

LAKE OF THE WOODS CONTROL BOARD

RULES AND PROCEDURES

SECRETARIAT

These Rules and Procedures are in accordance, where appropriate, with the Memorandum of Understanding between the Lake of the Woods Control Board and Environment Canada pertaining to the Board's Secretariat (hereinafter the MOU).

1. Operations and Housing

- (a) Costs for the operations of the Secretariat, to be shared according to Bylaw 14, shall include, but shall not necessarily be limited to, expenditures for the following items:
 - (i) Salaries or wages and related benefits of Secretariat employees or personnel seconded to the Secretariat, including where applicable, advertising expenses, removal expenses at the commencement of the appointment, and living expenses for seconded personnel.
 - (ii) Field surveys and investigations including travel and living expenses for personnel engaged in conducting studies or field investigations (where applicable).
 - (iii) Transportation, facilities and equipment expenses necessary for attending and holding Board meetings and open houses, and for meetings with other agencies on Board business.
 - (iv) Contracts awarded by the Board including, where applicable, arbitration, settlements, legal fees, and other matters, made in accordance with the provisions of the contract.
 - (v) Settlement and legal fees arising out of property damaged or public liability made or incurred by an employee of the Secretariat or an individual, firm or agency contracted by the Board and engaged in the activities of the Board.
 - (vi) Payment for services provided by associated agencies as provided in Paragraph 4 of these Rules and Procedures.
 - (vii) Charges for computer hardware, software and supplies, for computer and internet services, and for other specific equipment required to meet the needs of the Board.
 - (viii) Conference, workshop and training expenses of Secretariat personnel, when approved by the Board.
 - (ix) Other items required for conducting the work and for operations of the Secretariat which have been approved by the Board.
- (b) In accordance with the MOU, costs for the housing of the Secretariat to be borne wholly by Environment Canada shall include, but shall not necessarily be limited to, the following:

- (i) Charges for office space, furniture, and general office supplies, and charges for utilities and related services except as noted in 1(a)(vii), above, for the Secretariat.
- (ii) Charges for government-line telephones.
- (iii) Use of internal Environment Canada services and support systems.

2. Financial Administration

- (a) Each year, in accordance with Bylaw 11, the Executive Engineer shall submit to the Board for approval a one-year work plan, based on the anticipated federal budget allocation to the Secretariat, and shall as well submit, for Board consideration, any additional recommended work items which would be contingent on new resources, along with an estimate of the new resource requirements. The Board will consider the proposed funded and unfunded work items, their relative priorities and urgencies. The Board will approve a one-year work plan, based on the assumed budget, and will determine what action to take regarding any essential additional work items and their resource requirements. The work plan will be finalized once federal allotments for the Secretariat budget are set.
- (b) The Executive Engineer is authorized to make disbursements of funds in conformity with the main items of expenditure allotted in the budget estimates approved by the Board, subject to those restrictions specified elsewhere in these Rules and Procedures.
- (c) Contracts with private consulting firms and individuals shall conform to accepted practices and procedures of Environment Canada.
- (d) Contracts for goods and services shall be executed on behalf of the Board by the Executive Engineer. Contracts exceeding \$15,000 must have prior approval of the Board.
- (e) Payment of accounts will be made only after they have been approved by the Executive Engineer.
- (f) In December of each year, in accordance with Bylaw 15, the Executive Engineer shall prepare the Board's financial statement for the current fiscal year, shall work with Environment Canada officials as necessary to ensure that this statement is acceptable to both the Board and Environment Canada as the basis for the annual billing of the Ontario and Manitoba shares of Board costs, and then shall notify the relevant parties of the amounts owing by December 31.

3. Personnel Administration

- (a) On the basis of the Board's statements of the functions and activities necessary for executing its ongoing responsibilities, the Board and Environment Canada will jointly determine the required personnel resources.
- (b) The Board and Environment Canada shall jointly determine the duties and job description of the Executive Engineer. The Executive Engineer, on behalf of the Board, shall determine the duties and job description of all other salaried or contract positions

in the Secretariat, giving due consideration to the administrative or other requirements of Environment Canada.

- (c) The remuneration for Secretariat employees will be in accordance with the classification standards established by the Federal Treasury Board.
- (d) The personnel administration of the Secretariat shall be carried out in accordance with normal practices established by Environment Canada.
- (e) All Board Members will participate in the hiring of an Executive Engineer. Participation by Members in the hiring of other staff may be at the discretion of the Board.
- (f) Periodic performance appraisals of Secretariat staff are desirable but are optional at the Board's discretion. The Board will be responsible for preparing a performance assessment of the Executive Engineer, for review with Environment Canada. The Executive Engineer will prepare the performance assessments of more junior staff.