

### Section III – Items for the Information of the Alliance

**TO:** Chair and Members of the Regional Watershed Alliance  
Meeting #3/18, Wednesday, November 14, 2018

**FROM:** Chandra Sharma, Director, Watershed Strategies

**RE:** **BOARD OF DIRECTORS ADMINISTRATIVE BY-LAW**  
Required Compliance with the *Conservation Authorities Act*

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#### KEY ISSUE

Receipt of staff report on the approved Board of Directors Administrative By-law and impacts on the Regional Watershed Alliance.

#### RECOMMENDATION

**WHEREAS the *Conservation Authorities Act (Act)* amendment requires conservation authorities to have administrative practices that meet the requirements of Section 19.1 of the *Act*;**

**AND WHEREAS the Authority approved the Board of Directors Administrative By-law on September 28, 2018;**

**AND WHEREAS the Regional Watershed Alliance is bound by the rules and procedures outlined in the By-law;**

**THEREFORE IT IS RECOMMENDED THAT the staff report on the Board of Directors Administrative By-law and its impacts on the Regional Watershed Alliance (RWA) be received.**

#### RATIONALE

At Authority Meeting #8/17, held on October 27, 2017 the Terms of Reference for the Regional Watershed Alliance was approved. Further, at RWA Meeting #1/17, held on November 15, 2017, Resolution #R5/17 was approved, in part, as follows:

*AND FURTHER THAT the Alliance provide input on compensation of members (Section 5) for staff consideration...*

*...AND THAT options for compensation for approved disbursements be considered and report back at the next RWA meeting.*

At Authority Meeting #7/18, held on September 28, 2018, the [Board of Directors Administrative By-law](#) was approved. The RWA Terms of Reference (ToR) are included with the By-laws as an official companion document; such ToR were not included with Toronto and Region Conservation Authority's previous Rules of Conduct, and the requirement to follow the rules and procedures of the Authority was not formally laid out.

As a result of the new By-law, staff has made the required administrative changes to the ToR for the RWA to reflect the approved By-law, primarily to reflect the new name of the Authority, which is the Board of Directors.

## Item 7.2

In addition, compensation guidelines have been expanded as per the November 15, 2018 request of the RWA. In this regard, Section 5.0 of the ToR - Compensation for Regional Watershed Alliance Members has been updated to reflect that “incidental childcare expenses as a result of attending Regional Watershed Alliance meetings or authorized business may be reimbursed where the Chair of the Alliance deems financial hardship would otherwise result, and such expenses shall be pre-approved by the Chair.”

The By-law formally adopted a Code of Conduct for Board Members, which also applies to RWA Members. The Code of Conduct is intended to enhance public confidence that Members operate from a base of integrity, justice and courtesy. It is also intended to assist Members in dealing with situations not adequately addressed or that may be ambiguous in existing TRCA resolutions, regulations, or policies and procedures. The Code of Conduct for Board Members outlines the expectations for Members when at TRCA meetings or acting on behalf of TRCA.

As TRCA is bound by the [Municipal Conflict of Interest Act](#), currently the expectation is that Members adhere to that Act and any such rules of their appointing agency. The Conflict of Interest rules and procedures included within the By-law are intended to assist Members in understanding their obligations. Members are required to review the *Municipal Conflict of Interest Act* on a regular basis.

### **DETAILS OF WORK TO BE DONE**

Staff and the Chair will ensure meetings are conducted in accordance to the By-law. The election of officers on the agenda for the same meeting as this staff report will follow the procedures outlined in the By-law. RWA Members are expected to review the full [By-law](#) to ensure there is a clear understanding of duties and responsibilities, and that Members act accordingly.

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**Date: October 9, 2018**

**Attachments: 1 – [Link to Board of Directors Administrative By-law](#)**