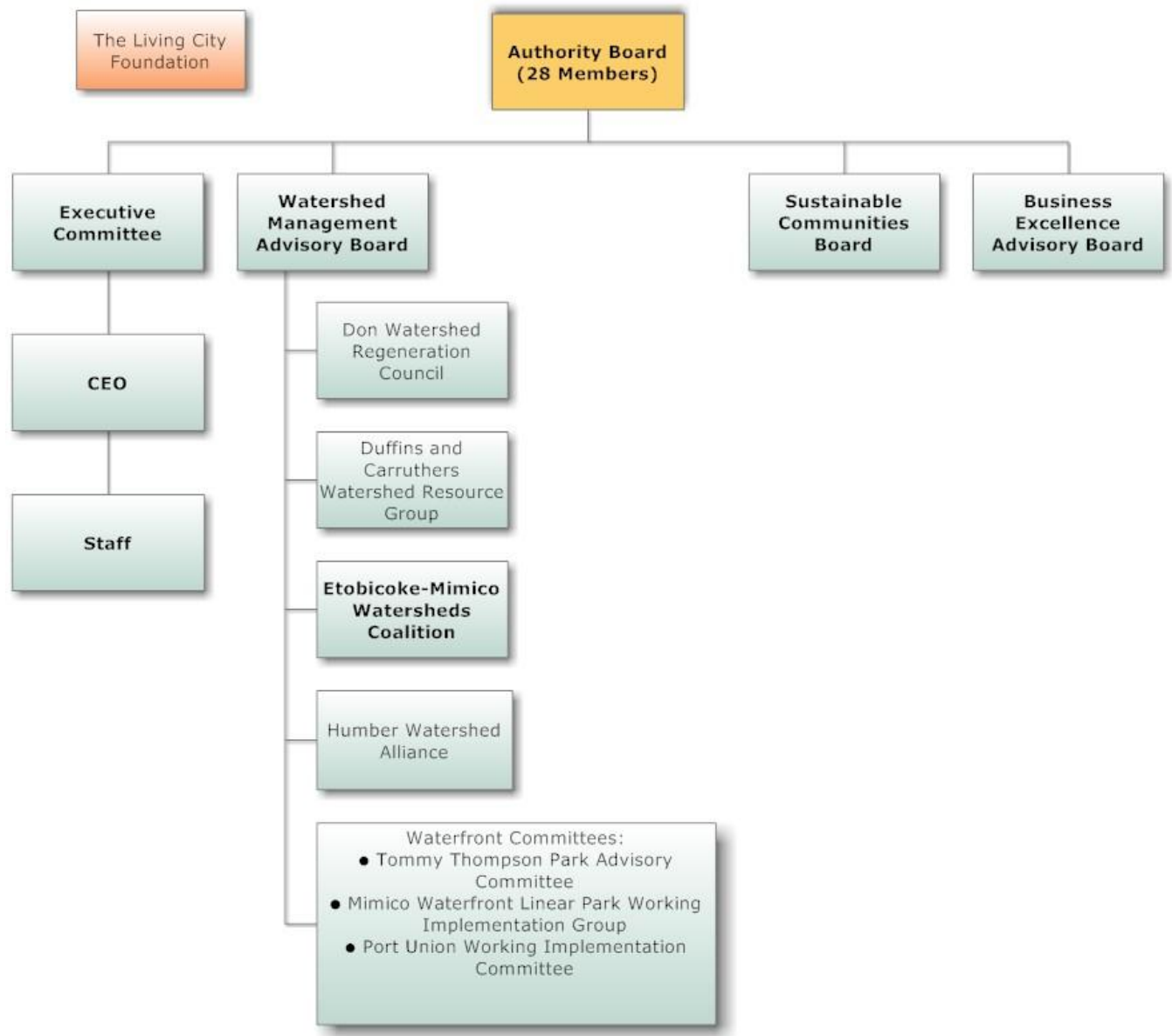


Figure 7 - Toronto and Region Conservation Authority Boards and Committee

9.0 Resources Available To the Etobicoke-Mimico Watersheds Coalition

9.1 TRCA Support

TRCA will provide staff support for the Etobicoke-Mimico Watersheds Coalition, including technical project support and community outreach.

Subject to available funding, the staff secretariat will include:

- Watershed Specialist;
- Project Manager;
- Public Programs Coordinator;
- Administrative Clerk (part-time).

The Etobicoke-Mimico Watersheds Coalition, and its project teams and committees, will otherwise strive to be self-sufficient in achieving their goals.

9.2 Other Resources

Funding may be available for projects and activities of working committees based on approved work plans and available TRCA funding. Project team and committee members are encouraged to secure other resources and partnerships for coalition projects and activities, whenever possible. In-kind or other support for projects and activities will be welcome from businesses, industries, other government agencies, private foundations, educational institutions and others in accordance with TRCA policies. All in-kind or other support will be coordinated with, or through, The Living City Foundation.

10.0 Structure of the Coalition

10.1 Chair's Committee

This subcommittee will undertake key advisory and coordinating responsibilities pertaining to the agenda, work plan and activities of the Coalition. The committee may also assist with advocacy actions, exchange information among project teams and watershed-wide committees, coordinate Coalition activities, discuss policy issues, prepare/review correspondence, coordinate outreach to political representatives, represent the Coalition at municipal councils, solicit strategic partnerships and seek out funding resources to meet the objectives of the Coalition.

The Chair's Committee will meet two weeks prior to the Coalition meeting and on other conservation authorities as needed. This committee will be made up of the Chair and Vice Chair of the Coalition, representation from Project Teams and Ad-hoc Working Committees appropriate TRCA staff.

10.2 Ad-hoc Working Committees and Project Teams

The Etobicoke-Mimico Watersheds Coalition will undertake its work through the active involvement of its members on at least one ad-hoc working committee or project team. Ad-hoc working committees may be formed to work on such topics as communications, outreach, report cards or watershed planning. Project teams will be formed to work on specific projects such as local stewardship projects and events. These committees and teams will be established on an 'as required' basis and will be dissolved when their work is substantially complete.

The number of ad-hoc committees will generally be limited to two committees at any one time. This will ensure the necessary focus and effort required, while serving to limit, to a reasonable level, the demands on the watersheds coalition members, and staff of TRCA and other agencies.

A Chair for each ad-hoc committee and project team will report to the Coalition on a regular basis.

10.3 Jurisdiction-Wide Watershed Committee(s)

Members of the Coalition will be encouraged to work with members from other TRCA watershed committees to collaborate on issues of common interest, for example to discuss topics/projects with watershed-wide implications, review policy issues, and prepare joint communications.

