

Saugeen Valley Conservation Authority

AUTHORITY MEETING

Thursday, December 15, 2022, 1:00 p.m.

AGENDA

1. Appointment of Chair Pro Tem

2. Land acknowledgment

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.

3. Adoption of agenda

4. Introduction of Directors and Staff

5. Declaration of pecuniary interest

6. Approval of minutes of Authority meeting – October 20, 2022 – attached

7. Presentation – Orientation – attached

8. Consent agenda

a. Finance report – attached

b. Program report – attached

c. Correspondence – attached

d. News articles for Members' information – attached

9. New Business

a. SVCA Fee Policy – attached

b. 2023 Meeting Schedule – attached

Adjournment

SAUGEEN VALLEY CONSERVATION AUTHORITY

Minutes

Meeting: Authority Meeting
Date: Thursday, October 20, 2022, 1:00 p.m.
Location: Saugeen Valley Children's Safety Village
Chair: Maureen Couture
Members present: Mark Davis, Barbara Dobreen, Dan Gieruszak, Cheryl Grace, Tom Hutchinson, Steve McCabe, Don Murray, Dave Myette, Mike Niesen, Diana Rae, Christine Robinson, Bill Stewart
Regrets: Paul Allen, Sue Paterson
Others present: Kim Clark, RTO7
Staff present: Jennifer Stephens, Erik Downing, Donna Lacey, Elise MacLeod, Laura Molson, Ashley Boyd, Trent Francis, Jim Leask, Shannon Hagen, Vivian Nolan, Karleigh Porter, Ashley Richards, Janice Hagan

Chair Maureen Couture called the meeting to order at 1:00 p.m.

1. Land Acknowledgement

The following Land Acknowledgement was read by Director Barbara Dobreen:

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 #G22-80

Moved by Cheryl Grace

Seconded by Diana Rae

THAT the agenda be adopted as circulated.

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 – September 15, 2022

Motion #G22-81

Moved by Tom Hutchinson

Seconded by Steve McCabe

THAT the minutes of the Authority meeting held on September 15, 2022, be approved as circulated.

Carried

5. Staff Introduction

The following staff were introduced to the Board:

- Vivian Nolan, Resources Information Technician
- Trent Francis, Regulations Officer
- James Pearson, Flood Forecasting and Warning Coordinator (in absentia)

6. Staff Recognition

Chair Couture presented an award to several SVCA staff for their bravery and courage in responding to a critical medical emergency at the Saugeen Bluffs Campground and were instrumental in effecting a positive outcome. The Board applauded the staff members and gave them a standing ovation.

The following staff were recognized:

- Shannon Hagen, Jim Leask
- Elijah Wilson, Nathan Beech (In absentia)

7. Presentation – Geofence Project

Kim Clarke gave a presentation to the Board regarding a study that had been done, using geofence data. She explained how consumer data is collected and analyzed, and how it can benefit tourism. The results of data collection at five (5) SVCA locations was presented to the Board along with observations and recommendations for revenue generating opportunities.

8. Matters Arising from the Minutes

- a. 2023 Proposed Budget Approval

Motion #G22-82

Moved by Steve McCabe

Seconded by Bill Stewart

THAT the Saugeen Valley Conservation Authority adopt the 2023 Budget as approved in principle at the September 2022 meeting; and further

THAT the Authority share of the costs will be raised through general revenues, reserves, donations, general surplus, and special and general levies in accordance with the *Conservation Authorities Act*, and further

THAT the General Manager/Secretary-Treasurer is hereby authorized to forward levy notices to the member municipalities.

A recorded vote was taken for the 2023 budget with the following results:

Arran-Elderslie	Mark Davis	Nay
Brockton	Dan Gieruszak	Yea
Chatsworth	Diana Rae	Yea
Grey-Highlands	Paul Allen	Absent
Hanover	Sue Paterson	Absent
Howick	Mike Niesen	Yea
Huron-Kinloss	Don Murray	Nay
Kincardine	Maureen Couture	Yea
Kincardine	Bill Stewart	Yea
Minto	Steve McCabe	Yea
Morris-Turnberry	Mike Niesen	Yea
Saugeen Shores	Cheryl Grace	Yea
Saugeen Shores	Dave Myette	Nay
South Bruce	Mike Niesen	Yea
Southgate	Barbara Dobreen	Yea
Wellington North	Steve McCabe	Yea
West Grey	Tom Hutchinson	Yea
West Grey	Christine Robinson	Yea

The result of the vote was 79% of the weighted average of those present in favour. Therefore,
Motion #G22-82 was Carried.

Motion #G22-83

Moved by Barbara Dobreen

Seconded by Tom Hutchinson

THAT the amount of \$2,071,216 be raised by General Levy in 2023; and further

THAT General Levy payments shall be due in two equal instalments on March 31 and June 30; and further

THAT late payments shall be subject to the Authority's normal late payment charge of 1.50% per

month thereafter; and further

THAT in accordance with Section 27(4) of the *Conservation Authorities Act*, R.S.O. 1990, the minimum sum that shall be levied against a participating municipality for administration costs shall be \$1,100.

Carried

9. General Manager's Report and 2022 Workplan Update

Jennifer Stephens provided a review of the General Manager's report including the submission of the 2nd progress report to the province. She noted that the administration of the *Conservation Authorities Act* has been fully returned to the Ministry of Natural Resources and Forestry (MNRF) after having split responsibility with the Ministry of the Environment, Conservation and Parks (MECP). There was discussion about proposed amendments to the *Conservation Authorities Act*. Jennifer indicated that the SVCA Personnel Policy is being modernized and will be presented to the Board for approval in December. A consultant has been engaged to provide technical support to the Environmental Planning and Regulations, and other firms have expressed an interest in working with staff; therefore, a list of engineering firms will be created to allow staff to have access to various resources. Staff are acquiring a Content Management System (CMS) and will be applying for a Trillium grant to provide funding for a consultant to have it operational in 2023. She noted that the Grey County and lower tier Municipal Service Agreement negotiations may be pushed back beyond December due to the municipality agreement discussions relating to CA Act Category 2 and 3 (non-mandatory programs) programs and services as it may be more efficient to have concurrent dialogues.

10. Consent Agenda

Motion #G22-84

Moved by Bill Stewart

Seconded by Dan Gieruszak

THAT the reports, and information contained in the Consent Agenda, [Item 9-a-e], along with their respective recommended motions be accepted as presented.

Carried

11. New Business

a. Strategic Plan Update

Jennifer provided an analysis of responses received from various internal and external consultation surveys concerning the mission and mandate of SVCA. The Directors discussed the new mission, mandate, and vision as proposed by staff but decided to allow the new Board in 2023 to endorse it.

Motion #G22-85

Moved by Christine Robinson

Seconded by Barbara Dobreen

THAT the Strategic Plan update be received as information.

Carried

12. Closed Session

Motion #G22-86

Moved by Don Murray

Seconded by Dave Myette

THAT the Authority move to Closed Session In-Camera, to discuss a proposed or pending acquisition of land by the Authority; and further

THAT Jennifer Stephens, Donna Lacey, and Janice Hagan remain in the meeting.

Carried

Motion #G22-89

Moved by Tom Hutchinson

Seconded by Mark Davis

THAT the Authority adjourn from Closed Session, In-Camera, and rise and report.

Carried

Chair Couture reported that the Authority had discussed the acquisition of 2 properties during the Closed Session and the following motion was passed:

Motion #G22-90

Moved by Christine Robinson

Seconded by Steve McCabe

THAT staff be authorized to proceed with the acquisition of two properties, each with 2 parcels and their associated assets, with gratitude.

Carried

13. For the good of the Committee

Chair Maureen addressed the Board and gave the following remarks:

“Thank you for joining us today, for our last meeting as a group.

On behalf of Saugeen Valley Conservation Authority, I would like to express appreciation for your contribution as directors on this board. Your commitment to share your time over this term

enabled the Authority to function, with transparency and accountability. Some of you have been members of the board for almost a decade! The board has played an integral role guiding SVCA through many different adaptations; through changes made to the *Conservation Authorities Act*, continued funding constraints, and the recent pandemic.

It has been an honour to serve as Chair of this Board. I am grateful for the time we spent together, ensuring that water resources in the Saugeen Valley watershed are properly safeguarded and managed.”

In particular, I would like to commend the staff for their excellent response and handling of the pandemic. Working conditions were less than ideal, and all staff pitched in to keep the Authority running during this time. Thank you very much!

Adjournment

There being no further business, the meeting adjourned at 3:50 p.m. on motion of Tom Hutchinson and Dave Myette.

Maureen Couture
Chair

Janice Hagan
Recording Secretary



SAUGEEN CONSERVATION

BOARD OF DIRECTORS

Orientation Presentation



SAUGEEN CONSERVATION

SVCA encompasses 4,675km in the counties of Bruce, Dufferin, Grey, Huron, and Wellington. This includes the Saugeen, Penetangore, and Pine Rivers as well as the adjoining Lake Huron shoreline.

We undertake watershed-based programs to protect people and property from flooding.



CONSERVATION AUTHORITIES ACT

Conservation Authorities are corporate bodies created by the Province, in accordance with the Act. As watershed-based resource management agencies, each Authority is governed by the Act and by a Board of Directors made up of members from municipalities within their jurisdictions.

The Act was originally enacted in 1946, as Conservation Authorities began to be established, and has undergone amendments since this time. In 1956, in response to severe economic and human loss due to Hurricane Hazel, Conservation Authorities were empowered to prevent filling in floodplains. In 1968, regulations were extended to control alterations of waterways. In 2006, regulation of shorelines and watercourses were further developed for conformity.

CONSERVATION AUTHORITIES ACT RECENT CHANGES

ONE

Programs and
Services
Transition Plan
Inventory
Conservation Areas
(Rules of Conduct)

TWO

Budget and
Apportionment
Amounts for Source
Protection Duties
Information
Requirements
User Fees

THREE

Proposed:
*More Homes Built
Faster Act, 2022*
(Bill 23, Royal
Assent)



ADMINISTRATIVE BY-LAWS

- With a 15-member Board of Directors, 8 members constitutes quorum
- All meetings are open to the public
- No member shall: speak in a discriminatory or disrespectful fashion, make a disturbance, interrupt another member, resist the rules of order or speak beyond the question(s) under debate
- Each member is entitled to one vote, and on a tie vote, the motion is lost
- An abstaining member is counted as a negative vote
- Robert's Rules of Order apply
- Closed meetings may be held if the subject matter is related to: security of Authority property, personal matters about an identifiable individual, matters of litigation, proposed land acquisition, labour relations, information given in confidence, etc.

REMUNERATION

- The Authority has established a per diem rate of \$75 for half day meeting, \$130 for a full day meeting to be paid to Members for attendance at General Meetings and Advisory Board or Committee meetings, etc.
- In addition, an honorarium may be approved by the Authority for the Chair and Vice-chair(s) as compensation for their additional responsibilities. A single per-diem will be paid for attendance at more than one meeting if they occur consecutively on the same day.
- A per-kilometre rate of \$0.52 to be paid for use of a personal vehicle shall be approved by Resolution of the General Membership from time-to-time.



