



AUTHORITY MEETING

Meeting Date/Time: Thursday March 16, 2023, 1:00 p.m.

Contact: Janice Hagan, Executive Assistant
519-364-1255 Ext. 221 or j.hagan@svca.on.ca

The next regular meeting of the Saugeen Valley Conservation Authority Board of Directors is scheduled for Thursday, March 16, 2023, at 1:00 p.m.

The meeting will be conducted on-site and in person at the Saugeen Valley Conservation Authority Administrative office, 1078 Bruce Rd 12, Formosa, ON, N0G 1W0

Please notify Janice Hagan if you are unable to attend.

Directors:

Chair: Barbara Dobreen	Township of Southgate Municipality of Kincardine
Vice Chair: Tom Hutchinson	Municipality of West Grey
2nd Vice Chair: Paul Allen	Municipality of Grey Highlands
Member-at-Large: Steve McCabe	Township of Wellington-North, Town of Minto
Larry Allison	Township of Huron-Kinloss
Kevin Eccles	Municipality of West Grey
Bud Halpin	Town of Saugeen Shores
Gregory McLean	Municipality of Brockton
Dave Myette	Town of Saugeen Shores
Mike Niesen	Municipality of South Bruce, Township of Howick, Municipality of Morris-Turnberry
Moiken Penner	Municipality of Arran-Elderslie
Sue Paterson	Town of Hanover
Jennifer Prenger	Municipality of Kincardine
Bill Stewart	Municipality of Kincardine
Peter Whitten	Township of Chatsworth

Delegations:

John Bujold, Baker Tilly LLP

Saugeen Valley Conservation Authority

AUTHORITY MEETING

Thursday, March 16, 2023, 1:00 p.m.

AGENDA

1. Land Acknowledgement

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

2. Adoption of agenda

THAT the agenda for the Saugeen Valley Conservation Authority, March 16, 2023, be adopted as circulated.

3. Declaration of pecuniary interest

4. Approval of minutes of Authority meeting – February 16, 2023

THAT the minutes of the Saugeen Valley Conservation Authority meeting, February 16, 2023, be approved as presented.

5. Presentations:

5.1 2022 Audited Financial Statements (draft) – John Bujold, Baker Tilly SGB LLP

THAT the 2022 Audited Financial Statements, as prepared by Baker Tilly SGB LLP be approved as presented.

5.2 Water Resources – Elise MacLeod

6. General Manager's Report – Jennifer Stephens - verbal

7. Reports for Information

7.1 2023 Workplan Update

7.2 Finance report

7.3 Program report

7.4 News articles for Members' information

8. New Business

8.1 SVCA Administrative Bylaw Review – Jennifer Stephens

THAT the Saugeen Valley Conservation Authority approve the proposed changes to the Administrative Bylaws;

AND FURTHER THAT the Saugeen Valley Conservation Authority endorse the review of the Administrative Bylaws by legal counsel.

8.2 Request for Endorsement: Permits Issued – Erik Downing

THAT the Development, Interference with Wetlands and Alterations to Shorelines and Watercourse applications (23-013-23-029), pursuant to Ontario Regulation 169/06, as approved by staff, be endorsed.

8.3 Policies for Approval

8.3.1 Cold Weather Work - Jennifer Stephens

THAT the Saugeen Valley Conservation Authority approve the proposed Cold Weather Work Policy.

8.3.2 Personal Protective Equipment – Jennifer Stephens

THAT the Saugeen Valley Conservation Authority approve the proposed Personal Protective Equipment Policy.

Adjournment

A Saugeen Valley Source Protection Authority meeting will follow.

SAUGEEN VALLEY CONSERVATION AUTHORITY

Minutes

Meeting: Authority Meeting
Date: Thursday, February 16, 2023, 1:00 p.m.
Location: Administration Office, Formosa, ON
Chair: Barbara Dobreen

Members present: Paul Allen, Larry Allison, Kevin Eccles, Bud Halpin, Tom Hutchinson, Steve McCabe, Dave Myette, Mike Niesen, Sue Paterson, Moiken Penner, Jennifer Prenger, Bill Stewart, Peter Whitten

Members absent: Greg McLean

Delegates present: Glen Sheppard, Marsh Canada Ltd., Sean-Michael Stephen, Watson and Associates, Carl Seider, Drinking Water Source Protection

Staff present: Jennifer Stephens, Erik Downing, Donna Lacey, Elise MacLeod, Laura Molson, Janice Hagan, Ashley Richards

Chair Barbara Dobreen called the meeting to order at 1:00 p.m.