11.0 Compensation of Watersheds Coalition Members

At regular Etobicoke-Mimico Watersheds Coalition meetings, as well as sub-committee and watershed-wide committee meetings, Coalition members will be eligible for travel expenses according to TRCA policy where these are not covered by their agency or other source. The TRCA policy on volunteers is also applicable. More information is available at <http://trca.on.ca/get-involved/volunteer/>.

12.0 Rules of Conduct

The Etobicoke-Mimico Watersheds Coalition will adhere to TRCA's Rules of Conduct as adopted by Resolution A2/08 at Authority Meeting #1/08, held on February 29, 2008, and as amended periodically. All other TRCA policies are applicable including Code of Conduct, Conflict of Interest and Volunteer Policy.

13.0 Quorum

A quorum will consist of one-third of the members of the Etobicoke-Mimico Watersheds Coalition.

14.0 Primary Responsibilities

The Etobicoke-Mimico Watersheds Coalition shall:

- Adhere to the basic principles of sound ecosystem management that recognizes the interrelationship between cultural heritage, physical characteristics, biological conditions and economic needs, and the integration of conservation, restoration and economic activities necessary for the health of the watershed.
- Assist with the implementation of habitat regeneration, stormwater management, stewardship, recreational and heritage activities that will lead to the realization of the vision of The Living City and priority actions identified in *Greening our Watersheds: Revitalization Strategy for Etobicoke and Mimico Creeks*, and *Turning Over a New Leaf: The Etobicoke and Mimico Creeks Watersheds Report Card 2006*.
- Act as the Etobicoke Creek and Mimico Creek watersheds champion in large projects that cross municipal boundaries and support major projects advocated by others which will respect, protect and regenerate the Etobicoke Creek and Mimico Creek watersheds.
- Provide a forum for watershed communication by maintaining and enhancing contacts within the community regarding watershed management issues.
- Build capacity within the general community and influence people's behavior through innovative social marketing approaches.
- Work with TRCA, The Living City Foundation and others to seek new partners and sources of funding for identified priority projects.
- Assist with projects that further the TRCA Sustainable Communities objective such as Partners in Project Green within the Industrial Commercial Institutional (ICI) sector of the Etobicoke and Mimico watersheds.
- Work with the City of Toronto and TRCA's waterfront team to assist with priorities identified for the Etobicoke and Mimico waterfront.
- Work collaboratively with TRCA staff and other watershed/waterfront advisory committees to develop and implement actions from The Watershed Report Card.

Etobicoke-Mimico Watersheds Coalition Briefing Book

- Work with TRCA staff and other watershed/waterfront advisory committees to address issues of common concern such as providing input to the Toronto Area Remedial Action Plan, and other regional policy or planning issues.
- Assist TRCA in identifying potential public greenspace and work with owners to develop conservation easements, donations and bequests in accordance with TRCA's Greenlands Acquisition Project for 2011 - 2015.

Appendix 2 Volunteer Policy

1.0 Purpose

This policy will guide a consistent, accountable approach to working with volunteers that fits with the vision for The Living City. The policy will guide the current Environmental Volunteer Network and future volunteer activity throughout the TRCA. The volunteer policy is part of a broader TRCA effort to participate in meaningful engagement with Toronto's diverse communities.

2.0 Scope

This policy governs TRCA responsibilities to its volunteers, as well as the selection and placement, training, supervision, compensation and safety of volunteers. The policy also governs volunteer rights and their responsibilities to TRCA.

Furthermore, the policy will be available as a guide to members of the Environmental Volunteer Network, a program of the TRCA that helps match environmental organizations with appropriate volunteers.

3.0 Philosophy

Volunteers have been, and will continue to be, an integral component of the TRCA, along with full-time and supplementary staff. Volunteers complement and support the work of full-time and seasonal staff, accomplish important tasks that would not otherwise be done, and support programs that could cease to exist without volunteer participation. The TRCA recognizes and greatly values the work and contributions of volunteers to furthering the mandate, objectives and activities of the organization. TRCA volunteers shall not replace or displace paid staff, but rather enhance and augment programs and roles within the operation.

Volunteers bring a wide variety of skills, knowledge and experience with them, all of which combine to strengthen the organization. Therefore, we strive to provide volunteers with meaningful work that suits their skills and goes beyond mere job shadowing, as well as a rewarding and challenging community-oriented volunteer experience for all those interested in the goal of promoting sustainable communities in an urban environment.

4.0 Categories of Volunteers

There are three general categories into which volunteers can be placed, each of which has slightly different needs and availability:

4.1 Regular Service:

Available on a regular, ongoing basis for a minimum of three months;

- Complete specific assigned tasks or projects.

4.2 Special Conservation Authorities Service:

- A one-time or conservation authorities voluntary service at special events.

4.3 Administrative Service:

- Serving on a Watershed committee or other volunteer committee;
- Fundraising;
- Providing supervision to other volunteers.

5.0 Organizational Responsibilities

In working with volunteers, the TRCA will fulfill the following responsibilities:

- Ensure that staff recognize the role of the volunteers in the agency;
- Ensure that volunteers are not used to replace paid staff;
- Ensure volunteers' workplace safety and security;
- Provide the volunteers with written job descriptions outlining duties, responsibilities and supervision;
- Provide volunteers with appropriate orientation to the TRCA's purpose, programs and services; training; supervision; recognition; and out-of-pocket expenses where appropriate (these must be pre-approved by the project supervisor, and receipts must be provided. In the conservation authorities of travel by personal vehicle mileage will be given at the current TRCA rate.); and
- Evaluate each volunteer's performance and provide letters of reference when requested and appropriate (see attached template for letters of reference).

6.0 Selection and Placement

The TRCA maintains a strong policy of equal opportunity. TRCA recruits, accepts, trains, promotes and dismisses volunteers on the basis of personal competence and job performance, without regard to race, colour, ancestry, national origin, age, gender, sexual orientation or physical ability.

The following conditions will apply to all TRCA volunteers:

- Regular service volunteers aged 16 years and older who are working with youth (aged 0 - 17 years) or the public must undergo a police check, which will be paid for by the business unit of the TRCA that initiates/originates the police check. Results will be kept in the strictest confidence;
- Volunteers under the age of 16 years must be accompanied by an adult (either a parent, guardian, staff person or volunteer supervisor);
- Job descriptions will be prepared, either by the Volunteer Coordinator or Project Supervisor, for each “regular service” volunteer position;
- All volunteers who send an application or resume will receive a letter of confirmation and an invitation to attend a volunteer orientation seminar (held every month as needed);
- Every volunteer who sends an email inquiry will receive a response from TRCA staff (usually the Volunteer Coordinator);
- All volunteer applicants who leave a voicemail shall receive a return phone call within a week;
- Volunteers must call on their own behalf unless language or other barriers prevent them from doing so;
- Applicants will be screened based on skills appropriate to each position and by their educational and experiential interests;
- Qualified applicants will be reviewed by the Environmental Volunteer Network Coordinator or by the immediate and/or site supervisor;
- The Project Supervisor or Volunteer Coordinator will notify the individual that they have been accepted as a TRCA volunteer;
- All volunteers will be required to sign a waiver indemnifying the TRCA in conservation authorities of accidental death or injury on the job;
- The Project Supervisor will conduct regularly scheduled performance reviews of the volunteer.
- The first thirty hours of volunteer work will be considered a probationary period for all volunteers. Volunteer supervisors may stipulate a longer probationary period if deemed necessary to ensure a proper fit between the volunteer and the job.