INFORMATION FOR THE BOARD

AODA training requirement

- All directors are required to complete AODA and Human Rights training
- If you have completed this training, copies of the certificates will suffice
- Should you need to complete the training, access to the modules will be provided to you

Other SVCA committees

- Forestry Committee
- Property and Parks
- Water Resources
- Agricultural Advisory

Conflict of interest

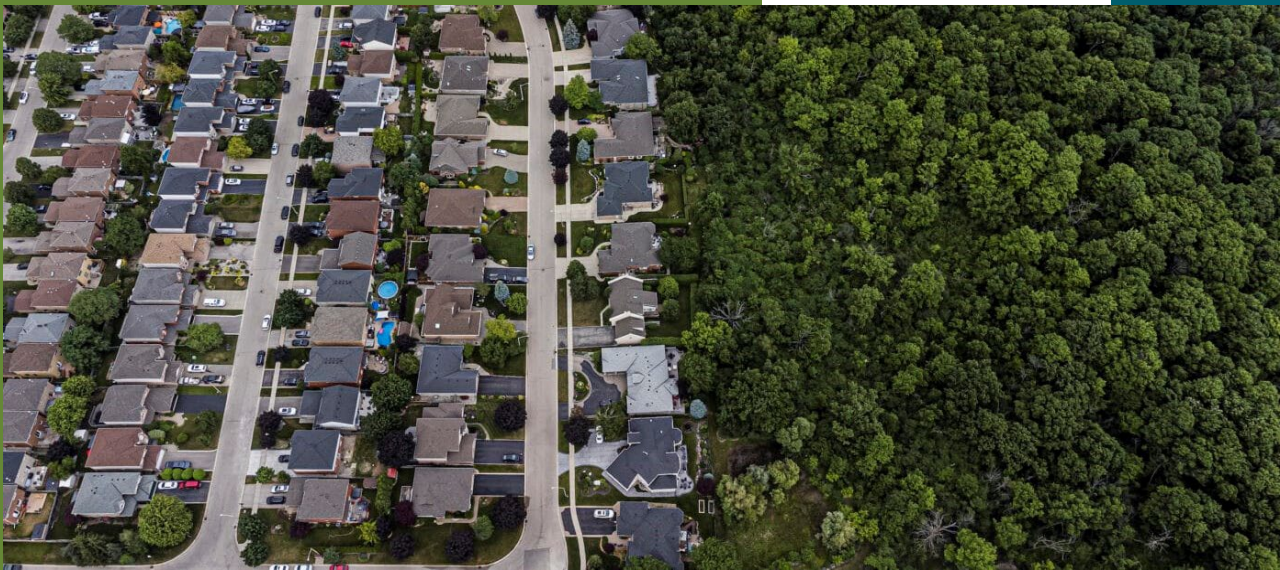
- SVCA is bound by the *Municipal Conflict of Interest Act*, and members are required to review the act
- Disclosure of Pecuniary Interest shall be made prior to any consideration of the matter
- The member shall not take part in discussion, voting or influence other members



DRINKING WATER SOURCE PROTECTION

- The Saugeen Valley and Grey Sauble Conservation Authorities along with the Municipality of Northern Bruce Peninsula have partnered together to work with the Source Protection Committee to coordinate the implementation of a Source Protection Plan for our watershed.
- Every appointed member of the Board of Directors of SVCA is also a member of the Saugeen Valley Source Protection Authority. Meetings are held as needed, and all members are expected to attend.

ENVIRONMENTAL PLANNING AND REGULATIONS



Permits

Regulation 169/06 covers: permits, enforcement, development, proposals and inquires.

Permits are required for development or alteration near a watercourse, wetland, valley-land, erosion prone area, floodplain and/or shoreline.

Planning

SVCA acts as a review agency and is circulated on all applications under the Planning Act.

All conservation authorities are considered public bodies under the act and must be given opportunity to comment.

Delegated responsibility from the MNRF to represent provincial interest on natural hazards.

Comment on natural heritage features (wetlands and woodlands), water quality (storm water management) if there is a Plan Review service agreement with applicable Municipality or County.

Other

Municipal drains, environmental assessments, etc.

WHAT'S THE DIFFERENCE?

Permits

- Applied for directly through the SVCA office
- Staff decide on individual applications
- Through the *Conservation Authorities Act*, SVCA is responsible for regulating development around hazardous lands and environmental features

Planning

- *Planning Act* applications are initiated through an individual municipality
- SVCA is circulated and requested to provide comments
- Comments are focused on natural hazards and natural heritage features
- SVCA does not issue *Planning Act* related approvals, only comments



PROTECTING THE PUBLIC

- Through the delegated/legislated *Planning Act* process, SVCA has become an invaluable participant in land use planning around natural hazards
- With current weather patterns it has become evident planning for safe development is critical
- SVCA's goal is to work cooperatively with our municipal partners to plan for development that would not be impacted by natural hazards
- First step in natural hazard planning process is to locate development safely away from hazardous lands in accordance with the Provincial mandate for public safety
- Separate process from CA Act permitting, which provides for technical implementation of matters pursuant to Section 28 of the CA Act, with the end goal of protecting both the natural feature and public safety
- SVCA must ensure concerns regarding the establishment of the "principle of development" are conveyed to planning approval authority during the preparation of municipal planning documents (Official Plan, secondary plans or OPA), or during the *Planning Act* approvals process and not through the CA Act S. 28 permitting process

HEARING GUIDELINES

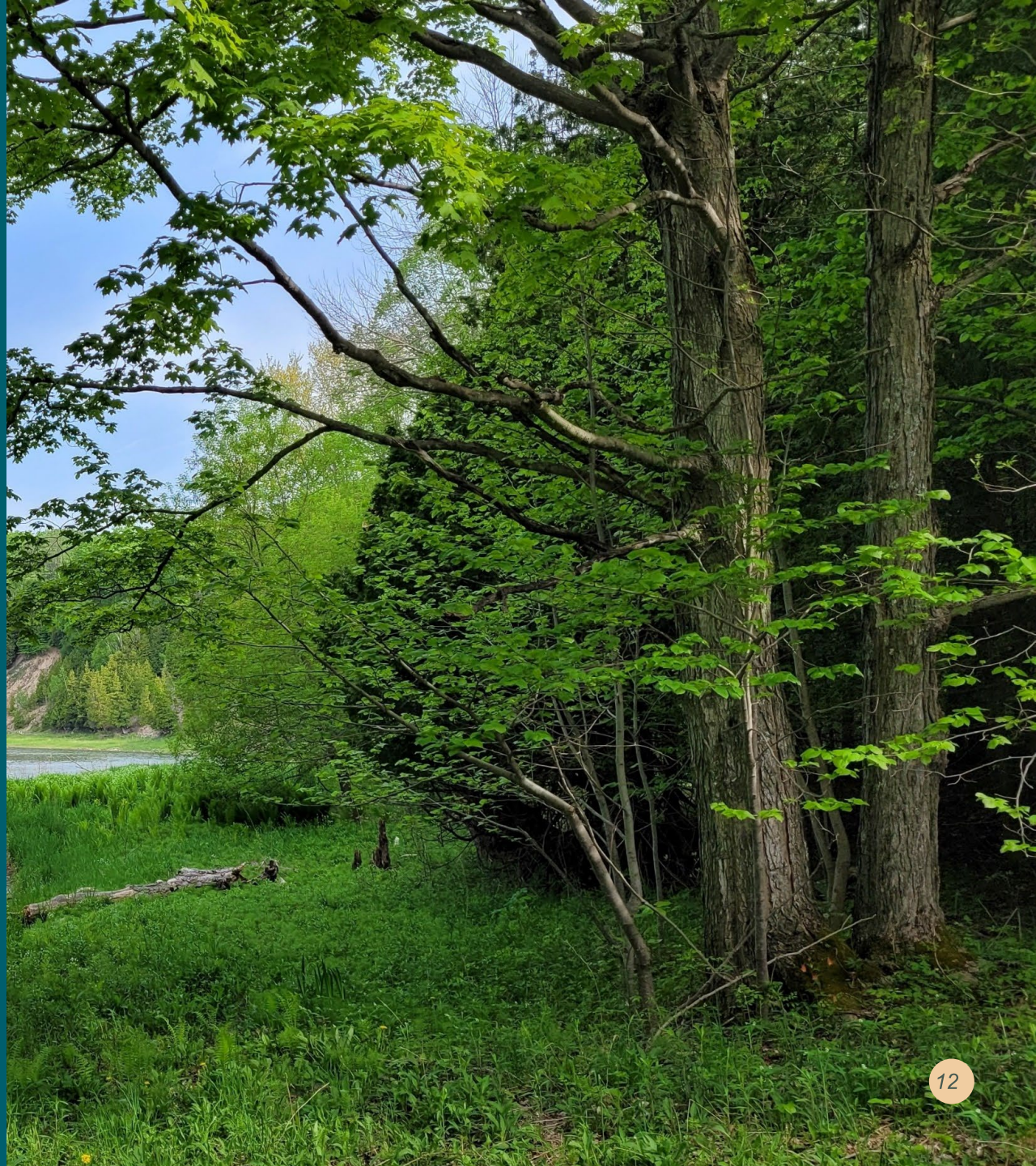
Section 28 of the *Conservation Authorities Act* covers hearing guidelines, step by step.

If an applicant does not receive approval from staff, or opposes the conditions applied to an approval, they may request a hearing in front of the Executive Committee.

The role of the Executive Committee is to act as a decision-making tribunal. They hear and decide if an application will be approved with or without conditions or refused.

A permit may be refused if, in the opinion of the Authority, the proposal adversely affects the control of such things as flooding, erosion, or dynamic beaches.

SVCA staff process approximately 2,000 files annually and there is an average of one hearing in front of the Executive Committee per year.



FORESTRY AND LANDS



Forestry Services

SVCA offers a variety of forestry and land management services within our watershed, including but not limited to: tree marking, vegetation control, tree planting services, harvest contract management and MFTIP planning and assistance.

Managed Forests

Most of the 8,000 hectares managed by SVCA is considered managed forest. They are guided by both operating plans reflective of their unique ecosystems, and the Forest Management Plan. They demonstrate what good management looks like.

Camping

There are over 430 serviced and non-serviced campsites for seasonal, transient and horse campers under the management of SVCA through four separate campgrounds. They feature recreational trails, beaches and idyllic canoeing and fishing routes, and are a great way to connect people with the natural environment.



CONSERVATION AREAS

Our Conservation Areas include campgrounds, recreational trails, scenic areas, unique horse-riding opportunities and more.

