



## AUTHORITY MEETING

**Meeting Date/Time:** Thursday October 20, 2022, 1:00 p.m.

**Contact:** Janice Hagan, Executive Assistant

**Contact Info:** 519-364-1255 Ext. 221 or [j.hagan@svca.on.ca](mailto:j.hagan@svca.on.ca)

The next regular meeting of the Saugeen Valley Conservation Authority Board of Directors is scheduled for Thursday, October 20, 2022, at 1:00 p.m. The meeting will be conducted onsite and in person at the Saugeen Valley Children's Safety Village, 261101 Grey Rd 28, West Grey Ontario. Please notify Janice Hagan if you are unable to attend.

### Directors:

<b>Chair:</b> Maureen Couture	Municipality of Kincardine
<b>Vice Chair:</b> Barbara Dobreen	Township of Southgate
<b>2<sup>nd</sup> Vice Chair:</b> Steve McCabe	Township of Wellington-North, Town of Minto
<b>Past Chair:</b> Dan Gieruszak	Municipality of Brockton
Paul Allen	Municipality of Grey Highlands
Mark Davis	Municipality of Arran-Elderslie
Cheryl Grace	Town of Saugeen Shores
Tom Hutchinson	Municipality of West Grey
Don Murray	Township of Huron-Kinloss
Dave Myette	Town of Saugeen Shores
Mike Niesen	Municipality of South Bruce, Township of Howick, Municipality of Morris-Turnberry
Sue Paterson	Town of Hanover
Diana Rae	Township of Chatsworth
Christine Robinson	Municipality of West Grey
Bill Stewart	Municipality of Kincardine

### Invitees:

Tracy Allison	MNRF Owen Sound
Lara Oosting	MNRF Peterborough
Rick Byers	MPP Bruce Grey Owen Sound
Alex Ruff	MP Bruce Grey Owen Sound
Ben Lobb	MP Huron Bruce
Lisa Thompson	MPP Huron Bruce
John Nater	MP Perth Wellington
Randy Pettapiece	MPP Perth Wellington

### Delegation:

Kim Clarke	RTO7
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Saugeen Valley Conservation Authority  
**AUTHORITY MEETING**

Thursday, October 20, 2022, 1:00 p.m.

AGENDA

1. Land Acknowledgement

We begin our meeting today by respectfully acknowledging the Anishinaabeg Nation, the Haudensaunee, the Neutral, and the Petun peoples as the traditional keepers of this land. We are committed to moving forward in the spirit of reconciliation with First Nation, Métis, and Inuit peoples.

2. Adoption of Agenda

3. Approval of Minutes of Authority Meeting – September 15, 2022 – attached

4. New Staff Introductions

5. Staff Recognition – attached

6. Presentation – Geofence Project – Kim Clarke, RT07 – attached

7. Matters Arising from the Minutes

a. 2023 Proposed Budget Approval – L. Molson – attached

8. General Manager's Report and 2022 Workplan Update – J. Stephens – attached

9. Consent Agenda

a. Finance Report – attached

b. Program Report – attached

c. Correspondence – attached

d. Policies – attached

i. Social Media

ii. Electronic Monitoring

iii. Marketing and Communications Approval

iv. Acceptable Use

v. Fall Protection

vi. Ladder Safety

vii. Working in Lightning Safety

viii. Heat Stress Prevention and Hot Weather

e. News Articles for Member's Information – attached

10. New Business

- a. Strategic Plan Update – J. Stephens – attached

11. Closed Session

Adjournment

# SAUGEEN VALLEY CONSERVATION AUTHORITY

## Minutes

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**Meeting:** Authority Meeting  
**Date:** Thursday, September 15, 2022, 10:00 a.m.  
**Location:** Electronic  
**Chair:** Maureen Couture  
**Members present:** Paul Allen, Barbara Dobreen, Dan Gieruszak, Cheryl Grace, Tom Hutchinson, Dave Myette, Mike Niesen, Sue Paterson, Diana Rae, Christine Robinson, Bill Stewart  
**Members absent:** Mark Davis, Steve McCabe, Don Murray  
**Others present:** Jennifer Stephens, General Manager / Secretary-Treasurer  
Erik Downing, Manager, Environmental Planning and Regulations  
Donna Lacey, Manager, Forestry and Lands  
Elise MacLeod, Manager, Water Resources  
Laura Molson, Manager, Corporate Services  
Janice Hagan, Executive Assistant / Recording Secretary

Chair Maureen Couture called the meeting to order at 10:00 a.m.

### **1. Land Acknowledgement**

The following Land Acknowledgement was read by Director Paul Allen:

*We begin our meeting today by respectfully acknowledging the Anishinaabeg Nation, the Haudensaunee, the Neutral, and the Petun peoples as the traditional keepers of this land. We are committed to moving forward in the spirit of reconciliation with First Nation, Métis, and Inuit peoples.*

### **2. Adoption of Agenda**

#### **MOTION #G22-73**

Moved by Dave Myette

Seconded by Sue Paterson

THAT the agenda be adopted as amended.

**CARRIED**

### **3. Declaration of Pecuniary Interest**

No persons declared a pecuniary interest relative to any item on the agenda.

**4. Approval of Authority meeting Minutes – July 21, 2022**

**Motion #G22-74**

Moved by Diana Rae

Seconded by Barbara Dobreen

THAT the minutes of the Authority meeting held on July 21, 2022, be approved as circulated.

**CARRIED**

**5. Consent Agenda**

**Motion #G22-75**

Moved by Cheryl Grace

Seconded by Paul Allen

THAT the reports, and information contained in the Consent Agenda, [Item 5-a-b], along with their respective recommended motions be accepted as presented.

**CARRIED**

**6. New Business**

a. 2023 Draft Budget Review

Jennifer Stephens introduced the proposed 2023 Budget presentation which integrates investments in SVCA staff, communities, and the conservation authority. She noted that the budget has been affected by the high cost of living and increased insurance costs. The guiding document driving the budget is the *Inventory of Programs and Services* with required deliverables by December 31, 2024. The Managers of each department presented plans and required projects for 2023.

**Corporate Services**

The Corporate Services department includes administration, finance, communications, GIS, IT, and education, and has 6 full time staff members. Planned priorities for 2023 are policy development, continued rebranding, AODA compliance documents, the implementation of a content management system, and increased marketing and community education. An increase in self-generated revenues is expected due to improved investment income.

**Environmental Planning and Regulations (EPR)**

The EPR department has experienced an unprecedented number of permits and planning applications. The department consists of 11 full time staff. Priorities for 2023 include professional development and training of staff to improve staff retention, design of a Content Management System, completion of updates to the Environmental Planning and Regulations Policies Manual, and assessment of risks associated with natural hazards including impacts of climate change. Revenues are expected to be consistent with 2022 figures.

**Forestry and Stewardship**

Tree planting will continue in 2023 along with increased forest management activities. Signage will be replaced where necessary.

**Non-Revenue Parks**

The Lands budget for 2023 includes continuous property and infrastructure replacement and maintenance, and various park upgrades including improved signage and enforcement measures.

**Campgrounds**

Removal of dead and dying Ash and other hazard trees as previously forecasted is imperative and funds will need to be drawn from Campground reserves. All three campgrounds are projected to have surpluses at the end of 2023, which will replenish the reserve fund in part.

**Motor Pool**

A new 4 x 4 truck will be needed to replace a decrepit truck, as well as general maintenance of the the fleet. Funds will be drawn from the motor pool reserve.

Christine Robinson joined the meeting at 11:28 a.m.

**Water Resources (WR)**

In 2023, Water Quality staff will be issuing the Watershed Report Card, participating in continued stakeholder partnerships, and continuing to monitor dam removal sites. The WR proposed budget includes the purchase of new stream gauge equipment for two stations, and a hydrometric network capital project. Other capital projects include projects under the Water and Erosion Infrastructure Program (WECI). Priorities include floodplain mapping improvements, preparation of the *Conservation Authority Act* deliverables, and ongoing maintenance of water and erosion control structure assets.

Tom Hutchinson joined the meeting at 11:45 a.m.

Laura Molson discussed the Budget Summary and explained the breakdown between General levy and non-General levy programs. She discussed the overall increase by municipality. Reserve funds will be used in the 2023 budget for hazard tree removal. Other draws from reserve funds will be for required capital projects.

The Directors discussed the levy increases and requested that staff be available to present as delegations at municipal council meetings if requested.

After further discussion the following motion was carried.

**MOTION #G22-76**

Moved by Bill Stewart

Seconded by Diana Rae

THAT the SVCA Board of Directors approve the 2023 draft budget in principle; and

FURTHER THAT staff be authorized to forward the draft budget, to the Authority’s watershed municipalities for a 30-day review and include the offer of a delegation if requested.

**CARRIED**

**Adjournment**

There being no further business, the meeting adjourned at 12:22 p.m. on motion of Christine Robinson and Dave Myette.

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Maureen Couture  
Chair

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Janice Hagan  
Recording Secretary

## Saugeen Bluffs Incident

This summer a member of the public began to have a heart attack during a canoe excursion that was passing through Saugeen Bluffs Campground.

SVCA park staff responded quickly and in an organized fashion. They provided comfort to the individual and their travelling companions. 911 was called, and all prescribed actions per first aid training were followed.

Roles were immediately assigned. The individual was monitored by one Saugeen Bluffs Campground staff. The Bluffs Automated External Defibrillator (AED) was brought to the location by another. One staff controlled the crowd, and other staff were tasked with guiding the ambulance to the individual's location.

The event described could have been a devastating situation for the individual who suffered the heart attack, their friends and family, and the staff in attendance. So many complicating elements were working against the individual based on the location of the incident, but SVCA staff were prepared, calm in a crisis and provided comfort to others.

A friend of the individual who was present wrote to SVCA to say, "Staff were very professional, comforting, and proficient! They were amazing! Thanks to park staff, [the individual] got to the hospital safely."

SVCA staff took the presenting symptoms seriously, did all the right things managing the scene, and ensured the individual lived to paddle another day.

Our sincerest thanks to:

- Shannon Hagan
- Jim Leask
- Elijah Wilson
- Nathan Beech

For leaning on their training and providing such excellent care during a crisis.



# SVCA Geofence Project

2021


Research Completed for the Saugeen Valley Conservation Authority  
by RTO7.

# Who is RTO7 and what do we do

- Regional Tourism Organization 7 is one of 13 organizations in Ontario mandated to grow tourism. We are a non-profit organization fully funded by the Ministry of Heritage, Sport, Tourism and Culture Industries.
  - Region 7 includes Bruce, Grey and Simcoe Counties
- 4 Pillars we work on:
  - Marketing & Promotions
  - Experience Development
  - Workforce Development
  - Investment Attraction
- Data is one way that we can help our stakeholders make informed decisions.



# Questions Addressed Through the Data Analysis

1. How many people visited each of the sites in 2021?
  2. Where are visitors coming from?
  3. What opportunities are there to generate new revenue?
  4. What are some new products that would appeal to the existing customer base?
  5. Where and who should marketing campaigns be targeted?
- 

# Disclaimer

The following report is based on the data provided by the geofences.

Site capacity or physical site assessments have not been taken into consideration.



# Geofence Data Information

The following report was created using data in the Envision business intelligence platform by Environics Analytics. The data points were extracted using the MobileScapes tool.

**What is a Geofence** - A virtual geographic boundary or polygon that represents a particular area of interest used to extract mobile data.

The purpose of this report is to provide consumer data that will inform decision making when developing opportunities for new revenue streams and new experiences at five Conservation Areas:

Allan Park CA

Denny's Dam CA

Durham CA

Saugeen Bluffs CA    Sulphur Spring CA

Please note: the data that was generated for each of the locations above using the geofence generated a low sample size. It was determined that the data could be used but caution should be taken when interpreting the results and recommendations.


SVCA staff were interested in learning about Brucedale CA, Schmidt Lake and Stony Island CA however, there were not enough data points in the sample.

# Privacy Compliant Data - EA's MobileScapes Program

MobileScapes is an anonymized, permission-based data service, which uses data collected from location-enabled mobile devices. Users can identify devices observed within a defined area, such as a store, public square, or on a roadway for a given date and time range. The main sources of data are opt-in location-enabled applications on mobile devices and ad exchange platforms. At present, there are approximately 100,000 mobile applications that contribute data to our MobileScapes services. At its most basic level, it provides a unique, persistent, yet anonymous, device ID, along with a date, time and latitude/longitude coordinates for each observation. It is important to note that, while the device ID is part of the source data used for building the MobileScapes product, it is excluded from any end-user delivery.

The common evening and daytime locations are inferred according to where these devices are most frequently observed during the day and at night, over the course of the most recent three month period. To protect user privacy, all observed latitude and longitude coordinates are assigned to the nearest postal code.

<https://community.environicsanalytics.com/hc/en-us/articles/360035649152-MobileScapes-Canada>





# Geofence Area for Data Collection

Allan Park CA



# Geofence Area for Data Collection

Denny's Dam CA





# Geofence Area for Data Collection

Durham CA



# Geofence Area for Data Collection

Saugeen Bluffs CA

Please note: the area to Bruce County Rd 3 was captured in order to collect enough data points as cell phone coverage is poor in the park boundaries.



# Geofence Area for Data Collection

Sulphur Spring CA



# Notes on Geofence Data Collected

The next slide indicates how many people entered the Geofenced area in 2021.

**(Unique) Visitors:** The number of distinct and unique devices that entered the Geofence in the requested time range, regardless of how often they visit. Visitors are represented as an estimated Household Population 15+ weight. They can be thought of as total foot traffic for the Geofence over the time period selected.

**(Daily) Visits:** The number of times the device entered the Geofence, no matter how many visitors make up those visits. Visits are represented as an estimated Household Population 15+ weight. They filter out multiple visits to give a true indication of the unique Household Population 15+ identified within the Geofence over the time period selected.

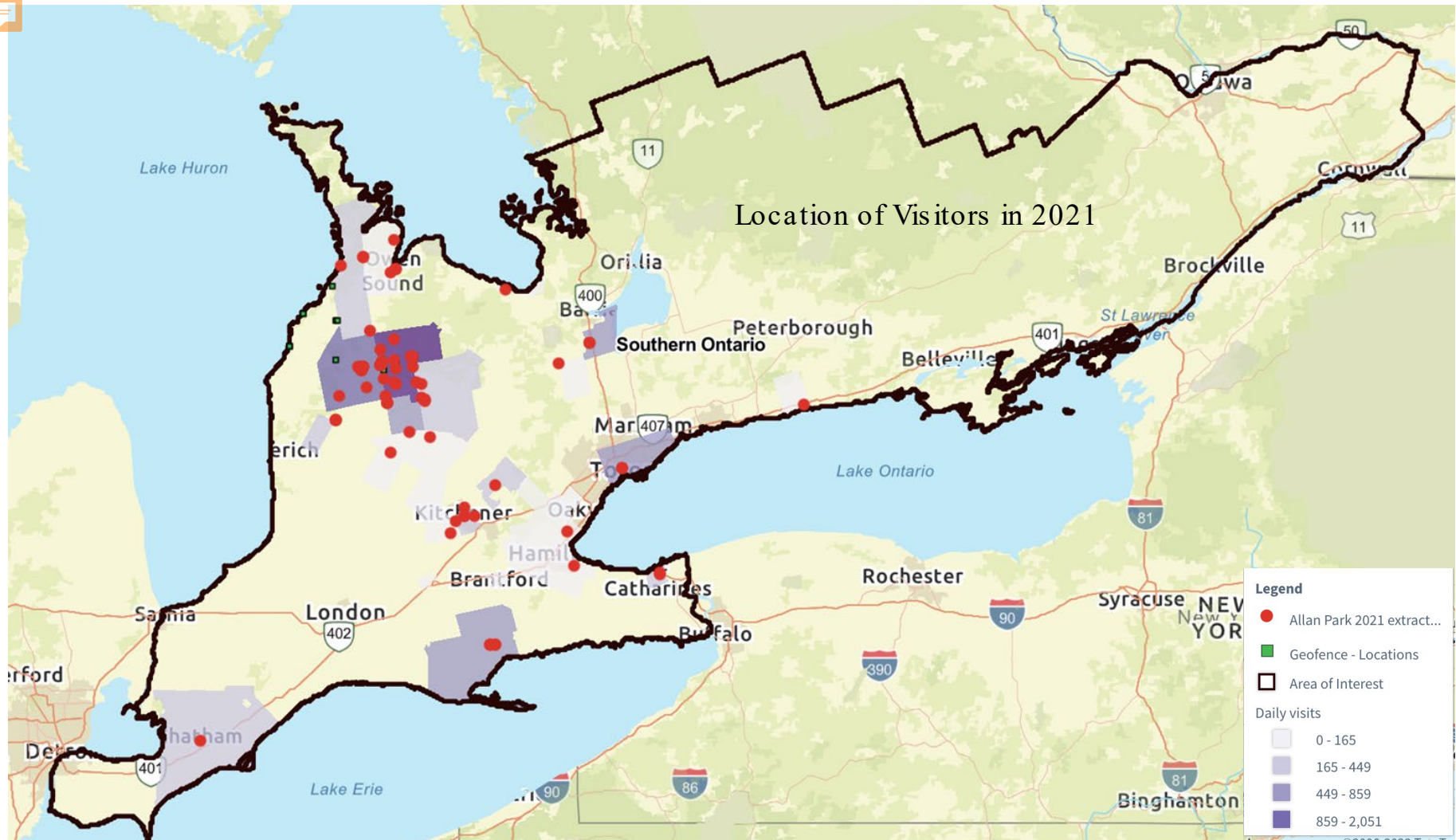
The data points are collected from cell phones that enter the geofence within the timeframe. It is dependent on having cell service, the apps that the data is licensed through and location services for those apps turned on. Although not all the visitors are captured, the information is normalized to the census to provide estimates of the number of visits.

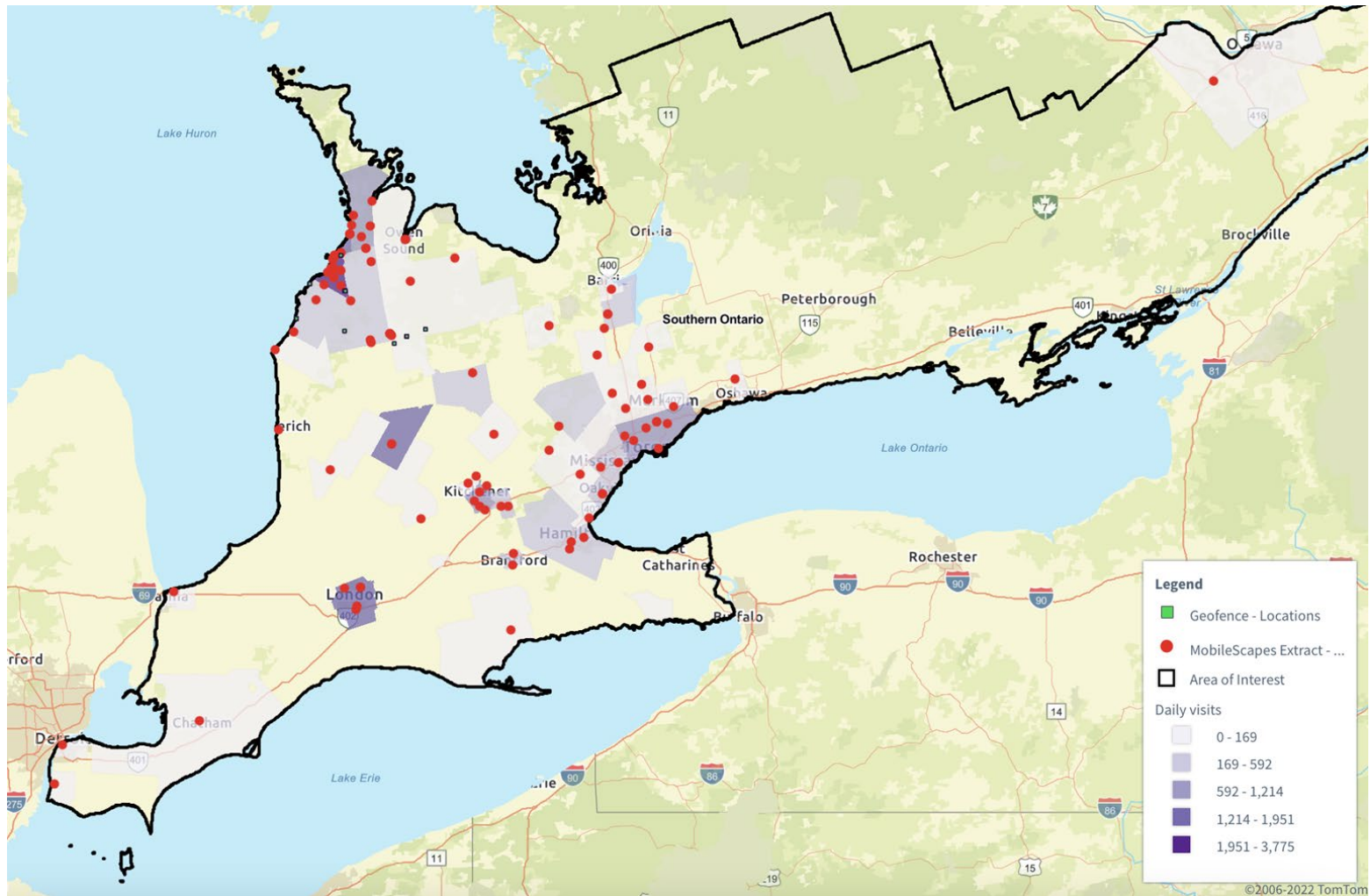
Please note: the data that was generated for each of the locations above using the geofence generated a low sample size. It was determined that the data could be used but caution should be taken when interpreting the results and recommendations.