1. Land Acknowledgement

The Land Acknowledgement was read by Paul Allen:

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

2. Adoption of Agenda

At the request of the Chair, Items 7 c-f were removed from the Consent Agenda and placed under Item 8, New Business to allow for discussion.

Motion #G23-17

Moved by Tom Hutchinson

Seconded by Kevin Eccles

THAT the SVCA Board of Directors adopt the agenda for the Authority meeting on February 16, 2023, as amended.

Carried

3. Declaration of Pecuniary Interest

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

4. Adoption of Authority meeting minutes – January 19, 2023

Motion #G23-18

Moved by Bill Stewart

Seconded by Steve McCabe

THAT the SVCA Board of Directors adopt the minutes of the Authority meeting, January 19, 2023, as presented.

Carried

5. Presentations

a. Marsh Insurance

Glen Sheppard, Vice President of Marsh Canada Ltd, gave a presentation which summarized the current insurance coverage for SVCA directors and officers. He reviewed legal duties and obligations of the members, as well as risk management and prevention of incidents.

b. User Fee Review

Sean-Michael Stephen, Watson and Associates, submitted the completed User Fee review with the goal of assessing the Environmental Planning and Regulations full cost of plan review and permitting services. He submitted recommended fee changes for annual revenue and cost recovery. The Authority is advised to monitor regulatory changes to prepare for implementation of the recommended fees in 2024.

c. Corporate Services

Laura Molson presented an orientation session to the Directors regarding the Corporate Services department's functions and responsibilities.

d. Drinking Water Source Protection

Carl Seider presented an orientation session regarding the Drinking Water Source Protection Program and the obligations of municipalities and the SVCA Board of Directors under the *Clean Water Act, 2006*.

6. General Manager's Report

Jennifer Stephens provided an update to Board and noted that she has been meeting with municipal CAOs to discuss the Inventory of Programs and Services with a goal of having municipal agreements for nonmandatory services in place by July 2023. Jennifer also discussed Bill 23: *More Homes, More Choices Act* and noted that staff have been conducting meetings with the

municipalities to discuss their new roles and responsibilities in natural heritage commenting and to assist with transition planning.

7. Consent agenda

Motion #G23-19

Moved by Sue Paterson

Seconded by Bill Stewart

THAT the reports and information contained in the Consent Agenda, [Item7a-c], along with their respective recommended motions be accepted as presented.

Carried

8. New Business

a. Strategic Plan Update

Jennifer Stephens provided an update on the Strategic Plan initiative and reported that the overarching theme is organizational excellence. She presented the proposed mandate and vision statements.

Motion #G23-20

Moved by Paul Allen

Seconded by Steve McCabe

THAT the proposed new vision and mandate statement as outlined be endorsed.

Carried

b. 2023 Workplan

Jennifer Stephens presented the 2023 Operational Workplan outlining the overall goals and tasks for each department. The workplan also includes target dates for recommended strategic activities.

Motion #G23-21

Moved by Bill Stewart

Seconded by Moiken Penner

THAT the proposed 2023 SVCA Workplan be endorsed.

Carried

c. Standing Committees Terms of Reference

The Terms of Reference (ToR) for the Water Resources, Forestry, and Property and Parks Committees were presented to the Authority for approval. The members requested that the ToR be amended to include a review (Item 9) at the beginning of each new term for the Authority.

Motion #G23-22

Moved by Tom Hutchinson

Seconded by Kevin Eccles

THAT the proposed Terms of Reference for the Water Resources, Forestry, and Property and Parks Committees be endorsed as amended.

d. Provincial Offences Officer Designation

Erik Downing reported that Trent Francis, Regulations Officer, and Jilliana Wiersma, Lands Technician have both fulfilled the requirements for the Provincial Offences Officer (POO) designation. It was recommended that both staff members be designated as SVCA POO officers.

Motion #G23-23

Moved by Larry Allison

Seconded by Bud Halpin

THAT SVCA Regulations Officer Trent Francis be designated by the SVCA Board of Directors as a Provincial Offences Officer for the purpose of enforcing Section 28 of the *Conservation Authorities Act*; and

FURTHER THAT SVCA Lands Technician Jilliana Wiersma be designated by the SVCA Board of Directors as a Provincial Offences Officer for the purpose of enforcing Section 29 of the *Conservation Authorities Act*.

