

Saugeen Valley Conservation Authority  
**AUTHORITY ANNUAL MEETING**

Thursday, January 19, 2023, 1:00 p.m.

AGENDA

1. Appointment of Chair Pro Tem
2. Adoption of agenda
3. Declaration of pecuniary interest
4. Approval of minutes of Authority meeting – December 15, 2022 – **attached**
5. Introduction of guests
6. Staff service recognition
7. Chair’s address – M. Couture
8. Presentation - 2022: A Look Back – J. Stephens
9. Election of officers
  - a. Appointment of Scrutineers
  - b. Election of Chair
  - c. Election of Vice Chair
  - d. Election of 2<sup>nd</sup> Vice Chair
  - e. Election of Member-at-Large
10. Committee appointments
  - a. Appointments to Forestry committee
  - b. Appointments to Property & Parks committee
  - c. Appointments to Water Resources committee
  - d. Appointments to Agricultural Advisory committee
  - e. 2023 Conservation Ontario voting delegate, 1<sup>st</sup> alternate, 2<sup>nd</sup> alternate
11. Consent agenda
  - a. Program report – **attached**
  - b. News articles for Members’ information – **attached**
  - c. Correspondence - **attached**
12. New business
  - a. Appointment of Auditor
  - b. Appointment of Solicitor
  - c. Presentation: Forestry and Lands Department – D. Lacey – **attached**
  - d. Statutory Administrative Approvals – J. Stephens - **attached**

Adjournment

# SAUGEEN VALLEY CONSERVATION AUTHORITY

## Minutes

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**Meeting:** Authority Meeting  
**Date:** Thursday, December 15, 2022, 1:00 p.m.  
**Location:** Remote  
**Chair:** Barbara Dobreen  
**Members present:** Paul Allen, Larry Allison, Kevin Eccles, Bud Halpin, Tom Hutchinson, Gregory McLean, Steve McCabe, Dave Myette, Mike Niesen, Sue Paterson, Moiken Penner, Jennifer Prenger, Bill Stewart, Peter Whitten  
**Staff present:** Jennifer Stephens, Erik Downing, Donna Lacey, Elise MacLeod, Laura Molson, Ashley Richards, Janice Hagan

In the absence of an elected Chair, Jennifer Stephens, GM/S-T called the meeting to order at 1:04 p.m.

### 1. Appointment of Chair Pro Tem

#### **MOTION #G22-91**

Moved by Tom Hutchinson  
Seconded by Steve McCabe

THAT Barbara Dobreen be appointed Chair Pro Tem for the SVCA Authority meeting, December 15, 2022.

**Carried**

### 2. Land Acknowledgement

The Land Acknowledgement was read by Chair 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 Nations, Métis, and Inuit peoples.*

### 3. Adoption of Agenda

The following reports were amended to the meeting agenda after circulation:

- General Manager's Report
- Bill 23 – *More Homes Built Faster Act, 2022*
- Transition Plan – 3<sup>rd</sup> Progress Report

**MOTION #G22-92**

Moved by Bill Stewart

Seconded by Paul Allen

THAT the SVCA Board of Directors adopt the agenda for the Authority meeting on December 15, 2022, as amended.

**Carried**

**4. Introduction of Directors and Staff**

Due to municipal appointments for the new term of council, the Board of Directors has various new Authority members. Each of the Directors introduced themselves, and Jennifer Stephens introduced staff members in attendance.

**5. Declaration of Pecuniary Interest**

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

**6. Approval of Authority meeting Minutes – October 20, 2022**

**Motion #G22-93**

Moved by Bill Stewart

Seconded by Sue Paterson

THAT the SVCA Board of Directors adopt the minutes of the Authority meeting held on October 20, 2022, as presented.

**Carried**

**7. Presentation – Orientation**

Jennifer Stephens gave an overview of the Conservation Authority, and member roles and responsibilities. She noted that a special webpage had been created for the Directors which contains information related to organizational governance, corporate documents, and items related specifically to the board.

**8. General Manager's Report**

Jennifer Stephens highlighted external communications, staff accomplishments and various updates across the watershed. She discussed the status of the 2022 Workplan and the projects that will be deferred to 2023.

**Motion #G22-94**

Moved by Tom Hutchinson

Seconded by Bill Stewart

THAT the General Manager's report be received.

**Carried**

**9. Consent Agenda**

**Motion #G22-95**

Moved by Larry Allison

Seconded by Bill Stewart

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

**Carried**

**10. New Business**

a. SVCA Fee Policy

The SVCA Fee policy is to be approved by December 31, 2022 and posted to the SVCA website along with all fee schedules, according to requirements of the *Conservation Authorities Act* - Section 21.2. It was noted that Schedule B – Campground Fees had been approved at the July 2022 Authority meeting. After discussion, the following motion was passed:

**Motion #G22-96**

Moved by Tom Hutchinson

Seconded by Dave Myette

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

**Carried**

b. 2023 Meeting Schedule

**Motion #G22-97**

Moved by Steve McCabe

Seconded by Bill Stewart

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.

**Carried**

c. Bill 23 – *More Homes Built Faster Act, 2022*



**Authority Meeting – December 15, 2022**

Jennifer Stephens provided an update to Bill 23 and focused on several major challenges for conservation authorities. The bill will assign new responsibilities to municipalities, leading to inefficiencies and delays, will weaken conservation authorities' powers, and will reduce natural and valuable infrastructure such as wetlands. It was noted that municipalities will be required to obtain their own expertise for natural heritage commenting as CAs will not be permitted to do so. The Directors requested that updates be provided as they occur. After discussion the following motion carried:

**Motion #G22-98**

Moved by Paul Allen

Seconded by Bud Halpin

THAT the update on Bill 23, *More Homes Built Faster Act, 2022*, be received.

**Carried**

d. Transition Plan – 3<sup>rd</sup> Progress report

Jennifer Stephens reviewed Ontario Regulation 687/21: Transition Plans and Agreements for the Programs and Services Under Section 21.1.2 of the *Conservation Authorities Act*, as well as the Inventory of Programs and Services prepared for Saugeen Valley Conservation Authority. The 3<sup>rd</sup> progress report will be submitted to the Ministry of Natural Resources and Forestry in advance of the January 1, 2023, deadline.

**Motion #G22-99**

Moved by Bill Stewart

Seconded by Peter Whitten

THAT the Third Progress Report related to Saugeen Valley Conservation Authority's Transition Plan (Inventory of Programs and Services) be authorized for submission to the Ministry of Natural Resources and Forestry;

AND FURTHER THAT the letter documenting compliance with the governance and administration amendments to the *Conservation Authorities Act* due by January 1, 2023, be endorsed for submission to the Ministry of Natural Resources and Forestry.

**Carried**

**Adjournment**

There being no further business, the meeting adjourned at 3:52 p.m. on motion of Moiken Penner and Greg McLean.

**Authority Meeting – December 15, 2022**

Barbara Dobreen  
Chair

Janice Hagan  
Recording Secretary

## Report 11a - Program Report

### Corporate Services

#### Communications

##### Online Overview

**Year in review.** Through social media, SVCA accounts made 516,000 impressions. Impressions are the number of times content were seen. Our reach was 440,000, which represents that number of individual users who have seen our content. Our engaged Facebook users increased 364% over the course of 2022, 999% on Instagram, and 549% on Twitter.

**Popular posts.** The post with the most reactions on Facebook was a Bill 23 highlight about Hurricane Hazel, the devastating impact it left in its wake, and the important role conservation authorities take to protect the people and property from water related hazards.

The post with the highest organic (unpaid) reach on Facebook advertised SVCA's Forestry Services fall landscape stock tree sale, at 10,496.

On Instagram, the content with the highest reach and reactions was a video of Water Resources Technician Nicole Gibson, demonstrating the process of collecting water samples, which reached 4,607 individuals organically. Second in line was our post about not using phragmites as a substitute for popular pampas grass; the former being an invasive species.

On Twitter, tips on helping turtles cross the road was our most reacted to post. The content with the most re-Tweets and impressions was about the potential negative impacts on wetlands relative to the *More Homes Built Faster Act, 2022*.

**Website.** 57,000 unique users visited our website in 2022. Event counts measure distinct user interactions (i.e., clicking on pages), and there were 629,000 events on SaugeenConservation.ca.

90% of our users are from Canada, 5.6% are Americans, and the remainder are divided between Ireland, Indonesia, China, and the United Kingdom. The overwhelming majority of our Canadian visitors are from Toronto, followed by Kitchener, Port Elgin, Hanover, London, Hamilton, and then Kincardine.

Most of our visitors are accessing our website through their mobile phones.

Pages most used are our landing page, followed by Saugeen Bluffs, Durham, Camping, Brucedale, Reserve a Campsite, and Sulphur Spring.

The public is most interested in our conservation areas and outdoor experiences such as camping.

### **General Overview**

Tasks this year have focused on grant writing, strategic planning sessions, communications support for program re-tooling, internal and external communications for all four SVCA departments.

### **Conservation Education**

Education programming is ramping up again after the holidays and we expect to be quite busy.

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

Invitations to participate in the final DEER Program went out through emails in early December to schools, principals, office administrators, and teachers within the Bluewater and Bruce Grey Catholic District School Boards. The 25 days of programs were filled within minutes of posting. In June, the DEER Program will conclude its 25-year run as Bruce Power has indicated that their mandate is shifting to sponsoring education of local youth on clean energy and generating more knowledge and interest in STEM and careers in the trades through the Nuclear Innovation Institute. The 25 DEER program dates will run January to June 2023.

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

Bookings for winter conservation education programs continue to pour in and advertising for the February PD Day programming has been circulated.

#### **Flood Waters and You Student Safety Program**

As COVID-19 restrictions continue to relax, we are excited to be able to bring Saugeen Conservation's Flood Safety program back to the schools. This program investigates how and why floods happen with hands-on experiments into hypothermia, and the dangers associated with fast moving, cold water. Invitations for schools to participate in the program will be going out mid-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.

Building on the success of the past two years with this venture, we will be offering a one-day and a two-day camp again this summer to a younger group of youth (aged 5 to 8 years) on July 26, August 15 and 17. Registration for these Junior camps is through Saugeen Conservation.

#### **Bruce Grey Forest Festival**

The Bruce Grey Forest Festival is set to resume in-person programming again this fall at Allan Park the first week of October. This Festival typically hosts over 1,000 grade seven students with over 300

volunteers (mainly secondary school students) manning the hands-on activity centres focused on our forest resources.

### **Grey Bruce Children’s Water Festival**

The Grey Bruce Children’s Water Festival is set to take place at the Chesley Community Centre complex between May 16 to 18, 2023. The festival teaches over 1,500 grade 4 students from across Grey and Bruce Counties about the importance of our water resources.

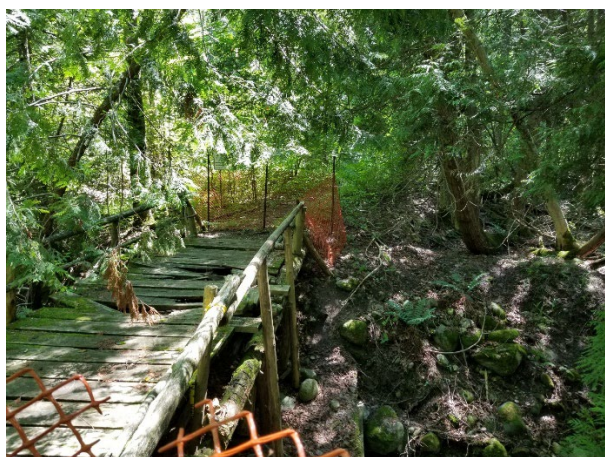
**Meetings:** Grey Bruce Children’s Water Festival, Bruce Grey Forest Festival, Saugeen Nature, Rekindle the Spark conservation education workshop.

## **Forestry and Lands**

Planning has begun for the 2023 tree planting season. There is plenty of interest in the program, quotes are being completed, and plans written. The marking of both Saugeen Bluffs and Brucedale campground ash trees has been completed. A RFP to remove the trees will be posted in late January or February.

