



October 12, 2022

Dear Municipal Clerk, Member Municipality

Re: Appointments to the Otonabee Region Conservation Authority

I am writing to remind you of the requirements for appointing representatives to the Otonabee Region Conservation Authority and to inform you of the changes to these requirements that occurred when the *Conservation Authorities Act (CAA)* was amended in 2017.

Number of Appointments:

The number of representatives the council of each municipality may appoint to the Authority is based on population and is prescribed in subsection 2(2) of the CAA. The City of Peterborough is entitled to appoint three representatives, the Township of Selwyn is entitled to appoint two representatives and all other member municipalities are entitled to appoint one representative.

Qualifications:

Subsection 14(3) requires that each appointee “shall be a resident in a participating municipality in which the authority has jurisdiction”.

Term of Appointment:

Subsection 14(4.1) prescribes that “a member may be appointed for a term of up to four years as may be determined by the council that appoints the member”. Previously the maximum term of appointment was three years.

Subsection 14(4.2) prescribes that “a member’s term begins at the first meeting of the authority after his or her appointment and expires immediately before the first meeting of the authority after the appointment of his or her appointment”. The next regular Board meeting of the Authority after the end of the current term of council is December 15, 2022. Early notification of appointments would be helpful to ensure an orderly transition.

Subsections 14(4.3) and 14(4.4) clarifies council's powers to replace a member and the eligibility of a member for reappointment.

The Authority's Governance By-laws and Code of Conduct and Conflict of Interest policies are on our website at <https://www.otonabeeconservation.com/> .

Prospective new appointees may wish to make themselves familiar with these policies before accepting an appointment to the conservation authority.

If you have any questions please do not hesitate to call.



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