



357-2022-576

April 22, 2022

Mr. Steven Lewis
8785 McLinton Road
Ashton ON K0A 1B0
Email: lewisfarms@storm.ca

Dear Mr. Lewis:

I am pleased to appoint you to serve at pleasure as the agricultural sector representative for the Mississippi Valley Conservation Authority (CA). The term of your appointment shall be effective as of the date of the first meeting of the CA following your appointment and shall end no later than June 30, 2025. This appointment is made pursuant to subsection 14(4) of the *Conservation Authorities Act* (the "CAA").

The purpose of your appointment is to represent perspectives from the local agricultural sector in CA governance and decision making. Your role is comparable to the municipally-appointed members of the CA, with some exceptions.

As the government-appointed agricultural sector member of the CA, you are expected to adhere to the terms and conditions outlined in Appendix I of this letter, in addition to following any relevant by-laws as prescribed by the CA. Please note that an element of public service is assumed with all public appointments, and you must adhere to the stipulations set out in the terms and conditions.

For each full day of formal business such as attendance at a meeting of the CA, preparatory work, or other reasonable work, you will be paid a \$150 per diem in accordance with Order in Council 190-2022 established for the remuneration of agricultural sector representatives appointed to a conservation authority. You will also be reimbursed for reasonably incurred work-related expenses in accordance with the Management Board of Cabinet's Travel, Meal and Hospitality Expenses Directive.

Your remuneration will be processed through the Ministry of the Environment, Conservation and Parks' (the Ministry) Conservation and Source Protection Branch in accordance with the Terms and Conditions laid out in Appendix I.

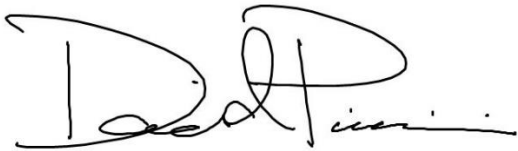
I look forward to hearing of your contributions and representation of the agricultural sector as a member of the CA. You will play an important role in ensuring agricultural sector perspectives are considered in the operations, governance and decision making of the CA as they deliver on their core mandate under the CAA.

Mr. Steven Lewis
Page 2.

As a government appointee, your name along with the municipality in which you reside, and biography, if you've consented, will be posted on the Public Appointments Secretariat website in accordance with the protocol for public appointments.

If you have any questions, please contact Kirsten Corrigan, Director of the Conservation and Source Protection Branch, at 705-987-5144.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Piccini', with a stylized flourish at the end.

David Piccini
Minister of the Environment, Conservation and Parks

Enclosure

c: Kirsten Corrigan, Director, Conservation and Source Protection Branch
Conservation Authority Office

Appendix I

Terms and Conditions of Appointment – Conservation Authority Agricultural Sector Member

Roles and Responsibilities:

- Complete required orientation and training provided by the Public Appointments Secretariat, the Ministry of the Environment, Conservation and Parks (the Ministry) and the CA.
- Attend meetings of the CA as set by the CA, including meetings of any sub-committees meetings, as necessary.
- Submit an annual letter within two months of the end of the calendar year to the Minister on the work undertaken during the year as the agricultural sector member of the CA and highlight the accomplishments and challenges of fulfilling the terms and conditions of this appointment.
- You can provide input to all CA discussions but are prohibited from voting on CA decisions related to the following:
 - enlarging the CA's area of jurisdiction;
 - amalgamating the CA with another conservation authority;
 - dissolving the CA; or
 - any budgetary matter.

Remuneration:

- Submit per diem and expenses to the Ministry's Conservation and Source Protection Branch for processing in accordance with direction provided by Ministry staff. The Ministry reserves the right to confirm details of the remuneration request with the Chief Administrative Officer/General Manager of the CA (e.g. meeting dates and duration).
- Per diem remuneration will be reimbursed as follows:
 - \$150 per diem for a full day attendance at a meeting of the conservation authority and any preparatory work in accordance with Order in Council 190-2022 established for the remuneration of agricultural sector representatives appointed to a conservation authority. For the purposes of remuneration, a "full day" is between 3 and 7.25 hours, which can be accumulated over multiple calendar days (e.g. 1 hour of preparatory work plus an additional 2.5 hours for meeting attendance the following day).
 - Any time submitted less than 3 hours will be reimbursed at half the noted per diem rate.
- Only one per diem for a calendar day can be claimed by any government appointee, in accordance with section 3.4 of the Agencies and Appointments Directive (AAD) of the Management Board of Cabinet (<https://www.ontario.ca/page/agencies-and-appointments-directive>).
- Work-related expenses will be reimbursed in accordance with the Management Board of Cabinet's Travel, Meal and Hospitality Directive

<https://www.ontario.ca/document/travel-meal-and-hospitality-expenses-directive>).

Conflict of Interest and Ethics:

- Adhere to the conflict of interest rules set out in section 3.3 (Ethical Framework) of the AAD.
- Fulfill the duties of your appointment in a professional, ethical and competent manner and avoid any real or perceived conflict of interest.
- Perform all member functions in an independent manner and not as a representative of your employers, any organization to which you belong, or any other person or body.
- Review and comply with the *Municipal Conflict of Interest Act* which outlines the conflict of interest rules that apply to members of a CA.
- Abide by any code of conduct and conflict of interest policy adopted by the CA to the extent that it is complementary or in addition to any government directives or applicable statutes.
- Avoid disclosing confidential information obtained in your role as the agricultural sector member of the CA except where authorized by law, and avoid using such confidential information outside of your role as a member of the CA.
- Endeavour to avoid creating the appearance of giving preferential treatment to any person or entity, do not offer any preferential treatment to any person or entity, and do not offer assistance to any person or any entity, other than the assistance given in the ordinary course of your role as a member of the CA.
- Recuse yourself from any discussions or decisions by the CA, should any matter come before the CA which directly involves any organizations that you have worked for or to which you belong, may belong or have belonged to.

Public Communications/Media:

- For media comments, responses, interviews, and news releases in response to issues that may have direct implications for either the Minister, the Ministry or the government, or are likely to result in inquiries being directed to the Minister or Government (including all funding or grant announcements and contentious issues):
 - Notify the Ministry's Conservation and Source Protection Branch immediately upon becoming aware of the issue.
 - Obtain Ministry approval before issuing any media communications in relation to the above.

As this appointment is made at pleasure in accordance with the Management Board of Cabinet's Agencies and Appointments Directive, it may be revoked at any time, without cause or should it be determined that the terms and conditions of your appointment were not adhered to.