Carried

e. Request for Endorsement: Permits Issued

Motion #G23-24

Moved by Jennifer Prenger

Seconded by Bill Stewart

THAT the Development, Interference with Wetlands and Alterations to Shorelines and Watercourse applications (23-007-23-012), pursuant to Ontario Regulation 169/06, as approved by staff, be endorsed.

Carried

f. Policies

i. Accommodation Policy

Motion #G23-25

Moved by Larry Allison

Seconded by Bud Halpin

That the Saugeen Valley Conservation Authority approve the proposed Accommodation Policy.

Carried

ii. Work from Home Policy

Motion #G23-26

Moved by Peter Whitten

Seconded by Steve McCabe

That the Saugeen Valley Conservation Authority approve the Remote Work Program on a permanent basis.

Carried

9. Closed Session – To discuss a pending acquisition of land by the Authority.

Motion #G23-27

Moved by Bud Halpin

Seconded by Moiken Penner

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

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

Carried

Motion #G23-31

Moved by Kevin Eccles

Seconded by Mike Niesen

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

Carried

Chair Dobreen reported that only the items pertaining to the acquisition of land by the Authority were discussed in the Closed Session and that staff were given direction.

Adjournment

There being no further business, the meeting adjourned at 3:38 p.m. on motion of Sue Paterson and Kevin Eccles.

Barbara Dobreen
Chair

Janice Hagan
Recording Secretary

**SAUGEE VALLEY
CONSERVATION AUTHORITY**

**FINANCIAL REPORT
DECEMBER 31, 2022**

DRAFT FOR DISCUSSION

Reviewed with and approved by:

Date

SAUGEEN VALLEY CONSERVATION AUTHORITY

DECEMBER 31, 2022

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SAUGEEN VALLEY CONSERVATION AUTHORITY

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL REPORT

The accompanying financial statements of the Saugeen Valley Conservation Authority (the "Authority") are the responsibility of the Authority's management and have been prepared in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada, as described in Note 1 to the financial statements.

The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Authority's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded (in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada), and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management. The Board meets with management and the external auditor to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by Baker Tilly SGB LLP, independent external auditor appointed by the Authority. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Authority's financial statements.

General Manager/Secretary-Treasurer
March 16, 2023

Corporate Services Manager
March 16, 2023

BAKER TILLY SGB LLP
CHARTERED PROFESSIONAL ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

To the Members of **Saugeen Valley Conservation Authority**:

Opinion

We have audited the financial statements of Saugeen Valley Conservation Authority (the Authority), which comprise the statement of financial position as at December 31, 2022 and the statements of operations and changes in net assets and cash flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Authority as at December 31, 2022, and results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matter

Management is responsible for the other information. The other information comprises the schedules on pages 19 through 25 of the Saugeen Valley Conservation Authority financial statements.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Authority or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Authority's financial reporting process.

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BAKER TILLY SGB LLP
CHARTERED PROFESSIONAL ACCOUNTANTS

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Authority's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Authority to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



BAKER TILLY SGB LLP
CHARTERED PROFESSIONAL ACCOUNTANTS
LICENSED PUBLIC ACCOUNTANTS
Walkerton, Ontario

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SAUGEE VALLEY CONSERVATION AUTHORITY

STATEMENT OF FINANCIAL POSITION AS AT DECEMBER 31

	2022	2021
	\$	\$
Financial assets		
Cash and cash equivalents (Note 2)	944,985	1,214,007
Accounts receivable (Note 4)	986,276	426,258
Temporary investments (Note 3)	2,814,288	2,752,458
	4,745,549	4,392,723
Liabilities		
Accounts payable and accrued liabilities	572,966	253,657
Deferred revenue (Note 5)	638,988	761,831
Post employment benefits (Note 6)	-	92,083
	1,211,954	1,107,571
Net financial assets	3,533,595	3,285,152
Non-financial assets		
Tangible capital assets (Note 7)	10,106,783	8,498,726
Prepaid expenses	37,006	53,867
	10,143,789	8,552,593
Accumulated surplus (Page 9)	13,677,384	11,837,745