Work at Stoney Island Conservation Area was completed to prepare the site for the installation of two new bridges. These bridges are the first of five to be replaced. Signage has been installed at the newly acquired Glenelg property. The installation of this signage was the final step required to open the property to the public. It is anticipated that there will be further development at this site as funding permits.

Staff have been involved in the completion of multiple projects for other departments and are proud to contribute to the greater Saugeen Conservation team.



## **Water Resources**

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

#### **Inspections**

SVCA staff have received draft reports, prepared by D.M. Wills Associates Limited, for the 2022 annual inspections of SVCA's flood and erosion control projects. Staff will review and comment on these reports by the end of the month.

#### **Paisley Dyke Improvements**

Boreholes for the Paisley dyke stability assessment are scheduled for January 16th and 17th, to be completed by D.M. Wills Associates Limited and Cambium Inc. This stability assessment will be 50% funded under the 2022/2023 Water and Erosion Control Infrastructure (WECI) program. SVCA staff expect to re-apply for WECI funding for the remainder of the dyke improvement project in late January 2023.

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

In December, SVCA staff retained GeoProcess Research Associates to support our new equipment installation at the Cedarville stream gauge station. At this time, staff received training on best management practices and developing rating curves.

SVCA staff are in the process of updating our internal flood forecasting program as well as initiating a new public program called Flood Watch. The program seeks to engage the public in monitoring water levels in the streams, rivers, and on the Lake Huron shoreline within the SVCA watershed.

Flood Watch reporting signs will be installed with unique reference numbers and contact information (including a QR code) for people to reach out to our conservation authority with their observations from that location. Flood Watch locations in each municipality will be placed in historical areas of interest. Some municipalities may only have one sign, while others may have a dozen based on their infrastructure, watercourses, and history of flooding. Information gathered through this public reporting will increase our ability to assess conditions promptly, limiting risk and helping keep communities safe.

Signage will be placed beginning mid-January 2023, with public rollout through a social media and marketing campaign commencing in early March 2023. An information session about SVCA's Flood Forecasting and Warning will be offered in April 2023.

#### **Water Quality (WQ)**

SVCA staff are completing 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 are sampling at 4 sites for the 2022-2023 winter sampling program.

## **Watershed Report Card**

SVCA staff continue to meet regularly to develop and fine-tune the text associated with the SVCA Watershed Report Card. Staff are currently on target to release the report cards on March 22, 2023, World Water Day.

## **NWMO Environmental Baseline Monitoring Program**

Winter year-2 sampling is set to commence in February 2023. SVCA staff are working on data review and database set-up through January.

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

### **Department News**

EPR staff organized and hosted a meeting with Varney area drainage contractors in December to discuss regulation requirements, best management practices, and to look for opportunities to improve our service and their compliance moving forward.

EPR staff continue to participate in regular Paisley Bridge Reconstruction Working Group meetings, as well as be actively involved in the Mildmay Adam St. Dam removal project.

### **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.

Watson and Associates Inc. continues to work on a review of SVCA's environmental planning and permitting fees. A presentation of the results of this review can be expected at the February Board of Directors meeting.

### **Permit Issuance Table**

**23-006** Carrick, 610 Concession 12 E, Part Lot 20 Concession 13, Construction of an approximate 50 foot by 24-foot addition to the east side of an existing building, and related excavation, filling, and grading, all within the adjacent lands to the valley slope of a watercourse. Regulated Area.

**23-005** Chatsworth (Township); Holland, Orr St, Chatsworth Road 24, East St, install 710 metres of Telecom Wireline via directional drilling, trench cut and plow cut, with related excavation and grading. Regulated Area.

**23-004** Saugeen, 1910 Bruce County Road 17, Pt Lot 17, Con 7, The reconstruction of an existing attached deck with the related excavation, filling, and grading works adjacent to and partially within an erosion hazard associated with the valley slope of the Saugeen River. Regulated Area.

**23-003** Brant, 481 Lake Rosalind Road 4a, Part Lot 69, Con 3 NDR, The reconstruction of a 1113 square foot dwelling, driveway, and septic, with the related excavation, filling, and grading all within the flooding hazard of Lake Rosalind. Regulated Area.

**23-002** Holland, Hamilton Creek Near 680276 Side Road 30, Install 96 metres of fiber optic servicing under Hamilton Creek via directional drilling, with related excavation and grading. Watercourse.

**23-001** Saugeen, 1914 Bruce Road 17, Pt Lots 15 and 16, Con, The construction of a 5000 square foot dwelling and the related grading, filling, and excavation within the adjacent lands to the Saugeen River. Regulated Area.

**22-322** Kincardine Township, 43 Sandpiper Lane Pt Lot 28, Con A, To realign an enclosed watercourse, replace twin 600mm CSPs with twin 600mm HDPEs, install two 600mm by 600mm catch basins, and construct a 7.3 metre by 9.1 metre garage, with related excavation, filling and grading. Regulated Area.

**22-321** Proton, unassigned civic address, Grey Road 14, Part Lot 13 Concession 5, Part 8 Plan 17R187, Site clearing, and installation of a laneway/driveway within the adjacent lands to wetlands/swamp, and related excavation, filling, and grading. Regulated Area.

**22-320** Southampton, 20 Front Street, Lot 5, Plan 32, To reconstruct two, 210 square foot cabin dwellings. Regulated Area.

**22-319** Glenelg, CON 2 EGR; PT LOTS 58,59 RP 17R 1672; PART 1, construct a 450.11 square metre residence with attached garages and covered porches, a septic system and retaining walls with related excavation, filling, and grading. Regulated Area.

**22-318** Huron, 674 Lake Range Drive, CON A PT LOT 35 RP 3R 2128; PART 1 PART 2, Demolition of an existing two-story single-family dwelling, construction of a new one-story single-family dwelling and septic treatment system and related excavation, filling and grading. Regulated Area.

**22-317** Huron, 529 Lighthouse Road, HURON CL 3595 PT BED LAKE HURON IN FRONT OF CON A PT LOTS 7 AND 8 LO 9996, Completion of maintenance dredging of the Point Clark Marina from Lake Huron and the temporary placement of spoil adjacent to the existing breakwater for dewatering. Watercourse.

**22-316** Greenock, 1112 Concession 6, Lots 31-33 Concession 7 Greenock, Removal of 3,700 square metres of woodlot keeping the required distance from the watercourse and wetlands/swamp, and related excavation, and grading; and replanting of 3,700 square metres of woodlot at the woodlot compensation area on the property. Regulated Area.



**22-315** Bruce, 81 Sprucedale Drive, Block B Plan 770, Construction of a dwelling, and detached garage, installation of sewage disposal system, and related excavation, filling, and grading, all within the adjacent lands to wetlands/swamp. Regulated Area.

**22-314** Kincardine Township, 129 Upper Lorne Beach Road, Part Lot 56 Concession A, Construction of a dwelling and installation of a sewage disposal system, and related excavation, filling, and grading, all within the adjacent lands to Lake Huron. Regulated Area.

**22-313** Egremont, 144145 Southgate Rd. 14, Lot 13,14, Con 14, Creation of a new farm laneway within the regulatory floodplain and related excavation, filling, and grading. Regulated Area.

**22-312** Normanby, 032899 Sideroad 5, Lot 6, Con 18, To install systematic tile drainage adjacent to a wetland, install a 2-foot by 2-foot catch basin, and create a 130-foot by 40-foot overland drainage swale, with related excavation, filling, and grading. Regulated Area.

**22-311** Greenock, 680 Bruce Road 15, Pt Lot 9, Con 3, To construct a 30-foot by 40-foot garage, with related excavation, filling, and grading. Regulated Area.

**22-310** Culross, 1080 Concession 4, Lot 2, Con 5, Installation of random farm tile drainage with outlet to a watercourse. Regulated Area.

**22-309** Durham, Park St. W., Plan 505 PT PARK LOT 1 RP;16R11513 PART 2, 3 & 4, Triplex construction, and grading. Regulated Area.

**22-308** Egremont, 144349 Southgate Road 14, Lot 19, Concession 14, Replacement of an existing CSP culvert on a farm laneway crossing with a concrete open bottom culvert, raising of a portion of the laneway, and related excavation, filling, and grading on Norman Reeves Creek. Watercourse.

## Report 11b – News Articles for Members’ Information

### [Bill 23 Protest Rally in Huron-Bruce Constituency](#)

Saugeen Times, December 6, 2022

### [Municipalities, conservation authorities concerned about Bill 23](#)

Penticton Herald, December 9, 2022

### [City council expresses concern with Bill 23, short consultation period](#)

Owen Sound Sun Times, December 13, 2022

### [Unseasonably Warm Weather Coming To Grey Bruce This Week](#)

Bayshore Broadcasting, December 28, 2022

### [Stephens: Conservation authorities ‘need to be at the table’ in changes to planning, development regulations](#)

Walkerton Herald Times, December 22, 2022, Penticton Herald, December 29, 2022

### [UPDATE: Saugeen Conservation issues flood watch](#)

Blackburn News, December 30, 2022

### [Saugeen Conservation warns of localized flooding due to melt, rain](#)

Kincardine News, December 31, 2022

### [Saugeen Valley Conservation issues Flood Watch](#)

Saugeen Times, January 2, 2023

### [Significant rainfall prompts water safety statements from area conservation authorities](#)

Wellington Advertiser, January 11, 2023

### [Saugeen flood watch downgraded but watercourses still dangerous](#)

Owen Sound Sun Times, January 3, 2023

**Ministry of Natural  
Resources and Forestry**

Office of the Minister

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December 28, 2022

**TO:** Conservation authorities as listed in the Attachment A “Minister’s Direction to Not Change Fees”

**SUBJECT:** Minister’s direction for conservation authorities regarding fee changes associated with planning, development and permitting fees

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In support of Ontario’s Housing Supply Action Plan: 2022-2023, the province made a series of legislative changes through the *More Homes Built Faster Act, 2022* (Bill 23) to help achieve the goal of building 1.5 million homes over the next 10 years. These changes accelerate housing development approvals while continuing to protect Ontario families, communities, and critical resources. A number of these changes affect conservation authorities and are intended to support faster and less costly approvals, streamline conservation authority processes, and help make land suitable for housing available for development.

To this end, pursuant to subsection 21.3 (1) of the *Conservation Authorities Act*, which is in effect January 1, 2023, I am issuing a Minister’s Direction (“Direction”), attached to this letter as Attachment “A”. Subsection 21.3 (1) provides that the “Minister may give a written direction to an authority directing it not to change the amount of any fee it charges under subsection 21.2 (10), in respect of a program or service set out in the list referred to in subsection 21.2 (2), for the period specified in the direction.”

The purpose of this Direction, which is effective from January 1, 2023 to December 31, 2023, is to require a conservation authority not to change the amount of the fee it charges or the manner in which it determines the fee for any program or service that may be provided by the conservation authority. This relates to reviewing and commenting on planning and development related proposals or land use planning policies, or for permits issued by conservation authorities. For greater certainty, the “Prescribed Acts – subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the Act” regulation (O. Reg. 596/22), effective January 1, 2023, prohibits a CA from providing a municipal (Category 2) or other (Category 3) program or service related to reviewing and commenting on a proposal, application, or other matter

made under prescribed Acts. This regulation therefore precludes the charging of a fee by a conservation authority for these specific programs or services provided under subsections 21.1.1 (1) or 21.1.2 (1.1) of the *Conservation Authorities Act*.

The conservation authorities listed in Appendix A of the Direction are encouraged to make the Direction publicly available on the Governance section of their websites.

Pursuant to subsection 21.2 (3) of the Act, I am also re-distributing the Minister's list of classes and programs and services in respect of which conservation authorities may charge a fee along with this Direction, with editorial changes to reflect the recent legislative and regulatory changes.

If you have any questions, please contact Jennifer Keyes, Director, Resources Planning and Development Policy Branch, at [Jennifer.Keyes@ontario.ca](mailto:Jennifer.Keyes@ontario.ca) or 705-761-4831.

If it is in the public interest to do so, I will provide further direction or clarification at a later date related to the matters set out in this Direction.