# Geofence Data Collected in 2021

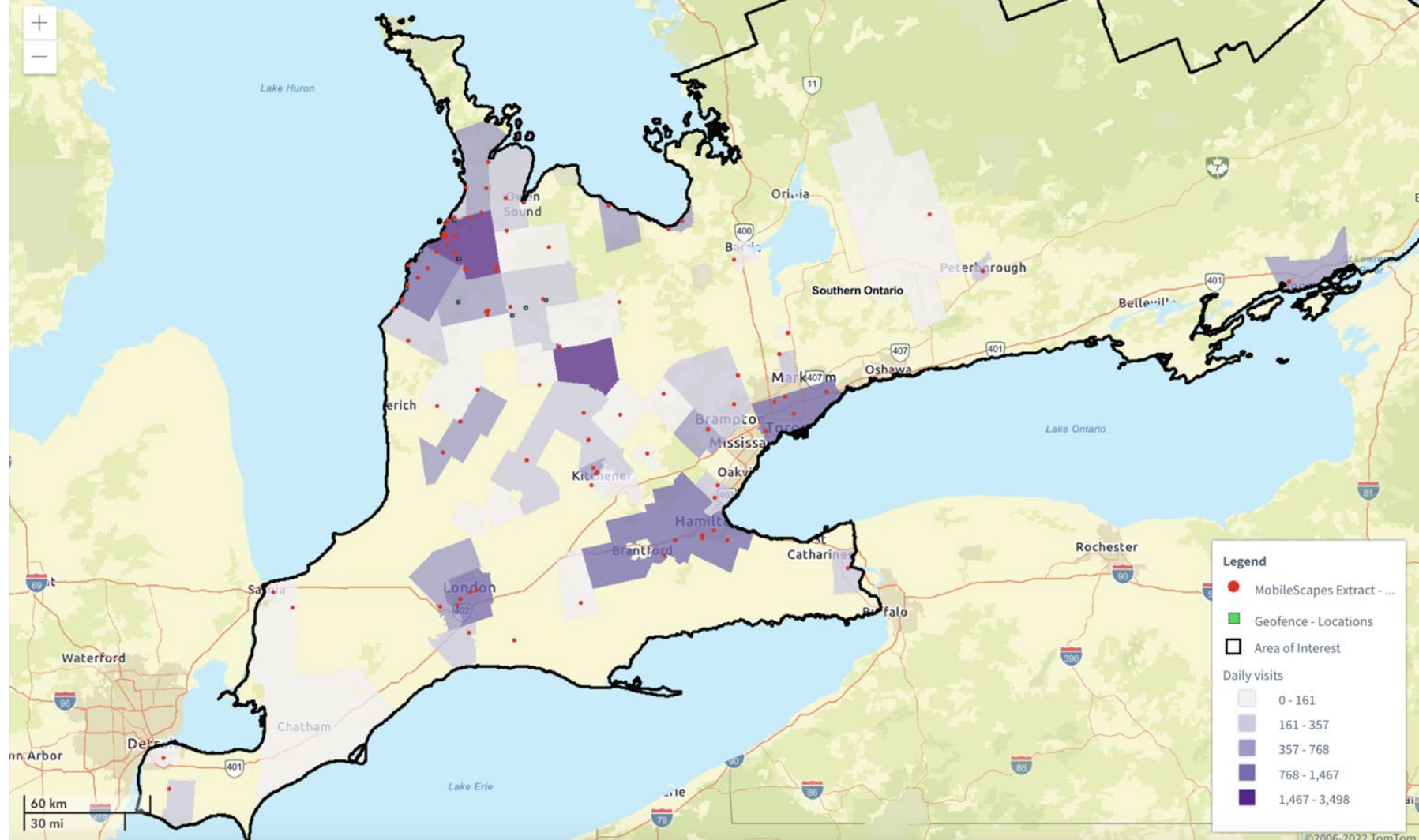
Location	Total Records	Unique Visitors	Daily Visitors
Allan Park	110	4,428	18,949
Denny's Dam	154	5,225	19,195
Durham CA	298	8,175	27,843
Saugeen Bluffs	161	5,787	24,658
Sulphur Spring	233	9,205	33,503











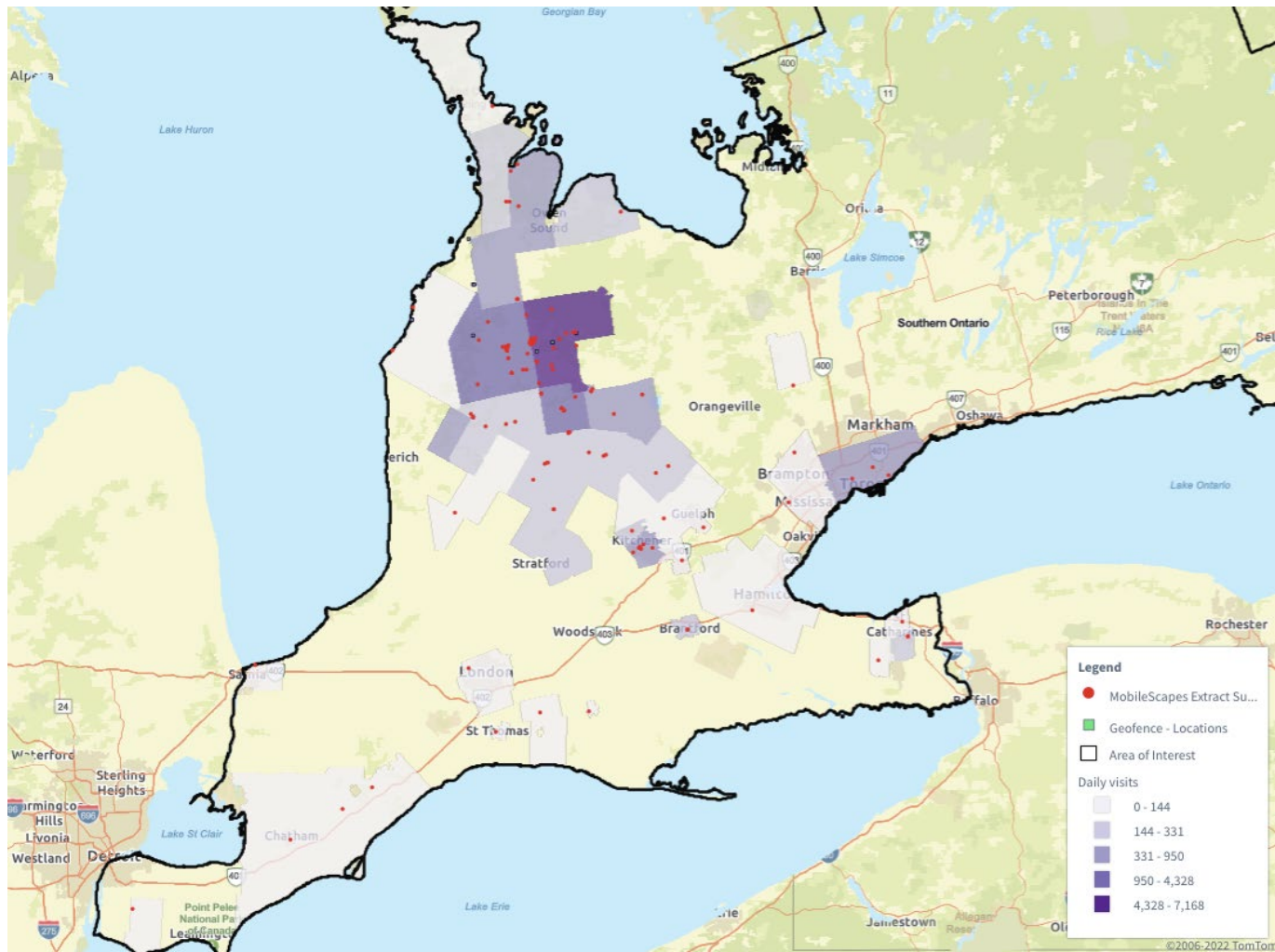
**Legend**

- MobileScapes Extract - ...
- Geofence - Locations
- Area of Interest

**Daily visits**

- 0 - 161
- 161 - 357
- 357 - 768
- 768 - 1,467
- 1,467 - 3,498

60 km  
30 mi





# Allan Park Data - Observations

- The majority of people who visited are mature couples or young families with children under 15 years old.
- It's not surprising that most people live in single detached homes. The lower income levels are likely due to a large number of visitors being retired. For the visitors who are still in the workforce, most drive to work. Many people work in the trades or sales and service industries. Generally speaking, the audience is not diverse, however Indigenous people index high. This is likely due to the proximity to Saugeen First Nation.
- Psychographic information is really helpful when writing copy for your websites, in social media posts and for other advertisements. This will also provide some guidance for any imagery used. Language and imagery around nature would appeal to them. Focus on moving things back to a simpler time, slowing down, and relaxation. Use images that have traditional looking families and couples.
- This mature audiences enjoy traditional media. Radio, especially county and classic hits, are popular channels. They also have a tendency to read flyers and watch television. 10% will scan a QR code to find out more information. This might be a great way to tell a self-guided story on the trails, or this could be an opportunity to have them pay for parking.
- Facebook is the dominant social media channel used. Reading the news feed, commenting and liking posts as well as using messenger are common practices for this group.
- The Allan Park visitors will participate in contests online. This is a good way to encourage them to share information if you are hoping to grow visitation to this area.
- It's not surprising that this group enjoys parks and gardens. Partnerships with a local fall fair or even an outdoor art exhibition might be events this group would be interested in attending.
- Promoting the trails at this property is always a good idea. Mountain biking and hiking in the spring/summer/fall with cross-country skiing in the winter. To increase revenue on this property, you could add campsites for the summer. For the spring, fall and winter, depending on the amount of wildlife available, a lottery system to hunt this property could generate revenue as well.
- Attendance at home shows indexes high for this group so could be a consideration for B2C marketing opportunities.

# Where did people come from?

## Ranking Areas - Standard Geographies | Customers



Customers: Allan Park 2021 extract - Visitors CEL - LOW SAMPLE: Visits

Geographic Level: PRDCSD

Name	Code	Count	%	Base Count	Base %	% Pen	Index
West Grey, ON (MU)	3542004	4,358	23.00	11,550	0.10	37.73	23,897
Hanover, ON (T)	3542029	4,022	21.23	7,009	0.06	57.39	36,345
Brockton, ON (MU)	3541032	2,052	10.83	8,072	0.07	25.42	16,098
South Bruce, ON (MU)	3541004	1,391	7.34	4,880	0.04	28.50	18,050
Norfolk County, ON (CY)	3528052	860	4.54	58,942	0.49	1.46	924
Minto, ON (T)	3523043	672	3.55	7,527	0.06	8.93	5,654
Toronto, ON (C)	3520005	530	2.79	2,577,758	21.48	0.02	13
Innisfil, ON (T)	3543017	528	2.79	37,742	0.31	1.40	886
Kitchener, ON (CY)	3530013	449	2.37	224,008	1.87	0.20	127
Chatham-Kent, ON (MU)	3536020	418	2.21	87,752	0.73	0.48	302
Southgate, ON (TP)	3542005	393	2.08	6,566	0.06	5.99	3,792
North Huron, ON (TP)	3540055	389	2.05	4,034	0.03	9.64	6,102
Owen Sound, ON (CY)	3542059	332	1.75	19,294	0.16	1.72	1,090
Guelph/Eramosa, ON (TP)	3523009	302	1.59	12,032	0.10	2.51	1,591
South Bruce Peninsula, ON (T)	3541055	280	1.48	8,402	0.07	3.33	2,108
Arran-Elderslie, ON (MU)	3541043	273	1.44	6,136	0.05	4.46	2,822
St. Catharines, ON (CY)	3526053	266	1.40	118,527	0.99	0.22	142
Wellington North, ON (TP)	3523050	238	1.25	10,498	0.09	2.26	1,433
Saugeen 29, ON (IRI)	3541057	223	1.18	1,020	0.01	21.85	13,840
Port Hope, ON (MU)	3514020	166	0.87	15,155	0.13	1.09	692
Wilmot, ON (TP)	3530020	161	0.85	19,278	0.16	0.84	529
Georgian Bluffs, ON (TP)	3542053	119	0.63	9,117	0.08	1.30	825
New Tecumseth, ON (T)	3543007	119	0.63	33,891	0.28	0.35	223
Hamilton, ON (C)	3525005	101	0.54	491,415	4.09	0.02	13
Mapleton, ON (TP)	3523033	97	0.51	8,452	0.07	1.14	724
North Perth, ON (MU)	3531040	77	0.41	11,299	0.09	0.68	433
Burlington, ON (CY)	3524002	76	0.40	167,618	1.40	0.05	29
Collingwood, ON (T)	3543031	57	0.30	21,299	0.18	0.27	170



# Executive Dashboard 2021

## Demographics | Population & Households



Customers: Allan Park 2021 extract - Visitors CEL - LOW SAMPLE

### MEDIAN MAINTAINER AGE

58

Index:109

### MARITAL STATUS



60.8%

Index:108

Married/Common-Law

### FAMILY STATUS\*

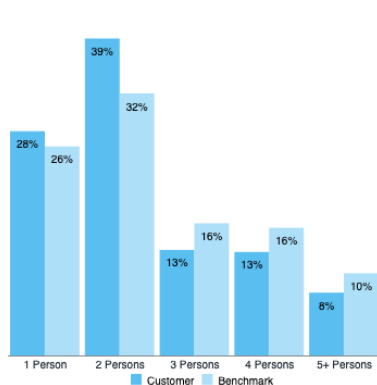


48.3%

Index:131

Couples Without Children At Home

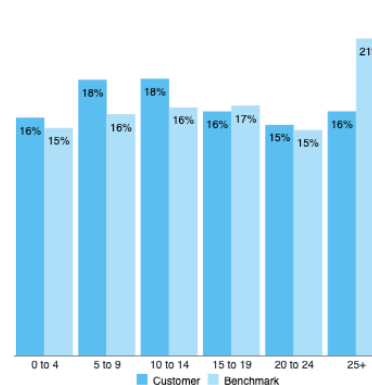
### HOUSEHOLD SIZE



### POPULATION BY AGE

Age Group	%	Index
0 to 4	5.1	104
5 to 9	5.3	104
10 to 14	5.4	102
15 to 19	5.2	95
20 to 24	5.5	82
25 to 29	5.8	78
30 to 34	6.0	82
35 to 39	5.9	84
40 to 44	5.6	87
45 to 49	5.3	86
50 to 54	6.0	93
55 to 59	6.8	99
60 to 64	7.4	111
65 to 69	6.9	123
70 to 74	6.0	129
75 to 79	5.0	146
80 to 84	3.5	157
85+	3.3	142

### AGE OF CHILDREN AT HOME



Benchmark:Southern Ontario

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\*Chosen from index ranking with minimum 5% composition

Index Colours: <80 80 - 110 110+

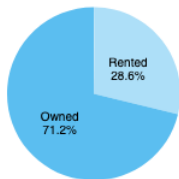


# Demographics | Housing & Income



Customers: Allan Park 2021 extract - Visitors CEL - LOW SAMPLE

## TENURE



## STRUCTURE TYPE



Houses

85.8%

Index:127



Apartments

13.3%

Index:42

## AGE OF HOUSING\*

10 - 14 Years Old

13.0% Index:182

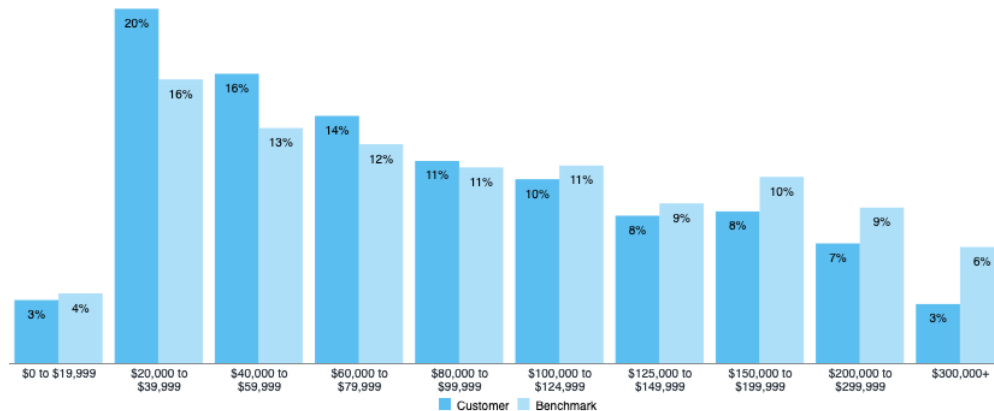
## AVERAGE HOUSEHOLD INCOME



\$97,735

Index:81

## HOUSEHOLD INCOME DISTRIBUTION



Benchmark: Southern Ontario

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\*Chosen from index ranking with minimum 5% composition

Index Colours:	<80	80 - 110	110+
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# Demographics | Education & Employment



**Customers:** Allan Park 2021 extract - Visitors CEL - LOW SAMPLE

## EDUCATION



16.1%

Index:53

University Degree

## LABOUR FORCE PARTICIPATION



65.3%

Index:100

Participation Rate

## METHOD OF TRAVEL TO WORK: TOP 2\*



43.6%

Index:120

Travel to work byCar (as Driver)

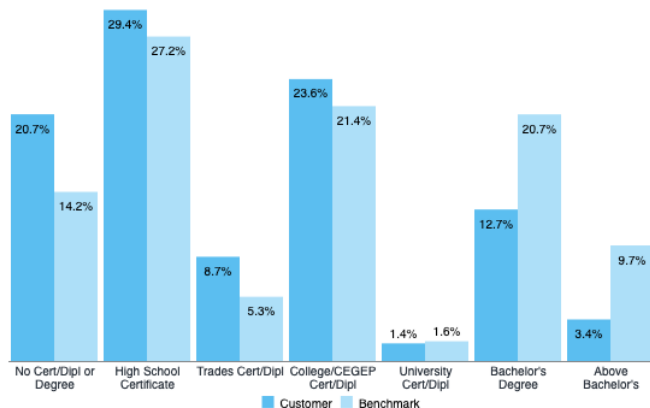


3.5%

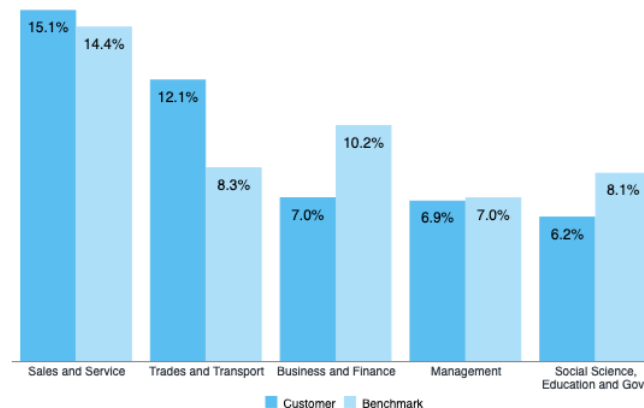
Index:114

Travel to work byCar (as Passenger)

## EDUCATIONAL ATTAINMENT



## OCCUPATIONS: TOP 5\*



**Benchmark:**Southern Ontario

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\*Ranked by percent composition

Index Colours:	<80	80 - 110	110+
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# Demographics | Diversity



Customers: Allan Park 2021 extract - Visitors CEL - LOW SAMPLE

## ABORIGINAL IDENTITY



3.6%

Index:180

## VISIBLE MINORITY PRESENCE



6.8%

Index:20

Belong to a visible minority group

## NON-OFFICIAL LANGUAGE



0.6%

Index:21

No knowledge of English or French

## IMMIGRATION



9.6%

Index:30

Born outside Canada

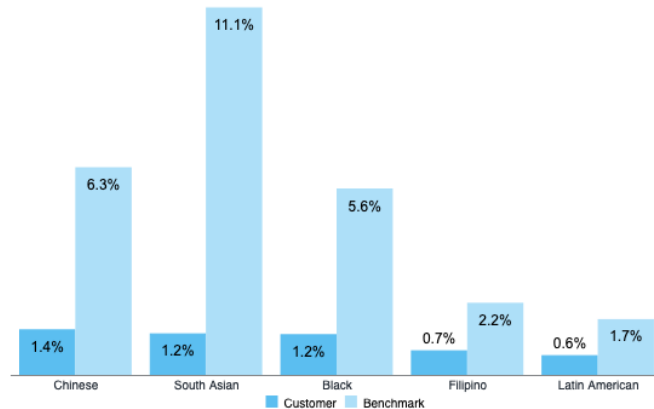
## PERIOD OF IMMIGRATION\*

Before 2001

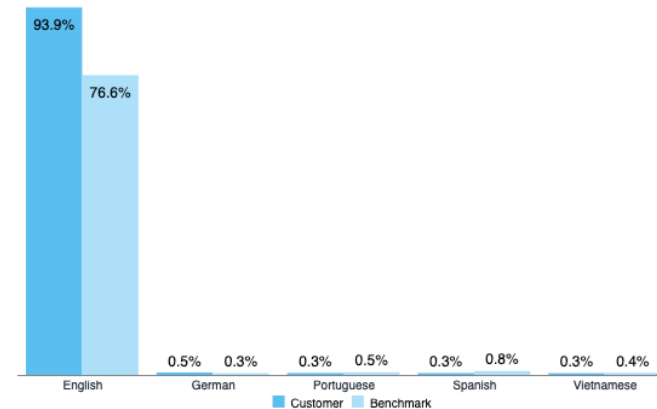
6.7%

Index:42

## VISIBLE MINORITY STATUS: TOP 5\*\*



## LANGUAGES SPOKEN AT HOME: TOP 5\*\*



Benchmark: Southern Ontario

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\*Chosen from index ranking with minimum 5% composition

\*\*Ranked by percent composition

Index Colours:	<80	80 - 110	110+





Customers:Allan Park 2021 extract - Visitors CEL - LOW SAMPLE



## Strong Values

	Index
Attraction to Nature	144
Utilitarian Consumerism	129
Obedience to Authority	124
Brand Apathy	120
Cultural Assimilation	119
Emotional Control	116
Confidence in Small Business	115
Duty	115
Xenophobia	112
Fulfilment Through Work	111



## Weak Values

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Pursuit of Novelty	64
Equal Relationship with Youth	69
Advertising as Stimulus	71
Sexual Permissiveness	72
Consumption Evangelism	73
Culture Sampling	74
Penchant for Risk	74
Attraction For Crowds	74
Status via Home	75
Active Government	78



## Descriptions | Top 3 Strong Values

### Attraction to Nature

How close people want to be to nature, whether to recharge their spiritual batteries or to enjoy a simpler, healthier or more authentic way of life.

### Utilitarian Consumerism

Tendency to base purchase decisions on utilitarian rather than aesthetic considerations. Measures the attention given to utility of objects and products purchased. People strong on this construct seldom buy products purely for their appearance. Lack of a need to engage in personal expression through aesthetic means.

### Obedience to Authority

A belief in playing by the rules. The belief that persons or organizations in positions of authority should be deferred to at all times. A belief that there are rules in society and everyone should follow them. The feeling that young people in particular should be taught to obey authority rather than question it.



## Descriptions | Top 3 Weak Values

### Pursuit of Novelty

Active desire to discover new "modern" products, services and experiences, and to integrate them into the routine of daily life. People who are strong on this construct want to experience something new every day.

### Equal Relationship with Youth

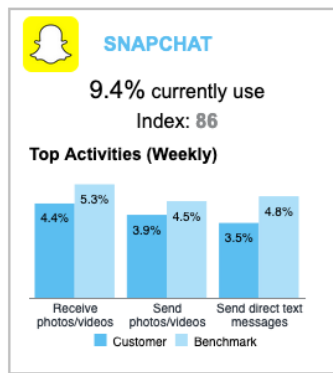
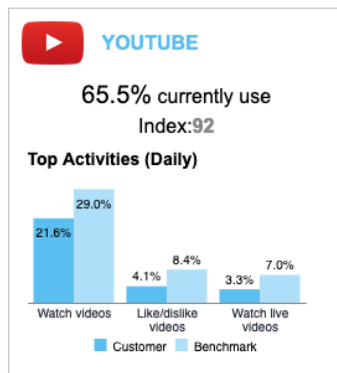
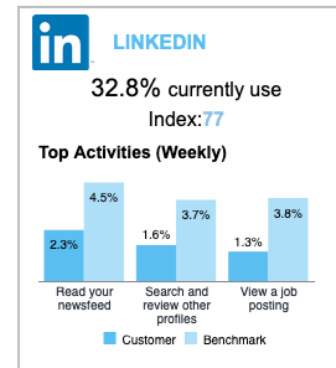
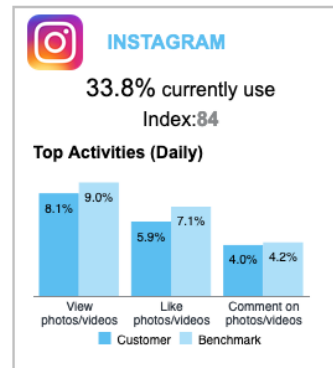
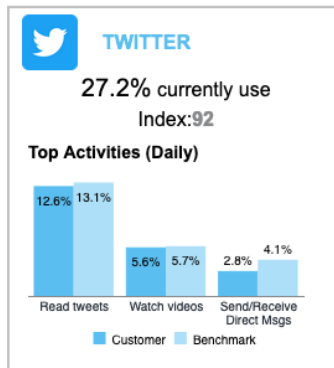
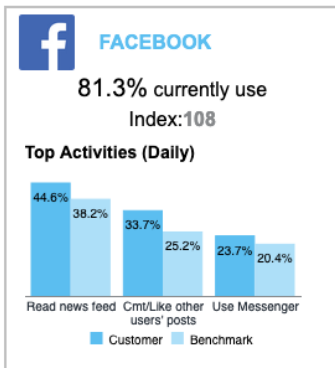
Breaking down traditional hierarchical and patriarchal relationships by giving the youth equal freedoms as those of adults. Discipline, as that issued by adults over young people, is therefore replaced by freedom and increased individualism.

### Advertising as Stimulus

Tendency to enjoy viewing advertising for its aesthetic properties; to enjoy advertising in a wide range of venues, from magazines to television to outdoor signs and billboards.



Customer: Allan Park 2021 extract - Visitors CEL - LOW SAMPLE: Visits



Benchmark: Southern Ontario

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Chosen and ranked by percent composition.

(!)Indicates variables with low sample size. Please analyze with discretion.