Approved _____ Director

_____ Director

The accompanying notes are an integral part of
these financial statements

SAUGEEN VALLEY CONSERVATION AUTHORITY

STATEMENT OF OPERATIONS FOR THE YEAR ENDED DECEMBER 31

	Budget 2022	Actual 2022	Actual 2021
	\$	\$	\$
	(Note 10)		
Revenue (Page 7)			
Government transfers and special programs	81,400	136,015	164,747
Municipal levies	1,971,127	1,967,096	1,871,378
Authority generated	1,885,100	1,960,135	1,742,525
Other	320,400	2,910,493	544,332
	4,258,027	6,973,739	4,322,982
Expenses (Page 8)	4,493,675	5,134,100	4,227,228
Annual surplus (deficit)	(235,648)	1,839,639	95,754
Accumulated surplus, beginning of year		11,837,745	11,741,991
Accumulated surplus, end of the year (Page 9)		13,677,384	11,837,745

The accompanying notes are an integral part of
these financial statements

SAUGEE VALLEY CONSERVATION AUTHORITY

STATEMENT OF CHANGE IN NET FINANCIAL ASSETS FOR THE YEAR ENDED DECEMBER 31

	Budget 2022	Actual 2022	Actual 2021
	\$	\$	\$
	(Note 10)		
Annual surplus (deficit)	(235,648)	1,839,639	95,754
Acquisition of tangible capital assets	-	(173,635)	(195,104)
Amortization of tangible capital assets	-	313,730	315,162
Loss/(Gain) on disposal of tangible capital assets	-	1,848	(6,973)
Proceeds on disposal of tangible capital assets	-	-	10,175
Contributed tangible capital assets (Note 7)	-	(1,750,000)	-
Change in prepaid expenses	-	16,861	(27,160)
Change in net financial assets	(235,648)	248,443	191,854
Net financial assets, beginning of year		3,285,152	3,093,298
Net financial assets, end of year		3,533,595	3,285,152

The accompanying notes are an integral part of
these financial statements

SAUGEEN VALLEY CONSERVATION AUTHORITY

SCHEDULE OF REVENUE FOR THE YEAR ENDED DECEMBER 31

	Budget 2022 \$ (Note 10)	Actual 2022 \$	Actual 2021 \$
Revenues			
Government Transfers			
Program operations	81,400	81,396	81,396
Capital programs	-	1,468	29,929
Saugeen parks & land management (Schedule 4)	-	53,151	53,422
	81,400	136,015	164,747
Municipal Levies (Schedule 7)			
General levies	1,867,766	1,867,766	1,732,919
Special levies	103,361	99,330	138,459
	1,971,127	1,967,096	1,871,378
Authority Generated			
Agricultural lands	17,000	16,148	15,799
Education program fees	32,000	38,928	24,344
Saugeen forestry service	370,000	423,780	289,677
Planning and regulation fees	658,000	597,557	568,692
Saugeen parks & land management (Schedule 4)	808,100	883,722	842,428
Water quality monitoring	-	-	1,585
	1,885,100	1,960,135	1,742,525
Other			
Interest earned	50,000	105,422	67,312
Vehicle and equipment recoveries (Schedule 6)	167,000	157,587	121,553
Donation revenue	7,000	576	2,000
Miscellaneous operations	18,300	115,146	42,823
Gain/(Loss) on disposal of tangible capital assets (Schedule 6)	-	(1,848)	6,973
Administration overhead	77,700	112,317	81,818
Special programs (Schedule 5)	-	670,888	221,448
Stream gauge maintenance contracts	400	405	405
Contributed tangible capital assets (Note 7)	-	1,750,000	-
	320,400	2,910,493	544,332
Total Revenues	4,258,027	6,973,739	4,322,982

The accompanying notes are an integral part of
these financial statements

SAUGEEN VALLEY CONSERVATION AUTHORITY

SCHEDULE OF EXPENSES FOR THE YEAR ENDED DECEMBER 31

	Budget 2022	Actual 2022	Actual 2021
	\$	\$	\$
	(Note 10)		
Expenses			
Administration (Schedule 1)	690,000	737,098	634,883
Program operations (Schedule 2)	2,410,825	2,373,526	2,099,334
Repairs and maintenance (Schedule 3)	20,000	81,258	69,858
Saugeen parks & land management (Schedule 4)	1,194,950	1,080,402	926,334
Vehicles and equipment (Schedule 6)	167,500	129,946	92,630
Agricultural lands	10,400	3,958	4,288
Other expenses	-	8,006	5,769
	4,493,675	4,414,194	3,833,096
Amortization (Note 7)	-	313,730	315,162
	4,493,675	4,727,924	4,148,258
Total Special Program Expenses (Schedule 5)	-	406,176	78,970
Total Expenses	4,493,675	5,134,100	4,227,228