Sincerely,



The Honourable Graydon Smith  
Minister of Natural Resources and Forestry

c: The Honourable Steve Clark, Minister of Municipal Affairs and Housing  
The Honourable David Piccini, Minister of the Environment, Conservation and Parks

**Minister’s Direction Issued Pursuant to Section 21.3 of the *Conservation Authorities Act*  
(this “Direction”)**

**WHEREAS** section 21.2 of the *Conservation Authorities Act*, in effect on January 1, 2023, permits a Conservation Authority to charge a fee for a program or service if the program or service is included in the Minister’s list of classes of programs and services in respect of which a Conservation Authority may charge a fee;

**AND WHEREAS** subsections 21.2 (6) and 21.2 (7) of the *Conservation Authorities Act* provide that a Conservation Authority shall adopt a written fee policy that includes a fee schedule listing the programs and services that it provides in respect of which it charges a fee, and the amount of the fee charged for each program or service or the manner in which the fee is determined (a “**Fee Schedule**”);

**AND WHEREAS** subsection 21.2 (10) of the *Conservation Authorities Act* provides that a Conservation Authority may make a change to the list of fees set out in the fee schedule or to the amount of any fee or the manner in which a fee is determined, provided the authority shall give notice of the proposed change to the public in a manner it considers appropriate;

**AND WHEREAS** section 21.3 of the *Conservation Authorities Act* provides the Minister with the authority to give a written direction to an authority directing it not to change the amount of any fee it charges under subsection 21.2 (10), in respect of a program or service set out in the list referred to in subsection 21.2 (2), for the period specified in the direction;

**NOW THEREFORE** pursuant to the authority of the Minister of Natural Resources and Forestry under section 21.3, the Conservation Authorities set out under Appendix “A” of this Direction (the “**Conservation Authorities**” or each, a “**Conservation Authority**”) are hereby directed as follows:

**Fee Changes Prohibition**

1. Commencing on the Effective Date and for the duration of the Term of this Direction, a Conservation Authority is prohibited from making a change under subsection 21.2 (10) of the *Conservation Authorities Act* to the amount of any fee or the manner in which a fee is determined in its fee schedule if such a change would have the effect of changing the fee amount for the programs and services described in paragraphs 2 and 3 of this Direction.

**Program and Service Fees Impacted**

2. This Direction applies to any fee set out in the Fee Schedule of a Conservation Authority, including without limitation fees for any mandatory program or service (Category 1), municipal program or service (Category 2), or Conservation Authority recommended program or service (Category 3) related to reviewing and commenting on

planning and development related proposals, applications, or land use planning policies, or for Conservation Authority permitting.

3. For greater certainty, this Direction applies to any fees in respect of the following programs or services provided under the Mandatory Programs and Services regulation ([O. Reg. 686/21](#)):
  - a. Section 6: programs and services related to reviewing applications and proposals under the *Aggregate Resources Act*, *Drainage Act*, *Environmental Assessment Act*, and the *Niagara Escarpment Planning and Development Act*, for the purpose of commenting on the risks related to natural hazards arising from the proposal,
  - b. Section 7: programs and services related to ensuring that decisions under the *Planning Act* are consistent with the natural hazards policies in the policy statements issued under section 3 of the *Planning Act* and are in conformance with any natural hazard policies included in a provincial plan as defined in section 1 of that Act,
  - c. Section 8: programs and services related to Conservation Authority duties, functions, and responsibilities to administer and enforce section 28 and its regulations, section 28.0.1, and section 30.1 of the *Conservation Authorities Act*,
  - d. Paragraph 4 of subsection 13 (3): programs and services related to reviewing and commenting on any proposal made under another Act for the purpose of determining whether the proposal relates to a significant drinking water threat or may impact any drinking water sources protected by a source protection plan, and
  - e. Subparagraph 4 iv of section 15: programs and services related to reviewing and commenting on proposals made under other Acts for the purpose of determining the proposal's impact on the Lake Simcoe Protection Plan and the Lake Simcoe watershed.

### **Application**

4. This Direction, applies to all Conservation Authorities in Ontario, listed in Appendix "A" to this Direction.
5. For greater certainty, this Direction also applies to the Conservation Authorities listed in Appendix "A" to this Direction when such Conservation Authorities are meeting as a source protection authority under the *Clean Water Act, 2006*.

### **Effective Date and Term**

6. This Direction is effective from January 1, 2023 (the "**Effective Date**").
7. The term of this Direction is the period from the Effective Date to December 31, 2023 (the "**Term**").

**Amendments**

8. This Direction may be amended in writing from time to time at the sole discretion of the Minister.

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO  
as represented by the  
Minister of Natural Resources and Forestry**



The Honourable Graydon Smith  
Minister of Natural Resources and Forestry  
December 28, 2022

**APPENDIX A**

**LIST OF CONSERVATION AUTHORITIES TO WHICH THE DIRECTION APPLIES**

**Ausable Bayfield CA**

R.R. #3  
71108 Morrison Line  
Exeter ON N0M 1S5  
Brian Horner  
bhorner@abca.on.ca

**Cataraqui Region CA**

Box 160  
1641 Perth Road  
Glenburnie ON K0H 1S0  
Katrina Furlanetto  
kfurlanetto@crca.ca

**Catfish Creek CA**

R.R. #5  
8079 Springwater Road  
Aylmer ON N5H 2R4  
Dusty Underhill  
generalmanager@catfishcreek.ca

**Central Lake Ontario CA**

100 Whiting Avenue  
Oshawa ON L1H 3T3  
Chris Darling  
cdarling@cloca.com

**Credit Valley CA**

1255 Old Derry Rd  
Mississauga ON L5N 6R4  
Quentin Hanchard  
quentin.hancard@cvc.ca

**Crowe Valley CA**

Box 416  
70 Hughes Lane  
Marmora ON K0K 2M0  
Tim Pidduck  
tim.pidduck@crowevalley.com

**Essex Region CA**

Suite 311  
360 Fairview Ave West  
Essex ON N8M 1Y6



Tim Byrne  
[tbyrne@erca.org](mailto:tbyrne@erca.org)

**Ganaraska Region CA**

Box 328  
2216 County Road 28  
Port Hope ON L1A 3V8  
Linda Laliberte  
[llaliberte@grca.on.ca](mailto:llaliberte@grca.on.ca)

**Grand River CA**

Box 729  
400 Clyde Road  
Cambridge ON N1R 5W6  
Samantha Lawson  
[slawson@grandriver.ca](mailto:slawson@grandriver.ca)

**Grey Sauble CA**

R.R. #4  
237897 Inglis Falls Road  
Owen Sound ON N4K 5N6  
Tim Lanthier  
[t.lanthier@greysauble.on.ca](mailto:t.lanthier@greysauble.on.ca)

**Halton Region CA**

2596 Britannia Road West  
Burlington ON L7P 0G3  
Hassaan Basit  
[hbasit@hrca.on.ca](mailto:hbasit@hrca.on.ca)

**Hamilton Region CA**

P.O. Box 81067  
838 Mineral Springs Road  
Ancaster ON L9G 4X1  
Lisa Burnside  
[lisa.burnside@conservationhamilton.ca](mailto:lisa.burnside@conservationhamilton.ca)

**Kawartha Region CA**

277 Kenrei (Park) Road  
Lindsay ON K9V 4R1  
Mark Majchrowski  
mmajchrowski@kawarthaconservation.com

**Kettle Creek CA**

R.R. #8  
44015 Ferguson Line  
St. Thomas ON N5P 3T3  
Elizabeth VanHooren  
elizabeth@kettlecreekconservation.on.ca

**Lake Simcoe Region CA**

Box 282  
120 Bayview Parkway  
Newmarket ON L3Y 3W3  
Rob Baldwin  
r.baldwin@lsrca.on.ca

**Lakehead Region CA**

Box 10427  
130 Conservation Road  
Thunder Bay ON P7B 6T8  
Tammy Cook  
tammy@lakeheadca.com

**Long Point Region CA**

4 Elm Street  
Tillsonburg ON N4G 0C4  
Judy Maxwell  
jmaxwell@lprca.on.ca

**Lower Thames Valley CA**

100 Thames Street  
Chatham ON N7L 2Y8  
Mark Peacock  
mark.peacock@ltvca.ca

**Lower Trent Region CA**

R.R. #1  
714 Murray Street  
Trenton ON K8V 5P4  
Rhonda Bateman  
rhonda.bateman@ltc.on.ca

**Maitland Valley CA**

Box 127

1093 Marietta Street  
Wroxeter ON N0G 2X0  
Phil Beard  
pbeard@mvca.on.ca

**Mattagami Region CA**  
100 Lakeshore Road  
Timmins ON P4N 8R5  
David Vallier  
david.vallier@timmins.ca

**Mississippi Valley CA**  
10970 Highway 7  
Carleton Place ON K7C 3P1  
Sally McIntyre  
smcintyre@mvc.on.ca

**Niagara Peninsula CA**  
250 Thorold Road West, 3rd Floor  
Welland ON L3C 3W2  
Chandra Sharma  
csharma@npca.ca

**Nickel District CA**  
199 Larch St  
Suite 401  
Sudbury ON P3E 5P9  
Carl Jorgensen  
carl.jorgensen@conservationsudbury.ca

**North Bay-Mattawa CA**  
15 Janey Avenue  
North Bay ON P1C 1N1  
Chitra Gowda  
chitra.gowda@nbmca.ca

**Nottawasaga Valley CA**  
8195 Line 8  
Utopia ON L0M 1T0  
Doug Hevenor  
dhevenor@nvca.on.ca

**Otonabee Region CA**

250 Milroy Drive  
Peterborough ON K9H 7M9  
Janette Loveys Smith  
[jsmith@otonabeeconservation.com](mailto:jsmith@otonabeeconservation.com)

**Quinte CA**

R.R. #2  
2061 Old Highway #2  
Belleville ON K8N 4Z2  
Brad McNevin  
[bmcnevin@quinteconservation.ca](mailto:bmcnevin@quinteconservation.ca)

**Raisin Region CA**

PO Box 429  
18045 County Road 2  
Cornwall ON K6H 5T2  
Richard Pilon  
[richard.pilon@rrca.on.ca](mailto:richard.pilon@rrca.on.ca)

**Rideau Valley CA**

Box 599  
3889 Rideau Valley Dr.  
Manotick ON K4M 1A5  
Sommer Casgrain-Robertson  
[sommer.casgrain-robertson@rvca.ca](mailto:sommer.casgrain-robertson@rvca.ca)

**Saugeen Valley CA**

R.R. #1  
1078 Bruce Road #12, Box #150  
Formosa ON N0G 1W0  
Jennifer Stephens  
[j.stephens@svca.on.ca](mailto:j.stephens@svca.on.ca)

**Sault Ste. Marie Region CA**

1100 Fifth Line East  
Sault Ste. Marie ON P6A 6J8  
Corrina Barrett  
[cbarrett@ssmrca.ca](mailto:cbarrett@ssmrca.ca)

**South Nation River CA**

38 Victoria Street  
P.O. Box 29  
Finch ON K0C 1K0  
Angela Coleman  
[acoleman@nation.on.ca](mailto:acoleman@nation.on.ca)

**St. Clair Region CA**

205 Mill Pond Crescent

Strathroy ON N7G 3P9  
Ken Phillips  
[kphillips@scrca.on.ca](mailto:kphillips@scrca.on.ca)

**Toronto and Region CA**  
101 Exchange Avenue  
Vaughan ON L4K 5R6  
John MacKenzie  
[john.mackenzie@trca.ca](mailto:john.mackenzie@trca.ca)

**Upper Thames River CA**  
1424 Clarke Road  
London ON N5V 5B9  
Tracey Annett  
[annettt@thamesriver.on.ca](mailto:annettt@thamesriver.on.ca)

# Policy: Minister's list of classes of programs and services in respect of which conservation authorities may charge a fee

December 28, 2022

## Preamble

A conservation authority is permitted to charge a fee for a program or service only if the program or service is included in the Minister's list of classes of programs and services in respect of which a conservation authority may charge a fee. The Minister's published list of classes of programs and services in respect of which a conservation authority may charge a fee ("Minister's Fee Classes Policy") is provided as per the provisions set out in section 21.2 of the *Conservation Authorities Act*. From time to time, the Minister may make changes to the list and will promptly update this document and distribute it to each conservation authority.