Index Colours:	<80	80 - 110	110+
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Customers:Allan Park 2021 extract - Visitors CEL - LOW SAMPLE: Visits

## USED ONLINE SOCIAL NETWORKS [PST WK]

	%	Base %	Index
Facebook	41.2	44.9	92
Instagram	23.9	30.0	80
LinkedIn	9.5	15.3	62
Pinterest	13.0	11.6	112
Snapchat	10.4	12.3	84
Tumblr	0.4	1.2	30
Twitter	15.2	18.0	85
Online/Internet dating sites	2.0	2.2	94
Video/photo sharing	5.3	6.8	78
YouTube videos/channels	38.1	42.5	90

Benchmark: Southern Ontario

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Index Colours: <80 80 - 110 110+



Customer: Allan Park 2021 extract - Visitors CEL - LOW SAMPLE: Visits

## FRIENDS IN ALL SM NETWORKS



38.9%

Index:101

0-49 friends

## FREQUENCY OF USE (DAILY)



63.2%

Index:119

Facebook

## BRAND INTERACTION



31.0%

Index:104

Like brand on Facebook

## NO. OF BRANDS INTERACTED

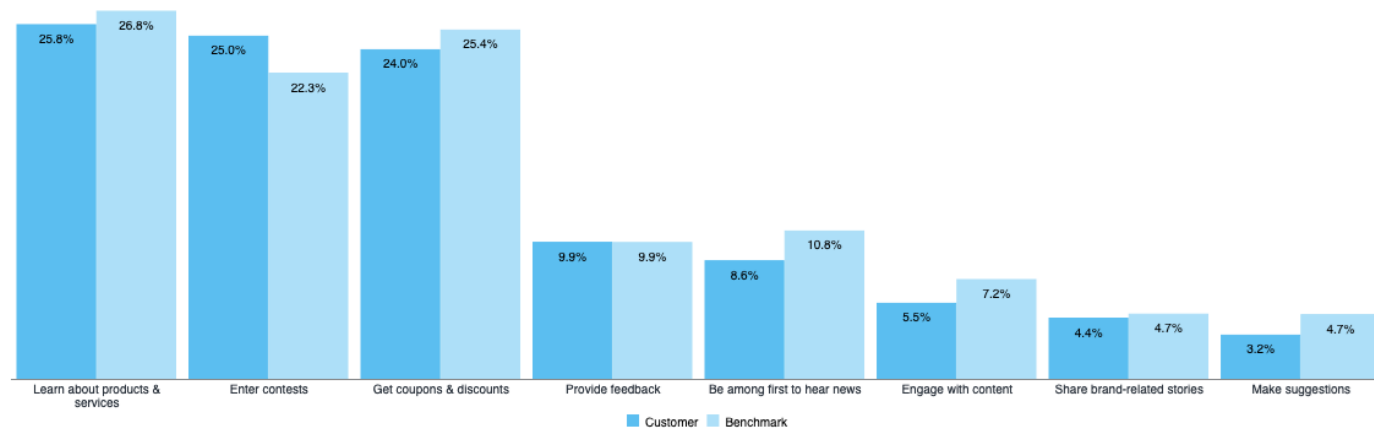


30.0%

Index:103

2-5 brands

## REASONS TO FOLLOW BRANDS USING SOCIAL MEDIA



Benchmark: Southern Ontario

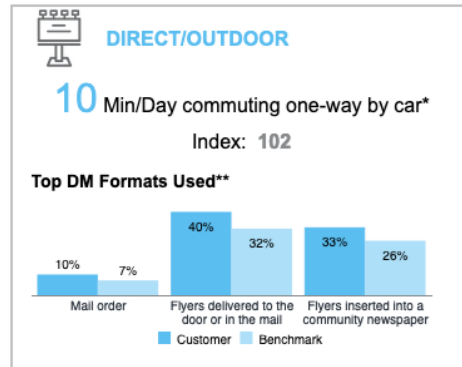
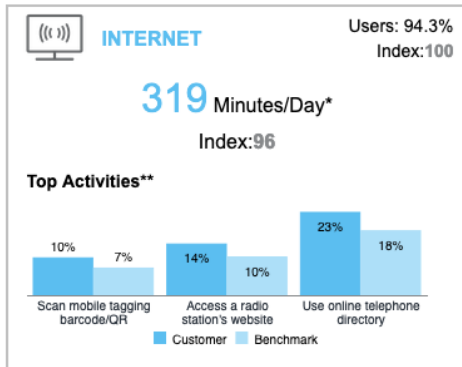
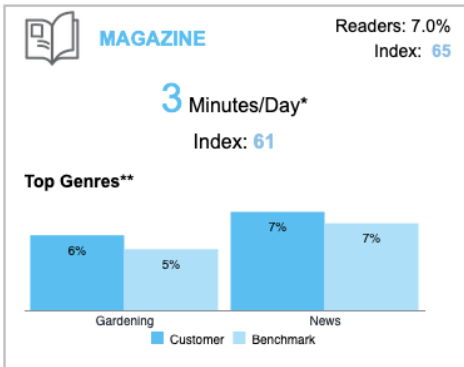
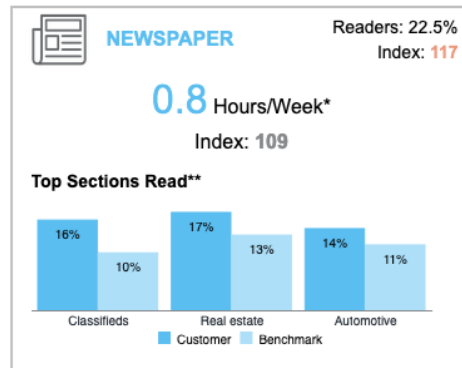
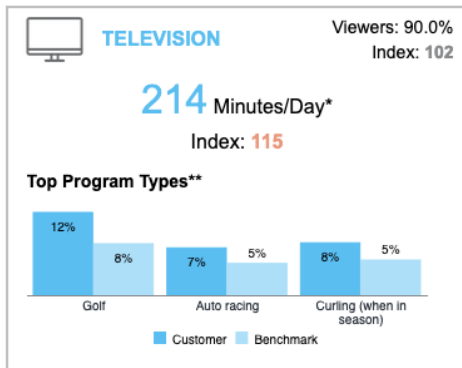
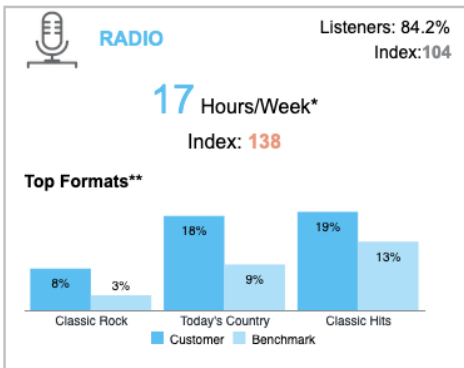
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Chosen and ranked by percent composition.

Index Colours: <80 80 - 110 110+



Customers: Allan Park 2021 extract - Visitors CEL - LOW SAMPLE: Visits



Benchmark: Southern Ontario

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\* Consumption values based to Household Population 12+.

\*\* Chosen from index ranking with minimum 5% composition.

Index Colours: <80 80 - 110 110+



Customers: Allan Park 2021 extract - Visitors CEL - LOW SAMPLE: Visits

## Top Shows & Exhibitions\*



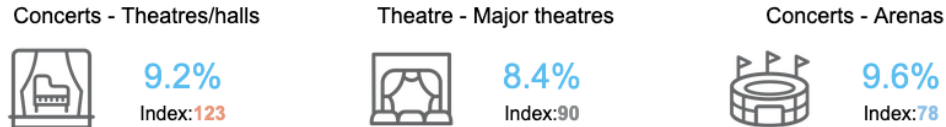
## Top Local Attractions & Destinations\*\*



## Top Professional Sports\*\*



## Top Concert & Theatre Venues\*\*



Benchmark: Southern Ontario

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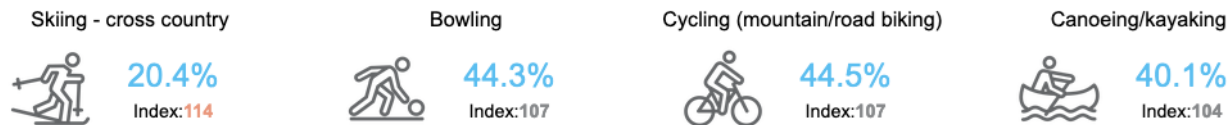
\*Chosen from index ranking.

\*\*Chosen from index ranking with minimum 5% composition.

Index Colours:	<80	80 - 110	110+
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Customers: Allan Park 2021 extract - Visitors CEL - LOW SAMPLE: Visits

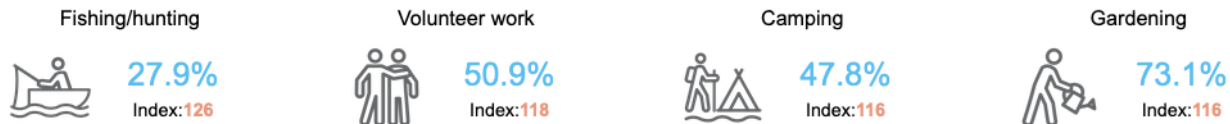
## Top Individual Sports



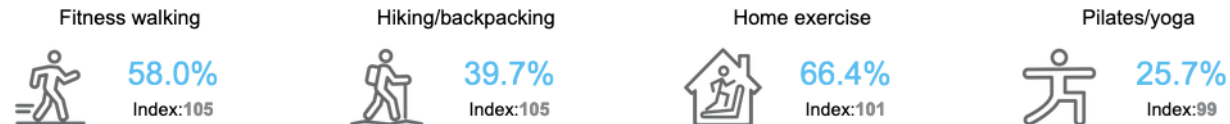
## Top Team Sports



## Top Activities



## Top Fitness



Benchmark: Southern Ontario

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\* Chosen from index ranking with minimum 5% composition.

Index Colours: <80 80 - 110 110+

## Top 5 segments represent **70.8%** of customers in Southern Ontario



Rank:	1
Customers:	4,709
Customers %:	24.85
% in Benchmark:	2.00
Index:	1,242

Found mostly in Alberta and Ontario, New Country is one of the wealthiest rural segments, with nearly two-thirds of residents working in well-paying jobs in agriculture, mining, natural industries and other blue-collar occupations. Scoring high for self-employment, a significant percentage of residents work as farmers and independent contractors in related industries. Their six-figure incomes provide comfortable, single-detached houses and enviable lifestyles. Forty percent of the maintainers are between 45 and 64 years old, and nearly 45 percent of households have children, typically of all ages. Like generations of rural households before them, New Country members are known for their deep roots in the community. Three-quarters of residents are third-plus-generation Canadians; fewer than one in ten are foreign-born. In these rural settings, people get attached to their pickups and drive them for decades. For leisure, they like to go hunting, fishing and boating, or they'll stay home and do some gardening. With their traditional views on politics and religion, they support family values and oppose government involvement in people's private lives; they score very low on Active Government.



Rank:	2
Customers:	2,654
Customers %:	14.01
% in Benchmark:	1.68
Index:	835

Scenic Retirement exemplifies one of Canada's dominant demographic trends: the aging population. Many of this segment's residents live in retirement communities like Niagara-on-the-Lake, Duncan and Parksville. With more than two-thirds of household maintainers over 55 years old, the segment features mature married couples and singles living in the suburban neighbourhoods of smaller cities popular with seniors. Nearly one in ten households contains a widowed individual. Most members live in midscale, single-detached houses—the average dwelling value is \$450,000—but one-quarter own a condo. Though only half are still in the labour force, average household incomes here are more than \$100,000, earned from a variety of blue-collar and service sector jobs as well as pensions and government transfers. These financially comfortable households pursue leisure-intensive lifestyles. They stay physically active by playing golf, fitness walking and gardening. They like to keep up with trends by attending exhibitions covering RVs, crafts and homes. These third-plus generation Canadians are mindful of the future and want to leave a Legacy, whether for their families or society.





Rank:	3
Customers:	2,342
Customers %:	12.36
% in Benchmark:	0.05
Index:	22,751

The living is easy in the rural communities that make up Country & Western. Located in areas close to towns in the western provinces, this segment contains a mix of older singles and empty-nesting couples mostly aging in place. Nearly a third of maintainers are over 65. Eight in ten households live in a single-detached house, while 9 percent own a mobile home. With their mixed educations, those still in the labour force work in farming and blue-collar industries, earning middle incomes. Three quarters of adults are third-plus-generation Canadians, and 16 percent have an aboriginal identity—more than triple the national average. In these rugged communities, residents like to go boating, camping and hiking; many also like roaring around the countryside on motorcycles and snowmobiles. Their idea of a splurge is going to the closest ice cream shop. With a strong self-reliant streak, they enjoy sewing, crafting and doing home improvement projects. But they worry that immigration is diluting their Canadian traditions and believe that newcomers should blend into the dominant culture (Cultural Assimilation).



Rank:	4
Customers:	1,879
Customers %:	9.92
% in Benchmark:	1.24
Index:	797

Suburban Recliners is one of the older segments, a collection of suburban areas surrounding smaller and midsize cities, including a number of newer retirement communities. Households typically contain empty-nesting couples and older singles living alone; nearly 40 percent of maintainers are over 65 years old, and one in ten members is widowed. With many now retired, residents get by on income supplemented by pensions and government transfers. Those still in the workforce have low-paying jobs in accommodation and food services. But their downscale incomes go far in their neighbourhoods where dwelling values are about half the national average. In Suburban Recliners, members typically live in single-detached houses or low-rise apartments and are as equally likely to be owners as renters. When it comes to leisure, these third-plus-generation Canadians aren't ready to slow down just yet. They like to attend community theatre productions, craft show and music festivals. Occasionally, they'll spring for tickets to a figure skating event or auto race. Despite their tight budgets, they enjoy buying products on impulse without first comparing prices (Buying on Impulse).



Rank:	5
Customers:	1,831
Customers %:	9.66
% in Benchmark:	0.46
Index:	2,090

Scattered across the Prairies and a few farming communities in Ontario and British Columbia, Agri-Biz is one of Canada's most rustic lifestyles. No segment has a higher proportion of farmers—nearly a fifth of its labour force—and few have more home-based businesses, at 22 percent. Nearly 60 percent of maintainers are between 45 and 75, and most of the adults have modest educations, having called it quits after high school. But thanks to the high rate of two wage-earners among these middle-aged couples and families, Agri-Biz households earn solid, middle incomes. And in these remote areas where housing costs are a third below average, 80 percent own single-detached houses. There's little ethnic presence in Agri-Biz—three-quarters of residents are third-plus-generation Canadians—but one in 14 residents report a German mother tongue. As in other rural segments, residents here take pride in their purpose-driven vehicles: RVs, snowmobiles and ATVs. But they also enjoy traditional home-based hobbies like baking, sewing and crafting. Civic minded—they often do volunteer work and donate to charities—their high score for the value Parochialism reflects their belief that they're citizens of their local community first.

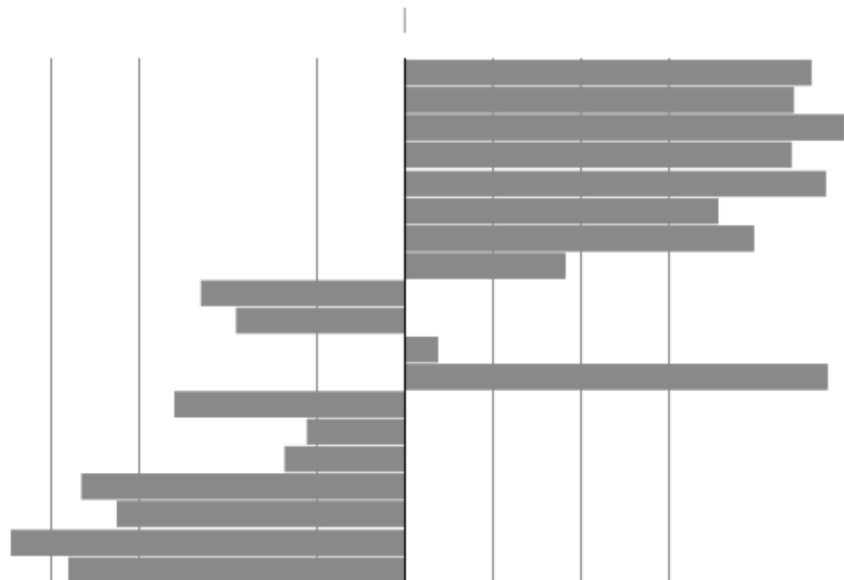


Customers: Allan Park 2021 extract - Visitors CEL - LOW SAMPLE: Visits

Total Customers: 18,949

None ▼

SG	LG	Code	Name	Count	%	Base Count	Base %	% Pen	Index
R1	F3	33	New Country	4,709	24.85	233,429	2.00	2.02	1,242
S6	M2	21	Scenic Retirement	2,654	14.01	195,703	1.68	1.36	835
R2	M2	50	Country & Western	2,342	12.36	6,338	0.05	36.96	22,751
S6	M2	62	Suburban Recliners	1,879	9.92	145,070	1.24	1.30	797
R2	F3	48	Agri-Biz	1,831	9.66	53,915	0.46	3.40	2,090
R2	M1	41	Down to Earth	1,460	7.70	262,262	2.25	0.56	343
S6	M1	45	Slow-Lane Suburbs	1,224	6.46	158,663	1.36	0.77	475
S5	F3	43	Happy Medium	560	2.96	219,865	1.89	0.25	157
F3	F3	31	Metro Melting Pot	530	2.79	605,691	5.19	0.09	54
S1	F2	05	First-Class Families	383	2.02	380,588	3.26	0.10	62
U5	F1	60	Value Villagers	377	1.99	214,207	1.84	0.18	108
T1	F2	66	Indigenous Families	223	1.18	5,977	0.05	3.73	2,295
U3	Y2	22	Indieville	200	1.05	255,721	2.19	0.08	48
R2	M2	49	Backcountry Boomers	122	0.65	97,130	0.83	0.13	78
T1	M1	58	Old Town Roads	110	0.58	93,227	0.80	0.12	73
S5	F3	38	Stressed in Suburbia	102	0.54	231,326	1.98	0.04	27
U5	Y2	52	Friends & Roomies	101	0.54	175,780	1.51	0.06	35
U2	M1	23	Mid-City Mellow	76	0.40	443,384	3.80	0.02	11
S1	F3	04	Turbo Burbs	67	0.35	173,676	1.49	0.04	24





# Allan Park Recommendations

What opportunities are there to generate new revenue?

- To increase revenue on this property, you could add campsites for the summer. For the spring, fall and winter, depending on the amount of wildlife available, a lottery system to hunt this property could generate revenue as well.
- Partner with local businesses or community groups to 'rent' out space to hold events.

What are some new products that would appeal to the existing customer base?

- Maximizing trail use at this property is a good way to expand your product offering. Mountain biking and hiking in the spring/summer/fall with cross-country skiing in the winter would make it a 4-season area.
- Look at adding some off-grid camping sites as well. Partner with a local guide to offer wilderness survival experiences.

Where and who should marketing campaigns be targeted?

- Target mature couples in Grey, Bruce and Northern Wellington Counties to start. Use imagery and language that speaks to nature.
- Facebook and radio would be two great channels to use to connect to them.
- Attend some local home shows in the spring to remind people of the property and encourage them to visit.



# General observations

- Most of the locations we reviewed have a similar audience. There are a lot of locals, but there is also an opportunity to market to the locals so the parks remain top of mind and they can recommend them to their visiting friends and family.
- The visitors tend to be more mature. Creating accessible infrastructure will allow your core visitors to continue to use the parks for many years in the future.
- Outdoor activities are a main focus for visitors to all areas. Access to trails year round and for a variety of purposes like cycling, horseback riding, hiking, snowshoeing and cross country skiing would appeal to your current visitors.
- There is an opportunity for full year access.



# General Observations

## Visitor breakdown

There are 5 target groups of visitors to focus development and marketing on

- High value segments (04, 33,41,48,50)
- Mature frequent visitors (21,45,58,62)
- Frequently visiting families (14,24,43,57,64,66)
- Family Growth Segments (10,19,20,22,25,26,28,38,47,52,60)
- Mature Growth Segments (09,16,23,49,51)





# General Recommendations

Although the data available through all the geofences was low and the results should be reviewed with caution, there are some patterns to focus on.

1. All the areas are popular with locals. Continue to market within Grey and Bruce counties. With visiting friends and relatives being a top reason to come to the region, some of the local conservation areas could be destination if they are top of mind with their hosts. Focus on other areas of Ontario that have similar profiles to who's already coming.
2. Start to build your brand on Facebook. This is by far the highest used form of social media. Promote Messenger as a way for visitors to contact you.
3. Maximize use of trail systems. Cycling, horse trails, cross-country skiing, snowshoeing including accessible trails.
4. There is a desire from the visitors to use trails in all 4 seasons. Consider opening up trail use to include mountain biking and cross country skiing or snowshoeing.





# General Recommendations

5. Think about strategic partnerships with local businesses, or service clubs to host events as a way to generate revenue and top of mind awareness. Shift thinking of the properties as the experience provider to the owner venue and partnering with experience providers.
6. Continue to engage with the local communities, building awareness, and partnering with local organizations where possible.
7. Create tourism focused marketing strategies around attracting visitors and residents using the new target groups.
8. Think about increasing parking fee at all the properties. This can help to offset garbage and washroom maintenance costs.
9. Consider what infrastructure you already have and find creative ways to use it to generate revenue. I.e. weddings, movie shoots, rentals events, partnership with experience providers.





Saugeen Valley Conservation Authority  
2023 Draft Budget



Saugeen Valley Conservation Authority

Budget Summary

2023

	2022 Approved budget	2023 Proposed budget	Sources of funding						Surplus/Deficit
			Provincial Funding	Donations/ Other funding	Special Levy	General Levy	Self Generated	Reserves	
<b>General Levy Programs</b>	3,435,625	3,948,300	81,400	8,000	108,624	2,071,216	1,327,900	351,160	
<b>Non-General Levy Programs</b>	997,350	2,058,780	255,000	70,000	345,000		1,089,300	385,000	85,520 <sup>1</sup>
<b>TOTAL</b>	<b>4,432,975</b>	<b>6,007,080</b>	<b>336,400</b>	<b>78,000</b>	<b>453,624</b>	<b>2,071,216</b>	<b>2,417,200</b>	<b>736,160</b>	<b>85,520</b>

Note:

1. Non-General Levy surplus to be put into appropriate reserve for future capital reinvestment into those programs.

Saugeen Valley Conservation Authority

General levy programs

2023

			Sources of funding					
Program	2022 Approved budget	2023 Proposed budget	Provincial Funding	Donations/ Other funding	Special Levy	General Levy	Self Generated	Reserves
<b>Corporate Services</b>								
Administration	612,300	708,500				458,500	190,000	60,000
GIS & IT	162,875	179,600				169,600		10,000
Community Relations	116,300	132,100				132,100		
Education	105,550	100,850		7,000		53,650	40,200	
<b>Environmental Planning &amp; Regulations</b>	1,060,800	1,184,300				441,300	703,000	40,000
<b>Water Resources</b>								
Flood Forecasting & Warning	217,000	275,800	81,400			167,905	700	25,795
Water Resources Management	168,150	256,750			108,624	71,656		76,470
Water Quality	109,650	149,050				124,155		24,895
<b>Forestry, Lands &amp; Stewardship</b>								
Non-Revenue Parks & Land Management	408,500	463,900		1,000		372,900	20,000	70,000
Forestry & Stewardship	474,500	497,450				79,450	374,000	44,000
<b>Total</b>	<b>3,435,625</b>	<b>3,948,300</b>	<b>81,400</b>	<b>8,000</b>	<b>108,624</b>	<b>2,071,216</b>	<b>1,327,900</b>	<b>351,160</b>

Saugeen Valley Conservation Authority

Non-General levy programs

2023

Program	2022 Approved budget	2023 Proposed budget	Sources of funding					Reserve Contributions
			Provincial Funding	Donations/ Other funding	Special Levy	Self Generated	Reserves	
<b>Forestry, Lands &amp; Stewardship</b>								
Agricultural Lands	10,400	8,300				17,700		9,400
Motor Pool	167,500	181,000				150,000	40,000	9,000
Bruce Dale CA	101,250	217,180				132,600	120,000	35,420
Durham CA	304,300	382,300				348,500	35,000	1,200
Saugeen Bluffs CA	393,900	600,000				440,500	190,000	30,500
<b>Water Resources</b>								
Capital Water Projects	20,000	670,000	255,000	70,000	345,000			
<b>Total</b>	<b>997,350</b>	<b>2,058,780</b>	<b>255,000</b>	<b>70,000</b>	<b>345,000</b>	<b>1,089,300</b>	<b>385,000</b>	<b>85,520</b>

**Saugeen Valley Conservation Authority  
2023 General Levy**

		<b>2022</b>												
		<b>Current Value</b>	<b>2022 CVA</b>	<b>CVA Based</b>									<b>Approximate</b>	
<b>Municipality</b>	<b>% in CA</b>	<b>Assessment (CVA) (Modified)</b>	<b>(Modified) in Watershed</b>	<b>Apportionment Percentage</b>	<b>% Change In Apportionment</b>	<b>% Change In Assessment</b>	<b>2022 Actual General Levy</b>	<b>Change due to Assessment</b>	<b>0% levy change</b>	<b>2023 Proposed General Levy</b>	<b>\$ Change In General Levy</b>	<b>% Change In General Levy</b>	<b>1% of Municipal Tax Levy</b>	<b>Municipal levy impact</b>
Arran-Elderslie	48	788,171,864	378,322,495	2.5083	-0.29%	1.63%	\$ 46,980	\$ 767	\$ 47,747	\$ 51,937	\$4,190	8.92%	55,000	0.076%
Brockton	100	1,302,341,980	1,302,341,980	8.6347	0.23%	2.16%	\$ 160,901	\$ 3,479	\$ 164,380	\$ 178,827	\$14,447	8.98%	96,000	0.150%
Chatsworth	49	921,751,380	451,658,176	2.9946	-0.11%	1.82%	\$ 55,983	\$ 1,021	\$ 57,004	\$ 62,008	\$5,004	8.94%	59,000	0.085%
Grey Highlands	31	2,111,456,259	654,551,440	4.3398	-0.74%	1.17%	\$ 81,655	\$ 957	\$ 82,612	\$ 89,868	\$7,256	8.89%	118,000	0.061%
Hanover	100	986,818,896	986,818,896	6.5427	-0.59%	1.33%	\$ 122,920	\$ 1,634	\$ 124,554	\$ 135,498	\$10,944	8.90%	73,500	0.149%
Howick	8	508,020,385	40,641,631	0.2695	-2.58%	-0.71%	\$ 5,160	-\$ 37	\$ 5,123	\$ 5,565	\$442	8.56%	37,000	0.012%
Huron-Kinloss	57	1,466,294,421	835,787,820	5.5414	-0.67%	1.25%	\$ 104,187	\$ 1,303	\$ 105,490	\$ 114,758	\$9,268	8.90%	90,000	0.103%
Kincardine	100	2,638,084,781	2,638,084,781	17.4908	-0.53%	1.39%	\$ 328,424	\$ 4,561	\$ 332,985	\$ 362,257	\$29,272	8.91%	193,000	0.152%
Minto Town	36	1,138,571,018	409,885,567	2.7176	1.59%	3.55%	\$ 49,958	\$ 1,772	\$ 51,730	\$ 56,271	\$4,541	9.09%	56,000	0.081%
Morris-Turnberry	5	576,923,967	28,846,198	0.1913	-0.13%	1.80%	\$ 3,669	\$ 66	\$ 3,735	\$ 4,184	\$449	12.25%	41,000	0.011%
Saugeen Shores	100	3,173,146,937	3,173,146,937	21.0384	0.44%	2.38%	\$ 391,214	\$ 9,308	\$ 400,522	\$ 435,734	\$35,212	9.00%	180,000	0.196%
South Bruce	99	737,783,088	730,405,257	4.8427	1.04%	2.99%	\$ 89,508	\$ 2,681	\$ 92,189	\$ 100,286	\$8,098	9.05%	51,000	0.159%
Southgate	94	1,095,001,488	1,029,301,399	6.8244	0.49%	2.43%	\$ 126,839	\$ 3,078	\$ 129,917	\$ 141,332	\$11,415	9.00%	130,000	0.088%
Wellington North	33	1,801,568,972	594,517,761	3.9417	-0.52%	1.40%	\$ 73,997	\$ 1,039	\$ 75,036	\$ 81,626	\$6,590	8.91%	52,000	0.127%
West Grey	100	1,828,355,239	1,828,355,239	12.1222	0.02%	1.95%	\$ 226,370	\$ 4,409	\$ 230,779	\$ 251,064	\$20,285	8.96%	110,000	0.184%
			<b>15,082,665,578</b>	<b>100.00</b>		<b>1.93%</b>	<b>\$ 1,867,766</b>	<b>\$ 36,038</b>	<b>\$ 1,903,804</b>	<b>\$ 2,071,216</b>	<b>\$167,412</b>	8.96%		

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority

**From:** Jennifer Stephens, General Manager/Secretary-Treasurer

**Date:** October 20, 2022

**Subject:** General Manager's Update

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### **MNRF Resumes Administration of Conservation Authorities Act**

Historically, the *Conservation Authorities Act* has been administered by the Ministry of Natural Resources and Forestry (MNRF). In 2018, administration of the Act was split between the two Ministries, the MNRF and the Ministry of the Environment, Conservation and Parks (MECP). The MNRF remained responsible for conservation authorities' work regarding natural hazards, while MECP became responsible for all other aspects including governance. Since 2019, the MECP led significant reforms of both the *Conservation Authorities Act* and its regulations and formed the Conservation Authorities Working Group in 2021 to help guide these changes.