7.0 Training and Supervision

Every volunteer will receive at least one training session. In most conservation authorities volunteers will receive the TRCA orientation session from the Environmental Volunteer Network Coordinator, plus an orientation and training session at the worksite.

Every volunteer will have a clearly identified Project Supervisor (staff member or volunteer leader) who will be available for consultation, support, and direction. The Volunteer Coordinator is also available to volunteers for support and assistance.

It is the responsibility of the *Volunteer Coordinator* to:

- Provide an overview to the TRCA in the form of a Volunteer Orientation Session, to be held every month as needed;
- Ensure the provision of a minimum of three, two-hour training sessions on specific environmental topics for volunteers who will represent the TRCA at public events;
- Maintain personnel records of volunteer staff.

The *Project Supervisor* has the same responsibilities regarding volunteers as s/he would with a paid employee, as outlined in Section 11 - 12 of the TRCA Safety Manual. It is the responsibility of the Project Supervisor to:

- Orient volunteers to the job site;
- Provide required job training;
- Ensure that volunteers are aware of all safety regulations, have appropriate safety equipment and receive Workplace Hazardous Materials Information System (WHMIS) training if they will be handling, using, storing or exposed to any chemicals, including gasoline;
- Provide and document training for each piece of power-using equipment the volunteer will use (unless the volunteer can provide proof of current certification to use the equipment);
- Ensure that the volunteer is certified, where required by law, to use any equipment necessary in completion of duties;
- Ensure that the volunteer has reviewed appropriate or pertinent sections of the TRCA Safety Manual;
- Ensure that the volunteer has reviewed Conservation Ontario's Sexual Misconduct Policy if the volunteer will be working with clients and/or children; and
- Maintain personnel records of volunteer staff.

8.0 Work Environment/Conditions

8.1 Volunteer Rights

On the job, volunteers have the right to:

- Be assigned a job that is worthwhile and is challenging with the opportunity to use existing skills or develop new ones;
- Receive appropriate supervision for the job so that an understanding of the purpose of the role is achieved;
- Expect that time will be used as effectively as possible, and not be wasted by lack of planning, coordination and cooperation within the organization;
- Have the opportunity to voice opinions about the job and how improvements can be made to the process;
- Expect valid feedback and encouragement from the supervisor; and
- Be given appropriate recognition in the form of awards, certificate of achievement and recognition of day-to-day contributions.

8.2 Volunteer Responsibilities

Volunteers have the responsibility to:

- Bear in mind and incorporate support for clean air, land and water in all TRCA activities;
- Become an ambassador of the TRCA in the greater Toronto community in an effort to spread knowledge and understanding of environmental protection and regeneration;
- Not falsely represent the TRCA to outside partners, agencies or public;
- Respect confidences and privacy of the TRCA, our clients, partners and the recipients of our services;
- Be held accountable for their work and projects;
- Be willing to learn and grow in the job;
- Work cooperatively with TRCA staff, recognizing and appreciating differences of opinion;
- Be considerate, respect competencies and work as a team with all staff and other volunteers;
- Use time wisely and not interfere with performance of others;
- Fulfill commitments made to Project Supervisors;
- Complete the training provided;

- Clarify any uncertainties with the Project Supervisor;
- Follow guidelines established by this organization; codes of dress, decorum, and so on;
- Be presentable in appearance and conduct themselves in a manner which is appropriate for a public service position. Individual supervisors will advise volunteers on any specific clothing requirements for individual positions, including safety clothing such as steel-toed boots, sunscreen or other appropriate outdoor wear; and
- Complete and submit a monthly timesheet to the Volunteer Coordinator detailing job location, duties completed and hours.

8.3 Volunteer Dismissal

The Project Supervisor and Volunteer Coordinator will determine if a volunteer should be dismissed. The determination of a volunteer's suitability for ongoing volunteer work will be based on observation of the volunteer's performance by the staff contact, other staff and affected individuals. When possible, volunteers will be given an opportunity to complete a corrective action plan that will be reviewed by the Project Supervisor. A volunteer can be dismissed in any of the following circumstances:

- Presence of physical or mental illness or behaviour which threatens the safety and/or well-being of the volunteer, staff or customers;
- Failure to comply with program policies and procedures;
- Failure to complete accepted assignment;
- Failure to submit required volunteer documentation in a timely manner; or
- Alcohol or drug abuse.

9.0 Resource/Compensation

All volunteers shall receive:

- Reimbursement for any pre-approved (by the Project Supervisor) out-of-pocket expenses;
- Traveling expenses, at current rate, incurred while on authorized TRCA business;
- Accidental death and dismemberment insurance;
- Uniforms or costumes, if required, acquired on the same basis as seasonal staff;
- Access to orientation materials including copies of recent TRCA public information publications;
- Full-year complementary pass for volunteers who complete 30 or more hours of service in a year;
- Service Recognition Awards as outlined in Section C.2. of the TRCA Recognition Policy; and

- Day passes, as approved by the Environmental Volunteer Network Coordinator, for “special conservation authorities” volunteers.

10.0 Volunteer Health and Safety

Volunteers should never be asked to do anything unsafe, and have the right to refuse any work they feel is unsafe. Volunteers should receive proper safety instructions from their site supervisors, including access to the TRCA Safety Manual and details of the location’s emergency plan.

Volunteers will be expected to follow safety guidelines, including wearing proper attire. Volunteers can, if necessary, be trained and tested for a TRCA license to:

- Use TRCA-owned cars and trucks;
- Use operating machinery such as post-hole augers, saws and monitoring equipment (if properly licensed and skilled);
- Use heavy equipment such as tractors (if properly licensed and skilled);
- Use tools for creating, trimming and maintaining trails (if properly licensed and skilled);
- Use carpentry tools; and
- Access chemicals such as fertilizers, lubricants and cleaners.

Volunteers will be covered by the TRCA insurance policy; however, volunteers **must** receive proper training in the specific use of equipment, tools and/or chemicals. In some conservation authorities, as noted above, volunteers must pass a test of their skill in the use of equipment, tools, and/or chemicals. All volunteers will sign a waiver form indemnifying the TRCA in conservation authorities of accidental injury, illness or death.