## Categories of conservation authority programs and services

The *Conservation Authorities Act* establishes three categories of programs and services that a conservation authority may provide:

- Category 1: Mandatory programs and services, which are those that a conservation authority is required to provide under section 21.1 of the Act, and that are described in the "Mandatory Programs and Services" regulation (O. Reg. 686/21).
- Category 2: Municipal programs and services, which are those that a municipality, situated in whole or in part within a conservation authority's area of jurisdiction, requests a conservation authority to provide on behalf of the municipality pursuant to s. 21.1.1 of the Act under a memorandum of understanding or other agreement.
- Category 3: Other programs and services that the conservation authority determines are advisable to provide, pursuant to section 21.1.2 of the Act, to further the purposes of the Act.

## **Fees that a conservation authority may charge under the *Conservation Authorities Act***

Section 21.2 of the *Conservation Authorities Act* requires a conservation authority to administer the charging of fees in a transparent and accountable manner by adopting and publishing a written fee policy, which includes a fee schedule that lists the programs and services for which an authority charges a fee and the amount to be charged. Conservation authorities must maintain their fee schedule and if an authority wishes to make changes to its fee schedule, it must notify the public of the proposed change (e.g., on its website). In its fee policy, a conservation authority must also set out the frequency with which it will conduct a review of its fee policy, including its fee schedule, 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 request the

authority to reconsider a fee that was charged to the person and the procedures applicable to the reconsideration. Decisions regarding the fee policy and fee schedule are made by the members of a conservation authority, comprised of representatives appointed by the participating municipalities and the agricultural sector representative member, where appointed by the Minister of Natural Resources and Forestry.

#### Reconsideration of fee charged

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. Where the authority's fee policy permits a person to request the authority to reconsider the fee it has charged that person because it is contrary to the authority's fee schedule or excessive in relation to the program or service for which it was charged, that person may apply to the authority, in accordance with the procedures set out in the authority's fee policy, to request a reconsideration of the fee. After receiving and considering the request, the authority may vary the amount of the fee to be charged to an amount the authority considers appropriate, order that no fee be charged, or confirm the original amount of the fee.

### **Fees that a conservation authority may charge as prescribed by other legislation**

The Minister's Fee Classes Policy does not include those instances where the authority is already authorized under another statute to charge a fee for a program or service. For example, where an authority administers an on-site sewage system program under the *Building Code Act, 1992*, the authority has the power to charge fees for that program. Similarly, under Part IV of the *Clean Water Act, 2006*, a municipality has enforcement responsibility to regulate significant drinking water threats in wellhead protection areas and intake protection zones and may delegate that responsibility to a conservation authority. When this delegation occurs, the conservation authority is also given the power to charge fees as the enforcement body under that Act.

### **Prescribed Acts**

Pursuant to subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the *Conservation Authorities Act*, the Minister may make regulations to prohibit a CA from providing a municipal (Category 2) or other (Category 3) program or service related to reviewing and commenting on a proposal, application, or other matter made under a prescribed Act. This precludes the charging of a fee by a conservation authority for any such program or service under an Act that has been prescribed for the purposes of subsections 21.1.1 (1.1) or 21.1.2 (1.1).

### **User-Pay Principle**

The fees that conservation authorities charge, in accordance with the Minister's Fee Classes Policy, are considered 'user fees.' 'User fees' are fees paid to an authority by a

person or organization for a service that they specifically benefit from. This includes use of a public resource (e.g., park access or facility rental) or the privilege to do something (e.g., receive an approval through a permit or other permission to undertake a regulated activity).

**For the purposes of this Minister’s Fee Classes Policy, a fee may only be applied when the User-Pay Principle is considered appropriate, which is when there is a class of persons that directly benefits from a program or service delivered by an authority (“User-Pay Principle”) (note: other restrictions may apply; see Table 1 below).**

Enabling authorities to charge a fee for programs and services where the User-Pay Principle is considered appropriate increases opportunities for an authority to generate revenue. This may reduce an authority’s reliance on the municipal levy (now called an “apportionment”) to finance the programs and services it provides. However, it is up to a conservation authority to decide the proportion of the costs associated with administering and delivering a program or service that should be recovered by a user fee versus those costs that are offset by other funding sources, such as the municipal levy. Beginning with the 2024 calendar year budgets, if an authority considered opportunities to raise and use self-generated revenue such as fees to finance its operations, the authority will be required to include in its budget a description of what the authority considered.

## **Fee amounts**

A conservation authority may determine the amount of a fee to be charged for a program or service that 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. Some fee amounts cannot exceed the authority’s costs for administering and delivering a program or service. For example, fees for planning services should be developed in conjunction with the appropriate planning authorities and set to recover but not exceed the costs associated with administering and delivering the services on a program basis. Similarly, fees for permitting services should be developed to recover but not exceed the costs associated with administering and delivering the services on a program basis. Other fees set by the authority for a program or service are not subject to this restriction, such as fees for selling products or fees for rentals. Fees that are not subject to this restriction can provide the authority with a source of revenue to help offset costs for other programs and services offered by the authority.

## **Minister’s direction re fee changes**

Pursuant to subsection 21.3 (1) of the *Conservation Authorities Act*, the Minister may give a written direction to a conservation authority directing it not to change the amount of any fee it charges, or the manner in which a fee is determined, in respect of a program or



service that is set out in this Minister’s list of classes of programs and services in respect of which a conservation authority may charge a fee. Any conservation authority that receives a direction is required to comply within the time specified in the direction.

### Minister’s fee classes

The following is the list of classes of programs and services in respect of which an authority may charge a fee.

**Table 1. Classes of programs and services for which conservation authorities may charge a fee**

Classes of programs and services	Criteria
<p>Category 1 mandatory programs and services (section 21.1 of the <i>Conservation Authorities Act</i>) and programs and services provided in accordance with the Mandatory Programs and Services Regulation (O. Reg. 686/21)</p>	<p>Category 1 programs and services where the following requirement is met:</p> <ul style="list-style-type: none"> <li>• The User-Pay Principle is appropriate.</li> </ul>
<p>Category 2 municipal programs and services – i.e., those programs and services an authority provides on behalf a municipality pursuant to a memorandum of understanding or service level agreement or other agreement (section 21.1.1 of the <i>Conservation Authorities Act</i>)</p>	<p>Category 2 programs and services, subject to any limitations that may be set out in the <i>Conservation Authorities Act</i> or its regulations, and where the following requirements are met:</p> <ul style="list-style-type: none"> <li>• The User-Pay Principle is appropriate; <b>and</b></li> <li>• The parties agree through provisions in a memorandum of understanding, service level agreement, or other agreement governing the provision of the Category 2 program or service that the authority should be permitted to charge a fee for that program or service.</li> </ul>
<p>Category 3 authority determined programs and services (section 21.1.2 of the <i>Conservation Authorities Act</i>) that are financed in whole or in part by the municipal levy and on or after January 1, 2024 will require a cost apportioning agreement</p>	<p>Category 3 programs and services, subject to any limitations that may be set out in the <i>Conservation Authorities Act</i> or its regulations, that are financed in whole or in part by the municipal levy, and where the following requirements are met:</p> <ul style="list-style-type: none"> <li>• The User-Pay Principle is appropriate; <b>and</b></li> <li>• Where a cost apportionment agreement has been entered into for a Category 3 program or service, the agreement includes provisions permitting the authority to charge a fee for the program or service. This requirement does not apply where the cost</li> </ul>

	<p>apportionment agreement relates to any of the following Category 3 programs and services:</p> <ul style="list-style-type: none"> <li>i) Recreational activities that are provided on land that is owned or controlled by the authority with the direct support or supervision of staff employed by the authority or by another person or body, or with facilities or other amenities maintained by the authority, including equipment rentals and renting facilities for special events.</li> <li>ii) Community relations to help establish, maintain, or improve relationships between the authority and community members.</li> <li>iii) Public education services to improve awareness of issues relating to the conservation, restoration, development, and management of natural resources in watersheds in Ontario.</li> <li>iv) The provision of information to the public.</li> <li>v) The sale of products by the authority.</li> </ul>
<p>Category 3 authority determined programs and services (section 21.1.2 of the <i>Conservation Authorities Act</i>) that are not financed in whole or in part by the municipal levy</p>	<p>Category 3 programs and services, subject to any limitations that may be set out in the <i>Conservation Authorities Act</i> or its regulations, that are not financed in whole or in part by the municipal levy, and where the following requirement is met:</p> <ul style="list-style-type: none"> <li>• The User-Pay Principle is appropriate.</li> </ul>

**Disclaimer**

This Minister’s Fee Classes Policy summarizes some of the requirements in the *Conservation Authorities Act* with respect to the charging of a fees by a conservation authority for programs and services. This document should not be construed as legal advice or a substitute for seeking independent legal advice. Anyone seeking to fully understand how the Act and regulations may apply to the charging of fees by a conservation authority for programs or services should refer to the Act and regulations. The Act and associated regulations take precedence in the event of any inconsistency with this policy.

**Ministry of Natural Resources and Forestry**

**Ministère des Richesses naturelles et des Forêts**

Resources Planning and Development  
Policy Branch  
Policy Division  
300 Water Street  
Peterborough, ON K9J 3C7

Direction des politiques de planification et d'exploitation des ressources  
Division de l'élaboration des politiques  
300, rue Water  
Peterborough (Ontario) K9J 3C7

**To:** Conservation authorities and participating municipalities, Conservation Ontario and the Association of Municipalities of Ontario

**From:** Jennifer Keyes, Director

**Date:** December 28, 2022

**Subject:** Legislative and regulation changes affecting conservation authorities

Good afternoon,

I am writing to provide you with information on amendments to the *Conservation Authorities Act* made as part of the *More Homes Built Faster Act, 2022*, as well as two regulations that have been approved by the province in support of Ontario's Housing Supply Action Plan, both of which will come into effect on January 1, 2023. In addition, the Minister of Natural Resources and Forestry has issued a direction regarding fees that will be distributed separately from this letter. A notice will be posted to the Environmental Registry of Ontario (ERO) in the coming weeks regarding these decisions.

### **Legislative Amendments**

As you are likely aware, the *More Homes Built Faster Act, 2022* was passed this Fall, receiving Royal Assent on November 28, 2022. Several changes were made to the *Conservation Authorities Act* that are intended to further focus conservation authorities on their core mandate, support faster and less costly approvals, streamline conservation authority processes, and help make land suitable for housing available for development.

Notably, one part of the *More Home Built Faster Act, 2022* which came into effect upon Royal Assent were changes to Section 28.0.1 of the *Conservation Authorities Act*, which include provisions to require a conservation authority to issue a permission or permit where a Minister's Zoning Order has been made under section 47 of the *Planning Act*. This section was amended to also apply to orders made under section 34.1 of the *Planning Act*, otherwise known as the "community infrastructure and housing accelerator" tool, in addition to some other minor changes.

Other changes, which will come into effect on January 1, 2023, include:

- Updates to Section 21 of the Act so that a disposition of land in respect of which the Minister has made a grant under section 39 requires authorities to provide a notice of the proposed disposition to the Minister instead of requiring the Minister's approval. Authorities will also be required to conduct public consultations before disposing of lands that meet certain criteria.
- Sections 21.1.1 and 21.1.2 of the Act which provide that authorities may not provide a program or service related to reviewing and commenting on proposals, applications, or other matters under prescribed Acts.
- A new section 21.3 that enables the Minister to issue temporary direction to a conservation authority preventing the authority from changing the amount of a fee it charges under subsection 21.2 (10) of the Act.

Remaining legislative changes regarding conservation authority development regulations will not come into effect until proclaimed, following the creation of a new Minister's regulation with supporting regulatory details. This regulation is currently being consulted on until December 30<sup>th</sup> on the ERO, #019-2927: [Proposed updates to the regulation of development for the protection of people and property from natural hazards in Ontario.](#)

## **New Regulatory Requirements**

Following the passing of these legislative amendments, the government has proceeded with making two regulations, both of which will come into effect on January 1, 2023.