Through new Orders-In-Council made pursuant to the *Executive Council Act* that were approved by the Lieutenant Governor in Council on August 29, 2022, the MNRF has once again been designated as the Ministry responsible for administering the *Conservation Authorities Act* (Attachment 1). The province has confirmed, that moving forward the MECP will no longer have duties, functions, or responsibilities under the Act.

### **Second Progress Report – Inventory of Programs and Services**

The *Conservation Authorities Act* requires that each conservation authority submit six mandatory progress reports on the activities completed relative to the establishment of Agreements for Category 2 and 3 programs and services. These progress reports need to be submitted between July 1, 2022, and October 1, 2023. The second progress report submitted to the Ministry of the Natural Resources and Forestry is attached to this report (Attachment 2). Meetings with Chief Administrative Officers have already begun to be scheduled post municipal election to discuss the inventory of programs and services in further detail, as well as to plan for presentations to new municipal councils.

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## **Great Lakes Public Forum**

The Great Lakes Water Quality Agreement 2012 (GLWQA) calls for the United States and Canada to convene a Great Lakes Public Forum once every three years. The triennial Great Lakes Public Forum was held in Niagara Falls from September 27 to September 29th, 2022. The agenda provided an opportunity to discuss the state of the lakes, progress made under the Agreement and proposed priorities to guide science and actions over the next three years. As well, the agenda provides an opportunity for the public to provide input to the International Joint Commission, who are tasked with advising the United States and Canada with respect to the implementation of the Agreement.

At the end of July, the Governments of Canada and the United States released two reports further to the Great Lakes Water Quality Agreement. The [State of the Great Lakes 2022 Report](#) (Attachment 3) provides an overview of the status and trends of the Great Lakes ecosystem and overall, the Great Lakes are assessed by the indicators as Fair, and the trend is Unchanging. Each Lake is assessed individually as well. The [2022 Progress Report of the Parties](#) describes recent achievements (i.e., 2020- 2022) in restoring and protecting Great Lakes water quality and ecosystem health, including those implemented by conservation authorities. The Conservation Ontario collective continues to demonstrate the value of partnered actions as evidenced by over 30 references to CAs in the Progress report.



## SVCA 2022 Operational Plan – July 21, 2022

SIGNIFICANT ACTIVITY	2022 OPERATIONAL TASK	TARGET COMPLETION DATE	RESPONSIBLE FOR DELIVERABLE
<b>CORPORATE SERVICES</b>			
Communications	General support to all departments (marketing, document preparation, social media, website maintenance)	Ongoing	L. Molson
Education	Deliver educational programming (DEER, Water Festival)	Ongoing	L. Molson
Information Management	Update regulation and hazard mapping with new information	Ongoing	L. Molson
Finance	Day-to-day processing of payables and receivables	Ongoing	L. Molson
Administration	Consult with municipalities on the Inventory of Programs and Services	Ongoing	J. Stephens
Administration	Continue to develop and / or renew health and safety policies.	Ongoing	J. Stephens
Administration	Agricultural Committee – Renew commitment to the Committee, conduct 3 meetings in 2022.	Ongoing	J. Stephens
Information Management	Complete transition to digital phone system	January - Complete	L. Molson
Administration	Complete Inventory of Programs and Services for Submission to Province	February - Complete	J. Stephens
Finance	Complete 2021 Audit	March - Complete	L. Molson
Information Management	Investigate results of Municipal Innovation Institute's Etopia Mapping Initiative and potential for updated regulations mapping	July - Complete	L. Molson
Human Resources	Modernize SVCA's Personnel Policy	September-December	J. Stephens
Administration	Development of SVCA's 2023-2027 Strategic Plan	October	J. Stephens
Administration	Board Orientation and Onboarding	December	J. Stephens



## SVCA 2022 Operational Plan – July 21, 2022

SIGNIFICANT ACTIVITY	2022 OPERATIONAL TASK	TARGET COMPLETION DATE	RESPONSIBLE FOR DELIVERABLE
<b>ENVIRONMENTAL PLANNING AND REGULATIONS</b>			
Environmental Planning	Plan review of applications and pre-consultation meetings/site visits.	Ongoing	E. Downing
Environmental Planning	Review of Comprehensive Planning Documents (Official Plans, Comprehensive Zoning By-Laws)	Ongoing	E. Downing
Section 28 Regulations	Continue implementation of the Violations Strategy to resolve outstanding violations.	Ongoing	E. Downing
Section 28 Regulations	Review permit applications, conduct site visits, issue permits.	Ongoing	E. Downing
Technical Support	Acquisition of Technical Expertise Supporting Staff Review	<del>May</del> November	J. Stephens
Content Management System	Acquisition of File and Document Tracking System	<del>July</del> December	J. Stephens
Environmental Planning	Update Grey County and lower tier municipalities Planning Service Agreements	<del>October</del> December	E. Downing
Environmental Planning	Completion of Environmental Planning and Regulations User Fee Review	<del>October</del> December	E. Downing/L. Molson
Environmental Planning	Completion of Environmental Planning and Regulations Policy Manual Revisions	December	E. Downing





## SVCA 2022 Operational Plan – July 21, 2022

SIGNIFICANT ACTIVITY	2022 OPERATIONAL TASK	TARGET COMPLETION DATE	RESPONSIBLE FOR DELIVERABLE
<b>WATER RESOURCES</b>			
Water Resources Committee	Conduct meetings to discuss matters requiring direction.	As needed	E. MacLeod
Flood Forecasting and Monitoring	Flood and low water monitoring, forecasting, and communication.	Ongoing	E. MacLeod
Watershed Report Cards	Begin compiling / analyzing data and gathering information to support the preparation of the WRC.	Ongoing	E. MacLeod
Flood Forecasting and Monitoring	Inventory and inspections of all stream gauge equipment.	<del>September</del> <b>October</b>	E. MacLeod
Ice Management Plan	Begin developing Ice Management Plan for SVCA watershed.	November	E. MacLeod
Water and Erosion Infrastructure	Inventory and inspections of all SVCA water and erosion infrastructure.*	November	E. MacLeod
Ontario Benthos Biomonitoring Network	Collection of benthic macroinvertebrates to assist in the characterization of surface water quality	December	E. MacLeod
Provincial Groundwater Monitoring Network	Monitoring of groundwater quality and quantity.	December	E. MacLeod
Surface Water Quality Characterization	Monthly collection of water quality samples from Provincial Water Quality Monitoring Network sites and SVCA sites.	December	E. MacLeod
Dam Safety Management Plan for Upper and Lower Durham Dams	Begin developing a dam safety management plan for the Upper and Lower Durham Dams in accordance with the BMPs recommended under the <i>Land and Rivers Improvement Act</i>	December	E. MacLeod
Working Capital Plan - Hydrometric Network	Complete draft plan outlining short and long term needs to sustain hydrometric network.	December	E. MacLeod

\*Additional infrastructure has been identified that will need to be inspected under a separate RFP in 2023.



## SVCA 2022 Operational Plan – July 21, 2022

SIGNIFICANT ACTIVITY	2022 OPERATIONAL TASK	TARGET COMPLETION DATE	RESPONSIBLE FOR DELIVERABLE
<b>FORESTRY AND LANDS</b>			
Forestry Committee	Conduct meetings to discuss matters requiring direction.	As needed	D. Lacey
Property and Parks Committee	Conduct meetings to discuss matters requiring direction.	As needed	D. Lacey
Forest Management	Carry out Forest Management Activities on SVCA and private properties including tree marking, tree inventories, Managed Forest Tax Incentive Plans.	Ongoing	D. Lacey
Land Management Policy and Strategy	Work towards completion of Saugeen Bluffs Master Plan	Ongoing	D. Lacey
Tree Planting	Plant trees on private properties.	May – Complete	D. Lacey
Fleet Management	Purchase vehicles for fleet.	May - Complete	D. Lacey
Lands Operations	Complete Approved Lands-Based Capital Projects for 2022	December	D. Lacey
Land Management Policy and Strategy	Update and if necessary, recreate, a land acquisition and disposition policy as outlined in the <i>Conservation Authorities Act</i> .	December	D. Lacey

**From:** [Keyes, Jennifer \(MNRF\)](#)  
**To:** [Keyes, Jennifer \(MNRF\)](#)  
**Cc:** [Corrigal, Kirsten \(MECP\)](#); [ca.office \(MECP\)](#)  
**Subject:** An update concerning Conservation Authority Act governance  
**Date:** August 30, 2022 4:47:38 PM

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**\*\*[CAUTION]:** This email originated from outside of the organization. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Dear Conservation Authority Partners and Interested Parties,

Through new Orders-In-Council made pursuant to the *Executive Council Act* that were approved by the Lieutenant Governor in Council yesterday, the Ministry of Natural Resources and Forestry (MNRF) has been designated as the Ministry responsible for administering the *Conservation Authorities Act* (CAA). Moving forward, the Ministry of the Environment, Conservation and Parks (MECP) no longer has duties, functions or responsibilities under the CAA.

Since 2018, MECP led significant legislative and regulatory changes to the CAA to improve the governance, oversight, transparency and accountability of conservation authorities.

MECP will continue to support MNRF during this transition to ensure it is seamless for staff, the public, municipalities, conservation authorities and other partners.

Stakeholders can continue to reach out to the Conservation Authority Office (via [ca.office@ontario.ca](mailto:ca.office@ontario.ca)) as they have done in the past on conservation authority matters.

We thank you for your ongoing support during this time of transition. Please let me know if you have any questions.

Sincerely,

Jennifer Keyes  
Director  
Resources Planning and Development Policy Branch  
Ministry of Natural Resources and Forestry

September 30, 2022

Jennifer Keyes, Director  
Conservation Authority Office  
Ministry of Natural Resources and Forestry  
Resource Planning and Development Policy Branch  
2<sup>nd</sup> Floor, South Tower 300 Water Street East  
Peterborough, ON  
K9J 3C7

Dear Ms. Keyes:

**Subject:** October 1<sup>st</sup> Progress Report under Section 7(3) of Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services under Section 21.1.2 of the *Conservation Authorities Act*

Further to the requirements listed under Section 7(3) of Ontario Regulation 687/21, please accept this correspondence as the second progress report from Saugeen Valley Conservation Authority related to consultation on the Programs and Services Inventory submitted to the Ministry of the Environment, Conservation and Parks on February 28, 2022.

Section 7(3)(a): Comments or feedback from a municipality on the inventory

Saugeen Conservation has not received any comments on the inventory from municipalities to date. Most of the discussions that have been held to date are with reference to the Council presentations and reports that will be provided to watershed municipalities on the inventory following the municipal election. It is expected that comments or any feedback to be obtained from municipalities will be generated after these presentations.

Section 7(3)(b): Summary of changes made to the Programs and Services Inventory

No changes have been made to the Programs and Services Inventory since June 1, 2022.

Section 7(3)(c): Update on the progress of negotiations of cost apportioning agreements with participating municipalities

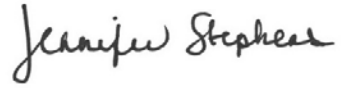
There have not been any discussions with watershed municipalities with respect to cost apportioning agreements. These discussions are expected to transpire this fall in conversations with senior municipal staff and concurrent with Council presentations expected to take place after the municipal election.

Section 7(3)(d): Outline any difficulties that the authority is experiencing that might affect the ability of the authority to conclude any cost apportioning agreements by the transition date

Saugeen Conservation does not anticipate any challenges completing the necessary cost apportioning agreements by the transition date.

I trust that the following summary is acceptable to you. If you have any questions, please do not hesitate to contact the undersigned.

Best regards,

A handwritten signature in cursive script that reads "Jennifer Stephens". The signature is written in black ink and is positioned above the typed name and title.

Jennifer Stephens  
General Manager/Secretary-Treasurer

# Lake Huron

## Lake Huron remains healthy despite nearshore algal blooms and a reduction in offshore nutrients by invasive filter-feeding mussels.

Lake Huron continues to be a good source of high-quality drinking water. Toxic chemicals monitored in Lake Huron are assessed as **Good** and long-term trends indicate that concentrations are declining. Contaminant concentrations in fish filets also continue to decline or are remaining stable. Lake Huron fish continue to be a nutritious food source, although restrictions on consumption of certain species of fish continue to be advised. Lake Huron's



beaches and nearshore waters are most often clear, clean and provide good opportunities for swimming and other recreational use. Nutrient concentrations are considered to be **Fair** with a **Deteriorating** trend over the long-term due to reduced offshore phosphorus levels. Cladophora levels are generally low in Lake Huron, although some areas of the lake are prone to nuisance algal growth issues such as the southern end of Georgian

Bay and Saginaw Bay. The current status of harmful algal blooms in Lake Huron is **Fair** with an **Unchanging** trend, with most impairments occurring in Saginaw Bay. Lake Huron coastal wetlands account for approximately 30% of the total wetland area for all five Great Lakes. Coastal wetland conditions range from **Fair** to **Good**, with those in the northern regions generally in better condition. Agricultural and land use stressors, such as run-off from farms and urban areas, are more common in the southern part of the basin and contribute to coastal wetland degradation. Populations of fish as well as lower food web organisms such as *Diporeia* have remained low in the offshore waters since the mid-2000s. These populations continue to decline. Fish populations in the nearshore waters, including Walleye, have not been significantly impacted by the changes in the lower food web. Walleye populations are assessed as **Good** and **Unchanging**. Lake Trout are in **Fair** condition and the trend is **Improving** with increasing natural recruitment. The impacts of aquatic invasive species, specifically the filter feeding quagga mussel, are generally assessed as **Poor**. Invasive species are the main cause of lower productivity in offshore waters and nuisance algae growth in some nearshore waters. The status of invasive Sea Lamprey is **Fair** with adult Sea Lamprey populations above target but **Improving**. Between-lake spread of aquatic non-native species is assessed as **Poor**, as eight new non-native species have spread into Lake Huron from other basins over the last decade. Groundwater quality is assessed as **Good** based on nitrate and chloride concentrations. Land-based stressors, such as changing land cover from natural lands to developed or agricultural lands, continue to impact the Lake Huron basin. Shifts in long-term climate trends, such as increasing water temperatures and decreasing ice cover, may have ecosystem implications. **Based on the assessments of the nine State of the Great Lakes indicators, the overall status of the Lake Huron basin ecosystem is Good and the trend is Unchanging.**



BE A SOURCE OF SAFE, HIGH QUALITY DRINKING WATER



ALLOW FOR UNRESTRICTED SWIMMING AND OTHER RECREATIONAL USE



ALLOW FOR UNRESTRICTED HUMAN CONSUMPTION OF THE FISH AND WILDLIFE



BE FREE FROM POLLUTANTS THAT COULD HARM PEOPLE, WILDLIFE OR ORGANISMS



SUPPORT HEALTHY AND PRODUCTIVE HABITATS TO SUSTAIN OUR NATIVE SPECIES



BE FREE FROM NUTRIENTS THAT PROMOTE UNSIGHTLY OR TOXIC BLOOMS



BE FREE FROM AQUATIC AND TERRESTRIAL INVASIVE SPECIES



BE FREE FROM THE HARMFUL IMPACTS OF CONTAMINATED GROUNDWATER



BE FREE FROM OTHER SUBSTANCES, MATERIALS, OR CONDITIONS THAT MAY NEGATIVELY AFFECT THE GREAT LAKES

Good Fair Poor



**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Laura Molson, Manager, Corporate Services  
**Date:** October 20, 2022  
**Subject:** Finance Report

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**Recommendation:**

THAT the Finance Report to August 31, 2022, be accepted as distributed.

**Analysis**

General levy programs at August 31<sup>st</sup> show a deficit which remains in line with the previous financial report. We still expect to general levy programs to be in a neutral position throughout the year.


Non-levy programs are showing a surplus due mainly to revenues at the three campgrounds. We are expecting net profits for the year in these programs.

Prepared by:



Laura Molson  
Manager, Corporate Services

Approved by:



Jennifer Stephens  
General Manager / Secretary-Treasurer

**Sageen Valley Conservation Authority**

**Financial Report**

**General Levy Programs**

**August 31, 2022**

(Unaudited)

Program	Revenue				Expenses				Surplus/ (Deficit)
	Approved Budget	Budget YTD	Actual YTD	% Actual/ Budget YTD	Approved Budget	Budget YTD	Actual YTD	% Actual/ Budget YTD	
<b>Corporate Services</b>									
Administration	612,300	395,224	395,096	100%	612,300	399,696	419,000	105%	(23,904)
Information Technology & GIS	162,875	106,920	132,190	124%	162,875	105,471	142,641	135%	(10,451)
Community Relations	116,300	77,536	77,543	100%	116,300	78,822	60,377	77%	17,166
Education	105,550	71,568	87,499	122%	105,550	73,247	69,633	95%	17,866
<b>Environmental Planning &amp; Regulations</b>	1,060,800	745,536	630,525	85%	1,060,800	695,494	673,479	97%	(42,954)
<b>Water Resources</b>									
Flood Forecasting & Warning	217,000	144,592	144,312	100%	217,000	135,864	115,769	85%	28,543
Flood Control Structures & Stewardship	168,150	112,101	116,239	104%	168,150	118,005	102,087	87%	14,152
Water Quality	109,650	73,100	73,100	100%	109,650	67,602	90,140	133%	(17,040)
<b>Forestry &amp; Lands</b>									
Non-Revenue Parks & Land Management	408,500	269,880	228,303	85%	408,500	258,516	233,831	90%	(5,528)
<b>Total - General Levy Programs</b>	<b>2,961,125</b>	<b>1,996,457</b>	<b>1,884,807</b>	<b>94%</b>	<b>2,961,125</b>	<b>1,932,717</b>	<b>1,906,957</b>	<b>99%</b>	<b>(22,150)</b>



**Saugeen Valley Conservation Authority  
Financial Report  
Non-General Levy Programs and Capital Projects  
August 31, 2022  
(Unaudited)**

Program	Revenue				Expenses				Surplus/ (Deficit)
	Approved Budget	Budget YTD	Actual YTD	% Actual/ Budget YTD	Approved Budget	Budget YTD	Actual YTD	% Actual/ Budget YTD	
<b>Forestry &amp; Lands</b>									
Forestry Services	474,500	245,000	122,884	50%	474,500	363,864	234,104	64%	(111,220)
Agricultural Lands	17,000	12,000	6,025	50%	10,400	9,700	2,760	28%	3,265
Motor Pool	207,000	162,000	97,732	60%	167,500	140,800	107,680	76%	(9,948)
Bruce Dale C.A.	110,500	102,450	109,426	107%	101,250	64,946	51,157	79%	58,269
Durham C.A.	306,700	287,400	306,403	107%	304,300	218,706	232,211	106%	74,192
Saugeen Bluffs C.A.	395,900	374,500	384,464	103%	393,900	290,096	269,612	93%	114,852
<b>Capital Projects</b>									
Land Management	-	-	12,646	-	-	-	12,646	-	0
Water Management	20,000	-	7,000	-	20,000	10,000	2,937	-	4,063
<b>Total-Non General Levy &amp; Capital Programs</b>	<b>1,531,600</b>	<b>1,183,350</b>	<b>1,046,580</b>	<b>88%</b>	<b>1,471,850</b>	<b>1,098,112</b>	<b>913,107</b>	<b>83%</b>	<b>133,473</b>

**Summary**

<b>Total - General Levy Programs</b>	<b>2,961,125</b>	<b>1,996,457</b>	<b>1,884,807</b>	<b>94%</b>	<b>2,961,125</b>	<b>1,932,717</b>	<b>1,906,957</b>	<b>99%</b>	<b>(22,150)</b>
<b>Total-Non General Levy &amp; Capital Programs</b>	<b>1,531,600</b>	<b>1,183,350</b>	<b>1,046,580</b>	<b>88%</b>	<b>1,471,850</b>	<b>1,098,112</b>	<b>913,107</b>	<b>83%</b>	<b>133,473</b>
	4,492,725	3,179,807	2,931,387	92%	4,432,975	3,030,829	2,820,064	93%	111,323

Budget YTD surplus/(deficit) 148,978

Difference (37,655)

## 8b - Program Report

### Corporate Services

#### Communications

##### Communications tasks related to Corporate Services

- The completion of an RFP template with Executive Assistant and Manager of Water Resources,
- Strategic plan public and internal consultation summary reports and working group meetings
- Work with Executive Assistant on AODA compliant templates for internal and external use.
- Policy development including event safety plan and checklist, social media, communications approval, and marketing approval plan policy.
- Worked with GIS Coordinator on acceptable use policy and electronic monitoring policy.
- SVCA presentation template and review of Board Presentations including BoD package research and working group discussions with GM/ST and Executive Assistant.
- Continued work on grant summaries and schedules.

##### Communications tasks related to Water Resources

- Completed FHIMP (Flood Hazard Mapping) and NIF (dam removal) funding applications with Water Resources Manager.
- Watershed Report Card (1) and Sub Watershed Report Card (11) planning, meeting biweekly; current focus has been on updating mapping in conjunction with GIS Coordinator.
- Complete re-tooling of Water Well Improvement Program, including guidelines, applications, website updates, social media and press releases and Internal communications, and templates
- Filmed 10 videos with water resources technician for social media campaign.
- NWMO Communications meetings for upcoming communications strategy and timeline.
- NWMO/EMBP Year One Executive Summary template and draft completed

##### Communications related to Forestry and Lands

- Signage inventory template creation.
- Continued circulation of signage strategy and consultation with RTO7.
- Site visits and consultation with campground managers to inform Signage Inventory.
- Continuation of Provincial Offences campaign.
- Advertising for Rural Voice.
- Beginning work sorting previous files for informing the 2023 Property Guide.