- Allan Park
- Brucedale
- Denny's Dam
- Durham
- McBeath
- Saugeen Bluffs
- Stoney Island
- Sulphur Spring
- Varney

GEOGRAPHIC INFORMATION SYSTEMS (GIS)



Saugeen Valley Conservation Authority acquires, stores, manages, analyzes and displays large volumes of spatial and non-spatial data.

GIS tools, applications and data are used daily by SVCA staff to make efficient, informed decisions. We use the most current data to improve base mapping information to reflect accurate ground conditions.

Elevation data creation and capture is a key component of conservation authority information and is used as a base for natural hazard mapping.

SVCA consistently and continually strives to improve this information by leveraging partnerships and outside funding sources.

WATER RESOURCES



Water Quality Monitoring

Includes surface water, groundwater and biomonitoring, to establish baseline data, observe trends and assess the effectiveness of watershed programs.

Flood and Erosion Control Projects

Keeping water away from people. Structural approaches such as dams that control the flow of water; dykes to restrict flows to the proper channel; and slope stability projects to protect slopes from erosion.

There are 30 structures and projects under our management.

Flood Forecasting and Warning

To relay routine information concerning watershed conditions to selected agencies, government officials, and the public.

To provide rapid, advance warning and technical support to officials and citizens whose lives and properties may be endangered by floodwaters.

WATER, AT THE CENTRE

Managing upstream, so downstream remains healthy.

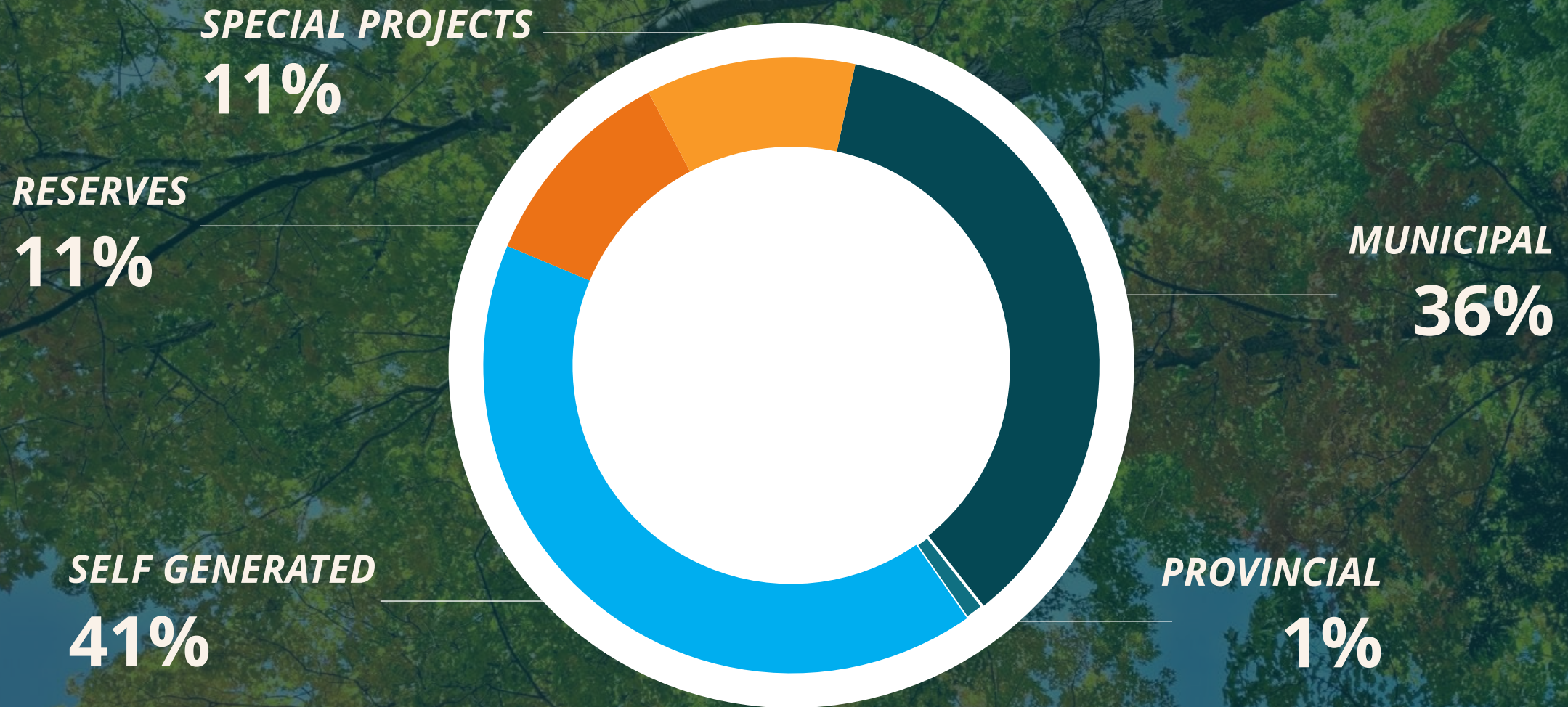
Watershed monitoring helps:

- Identify issues and project future conditions
- Focus actions where they are needed most
- Track progress over time

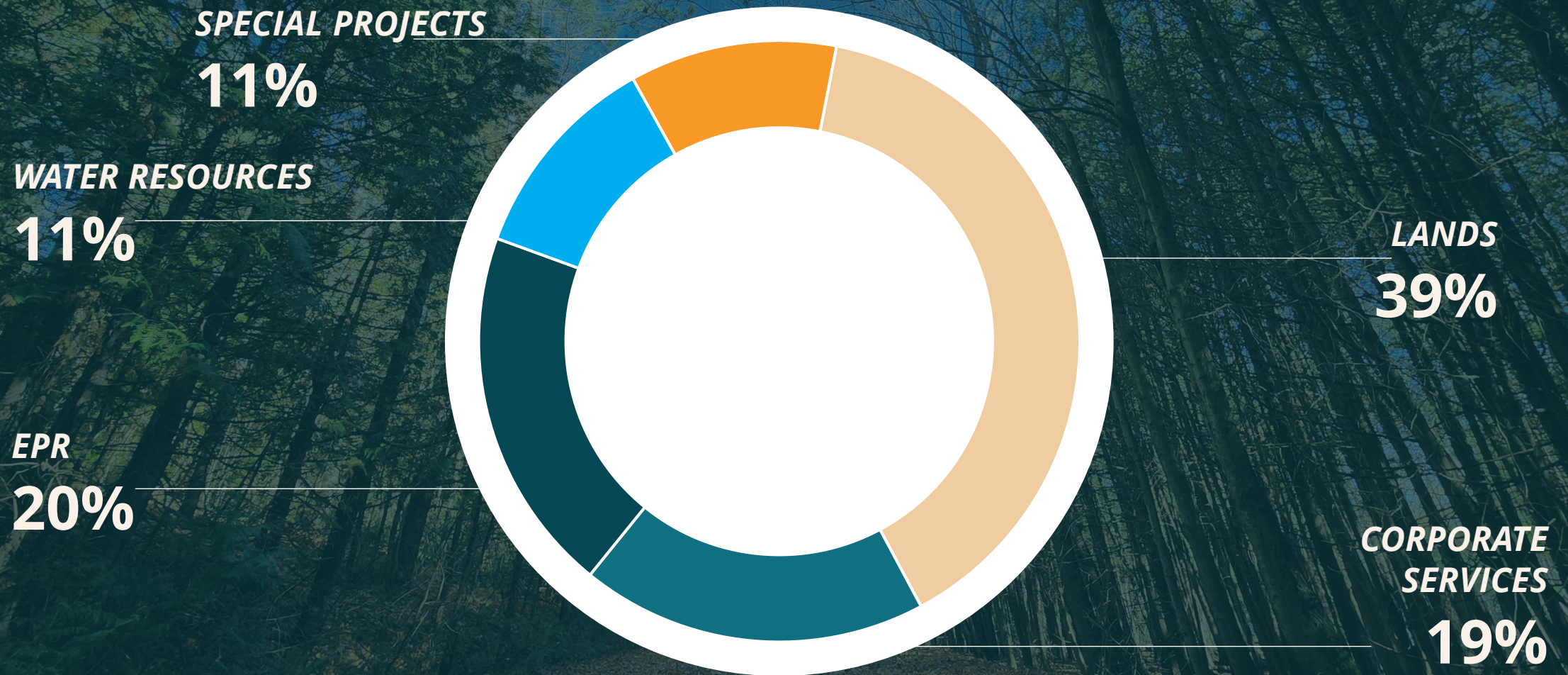
Through water stewardship programs such as the Water Well Improvement Program, SVCA assists the public in helping to protect our local aquifers and drinking water sources.



SVCA FUNDING SOURCES



2023 BUDGET: A Summary



THE MANAGEMENT TEAM



Jennifer Stephens

General Manager / Secretary Treasurer

I have worked with Conservation Ontario, the network of thirty-six conservation authorities, as well as directly with ten conservation authorities over the course of my twenty-year career.

I have found a home in the conservation community. Managing a conservation authority is exciting, an incredible honour and a great responsibility. I work with a phenomenal team that similarly dedicate themselves to improving, conserving, and protecting the environment not just because it's a job, but that there's a passion that drives each individual.

In maintaining conservation areas and trail systems we hope to keep the public engaged and through their experiences foster an interest in everything from daily choices to environmental activism at any level.

THE MANAGEMENT TEAM



Laura Molson
*Corporate Services
Manager*



Erik Downing
*Environmental Planning
and Regulations Manager*



Donna Lacey
*Forestry and Lands
Manager*



Elise MacLeod
*Water Resources
Manager*



THANK YOU

For your commitment
to the betterment of
our watershed!

Report To: Chair and Directors, Saugeen Valley Conservation Authority
From: Laura Molson, Manager, Corporate Services
Date: December 15, 2022
Subject: Finance Report
Purpose: To provide a summary of finances year to date

Recommendation

THAT the finance report to September 30, 2022 be accepted as distributed.

Analysis

General levy programs show a marginal surplus at the end of September. It is expected that these programs will end the year in a neutral position.

Non-levy programs show a significant surplus at the end of September. Surplus funds at year end will be allocated to reserves as approved for these program areas.