Amendments were made to [Ontario Regulation 686/21: Mandatory Programs and Services](#) to require conservation authorities to identify conservation authority lands suitable for housing. This requirement is part of the preparation of the land inventory required to be completed by conservation authorities by December 31, 2024, and certain considerations for identifying whether or not lands are suitable for housing are listed.

A new Minister's regulation (Ontario Regulation 596/22: Prescribed Acts – Subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the Act) was also made to focus conservation authorities' role when reviewing and commenting on proposals, applications, or other matters related to development and land use planning. Under this regulation, conservation authorities are no longer able to provide a municipal (Category 2) or other (Category 3) program or service related to reviewing and commenting on a proposal, application, or other matter made under the following Acts:

- *The Aggregate Resources Act*
- *The Condominium Act, 1998*
- *The Drainage Act*
- *The Endangered Species Act, 2007*
- *The Environmental Assessment Act*
- *The Environmental Protection Act*
- *The Niagara Escarpment Planning and Development Act*
- *The Ontario Heritage Act*
- *The Ontario Water Resources Act*
- *The Planning Act*

This regulation does not affect conservation authorities' provision of mandatory programs or services (Category 1) related to reviewing and commenting on a proposal, application, or other matter made under those Acts.

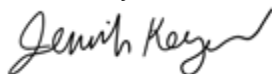
An administrative update to the "Determination of Amounts Owing Under Subsection 27.2 (2) of the Act" regulation (O. Reg. 401/22) was also made to update the methods of determining amounts owed by specified municipalities for operating expenses and capital costs related to mandatory the *Clean Water Act, 2006* and *Lake Simcoe Protection Act, 2008* programs and services to enable use of a benefit-based apportionment method.

I appreciate that with these most recent amendments, along with changes made over the last number of years, this is a time of significant transition for conservation authorities and their member municipalities. Throughout this time, conservation authorities have continued to deliver on their important roles in protecting people and property from natural hazards, conserving and managing lands, and drinking water source protection.

The ongoing efforts of conservation authorities to implement these changes is acknowledged, including initiatives led by conservation authorities and Conservation Ontario that have contributed to the Government's objectives of improving accountability and transparency and supporting timely development approvals to help address Ontario's housing supply crisis.

If you have any questions, please reach out to the Ministry of Natural Resources and Forestry at [ca.office@ontario.ca](mailto:ca.office@ontario.ca). I look forward to working with you in the coming year.

Sincerely,



Jennifer Keyes

Director, Resources Planning and Development Policy Branch  
Ministry of Natural Resources and Forestry

**From:** Fiona Hamilton <fhamilton@brockton.ca>

**Sent:** December 1, 2022 10:33 AM

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

**Subject:** RE: Delegation Request

**\*\*[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,

The Municipality of Brockton has appointed a new representative to the Saugeen Valley Conservation Authority. Councillor Gregory J. McLean will be Brockton's representative and he can be reached at [gmclean@brockton.ca](mailto:gmclean@brockton.ca)

Thank you.

Fiona

**Fiona Hamilton**

Director of Legislative and Legal Services (Clerk)

Phone: 519-881-2223 Ext. 124

Email: [fhamilton@brockton.ca](mailto:fhamilton@brockton.ca)

**Municipality of Brockton**

100 Scott Street, P.O. Box 68,  
Walkerton, ON N0G 2V0

Toll-Free: 1-877-885-8084

Fax: 519-881-2991

[Brockton.ca](http://Brockton.ca)



The Municipality of Brockton is taking extra precautions to protect the health and well-being of our staff and residents during the COVID-19 outbreak, while continuing to deliver essential services. Brockton staff are available by email or phone and working diligently to serve the community and respond to the COVID-19 outbreak. Updated information about the coronavirus is available on our website, at [www.brockton.ca/COVID-19](http://www.brockton.ca/COVID-19). Please continue to practice social distancing, wear a mask and follow all health measures recommended by Health Canada, check in on your neighbours, and support local businesses where possible. Thank you for your understanding and cooperation.

# The Corporation of the Municipality of Grey Highlands

## By-law No. 2022-103

### Being a by-law to appoint members to the various Boards, Committees and Authorities in the Municipality of Grey Highlands

**Whereas,** Whereas the Municipal Act 2001, as amended, Section 8 confers broad authority on municipalities thereby allowing them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues; and

**Whereas,** Whereas the Council of the Municipality of Grey Highlands deems it expedient to appoint persons to provide for and assist in the administration, protection and management of the Municipality; and

**Whereas,** That the appointment set out herein shall coincide with the term of Council unless otherwise specified; and

**Whereas,** That the appointments of citizens, and members of Council be as follows and shall remain in effect until replacement appointments are made by resolution or amendments to the Appointment By-law;

### Now Therefore the Council of the Municipality of Grey Highlands hereby enacts as follows:

1. The following Members of Council be appointed as **Liaisons/Chairs** to Grey Highlands departments in accordance with Policy A09-C-10
  - a. Fire, Police & Safety
    - Councillor Loughead
  - b. Environmental Services
    - Councillor Dubyk
  - c. Legislative Services
    - Mayor McQueen
  - d. Financial Services
    - Councillor Allwood
  - e. Planning & Building Services
    - Councillor Allen
  - f. Economic & Community Development
    - Councillor Nielsen
  - g. Transportation
    - Councillor Wickens
1. That the following members of Council be appointed to the local **Conservation Authority** Board of Directors on behalf of Grey Highlands:
  - a. **Grey Sauble Conservation Authority**
    - Councillor Dubyk
  - b. **Nottawasaga Conservation Authority**
    - Councillor Loughead
  - c. **Saugeen Valley Conservation Authority**
    - Councillor Allen
2. That the following people be appointed as members to the Grey Highlands Committees and Boards that are approved to exist for the 2022-2026 term
  - a. **Grey Highlands Library Board**
    - Deputy Mayor Nielsen
    - Councillor Allen
    - Stewart Halliday
    - April Bowler

- Lynn Silverton
  - Janet Carson
  - Nicole Martin
  - Steve Maloney
  - Danielle Valiquette
  - b. **Grey Highlands Police Services Board**
    - Mayor McQueen
    - Councillor Loughead
  - c. **Grey Highlands Committee of Adjustment**
    - Mayor McQueen
    - Councillor Dubyk
    - Councillor Allen
    - David Clarke
    - Darren Hewgill
  - d. **Joint Waste Disposal Site Committee** (Joint Committee with Chatsworth)
    - Councillor Dubyk
    - Councillor Allen
    - Alternate Mayor McQueen
  - e. **Grey Highlands Seniors Advisory Committee**
    - Councillor Allen
  - f. **Multi-Municipal Wind Turbine Working Group**
    - Councillor Wickens
    - Councillor Allwood
    - Alternate Mayor McQueen
  - g. **Museum Board**
    - Deputy Mayor Nielsen
    - Alternate (Secondary) Councillor Allwood
  - h. **Heritage Committee**
    - Councillor Dubyk
    - Alternate (Secondary) Councillor Loughead
  - i. **Financial Assistance Program Committee**
    - Councillor Allwood
    - Councillor Nielsen
    - Councillor Wickens
  - j. **Economic Development Advisory Committee**
    - Mayor McQueen,
    - Ec. Dev Liaison Deputy Mayor Nielsen
  - k. **Community Safety and Well Being Plan Advisory Committee**
    - i. Councillor Nielsen
  - l. **Road Safety Community Partnership Committee**
    - Councillor Loughead
    - Councillor Wickens
  - m. **Grey Highlands Property Standards Appeal Committee**
    - i. All of Council
3. That the following be appointed to sit as members on the following external committees and associations on behalf of Grey Highlands:
- a. **Grey Highlands Chamber of Commerce**
    - Councillor Allwood
  - b. **Grey County Farm Safety**
    - Councillor Wickens
    - Mayor McQueen
  - c. **Grey Highlands Community Endowment Fund Committee**  
(Community Foundation Grey Bruce)
    - i. Councillor Allwood
  - d. **Kimberley Forest Steering Committee**
    - Councillor Dubyk
  - e. **South East Grey Community Health Centre** - Support for representation only
    - Councillor Allwood
  - f. **Grey Bruce Local Immigration Partnership**
    - Councillor Loughead



1. That By-law 2018-101 and By-law 2018-102 are hereby repealed upon the passage of this by-law.
2. That this by-law comes into full force and effect upon final passing thereof.

Read a first, second and third time, and finally passed on December 07 2022.

The Corporation of the  
Municipality of Grey Highlands

Original Signed By

---

Paul McQueen, Mayor

Original Signed By

---

Raylene Martell, Municipal Clerk

Status: Passed

**From:** [Lindsey Green](#)  
**To:** [Janice Hagan](#)  
**Cc:** [Jennifer Stephens](#); [Barbara Dobreen \(890520\)](#)  
**Subject:** RE: Municipal Appointment  
**Date:** Monday, December 12, 2022 11:36:55 AM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[image004.png](#)

---

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Good morning, Janice,

In follow up to the below email and related correspondence, at their December 7, 2022, Regular Council Meeting, Council appointed Deputy Mayor Barbara Dobreen to the Saugeen Valley Conservation Authority Board.

If you need anything further, please let me know.

Thank you.

Lindsey

**Lindsey Green, Dipl.M.A.**

Municipal Clerk

**Township of Southgate**

📍 185667 Grey County Rd. 9, Dundalk, ON N0C 1B0

☎ 519-923-2110 ext. 230 | Fax 519-923-9262

✉ [lgreen@southgate.ca](mailto:lgreen@southgate.ca) | 🌐 [www.southgate.ca](http://www.southgate.ca)



**From:** [Jennifer White](#)  
**To:** [Janice Hagan](#)  
**Subject:** RE: Municipal Appointment  
**Date:** Tuesday, December 13, 2022 2:44:44 PM

---

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Hello Janice,

Please be advised that at the meeting of December 12<sup>th</sup>, 2022 Council appointed Councillor Larry Allison as the Council representative to the Saugeen Valley Conservation Authority Board.

Please correspond with Councillor Allison using [lallison@hurontownship.com](mailto:lallison@hurontownship.com).

Regards,

Jennifer White  
Manager of Legislative Services, Clerk  
Township of Huron-Kinloss  
21 Queen Street, PO Box 130  
Ripley, ON N0G 2R0

(519) 395-3735 ext 123  
[jwhite@huronkinloss.com](mailto:jwhite@huronkinloss.com)

[www.huronkinloss.com](http://www.huronkinloss.com)

**From:** [Dawn Mittelholtz](#)  
**To:** [Janice Hagan](#)  
**Cc:** [Kara Van Myall - Saugeen Shores CAO](#)  
**Subject:** RE: SVCA Appointments  
**Date:** Wednesday, December 21, 2022 11:41:27 AM  
**Attachments:** [2022 - 2024 Committee Appointments.pdf](#)

---

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Hello Janice,

Attached is the report associated with Committee Appointments. The following Resolution was adopted at the November 28, 2022, Council Meeting for the Town of Saugeen Shores.

Resolution No. 186-2022

Moved by Vice Deputy Mayor M. Myatt      Seconded By: Councillor R. Stack

THAT the 2022-2024 Committee Appointments be approved.

CARRIED.

Please let me know if you require anything further.

**Dawn Mittelholtz**

**Manager of Legislative Services/Clerk**

---

**From:** Janice Hagan <j.hagan@SVCA.ON.CA>  
**Sent:** December 21, 2022 11:29 AM  
**To:** Dawn Mittelholtz <dawn.mittelholtz@saugeenshores.ca>  
**Cc:** Kara Van Myall <kara.vanmyall@saugeenshores.ca>  
**Subject:** SVCA Appointments

Hello Dawn,

For our official records, could you forward the motion(s) appointing Dave Myette and Bud Halpin to the SVCA Board?

Thank you,

~~Janice

Janice Hagan  
*Executive Assistant/Finance Clerk*

# Staff Report

Report From: Dawn Mittelholtz, Manager, Legislative Services/Clerk  
Meeting Date: November 28, 2022  
Subject: 2022-2024 Committee Appointments  
Attachments: Proposed Committee Appointments

---

## **Recommendation**

THAT the 2022-2024 Committee Appointments be approved.