## **Communications tasks related to Environmental Planning and Regulations**

- Creation of draft documents for:
  - internal complete application checklist
  - solicitor inquiry letter
  - permit inquiry letter
  - violation letters
  - hearing procedure, public reading level
- Creation and initial scheduling for 14-week, 42 post social media campaign.

## **Communications metrics**

The following data is from a timeline of May 4<sup>th</sup> to September 23<sup>rd</sup>.

### **Social Media Followers**

Facebook: +3.2% to 6,500. Instagram: +12.5% to 692. Twitter +0.8% to 2,600.

### **Brand Awareness, Page, and Profile Impressions**

Facebook: +4,800% to 497,000. Instagram: +3,200% to 46,000. Twitter: +3,400% to 39,000.

### **Website**

12,433 people viewed SaugeenConservation.ca. Our website was returned from 5,480 Google searches: Saugeen Valley Conservation Authority, Saugeen Conservation, SVCA, Saugeen Conservation Camping, Attractions. In the last quarter, most of the actions have been simple website visits, followed by a request for directions, followed by phone calls made to SVCA.

## **Conservation Education**

In-person programming continues to see increased bookings following two COVID-19 constricted years.

### **DEER Program (Discover Energized Environmental Resources)**

The fall 2022 DEER Program resumed late September and will continue through October, fulfilling the 54 program dates of the contract with the Nuclear Innovation Institute for this year. DEER Programs will continue to take place on school properties this fall throughout Grey and Bruce. Over 550 students from more than 10 schools will be participating in the DEER programming this fall.

### **WREN Program (Watershed Resources Education Network)**

It was a busy summer this year with many bookings for programs for outside groups. Education staff visited Fisherman's Cove Campground twice this summer with over 50 campers participating in programs on insects and aquatic creatures. The Bruce County Museum participated in four days of programming for 85 youth. Topics included invasive species, species at risk, and aquatic creatures. Huron Heights Elementary School hosted a summer school for 20 students and invited SVCA staff for a half-day of orienteering. The Town of Kincardine Recreation Department booked a half day of environmental games for 150 youth. The Ag-Vice sponsored Safety Day in Tiverton and asked SVCA to bring the Flood Safety presentation to another 75 youth. Staff are busy this fall with half day school programming at Sulphur Spring Conservation Area for Holy Family School, Hanover, Centre Peel Public School, Drayton, and Sacred Heart High School, Walkerton. Staff are busy preparing for two PD days

on October 28 and November 25. Over 400 youth from the local area are participating in the fall WREN program. Several bookings are already coming in for programming next winter.

### **SVCA Park Programming – A New Venture**

SVCA education staff designed and delivered a program for use at Saugeen Bluffs and Durham Conservation Areas as part of a “value-added” incentive this year. To keep up with what provincial parks are offering through visitor services programming, an easily deliverable program was designed with themes for each week and included hikes, activities, games, crafts, and explorations throughout the summer. The programs were designed to be family-friendly, for people of all ages to explore our natural resources and develop a better understanding of our place in nature. According to staff at Saugeen Bluffs and Durham Conservation Areas, the campers really enjoyed the programs and are looking forward to seeing what is in store for next summer.

### **Wild Encounters Summer Nature Day Camps**

This summer, SVCA’s two Junior Summer Nature Camps were filled with 37 participants. A two-day camp took place August 2 and 4 and a one-day camp took place on August 9. Both camps were hosted at Sulphur Spring Conservation Area and geared toward the younger children while still offering many of the traditional Wild Encounters Nature Day Camp experiences (hiking, games, crafts, nature activities etc.).



The week-long Wild Encounters Nature Day Camps for youth aged 7 to 12 years old were also successful with 195 participants. These two week-long camps are designed for the older kids, but still include hiking, challenges, activities, games, crafts and more. This partnership with the Town of Hanover has been on-going for over 25 years; offering specialty camps so area youth can experience the outdoors, learn about our natural resources, develop new skills, and make new friends.

### **Bruce Grey Forest Festival**

After a two-year hiatus due to COVID-19, the Bruce Grey Forest Festival presented a “Mini-Festival” to select schools in Grey and Bruce during the first week of October. Designed to bring a taste of the

activities to grade 7 classes while gearing up teachers for the return of the full Festival in 2023 at Allan Park Conservation Area, Forestry and Education staff from Saugeen Valley and Grey Sauble Conservation Authorities brought six of the 25 activities to schools in 8 different communities this fall. Over 450 grade seven students participated in the hands-on, curriculum-based programming through this program this month.

**Meetings:** Grey Bruce Children’s Water Festival, Bruce Grey Forest Festival, Saugeen Nature.

## Forestry and Lands

Over the last three months Forestry staff have completed tree marking projects for three private landowners and marked Stoney Island Conservation Area for an Ash tree removal due to an Emerald Ash Borer infestation.

Fall tree planting has been planned and twenty projects consisting of 3,764 trees will be completed. These plantings are of potted or ball and burlap larger stock.

Twenty-two Managed Forest Tax Incentive Plans (MFTIP) were completed for private landowners and SVCA’s five-year landowner report was submitted.

Lands staff have been constructing a new staircase to reach the Bluffs Lookout at the Saugeen Bluffs Conservation Area. Construction is being planned and will commence soon on replacement bridges at the Stoney Island Conservation Area. The Lands staff have also assisted most departments with various projects, as well as completed many maintenance projects.

The campgrounds have continued to have a successful season. Minor improvements have been made in each of the areas to enhance the camping experience.

An education campaign started a few months ago advising the public that SVCA staff would be enforcing Section 29 of the *Conservation Authorities Act* within our properties. A positive response to ensuring that dogs are on a leash has already been well received. Actual ticketing will begin in late October or November. Staff wanted to ensure that all users had plenty of warning and time to adjust their behaviour prior to ticketing.



## **Water Resources**

### **SVCA Flood and Erosion Control Project Activity**

#### **Paisley Dyke Improvements**

SVCA staff have been in contact with a Water and Erosion Control Infrastructure (WECI) Program Analyst to provide an update on the anticipated completion of the dyke improvements being in Summer/Fall 2023. The timeframe would fall outside of the approved 2022-2023 WECI fiscal year; however, the Program Analyst has confirmed that the dyke stability assessment, would still be eligible this year if it could be completed by March 2023. SVCA staff have been in contact with the bridge engineers, Bruce County, as well as an external consultant to coordinate the completion of the dyke stability assessment, within the current WECI fiscal year.

A new WECI application will need to be submitted for the 2023-2024 fiscal year, to request funding for the remainder of the dyke improvement project.

#### **Neustadt – Meux Creek Gabion Basket Repairs**

GSS Engineering, the Municipality of West Grey, and SVCA have consulted with a bridge contractor regarding the completion of emergency works in 2022 to stabilize the gabion wall. The bridge contractor provided an estimate for the work that was still significantly over budget and therefore the works cannot be completed this year. SVCA staff will continue to monitor the gabion wall until the project is re-tendered early next year. Additionally, SVCA will apply for WECI funding for the 2023-2024 fiscal year.

#### **Grants and Funding Opportunities**

In September 2022, SVCA submitted funding applications under the following programs:

- Federal Hazard and Identification Mapping Program (FHIMP) – An application was submitted on behalf of the Municipality of West Grey (Durham Creek), the Town of Saugeen Shores (Port Elgin and Southampton), and the Township of Huron-Kinloss (Pine River).
- National Infrastructure Fund – An application was submitted for the removal of the Walkerton Hydro Dam and restoration of the property into a new conservation area. This project is in the conceptual stage only and further discussions will need to take place should we be successful receiving funding.

SVCA staff anticipate notice of a decision for both applications in early 2023.

#### **Heritage River Status**

Following his delegation at the July 21, 2022, Board of Directors meeting, Mr. Jack Serre informed SVCA that due to circumstances outside of his control, he will no longer be able to pursue the Heritage River Status application. As such, staff have not prepared a pros and cons report and have had no further involvement related to this designation.

#### **Flood Forecast and Warning (FFW)**

We are pleased to announce that Mr. James Pearson has accepted the position of Flood Forecast and Warning Coordinator for SVCA. James will assume his position on October 17th and will be responsible

for the maintenance, development, and monitoring of SVCA's hydrometric network as well as SVCA's flood warning system.

Staff are finalizing a stream gauge inventory to better outline our equipment in operation, age, maintenance requirements, etc. This inventory is a requirement of the SVCA 2022 Operational Plan and is a deliverable under the *Conservation Authorities Act*. Once complete, this inventory will be used to create a working capital plan for the hydrometric network.

Low water response analysis commenced in early May and will continue into November. Mid-November SVCA staff will start conducting snow surveys to determine the snow-water equivalent and potential risk of flooding associated with snowfall.

Thus far in 2022, a total of 8 flood and safety statements have been issued by SVCA staff, most recently on September 27<sup>th</sup> in response to 100+ mm of rain in a 48hr period following Hurricane Fiona.

## **Water Quality (WQ)**

### **Well Water Improvement Program (WWIP)**

In August 2022, SVCA staff met with NWMO to discuss the uptake and interest in the Water Well Improvement program. It was noted that approximately \$8,000 was provided to landowners but there was limited interest in the program. Potential application barriers were discussed and identified as being low funding for the nature of the projects as well as the need for an Environmental Farm Plan (EFP). It was agreed to re-launch the program in August 2022 removing the EFP requirement and increasing funding for successful applicants. The formation of a formal Review Committee was also recommended.

The program was officially re-launched in August with applications accepted from August 12<sup>th</sup> to September 16<sup>th</sup> through the new, online web portal. SVCA's Environmental Technician, has coordinated the program, reviewed applications, and conducted site visits when needed. A total of 24 successful applications (9 upgrades and 15 decommissioning projects) were received prior to the submission deadline. These applications were presented to the Review Committee on October 7<sup>th</sup> for evaluation and allotment of funding. The Review Committee is made up of a member of the SVCA, a representative from the local Drinking Water Source Protection office, and a representative from an Ontario water agency.

With this extremely successful re-launch, it is anticipated that all remaining funding from NWMO will be distributed in the 2022-2023 year.

### **Surface Water Sampling & Biomonitoring**

SVCA staff continue to complete monthly water quality sampling at a total of 31 sites across the watershed. Water quality sampling will continue until early November.

### **Watershed Report Card**

SVCA staff continue to work diligently and meet regularly to produce the Watershed Report Card and SVCA's sub watershed report cards. Staff are currently on target to submit the report card grades (i.e., data analysis) by the end of October 2022, with full release on March 22, 2023, World Water Day.

## **NWMO Environmental Baseline Monitoring Program**

Year 1 sampling for all 36 NWMO surface water monitoring sites was completed by the SVCA's two Water Resources Technicians in August 2022. Fall Year 2 surface water sampling is currently underway.

## **Environmental Planning & Regulations (EPR)**

### **Department News**

EPR Staff and GIS Coordinator are working to update digital records of existing floodplain mapping.

EPR Staff participated in Paisley Bridge Reconstruction Working Group meetings.

EPR Resources Information Technician staff are continuing to refine EPR's digital file intake and tracking system while SVCA wide file tracking system selection and implementation process continues.

Trent Francis has been hired as a Regulations Officer to fill a maternity leave. Vivian Nolan was hired as a Resources Information Technician. A vacant Planning Technician position will be filled shortly.

SVCA staff participated in MECP Excess Soil Regulations webinars and Climate Change adaption meetings.

SVCA EPR letters are undergoing a review with Communications Coordinator to aid readability and comprehension by the public of our correspondence.

### **Emergent Issues**

Charges against a landowner who constructed a building in the floodplain in Scone had been executed, but an agreement to settlement has been reached with conditions that staff will monitor.

Charges against a landowner who constructed a building in the floodplain in Paisley have been executed. The building is in the floodplain and slope hazard without SVCA approval. A meeting was completed between Municipal staff, the owner, and EPR staff including the SVCA General Manager on April 14, 2022. All parties are working towards a resolution.

Charges against a landowner who modified a laneway in the floodplain that negatively impacts neighbouring properties have been filed in advance of the statute of limitations expiring.

SVCA staff have revisited the Planning Service Agreements with Grey County and surrounding CA staff late in August 2021. This process ran into some obstacles with COVID-19 distractions and workload changes at the County and within the CAs. Upper tier municipal planning staff and CA staff convened a digital meeting on January 10, 2022, to finalize the template agreement that all lower tier municipalities might also use. This will allow for the best chance at consistent SVCA Planning Service agreements across multiple municipal and CA jurisdictions. The 2020 Provincial Policy Statement has changed some definitions and policies referred to in the proposed agreement, so staff have been working to update the draft accordingly. A meeting between all agency staff is proposed for October 2022.

A significant bridge replacement project in Paisley is underway to replace the Queen St. Bridge over the Teeswater River in Paisley. This project requires SVCA permitting approvals as well as approval



from the SVCA as a landowner as the dyke system is to be significantly impacted by the proposal (existing bridge is a design component of dyke and proposed temporary bridge will temporarily pass through the dyke). SVCA regulatory permits have been issued by staff and regular monitoring is ongoing.

SVCA staff permitted the Mildmay Dam – Adam St. removal. This permit was not adhered to by works on site and has created an enforcement matter for SVCA, DFO, and MECP on site and downstream. Agencies and the applicant are working to address the onsite and downstream issues.

The User Fee Review for Environmental Planning and Regulations fees continues to proceed.

### **Permit Issuance Table**

**22-278** Paisley, 406 Alma Street, Part Lot 16, the construction of a dwelling with the related excavation, filling, and grading all within adjacent lands to a flooding hazard of the Saugeen River. Regulated Area.

**22-277** Saugeen, 81 The River Road, Lot 18, Range A (or Range 1 WSR), for the construction of a dwelling with the related excavation, filling, and grading adjacent to and partially within a flooding hazard associated with the Saugeen River and its tributaries. Regulated Area.

**22-276** Kincardine Township, 37 Red Cedar Drive South, Pt Lot 52, Con A, to reconstruct and square off a 27-foot by 20-foot lower-level deck. Regulated Area.

**22-275** Neustadt, Multiple Locations – See Schedule 2 in Permit, to install fiber optic servicing via directional drilling and open cut, above the Neustadt Creek Flood Control Works, with related excavation and grading. Watercourse.

**22-274** Neustadt, Multiple Locations – See Schedule 2 in Permit, to install fiber optic servicing via directional drilling, with related excavation and grading. Regulated Area.

**22-273** Kincardine Town, 784 Campbell Avenue, Pt Lots 9-11, Plan 151, to construct a 2146 square foot single family bungalow, with an attached garage, 12-foot by 7-foot covered deck, and driveway, with related excavation, filling, and grading. Regulated Area.

**22-272** Kincardine Town, 766 Campbell Avenue, Pt Lots 7-8, Plan 151, To construct a 1280 square foot two-storey dwelling, with an attached garage, and driveway, with related excavation, filling, and grading. Regulated Area.

**22-271** Kincardine Town, 772 Campbell Avenue, Pt Lots 8-10, Plan 151, To construct a 2211 square foot single family bungalow, with an attached garage, 5.4-foot by 14.1-foot covered deck, and driveway, with related excavation, filling, and grading. Regulated Area.

**22-270** Kincardine Town, 760 Campbell Avenue, Pt Lots 6-7, Plan 151, To construct a 2121 square foot single family bungalow, with an attached garage, 12-foot by 8-foot covered deck, and driveway, with related excavation, filling, and grading. Regulated Area.

**22-269** Neustadt, between 682 Queen Street and 697 Queen Street, to install fiber optic servicing via directional drilling, with related excavation and grading. Regulated Area.

**22-268** Culross, 254 Sideroad 10, Lot 10, Con 7, Construction of a new outfall from the Teeswater Wastewater Treatment Plant to the Teeswater River and related excavation, filling, and grading. Regulated Area.

**22-267** Southampton, Civic address unassigned, currently adjacent to 348 Eckford Avenue, Part of Lots 59 to 63, Plan 319, The construction of a dwelling, with the related lot development including excavation, filling, and grading all within lands adjacent to Lake Huron and its associated hazard lands. Regulated Area.

**22-266** Normanby, unassigned civic address, Harry Bye Boulevard; Part Lot 31 Concession 1, Part Division 2; Part 1 Part 2 Plan 16R8470, Filling and grading associated with preparation of property, and installation of sewage disposal system, all within the adjacent lands to wetlands. Regulated Area.

**22-265** Bentinck, 521620 Concession 12 NDR, Lot 15, Concession 12NDR, Install underground services via open trench or directional drill within road allowance. Regulated Area.

**22-264** Bentinck, 114726 GREY ROAD 3, Lot 15, Concession 13, Installation of underground internet services via open trench or directional drill. Watercourse.

**22-263** Neustadt, Multiple Locations – See Schedule 2 in Permit, to install fiber optic servicing via directional drilling, with related excavation and grading. Regulated Area.

**22-262** Neustadt, near 543 Mill Street, 106 William Street, and 248 Forler Street, to install fiber optic servicing via directional drilling, above watercourse structures, with related excavation and grading. Watercourse.

**22-261** Sullivan, 255352 Concession 1, Pt Div 1 to 2 lot 28, Con 2, Open trench integrity dig of natural gas pipeline. Regulated Area.

**22-260** Bentinck, Pt Lot 1 and 2, Lot 3, Con 2 WGR, Gas line integrity open trench and restoration. Regulated Area.

**22-259** Bentinck, 121 Robson Road, Pt Lot 46, Con 2 WGR, Open trench pipeline maintenance/replacement in Regulated Area. Regulated Area.

**22-258** Hanover, Part of Lots 9 & 10, Concession 1&2 NDR, New Roadway Crossing of watercourse associated with a Draft Plan of Subdivision. Watercourse.

**22-257** Proton, 246249 Southgate Road 24, Lot 18 Concession 17, tile drainage within the adjacent lands to part of Proton Station Provincially Significant Wetland/swamp (PSW), and installation of non-perforated tile through the wetland/swamp, and outlets for tile drainage into both the wetland/swamp, and into an unnamed tributary of the Saugeen River. Regulated Area.

**22-256** Artemesia, 813442 East Back Line, Lot 179, Con 2 NETSR, to reconstruct a gravel laneway including the installation of a balancing culvert, to lower the elevation of a gravel driveway, and to replace an 8-inch pond overflow culvert with a 12-inch culvert, with related excavation, filling, and grading. Regulated Area.

**22-255** Bentinck, 033165 Grey Road 28, Pt Lot 11, Con 2SDR, to clean out and take a pond offline, with related excavation, filling, and grading. Regulated Area.

**22-254** Proton, 246290 Southgate Road 24, Lot 29 Concession 16 Proton, Tile drainage within the adjacent lands to wetlands, and within the floodplain of an unnamed tributary of the Saugeen River. Regulated Area.

**22-253** Proton, 280092 Proton Southgate Townline, to enclose two manmade ponds with related excavation, filling, and grading. Regulated Area.

**22-252** Kincardine Town, 534 Huron Terrace, Part Lot 24 W/S Huron Terrace, Construction of a dwelling, and related works, and related excavation, filling, and grading, all on and on the within the adjacent lands to part of the shoreline bluff/slope. Regulated Area.

**22-251** Saugeen, Saugeen Beach Road from Bruce rd. 25, south to 297 Saugeen Beach Road, Roadway reconstruction. Regulated Area.

**22-250** Saugeen, Snyder and George St., Road Reconstruction. Regulated Area, Watercourse.

**22-249** Proton, 260145 Southgate Road 26, Part Lots 198-200, Concession 2 SWTSR, Excavation for pond cleanout and grading around a pond, all within 30 metres from a wetland/swamp. Regulated Area.

**22-248** Bruce, 97 Concession 2, Lot 33 Concession 2 Bruce, Filling, and grading required to repair and expand an existing cattle corral, all within 120 metres from part of Glammis Bog Provincially Significant Wetlands. Regulated Area.

**22-247** Neustadt, between 320 and 364 David Winkler Parkway, to install fiber optic servicing via directional drilling, with related excavation and grading. Regulated Area.

**22-246** Neustadt, 320 David Winkler Parkway, to install fiber optic servicing via directional drilling, with related excavation and grading. Watercourse.

**22-245** Proton, 186375 Grey Road 9, Lot 31, Con 13, Installation of a new livestock culvert crossing and related excavation, filling, and grading. Watercourse.

**22-244** Kincardine (Municipality); Kincardine Township, no civic address Highway 21, Proposed dwelling and shed. Regulated Area.

**22-243** Kincardine (Municipality); Kincardine Township, 1581 Bruce Road 7, Proposed addition to dwelling. Regulated Area.

**22-242** Proton, 106140 Southgate Road 10, Lot 26 Concession 6, Replacement of an approximate 875 square foot addition on the west side of an existing dwelling, all within the 15 metre adjacent lands to the floodplain of a watercourse. Regulated Area.

**22-241** Proton, See specific conditions of approval., HDD installation of internet servicing. Watercourse.

**22-240** Proton, See Specific Conditions, HDD installation of internet services. Regulated Area, Watercourse.

**22-239** Egremont; Proton, See Specific Conditions, HDD installation of internet servicing under a wetland and watercourse. Watercourse.

**22-238** Egremont; Proton, See Specific Conditions., HDD internet servicing within road allowance. Regulated Area, Watercourse.

**22-237** Durham, 412 Park St. W, Park Lot 1, RP 505, HDD Gas Line in Road Allowance. Regulated Area.

**22-236** Neustadt, between 306 and 309 David Winkler Parkway, to install fiber optic servicing via directional drilling, with related excavation and grading. Regulated Area.

**22-235** Sullivan, 215828 Concession 4, Pt Lot 20, Con 4, the installation of a new septic system with related excavation, filling, and grading all within 120 meters of the Minke and Stewart Lakes Provincially Significant Wetland, and the flooding hazard of McCullough Lake. Regulated Area.

**22-234** Glenelg, Grey Rd. 12 near 504403 Grey Rd, 12, Diesel Spill remediation in Road Allowance near Rocky Saugeen River. Regulated Area.

**22-233** Kincardine Township, No Civic Address, Huron-Kincardine East, Lot 46, Con 3 SDR, Culvert installation for creation of a laneway entrance on the Kennedy Extension Municipal Drain and related excavation, fill placement and grading. Watercourse.

**22-232** Brant, 1988 Bruce Road 19, Pt Lot 26 Concession 15 NDR, To cleanout approximately 231 meters of watercourse channel, with related excavation and grading. Watercourse.

**22-231** Egremont, 244022 Southgate Road 24, Lot 11, Con 19, Enclosure of an existing intermittent watercourse, creation of an overland drainage swale, systematic tile drainage installation, and related excavation and grading. Watercourse.

**22-230** Greenock, Part Lot 16 Concession 6, To install a 40-foot, 48-inch diameter, HDPE, smooth wall culvert, and to cleanout approximately 30-feet of watercourse, with related excavation, filling, and grading. Watercourse.

**22-229** Kincardine Township, 35 Harvey Lane, to raise an existing cottage and deck onto helical piles. Regulated Area.

**22-228** Glenelg, 403115 Grey Road 4, Pt Lots 58-59, Con 2 EGR, Filling and grading within a floodplain. Regulated Area.

**22-227** Carrick, 1398 Bruce Road 6 E, Pt Lot 7, Con 7, Completion of fill placement, grading, and removal for cut and fill in the Regulatory Floodplain. Regulated Area.

**22-226** Huron, 86 Vozka Drive, Demolish and Reconstruct Dwelling. Regulated Area.

**22-225** Saugeen, Blind Line, Pt Lot 21, Con 5, To create a pond, with related excavation, filling, and grading. Regulated Area.

**22-224** Artemesia, No Civic Address, South Line A, Lot 31 and Pt Lot 32, Con 2 SDR, Replacement of an existing double-culvert road crossing. Watercourse.

**22-223** Artemesia, Road 140, 630m east of West Back Line Intersection, Pt Lot 140, Con 2 WTSR, Replacement of an existing road culvert. Watercourse.

**22-222** Artemesia, Road 132, 610m and 805m east of Hwy 10 intersection, Pt Lot 132, Con 1 ETSR, Replacement of two existing road culverts. Watercourse.

**22-221** Proton, 185383 Grey Road 9, Pt Lot 10, Con 13, installation of systematic farm tile drainage and installation of a new culvert crossing on the Love Municipal Drain. Regulated Area.

**22-220** Brant, 180 Lake Rosalind Road 1, Lot 33, Con 4, To replace a 15.24-meter tire retaining wall with an armour stone retaining wall; install tiered surface rock; and replace a 4.95 meter by 3.65-meter permanent dock; with related excavation, filling, and grading. Watercourse.

**22-219** Walkerton, 10 Spitzig Avenue, Blk 11, Plan 3M225, to construct a 41-foot by 41-foot storage shed, with related excavation and grading. Regulated Area.