The accompanying notes are an integral part of
these financial statements

SAUGEEN VALLEY CONSERVATION AUTHORITY

SCHEDULE OF ACCUMULATED SURPLUS FOR THE YEAR ENDED DECEMBER 31, 2022

	Opening Balance	From Operations	To Operations	Closing Balance
	\$	\$	\$	\$
Reserves				
Agricultural Lands	41,368	13,556	-	54,924
Computer Upgrades	40,832	1,316	-	42,148
Environmental Planning	58,118	1,855	6,713	53,260
Forest Management	252,646	110,561	-	363,207
House Repairs	42,108	1,357	-	43,465
Kincardine Maintenance	142,234	4,398	823	145,809
Land Management	111,161	26,925	33,077	105,009
Legal Fees	51,174	1,614	13,195	39,593
LTD/OMERS/Benefits	21,548	695	-	22,243
Office Equipment	40,293	1,259	15,000	26,552
Ortho Imagery	20,142	4,719	-	24,861
Property Acquisition	168,010	5,189	34,124	139,075
Resource Centre	4,884	157	-	5,041
Retiree Benefits	30,343	930	2,845	28,428
Saugeen Parks	722,678	193,482	24,955	891,205
Self Insured Damaged	27,645	891	-	28,536
Short Term Disability	31,741	1,023	-	32,764
Stewardship	113,591	48,219	59,000	102,810
Vehicle Replacement	52,965	19,997	7,945	65,017
Water Management	130,361	267,332	-	397,693
Wetland Acquisition	58,322	1,881	-	60,203
Working Capital	1,176,856	84,553	362,651	898,758
	3,339,020	791,909	560,328	3,570,601
Tangible Capital Assets	8,498,725	1,962,528	354,470	10,106,783
	11,837,745	2,754,437	914,798	13,677,384

The accompanying notes are an integral part of
these financial statements

SAUGEE VALLEY CONSERVATION AUTHORITY

STATEMENT OF CASH FLOW FOR THE YEAR ENDED DECEMBER 31

	2022	2021
	\$	\$
Cash flows from (for):		
Operating activities		
Annual surplus	1,839,639	95,754
Non-cash items:		
Amortization of tangible capital assets	313,730	315,162
Loss/(Gain) on disposal of tangible capital assets	1,848	(6,973)
Contributed tangible capital assets (Note 7)	(1,750,000)	-
	<u>405,217</u>	<u>403,943</u>
Changes in non-cash working capital balances (Note 12)	(438,774)	(261,835)
Net change in cash from operations	<u>(33,557)</u>	<u>142,108</u>
Capital activities		
Acquisition of tangible capital assets	(173,635)	(195,104)
Proceeds on disposal of tangible capital assets	-	10,175
	<u>(173,635)</u>	<u>(184,929)</u>
Investing activities		
Acquisition of investments	(61,830)	(60,137)
Net change in cash position	<u>(269,022)</u>	<u>(102,958)</u>
Cash and cash equivalents, beginning of year	<u>1,214,007</u>	<u>1,316,965</u>
Cash and cash equivalents, end of year	<u>944,985</u>	<u>1,214,007</u>

The accompanying notes are an integral part of
these financial statements

SAUGEEN VALLEY CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS AS AT DECEMBER 31, 2022

Nature of Operations

The Saugeen Valley Conservation Authority (the Authority) is established under the Conservation Authorities Act of Ontario to further the conservation, restoration, development and management of natural resources, other than gas, oil, coal and minerals, for the watersheds within its area of jurisdiction. The watersheds include areas in the Municipalities of Arran-Elderslie, Brockton, Kincardine, South Bruce, Grey Highlands, Morris-Turnberry and West Grey, the Townships of Huron-Kinloss, Chatsworth, Southgate, Howick, and North Wellington, and the Towns of Saugeen Shores, Hanover, and Minto.

The Authority is a registered charity and is exempt from income taxes.

1. Summary of Significant Accounting Policies

The financial statements have been prepared by the management of the Authority in accordance with Canadian generally accepted accounting principles for organizations operating in the local government sector as recommended by the Public Sector Accounting Board of The Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Authority are as follows:

(a) Basis of Accounting

Sources of revenue and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(b) Revenue Recognition

Government transfers are recognized in the financial statements in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amount can be made.