---

## **Report Summary**

Twice per term of Council, both Council members and members of the public have the opportunity to put their names forward to serve on various Committees of Council. It is the role of the Striking Committee to review, consider, and make a recommendation to Council for the proposed Committee Appointments. Council then reviews the proposed appointments for approval.

## **Background/Analysis**

At a Striking Committee meeting held on November 28, 2022, the Striking Committee reviewed the membership requirements for each Committee and reviewed the applications received from the public. Members of Council also indicated which Committees they wished to serve on.

The following is the proposed committee appointments:

### **Accessibility Advisory Committee**

Rachel Stack (Chair)  
Cheryl Grace (alternate)  
Ryan Pilger  
Maureen Crawford  
Amy McFarlane  
Libby Thaw  
Ann Veyvara-Divinski  
Timothy Garrod

### **Airport Committee**

Justin Duhaime  
Dave Myette (alternate)

Kevin Yarakavitch  
David Johnson  
Randy Linton  
Herb Schmidt

**Bruce Area Solid Waste Recycling**

Mike Myatt

**Clean Energy Frontier**

Justin Duhaime  
Economic Development Officer (staff)

**BIA Port Elgin**

Rachel Stack

**BIA Southampton**

John Divinski

**Committee of Adjustment (appointed by by-law)**

Diane Huber (Chair)  
Mike Myatt  
Rachel Stack  
Michael Martin  
Richard Beckette  
Nancie Darlington-Smith  
Chad Zimmerman

**Municipal Heritage Committee**

Cheryl Grace (Chair)  
Bud Halpin  
Diane Huber (alternate)  
Katie Rice  
Frances Barrick  
Joyce Johnston  
William Streeter  
Elizabeth Kuntz

**Saugeen Shores Police Services Board**

Diane Huber  
John Divinski  
John Woodley

**Saugeen Mobility and Regional Transit Association**

Cheryl Grace  
Diane Huber (alternate)

**Saugeen Rail Trail Association**

Bud Halpin  
Justin Duhaime (alternate)

**Saugeen Shores Chamber of Commerce**

Dave Myette

**Saugeen Valley Conservation Authority**

Bud Halpin

Dave Myette

**Westario Power**

Luke Charbonneau

**Linkages**

- Corporate Strategic Plan Priority #5: Engage and Active Governance and Leadership

**Financial Impacts/Source of Funding**

None.

---

Prepared By: Dawn Mittelholtz, Manager, Legislative Services/Clerk

Reviewed By: Jim Bundschuh, Director of Corporate Services

Approved By: Kara Van Myall, Chief Administrative Officer

**From:** [Jennifer Lawrie](#)  
**To:** [Janice Hagan](#); [Jennifer Prenger](#); [bstewart@kincardine.ca](mailto:bstewart@kincardine.ca)  
**Subject:** RE: Authority Meeting Agenda Pkg  
**Date:** Wednesday, December 14, 2022 8:33:16 AM  
**Attachments:** [image002.png](#)

---

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Hello Janice  
Municipality of Kincardine appointees to Saugeen Valley Conservation Authority are

Councillor Jennifer Prenger – [jprenger@kincardine.ca](mailto:jprenger@kincardine.ca)  
Councillor Bill Stewart – [bstewart@kincardine.ca](mailto:bstewart@kincardine.ca)

I have included them on this email and the agenda and meeting information is below.

Thank you,

**Jennifer Lawrie, CMO**  
Manager of Legislative Services/Clerk  
519-396-3468 x 7111

Municipal Administration Centre  
1475 Concession 5, RR #5  
Kincardine, Ontario N2Z 2X6



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**Corporation of the  
Municipality of West Grey**

402813 Grey Road 4, RR 2 Durham, ON N0G 1R0  
519 369 2200

December 13, 2022

Janice Hagan  
Executive Assistant/Finance Clerk  
Accessibility Officer  
1078 Bruce Rd. 12, Formosa ON  
N0G 1W0

**RE: Appointment to SVCA Board**

Dear Janice Hagan,

Please be advised that at its meeting held on November 9, 2022, the council of the Municipality of West Grey considered the above-noted matter and passed Resolution No. R-221129-009 as follows:

**"THAT in consideration of staff report 'Council Appointments to Agencies, Boards and Committees for the 2022-2026 Term', council:**

- 1. appoints the following members to the Municipality of West Grey's agencies, boards, and committees to coincide with the 2022-2026 term of council:**

**Durham Cemetery Board:  
Councillor Doug Hutchinson**

**Elmwood Community Centre Board (Joint with Brockton):  
Councillor Scott Foerster**

**Elmwood Fire Department Board of Management (Joint with Brockton):  
Deputy Mayor Tom Hutchinson  
Councillor Joyce Nuhn**

**FCM program – Partners for Climate Protection:  
Councillor Geoffrey Shea  
Sarah Hanson (staff representative)**

**Stothart Hall (Joint with Grey Highlands):  
Councillor Doug Hutchinson**

**Durham Business Improvement Area (BIA):  
Councillor Doug Hutchinson**

**Saugeen Mobility and Regional Transit Corporation (SMART):  
Councillor Doug Townsend  
Alternate: Councillor Geoffrey Shea**

**Saugeen Municipal Airport Commission:  
Deputy Mayor Tom Hutchinson  
Alternate: Councillor Joyce Nuhn**

**Saugeen Valley Conservation Authority Board:  
Mayor Kevin Eccles  
Deputy Mayor Tom Hutchinson**

**West Grey Appeals Committee:  
All members of council**

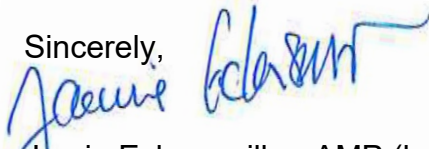
**West Grey Police Services Board:  
Mayor Kevin Eccles  
Councillor Joyce Nuhn**

**West Grey Public Library Board:  
Councillor Geoffrey Shea  
Councillor Scott Foerster; and**

- 2. considers bylaw 92-2022, being a bylaw to appoint members to the Committee of Adjustment."**

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,



Jamie Eckenswiler, AMP (he/him)  
Director of Legislative Services/Clerk  
Municipality of West Grey



**TOWNSHIP OF CHATSWORTH**

**316837 Highway 6, RR 1  
Chatsworth, Ontario N0H 1G0**

**Telephone 519-794-3232 – Fax 519-794-4499**

December 21, 2022

To whom it may concern:

**Re: CAO Clerk's Report 2022-44 - Council and Committee Appointments**

Please be advised at Township of Chatsworth Council held on December 7, 2022 the following resolution was carried:

THAT CAO Clerk's Report 2022-44 regarding Council and Committee Appointments be hereby received;

AND FURTHER THAT the following Council appointments be made:

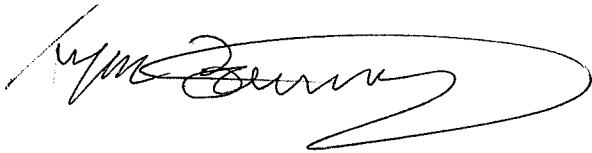
- Owen Sound North Grey Union Public Library Board  
**Councillor Elizabeth Thompson**
- Saugeen Valley Conservation Authority  
**Councillor Peter Whitten**
- Grey Sauble Conservation Authority  
**Mayor Scott Mackey**
- Source Water Protection Committee  
**N/A - non elected appointment**
- Joint Solid Waste Services  
**Mayor Scott Mackey & Councillor Elizabeth Thompson**
- Grey County Farm Safety Association  
**Councillor Peter Whitten**
- Multi-Municipal Wind Working Group  
**Mayor Scott Mackey & Deputy Mayor Terry McKay**
- Police Services Board  
**Mayor Scott Mackey**
- Committee of Adjustment  
**All of members of Council**
- Saugeen Mobility and Regional Transit (SMART)  
**Mayor Scott Mackey**

- Arran-Elderslie Fire Department Joint Board  
**Mayor Scott Mackey & Councillor Shawn Greig**
- Holland Centre Ball Diamond Committee  
**Deputy Mayor Terry McKay**
- Walters Falls Hall  
**Councillor Peter Whitten**
- Berkeley Playground Committee  
**Councillor Shawn Greig**
- Williamsford Community Centre Board  
**Councillor Elizabeth Thompson**
- Chatsworth Community Hub Building Committee  
**Mayor Scott Mackey & Councillor Shawn Greig**
- Chatsworth Community Hub Fundraising Committee  
**Deputy Mayor Terry McKay & Councillor Peter Whitten**

**Carried**

Should you require additional information please contact the undersigned.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tyler Zamostny', written over a large, horizontal, oval-shaped scribble.

Tyler Zamostny  
Clerk's and Planning Assistant



# Municipality of South Bruce

**MUNICIPAL OFFICE**

P.O. Box 540, 21 GORDON ST E., TEESWATER, ONTARIO NOG 2S0  
Phone (519) 392-6623x229 | Fax (519) 392-6266 | Email [vkennedy@southbruce.ca](mailto:vkennedy@southbruce.ca)

December 13, 2022

Via Email to: [j.hagan@svca.on.ca](mailto:j.hagan@svca.on.ca)

Saugeen Valley Conservation Authority  
1078 Bruce Road 12,  
Formosa, ON N0G 1W0

Dear Ms. Hagan

Re: SVCA Board Appointment

The Municipality of South Bruce Council met at their regular session of Council on November 22, 2022, at which time they passed their appointments by-law which included the appointment of Councillor Mike Niesen as our representative to the SVCA Board of Directors as a joint representative for the Township of Howick, the Municipality of Morris-Turnberry and the Municipality of South Bruce.

Councillor Niesen can be reached at [mikeniesen@hotmail.com](mailto:mikeniesen@hotmail.com) and [mniesen@southbruce.ca](mailto:mniesen@southbruce.ca) to share the meeting times and locations. Kindly use both emails.

If you have any questions or concerns, or require additional information, please do not hesitate to contact our office.

Sincerely,

Vivian Kennedy  
Deputy Clerk  
Municipality of South Bruce

cc. Howick and Morris-Turnberry

**From:** [Karren Wallace](#)  
**To:** [Janice Hagan](#)  
**Cc:** [Jennifer Stephens](#); [Annilene McRobb - Minto Deputy Clerk](#)  
**Subject:** SVCA Appointment  
**Date:** Friday, December 16, 2022 10:16:25 AM

---

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Please be advise that Council of the Township of Wellington North passed the following resolution at their December 5, 2022 meeting:

THAT the Council of the Corporation of the Township of Wellington North approve the appointment of Councillor Steve McCabe as the municipal representative to the Saugeen Valley Conservation Authority for the Town of Minto and Township of Wellington North for the term of Council.

***Karren Wallace, Director Legislative Services/Clerk***

Phone) 519-848-3620 ext 4227

Email) [kwallace@wellington-north.com](mailto:kwallace@wellington-north.com)

---

**From:** Christine Fraser-McDonald <clerk@arran-elderslie.ca>

**Sent:** November 28, 2022 2:26 PM

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

**Cc:** Sylvia Kirkwood - Arran-Elderslie CAO <cao@arran-elderslie.ca>; Moiken Penner <mpenner@arran-elderslie.ca>

**Subject:** Appointment of Council Member to SVCA Board

**\*\*[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.**

Hi Jennifer:

Please be advised that Council has appointed Paisley Ward Councillor Moiken Penner to the SVCA.

Thanks so much.

*Christine Fraser-McDonald*  
Clerk  
Municipality of Arran-Elderslie  
1925 Bruce Road 10  
P.O. Box 70  
Chesley, ON N0G 1L0  
Ph: 519.270.4922  
[clerk@arran-elderslie.ca](mailto:clerk@arran-elderslie.ca)

**THE CORPORATION OF THE TOWN OF HANOVER**

**BY-LAW NO. 3249-22**

**BEING** a By-Law to appoint Members of Council, Citizens and Officers to the Boards, Committees & Commissions of the Town of Hanover.