Prepared by:

Original Signed by:

Laura Molson, Manager, Corporate Services

Approved by:

Original Signed by:

Jennifer Stephens

General Manager / Secretary-Treasurer

Sageen Valley Conservation Authority

Financial Report

General Levy Programs

September 30, 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	
Corporate Services									
Administration	612,300	448,752	441,895	98%	612,300	457,933	460,514	101%	(18,619)
Information Technology & GIS	162,875	122,160	144,929	119%	162,875	118,258	156,083	132%	(11,154)
Community Relations	116,300	87,228	87,235	100%	116,300	89,406	67,465	75%	19,770
Education	105,550	77,614	93,044	120%	105,550	82,081	78,221	95%	14,823
Environmental Planning & Regulations	1,060,800	838,603	729,590	87%	1,060,800	788,112	760,652	97%	(31,062)
Water Resources									
Flood Forecasting & Warning	217,000	162,716	162,543	100%	217,000	157,122	126,646	81%	35,897
Flood Control Structures & Stewardship	168,150	126,113	130,447	103%	168,150	132,950	115,796	87%	14,651
Water Quality	109,650	82,238	89,363	109%	109,650	81,241	101,793	125%	(12,430)
Forestry & Lands									
Non-Revenue Parks & Land Management	408,500	323,440	256,397	79%	408,500	303,763	260,975	86%	(4,578)
Total - General Levy Programs	2,961,125	2,268,864	2,135,444	94%	2,961,125	2,210,866	2,128,145	96%	7,299

Sageen Valley Conservation Authority
Financial Report
Non-General Levy Programs and Capital Projects
September 30, 2022
(Unaudited)

Program	Revenue				Expenses				Surplus/ (Deficit)
	Approved Budget	Budget YTD	Actual YTD	% Actual/ Budget	Approved Budget	Budget YTD	Actual YTD	% Actual/ Budget	
Forestry & Lands									
Forestry Services	474,500	262,375	188,083	72%	474,500	398,872	254,897	64%	(66,814)
Agricultural Lands	17,000	12,000	11,087	92%	10,400	10,100	3,905	39%	7,182
Motor Pool	207,000	177,000	160,490	91%	167,500	149,150	137,880	92%	22,610
Brucedale C.A.	110,500	110,500	111,822	101%	101,250	77,058	62,467	81%	49,355
Durham C.A.	306,700	298,600	319,226	107%	304,300	250,188	265,724	106%	53,502
Sageen Bluffs C.A.	395,900	385,900	396,701	103%	393,900	330,758	295,654	89%	101,047
Capital Projects									
Land Management	-	-	12,646	-	-	-	12,646	-	0
Water Management	20,000	-	7,000	-	20,000	10,000	2,937	-	4,063
Total-Non General Levy & Capital Programs	1,531,600	1,246,375	1,207,055	97%	1,471,850	1,226,126	1,036,110	85%	170,945

Summary

Total - General Levy Programs	2,961,125	2,268,864	2,135,444	94%	2,961,125	2,210,866	2,128,145	96%	7,299
Total-Non General Levy & Capital Programs	1,531,600	1,246,375	1,207,055	97%	1,471,850	1,226,126	1,036,110	85%	170,945
	4,492,725	3,515,239	3,342,499	95%	4,432,975	3,436,992	3,164,255	92%	178,244

Budget YTD surplus/(deficit) 78,247

Difference 99,997

Report 9b - Program Report

Corporate Services

Communications

Communications tasks related to Corporate Services

Tasks have focused primarily on the strategic plan; research and consultation with department managers; goal drafting and development. Various website pages and applications were created and updated, including governance and board of directors' orientation.

The following data is from a timeline of September 1st, 2022, to November 24th, 2022. Growth is continuing to trend upwards.

Social Media Followers

Facebook: +4.4% to 6,600. Instagram: +21.5% to 747. Twitter +0.6% to 2,600.

Brand Awareness, Page, and Profile Impressions

Facebook: +450% to 88,000. Instagram: +1.9% to 10,000. Twitter: +830% to 21,000.

Website

9,600 people viewed SaugeenConservation.ca. Our website was returned from 5,480 Google searches: main page (4.5k), Saugeen Bluffs (2.5k), Durham 1.3k), hunting (1k), Sulphur Spring (1k). 8,600 visitors are searching from within Canada, and 733 are from the USA. Toronto represents the greatest number of website visitors, with 2.4k, followed by Port Elgin with 400. Most visitors are accessing the website via iPhone, at 3k.

Communications tasks related to Water Resources

Tasks have continued to focus on the development of Watershed Report Cards and Subwatershed Report Cards, with continued regular internal and external meetings, strategy, and drafting. The beginnings of a public flood watch program were created, with associated communications strategy, naming conventions, website and forms, and signage produced. Grant opportunities, assessment and process continue to be a priority.

Communications related to Forestry and Lands

Various marketing was created for forestry services and tree sales. Website updates and other communication related to lands was produced. Grant opportunities were pursued.

Communications tasks related to Environmental Planning and Regulations

Letters, checklists, and external communication drafts have been circulated. Social media focusing on Bill 23 was created, as well as communications support for media outreach.

Conservation Education

Staff have had a busy fall and are getting ready for a busier 2023.

DEER Program (Discover Energized Environmental Resources)

The fall DEER Program was presented to over 550 students in the schoolyards across Grey and Bruce counties over the course of September, October, and November. These programs ranged from soil studies to species at risk, to sustainability and orienteering challenges with students from grades two to twelve. The 2022 DEER Contract with the Nuclear Innovation Institute (NII) is now complete.

In October, Bruce Power, the sponsor of the DEER Program, sent a letter indicating that in response to changing external priorities, they have made the very difficult decision to end their financial support of the DEER Program in June 2023, to correspond with the end of the school year. Their mandate is shifting to educating local youth on clean energy, including nuclear power, and generating more knowledge of, and interest in, STEM and careers in the trades. These new programs will be administered and delivered by the NII.

The message was delivered in a letter from Dwight Irwin, Manager, Community Relations, Bruce Power, who began

“Firstly, I would like to thank the Saugeen Valley Conservation Authority, and Nancy Griffin specifically, for being so dedicated to educating the region’s youth on the environment in which we live. Nancy’s programming has opened a new world of understanding to tens of thousands of students over the 30+ years Bruce Power and our predecessor companies have supported the DEER Program.”

And concluded,

“Once again, I thank the SVCA and Ms. Griffin for your continued dedication to environmental education in our schools and communities, and I wish your organization continued success in the future.” Dwight

The NII has shared that the 2023 support will allow enough funding for roughly 25 days of DEER programming to the end of June.

WREN Program (Watershed Resources Education Network)

This fall was busy with several WREN Programs at Sulphur Spring Conservation Area, mainly with classes from Holy Family School, Hanover, Sacred Heart High School, Walkerton, and Centre Peel Public School, Drayton. Two PD Days were also filled to capacity. Over 400 youth participated in conservation education programming at Sulphur Spring Conservation Area this fall.

Bookings for winter conservation education programs are already coming in and plans are underway for the PD Day in February.

Wild Encounters Summer Nature Day Camps

Plans are underway for the 2023 summer nature camps as the Town of Hanover has confirmed its week-long camp dates with SVCA. We will be running two camps again: July 17 to 21 and August 21 to 25. These week-long camps are available for up to 20 participants, aged 8 to 13 years and feature hands-on investigations into our natural world.

Bruce Grey Forest Festival

The Bruce Grey Forest Festival, designed to provide hands-on, curriculum-based activities that teach about the importance of our forest resources took to the schoolyards this fall. Over 450 grade seven students participated in the 2022 Mini-Forest Festival. Plans to bring the full in-person Festival back to Allan Park after a two-year hiatus due to COVID-19 are underway for 2023. This Festival typically hosts over 1,000 students with over 300 volunteers manning the activity centres in early October.

Grey Bruce Children's Water Festival

The organizing committee of the Grey Bruce Children's Water Festival met in late October and has decided to return to an in-person Festival for 2023. The dates of the festival for all grade 4 students in Grey and Bruce County will be May 16 – 18. This festival takes place at the Chesley Community Centre complex and involves over 2,000 grade 4 students with over 600 volunteers teaching about the importance of water resources.

Meetings: Grey Bruce Children's Water Festival, Bruce Grey Forest Festival, Saugeen Nature, Rekindle the Spark conservation education workshop.

Forestry and Lands

The forestry and lands department completed many projects this month. Many staff put a great effort into completing a fall tree planting program. The program was followed by a tree sale to dispose of surplus stock. These two projects were very successful and could not have been completed without a great team.

Tree marking and Managed Forest Tax Incentive Program (MFTIP) planning has continued throughout the month. Including the initiation of the marking of both Saugeen Bluffs and Brucedale campgrounds for ash removal in preparation of the creation of an RFP for the project.

The department is pleased to announce that the acquisition of the Glenelg properties has been completed. Again, the Forestry and Lands team worked hard together to make the property safe for visitors and the property will be open for use in early December. Planning for improvements to the property will take place in the new year.

Staff have continued to work on having visitors comply with our permitted uses. There have been numerous calls of concern from the public over off-leash dogs, ATV/UTV use, and littering.

Staff have continued to support other departments as necessary.



Water Resources

SVCA Flood and Erosion Control Project Activity

Inspections

Annual inspections of SVCA's flood and erosion control projects were completed in September by D.M. Wills Associates Limited, accompanied by SVCA staff, as per the Request for Proposal (RFP) that was awarded in July 2022. Under this proposal, formal inspection reports will be produced for each structure by the end of the 2022 year.

Paisley Dyke Improvements

SVCA staff successfully received Water and Erosion Control Infrastructure (WECI) funding for the Paisley Dyke Improvement project, to be completed in conjunction with the Bruce County Bridge replacement. A condition of funding approval involved the completion of a dyke stability assessment. The dyke improvement work is currently scheduled for Fall 2023, but previous discussions with a WECI program analyst confirmed the stability assessment would still be eligible in the current WECI fiscal year. SVCA staff have engaged the services of a geotechnical engineer, with support from Municipal staff, to complete the dyke stability assessment by March 2023. Initial on-site meetings have been held to discuss borehole locations and next steps.

SVCA staff continue to update the WECI program analyst as the dyke stability assessment proceeds. A new WECI application will to be submitted for the 2023-2024 fiscal year, to request funding for the remainder of the dyke improvement project.

Additionally, SVCA staff have retained a consultant to provide expert advice on long-term monitoring of the dyke and best management practices for restoration following removal of the temporary bridge.

Grants and Funding Opportunities

SVCA staff have submitting a funding application under the Lake Huron Forever program to support flood hazard mapping initiatives within our watershed. Staff expect to hear back early in 2023.

Flood Forecasting and Warning (FFW)

SVCA staff have retained the services of a consultant to install new equipment at the Cedarville stream gauge station, which has not been operational since October 2021. This consultant will also provide additional training to SVCA staff on best management practices for maintenance, rating curve development, and equipment installation. Staff also participated in a similar training exercise in October with Maitland Valley Conservation Authority staff as they were improving their hydrometric network.

Thus far in 2022, a total of 8 flood and safety statements have been issued by SVCA staff, most recently on November 29th following issuance of a gale wind warning and expected 3 to 4m waves along the Lake Huron shoreline.

Water Quality (WQ)

Groundwater Quality Monitoring

In November, SVCA staff completed Fall sampling at 20 monitoring wells across the watershed, under the Provincial Groundwater Monitoring Network (PGMN). Well maintenance and data downloads will resume in Spring 2023.

Surface Water Sampling

SVCA staff will continue the surface water sampling throughout the winter (December to March), under the Provincial Water Quality Monitoring Network (PWQMN). Winter sampling has a reduced number of sites due to set sample allotments as determined by PWQMN program coordinators. Staff will aim to sample at 3 to 4 sites for the 2022-2023 winter sampling program.