Volunteers should report all accidents and injuries to their Project Supervisor or designate before the end of that day’s shift, and keep the supervisor informed regarding the status of the injury.

The TRCA policy regarding West Nile Virus also applies to volunteers. Any volunteer working outdoors should be provided with a copy or briefing regarding this policy and have full access to it.

While performing volunteer duties for the TRCA, the smoking of tobacco products is prohibited in all indoor areas, including TRCA vehicles. Volunteers should ask their Project Supervisor to identify designated outdoor smoking areas.

Staff and volunteers are prohibited from using or possessing illicit drugs, alcohol or using prescription drugs in any way that is illegal. Volunteering for the TRCA under the

influence of drugs and/or alcohol will not be tolerated, and will result in the volunteer's dismissal.

11.0 Harassment Policy

The same harassment policy that applies to employees shall apply to volunteers. Every volunteer is entitled to work in an environment that is free from discrimination and/or harassment.

Managers and Supervisors must take prompt and appropriate action to prevent, discourage and respond to incidents of discrimination or harassment.

Every volunteer of the TRCA shall deal with their fellow employees in a fair and equitable manner free from discrimination and/or harassment.

Discrimination and/or harassment can take many forms, none of which are acceptable.

11.1 Sexual Harassment

Volunteers have a right to work in an environment that is free from sexual harassment. Sexual harassment may include, but is not limited to the following:

- Unwelcome remarks, jokes, innuendos or taunting about a person's body, attire or sex or sexual orientation;
- Practical jokes of a sexual or homophobic nature which may cause awkwardness or embarrassment;
- Displaying pornographic pictures or other offensive material;
- Leering (suggestive staring) or other gestures;
- Unnecessary physical contact such as touching, patting or pinching;
- Physical assault; and
- Demands for sexual favours, repeated unwanted social invitations.

11.2 Racial or Ethnic Harassment

Volunteers have a right to work in an environment that is free from racial or ethnic harassment. Racial or ethnic harassment may include, but is not limited to the following:

- Unwelcome remarks, jokes, innuendos or taunting about a person's racial or ethnic background, colour, place of birth, citizenship or ancestry;
- The displaying of derogatory or offensive racist pictures or material;
- Refusing to converse or work with an employee or another volunteer because of his or her racial or ethnic background; and
- Insulting gestures or practical jokes based on racial or ethnic grounds which may cause embarrassment or awkwardness.

11.3 Other Harassment

Other forms of harassment can include unwelcome remarks, jokes or taunting about a person's age, record of offenses, marital status, family status, handicap or creed. Volunteers have a right to work in an environment that is free from such harassment.

11.4 Response

Volunteers who feel that they are being harassed at work should:

- Make it clearly known to the offender that their conduct is unacceptable and should not be repeated;
- Discuss the situation, in confidence, with the site supervisor, Volunteer Coordinator or Human Resources staff;
- Keep a short written record of dates, incidents and names of witnesses, if any; and/or
- If necessary, prepare a written complaint.
- The Project Supervisor, the Volunteer Coordinator or Manager, Human Resources, upon receipt of a verbal or written complaint will conduct an investigation in confidence.
- If the investigation concludes that harassment has occurred, appropriate disciplinary action will be taken. If the investigation concludes that the complaint is unfounded the complaint and investigation file will be destroyed.

The employee who issued the complaint will be informed of the results of the investigation and of any action taken.

12.0 Volunteer Records

A personnel file will be maintained for each volunteer. The Volunteer Coordinator and/or the Project Supervisor will hold such documentation as:

- Letters, resume and/or application forms regarding the volunteer's engagement;
- Current residential address and phone number, and emergency contact details;
- A copy of their own volunteer job description; and
- Any other information relevant to the volunteer's work with TRCA.

A central database will also be maintained by the Volunteer Coordinator, which can be accessed by TRCA staff on a 'need-to-know' basis, usually when a new volunteer job is available and Project Supervisor are searching for an appropriate volunteer. This database will contain the volunteer's skills, interests and previous volunteer jobs and hours at TRCA. Volunteers may also view their own records upon request.

13.0 Evaluation

Volunteers may receive an exit interview to review their strengths and areas for improvements at the end of their placements, or upon request during the placement. Volunteers are also encouraged to provide feedback to their supervisors or to the Volunteer Coordinator, and a Volunteer Feedback Form may be used by volunteers and/or supervisors for these purposes.

It is not the TRCA's intention that such evaluations replace regular, on-the-job supervision and discussions between volunteers and supervisors that are part of a healthy working relationship.

Appendix 3 Administrative Regulation

Administration Regulation

I Definitions

1. In this Regulation.
 - a. "Authority" means The Metropolitan Toronto and Region Conservation Authority;
 - b. "Act" means the Conservation Authorities Act, R.S.O. 1980, c. 85, as amended.

II Calling of Meetings

2. At least two general meetings of the Authority shall be held each year at such time and place as the Authority or the Executive Committee shall decide, including one meeting prior to March 1st and one meeting after July 1st, the annual meeting being a meeting prior to March 1st.
3. Notice of all Full Authority meetings and Executive Committee meetings shall be conveyed to members, municipalities, Ministry of Natural Resources and to the local media at least 5 days prior to the date of the meetings. The notice shall include the time and place of the meeting and all items to be discussed at the meeting.
4. Anyone wishing notice of other meetings shall leave their name and address with the Secretary-Treasurer. The Secretary-Treasurer or his or her designate shall inform that person, in writing or by telephone, in advance of other meetings.
5. When any matter pertaining to an application for an Authority permit is to be discussed at a meeting of an Authority, the applicant shall be notified five (5) days prior to the date of the meeting and invited to attend.
6. The Executive Committee shall meet at such time and place as the Chairman shall decide or at other such intervals as the Executive Committee shall decide.
7. Each regular Advisory Board shall meet at such time and place as the respective chairman shall decide under the general direction of the Authority or the Executive Committee.
8. Notice of Advisory Board meetings shall be conveyed to all members at least five (5) days prior to the date of the meeting.

III Elections and Appointments

9. The election of officers shall be held yearly at the Annual Meeting.
10. The order of procedure for the elections shall be:

- a. The election of the Chairman (appointed Chairman excluded), who shall be an accredited member of the Authority, with such elections being conducted by a person appointed by the Authority;
 - b. The election of the Vice-Chairman, who shall be an accredited member of the Authority;
 - c. Such other elections as the Authority may determine.
11. Elections shall be held by secret ballot and no member may vote by proxy.

IV Meeting Procedures

12. If no quorum is present one-half hour after the time appointed for a meeting of the Authority, the Secretary-Treasurer shall call the roll and record the names of the members present and the meeting shall stand adjourned until the next meeting.
13. Rules of procedure for the Authority meeting shall adhere to the current edition of *Robert's Rules of Order*, *Bourinot's Rules of Order* or other generally accepted rules of procedure.
14. The regulations governing the procedure of the Authority shall be observed in Executive Committee and Advisory Board meetings, as far as they are applicable, and the words Executive Committee or Advisory Board shall be substituted of the word Authority, where such is applicable.