**22-218** Kincardine (Municipality); Bruce, 2 Lakeshore Lane Plan 790, Lot 17, Filling, and grading for a 36x60 foot structure and its construction, including the construction of a 32x16 foot deck attached to the outstanding dwelling. Both structures will be built within the SVAC Approximate Screening area that is adjacent to part of Scott's Point Natural Heritage Area. Regulated Area.

**22-217** Southampton, 342 Blanchfield Rd, Lot 14 Plan 322, To construct a 1,459 square foot dwelling with attached decking and porches, two 138 square foot accessory buildings, and related excavation, filling, and grading. Regulated Area.

**22-216** Artemesia, 345069 2nd Concession, Lot 4, Con 3 NDR, the demolition of a farm building and foundation and the construction of a new dwelling with related excavation, filling, and grading partially within the flooding hazard of a tributary of the Saugeen River. Regulated Area.

**22-215** Brant, 154 Lake Rosalind Road 1, Pt Lot 71, Concession 3 NDR, To replace a 50-foot railway tie and steel retaining wall with an armour stone retaining wall; replace a 28-foot railway tie flowerbed with a 24-foot armour stone flowerbed and a set of 4-foot by 2-foot prefabricated concrete stairs; and replace a 28-foot by 7.5-foot concrete and wood deck with a paving stone patio; with related excavation, filling and grading. Watercourse.

**22-214** Artemesia, 813188 East Back Line, Roll No. 420818000801100, the construction of a chicken barn with related excavation, filling, and grading partially within the flooding hazard of a tributary of the Saugeen River. Regulated Area.

**22-213** Holland, 624046 Robson Road, Pt Lot 16, Con 10 EGR, the construction of a storage shed with related excavation, filling, and grading all within 120 meters of a portion of the Robson Lakes, Hamilton Creek, Lily Oak Provincially Significant Wetland Complex. Regulated Area.

**22-212** Mount Forest, Part of Park Lots 'Q' & 'R' McDonald's Survey Geographic Township of Mount Forest, and Part of Lot 2, Division 3 & Part of Lot 2, Division 4, West of The Owen Sound Road,

Geographic Township Of Arthur Township Of Wellington North County of Wellington, Construction of stormwater facility outlet channel. Regulated Area; Watercourse.

**22-211** Huron, 27 Tout's Grove Hill Road, Lot 27, Plan 343, Like-for-like replacement of an existing 207 sq. ft. raised rear deck. Regulated Area.

**22-210** Proton, CON 17, LOT 21, Removal of two (2) beaver dams on a watercourse tributary. Watercourse.

**22-209** Proton, unassigned civic address, Southgate Road 14, Lots 34 Concession 11, installation of a 3-sided box culvert 4800mm wide in Boumeister Drainage Works Municipal Drain, and related alteration, filling, and grading. Regulated Area, Watercourse.

**22-208** Bruce, 400 Sunset Drive, Part Lot 58 Concession A/Lake Range, construction of a residential driveway and to prepare site for construction of a residential dwelling, and related filling, and grading, all within 120 metres from part of MacGregor Point Wetland Complex Provincially Significant Wetlands. Regulated Area.

**22-207** Euphrasia, 135067 9th Line, RP 16R6014 PART 2, The construction of an addition and related excavation, filling, and grading, all within 15 meters of a floodplain associated with the Rocky Saugeen River. Regulated Area.

**22-206** Egremont, 184022 Grey Road 9, CON 15 N PT LOT 11, the construction of an attached garage and related excavation, filling, and grading, all within 120 metres from part of the Yoevil Swamp Provincially Significant Wetland Complex and within 15 meters of its associated floodplain hazard. Regulated Area.

**22-205** Artemesia, 634401 Artemesia-Glenelg Townline; CON 8 PT LOTS 1 AND 2, to install a 24" CSP culvert 40 feet in length, with related placement of 125 cubic yards of granular fill. Watercourse.

**22-204** Turnberry, 125282 Southgate Road 12, Lot 5 Concession 10, Excavation, filling, and grading for a construction of a 24x48 square foot detached shop, and laneway that is the same width as the proposed shed. The demolition of the current 24x24 square foot shed currently on the property. Regulated Area.

**22-203** Carrick, 228 Highway 9, Lot 47 Concession C, Installation of laneway and related excavation, filling, and grading, all within the adjacent lands to part of the floodplain of Zimmerman Drainage Works. Regulated Area.

**22-202** Artemesia, 280399 Road 10; CON 1 NETSR LOT;189 PT LOT 190, replace an existing 18-inch diameter, 30 feet in length culvert with a 24-inch diameter, 40 feet in length culvert; install systematic tile drainage; and to cleanout approximately 1,300 feet of watercourse. Watercourse.

**22-201** Osprey, 267360 South Line B, To complete site grading adjacent to a watercourse. Regulated Area.

**22-200** Sullivan, 222 McCullough Lake Dr; PLAN 437 LOT 22, the replacement of 23 linear feet of metal sheet shore wall with 23 linear feet of armour stone, with related excavating, grading, and filling works. Watercourse.

**22-199** Brant, 2080 Bruce Rd 19, Lot 28, Concession 15 NDR, to install a 40-foot, 42-inch diameter concrete culvert and systematic tile drainage, and cleanout approximately 30-feet of watercourse, with related excavation, filling, and grading. Watercourse.

**22-198** Normanby; Minto, Lot 11, Con. 4 Normanby and Lots 27 to 30 Con. 18 Minto, Shannon Drain, Municipal Drains No. 30 and 52, For the completion of drainage improvements associated with the Shannon Drain, Municipal Drains No. 30 and 52 - 2020. Watercourse.

**22-197** Bentinck, 235132 Concession 2 WGR, E1/2 Lot 3, Con 3 WGR, to construct an addition to your dwelling with the related excavation, filling, and grading within the adjacent lands to the Mountain Creek Provincially Significant Wetland. Regulated Area.

**22-196** Osprey, No Civic Address, Grey Road 2 near Lot 21, Pt Lot 22 CON 1 NDR, replacement of a 17 metre 600mm CSP culvert with an 18 metre 600mm HDPE culvert. Watercourse.

**22-195** Saugeen, 534 Izzard Road, Pt Lot 1, Plan 324, the reconstruction of a dwelling, with the related excavation, filling, and grading all within the dynamic beach, and the adjacent lands to the dynamic beach. Regulated Area.

**22-194** Bentinck, 442046 Concession 8 NDR; CON 8 PT LOT 21 PT LOT 22, the construction of a 25 foot by 50-foot Quonset building structure upon a concrete slab foundation. Regulated Area.

**22-193** Bentinck, Douglas St., Durham. Lot 63, Conc 1-2 WGR., Install underground services within the existing road allowance. Regulated Area.

**22-192** Proton, 112772 Grey Road 14, Pt Lot 11-12, Con 16, Completion of culvert extension and fill placement for improvements to existing laneway crossing. Watercourse.

**22-191** Huron, 303 Hunt Club Drive, Part Lot 12 Concession A, Lot 20 Plan 3M127, construction of a single detached dwelling, with attached garage, construction of a detached shed, installation of sewage disposal system, and related excavation, filling, and grading, all within the adjacent lands to Clark Creek (aka Clark Creek Drain) and its floodplain and valley. Regulated Area.

**22-190** Huron, 30 Bell Drive, Pt. Lots 8 & 9 RAGLAN W/S RP 3R3308 PART 13 CL 3536 PARTS 3 & 4, Completion of maintenance dredging of the mouth of the Pine River from Lake Huron (in an area of approximately 30 feet wide by 100 feet long, no deeper than four (4) feet), and the temporary placement of spoil on the existing driveway for dewatering. Watercourse.

**22-189** Minto, 5186 15th Line, Lot 63-64, Con D, Construction of a single detached residence and shed, installation of a septic treatment system, and related excavation, filling, and grading. Regulated Area.

**22-188** Carrick, 215 Sideroad 20 N, 177 Concession 12, 43 Sideroad 15 N, Directional Drill in the R.O.W of internet services. Watercourse.

**22-187** Carrick; Mildmay, 33 Absalom St. E, 24 Otter Cres, 137 Sideroad 20 N, Directional Drill in the R.O.W of internet services. Regulated Area.

**22-186** Sullivan, 254 McCullough Lake Drive, to modify a concrete shore wall and to alter the grade adjacent to a dwelling and shoreline, with related excavation, filling, and grading. Regulated Area.

- 22-185** Durham, 180 Queen Street, construction of an approximate 9 foot by 19-foot deck structure with ramp, within the flood fringe. Regulated Area.
- 22-184** Minto, 9611 O'Dwyers Road, Part Lot 5 Concession 14, Construction of a new dwelling, removal of an existing dwelling, and related excavation, filling, and grading, all within 120 metres from part of Clifford-Harriston Wetland Complex (swamp) Provincially Significant Wetlands. Regulated Area.
- 22-183** Bruce, A Tributary of Willow Creek on Concession 10, Pt Lot 35, Concession 10 and Pt Lots 34 & 35, Concession 11, To replace a 108.2-foot long, 40-inch diameter CSP, with a 127.9-foot long, 40-inch diameter corrugated HDPE, with related excavation, filling, and grading. Watercourse.
- 22-182** Artemesia, 179 Elgin St., Lot 3 Conc 1 NDR, Plan 10 Lot 1N, Elgin St. Lot; 1 S Harvey, In ground pool and landscaping. Regulated Area.
- 22-181** Kincardine Township, 1539 Bruce Road 15, Lot 31, Concession 12, To deepen approximately 360-feet of watercourse channel and to cleanout approximately 482-feet of watercourse channel, with related excavation and grading. Watercourse.
- 22-180** Normanby, 212687 Baseline Rd., Lots 17 and 18, Concession 3, Garage construction. Regulated Area.
- 22-179** Melancthon; Osprey, Lots 24-25, Centre Line A; Lot 21, Conc 3 SDR; Lot 21, Concession 4, Osprey. Lot 39, Concession 5 NETSR, Melancthon. 1km of disturbance in PSW w/watercourse crossing 50m NW of Sideroad 220; 350m of disturbance in PSW w/watercourse crossing, Internet servicing via drill in wetlands. Regulated Area.
- 22-178** Melancthon; Osprey, Lot 35, Concession 4 NETSR, Melancthon, Lot 21, Concession 2 SDR, Osprey. Grey Rd. 2 1.45KM Northwest of GR109; Grey Rd. 2 840m North of South Line A, Watercourse drills of internet servicing cables. Watercourse.
- 22-177** Southampton, Town Plot Pt Park Lot 16 E Grenville, Pt Lot 53 & 53, Lots 54-69, RP No. 30 (being Part 2, RP 3R-3530 & Part 2, RP 3R-9820), Residential Subdivision Construction. Regulated Area.
- 22-176** Huron, 2671 Concession 10, Part Lot 50, Concession A/Lake Range, Removal of an existing dwelling and construction of a new dwelling with installation of sewage disposal system, and related excavation, filling, and grading, all within the adjacent lands to an unnamed tributary of Lake Huron. Regulated Area.
- 22-175** Arthur, 7489 Sideroad 5 E, Lot 10 Con 6, Completion of dredging of a portion of Edgewater Pond on Bethel Creek at Spring Valley Cottage and RV Resort. Watercourse.
- 22-174** Greenock, 63 Bruce Road 20, Pt Lot 40 Con 1NDR, RP3R9990 Part 1, the construction of a 2800 square foot residential building with an attached 1300 square foot garage and septic bed with related excavation, filling, and grading. Regulated Area.
- 22-173** Artemesia, 420301 Sideroad 130, Pt Lot 130, Con 1 SWTSR, the construction of a 1675 square foot dwelling and attached garage with the related excavation, filling, and grading. Regulated Area.



**22-172** Kincardine Town, 1166 Princes Street North, Plan 4 Park Pt Lot 28 John N/S RP 3R726 Part 2, To reconstruct a like-for-like 14-foot by 13.8-foot deck, a 25.1-foot by 10.8-foot deck and a 27.6-foot by 3.8-foot ramp and construct a 13-foot by 13.4-foot pergola. Regulated Area.

**22-171** Walkerton, 24 Johnstone Boulevard, Pt Lot 52-53, Plan 463, the construction of a 616 square foot detached garage with the related excavation, filling, and grading. Regulated Area.

**22-170** Saugeen, 98 Shipley Avenue, Pt Lot 32, Lake Range, The demolition, and removal of an existing 1530 square foot dwelling and the construction of a 2348 square foot dwelling with the related excavation, filling, and grading. Regulated Area.

**22-169** Kincardine Town, 829 Kincardine Avenue, Part Lots 1 & 2 Concession 2SDR, Part 1 Plan 3R-10342, site preparation and grading, construction of a stormwater management pond, construction of building "A", construction of a sewage disposal system, and related excavation, filling, and grading, all within the adjacent lands to part of the valley and floodplain of the Penetangore River. Regulated Area.

**22-168** Egremont, 392070 GREY ROAD 109, PLAN 110 LOT 34 MAIN ST W, Construction of 3 timber frame porch additions to an existing residence. Regulated Area.

**22-167** Paisley, 160 Regent Street Paisley Plan Lot 13 W Regent Street; PT Lot 13 E Duke Street, to construct a 45-foot by 40-foot garage and a 45-foot by 26-foot gravel parking area, with related excavation, filling and grading. Regulated Area.

**22-166** Osprey, 812095 East Back Line; CON 3 SDR S PT LOT 4 S PT LOT 5, to regrade approximately 950 cubic yards of native topsoil material to level approximately 450 feet of an existing grassed waterway. Watercourse.

**22-165** Glenelg, 423520 Concession 6; CON 6 PT LOT 1 INCL RP 17R394 PARTS 1 & 2 AND RP 16R9004 PART 3, pond dredging, berm alteration, fill placement, culvert replacement x2. Regulated Area.

**22-164** Bentinck, Grey Rd 10 and Knappville Rd, to replace a 1050mm CSP culvert with a 900mm HDPE culvert, with related excavation, filling, and grading. Regulated Area.

**From:** ca.office (MECP) <ca.office@ontario.ca>

**Sent:** October 3, 2022 10:26 AM

**To:** Jennifer Stephens <j.stephens@svca.on.ca>

**Cc:** ca.office (MECP) <ca.office@ontario.ca>; Scanlon, Debbie (MECP) <Debbie.Scanlon@ontario.ca>

**Subject:** RE: Second Progress Report - Saugeen Valley Conservation Authority

**\*\*[CAUTION]:** This email originated from outside of the organization. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Hello Jennifer,

Thank you for providing a copy of Saugeen Valley Conservation Authority's quarterly inventory progress report, as required by O.Reg. 687/21 - Transition Plans and Agreements regulation under the *Conservation Authorities Act*. I am confirming receipt of the report. We look forward to reviewing it and will reach out to you if we have any questions.

Sincerely,

**Zoe Askwith**

*Ministry of Natural Resources and Forestry*

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority

**From:** Jennifer Stephens, General Manager/Secretary-Treasurer

**Date:** October 20, 2022

**Subject:** New and revised policies

**Purpose:** To acquire approval for the implementation of new or revised policies

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## Recommendation

THAT the Saugeen Valley Conservation Authority approve the Social Media, Electronic Monitoring, Marketing and Communications Approval, Event Planning, Acceptable Use, Ladder Safety, Fall Prevention, Heat Stress Prevention and Hot Weather, and Working in Lightning Safety Policies.

## Background

Saugeen Valley Conservation Authority (SVCA) continues to review existing policies or the need for new policies through an exercise established in 2021. The first set of policies requiring revision, as well as several new policies were brought to the November 2021 Board of Directors meeting for approval. The second set of policies were brought to the July 2022 Board of Directors meeting.

## Analysis

**Acceptable Use Policy** - The purpose of this policy is to outline and ensure that company information technology (IT) resources are always used appropriately to support business objectives.

**Marketing and Communications Approval Policy** - The purpose of this policy is to ensure Saugeen Valley Conservation Authority (SVCA) communications are developed and executed in a quality, consistent and coordinated manner.

**Electronic Monitoring Policy** - This policy is based on *Bill 88: Working for Workers, 2022* and is subject to change as per any updated information provided by the Government of Ontario. This policy is to be used in addition to the Acceptable Use Policy and is intended to establish

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guidelines for company practices and procedures related to electronic monitoring of employees.

**Event Planning Policy** - The purpose of this policy is to ensure Saugeen Valley Conservation Authority (SVCA) events are developed and conducted with the highest level of quality and professionalism;

in a manner that minimizes SVCA liability and demonstrates due diligence; with well defined organizational and financial goals and targets; and to provide a safe, secure, and accessible experience to the public.

**Fall Protection Policy** - This policy establishes guidelines to protect workers from the dangers of falling, and to ensure that Saugeen Valley Conservation Authority meets its legislated requirements.

**Heat Stress Prevention and Hot Weather Policy** - Saugeen Valley Conservation Authority has adopted this policy to ensure the ongoing health and safety of staff that are exposed to high levels of heat, and/or other climatic conditions that may cause adverse effects to health and safety in the performance of their regular job duties for Saugeen Valley Conservation Authority. This policy is intended to include both indoor and outdoor work where temperature is a concern.

**Ladder Safety Policy** - Saugeen Valley Conservation Authority has adopted this policy to provide procedures that meet and/or exceed the requirements of occupational health and safety legislation in ensuring the consistent protection of all Saugeen Valley Conservation Authority employees when using ladders.

**Working in Lightning Safety Policy** - The intent of this Working in Lightning Safety Policy is to remain legally compliant and ensure the health, safety and wellness of employees working in harsh weather conditions with lightning.

**Social Media Policy** - Saugeen Valley Conservation Authority strives to maintain a positive image in the community through its social media platforms and has adopted this policy to ensure that our staff are aware of expectations for the organization, as well their own behaviour as employees and as private individuals.

Approved by:



Jennifer Stephens  
General Manager/Secretary-Treasurer

## Social Media Policy

### Intent

Saugeen Valley Conservation Authority (SVCA) strives to maintain a positive image in the community through its social media platforms and has adopted this policy to ensure that our staff are aware of expectations for the organization, as well their own behavior as employees and as private individuals.

Saugeen Valley Conservation Authority staff, students, volunteers, or individuals working on behalf of SVCA who maintain personal social media pages, and who interact with SVCA's social media pages in any capacity, are expected to comply with the guidelines set out within this policy.

### Definitions

Social media is defined as “forms of communication through which users create online communities to share information, ideas, personal messages and other content” (Merriam-Webster Dictionary). These include but are not limited to Facebook, Twitter, Instagram, TikTok, Snapchat and LinkedIn.

### Scope

A social media policy is a corporate code of conduct that provides guidance for employees who use social media both as a part of their job, and as private individuals. The goal of this policy is to set expectations for appropriate behaviour, thereby helping to ensure an employee's actions will not expose the company to legal consequences or other negative ramifications.

Saugeen Valley Conservation Authority social media is to be used as a venue to:

- Receive community feedback on programs and services;
- Enhance and build new relationships with the public, community partners, other conservation; authorities and organizations who align with SVCA's purpose;
- Increase public awareness of SVCA and its mandate, programs, and services; and
- Generate revenue, actual or in kind for SVCA.

### Guidelines

#### **1. Guidelines for personal social media accounts of SVCA staff**

This policy is not intended to interfere with the private lives of our employees or impinge on their freedom of speech. This policy is designed to ensure that the image and branding of

Saugeen Valley Conservation Authority are maintained, as well as the health and safety of employees.

Employees should abide by these guidelines whether they mention the company by name or not. Where a link can be made between a negative or inflammatory post and the company, even if not named directly, the employee may be subject to disciplinary action.

Staff with personal social media accounts should NOT on any platform:

- Reveal confidential or private information gained through work;
- Use visuals (images, logos, etc.) that suggest that their account represents SVCA;
- Make comments or reactions that could compromise or appear to compromise the integrity of SVCA, such as: discriminatory, defamatory, harassing, negative or critical or corrective comments or reactions regarding SVCA, it's programs or services, co-workers or managers, clients, competitors, or vendors;
- Speak on behalf of SVCA regarding any news, information, program, or service without authorization to act as a designated company representative from a department manager, communications coordinator or the General Manager/Secretary Treasurer;
- Collect, post or share private or personal photographs or information regarding co-workers without proper permission and approval; and
- Employees are reminded that internet access is monitored, and that excessive use of social media for personal reasons during work hours is a misappropriation of company time and resources and may be subject to disciplinary action.

Staff with personal social media accounts can:

- Use a disclaimer such as “my opinions are my own” to help clarify that they are not speaking on behalf of the organization;
- Share work related public projects they have helped develop and are proud to be a part of;
- Share publicly known work achievements or success; and
- Disclose their job title and place of work.

## **2. Guidelines for SVCA social media accounts**

Official social media accounts are designed and approved to represent SVCA. These include but are not limited to, Saugeen Conservation accounts on Twitter, Instagram, and Facebook, as well as campground accounts for Bruceedale, Durham, and Saugeen Bluffs.

Official SVCA accounts are part of a communications strategy, are maintained by SVCA staff, and formally represent SVCA using visual identity such as branding and naming conventions, official URLs, logos, etc.

Saugeen Valley Conservation Authority social media accounts are to:

- Have a clear objective and strategy, aligned with SVCA’s strategic goals, vision, and mandate;
- Identify and apply a consistent voice to all channels;
- Respond to questions and clarify misinformation when possible;
- Respect permissions and acknowledge original authors;
- Offer accommodation for people with disabilities, including but not limited to alt text on images;
- Share content relevant to SVCA’s audience;
- Find opportunities to communicate about SVCA’s policies to the public; and
- Identify and interact with partners and stakeholders as appropriate.

Sageen Valley Conservation Authority social media accounts are not to:

- Like, share, tag or otherwise engage with content from personal accounts from SVCA employees.
- Engage in political activity of any nature, include any political party symbols, identifiers, or content.
- Collect, post, or share private or personal information about others without proper permissions and approvals, such as consent forms.
- Allow comments that violate the Terms of Use outlined in Section 2 to remain posted.
- Share content without verifying accuracy or completeness.

### **3. Guidelines for staff in the workplace**

Employees should also be aware that many customers and persons present on company property frequently use mobile phones and other devices to take photographs or make recordings. Employees should always represent the company positively and professionally so negative images are not posted on social media.

## **Social media Terms of Use**

### **1. Considerations**

These Terms of Use apply to the public when communicating with SVCA through social media.

- SVCA accounts will be monitored during normal business hours; during this time SVCA will respond to questions and moderate content or comments.
- Comments which do not follow Section 2.2 “Commenting Policy”, also known as Terms of Use, will be removed and users that ignore the comment policy will be banned.
- There is no commitment to interacting with every comment.
- Responses made by SVCA staff on social media are intended to provide helpful information or referral to resources and are not to be considered definitive advice.

- SVCA reserves the right to supplement or modify Terms of Use at any time, from time to time, and without public notice.

## **2. Commenting policy**

Comments made to SVCA accounts should stay on topic and be respectful. Appropriate SVCA staff can at their own discretion, delete, hide, or archive posts or comments that:

- Are not related to the content or serve as an attempt to derail the conversation.
- Serve to mislead the public about their identity, the origin of the posted content, or falsely claim to represent a person, organization, or entity.
- Are in violation of any rules, law or regulation that promotes illegal activity or conduct that would contravene any rule, law, or regulation.
- Are abusive, hateful, homophobic, discriminatory, malicious, aggressive, threatening, violent, sexist, harassing, inflammatory, indecent, tortious, defamatory, knowingly false, misleading, deceptive, vulgar, obscene, scandalous, sexually explicit, or profane.
- Incite hatred, racism, bigotry, discrimination or physical harm of any kind against any individual or class of individuals based on a protected ground in the Ontario Human Rights Code, including ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex (including pregnancy and breastfeeding) or sexual orientation.
- Are unsolicited or unauthorized, such as unsolicited or unauthorized advertising, promotional material, "junk mail," "spam," "chain letter," "pyramid scheme," or any other form of solicitation (commercial or otherwise).
- Are in breach of any confidence.
- Include personal data or information about others.
- Could result in SVCA being liable to anyone else under intellectual property rights law.

## **Resources**

Government of Ontario, HR Downloads.

## **Review**

This policy will be reviewed every 2 years and updated as needed. If any changes or updates are made, all employees will be given updated copies within 30 days of the updated version of the policy being prepared.

## **Effective Date**

Policy approved on: October 20, 2022

Policy amended on: N/A



## Acknowledgement and Agreement

I, [ ] acknowledge that I have read the Social Media Policy of Saugeen Valley Conservation Authority. I agree to adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name:

Signature:

Date:

DRAFT

## Electronic Monitoring Policy

### Intent

Saugeen Valley Conservation Authority (SVCA) is committed to abiding by all its obligations under Ontario's *Employment Standards Act, 2000 (ESA)*. This policy is based on Bill 88: Working for Workers, 2022 and is subject to change as per any updated information provided by the Government of Ontario.