Watershed Report Card

Watershed report card data analysis and final grades have been submitted to Conservation Ontario. SVCA staff continue to meet regularly to develop and fine-tune the text associated with the Watershed Report Card and SVCA's sub watershed report cards. Staff are currently on target to release the report cards on March 22, 2023, World Water Day.

NWMO Environmental Baseline Monitoring Program

Fall Year 2 surface water sampling was completed in November 2022 by SVCA's two Water Resources Technicians. Data review and analysis will resume in December and January with Winter Year 2 sampling set to commence in February 2023.

Environmental Planning & Regulations (EPR)

Department News

EPR Staff and GIS Coordinator are continuing to update digital records of existing floodplain mapping on a frequent basis.

EPR Staff continue our roles and responsibilities with regards to the Mildmay Adam St. Dam Removal Project.

Vivian Nolan, the Resources Information Technician is continuing to refine EPR's digital file intake and tracking system while SVCA wide file tracking system selection and implementation process continues.

Cassandra Malo has been seconded to the role of Planning Technician for a period of 8 months.

Regulatory letters are undergoing review to ensure proper comprehension by the public.

Various EPR staff attended Environmental Witness training and Ontario wetlands training.

To date, 306 permits have been issued in 2022. This is on pace with 2021 record permit levels.

Similarly, the number (437) of *Planning Act* applications reviewed in 2022 has been on par with 2021's record file numbers.

Emergent Issues

Charges against a landowner who constructed a building in the floodplain and slope hazard in Paisley, without a SVCA permit have been executed. SVCA staff met with municipal staff, and the owner, on April 14, 2022, to work towards a resolution. The first court appearance was held on November 22, 2022. The second court appearance will be held on January 17, 2023.

Charges against a landowner who modified a laneway in the floodplain which negatively impacts neighbouring properties have been filed in advance of the statute of limitations expiring. The first court appearance on this file occurred on November 22, 2022, while the second appearance is scheduled for January 17, 2023.

SVCA staff are working with adjacent conservation authority staff to revisit the Planning Service Agreement with Grey County. Grey County planning staff and CA staff convened a digital meeting on January 10, 2022, to finalize a template agreement that could be used by lower tier municipalities. The intent of this approach is to have consistent Planning Service agreements across multiple municipal and CA boundaries. Some definitions and policies in the 2020 Provincial Policy Statement have changed and the updated Agreement is being revised to reflect this terminology and these revisions

EPR staff met with Bruce County and Grey County planning staff, as well as lower tier municipal planners from Grey County municipalities to discuss the implications of Bill 23.

A significant bridge replacement project is underway to replace the Queen St. bridge over the Teeswater River in Paisley. This project requires a permit from SVCA as well as approval from SVCA as a landowner as the Dyke system is to be significantly impacted by the proposal (existing bridge is a design component of the proposed temporary bridge will temporarily pass through the dyke). SVCA Regulatory permits have been issued by staff and regular monitoring is ongoing. Staff regularly participate in Paisley Bridge Reconstruction Working Group meetings.

SVCA staff permitted the removal of the Mildmay Dam at Adam Street in Mildmay. This permit was not adhered to by the works carried out on site and has created an enforcement matter for SVCA, the Department of Fisheries and Oceans (DFO), and the Ministry of the Environment, Conservation and

Parks (MECP) on site and downstream. The agencies and permit applicant are working together to address onsite and downstream issues.

Watson and Associates Economists are continuing to complete a review of the fees charged for Environmental Planning and Permitting Services.

Permit Issuance Table

22-307 Saugeen, 461 The River Road, Pt Lot 20, Con 7, The partial reconstruction of a barn foundation with the related excavation, filling, and grading adjacent to a flooding hazard associated with a tributary of the Saugeen River. Regulated Area.

22-306 Egremont, No Civic Address, Grey Road 23, PT Lot 15, Con 16 , Installation of systematic farm tile drainage with outlet to watercourse and related fill placement and grading. Regulated Area.

22-305 Kincardine Township, Kincardine – Kinloss Municipal Drain Branch “A”, Part Lot 58-60, Con 3NDR, the clean out of accumulated sediment and enclosure of a portion of the Kincardine-Kinloss Municipal Drain Branch “A” which includes the associated grading, filling, and excavation works. Watercourse.

22-304 Proton, Southgate Sideroad 75 between Southgate Road 22 and 24, Installation of 4 new road culverts in 3 locations on Southgate Side Road 75 for future connection to the proposed Southgate Sideroad 75 Municipal Drain. Watercourse.

22-302 Walkerton, South of Durham St. Bridge, Lot 29, Concession 1, Directional Drill Watermain under Saugeen River. Watercourse.

22-301 Glenelg, 494485 Traverston Road, Pt Lot 9, Con 9, The reconstruction of a fire damaged dwelling with related excavation, filling, and grading within the adjacent lands to an erosion hazard associated with the valley slope of the Rocky Saugeen River. Regulated Area.

22-300 Artemesia, 733792 West Back Line, Pt Lots 162-164, Con 3 SWTSR, RP 17R314 Part 3, The construction of a storage building with related excavation, filling, and grading all within the adjacent lands of the Turner, Gillies, and Wilcox Lakes Provincially Significant Wetland Complex and its associated hazardous lands. Regulated Area.

22-299 Artemesia, 773419 and 773435 Highway 10, Pt Lot 180 and 181, Con 1 NETSR, the installation of tile drainage pipes with the related excavation, filling, and grading partially within and adjacent to the flooding hazard of the Saugeen River. Regulated Area.

22-298 Proton, 145435 Southgate Road 14, CON 11 PT LOT 12, Installation of systematic farm tile drainage, land clearing, partial watercourse enclosure, and associated excavation and grading. Regulated Area.

22-297 Egremont, 263610 Southgate Road 26, Pt Lot 4, Con 22, Construction of a two story addition and renovations to an existing single family residence, replacement of a septic system and associated excavation, filling and grading adjacent to Wilder Lake. Regulated Area.

22-296 Carrick, Multiple Locations – See Schedule 2 in Permit, To install fiber optic servicing via plow and directional drill, with related excavation and grading. Regulated Area.

22-295 Carrick, Multiple Locations – See Schedule 2 in Permit, To install fiber optic servicing via plow, with related excavation and grading. Regulated Area.

22-294 Carrick, Multiple Locations – See Schedule 2 in Permit, To install fiber optic servicing via plow, with related excavation and grading. Regulated Area.

22-293 Carrick, Multiple Locations – See Schedule 2 in Permit, To install fiber optic servicing via vac trench, with related excavation and grading. Watercourse.

22-292 Sullivan, 254 McCullough Lake Drive, To construct a 514 square foot garage addition with related excavation, filling and grading. Regulated Area.

22-291 Saugeen, 205 Miramichi Bay Road, Lot 7, Plan 508, The construction of a dwelling and attached deck, with the related lot development including excavation, filling, and grading all within lands adjacent to Lake Huron and its associated hazard lands. Regulated Area.

22-290 Saugeen, Part Lots 55 & 56, Lake Range, To undertake site grading and alteration for the purposes of installing a storm sewer outlet, sidewalk and retaining wall. Regulated Area.

22-289 Bentinck, 234890 Concession 2 WGR, RP 17R1716 Parts 2 and 3, RP 16R11065, The wetland restoration and like-for-like replacement of a water level control structure and 1,200 mm CSP pipe with drop structure with the related excavation, grading and filling within the Welbeck Provincially Significant Wetland. Watercourse.

22-288 Kincardine Township, Stoney Island Conservation Area, 481 Bruce Road 23, To replace 5 bridges, with related excavation, filling, and grading. Watercourse.

22-287 Paisley, 294 James Street, LOT 21 TO LOT 24 JAMES W/S PLAN 12 LOT 8 LOT 9 WATER S/S, To construct an approximate 22.65 metre by 12.89 metre Vortex “splashpad”, including the installation of mechanical and electrical components, with related excavation, filling, and grading. Regulated Area.

22-286 Sullivan, 254 McCullough Lake Drive, The excavation, filling and grading associated with the installation of a sewage disposal system. Regulated Area.

22-285 Egremont, 572256 Southgate Sideroad 57, Part Lot 20 Concession 14, Grading area for the barn and liquid manure storage tank, within the adjacent lands to part of Yoevil Swamp Provincially Significant Wetlands. Regulated Area.

22-284 Proton, Southgate Road 22 to Glenelg Street along Southgate Sideroad 75/Ida Street, Gas main installation by directional drill within the municipal road allowance and related excavation, filling, and grading. Regulated Area.

22-283 Huron, 21 Boiler Beach Road, Lot 21 Plan 503, Construction of an addition to the existing dwelling, installing a driveway, and related excavation, filling, and grading, all within the adjacent lands to part of the Lake Huron shoreline bluff/slope. Regulated Area.

22-282 Hanover, 937 10th Street, To construct a 440.35 square metre, multi-tenant, commercial building with related excavation, filling, and grading. Regulated Area.

22-281 Markdale, South end of Markdale Near 420824000134400 and 420824000134300, To install 1224 metres of NPS 6-inch natural gas pipeline via directional drilling, with related excavation and grading. Watercourse.

22-280 Egremont, Intersection of Southgate Rd 26 and Grey Rd 23, Pt Lot 15, Con 21, Lowering of an existing road culvert and associated ditching works. Regulated Area.

22-279 Saugeen, Miramichi Bay Road between Civic # 18 and 50, and Civic # 150 to 157, To reconstruct and realign approximately 400 metres of asphalt trail, with related excavation, filling, and grading. Watercourse.



October 11, 2022

Ms. Jennifer Stephens:

Firstly, I would like to thank the Saugeen Valley Conservation Authority, and Nancy Griffin specifically, for being so dedicated to educating the region's youth on the environment in which we live. Nancy's programming has opened a new world of understanding to tens of thousands of students over the 30+ years Bruce Power and our predecessor companies have supported the DEER Program.

As external priorities at Bruce Power change, we have made the very difficult decision to end our financial support of the DEER Program in June 2023, to correspond with the end of the school year. Our mandate is shifting to educating local youth on clean energy, including nuclear power, and generating more knowledge of, and interest in, STEM and careers in the trades.

Our new educational programming, which will be administered and delivered by the Nuclear Innovation Institute, will not overlap with DEER's programming, so local students will only benefit from these expanded outreach efforts by our organizations.

Once again, I thank the SVCA and Ms. Griffin for your continued dedication to environmental education in our schools and communities, and I wish your organization continued success in the future.