V Freedom of Information

15. All matters arising out of Authority meetings, and supporting technical reports shall form part of the public record and shall be available for public review immediately upon request. Exceptions to the foregoing include the following matters:
- a. personnel records;
 - b. on-going property negotiations;
 - c. court conservation authorities in which the Authority is involved;
 - d. discussions which could adversely affect the interests of a third party.

VI Power and Functions of the Executive Committee

16. The Authority may delegate all or any of its power to the Executive Committee, except:
- i. the termination of the services of the Secretary-Treasurer;
 - ii. the power to raise money; and
 - iii. the power to enter into contracts or agreements other than such contracts or agreements as are necessarily incidental to the works approved by the Authority.

VII Signing Officers

17. The following officers are designated and empowered to sign contracts, agreements and other documents on behalf of the Authority: any one of the Chairman or Vice-Chairman together with any one of the General Manager, Secretary-Treasurer or Director of Finance and Administration.

VIII Secretary-Treasurer

18. As a minimum, the Secretary-Treasurer or his or her designate shall:
 - a. give or cause to be given all notices required by this Regulation;
 - b. keep or cause to be kept accurate records of meetings and accounts of the Authority and shall be custodian of the corporate seal;
 - c. carry out or cause to be carried out required financial transactions on behalf of the Authority.

IX Revocations

19. All previous regulations made under Section 29 of the Conservation Authorities Act, R.S.O. 1970 and Section 30 of the Conservation Authorities Act, R.S.O. 1980 are revoked.

DATED at the City of North York, in The Municipality of Metropolitan Toronto this 25th day of February, 1986.

Appendix 4 Rules of Conduct

Be it resolved that:

I Definitions

1. In these Rules:
 - 1.1. "Act" means the Conservation Authorities Act, R.S.O. 1990, Chapter 27, as amended.
 - 1.2. "TRCA" means Toronto and Region Conservation Authority.
 - 1.3. "Authority" means the membership of TRCA as defined in Section 2 of the Act.
 - 1.4. "Roll call vote" means a recorded vote.
 - 1.5. "BAAB" means Budget/Audit Advisory Board.
 - 1.6. "advisory board" means an advisory board appointed by the Authority.

II Executive Committee

2. The Authority delegates the following powers to the Executive Committee:
 - 2.1. to enter into contracts or agreements which are not for the acquisition or disposition of land but which are either necessarily incidental to a project approved pursuant to the Act or necessarily incidental to the works approved by the Authority;
 - 2.2. to accept such tenders and to award contracts as described in subparagraph 2.1 in accordance with the specific monetary limits set by the Authority and in accordance with the policies and procedures established by the Authority;
 - 2.3. to ensure that policies and practices are in place for the authorization of payments of accounts within the approved TRCA budget in accordance with any monetary or other limits set by the Authority;
 - 2.4. to authorize the purchase of goods, equipment or services necessary for carrying on the work of TRCA within the approved TRCA budget in accordance with any monetary or other limits set by the Authority;
 - 2.5. to employ staff of TRCA as required, except for the staff referred to in Clauses 2.6.1, 2.6.2 and 2.6.3 of subparagraph 2.6 of this paragraph, subject to compliance with the limits to the number and to the salary and wage schedules established and approved by the Authority;
 - 2.6. to terminate the services of the staff of TRCA except for,
 - 2.6.1. the Chief Administrative Officer,
 - 2.6.2. the Secretary-Treasurer,

- 2.6.3. such other senior staff as the Authority may designate;
- 2.7. to direct the staff of TRCA;
- 2.8. to recommend and report to the Authority on all matters not within the jurisdiction of an advisory board or which may be assigned to it by the Authority;
- 2.9. to instruct legal counsel;
- 2.10. to exercise such additional powers, excluding those powers set out in Clause (d) of Subsection (1) of Section 30 of the Act, as may be assigned to it by the Authority during the months of July and August provided that a report be given to the Authority for receipt at the first meeting of the Authority thereafter;
- 2.11. to grant or refuse permission, and to hold hearings to which the applicant shall be a party before refusing such permission, for the doing of those things within the area under the jurisdiction of TRCA which are set out in Section 28 of the Act, all as provided for in the said Section 28 of the Act; and,
- 2.12. to authorize the investment of money not required immediately by TRCA:
 - 2.12.1. in treasury bills, bonds, debentures or other evidences of indebtedness of or guaranteed by the Government of Canada or the Province of Ontario; and
 - 2.12.2. in term deposits, investment certificates, debentures or any other evidences of indebtedness of any chartered bank, financial institution or corporation in accordance with the policies established by the Authority.
- 3. The Executive Committee may appoint sub-committees from among the members of the Authority to study, consider and report back to the Executive Committee on any subject over which the Executive Committee has jurisdiction.
- 4. Subject to paragraph 5 the Executive Committee shall consist of the following members:
 - 4.1. the Chair of the Authority;
 - 4.2. the Vice Chair of the Authority;
 - 4.3. two (2) members appointed to the Authority by the Region of Durham, who may or may not be the Chair and/or Vice Chair of the Authority;
 - 4.4. two (2) members appointed to the Authority by the Region of Peel, who may or may not be the Chair and/or Vice Chair of the Authority;
 - 4.5. two (2) members appointed to the Authority by the Region of York, who may or may not be the Chair and/or Vice Chair of the Authority;
 - 4.6. six (6) members appointed to the Authority by The City of Toronto, who may or may not be the Chair and/or Vice Chair of the Authority.
- 5. If the member appointed to the Authority by the Township of Adjala/Tosorontio and Town of Mono is elected or appointed under paragraph 7 as Chair or Vice Chair of the Authority then:

- 5.1. such member shall be a member of the Executive Committee in addition to those members set out in paragraph 4, resulting in a thirteen member committee.
6. A quorum of the Executive Committee consists of a majority of its members.