SVCA collects information through electronic monitoring for a variety of reasons, including protecting the company's legal and business interests. Saugeen Valley Conservation Authority values trust, discretion, and transparency and believes employees deserve to know when and how their work is being monitored. This policy is to be used in addition to the Acceptable Use Policy and is intended to establish guidelines for company practices and procedures related to electronic monitoring of employees.

This policy is intended to specify:

- A description of how, why, and in what circumstances, SVCA may electronically monitor employees;
- The purposes for which SVCA may use the information obtained through electronic monitoring; and
- The date the policy was prepared and the date any changes were made to the policy.

This policy offers standards to ensure the following:

- Employee safety and security;
- That the company operates efficiently; and
- That appropriate data is collected to make informed business decisions, as needed.

### Scope

As an organization of more than 25 employees as of January 1, 2022, SVCA is required to have a policy in place regarding electronic monitoring. This policy applies to all employees of SVCA who are covered by the *Employment Standards Act*, whether their primary location of work is in the workplace, at home, on the road, or a combination of any or all of the above and includes anyone who meets the definition of "employee", including but not limited to: probationary employees, some trainees, contractors, employees on a leave of absence.

## Effective Date

This policy is effective as of October 20, 2022.

## Definitions

**Electronic monitoring:** using technological, electronic, or digital means to track, observe, or monitor someone's actions.

## Guidelines

### 1. ESA requirements

The ESA requirements do not:

- establish a right for employees not to be electronically monitored by their employer; or
- create any new privacy rights for employees.

However, the ESA requires transparency about whether employees are electronically monitored. Nothing in the ESA limits the use of information obtained through electronic monitoring.

Providing copies of this policy to employees

- SVCA will provide this written policy to all employees within 30 days of its effective date.
- If any changes are made to this policy, employees will be provided with the updated policy within 30 days of any changes.
- In the case of newly hired employees, SVCA will provide a copy of this policy to them within 30 days of their date of hire.

The policy may be provided either:

- As a printed copy
- An attachment to an email
- A link to a document online

If an employee is not able to access the document online or cannot print the document, they may request a printed copy from their manager.

### 2. Electronic Monitoring Equipment in Place

Saugeen Valley Conservation Authority has the following electronic monitoring equipment in place in the workplace:

- 2.1 Email, text, and chat monitoring through platforms including but not limited to Microsoft 365, Gmail, Messages, iMessage, Facebook, Instagram

- All communications sent using company-owned networks, equipment, or user accounts are collected by the application. This may include personal email or messaging accounts accessed through company-owned IT assets. Direct monitoring takes place only in the event of an investigation into employee misconduct.

## 2.2 Video cameras and recording equipment for public areas

- Video surveillance technology is used on company premises to deter theft, vandalism, and ensure employee safety. Should illegal conduct be uncovered, video surveillance footage may be disclosed to approved third parties. Bathrooms, changing rooms, and other private spaces do not have video surveillance. Video surveillance equipment is clearly visible, marked with notices and does not include audio.

## 2.3 Internet and app activity monitoring, including but not limited to downloaded documents and accessed websites

- Employee network and computer activities are all recorded. If needed, these records verify that company-owned IT resources are used only for work-related or professional activities. Computer activity data can be used to evaluate employee performance, detect malicious or high-risk behaviours, monitor network performance, and avoid security incidents.

## 2.4 Recording and monitoring equipment on all phones for external calls, incoming and outgoing

- Smartphone technology makes note of all incoming and outgoing calls, including but not limited to the time of the call and its duration. This information may be reviewed to ensure that customer service and satisfaction are at optimal levels. These records also help to improve internal processes.

## 2.5 GPS monitoring may be in place in company vehicles which can track such things as geography, time, and speed

- GPS technology may be present in company vehicles and can ensure employee safety and security, potentially being used to assist if an employee is ever in danger. These records may be accessed in the event of an accident.

## 2.6 Biometric technology

- SVCA IT assets may contain biometric technology, such as fingerprint or facial recognition for laptop or smartphone access.

## 2.7 Key card or pin pad monitoring for access to the building and/or restricted areas

- Key card or pin pad entry points present at SVCA are including but not limited to the administration building entry and vault access, and campground vehicular access points.

### 3. Purpose of Equipment

*SVCA uses computer technology that by nature collects information and SVCA staff may access these records for the purposes of:*

- Employee safety and security;
- In the event of an investigation into misconduct;
- Ensuring company operates efficiently; and
- To make informed business decisions, as needed.

### Data Retention

All data obtained by workplace monitoring will be retained digitally on SVCA servers, and/or cloud infrastructure with safeguards including password protected minimal access.

### Retention of this Policy

Saugeen Valley Conservation Authority will ensure that copies of this policy, including any subsequent revisions, are retained for a period of three years after the policy ceases to be in effect.

### Questions or Complaints

Any questions or complaints regarding this policy should be directed to the General Manager/Secretary-Treasurer.

### Resources

Government of Ontario, HR Connect.

### Review

This policy will be reviewed every 2 years and updated as needed. If any changes or updates are made, all employees will be given updated copies within 30 days of the revised version of the policy being prepared.

### Effective Date

Policy approved on: October 20, 2022

Policy amended on: N/A

## Acknowledgement and Agreement

I, [ ] acknowledge that I have read the Electronic Monitoring Policy of Saugeen Valley Conservation Authority. I agree to adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name:

Signature:

Date:

DRAFT

## Marketing and Communications Approval Policy

### Intent

The purpose of this policy is to ensure Saugeen Valley Conservation Authority (SVCA) communications are developed and executed in a quality, consistent and coordinated manner to:

- maintain a strong brand and positive reputation;
- ensure materials are compliant with internal and external policies and legislation, such as code of conduct, social media policy and Accessibility for Ontarians with Disabilities Act (AODA); and
- ensure SVCA is utilizing media resources effectively and efficiently.

### Definitions

**Communications:** information exchanges in any form (i.e., verbal, written, audio) produced to officially represent SVCA.

**Marketing materials:** any type of material used to promote SVCA to external audiences, including branded print and digital materials related to advertising, promotional items, graphic design, media relations, emergency communications, website design, presentations to an external audience.

**Media:** professional or citizen journalists representing either themselves or a news media organization.

### Scope

All SVCA activities targeting external audiences undertaken by staff, students or volunteers, or anyone who provides goods, services or facilities to clients, partners, or shareholders, working on behalf of SVCA. Internal communications are exempt from this policy. SVCA committees that wish to promote services and special events internally are free to do so on their own accord.

#### 1. Roles and responsibilities

##### 1.1 Communications Coordinator

The Communications Coordinator, under the Manager of Corporate Services,

- is to have pre-distribution review and approval of all external general communication, including but not limited to:
  - Social media posts and campaigns
  - Signage
  - Marketing
  - Presentations to the public
  - Presentations to the Board of Directors
  - Press releases
- will review and make necessary revisions within 48 hours of receipt or as agreed upon
- is authorized to take appropriate steps to improve, correct, and/or modify materials should it be necessary to maintain brand integrity and stay true to branding guidelines, and accessibility standards
- acts as Social Media Coordinator, and offers guidance, support, and oversight of all social media accounts

It is highly recommended that materials be sent in the earliest stage of completion to allow time for necessary changes prior to circulation.

## 1.2 Executive Assistant

The SVCA Executive Assistant, under the management of both Corporate Services and the General Manager/Secretary-Treasurer,

- has technical review and approval of all external corporate communications, including but not limited to:
  - Job postings
  - RFP, RFQ, tenders
  - Reports to the Board of Directors
  - Presentations to the Board of Directors
  - Uniforms
- will review and make necessary revisions within 48 hours of receipt or as agreed upon
- acts as the Accessibility Officer and is authorized to take appropriate steps to improve, correct, and/or modify materials should it be necessary to maintain AODA compliance and accessibility from a broader perspective

It is highly recommended that materials be sent in the earliest stage of completion to allow time for necessary changes prior to circulation.

## 2. Policy Statements

### 2.1 General

- a. Strategic plan campaigns are developed and executed to align with SVCA's strategic goals, mandate, and priorities.



- b. All campaigns related to departmental goals of the strategic plan are to be approved by the Department Manager and receive joint technical approval by the Communications Coordinator and the Executive Assistant before final approval by the General Manager/Secretary-Treasurer.

## 2.2 Advertising

- a. The content of any advertising must be approved by both the Department Manager and Communications Coordinator.

## 2.3 Communications to media

- a. Departments are to provide content (verbiage and images) for their own press releases as well as an accompanying Frequently Asked Questions document to the Communications Coordinator for composition if appropriate.
- b. All press releases and media advisories will receive technical review and be sent to the media by the Communications Coordinator and/or Executive Assistant.
- c. With approval from the General Manager/Secretary-Treasurer, Department Managers may be listed as the point of contact on the press release, and if contacted by the media may engage directly; however, if any other staff are contacted by the media, they must notify the manager of their department.
- d. Preferably, the Communications Coordinator will be listed as the point of contact on all press releases.
- e. The Communications Coordinator will be available as needed for guidance in responding to any media inquiry.

## 2.4 Presentations to the public

- a. Departments are to compose their own content for presentations. The Communications Coordinator will create the presentation with the verbiage and images provided to them by the department.
- b. If there are no suitable images available to the department, the Communications Coordinator may source updated or stock photography to support the presentation.
- c. The Communications Coordinator may make adjustments to the content to maintain an appropriate reading level score for the intended audience.
- d. Depending on the content and the audience, presentations may have final technical review and approval by the Executive Assistant, acting as the Accessibility Officer.

## 2.5 Request for proposal (RFP), request for quotation (RFQ), tender notices

- a. All RFP, RFQ and tender documents are to use the templates available to staff on the SharePoint, or a custom template provided directly to them by Executive Assistant.

- b. All RFP, RFQ and tender documents, unless exempt via approval by the General Manager/Secretary-Treasurer, are to have technical edit/approval by the Executive Assistant, acting as Accessibility Officer.

## 2.6 Job Postings

- a. All job postings are to use the current letterhead template available to staff on the SharePoint.
- b. Departments are to compose their own job postings; however, all job postings must be approved by the General Manager/Secretary-Treasurer and will then receive final technical review/approval by the Executive Assistant and be disseminated by the Communications Coordinator.

## Review

This policy will be reviewed every two (2) years and revised as needed. If any changes or updates are made, all employees will be given updated copies within 30 days of the revised version of the policy being prepared.

## Effective Date

Policy approved on:

Policy amended on:

## Acknowledgement and Agreement

I, [ ] acknowledge that I have read the Marketing and Communications Approval Policy of Saugeen Valley Conservation Authority. I agree to adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name:

Signature:

Date:

## Acceptable Use Policy

### Intent

Saugeen Valley Conservation Authority (SVCA) is dedicated to ensuring that our employees have the necessary technology to maximize their efficiency and improve work processes. Employees are encouraged to utilize all internal computer-based technology (computer, email, internet, network systems) to their fullest to fulfill their job requirements effectively. The purpose of this policy is to outline and ensure that company information technology (IT) resources are always used appropriately to support business objectives.

### Scope

This policy applies to all persons who access or use the IT made available by Saugeen Valley Conservation Authority. These individuals may be staff, students, volunteers, or anyone who provides goods, services or facilities to clients, partners, or shareholders, working on behalf of SVCA.

### Definitions

**Company/SVCA technology:** all internal computer-based technology (including but not limited to computer, email, internet, network systems).

**Users:** staff, students, volunteers, or anyone who provides goods, services or facilities to clients, partners, or shareholders, working on behalf of SVCA.

### Responsibilities

**SVCA IT employees or contractors and General Manager/Secretary-Treasurer:** can monitor company technology to determine acceptable usage, while respecting a user's privacy as much as possible.

**Users:** employees should use Saugeen Valley Conservation Authority's computer-based technology for business purposes only and be aware that any information they transmit/receive may be monitored for acceptable business use.

### Guidelines

Saugeen Valley Conservation Authority's computer-based technology and internet systems are to be used for appropriate company business. All Saugeen Valley Conservation Authority information and correspondence, including email, transmitted/received using our computer-

based technology is the business property of the company and is to be managed accordingly for appropriate business-related matters.

In an interactive and mobile work environment, it is important that employees are aware of the expectations of acceptable use when using SVCA technology. This is particularly pertinent given that the networks, devices, and social media platforms used for professional purposes are sometimes the same as those used for personal activities.

Incidental and occasional personal use of company technology is permissible if it does not interfere with workplace productivity or SVCA's systems or business operations, does not preempt any business activity, does not consume more than a trivial amount of SVCA's resources and is lawful. Users should be aware that all use of company technology is subject to monitoring as described in this Policy and as such, users have no right to, or expectation of, privacy with respect to their use of SVCA technology, subject to applicable laws.

### **1. Client, Visitor and User Privacy**

- Saugeen Valley Conservation Authority employees are strictly prohibited from posting sensitive, libellous, or personal information regarding clients, visitors, and employees on social networking sites and/or the internet in general.
- Saugeen Valley Conservation Authority employees are strictly prohibited from taking or sharing photographs of clients, visitors, or employees on Saugeen Valley Conservation Authority premises for either personal or professional reasons, unless they have permission to do so.

### **2. Employee-Owned Property**

Saugeen Valley Conservation Authority employees are prohibited from using personally owned equipment or property for the creation, transmission, or storage of Saugeen Valley Conservation Authority business information.

In the event that a Saugeen Valley Conservation Authority employee creates, stores or transmits Saugeen Valley Conservation Authority business information on personally owned property (including, but not limited to: laptop computers, desktop computers, smart phones, notebooks, or loose-leaf paper), the business information remains the express property of Saugeen Valley Conservation Authority.

### **3. Working Off-site and Travel to Other Sites**

It is accepted that SVCA technology and equipment will be taken off-site.

- Working away from SVCA work sites must be in line with SVCA remote working policy.
- When traveling from one site to another, equipment and technology must not be left unattended in public places, or in sight in a vehicle.
- Laptops must be carried as hand luggage when travelling by train or by plane.

- Information should be protected against loss or compromise.
- Mobile technology such as laptops and smartphones must be password protected.

#### **4. Password Protection**

- Computer and internet access at Saugeen Valley Conservation Authority is managed via individual user accounts and confidential passwords.
- Passwords must be at least 12 characters long, contain both upper- and lower-case letters and numbers, and be changed every six months.
- Usernames and passwords for access to Saugeen Valley Conservation Authority-domain are provided to staff by the information technology (IT) department.
- Users will be required to keep a log and provide their manager with a spreadsheet containing all usernames and passwords that are addition to and not including their SVCA domain log in details, that have been created or are maintained for the purpose of business operation on SVCA technology.
- If a Saugeen Valley Conservation Authority employee loses, forgets, or believes that his/her password has become compromised, the employee must inform the IT department immediately.
- If an employee terminates employment with Saugeen Valley Conservation Authority for any reason, the IT department will remove the former employee's access to Saugeen Valley Conservation Authority's domain, email, and internet resources.

#### **5. Email**

SVCA email communication must be conducted with respect to the Saugeen Valley Conservation Authority standards of conduct and should be created with professionalism and attention to detail.

To ensure the consistency of email communications, the following practices shall be followed:

- Emails should be sent only to those that require the information.
- The subject line must be filled in and relevant to the topic, clearly stating the purpose of the email.
- Spell-checking features must be used to ensure that the content is correct.
- Email messages should be brief and relevant to the topic.
- The message of the email should be clear and lacking ambiguity.
- The use of all CAPITALS is to be avoided.
- A read receipt should be requested only where necessary.
- Generally, confidential information should not be sent via email.

**When to Reply All:**

- If you have relevant questions that other contacts in the thread might have as well.
- If your response could have a direct effect on others, such as needing to update fellow project participants on progress.
- Scheduling a meeting with a small group if schedules and polls are not available for use.

**When to Forward:**

Choose to forward email if the contact receiving the forwarded message does not need to receive future messages in the thread, and if previous recipients do not need any content you have added to the forwarded message.

**When to CC:**

Contacts who are carbon copied on an email are usually affected by the message, but the sender has directly addressed the email content to a different group of people. Carbon copies are preferred when a recipient needs to be kept informed of the correspondence thread without personally contributing, such as to observe compliance or be notified that a business transaction is underway.

**When to BCC:**

Blind carbon copy emails are useful when others don't need to be notified of the dispersal of information. Use BCC when sending an email to people who do not need to correspond with one another about the message topic in the future. Blind copying multiple contacts is generally standard when sending external mass emails.

**6. Photocopiers and Printers**

SVCA provides printers and photocopiers to users for legitimate business purposes. SVCA recognizes that every action taken in the workplace can have an environmental impact. To increase our efficiency, save electricity, reduce waste and greenhouse gases, and work towards our environmental responsibilities, Saugeen Valley Conservation Authority employees are encouraged to reduce the amount of paper used during the printing and/or copying process.

- Whenever possible, all documents shall be printed and/or copied on both sides, in black and white;
- Printer cartridges will be refilled when possible;
- All paper and cardboard will be recycled;
- 100% recycled paper will be purchased when possible;
- Electronic copies will be used instead of hard copies, whenever possible (although documents will be provided in a different format upon request);
- Users should not knowingly waste resources; and
- Users should not copy or print copyright protected materials without permission, or materials that are inappropriate for the workplace.

## **7. Acceptable Use**

SVCA provides technology to users for legitimate business purposes. Users are expected to exercise good judgement and professionalism in the use of all company technology.

Permissible, acceptable, and appropriate activities include:

- Researching, accumulating, and disseminating any information related to the accomplishment of the user's assigned responsibilities, during working hours or overtime.
- Collaborating and communicating with other employees, business partners, and customers of Saugeen Valley Conservation Authority, according to the individual's assigned job duties and responsibilities.
- Conducting professional development activities as they relate to meeting the user's job requirements.

## **8. Unacceptable Use**

- Attempting to modify or gain access to computer files, passwords, or data belonging to others; seeking unauthorized access to any computer system or damaging or altering software components of company technology.
- Usage for illegal purposes, such as theft, fraud, slander, libel, defamation of character, harassment (sexual and non-sexual), stalking, identity theft, online gambling, spreading viruses, spamming, impersonation, intimidation, and plagiarism/copyright infringement.
- Any usage that conflicts with existing Saugeen Valley Conservation Authority policies and/or any usage that conflicts with Saugeen Valley Conservation Authority's mission, goals, and reputation.
- Copying, destroying, altering any data, documentation, or other information that belongs to Saugeen Valley Conservation Authority or any other business entity without authorization.
- Accessing, downloading, or printing any content that violates any of Saugeen Valley Conservation Authority's existing policies.
- Engaging in any activity which would in any way bring discredit, disrepute, or litigation upon Saugeen Valley Conservation Authority.
- Engaging in personal online commercial activities through company technology, including offering services or products for sale or soliciting services or products from online providers.
- Engaging in any activity that could compromise the security of Saugeen Valley Conservation Authority host servers or computers.
- Engaging in any fundraising activity, endorsing any products or services, or participating in any political activity on behalf of SVCA, unless authorized to do so as part of completing one's assigned job duties and responsibilities.

- Allowing unauthorized or third parties to access Saugeen Valley Conservation Authority's network and resources.

## Upon Retirement, Layoff or Termination

Upon retirement, layoff, or termination of employment with Saugeen Valley Conservation Authority, employees are required to promptly return (without duplicating or summarizing), all material pertaining to Saugeen Valley Conservation Authority business in their possession.

If a device containing Saugeen Valley Conservation Authority business information is password-protected, the employee will be required to provide the correct username and password for the device.

## Disciplinary Action

Any violation of this policy will be treated like violations of other Saugeen Valley Conservation Authority policies. All misconduct will be addressed according to established procedures.

Violations of this policy may result in one or more of the following:

- Temporary or permanent revoking of access to Saugeen Valley Conservation Authority's technology and/or other IT resources.
- Temporary or permanent revoking of Saugeen Valley Conservation Authority devices.
- Disciplinary action according to applicable Saugeen Valley Conservation Authority policies, up to and including suspension or termination of employment.

## Resources

Government of Ontario, HR Downloads.

## Questions or Complaints

Any questions or complaints regarding this policy should be directed to the General Manager/Secretary-Treasurer.

## Review

This policy will be reviewed every 2 years and updated as needed. If any changes or updates are made, all employees will be given updated copies within 30 days of the updated version of the policy being prepared.

## Effective Date

Policy approved on: October 20, 2022

Policy amended on: N/A



## Acknowledgement and Agreement

I, [ ] acknowledge that I have read the Acceptable Use Policy of Saugeen Valley Conservation Authority. I agree to adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name:

Signature:

Date:

DRAFT

## Fall Protection Policy

### Intent

The Industrial Establishment Regulation and Construction Projects Regulation under the *Occupational Health and Safety Act* specifies fall protection requirements where employees are exposed to significant risk of injury due to falling. The use of alternative work procedures, temporary or permanent barriers, safety nets, or travel restraint systems may be used to eliminate the requirement for fall arrest. Where possible, it is preferable to implement a system whereby fall arrest equipment is not required to ensure the safety of the worker. This policy establishes guidelines to protect workers from the dangers of falling, and to ensure that Saugeen Valley Conservation Authority meets its legislated requirements.

In instances where suspended access equipment or ladders are used, additional guidelines may apply. Saugeen Valley Conservation Authority will ensure that the applicable legislated health and safety guidelines are adhered to in all situations.

### Scope

This policy applies to all persons working on behalf of SVCA.

### Definitions

**Anchor point** – A secure point of attachment for lifelines, lanyards, or deceleration devices, which is independent of the means of supporting or suspending the employee.

**Barriers** – Guardrails, parapets, and warning flags can be used as barriers. These may be temporarily or permanently affixed to the work area. These barriers must be at least 900 mm (3 feet) in height. This definition is recognized by the Construction Safety Association of Ontario (CSAO).

**Fall arrest system** – An assembly of components joined together so that when the assembly is connected to a fixed support, it can arrest a worker's fall, consists of a full-body harness with back-mounted D-ring, a shock-absorbing lanyard, a lifeline, connecting hardware, and anchorage point.

**Risk of falling** – Where a worker must encroach within 2 metres (6 feet, 6 inches) of an unprotected edge, as defined below, the risk of falling is hereby recognized.

**Travel restraint system** – An assembly of components capable of restricting worker’s movement on a work surface and preventing the worker from reaching a location from which he or she could fall, equipment designed to keep a person away from the location of the fall hazard, a mechanism which restricts the movement of a worker on a work surface, consists of a full-body harness, a lifeline or retractable lanyard, and an anchorage point.

**Unprotected edge** – A roof or other work location where the risk of falling (as defined above) more than 3 metres (10 feet) or into hazardous substances, operating machinery, or water exists, and which is not protected by means of guardrail, parapet, or similar structure of a height of 900 mm (3 feet), will be considered an unprotected edge. This may include but is not limited to the perimeter of a roof, opening in a floor, elevated work platform (catwalk), etc.

## Guidelines

### **Mandatory Fall Protection**

#### **1 When Fall Protection is Required**

All supervisors and workers must make themselves familiar with Section 26 of the Construction Projects Regulation, which outlines the circumstances where fall protection is required. In addition, all supervisors must always abide by the regulation and any other applicable legislation.

Fall protection must be used where a worker is exposed to any of the following hazards:

- Falling more than 3 metres;
- Falling more than 1.2 metres, if the work area is used as a path for a wheelbarrow or similar equipment;
- Falling into operating machinery;
- Falling into water or another liquid;
- Falling into or onto a hazardous substance or object; or
- Falling through an opening on a work surface.

In certain circumstances, employees must be protected from falls of less than 3 metres. Section 26.3 of the Construction Projects Regulation states that:

26.3(1) Despite paragraph 1 of section 26, a guardrail system that meets the requirements of this section shall be used if a worker has access to the perimeter or an open side of any of the following work surfaces and may be exposed to a fall of 2.4 metres or more:

1. A floor, including the floor of a mezzanine or balcony.
2. The surface of a bridge.

3. A roof while formwork is in place.
4. A scaffold platform or other work platform, runway, or ramp.

When an employee is at risk of falling through an opening in a work surface, Saugeen Valley Conservation Authority will ensure that one of the following two precautions are in place:

- A guardrail system that meets legislative requirements; or
- A protective covering that:
  - Completely covers the opening;
  - Is securely fastened;
  - Is adequately identified as covering an opening;
  - Is made from material adequate to support all loads to which the covering may be subjected; and
  - Is capable of supporting a live load of at least 2.4 kilonewtons per square metre without exceeding the allowable unit stresses for the material used.

Saugeen Valley Conservation Authority will ensure that all legislative requirements are met if any of the above conditions exist, and that employees are appropriately protected from the danger of falling.

## **2 Type of Fall Protection Required:**

Section 26.1 (1) and (2) of the Construction Projects Regulation states that:

26.1 (1) A worker shall be adequately protected by a guardrail system that meets the requirements of subsections 26.3 (2) to (8).