Dwight Irwin
Manager, Community Relations
Bruce Power
dwight.irwin@brucepower.com

**Township of Southgate
Administration Office**

185667 Grey County Road 9, RR 1
Dundalk, ON N0C 1B0



Phone: 519-923-2110
Toll Free: 1-888-560-6607
Fax: 519-923-9262
Web: www.southgate.ca

October 17, 2022

Saugeen Valley Conservation Authority
1078 Bruce Road 12, P.O Box 150
Formosa, ON
N0G 1W0

To whom it may concern:

**Re: Resolution of Support – Saugeen Valley Conservation Authority 2023
Budget**

Please be advised that at the October 5, 2022 Regular Meeting of Council, the following motion was approved:

No. 2022-692

Moved By Councillor Dobreen

Seconded By Deputy Mayor Milne

Be it resolved that Council receive correspondence consent item 11.2.1
SVCA Correspondence – Budget 2023 as information; and

That Council support the Saugeen Valley Conservation Authority's draft 2023
budget as received.

Carried.

If you have any questions, please contact our office at (519) 923-2110.

Sincerely,

Lindsey Green, Clerk
Township of Southgate

Report 8d – News Articles for Members’ Information

[Proposed changes to the Heritage Act being painted with a broad provincial brush | Saugeen Times](#)

Saugeen Times, November 25, 2022

[Windy Weather May Cause Lake Huron Shoreline Erosion | Bayshore Broadcasting News Centre](#)

Bayshore Broadcasting, November 30, 2022

[Doug Ford is gutting Ontario conservation authorities | The Narwhal](#)

The Narwhal, October 25, 2022

[Province continues to change roles and responsibilities of Conservation Authorities](#)

Saugeen Times, October 31, 2022

[Sweeping powers for development under new More Homes, Built Faster Act](#)

Saugeen Times, November 3, 2022

[Doug Ford’s plan to cut into Ontario’s Greenbelt | The Narwhal](#)

The Narwhal, November 8, 2022

[Source Protection Plan Amendments Approved](#)

The Meaford Independent, November 17, 2022

[Letter to the Editor: A letter to the Conservation Authority – EIS paid for by developer](#)

Saugeen Times, November 21, 2022

Report To: Chair and Directors, Saugeen Valley Conservation Authority

From: Jennifer Stephens, General Manager/Secretary-Treasurer

Date: December 15, 2022

Subject: Fee Policy and 2023 Fee Schedules

Purpose: To adopt a Fee Policy and approve 2023 fee schedules for SVCA's programs and services.

Recommendation

THAT the Board of Directors of Saugeen Valley Conservation Authority approve the attached Fee Policy;

AND THAT the Board approve the following fee schedules to take effect on January 1, 2023:

- Schedule A – Environmental Planning and Permitting Services
- Schedule C – Forestry Services
- Schedule D – Corporate Services

Background

On January 1, 2023, the *Conservation Authorities Act* will be amended to enact Section 21.2 "Fees for Programs and Services". In accordance with this new Section, the Minister also published a list of the programs and services for which conservation authorities may charge a fee (*Minister's list of classes of programs and services in respect of which conservation authorities may charge a fee – "Minister List"*). The Minister's List was published on April 11, 2022.

Section 21.2 of the *Act* sets out that every conservation authority shall prepare and adopt both a written fee policy and fee schedules with respect to the fees that it charges for the programs and services it provides. On January 1, 2023, all conservation authorities will be required to have a fee policy and fee schedules approved by their Directors and posted on their website.

The Fee Policy must include the following:

- The conservation authority's Fee Schedule;
- The frequency within which the fee policy will be reviewed by the Authority;
- The process for carrying out a review of the Policy, including rules for giving notice of the review and of any changes as a result of the review; and,

- The circumstances in which a person may request that the authority reconsider a fee that was charged to the person and the procedures applicable to the reconsideration.

Analysis

This policy outlines the expectations for development of fees on an annual basis. There are four fee schedules (Corporate Services, Forestry Services, Environmental Planning and Permitting, and Camping and Lands) which accompany the Fee Policy. The 2023 Camping and Lands Fees, Schedule B, were approved at the July 2022 Board of Directors Meeting. Camping and Lands Fees are based on cost-recovery, market value, and comparable service rates. These fees are reviewed annually in comparison to private and public campgrounds, as well as adjacent conservation authorities and municipal use venues. The remainder of the fees set out in the other three schedules have been prepared for approval at this meeting.

- A) Environmental Planning and Permitting Services – Fees for these services are largely designed to cover, but not exceed, the cost of providing these services. SVCA is currently utilizing Watson and Associates Economists to confirm the direct and indirect costs of providing these services. The results of the Watson and Associates Economists study is expected in Quarter 1 of 2023. These fees are reviewed annually for inflation. For 2023, an increase of 8% is necessary to improve or maintain cost recovery efforts and meet revenue targets that are set out in SVCA's 2023 Approved Budget.

SVCA currently maintains a 60% cost recovery for Environmental Planning and Permitting, with the remainder (40%) of the costs necessary to subsidize the Environmental Planning and Regulations department coming from general levy. To assist staff in making full use of the Watson and Associates Economists study, Directors can recommend to staff trying to increase the percentage of cost recovery, thus decreasing the reliance on municipal levy.

- B) Forestry Services – Fees for these services are determined largely on a combination of cost-recovery, market value, and comparable service rates. Fees are reviewed annually, in consultation with neighbouring conservation authorities, to ensure program sustainability.
- C) Corporate Services - These fees are related to data management, mapping, geographic information systems (GIS), administrative services, educational services, and the rental of the Administrative Office Boardroom. These fees are generally developed considering appropriate market value, market willingness, and operational needs. Fees related to education services are primarily determined to ensure cost-recovery. Fees will be reviewed annually and adjusted appropriately to ensure operational and financial sustainability. For 2023, an increase of 8% is necessary to maintain cost recovery efforts and meet revenue targets that are set out in SVCA's 2023 Approved Budget.

Financial Implications

Cost recovery for planning and permitting applications varies from year to year depending on the number and complexity of applications and costs for enforcement and Ontario Land Tribunal hearings.

Prepared by:

[Original Signed By]

Jennifer Stephens

General Manager/Secretary-Treasurer

Fees Policy

1.0 Background

Amendments to the *Conservation Authorities Act* were undertaken in 2020 to clarify the programs and services that conservation authorities (CAs) deliver. In 2021, Ontario Regulation 686/21: Mandatory Programs and Services provided additional clarity regarding the programs and services that CAs are required to provide. In April 2022, the Minister released Policy: Minister's list of classes of programs and services in respect of which conservation authorities may charge a fee ("Minister's List"). CAs may only charge a fee for a program or services that it provides if it is set out in the Minister's List. The Minister's List identifies that CAs may charge a fee for mandatory, municipal, and other programs and services where the user-pay principle is appropriate.

The Minister's List replaces the 1997 *Policies and Procedures for the Charging of Conservation Authority Fees* which was approved by the Minister of Natural Resources and Forestry. The new Minister's List will come into effect on January 1, 2023.

On January 1, 2023, the *Conservation Authorities Act* is amended by enacting section 21.2 (1) – (12) "Fees for Programs and Services. Subsection (1) enables the Minister to determine the classes of programs and services in respect of which an authority may charge a fee and (2) requires the minister to publish a List in a policy document. CAs may only charge a fee for a program or service that it provides if it falls within this list.

Under the *Conservation Authorities Act*, programs and services delivered by conservation authorities include:

- **Mandatory programs and services.** Mandatory programs and services that the conservation authority is required to provide. These services are further defined in Ontario Regulation 686/21: Mandatory Programs and Services and may be funded by provincial grants, other sources, municipal apportionment and/or conservation authority self-generated revenue (e.g., user fees) where the user pay principle is appropriate.
- **Municipal programs and services.** Programs and services that an authority agrees to provide on behalf of a municipality under a MOU or agreement. The program or service may be funded by the municipality or by other funding mechanisms (e.g., user fees where the user-pay principle is appropriate) as per the MOU or agreement.
- **Other programs and services.** Programs and services that an authority determines are advisable to further the purposes of the *Conservation Authorities Act*. The program or service may be funded by the municipality or by other funding mechanisms as per the cost apportioning agreement and the Minister's List.

2.0 Introduction

Section 21.2 of the *Conservation Authorities Act* (CAA) empowers Saugeen Valley Conservation Authority (SVCA) to charge fees for programs and services. The purpose of these fees is to offset the direct and indirect costs of offering programs and services or to generate revenue for the Authority.

Section 21.2 of the CAA requires SVCA to develop a written policy with respect to the fees that it charges for the programs and services it provides. This policy includes fee schedules that list the programs and services for which SVCA charges a fee and the amount to be charged.

In this fee policy, SVCA will set out the frequency with which it will conduct a review of the policy, including its fee schedules, the process for carrying out a review of the fee policy, including the rules for giving notice of the review and any changes as a result of a review, and the circumstances under which any person may make a request to SVCA to reconsider a fee that was charged to the person and the procedures applicable to the reconsideration. Decisions regarding the fee policy and fee schedules are made by the SVCA Board of Directors.

Under Section 21.2 of the CAA, a conservation authority may determine the amount of a fee to be charged for a program or service it provides. If a fee is to be charged for a program or service, the amount to be charged or the manner for determining the amount must be listed in the conservation authority's fee schedule.

3.0 Policy Scope

This policy applies to all classes of programs and services for which SVCA charges a fee.

4.0 Policy Principles

The SVCA Fee Policy and its associated Schedules are based on the following principles:

4.1 User-Pay

The fees that SVCA charges, in accordance with the Minister's Fee Classes Policy, are considered 'user fees'. 'User fees are fees paid to SVCA by a person or organization for a service that they benefit from. Such benefits include use of a public resource (e.g., park access or facility rental) or the ability to undertake development (e.g., receive an approval through a permit to undertake a regulated activity).

4.2 Transparency

Making information publicly available is empowering and encourages engagement. The methods for calculating fees for services will be robust and transparent. For example, direct and indirect costs associated with the program or service will be included in the calculation of the overall fee. Further, fee increases will consider inflation.

4.3 Cost Recovery

Fees for programs and services offered have been established to recover costs associated with administering and delivering the program or service.

5.0 Exemptions

The Authority may waive fees for non-profit conservation groups contributing to the protection and restoration of the natural environment as approved by the Board of Directors and / or General Manager on a case-by-case basis.

6.0 Calculation of Fees

SVCA will use a variety of methods to determine fees for its programs and services depending on the nature of the program or service. Fees collected are based on the approved fee schedule in effect on the date the application was deemed complete or when the program or service commenced.

6.1 Corporate Services Fees

These are fees related data management, mapping, geographic information systems (GIS), administrative services, educational services, and the rental of the Administrative Office Boardroom. These fees are generally developed considering appropriate market value, market willingness, and operational needs. Fees related to education services are primarily determined to ensure cost-recovery. Fees will be reviewed annually and adjusted appropriately to ensure operational and financial sustainability.

6.2 Forestry Services

Forestry service fees are determined largely on a combination of cost-recovery, market value, and comparable service rates. Fees are reviewed annually, in consultation with neighbouring conservation authorities, to ensure program sustainability.