General and special municipal levies are recognized as revenue when the amounts are levied on the municipalities.

Authority generated revenue and special program revenue is recognized when the price is fixed or determinable, collectability is reasonably assured and services are provided to customers.

Other revenues are recognized on an accrual basis.

(c) Deferred Revenue

Revenue restricted by legislation, regulation, or agreement and not available for Authority purposes is reported as deferred revenue on the statement of financial position. The revenue is reported on the statement of operations in the year in which it is used for the specified purpose.

SAUGEEN VALLEY CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS AS AT DECEMBER 31, 2022

1. Summary of Significant Accounting Policies (continued)

(d) Internally Restricted Surplus

Appropriations are made from operations to reserves for future expenses and contingencies for such amounts as are deemed appropriate, and upon approval of the Authority members.

(e) Tangible Capital Assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Cost includes overheads directly attributable to construction and development.

Amortization is reflected on a declining balance basis over the estimated useful life of the assets at the following amortization rates:

Buildings	5%
Conservation Areas	5%
Erosion and Flood Control	5%
Equipment	15%
Floodwarning Equipment	5%
Vehicles	30%
Information Technology	3 year straight-line

Contributed tangible capital assets are recognized as assets and revenue at fair value at the time they are received.

(f) Classification of Expenses

To achieve consistency of reporting by the Conservation Authorities in Ontario, expenses are reported to follow the classifications set up by the Ministry of Natural Resources and Forestry. These are as follows:

General Administration expenses include those associated with head office functions other than technical staff and associated programs.

Program Operation expenses include technical and program operations support staff, operations and maintenance of water control structures, forest management and expenses at Saugeen Parks.

Other expenses include repairs and maintenance, vehicles and equipment, agricultural land expenses, property management, special employment projects, motor pool, etc.

(g) Vehicles and Equipment

The Authority operates a motor pool of vehicles and equipment. Internal charges for the use of vehicles and equipment are made to the various projects of the Authority based on an hourly or distance travelled rate, which is designed to recover all costs of operating the pool including replacement of equipment.

These internal charges are included in the appropriate expense classifications.

SAUGEEN VALLEY CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS AS AT DECEMBER 31, 2022

1. Summary of Significant Accounting Policies (continued)

(h) Use of Estimates

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. The principle estimates used in the preparation of these financial statements are the determination of the estimated useful life of tangible capital assets. Actual results could differ from management's best estimates as additional information becomes available in the future.

(i) Cash and Cash Equivalents

Cash and cash equivalents include cash on deposit, short-term deposits with a maturity of three months or less at acquisition and temporary bank overdrafts which form an integral part of the Authority's cash management.

(j) Pension Plan

The Authority offers a pension plan for its full-time employees through the Ontario Municipal Employee Retirement System ("OMERS"). OMERS is a multi-employer, contributory, public sector pension fund established for employees of municipalities, local boards and school boards in Ontario. Participating employers and employees are required to make plan contributions based on participating employees' contributory earnings. The Authority accounts for its participation in OMERS as a defined contribution plan and recognizes the expense related to this plan as contributions are made, even though OMERS is itself a defined benefit plan.

(k) Financial Instruments

Initial recognition and measurement

A financial asset or a financial liability is recognized when the Authority becomes a party to the contractual provisions of the financial instrument. Financial assets originated or acquired or financial liabilities issued or assumed in an arm's length transaction, are initially measured at their fair value.

Subsequent measurement

Changes in fair value of investments in equity instruments are recognized in annual surplus in the period incurred. All other financial assets and financial liabilities are measured at amortized cost.

Impairment

At the end of each reporting period, the Authority assesses whether there are any indications that financial assets measured at cost or amortized cost may be impaired.

SAUGEE VALLEY CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS AS AT DECEMBER 31, 2022

2. Cash and Cash Equivalents

	2022	2021
	\$	\$
Cash - Operating Funds	944,985	1,214,007

Included in the Operating Funds is an interest account which earns interest at 4%.

3. Temporary Investments

	2022	2021
	\$	\$
Guaranteed Investment Certificate, interest at 4.25%, matures June 2, 2023	1,320,281	1,300,556
Guaranteed Investment Certificate, interest at 4.7%, matures November 14, 2023	1,494,007	1,451,902
	2,814,288	2,752,458

The GICs are carried at cost which approximates the fair market value.