III Elections and Appointments

- 6.1. The appointment of auditors and the election of the Chair and Vice Chair of the Authority shall be held at the Annual Meeting of the Authority in each year;
- 6.2. The election of the remaining members of the Executive Committee shall be held every two years at the Annual Meeting;
- 6.3. In the event any Chair, Vice Chair or Executive Committee member does not wish or is unable to continue to hold their position for the full term, they will make this known to the Secretary-Treasurer in advance of the Annual Meeting of the Authority and an election for this position shall be held.
- 6.4. The order of procedure for the elections shall be:
 - 6.4.1. the election of the Chair;
 - 6.4.2. the election of the Vice Chair;
 - 6.4.3. the election of the remaining members of the Executive Committee;
 - 6.4.4. the election of the members of BAAB.
7. No member shall be elected to hold more than one office.
8. A candidate for election may speak for three minutes to the office for which the candidate has been nominated.
9. The Authority, in the election of the remaining members of the Executive Committee and when making appointments to the Executive Committee to fill vacancies, shall ensure that the Executive Committee has the composition set out in paragraphs 4 and 5 of these Rules.
10.
 - 10.1. The Authority shall set policies for the election of the Chair, Vice Chair, Executive Committee members and such other positions as may be established by the Authority.
 - 10.2. The Chair of the Authority, in conducting any meeting of the Authority at which elections are held or vacancies on the Executive Committee are to be filled, shall make such ruling and designate such procedures as are necessary to ensure the composition of the Executive Committee shall be as set out in paragraphs 4 and 5 of these rules.
 - 10.3. The Chair of the Authority, in conducting the election of positions as set out in subparagraph 11.1 above, shall generally follow the policy and procedures adopted by the Authority as set out in Appendix A to these Rules of Conduct and shall make such

rulings and designate such procedures as are necessary and appropriate in his or her sole discretion to ensure a proper election.

IV Chair and Vice Chair

11. The Vice Chair of the Authority shall act in the place and stead of the Chair of the Authority when the Chair is absent or unable to perform the Chair's duties.

V Advisory Boards and Special Committees

12. There shall be one (1) advisory board as follows:
 - 12.1. Budget/Audit Advisory Board (BAAB).
13. The election of the BAAB shall be held by the Authority every two years at the Annual Meeting;
14. BAAB shall consist of:
 - 14.1. the Chair of the Authority, plus four (4) members at large consisting of the following members:
 - 14.1.1. one (1) member appointed to the Authority by the Region of Durham;
 - 14.1.2. one (1) member appointed to the Authority by the Region of Peel;
 - 14.1.3. one (1) member appointed to the Authority by the Region of York;
 - 14.1.4. one (1) member appointed to the Authority by The City of Toronto.
15. The Chair of the Authority shall act as Chair of BAAB;
 - 15.1. Should the Chair be absent or unable to perform the Chair's duties, the members of BAAB shall elect an interim Chair from among the members of the advisory board.
16. In the event any BAAB member does not wish or is unable to continue to hold their position for the full term, they will make this known to the Secretary-Treasurer in advance of the Annual Meeting of the Authority and an election for this position shall be held.
17. A quorum of an advisory board consists of one-half of its members.
18. BAAB shall consider and make recommendations to the Authority on all matters relating to preliminary estimates, budget, financial statements and related matters. BAAB shall perform the functions of the TRCA audit committee.
19. The Authority may from time to time establish special committees to deal with particular matters specified by the Authority.
20. The matters to be dealt with by the special committee shall be stated in the resolution establishing the special committee.

21. The members of the special committee shall be appointed in the resolution establishing the special committee.
22. The Authority shall appoint at least one member of the Authority and may in addition thereto appoint other persons to the special committee.
23. A quorum of a special committee consists of one-half of its members.

VI Chief Administrative Officer

24. The Authority shall appoint a Chief Administrative Officer who shall be the chief executive officer of TRCA who may also hold the office of the Secretary-Treasurer.

VII Calling of Meetings

25. Meetings of the Authority:
 - 25.1. the Annual Meeting held following a municipal election be in January while the Annual Meetings in the interim three (3) years between elections be moved to February;
 - 25.2. shall be held at least six (6) times a year in addition to the two (2) meetings required by the Regulation governing the procedures of the Authority and the time span between such meetings shall be not more than six (6) weeks;
 - 25.3. shall be held at such date, time and place, within a participating municipality, as the Executive Committee shall recommend and the Authority shall adopt by resolution each year;
 - 25.4. Teleconferencing shall be an option for TRCA Executive Committee and advisory board meetings only when:
 - 25.4.1. quorum cannot otherwise be reached; or
 - 25.4.2. the agenda has a moderate number of routine items and includes no delegations, presentations or hearings; or
 - 25.4.3. it is the August Executive Committee meeting scheduled to deal with Section II items only.
26. The Chair may at any time summon a special meeting of the Authority or of the Executive Committee and shall summon a special meeting of the Authority when requested to do so in writing by one-third of the members.
27. Meetings of BAAB will be held at the call of the Chair.
28. Written notice of every meeting to be held under paragraphs 26, 27 and 28 shall be given to each member entitled to notice at least eight (8) days before the time of such meeting.

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29. The notice calling a special meeting of the Authority shall state the business to be considered at the special meeting and no business other than that stated in the notice shall be considered at the meeting.
30. In addition to the notice of meeting to be given under Sections 29 and 30 the Authority shall:
 - 30.1. at least fourteen (14) days prior to each annual meeting forward to a newspaper or newspapers having a general circulation in TRCA's jurisdiction a press release setting out the date, time and place of the annual meeting, advise as to the agenda and indicate that the public are entitled to attend; and
 - 30.2. give notice of any meeting of the Authority, Executive Committee, advisory board or any committee to any member of the public who has filed with the Secretary-Treasurer a request in writing for such notice together with a name and address for notice and the notice shall be given in the same form and manner as if the member of the public was a member entitled to notice.
 - 30.3. in addition to the provisions for calling of meetings as set out in paragraphs 26 through 31.2, inclusive, at least 30 days prior to the meeting of the Authority at which the non-matching levy upon member municipalities is to be approved, the Authority shall give notice to the affected municipalities.

VIII Minutes of Meetings

31. The minutes of all meetings shall contain the roll call and resolutions presented to the meeting and every resolution shall be numbered in the minutes.
32. Confidential minutes will be produced for all discussions which are held in private session ("in camera") where a resolution is approved. Public minutes will state the reason for confidentially as per the provisions of the Ontario Municipal Act. At such time as the items considered in camera can be made public, the relevant resolution(s) will be included as part of a regular Authority agenda for information.

IX Agenda for Meetings

33. The Secretary-Treasurer or designate shall prepare for the use of the members of the Authority an agenda in the following order of headings, as required: Minutes; Chair's Remarks; Greetings; Elections and/or Appointments; Delegations; Business Arising From The Minutes; Authority reports; Executive Committee reports; advisory board reports; Notice of Motions, New Business.
34. Confidential items will be listed on the agenda with the reason for confidentially stated as per the provisions of the Ontario Municipal Act.
35. The agenda for special meetings of the Authority shall be prepared as the Chair may direct.

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36. Written notice of motion may be given by any member of the Authority and shall be forthwith placed on the agenda of the next meeting.