**WHEREAS** Sections 5(3) and 11 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended confers broad authority to municipalities to enable them to govern their affairs as they consider appropriate and to pass by-laws respecting the governance structure of the municipality; and

**WHEREAS** it is necessary for the Council of the Corporation of the Town of Hanover to appoint certain Members of Council, Citizens and Officers for the period commencing December 19, 2022 and beyond.

**NOW THEREFORE** the Council of the Corporation of the Town of Hanover hereby enacts as follows:

1. The following Members of Council be appointed to the noted Board or Committee for the Term of Council being November 15, 2022 to November 14, 2026; and
2. The following Citizens and Officers be appointed to the noted Board or Committee for the period December 19, 2022 to December 31, 2026.

<b>BOARD / COMMITTEE</b>	<b>TERM OF APPOINTMENT</b>
<b>Age-Friendly Advisory Committee</b> 1. Harold Fleet – Council Appointee Susan Sakal - Alternate 2. Pat Butler 3. Loretta Dunn 4. Norma Graham 5. Becky Hillyer 6. Pam Matheson	Term of Council  December 19/22 to December 31/26
<b>Board of Management for the Downtown Improvement Area</b> 1. Harold Fleet – Council Appointee Susan Sakal - Alternate 2. Jennifer Heerema 3. Ryan Enright 4. Krista LeSavage 5. Jenn Olivero 6. Will Shannon 7. Linda Fidler, Committee Representative	Term of Council  (as per DIA recommendation)
<b>Committee of Adjustment / Property Standards Committee</b> 1. Carol Hudson – Council Appointee 2. Brandon Koebel – Council Appointee 3. Mark Ebert 4. Barbara Hicks 5. Larry Lantz 6. Bill Switzer	Term of Council  December 19/22 to December 31/26
<b>Community Safety and Well Being Committee</b> 1. Susan Sakal – Council Appointee Harold Fleet – Alternate	Term of Council
<b>Economic, Tourism and Culture Development Committee (ETCD)</b> 1. Susan Sakal – Council Appointee Dave Hocking – Alternate 2. Tony Diaco 3. Dave Eccles 4. Jason Radstake 5. Curtis Schmalz	Term of Council  December 19/22 to December 31/26



<b>Cultural Roundtable Sub-Committee of EDTC Committee</b> 1. Pat Butler 2. Stephen Ferguson 3. Bev Morgan	December 19/22 to December 31/26
<b>Heritage Sub-Committee of Economic Development Committee</b> 1. Andrew Edgcumbe 2. Stuart Lamont 3. Al Morrow 4. George Rahn 5. Jason Rahn 6. Jim Rahn 7. Bill Switzer	December 19/22 to December 31/26
<b>Hanover Bentinck and Brant Agricultural Society</b> 1. Brandon Koebel – Council Appointee Carol Hudson – Alternate	Term of Council
<b>Hanover Walkerton Waste Management Committee</b> 1. Warren Dickert – Council Appointee Dave Hocking - Alternate 2. Peter Hambly	Term of Council  December 19/22 to December 31/26
<b>Hanover Raceway Committee</b> 1. Brandon Koebel – Council Appointee Carol Hudson – Alternate	Term of Council
<b>Launch Pad Board of Directors</b> 1. Susan Sakal – Council Appointee Brandon Koebel - Alternate	Term of Council
<b>Parks, Recreation and Culture Advisory Committee</b> 1. Brandon Koebel – Council Appointee Harold Fleet – Alternate 2. Carol Hudson – Council Appointee Warren Dickert - Alternate 3. Tony Diaco 4. David Ford 5. Keith Hopkins 6. Marion Massaloup 7. Danica Metcalfe 8. Neil Simpson	Term of Council   December 19/22 to December 31/26
<b>Planning Advisory Committee</b> 1. Harold Fleet – Council Appointee Brandon Koebel - Alternate 2. Mark Ebert 3. Peter Hambly 4. Keith Hopkins 5. Terry Leis 6. Tim Norwood	Term of Council  December 19/22 to December 31/26
<b>Police Services Board</b> 1. Sue Paterson – Council Appointee 2. Dave Hocking – Council Appointee 3. Selwyn Hicks	Term of Council  December 19/22 to December 31/26
<b>Public Library Board</b> 1. Carol Hudson – Council Appointee Brandon Koebel - Alternate 2. Brenda Booth 3. Laurel Douma 4. Edwin Haas 5. Ruth Linnen 6. Kathi Maskell 7. Jeanette Wilken	Term of Council  December 19/22 to December 31/26

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**Saugeen Mobility and Regional Transit (SMART)**

1. Warren Dickert – Council Appointee  
Dave Hocking - Alternate

Term of Council

---

**Saugeen Municipal Airport Commission**

1. Dave Hocking – Council Appointee  
Carol Hudson - Alternate

Term of Council

---

**Saugeen Valley Conservation Authority**

1. Sue Paterson – Council Appointee

Term of Council

---

**Westario Power Board of Directors**

1. Sue Paterson – Council Appointee

Term of Council

---

3. This By-law may be amended from time to time during the term of Council, by a formal motion of Hanover Council.
4. This By-law comes into full force and effect as of December 19, 2022.

**READ a FIRST, SECOND and THIRD TIME and FINALLY PASSED** this 19th day of December, 2022.



Sue Paterson, Mayor



Vicki McDonald, Clerk



# Forestry and Lands Department

Donna Lacey  
Manager

January 19<sup>th</sup>, 2023





# Forestry and Lands

- Managing 153 properties in 86 groups
- Property designations include Conservation Areas, Managed Forests, Wildlands, and Wetland Complexes
- 21,921.24 acres of land



# Forestry

Sustainable Forest Management





# Manage SVCA owned forests and wildlands



## Best practices in forest management

- Took over management when MNR Agreement Forest Program ended in 1998
- Inventory forest stands and natural areas
- Supervise harvest activities



# Private land forestry service



## Offering forest management programs

- Established when MNR no longer offered landowner forestry services; providing an unbiased forestry opinion
- Tree planting and tree sales
- Managed forest incentive program planning (MFTIP)
- Tree marking
- Advice



# Forestry Credentials

- Forestry Diploma
- Ontario Professional Foresters Association Membership
- Managed Forest Tax Plan Approver
- Licensed Exterminator
- Certified Tree Marker
- Certified Tree Marking Auditor
- Certified Cutter
- Butternut Health Assessor
- Certified Seed Collector
- Provincial Offenses Officer



# Lands

Land Management and Operations





# Campgrounds



## Management of four campgrounds

- Business management
- Day to day operations
- Promoting tourism
- Building and grounds maintenance

# Conservation Areas



## Managing nine Conservation Areas

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



# Lands management



## Operation, management, maintenance

- Support all SVCA departments
- Operate and maintain flood control infrastructure
- Mechanical, plumbing, carpentry, electrical
- Operation of small and heavy equipment
- Maintenance of 54.1km of recreational trails
- SVCA fleet and equipment management and maintenance



# Lands Credentials

- Certified Small Drinking Water Systems Operator
- Provincial Offences Officer
- Certified Chainsaw Operator
- Fall Arrest Certification
- Working at Heights Certification
- Mobile Platform Operation
- Forklift Operator



# Stewardship

Assisting landowners with projects and representing SVCA with other interest groups





# SVCA Committees

- Forestry Committee
- Park and Property Committee







Thank you.



**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Jennifer Stephens, General Manager/Secretary-Treasurer  
**Date:** January 19, 2023  
**Subject:** Statutory Administrative Approvals  
**Purpose:** To seek re-affirmation of statutory administrative approvals related to Saugeen Valley Conservation Authority's Health and Safety Policy and Workplace Violence and Harassment Policy as required under the Ministry of Labour's *Occupational Health and Safety Act*.

---

## **Recommendation**

THAT the Saugeen Valley Conservation Authority Board of Directors Re-Affirm for 2023 the Health and Safety Policy; and,

FURTHER THAT the Saugeen Valley Conservation Authority Board of Directors Re-Affirm for 2023 the Workplace Violence, Harassment, and Sexual Harassment Policy.

## **Background**

As part of conducting its business affairs, Saugeen Valley Conservation Authority is required to comply with Sections 25 (2) (j) and Section 32.0.1 (1) (c) of the Ministry of Labour *Occupational Health and Safety Act*. Compliance under these two sections involves an annual review of the Authority's Health and Safety Policy (November 18, 2021) and Workplace Violence, Harassment, and Sexual Harassment Policy (November 18, 2021) to ensure a respectful, professional, trustworthy, and safe workplace is maintained for all staff, Board members, partners, and customers.

## **Analysis**

Saugeen Valley Conservation Authority staff recommend that the Statutory Administrative Approvals as stated in this report be re-affirmed through Board resolution based on the following legislated requirements:

- 1) Health and Safety Policy

Sections 25 (2) (j) prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy.

---

In accordance with Section 25 (2) (j) of the *Occupational Health & Safety Act*, the re-affirmation of Saugeen Valley Conservation Authority's Health and Safety Policy (Attachment #1) is required.

2) Workplace Violence, Harassment, and Sexual Harassment Policy

Section 32.0.1 (1) (c) review the policies as often as is necessary, but at least annually.

In accordance with Section 32.0.1 (1) (c) of the *Occupational Health & Safety Act* the re-affirmation of Saugeen Valley Conservation Authority's Workplace Violence, Harassment, and Sexual Harassment Policy (Attachment #2) is required.

Prepared by:

*[Original Signed By]*

Jennifer Stephens

General Manager/Secretary-Treasurer

Attachment 1: Health and Safety Policy (November 18, 2021)

Attachment 2: Workplace Violence, Harassment, and Sexual Harassment Policy (November 18, 2021)



## **Health and Safety Policy**

---

### **Intent**

Saugeen Valley Conservation Authority acknowledges it has a statutory duty to take all reasonable precautions to protect employees, contractors, volunteers, visitors, and all other individuals onsite. Protecting employees from injury or occupational disease from accidents or incidents is a continuing objective. We will make every effort to provide a safe and healthy work environment for all staff. We believe all accidents are preventable and active participation at all levels will help ensure accidents are avoided. Supervisors and workers must refrain from any actions or activities that could jeopardize the health and safety of others and must work to reduce the risk of injury.

We are committed to promoting a safe and healthy workplace for all employees, contractors, volunteers, and visitors. In pursuit of our commitment, we will develop, implement, update and enforce policies and procedures that promote and provide a healthier, safer work environment. We understand the importance of safety to the well-being and productivity of our employees, and strive to safeguard the workplace from injury and malfeasance through negligence.

This policy outlines the responsibilities of all parties in maintaining a safe and healthy work environment. Saugeen Valley Conservation Authority will act in compliance with all applicable workplace health and safety legislation.

### **Guidelines**

#### **Communication**

Saugeen Valley Conservation Authority encourages open communication on health and safety issues. Open communication is essential to providing an accident-free and productive work environment.

- Employees who voice or identify a health and safety concern will not be subject to reprisal or retaliation.
- Health and safety comments will be reviewed by the Joint Health and Safety Committee and Human Resources and will also initiate an investigation on each reported or potential hazard.
- Employees should inform their supervisor or human resources of any matter they perceive to be an actual or potential workplace hazard.
- Communication can be written or verbal, and may be anonymous, if so desired.

## **Responsibilities**

### Employers will:

- Supply an effective strategy to manage the occupational health and safety concerns of the company.
- Allocate and govern resources properly to achieve the health and safety requirements of employees, and that policies comply with the company's legal obligations.
- Foster a workplace culture of safety with appropriate leadership.
- Review policies annually for compliance and efficiency, and revise where necessary.
- Provide all relevant parties with a copy of all orders or reports issued to the employer by a Ministry of Labour inspector and inform the committee of any work-related incidents involving injury, death, or occupational illness.

### Managers and supervisors will:

- Help develop, implement, enforce and update company policies and procedures.
- Continually promote health and safety awareness with instruction, information, training, and supervision to ensure the safe performance of employees.
- Use the process of hazard identification, risk management, and incident investigation.
- Perform occupational health and safety inspections of the workplace to identify and control any and all hazards to employees.
- Be accountable for the health and safety of employees under their supervision.
- Ensure that machinery and equipment are safe and that employees work in compliance with established safe work practices and procedures.
- Ensure that employees receive adequate training in their specific work tasks to protect their health and safety.
- Conduct health and safety meetings.