4. Accounts Receivable

	2022	2021
	\$	\$
Municipal Levies	99,615	141,614
Trade Accounts Receivable	886,661	284,644
	986,276	426,258

5. Deferred Revenue

	2022	2021
	\$	\$
Individual Programs	135,181	143,541
Ministry of Natural Resources and Forestry, and Municipalities	119,030	106,498
Bruce Power Funding	237,512	265,174
Other Deferred Revenue	147,265	246,618
	638,988	761,831

SAUGEE VALLEY CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS AS AT DECEMBER 31, 2022

6. Post Employment Benefits

The Authority has incurred \$NIL (2021 - \$NIL) expense to provide post employment benefits. Monthly payments continued until September 30, 2022. The post employment benefits were drawn down \$92,083 (2021 - \$173,193) during the year.

7. Tangible Capital Assets

	Balance 2021	Additions	Disposals	Balance 2022
Cost	\$	\$	\$	\$
Land	3,944,957	1,750,000	-	5,694,957
Buildings	1,686,540	-	-	1,686,540
Conservation Areas	1,047,620	24,955	-	1,072,575
Erosion and Flood Control	13,419,193	-	-	13,419,193
Equipment	419,919	49,944	-	469,863
Floodwarning Equipment	237,044	7,816	(5,154)	239,706
Vehicles	475,249	47,945	-	523,194
Information Technology	164,386	42,973	(35,586)	171,773
	21,394,908	1,923,633	(40,740)	23,277,801
Accumulated Amortization	\$	\$	\$	\$
Buildings	984,229	35,116	-	1,019,345
Conservation Areas	603,638	21,953	-	625,591
Erosion and Flood Control	10,406,404	150,637	-	10,557,041
Equipment	271,964	28,935	-	300,899
Floodwarning Equipment	145,950	4,783	(3,306)	147,427
Vehicles	332,938	48,334	-	381,272
Information Technology	151,059	23,970	(35,586)	139,443
	12,896,182	313,728	(38,892)	13,171,018
Net Book Value	\$			\$
Land	3,944,957			5,694,957
Buildings	702,311			667,195
Conservation Areas	443,982			446,984
Erosion and Flood Control	3,012,789			2,862,152
Equipment	147,955			168,964
Floodwarning Equipment	91,094			92,279
Vehicles	142,311			141,922
Information Technology	13,327			32,330
	8,498,726			10,106,783

The Authority received two parcels of land by donation. This land contribution was recorded and recognized at fair market value.

SAUGEEN VALLEY CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS AS AT DECEMBER 31, 2022

8. Revolving Credit Facility

The Authority has available a Royal Bank of Canada revolving credit facility with a maximum limit of \$200,000. The facility bears interest at bank prime plus 1.25% and is due on demand. As at December 31, 2022, the balance is \$NIL (2021 - \$NIL). The Authority also has a \$75,000 VISA credit limit facility available.

9. Pension Plan

The employees of the Authority participate in the Ontario Municipal Employees Retirement Saving Plan ("OMERS"). Although the plan has a defined retirement benefit for employees, the related obligation of the Authority cannot be identified. The Authority has applied defined contribution plan accounting as it has insufficient information to apply defined benefit plan accounting.

The amount contributed to OMERS for 2022 was \$184,030 (2021 - \$165,158) for current service costs and is included as an expense on the statement of operations.

10. Budget Amounts

The 2022 budget amounts for Saugeen Valley Conservation Authority were approved by the Authority members and have been restated to conform to the basis of presentation of the revenues and expenses on the statement of operations and change in net financial assets. The budget numbers have not been audited.

11. Commitments

The Authority has entered into an operating lease agreement for a Xerox C8055 copier requiring 16 quarterly payments of \$610 commencing December 2019. The lease expires December 2023.

The Authority has entered into an agreement for the operation of an online reservation system for the campgrounds requiring a yearly payment of \$16,100. The agreement is for the 2023 camping season, expiring October 2023.

The Authority has entered into an agreement for the operation of phone system requiring monthly payments of \$425 commencing September 2021. The agreement is for 3 years, expires September 2024.

The Authority has entered into an agreement for a fee review, which was started in 2022 and is to be completed in 2023, and \$4920 remains to be paid.