X Delegations

37. When the Chair of the Authority believes that a large number of delegations will request an opportunity to address the Authority or Executive Committee with respect to a particular matter or matters, the Chair may summon a special meeting of the Authority or Executive Committee to deal with the particular matter or matters and the provisions of paragraphs 29, 30 and 31 shall apply as necessary.
38. When the Chair of an advisory board believes that a large number of delegations will request an opportunity to address the advisory board with respect to a particular matter or matters, the Chair may summon a special meeting of the advisory board to deal with the particular matter or matters and the provisions of paragraphs 29, 30 and 31 shall apply as necessary.
39. Any person or organization applying for an opportunity to address the Authority, Executive Committee or any advisory board may make a request, in writing, to the Secretary-Treasurer three (3) days in advance of a scheduled meeting if such request is to be included in the agenda of that meeting. The request should comprise a brief statement of the issue or matter involved and indicate the names of the proposed speakers.
40. The Secretary-Treasurer or designate preparing any agenda shall list all requests received pursuant to paragraph 40 hereof before the closing of the agenda in a section titled "Delegations" and indicate the source of the request and a brief description of the issue or matter involved.
41. The Secretary-Treasurer or designate shall advise any person or organization applying for an opportunity to address the Authority, Executive Committee or any advisory board and not having made a written request in accordance with paragraph 40, that the applicant may appear before such meeting but will be heard only if approved by a ruling of the meeting under paragraph 46. The Secretary-Treasurer or designate shall inform the applicant of the date, time and place of meeting, and obtain a brief statement of the issue or matter involved.
42. No delegation, whether or not listed on the agenda pursuant to paragraph 40, shall be heard without a ruling by the Chair of the meeting giving leave, but such ruling may be immediately appealed by proper motion and the ruling of the meeting shall govern. A representative of a Council of a member municipality of TRCA, duly authorized by resolution of such Council and any member of the Authority shall be heard by the Authority, Executive Committee and advisory boards at the appropriate time as of right.
43. If the number of delegations present pursuant to paragraphs 40 and 42 wishing to address a particular matter or matters is such that the meeting will not be able to deal with its agenda properly, then, on proper motion, the particular matter or matters may be adjourned to a special meeting and, if the time, date and place of the special meeting is included in the motion, no further notice of such meeting will be required.

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44. Delegations shall be heard only when the meeting is dealing with the item "Delegations" on the agenda except that the meeting may, at that time, by proper motion defer the hearing of any specific delegation until the meeting is considering a particular item or matter.
45. With respect to a delegation not listed on the agenda, but desiring an opportunity to be heard pursuant to paragraph 42 hereof, the procedure shall be:
 - 45.1. a motion shall be made by a member of the meeting that the delegation be added to the agenda;
 - 45.2. if such motion passes, the Chair may immediately rule that the hearing of the delegation would be unfair or prejudicial to members or other persons not present because of lack of advance notice and that the hearing of the delegation be deferred to the next meeting and listed on that agenda pursuant to paragraph 38 hereof. The Chair's ruling may be immediately appealed by proper motion and the ruling of the meeting shall then govern;
 - 45.3. if the ruling in subparagraph 46.2 hereof is not made or sustained, the procedure in paragraph 45 hereof shall be followed.
46. Except by leave of the Chair or on an appeal by the leave of the meeting:
 - 46.1. each speaker shall be limited to five (5) minutes; and
 - 46.2. each group of delegates having a common interest shall appoint one speaker to represent the group and such speaker shall be limited to five (5) minutes.

XI Order of Business at Meetings

47. When a quorum is first present after the hour fixed for a meeting, the Chair shall take the chair and call the meeting to order.
48. When a meeting is duly constituted, the minutes of the preceding meeting shall be read by the Secretary-Treasurer or designate unless the reading thereof is dispensed with by resolution.
49. The business of the meeting shall follow the order on the agenda, with the exception of delegations or presentations which will be handled after all reports on the agenda are dealt with, unless otherwise decided by resolution.
50. No matter shall be considered unless it appears on the agenda for the meeting or leave is granted to present the matter by resolution.
51. The following matters shall have precedence over the usual order of business:
 - 51.1. a point of order;
 - 51.2. a matter of privilege;
 - 51.3. a matter of clarification;

- 51.4. a motion to suspend a rule of procedure or to request compliance with the rules of procedure;
- 51.5. a motion that the question be put to a vote; and
- 51.6. a motion to adjourn.

XII Conduct of Members and Preservation of Order at Meetings

- 52. The Administration Regulation governing the procedure of the Authority and these rules shall be observed in Executive Committee, advisory board and committee meetings as far as applicable, and the words, Executive Committee, advisory board or committee, shall be substituted for the word Authority when such is applicable.
- 53. In all matters not regulated by these rules that part of the latest edition of Robert's Rules of Order shall govern.
- 54. No member at a meeting shall speak disrespectfully of the reigning Sovereign, any member of the Royal Family, the Governor General, the Lieutenant-Governor, or of any person administering the governments of Canada or Ontario, or use offensive words in or against TRCA or against any member of the Authority. No member shall speak on matters unrelated to the question in debate or reflect upon any vote of the Authority except for the purpose of moving that a question be reconsidered.
- 55. The Chair shall preserve order and decide all questions of order.
- 56. On a point of order, the member shall rise and ask leave of the Chair to raise it and after leave is granted the member shall state the point of order to the Chair, sit down and remain seated until the Chair rules. No member shall address the Chair on the point of order except for the purpose of appealing the Chair's ruling.
- 57. The ruling of the Chair shall be final except where there is an appeal the meeting shall decide without debate and such decision is final.
- 58. The Chair shall have the power to eject an offending member from a meeting and the member shall not return to the meeting unless the remaining members permit such return by resolution.
- 59. When a member is speaking no other member shall pass between the speaker and the Chair or interrupt the speaker except on a point of order.
- 60. Any member may require a question or motion under debate to be read at any time except while another member is speaking.

XIII Rules of Debate

61. Before speaking every member shall address the Chair.
62. If two or more members address the Chair to speak, the Chair shall designate the member who first spoke and such member shall have the floor.
63. A motion may be in writing or stated orally.
64. A written motion shall be signed by both the mover and seconder and shall be read before debate.
65. An oral motion shall be clearly stated and seconded before debate.
66. Any matter mentioned in paragraph 52 shall take precedence over any motion or other matter. A motion to adjourn or put a question to the vote shall be put to a vote immediately without debate, except that such vote shall not be taken:
 - 66.1. while a member is in possession of the floor or has previously indicated to the Chair the desire to speak on the matter before the meeting; or
 - 66.2. after it has been decided to put a motion to the vote and that vote is not completed.
67. A motion that the question be put to the vote must be moved and seconded by members who have not spoken to the question and requires a two-thirds majority of those present and voting to carry.
68. Subject to paragraph 69, no member shall speak more than once to the same question without leave except in explanation of a material part of the speech and if no new matter is introduced.
69. A member who has presented a motion, other than a motion to amend or dispose of a motion, may speak in reply before the motion that the question be put to a vote is carried.
70. No member shall speak to a question or in reply for longer than five minutes without leave.
71. Any member may ask a question of the immediately previous speaker but the question must be stated clearly and relate to the speaker's remarks.
72. When a motion is under debate no other motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn or to extend the hour of closing of proceedings.
73. A motion to amend a motion and a motion to amend an amending motion may be presented in the same manner as a motion.
74. An amending motion shall not be presented before any other amending motion has been voted on.
75. A sub-amending motion shall not be presented before any other sub-amending motion has been voted on.