### Human resources will:

- Liaise with government agencies to ensure workplace health and safety compliance.
- Advise management on safety and health policy issues.
- Coordinate health and safety inspections, and follow up to ensure the completion of necessary corrective actions.
- Develop best practices that support a strong health and safety program.
- Design and develop accident and incident reports and investigation procedures.
- Maintain an up-to-date knowledge of applicable health and safety regulations as mandated locally, provincially, or federally.
- Design and develop company policies and procedures related to workplace safety and health issues.
- Review injury and illness trends and identify problem areas and solutions.

Employees will:

- Comply with occupational health and safety policies and procedures.
- Notify managers of any health and safety concerns, so they may be dealt with promptly.
- Protect their own health and safety by working in compliance with the law, safe work practices, and procedures established by the company.
- Use appropriate personal protective equipment as required.
- Report unsafe or potentially hazardous conditions, without fear of reprisal, to their manager or human resources.

All staff will:

- Complete required occupational health and safety training.
- Perform duties in a manner conducive to a safe workplace, following all safety practices and procedures.
- Report any incident, injury, or hazard as outlined in company procedures.
- Report any acts of violence or harassment in the workplace.
- Promote a hazard-free workplace.
- Learn the posted emergency plan detailing the facility's procedures pertaining to fire, weather, or medical emergency.

Joint health and safety committee members or health and safety representative will:

- Commit to improving health and safety conditions in the workplace.
- Stimulate and raise awareness of health and safety issues in the workplace.
- Recognize and identify workplace risks and hazards.
- Develop recommendations to address risks and hazards.
- Conduct regular workplace inspections and make written recommendations.
- Develop and implement accident prevention and health and safety programs.
- Listen to employee complaints, concerns, and suggestions.
- Participate in health and safety inquiries and investigations.
- Advise on health and safety matters, such as personal protective equipment.
- Maintain accurate and detailed records of near misses, accidents, and injuries.
- Promote and monitor compliance with health and safety regulations.
- Monitor the effectiveness of existing health and safety programs and policies, and assist with the implementation of improvements.
- Attend regular committee meetings.

**Reporting Structures**

Any concerns or near misses should be reported to the health and safety committee or representative and the appropriate manager. Employees who voice or identify a health and safety concern will not be subject to reprisal or retaliation.

If an emergency occurs, employees must immediately report the incident to their supervisor. Appropriate responses will be dictated by the severity of the event and its effect on the health and safety of employees, visitors, and property.

An emergency is any number of unsafe conditions that pose a threat to people or property. This includes fire or smoke; natural disaster or severe weather; chemical, biological, or radiological incidents; and structural failures, etc.

Refer to the company's emergency response plan policy for additional details.

## Acknowledgment & Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the **Health and Safety Policy** of Saugeen Valley Conservation Authority. 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: \_\_\_\_\_

Witness: \_\_\_\_\_



# Workplace Violence, Harassment, and Sexual Harassment Policy

*Note: This document complies with the Occupational Health and Safety Act, including changes made by Bills 168 and 132.*

## Intent

Saugeen Valley Conservation Authority is committed to building and preserving a safe, productive, and healthy working environment for its employees, free from violence and harassment. The Authority will take all reasonable measures to ensure job candidates, employees, managers, and clients are not subject to any form of violence or harassment. This commitment applies to all areas of business, including training, performance, assessment, promotions, transfers, layoffs, remuneration, and all other employment practices and working conditions.

Acts of violence or harassment against or by any employee will not be condoned or tolerated by the Authority. This policy outlines the Saugeen Valley Conservation Authority violence and harassment program, including how incidents of violence and harassment will be handled and investigated.

## Definitions

Complainant: A person who has made a complaint about another individual who they believe committed an act of violence or harassment against them.

Respondent: A person whom another individual has accused of committing an act of violence or harassment.

Workplace harassment: Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or workplace sexual harassment. This includes any form of offensive, abusive treatment or hostile behaviour that creates an intimidating, hostile, or abusive work environment and endangers the health and safety of the employee.

Workplace sexual harassment: Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity, or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant, or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Workplace violence: The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

## Guidelines

This policy has been developed in consultation with the SVCA Joint Health and Safety Committee. It will be reviewed annually, or more frequently if necessary to ensure that it accurately represents the Saugeen Valley Conservation Authority prevention program.

Saugeen Valley Conservation Authority will provide all employees with appropriate training and information regarding the Authority's violence and harassment prevention practices and procedures. Employees are responsible for adhering to this policy and should report every incident of violence or harassment immediately to management. This includes any incidents that have been witnessed, experienced by, or reported to an employee.

For the purposes of this policy, workplace harassment or violence can occur:

- At the workplace;
- At employment-related social functions;
- In the course of work assignments outside the workplace;
- During work-related travel;
- Over the telephone, if the conversation is work-related; or
- Elsewhere, if the person is there as a result of work-related responsibilities or a work-related relationship.

Reasonable day-to-day actions by a manager that help manage, guide, or direct workers or the workplace and appropriate employee performance reviews, counselling, or discipline by a manager do **not** constitute harassment.

### Violence Risk Assessment

Saugeen Valley Conservation Authority will conduct a risk assessment of the work environment to identify potential risks that could affect the organization and the health and safety of employees and will institute measures to eliminate or control any identified risks to employee safety.

The following factors will be considered during the assessment:

- Past incidents of violence;
- Violence that is known to occur in similar workplaces;
- The circumstances in which work takes place, including the type of work and conditions of work;
- The interactions that occur in the course of performing work; and
- The physical location and layout of the workplace.



The risk assessment may include reviews of records, security reports, employee incident reports, staff perception surveys, health and safety inspection reports, first aid records, or other related records. Areas that will be considered and may contribute to risk of violence include but are not limited to contact with the public, exchange of money, receiving doors, and working alone or at night.

The Authority will provide the Joint Health and Safety Committee with a written copy of the assessment and advise of the results.

The Authority will disclose information to workers who are likely to encounter a known person with a history of violence in the performance of their job duties, or if there is a potential risk of workplace violence as a result of interactions with the person with a history of violence. However, the Authority will only disclose personal information that is deemed reasonably necessary to protect the worker from physical harm.

## **Workplace Violence, Harassment, Sexual Harassment Program**

### Control Measures and Procedures

This section of the policy will list the steps or procedures the organization has implemented to eliminate or reduce the risks of workplace violence identified during the violence risk assessment.

### Reporting Incidents of Workplace Violence, Harassment and Sexual Harassment

An employee who believes they have been subject to violence, harassment or sexual harassment should submit a complaint to the SVCA Manager of Corporate Services. The complaint should be made as soon as possible following the incident and must include the following information:

- The date and time of the incident;
- The name of any persons involved in the incident;
- The name of any persons who witnessed the incident; and
- A thorough description of what occurred.

If the alleged harasser is the employee's manager, or in a position of power, the complainant is welcome to file a complaint with the General Manager / Secretary-Treasurer.

In the event the harasser is the General Manager/Secretary-Treasurer, the complaint shall be filed with the Authority Board Chair.

### Immediate Assistance Procedures

The following measures and procedures should be followed when an incident of violence has occurred or is likely to occur and immediate assistance is required:

- Place an immediate call to emergency services by dialing 911.
- Any other actions as determined by the violence risk assessment.

## Investigation Procedures

Once a complaint has been received, Saugeen Valley Conservation Authority will complete a thorough investigation. The organization will ensure that, where practicable, the investigation is completed within 90 days of the complaint being filed.

The investigation will include:

- Informing the respondent of the complaint;
- Interviewing the complainant and any persons involved in the incident;
- Identifying and interviewing any witnesses; and
- Obtaining statements from all parties involved.

All of the above information will be documented and used to determine whether an incident of violence or harassment occurred. If necessary, Saugeen Valley Conservation Authority may employ outside assistance or request the use of legal counsel. The Joint Health and Safety Committee will not be involved in investigations and will not be provided with any identifying information of the parties involved.

A copy of the complaint, detailing the complainant's allegations will be provided to the respondent, who will be invited to reply in writing to the complainant's allegations. The reply will be made known to the complainant before the case proceeds.

The Authority will take all measures to prevent any disclosure of the incident and the identities of the parties involved, unless the disclosure is necessary for the investigation, for taking corrective action or required by law.

### **Results of Investigation**

Upon completion of an investigation, Saugeen Valley Conservation Authority will provide both the complainant and respondent a written summary of the findings of the investigation and any corrective action that has been or will be taken as a result of the investigation. This written notification will be provided within 30 days of the investigation being completed and will not include the investigation report unless required by law.

### Control Measures

Where Saugeen Valley Conservation Authority determines that violence or harassment has occurred, control measures will be implemented to eliminate or control the risk of violence or harassment to a worker as a result of the investigation. These control measures will be determined on a case-by-case basis, depending on the situation investigated. Any control measure enacted will be communicated to the complainant and respondent, as well as any other applicable employees.

### **Disciplinary Measures**

Any disciplinary action will be determined by the SVCA General Manager / Secretary-Treasurer and will be proportional to the seriousness of the behaviour or action involved in the incident.

In the event the harasser is the General Manager/Secretary-Treasurer, the Executive Committee shall determine disciplinary action.

If the Authority determines that an employee has been involved in an incident of violence or harassment towards another employee, immediate disciplinary action will be taken, up to and including immediate dismissal.

### **Domestic Violence**

If Saugeen Valley Conservation Authority becomes aware that domestic violence is likely to expose an employee to physical injury in the workplace, the Authority will take every precaution reasonable in the circumstances for the protection of the worker, including the completion of the enclosed Domestic Violence Safety Plan.

### **Recommendations to Victims**

The Authority will provide appropriate assistance to any employee who is a victim of violence or harassment. Saugeen Valley Conservation Authority recommends that a worker who has been harmed as a result of an incident of violence at the workplace consult victim services, SVCA's Employment Assistance Program, and/or their health care provider for treatment or referral for post-incident counselling, if appropriate.

### **The Right to Refuse Unsafe Work**

Employees have the right to refuse work if they have a reason to believe that workplace violence is likely to endanger them. Upon refusing to work, the employee must report the circumstance of the refusal to their manager. An investigation will follow in the presence of the Joint Health and Safety Committee.

### **Fraudulent or Malicious Complaints**

It is a violation of this policy for anyone to knowingly make a false complaint, or to provide false information about a complaint. Unfounded or frivolous allegations may cause both the respondent and the Authority significant damage. Any employee who knowingly makes a false allegation related to violence or harassment will be subject to immediate disciplinary action, up to and including termination of employment.

### **Recordkeeping**

Saugeen Valley Conservation Authority will ensure that appropriate records of complaints and investigations relating to incidents of violence and workplace harassment are kept, including:

- A copy of the complaint or details about the incident;
- Any records related to the investigation, including notes;
- A copy of the investigation report (if applicable);
- A summary of the investigation results, including the reports provided to the complainant and respondent; and
- A copy of any corrective action taken to address the complaint or incident.

## Confidentiality

Saugeen Valley Conservation Authority will not disclose the name of a complainant or a respondent or the circumstances related to the complaint to any person except where disclosure is necessary to investigate the complaint or take corrective action with respect to the complaint or required by law. The Authority will only disclose the minimum amount of personal information or details necessary for these purposes.

All records of harassment, and subsequent investigations, are considered confidential and will not be disclosed to anyone except to the extent required by law. The Authority will do everything reasonably possible to protect the privacy of any individuals involved and to ensure that complainants and respondents are treated fairly and respectfully.

## Policy Review

In accordance with the *Occupational Health and Safety Act*, this policy will be posted in a conspicuous place in the workplace and reviewed annually.

## Acknowledgment and Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the **Workplace Violence, Harassment and Sexual Harassment Policy** of the Saugeen Valley Conservation Authority. 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: \_\_\_\_\_

Witness: \_\_\_\_\_