6.3 Environmental Planning and Permitting

Fees for these services are largely designed to cover, but not exceed, the cost of providing these services. SVCA is currently utilizing Watson and Associates Economists to confirm the direct and indirect costs of providing these services. These fees are reviewed annually for inflation.

6.4 Camping and Lands

Fees for these services are based on cost-recovery, market value, and comparable service rates. Fees are reviewed annually in comparison to private and public campgrounds, as well as adjacent conservation authorities and municipal use venues.

7.0 Non-Payment

SVCA may withhold services or programs until payment is received.

Non-payment may result in an application being deemed incomplete.

8.0 Reconsideration of Fees

8.1 Overview

The *Conservation Authorities Act* requires that a conservation authority's fee policy must define the circumstances in which a person may request that the authority reconsider a fee that was charged and the procedures applicable to the reconsideration.

A person (applicant, client, customer, proponent, or developer) has the right to appeal a fee should they be dissatisfied with the prescribed fee. The person may request either a reduction or waiving of the fee. To appeal a fee, a person must submit, in writing, the reasons for the appeal.

8.2 Procedure for Requesting a Reconsideration of a Fee

Any person requesting the SVCA to reconsider the fee it charged that person must be doing so for the following reasons:

- It is contrary to the authority's fee schedule; or,
- It is excessive in relation to the program or service for which it was charged.

Requests for reconsideration of a fee will first be held by the General Manager or their designate. To submit a request for reconsideration to the General Manager or their designate, an individual will:

- Make their request in writing;
- Identify what the fee was for;
- Provide any relevant supporting documentation;
- State why they believe the fee should be reconsidered, as per the reasons above; and
- State whether they are requesting the fee to be waived or to be reduced.

Upon reconsideration of a fee that was charged, the General Manager or their designate may:

- Order the person to pay the amount originally charged;
- Vary the amount of the fee originally charged, as the General Manager or their designate considers appropriate; or
- Order that no fee be charged for the program or service.

The General Manager or their designate shall provide a decision on the reconsideration of a fee that was charged within ten (10) business days of the date the written request for the administrative review of a fee was submitted.

For fees related to planning and permitting (Fee Schedule A), a person who is dissatisfied with the decision from the General Manager or their designate, may request a fee reconsideration by SVCA's Executive Committee.

To submit a request for reconsideration by SVCA's Executive Committee, an individual will:

- Make their request in writing;

- Identify what the fee was for;
- Provide any relevant supporting documentation;
- State why they believe the fee should be reconsidered, as per the reasons above; and
- State whether they are requesting the fee to be waived or to be reduced.

Upon reconsideration of a fee that was charged, the Executive Committee may:

- Order the person to pay the amount originally charged;
- Vary the amount of the fee originally charged, as the General Manager or their designate considers appropriate; or
- Order that no fee be charged for the program or service.

Once heard, the Executive Committee shall provide a decision on the reconsideration of a fee that was charged within ten (10) business days.

8.3 Specific Products

SVCA will not entertain a request for reconsideration of a fee related to a specified product for which the Board of Directors has approved the product pricing (i.e., orthophotography) or for which SVCA has defined pricing under another agreement or partnership.

8.4 Refunds

SVCA does not issue refunds for services or products once an application or order is submitted and the payment has been processed.

SVCA has specific refund policies related to the programs and services described in Fee Schedule B (Camping and Lands Fees). These are posted on SVCA's website and are outlined in the fee schedule.

9.0 Frequency and Process for Policy Review

This policy and its associated schedules shall be reviewed annually by SVCA staff in conjunction with the annual budgeting process. Individual schedules may be reviewed on separate timelines to fulfill the needs of specific programs and services.

Changes to the policy and its schedules are subject to review and endorsement by the SVCA Board of Directors.

SVCA will consider the following when developing or reviewing its fee schedules:

- Legislative and regulatory requirements;
- The level of fees charged by neighbouring conservation authorities, local municipalities, provincial ministries, and other local agencies that charge for similar services; and
- The complexity of the program or service and the cost and level of effort required to administer the program or service.

SVCA will consult with the following stakeholders, when developing or reviewing its fee schedule (Schedule A) for planning and permitting programs beyond routine annual cost of living and inflation adjustments:

- Participating municipalities;
- Neighbouring conservation authorities; and
- Primary user groups who represent interests of applicants, participants, customers, or other program or service stakeholders.

10.0 Public Notification of Fee Changes

SVCA shall provide notice to the public, participating municipalities and neighbouring conservation authorities of proposed changes to the Fee Schedules through publicly available SVCA Board of Directors meeting agendas.

The public and common users of the services shall be notified through postings on the SVCA website at least thirty (30) days before the changes to the fee schedules take effect.

For planning and permitting fees, notice to participating municipalities and neighbouring conservation authorities shall be delivered via email or standard mail at least thirty (30) days before changes to those fee schedules take effect.

Written comments will be accepted any time prior to the changes to the fee schedules taking effect.

11.0 Public Access to Fee Policy

The SVCA Fee Policy and its associated schedules will be made available to the public on the SVCA website.

SVCA will provide the Fee Policy and its associated schedules in alternative formats by request in accordance with the *Accessibility for Ontarians with Disabilities Act*.

12.0 Transition

This policy is effective upon endorsement by the SVCA Board of Directors. The establishment of this Fee Policy supersedes and replaces all previous Fee Policies and Schedules.

**SAUGEEN CONSERVATION
2023 USER FEE SCHEDULE**

Schedule A

SERVICE		2022 RATES	2023 RATES
PLANNING & REGULATIONS FEES (HST not applicable)			
a)	Application to Alter a Watercourse: Minor Works Standard Works Major Works Complex Works Other Works - Exempt Works	\$456.00 \$786.00 \$1,852.00 \$3,710.00 No permit and no fee required	\$493.00 \$850.00 \$2,000.00 \$4,007.00 No permit and no fee required
b)	Application to Alter a Regulated Area: Minor Works Standard Works Major Works Complex Works Other Works - Accessory Building - Secondary Building or Structure - Exempt Works	\$456.00 \$786.00 \$1,852.00 \$3,710.00 \$259.00 \$259.00 No Permit and no fee required	\$493.00 \$850.00 \$2,000.00 \$4,007.00 \$280.00 \$280.00 No Permit and no fee required
c)	Permit renewals (one year extension) & Permit amendments	\$120.00	\$130.00
d)	Municipal Projects (including Counties)	Regular applicable fee	Regular applicable fee
e)	Works commenced without permission (violation)	2 times applicable fee	2 times applicable fee
f)	Property Clearance Fee Rush Property Clearance Review Fee (less then 5 business days)	\$149.00 \$255.00	\$160.00 \$275.00
g)	Stormwater Management Plan Review Fee	\$125.00/lot or large block (surcharge no change)	\$135.00/lot or large block (surcharge no change)
h)	Specific Property Inquiry* - verbal general response - file iniation and specific response - letter specific response - letter specific response and site inspection - Large development area proposal (greater than 1 ha) - Verification of hazard boundary (including request by CBO) - municipal and county inquiries - Aggregate proposal	No fee \$107.00 \$259.00 \$456.00 \$852.00 Same fee as property inquiries Same fee as property inquiries \$4,331.00	No fee \$116.00 \$280.00 \$493.00 \$920.00 Same fee as property inquiries Same fee as property inquiries \$4,678.00
i)	Golf Course Review	\$1,869.00	\$2,018.00
j)	Environmental Assessment Review	Minor \$407.00 Major \$736.00	Minor \$440.00 Major \$795.00

k)	i. New Municipal Drain Review	\$852.00	\$920.00
	ii. Municipal Drain Maintenance Review		
	-no site review	\$259.00	\$280.00
	-site review required	\$456.00	\$493.00
l)	Engineering Report Review (Geotechnical, Coastal Study, Environmental Impact Study, or Floodplain Analysis, etc.) per report when not accompanied by a planning application or a 'Complex Application' review fee	\$550.00	\$594.00
m)	Commercial Renewable Energy Project	2 times applicable permit application review fee	2 times applicable permit application review fee
n)	Conservation Project** (eligible project by others)	One-half of applicable permit application review fee	One-half of applicable permit application review fee
o)	Floodplain Mapping Review Fee	SVCA engineering consultant fee plus 20%	SVCA engineering consultant fee plus 20%
p)	Map and Air Photo Products		
	i. Photocopies maps/air photos	\$17.00	\$18.00
	ii. Emailed Air Photos & Other Map Products	\$38.00	\$41.00
	iii. Bulk Orders for Air Photos, Photobase Maps, Related Map Products, Large Format Copies	1-9 items - standard fee (no reduction) over 9 items - standard fee reduced by 10%	1-9 items - standard fee (no reduction) over 9 items - standard fee reduced by 10%
PROFESSIONAL SERVICES OR EXPERT WITNESS FEE		Rate per hour = Payroll costs x 2 plus disbursements	Rate per hour = Payroll costs x 2 plus disbursements

*Specific Property Inquiry fee applies to all consultant requests for information

** Conservation Project means a project intended to protect or enhance the natural environment and is proposed by, or is in partnership with, a recognized conservation or environmental organization. Determination of eligible projects is done on a case-by-case basis by the SVCA.

**SAUGEEN CONSERVATION
2023 USER FEE SCHEDULE**

Schedule B

SERVICE	2022 RATES	2023 RATES
CAMPGROUND FEES (HST included) Approved at July 21, 2022 Board of Directors meeting		
a) Full serviced prime seasonal*	\$2,860.00	\$3,089.00
b) Full serviced seasonal*	\$2,515.00	\$2,716.00
c) Unserviced seasonal*	\$1,725.00	\$1,863.00
d) Monthly full serviced site**	\$970.00	\$970.00
e) Monthly unserviced site**	\$745.00	\$745.00
f) Weekly serviced site	\$300.00	\$300.00
g) Weekly unserviced site	\$246.00	\$246.00
h) Daily (overnight) serviced site	\$50.00	\$50.00
i) Daily (overnight) unserviced site	\$41.00	\$41.00
j) Off Season daily camping-serviced or unserviced site	\$37.00	\$41.00
k) Reservation fee	\$15.00	\$16.20
l) Cancellation/change fee	\$10.00	\$15.00 (longer bookings will be charged additional fee)
m) Youth Group camping (person/night)	\$6.50	\$7.00
n) Group camping per night (includes one vehicle)	\$100.00 site fee plus \$6.50/person	\$110.00 site fee plus \$7.00/person
o) Firewood (/bag)	\$9.00	\$10.00
p) Dumping Fee	\$17.00	\$20.00
q) Additional overnight vehicle	\$12.50	\$13.50
r) Additional overnight guest (over 12 years of age)	\$6.50	\$7.00
s) Trailer storage	\$225.00	\$250.00
t) Seasonal visitor/vehicle fee	\$95.00	\$95.00
u) Overdue accounts/late payment fee	\$50.00 flat fee plus \$25.00 per week late	\$75.00 flat fee plus \$25.00 per week late
v) Campsite clean up fee	\$75.00	\$150.00
w) Horse Camping		
Daily - No Corrals	\$48.00	\$48.00
Daily - 2 Corrals	\$64.00	\$64.00
Daily - Bunkie, 2 Corrals	\$91.00	\$91.00
Weekly - No Corrals	\$288.00	\$288.00
Weekly - 2 Corrals	\$384.00	\$384.00
Weekly - Bunkie, 2 Corrals	\$546.00	\$546.00
Seasonal - No Corrals	\$2,180.00	\$2,355.00
Day Use Horse Trail Pass - Individual	\$9.00	\$10.00
Day Use Horse Trail Pass - Family	\$20.00	\$25.00
Season Horse Trail Pass - Individual	\$30.00	\$35.00
Season Horse Trail Pass - Family	\$55.00	\$60.00
Event Ring - Half Day	\$50.00	n/a
Event Ring - Full Day	\$100.00	\$110.00
Damage/Cleaning Fee	\$75.00	\$150.00
Extra Guest with Horse	\$32.00	\$32.00