XIV Voting

76. Interrelated motions shall be voted on in the following order:
- 76.1. motions to refer the matter; and
 - 76.2. if no motion under subparagraph 77.1 is carried, the order for the remaining motions shall be:
 - 76.2.1. sub-amending motions;
 - 76.2.2. amending motions;
 - 76.2.3. the original motion.
77. Voting shall be as follows:
- 77.1. unless a member demands a roll call vote, a vote shall be by show of hands except as set out in 78.2;
 - 77.2. At the meeting of the Authority at which the non-matching levy is to be approved, the Chair shall at the appointed time during the meeting, call the roll of members present, and having been advised by the Secretary Treasurer of the those present and the respective, eligible weighted votes, conduct the roll call vote to approve of non-matching levy by a weighted majority of the members present and eligible to vote.
78. Before a vote is taken any member may require that the vote be by roll call and it shall be taken accordingly.
79. After a vote other than by roll call any member may require that the vote be taken again by roll call if:
- 79.1. the member disagrees with the Chair's declaration as to the results of the vote; and
 - 79.2. the member states the requirement immediately following the Chair's declaration.
80. While the Chair is putting a question to the vote all members shall remain seated and not make any noise or disturbance until the result is declared.
81. If a vote results in a tie, the motion fails.
82. After a question has been decided it shall not be reconsidered except that any member who voted thereon with the majority may, subject to paragraph 84, move for a reconsideration of the question at any regular meeting of the Authority and requires a two-thirds majority of those present and voting to carry.
83. No further discussion of a decided question shall be allowed until a motion for reconsideration pursuant to paragraph 83 is carried and no question shall be reconsidered more than once at any meeting.
84. Where a question under consideration contains more than one item, a vote upon each item shall be taken separately if requested by any member.

XV Freedom of Information

85. The Authority shall be governed at all times by the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

XVI Purchasing

86. All purchases of goods, equipment or services shall be authorized by the Authority, Executive Committee or by a designate or designates duly appointed by the Authority or Executive Committee and such appointment and authorization shall be in accordance with the procedures established by TRCA.
87. No person shall have the authority to purchase other than by the authorization and according to the procedures mentioned in these rules.
88. The Secretary-Treasurer or designate shall only permit payment to be made in respect of purchases of goods and services incurred in accordance with the procedures established by TRCA.

XVII Banking and Borrowing

89. The borrowing of money by TRCA shall be authorized by a resolution of the Authority.
90. All stocks, bonds or other securities owned by TRCA shall be registered in the name of TRCA.
91. The Secretary-Treasurer or designate has power to:
- 91.1. negotiate with, deposit with or transfer to such bank as the Authority designates by resolution for credit to TRCA's account all cheques and other orders for the payment of money and for that purpose may endorse the same on behalf of TRCA either in writing or by stamp;
 - 91.2. receive from the bank statements of the account of TRCA together with all relative vouchers and sign and deliver to the bank the bank's form of verification, settlement of balance and release;
 - 91.3. obtain delivery from the bank of stocks, bonds and other securities held by the bank in safekeeping or otherwise on the account of TRCA and give valid and binding receipts therefor; and
 - 91.4. invest monies not required immediately by TRCA in such securities as shall have been authorized by the Executive Committee under subparagraph 2.12.

Appendix A

Policy And Procedures For The Election Of Officials

- i. The Secretary-Treasurer shall assume the Chair for the purpose of conducting elections.
- ii. For each office to be elected, the Chair shall call for nominations three times.
- iii. Nominations do not need to be seconded.
- iv. The Chair shall require of each nominee that they undertake to stand for the office for which they are nominated.
- v. In the event that the nominee is not in attendance at the meeting, the Chair shall accept a written and signed undertaking that the nominee will stand for the office; if such undertaking is not provided, the Chair shall not accept the nomination.
- vi. When it appears that all nominations for a given office have been made, the Chair shall ask that nominations be closed; such motion of closure to be seconded.
- vii. In the event that there is more than one nomination, prior to the election, each nominee shall be allotted no more than three (3) minutes to address the Authority.
- viii. When the nominee has been elected, or in the event of an acclamation, the successful candidate shall be allotted up to five (5) minutes to address the Authority.
- ix. If there is more than one nominee, ballots shall be distributed and members will write the name of their choice on the ballot; fold the ballot twice and present it for collection to the scrutineers duly appointed by the Chair.
- x. The scrutineers of which there shall be at least two, shall retire from the place of the meeting and count the collected ballots; returning to the meeting, the scrutineers shall present a written statement of the results of the balloting to the Chair.
- xi. The Chair shall announce the results of the balloting, naming the candidates and the number of ballots conservation authorities for each candidate, as well as the number of spoiled ballots, if any.
- xii. In the event that there are more than 2 nominees, and after the first ballot, no nominee having received a majority of the ballots conservation authorities, the Chair shall determine the nominee who has received the fewest ballots and that person shall be declared no longer a nominee; the Chair shall proceed to conduct a second ballot and such successive ballots as are necessary to declare that one nominee has been chosen by a majority of the ballots conservation authorities by those members present at the time of the election.
- xiii. In the event that two nominees receive an equal number of the ballots conservation authorities, the Chair shall declare that there is a tie and proceed as follows:

- a. **for a ballot when there are only two nominees**, in the event both nominees have an equality of ballots, the Chair shall recess the meeting for a period of 15 minutes, after which the Chair shall conduct another ballot, and if there is still an equality of ballots, the Chair shall decide by lot the successful nominee.
 - b. **for a ballot when there are three or more nominees** and none of whom has received a majority of the ballots conservation authorities, in the event of an equality of ballots of two or more nominees who have received the fewest ballots, the Chair shall recess the meeting for a period of 15 minutes, after which the Chair shall conduct another ballot, and if there is still an equality of votes, decide by lot the nominee(s) whose name(s) shall be left on the ballot.
 - c. **in situations similar to the foregoing, but for which specific procedures are not set out**, the Chair shall make such rulings as are consistent with the intent of the above to ensure a fair and proper election.
- xiv. The method of conducting a lot shall be as set out in the Municipal Elections Act.

Approved by Resolution #A2/08

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