(2) Despite subsection (1), if it is not reasonably possible to install a guardrail system as that subsection requires, a worker shall be adequately protected by at least one of the following methods of fall protection:

1. A travel restraint system that meets the requirements of section 26.4.
2. A fall restricting system that meets the requirements of section 26.5.
3. A fall arrest system, other than a fall restricting system designed for use in wood pole climbing, that meets the requirements of section 26.6. or
4. A safety net that meets the requirements of section 26.8.

Saugeen Valley Conservation Authority will ensure that any safety equipment as listed above meets legislated requirements for design and use.

Always remember that if you are not certain of what type of fall protection is required for a particular situation, ask your supervisor for direction.

## Procedures

The following procedures are designed to reduce to the greatest extent possible the risks of employees suffering injuries due to falls.

- Where possible, attempts will be made to remove the risk of falling by use of barriers, guardrails, safety nets, or altering the work procedure to eliminate the need to encroach an unprotected edge as defined above.
- Where it is not possible to eliminate the risks outlined above, travel restraint options will be investigated and used where appropriate.
- Where travel restraint options are not appropriate or feasible, fall arrest systems will be employed.
- Prior to any worker using a fall arrest system or a safety net, Saugeen Valley Conservation Authority shall develop written procedures for rescuing the worker after their fall has been arrested.

## Equipment

Sections 26.4, 26.5, and 26.6 of the Construction Projects Regulation establish the requirements for travel restraint systems, fall restricting systems, and fall arrest systems. These sections require that:

- Saugeen Valley Conservation Authority ensures that appropriate equipment is available to workers, and that it is used and maintained in accordance with legislated requirements.
- Workers must check that all travel restraint and fall arrest equipment are CSA-approved, inspected by the worker before use for signs of damage, and must be found to be in good working order.
- Saugeen Valley Conservation Authority ensures that all travel restraint and fall arrest equipment is appropriately inspected before each use, and that records are kept of inspection reports.
- Every fall arrest system must be inspected and maintained after each use to make sure there are no cuts or frayed areas in the equipment.
- If a fall occurs, all components of the fall arrest system must be removed from service and inspected.

## Training

Saugeen Valley Conservation Authority will meet all requirements relating to training as laid out in the Industrial Establishments Regulation, the Construction Projects Regulation, and any other applicable legislation. To achieve this, Saugeen Valley Conservation Authority will ensure that:

- All employees who may be exposed to significant risk of injury due to falling will attend training on regulatory requirements and the proper use of full body harnesses, lanyards, and anchor points.
- Employees who may use a fall protection system will first receive “Working at Heights” training delivered by a certified training provider, as well as adequate training and adequate oral and written instructions, delivered by a competent person, on proper use of the specific fall protection system to be used.
- Any employee who may use a fall protection system is trained on its use and is given adequate oral and written instructions by a competent person.
- Appropriate written records of all fall protection training given to employees is maintained.
- Training records will be made available to an inspector upon request.

## Review

This policy will be reviewed every 2 years and updated as needed. If any changes or updates are made, all employees will be given updated copies within 30 days of the updated version of the policy being prepared.

## Effective Date

Policy approved on: October 20, 2022

Policy amended on: N/A

## Acknowledgement and Agreement

I [ ] acknowledge that I have read the Fall Protection Policy of Saugeen Valley Conservation Authority. I agree to adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name:

Signature:

Date:

DRAFT

## Ladder Safety Policy

### Intent

Saugeen Valley Conservation Authority has adopted this policy to provide procedures that meet and/or exceed the requirements of occupational health and safety legislation in ensuring the consistent protection of all Saugeen Valley Conservation Authority employees when using ladders.

### Scope

This policy applies to all individuals working for Saugeen Valley Conservation Authority.

### Guidelines

Ladders are used for access and inspections where 3-point contact can be always maintained. Ladder accidents are attributed to the unsafe use of ladders as well as using unsafe ladders. To avoid accidents with ladders:

- Select the right ladder for the situation.
- Inspect the condition of the ladder before using it.
- Inspect the jobsite for overhead wires, obstructions, and solid surfaces.
- Use the ladder as it was designed to be used.
- Remove material and debris away from the base of the ladder.
- Set the ladder one foot out for every three or four feet up and secure the base.
- Ensure that the rails of the ladder extend one meter above the landing or point of contact.
- Clean the soles of your footwear before climbing the ladder.
- Face the ladder when climbing or descending and maintain 3-point contact.
- Keep your centre of gravity between the side rails.
- Tie-off the ladder at the point of contact.
- Hoist tools and materials to the jobsite.
- Use fall protection as appropriate (e.g., tie-off to the structure when above 3 meters, use climbing devices on fixed vertical ladders, etc.).

### Procedures:

1. Supervisors shall provide safety training and education about fall protection for employees required to use ladders and fixed access structures.



2. Employees shall evaluate their requirements for safe access to work assignments and shall consult supervisory personnel as necessary.
3. Ladders and fixed access structures shall be inspected for safety before use.
4. Fixed access structures shall comply with Ontario Ministry of Labour data sheet 2-04.
5. All portable ladders shall be CSA-approved and rated "industrial heavy duty" or "industrial extra-heavy duty".
6. Employees climbing and working from ladders shall maintain 3-point contact with the ladder.
7. Straight ladders used for access shall be secured at the base and at the point of contact.
8. Fall arrest systems shall be installed and used on all fixed vertical ladders exceeding 3 meters.
9. Defective ladders shall be taken out of service, tagged for repair, or scrapped.
10. Wooden ladders shall not be painted.
11. Ladders and fixed access structures shall be repaired only by qualified personnel.
12. Special purpose ladders and work platforms shall be used in accordance with the manufacturer's directions and only for the applications intended.

#### Personal Protective Equipment (PPE):

All Saugeen Valley Conservation Authority employees that are required to work using ladders will be required to wear appropriate PPE, as outlined in our Fall Protection Policy.

Saugeen Valley Conservation Authority employees working below or around laddering will be required to wear appropriate PPE.

#### Safe Ladder Use:

- DO NOT use damaged parts that affect the strength of the ladder.
- DO NOT work on ladders when feeling weak, sick, or dizzy.
- DO NOT work while leaning away from the ladder.
- DO NOT alter the ladder.
- DO NOT move a ladder horizontally while workers are on it, unless it is a mobile ladder, and the proper procedures are followed.
- DO NOT work on ladders covered with snow, ice, or other slippery materials.
- DO NOT erect, use, alter, or move ladders within 12 feet of overhead power lines.
- DO NOT work on ladders in bad weather or high winds unless the competent person decides that doing so is safe.

- DO NOT use ladders, boxes, barrels, or other makeshift materials to raise your work height.
- DO NOT put more weight on a ladder than it is designed to hold.

## Review

This policy will be reviewed every two (2) years and revised as needed. If any changes or updates are made, all employees will be given updated copies within 30 days of the revised version of the policy being prepared.

## Effective Date

Policy approved on: October 20, 2022

Policy amended on: N/A

## Acknowledgement and Agreement

I [ ] acknowledge that I have read the Ladder Safety Policy of Saugeen Valley Conservation Authority. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name:

Signature:

Date:

## Working in Lightning Safety Policy

### Intent

The intent of this Working in Lightning Safety Policy is to remain legally compliant and ensure the health, safety and wellness of employees working in harsh weather conditions with lightning.

### Scope

This policy applies to all individuals working for Saugeen Valley Conservation Authority.

### Lightning Safety

The following safety guidelines are to be adhered to by all Saugeen Valley Conservation Authority employees to ensure their health and safety in the completion of their work duties and responsibilities.

- Regularly monitor weather conditions, using the lightning app and/or other applicable means.
- Become familiar with your surroundings when working in new locations, to predetermine safe shelter locations
- If you see lightning or hear thunder, cease any work or activity, and seek safe shelter.
- Safe shelter includes a fully enclosed vehicle with the windows up, substantial buildings, preferably a closet or small office near the ground level, if possible, and low ground.
- Unsafe shelter includes water, treed areas, open fields, high ground, caves, mines, etc.
- If you are outside in the presence of lightning, and cannot reach a safe place for shelter, remove anything containing metal, such as jewelry, necklaces, keys, belts, baseball caps, etc. and position yourself in a crouching position low to the ground.
- Workers are not permitted to resume their duties until 30 minutes after the last lightning strike.

### Emergency Procedure

If an individual has been struck by lightning, the Canadian Center for Occupational Health and Safety suggests the following action:

- Call for help immediately.
- If the person has stopped breathing, safely perform mouth-to-mouth resuscitation.

- If the person has stopped breathing and does not have a pulse, ensure a trained rescuer performs Cardiopulmonary Resuscitation (CPR).

\*Note: It is completely safe to touch individuals who have been struck by lightning.

## Review

This policy will be reviewed every two (2) years and revised as needed. If any changes or updates are made, all employees will be given updated copies within 30 days of the revised version of the policy being prepared.

## Effective Date

Policy approved on: October 20, 2022

Policy amended on:

## Acknowledgement and Agreement

I acknowledge that I have read the Working in Lightning Safety Policy of Saugeen Valley Conservation Authority. I agree to adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name:

Signature:

Date:

## Heat Stress Prevention and Hot Weather Policy

### Intent

Saugeen Valley Conservation Authority has adopted this policy to ensure the ongoing health and safety of staff that are exposed to high levels of heat, and/or other climatic conditions that may cause adverse effects to health and safety in the performance of their regular job duties for Saugeen Valley Conservation Authority. This policy is intended to include both indoor and outdoor work where temperature is a concern.

### Scope

This policy applies to all individuals working for Saugeen Valley Conservation Authority.

### Guidelines

Saugeen Valley Conservation Authority will ensure that our workplace is in compliance with health and safety regulations, and that the threshold values for heat stress and heat strain recommended by the Ontario Ministry of Labour are observed, and actions are taken appropriately in response to any concerns where an un-acclimatized worker's core temperature is in danger of exceeding 38 degrees Celsius (100.4 degrees Fahrenheit).

### Responsibilities

**Managers / Supervisors:** Saugeen Valley Conservation Authority management and supervisory employees will be responsible for the overall health and safety of staff under their direction, including appropriate management of heat stress prevention policy and procedures.

Management and supervisory staff will be required to ensure that hazard identification and risk assessments are performed, and that work is safe. Where temperature is a concern, management and supervisory staff will be required to evaluate the work that will be performed, ensure that appropriate safeguards (first aid plans and materials) are in place, ensure that relief measures (drinking water, rest periods scheduled) are available and implemented, and that staff are appropriately acclimatized to heat when performing work in areas where hot weather exists. Management and supervisory staff will communicate information regarding the signs and symptoms of heat stress / disorders.

As necessary, management and supervisory staff will adjust and adapt work schedules to effectively reduce the risk of injury and/or illness due to heat stress.

**Employees:** Saugeen Valley Conservation Authority employees are required to participate in health and safety training and adhere to all health and safety policies and safe work procedures.

## Disorders

The following disorders are commonly associated with exposure to excessive heat. If any of the following are observed or experienced, the symptoms should be immediately communicated to management or the immediate supervisor, and appropriate first aid measures will be taken.

### 1. Heat Cramps

**Root Cause(s):** Dehydration due to excessive sweating; imbalance of internal pH due to the loss of salt and other electrolytes through excessive sweating.

**Signs and Symptoms:** Cramping and painful spasms; excessive sweating.

**Treatment:** Drink water to replenish lost fluids; rest, and where possible, removal from area where the heat is excessive to a cooler area, or under shade; massage cramps.

### 2. Heat Exhaustion

**Cause:** Dehydration due to excessive sweating; shock due to a failure to properly acclimatize to conditions.

**Signs and Symptoms:** Excessive sweating; increased level of thirst; increased heart rate / rapid pulse; dizziness / fatigue / weakness; loss of consciousness (fainting / collapse).

**Treatment:** Drink water to replenish lost fluids; rest lying down with legs elevated, and where possible, removal from area where the heat is excessive to a cooler area, or under shade.

### 3. Heat Stroke

**Cause:** Extended / over-exposure to excessive heat.

**Signs and Symptoms:** Failure of ability to internally regulate temperature; temperature of worker continues to rise, even with addition of water, and removal from area with heat; excessive body temperature (above 37 degrees Celsius or 98.6 degrees Fahrenheit); sweating has stopped; skin appears red, and is very hot and dry; heart rate is increased and pulse is rapid; breathing is laboured; worker is dizzy and/or disoriented; worker experiences fatigue and/or weakness; loss of consciousness.

**Treatment:** HEAT STROKE IS A MEDICAL EMERGENCY. Immediately call for help and contact emergency services (ambulance). Where possible, immerse the worker in water and ice to cool them down.

## Controls of Heat Stress

The following guidelines should be followed to prevent heat-related disorders:

1. **Engineering Controls:** Where possible, venting and/or air-conditioning shall be applied. Alternate methods will include the use of fans and opening of windows. For outdoor work, Saugeen Valley Conservation Authority shall work to ensure that a shaded area is available.
2. **Acclimatization:** To avoid shock associated with exposure to heat, Saugeen Valley Conservation Authority workers will be required to use appropriate acclimatization procedures to adapt them to new temperatures. This shall be accomplished by scheduling the worker to incrementally longer periods of exposure to heat over a period of 5-10 days.
3. **Work Conditions:** All Saugeen Valley Conservation Authority staff will regularly check the weather conditions that will affect work and will adapt their schedule(s) and tasks as appropriate.
4. **Work/Rest Cycles:** Where possible, work requiring strenuous physical activity shall be scheduled for cool periods in the day (early morning or evening), and non-essential tasks will be re-scheduled until such time as the risk of injury or illness due to heat stress falls into an acceptable range. Scheduling of tasks will ensure that workers are rotated in a manner that allows for sufficient break periods in a cool and/or shaded area.
5. **Personal Protective Equipment:** Saugeen Valley Conservation Authority staff required to perform work duties in hot environments will be directed to utilize appropriate lightweight / breathable garments that provide maximum protection against the sun, and potential health and safety hazards involved in both the work, and heat stress. Where work is performed outdoors, sun block will be recommended.
6. **Fluid Intake:** To minimize the danger of dehydration and other health risks associated with heat stress, Saugeen Valley Conservation Authority will ensure that workers are provided with access to water. Staff members who perform work in areas with excessive heat are advised that the recommended intake of fluid is 250ml (one cup) per 20 minutes.

## Criteria for Managing Heat Stress Induced by Hot Weather

- Humidex reaching or exceeding 35 degrees Celsius (95 degrees Fahrenheit)
- Environment and Climate Change Canada Humidex advisory (air temperature exceeding 30 degrees Celsius and Humidex exceeding 40 degrees Celsius or 86 degrees Fahrenheit and Humidex exceeding 104 degrees Fahrenheit)

- Environment and Climate Change Canada weather reports
- Heat wave (three or more days of temperatures of 32 degrees Celsius or 89.6 degrees Fahrenheit or more)
- The Ministry of Environment, Conservation and Parks (MECP) issues a smog alert.

## Review

This policy will be reviewed every two (2) years and revised as needed. If any changes or updates are made, all employees will be given updated copies within 30 days of the revised version of the policy being prepared.

## Effective Date

Policy approved on: October 20, 2022

Policy amended on: N/A

DRAFT



## Acknowledgement and Agreement

I acknowledge that I have read the Heat Stress Prevention and Hot Weather Policy of Saugeen Valley Conservation Authority. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name:

Signature:

Date:

DRAFT

## Report 9e – News Articles for Members’ Information

[South Bruce council approves rezoning application](#)

Yahoo News, September 10, 2022

[Saugeen Valley Conservation offers Info on Invasive Species of Plants and Offer Alternatives](#)

The Ranch 100.com, September 12, 2022

[Bruce County’s planning committee approves economic development pilot program](#)

Yahoo News, September 23, 2022

[BlackburnNews.com - Saugeen Valley waterways fast and full](#)

Blackburn News, September 29, 2022

[Local fly fisherman seeks support from SVCA for Heritage River project](#)

Yahoo News, July 29, 2022

[HOW TO FIGHT BACK: When the law overreaches and you feel alone, you need a landowner strategy to push back](#)

Farmers Forum, October 4, 2022

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Jennifer Stephens, General Manager/Secretary-Treasurer  
**Date:** October 20, 2022  
**Subject:** Strategic Plan Update  
**Purpose:** To provide an update on the Strategic Plan development and seek approval for the new Mandate and Vision for Saugeen Valley Conservation Authority

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### **Recommendation**

THAT the following report be received as information;

AND FURTHER THAT the Board of Directors approve the new Mandate and Vision as outlined in the attached presentation for Saugeen Valley Conservation Authority.

### **Background**

Saugeen Valley Conservation is undertaking a new strategic plan to support the mandate of the Authority, to serve as a guiding document for decision making, to use a tool when engaging with governing bodies, stakeholders, community partners and the public, and to serve as a measure of accountability.

### **Methodology**

Informed decision making begins with consultation. Internal and external surveys were created and distributed to key stakeholders including staff, municipal officials, developers, and realtors.

### **Analysis**

The attached presentation outlines the results of the consultation exercise. Staff have also achieved one of the first goals of the strategic plan exercise: the development of a new mandate and vision for the authority.

Approved by:



Jennifer Stephens  
General Manager/Secretary-Treasurer

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# What we heard

Strategic Plan Update

Date: September 20, 2022



# Contents

- 01** **Mandate and Vision**  
Proposed update to mandate, and vision statement for SVCA
- 02** **Internal Summary**  
High level, internal employee consultation summary
- 03** **Public Summary**  
Summary of open public consultation

- 04** **Leadership Summary**  
Summary of consultation of Board of Directors, Mayors, CAOs, CBOs
- 05** **Realtor Summary**  
Summary of consultation through Realtors' Associations
- 06** **Developer Summary**  
Summary of direct and open public consultation with developers

01

# Mandate and Vision

Proposed update to SVCA's Mandate and Mission Statements

# Current Mandate and Mission

## Our current mandate

To undertake watershed-based programs to protect people and property from flooding, and other natural hazards, and to conserve natural resources for economic, social and environmental benefits.

## Our current mission

To provide leadership and expertise to ensure responsibility and effective stewardship programs with our municipal communities and other government partners so that future generations will experience a higher quality of life.

# Proposed Mandate and Mission

## Our proposed mandate and mission statement

Building climate resilient communities throughout our watershed by protecting people and property from natural and human-made flooding hazards; fostering connections with our natural environment.



# Current Vision

## Our current vision

A watershed where human needs are met in balance with the needs of the natural environment.

# Proposed Vision

## Our proposed vision

A thriving watershed that supports a higher quality of life for our community now and in the future.

02

# Internal Summary

High level, internal employee consultation

# Internal Summary

## General information

26 employees participated in the 2022 consultation process to inform the strategic plan, half of whom volunteered their names. Respondents were split evenly amongst the four departments at SVCA: Water Resources, Forestry and Lands, Environmental Planning and Regulation, Corporate Services.

All individual identifiers will remain confidential, both internally and externally to retain trust and the integrity of the consultation process.

## Mission, mandate, understanding

Approximately 30% of staff were dissatisfied with our current mission, mandate and vision. There were dozens of suggestions made, which informed the Strategic Plan Working Group's proposed changes.

81% of staff felt that the work that they do directly supports SVCA's mandate.

Only 4% of staff believed the public has an accurate understanding of SVCA's purpose, with poor public perception mentioned repeatedly as a challenge faced by SVCA.

# Internal Summary

## Highest Priority SVCA programs

- Land use regulation and planning
- Flood warning systems
- Flood and erosion control infrastructure
- Owning and managing sensitive land
- Water quality monitoring

## Lowest Priority SVCA programs

- Children's educational programming
- Stewardship programs
- Uniform allotment to admin staff
- Outsourcing of IT
- Safety School arrangement



# Internal Summary

## Programs to Increase

1. Pay per use tourism at Conservation Areas
2. Electronic donation at Conservation Areas
3. Investment in campground infrastructure
4. Partnership opportunities
5. Public information/education sessions with CBO's, realtors and the public

*"Campgrounds add needed revenue; build on that with ongoing investment in infrastructure."*

*"Better educate the public and the professionals we serve about the EPR process to increase satisfaction and perception."*



# Aspirations

- Turn non-revenue properties into revenue generating, or revenue neutral
- Improve internal data accessibility and standards
- Improve accessibility of communications and of properties
- Improve customer service, public perception
- Educate the public, stakeholders and professionals SVCA engages with on an ongoing basis
- Increase internal efficiencies, and retention by supporting professional development and training
- More support from municipal partners for major capital projects
- Access to expert engineers, ecologists or other professionals

*“It is my wish that the public will remember or understand what we do and have been doing well for decades and appreciate our staff for that. I hope to help accomplish that understanding.”*

03

# Public Summary

Summary of open public consultation

# Public Summary

## General information

Over 100 members of the public responded to the open call for online participation in our public consultation to inform strategic planning. The open call was released to the press, circulated through local radio and news outlets, and seen by over 6,000 individuals residing in the Saugeen Watershed.

The majority of respondents were from Saugeen Shores and Kincardine, followed by Huron-Kinloss, West Grey, Arran-Elderslie and Brockton. Very few respondents were from remaining municipalities.

## Mission, mandate, understanding

While only 4% of SVCA staff believed the public has an accurate understanding of SVCA's purpose, when asked to describe their understanding of what SVCA does as an organization.

**82% of the respondents demonstrated an understanding of environmental conservation, specifically water based.**

**54% of respondents additionally and specifically mentioned regulations, planning and permitting.**



# Public Summary

## Engagement with Lands

70% of respondents had visited Saugeen Bluffs.

50% had visited Allan Park.

40% had visited Denny's Dam, Durham, Sulphur Spring and Stoney Island.

20% had visited Brucedale, Schmidt Lake, Mildmay/Carrick, McBeath.

### Comments:

- More trails for winter use
- Increased enforcement for ATVs, dogs off leash
- Boat speed signage
- Desire for continued upgrades, including accessible facilities and trails
- Hope that SVCA acquires more land

## Engagement with EPR

50% had engaged with SVCA regarding a permit at least once.

74% felt they were responded to in a reasonable amount of time.

### Comments:

- Desire for more control over big developments
- Less control over development, permits
- Further explanation; better understanding
- More education for municipalities

## Engagement with Water Resources

88% found flood warnings helpful.

Dam restoration, flood plain mapping, and erosion control were top concerns among respondents.

04

# Leadership Summary

Summary of direct consultation with the Board of Directors, Mayors, CAOs, and CBOs

# Leadership Summary

## General information

The SVCA Board of Directors, Mayors, CAOs, and CBOs from the municipalities we serve participated in our strategic planning process through consultation.

100% gave reasonably accurate responses about what SVCA does as an organization.

12% thought SVCA is impeding development.

83% held a neutral or positive opinion about SVCA's role in conservation.

Faster and more consistent responses from EPR were desired. "Cumbersome, excessive communication" **noted in comments.**

*"Response times appear to be improving."*

*"Relationships with individual officers are good."*

## Programs to Increase

1. Pay per use tourism at Conservation Areas
2. Electronic donation at Conservation Areas
3. Investment in campground infrastructure
4. Partnership opportunities
5. Increased fees related to EPR

## Low Priority Programs

1. Municipal planning comments
2. Children's educational programming
3. Owning and managing non-revenue parks
4. Provincial offences enforcement
5. Safety School arrangement

05

# Realtor Summary

Summary of direct consultation through Realtors' Associations

# Realtor Summary

## General Information

80% of respondents gave accurate descriptions of what SVCA does as an organization; the other 20% used the opportunity to leave a disparaging remark.

86% were satisfied with their EPR experience.

72% felt turnaround time supported their property transactions.

93% of respondents desired a realtor information session specific to EPR.

**Comments** focused on a desire for clearer maps, faster turn around time for inquiries, more accessible/understandable definitions and information for clients.



06

# Developer Summary

Summary of direct and open consultation with developers who have had experience with Saugeen Conservation

# Developer Summary

## General Information

75% of respondents gave an accurate description of what SVCA does as an organization; 25% used the opportunity to leave a disparaging remark.

70% had engaged with SVCA staff repeatedly.

31% were dissatisfied with their experiences.

54% felt the response timeline did not support the development process.

### Comments:

- Better direction from outset of the interaction
- More timely reviews and approvals
- Clearer responses from staff
- Increase staff expertise



# What we heard

- Staff felt strongly that the public and stakeholders do not understand what SVCA does as an agency, but all feedback demonstrated that the majority do have a reasonably accurate understanding.
- A changing focus for education was seen; both internally to better support retention and customer service abilities, and externally to support the public and professionals SVCA serves.
- Increased investment in campground infrastructure to maximize tourism potential and revenue dollars, including shoulder and winter season options and accessible washrooms and trails.
- Accessibility regarding communication should include consideration for general understanding and readability.
- Feedback was much more positive than anticipated at the outset of the exercise.