*Seasonal Camping deposits are non-refundable

**Monthly camping fee is based on May/June, or July, or August, or September/October as being one month.

DAY USE AREA FEES (HST included) Approved at July 21, 2022 Board of Directors meeting		
a) Day Use (/adult) (/child)	\$4.50 per adult \$2.75 per child (5 to 12) Under 5 free	\$5.00 per adult \$3.00 per child (5 to 12) Under 5 free

SERVICE	2022 RATES	2023 RATES
Parking fee per vehicle - All properties	\$12.50 max. per vehicle \$5.00/daily, \$55.00/season	\$13.50 max. per vehicle \$5.00/daily, \$55.00/season
b) Day Use (/bus)	\$80.75	\$87.25
c) Cross country runs per person	\$3.00	\$3.00
d) Canoe rental @ Saugeen Bluffs CA		
i) hourly per 2 hours	\$18.00	n/a
ii) daily	\$42.00	\$42.00
iii) deposit	\$50.00	\$50.00
e) Pavillion rental includes hvdro & dialy admission		
Durham CA/Saugeen Bluffs CA	\$135.00	\$150.00
Picnic Shelter rental - Sulphur Spring CA	\$98.00	\$105.00
Sutherland Centre - Saugeen Bluffs CA Half Day	\$108.00	n/a
Sutherland Centre - Saugeen Bluffs CA Full Day	\$157.00	\$170.00
Cancellation Fee	\$25.00	\$30.00
f) Conservation Areas (non-camping revenue)		
i) Non-profit groups using parks for fundraising activities	Negotiable/with permit	Negotiable/with permit
ii) Community sponsored celebrations	Voluntary donation/with permit	Voluntary donation/with permit

**SAUGEEN CONSERVATION
2023 USER FEE SCHEDULE**

Schedule C

SERVICE	2022 RATES	2023 RATES
FORESTRY SERVICES (HST extra)		
a) Site Inspections (all services) - non-refundable fee	\$150.00	\$150.00
b) Forest Management Planning Program (According to MFTIP Standards) Full Plan Preparation (includes Plan Approval) Plan Upgrade & Approval	\$15.00/acre for first 100 acres \$7.00/acre thereafter \$600.00 minimum fee Call for an estimate (\$85.00/hour)	\$16.00 /acre for first 100 acres \$8.00 /acre thereafter \$600.00 minimum fee Call for an estimate (\$90.00/hour)
c) Tending Services: Marking Contract Management	\$65.00/acre (\$650.00 min. fee) \$165.00/visit (\$330.00 min. fee)	\$65.00/acre (\$650.00 min. fee) \$165.00/visit (\$330.00 min. fee)
d) Tree Prices: Red Pine White Pine White or Norway Spruce European Larch or Tamarack White Cedar Hardwoods Specialty Orders Landscape Stock Handling Seedlings Landscape	\$1.20/tree \$1.20/tree \$1.25/tree \$1.35/tree \$1.50/tree \$2.00/tree Price subject to availability Price subject to availability \$25.00/order \$1.50/tree	To be determined by Manager as pricing is variable and stock is difficult to source. Pricing varies greatly between suppliers. Sizing may need to be adjusted to provide requested seedlings resulting in modified pricing. Price subject to availability Price subject to availability \$30.00/order \$2.00/tree
e) Tree Planting Services: Machine Planting Hand Planting	\$0.60/tree (\$1200.00 min. fee) \$1.00/tree (\$1000.00 min. fee)	\$0.60/tree (\$1200.00 min. fee) \$1.00/tree (\$1000.00 min. fee)
f) Vegetation Control Service: Simazine Spraying Roundup Spraying	\$0.40/tree (\$400.00 min. fee) \$0.60/tree (\$600.00 min. fee)	\$0.40/tree (\$400.00 min. fee) \$0.60/tree (\$600.00 min. fee)

**SAUGEEN CONSERVATION
2023 USER FEE SCHEDULE**

Schedule D

SERVICE		2022 RATES	2023 RATES
ADMINISTRATION (HST extra)			
a)	Large Format scans Non-SVCA Material photocopies	\$19.00/sheet \$4.75/sq ft	\$20.00/sheet \$5.00/sq ft
b)	Laminating	\$3.20/sq. foot	\$3.50/sq. foot
c)	Meeting Room (Formosa Boardroom)	\$98.00 - 1/2 day or evening \$142.00 full day	\$110.00 - 1/2 day or evening \$155.00 full day
GIS SERVICES (HST extra)			
Mapping Requests:			
a)	Pre-Made Maps 8.5 x 11 11 x 17 24 x 36	\$18.00 (minimum 3 copies) \$18.00 (minimum 3 copies) \$44.00	\$19.50 (minimum 3 copies) \$19.50 (minimum 3 copies) \$48.00
b)	Custom Made Maps 8.5 x 11 11 x 17 24 x 36* 36 x 48** Other size***	\$80.00/hr (PDF copy only)**** \$80.00/hr (PDF copy only)**** \$80.00/hr (PDF copy only)**** \$80.00/hr (PDF copy only)**** \$80.00/hr (PDF copy only)****	\$86.00/hr (PDF copy only)**** \$86.00/hr (PDF copy only)**** \$86.00/hr (PDF copy only)**** \$86.00/hr (PDF copy only)**** \$86.00/hr (PDF copy only)****
* \$14.25/ \$15.50 for printed copy + \$10.00 for orthophotography, if required ** \$28.50/ \$31.00 for printed copy + \$10.00 for orthophotography, if required *** \$2.40/ \$2.60 sq.ft. for printed copy + \$10.00 for orthophotography, if required **** minimum 1 hour			
c)	Shipping & Handling	\$9.00 - Folded Maps \$11.00 - Rolled Maps	\$9.75 - Folded Maps \$12.00 - Rolled Maps
Data Requests:			
d)	Digital Data* Minimum Fee Tile (20km x 20km) >20 Tiles	\$61.00 \$93.00 \$1,600.00	\$66.00 \$100.00 \$1,728.00
e)	Digital Orthophotography 2006 - Colour, 30cm resolution 2010 - Colour, 20cm resolution 2015 - Colour, 20cm resolution	\$11.00/1km x 1km tile \$85.00/20km x 20km tile \$341.00 for entire watershed \$11.00/1km x 1km tile \$85.00/20km x 20km tile \$341.00 for entire watershed \$11.00/1km x 1km tile \$85.00/20km x 20km tile	\$12.00/1km x 1km tile \$92.00/20km x 20km tile \$370.00 for entire watershed \$12.00/1km x 1km tile \$92.00/20km x 20km tile \$370.00 for entire watershed \$12.00/1km x 1km tile \$92.00/20km x 20km tile

SERVICE	2022 RATES	2023 RATES
	\$341.00 for entire watershed	\$370.00 for entire watershed
2020 - Colour, 20cm resolution	\$50.00/1km x 1km tile	\$50.00/1km x 1km tile

* The fee will apply to all SVCA owned and created data, Please contact for available datasets.

WATER MANAGEMENT DATA SERVICES (<i>HST extra</i>)		
Streamflow & Weather Data	\$6.85/sheet hardcopy or \$67.50/computer disk or email file	\$86.00/hr*
Water Quality Data	n/a	\$86.00/hr*

* Minimum 1 hour

EDUCATION PROGRAM FEES (<i>HST extra</i>)		
a) Conservation Education Programs	\$178.00 -one staff/half day \$266.00 -two staff/half day \$350.00 -one staff/full day \$512.00 -two staff/full day \$85.00 -one staff/one hour Plus mileage (if applicable)	\$193.00 -one staff/half day \$288.00 -two staff/half day \$378.00 -one staff/full day \$553.00 -two staff/full day \$92.00 -one staff/one hour Plus mileage (if applicable)
b) Summer Recreation Program	\$595.00 -two staff/full day	\$642.00 -two staff/full day

Report To: Chair and Directors, Saugeen Valley Conservation Authority
From: Janice Hagan, Executive Assistant, Corporate Services
Date: December 15, 2022
Subject: 2023 Authority Meeting Schedule

Recommendation

THAT the 2023 SVCA Authority meeting schedule be adopted as presented; and further

THAT the Authority return to in person meetings to be conducted at the Formosa Administration office, except at the discretion of the Chair.

Background

Historically the Board of Directors for the Saugeen Valley Conservation Authority has held eight (8) regularly scheduled meetings per year on the third Thursday of the month. At the start of the COVID-19 Pandemic, the SVCA Administrative Bylaws were revised to accommodate electronic meetings during a period where an emergency has been declared to exist, or at the discretion of the Chair (SVCA Administrative Bylaw Section C-2a).

Analysis

The 2023 draft Meeting Schedule is attached to this report. Meetings are scheduled for the 3rd Thursday of January, February, March, May, July, September, October, and December.

The COVID-19 State of Emergency was revoked in 2021, and since it was deemed too costly to purchase quality hybrid meeting equipment, the SVCA Board of Directors continued to meet remotely until September 2022.

Staff recommend a return to regular in-person meetings except where quorum cannot be met, due to extreme circumstances such as inclement weather causing road closures. It would be up to the discretion of the Chair to declare such meetings be held remotely.

Financial Implications

There would be no financial implications outside of budgeted costs.

Prepared by:

Original signed by:

Janice Hagan

Executive Assistant, Corporate Services

Approved by:

Original signed by:

Jennifer Stephens

General Manager / Secretary-Treasurer

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2023 Authority Meeting Schedule

Date	Time
Thursday January 19 – Annual Meeting	1:00 p.m.
Thursday February 16	1:00 p.m.
Thursday March 16	1:00 p.m.
Thursday May 18	1:00 p.m.
Thursday July 20	1:00 p.m.
Thursday September 21 – Budget Review	1:00 p.m.
Thursday October 19	1:00 p.m.
Thursday December 21	1:00 p.m.