The minimum annual payments on commitments for the next two years are as follows:

2023	\$28,582
2024	\$3,825

SAUGEEN VALLEY CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS AS AT DECEMBER 31, 2022

12. Cash Flow Information

The net change in non-cash working capital balances consists of:

	2022	2021
	\$	\$
Accounts Receivable	(560,020)	(121,577)
Prepaid Expenses	16,861	(27,160)
Accounts Payable and Accrued Liabilities	319,311	23,053
Deferred Revenue	(122,843)	37,045
Post Employment Benefits	(92,083)	(173,196)
	(438,774)	(261,835)

13. Financial Instruments

The Authority's financial instruments consist of cash, accounts receivable, temporary investments and accounts payable. The significant financial risk the Authority is exposed to is Credit Risk. It is management's opinion that the organization is not exposed to significant currency risk, interest rate risk, liquidity risk or market risk.

Credit Risk is the risk that one party to a financial instrument will cause a loss for the other party by failing to pay for its obligation. The Authority is exposed to credit risk in connection with the collection of its accounts receivable. The Authority mitigates this risk by maintaining credit approval and payment policies and the Authority does not anticipate significant loss for non-collection. Much of the accounts receivable are from participating municipalities and HST, that should not be exposed to credit risk.

**SAUGEEN VALLEY
CONSERVATION AUTHORITY**

UNAUDITED SCHEDULES

DECEMBER 31, 2022

DRAFT FOR DISCUSSION

Reviewed with and approved by:

Date

SAUGEEEN VALLEY CONSERVATION AUTHORITY

SCHEDULE 1 SCHEDULE OF ADMINISTRATION EXPENSES FOR THE YEAR ENDED DECEMBER 31 (UNAUDITED)

	Budget 2022	Actual 2022	Actual 2021
	\$	\$	\$
General Administration			
Wages and benefits	450,000	470,692	427,157
Board of Directors' allowances	26,000	21,146	23,376
Staff mileage and expenses	10,500	6,456	2,388
Equipment, purchases and rentals	1,000	-	-
Materials and supplies	19,500	24,424	20,103
Insurance	26,000	43,935	27,651
Property taxes	8,000	8,048	7,745
Conservation Ontario levy	30,000	27,481	28,600
Other	1,000	6,031	3,087
Administrative centre operating expenses	76,000	81,019	45,212
Consultant fees	2,000	5,376	3,639
Legal, audit fees and bank charges	13,500	18,899	17,043
Health and safety expenses	20,000	16,143	24,876
Advertising and staff development	2,500	2,106	264
Resource Centre operating expenses	4,000	5,342	3,742
	690,000	737,098	634,883
Less amounts capitalized	-	-	-
	690,000	737,098	634,883

SAUGEEEN VALLEY CONSERVATION AUTHORITY

SCHEDULE 2 SCHEDULE OF PROGRAM OPERATION EXPENSES FOR THE YEAR ENDED DECEMBER 31 (UNAUDITED)

	Budget 2022	Actual 2022	Actual 2021
	\$	\$	\$
Flood Control			
Flood control structures	168,150	157,632	167,913
Flood warning, river forecasting and operation of dams	216,000	189,885	200,336
Land Management			
Taxes on provincially significant lands	35,000	43,184	41,697
Property and land management	-	-	-
Forest management	438,500	377,676	324,229
Geographical information systems / information technology	161,875	197,051	166,483
Water Management			
Plan input and review and regulation enforcement	1,059,800	1,092,820	908,175
Water quality	109,650	148,122	112,510
Community Relations			
Conservation information	116,300	109,601	102,480
Conservation education	105,550	108,343	95,093
	2,410,825	2,424,314	2,118,916
Less amounts capitalized	-	(50,788)	(19,582)
Total Program Operation Expenses	2,410,825	2,373,526	2,099,334
Capital Acquisitions			
Flood warning - Equipment		7,815	8,007
Land Management - IT infrastructure		42,973	-
Water Management - IT infrastructure		-	11,575
		50,788	19,582

SAUGEEN VALLEY CONSERVATION AUTHORITY

SCHEDULE 3 SCHEDULE OF REPAIRS AND MAINTENANCE FOR THE YEAR ENDED DECEMBER 31 (UNAUDITED)

	Budget 2022	Actual 2022	Actual 2021
	\$	\$	\$
Water Management Surveys, Studies and Capital Projects			
Durham Dam Safety & Repair	10,000	-	43,914
Water Infrastructure Inspections	-	34,197	-
Lake Huron Centre for Coastal Conservation	10,000	10,000	10,000
Meux Creek Repair	-	2,937	15,944
	20,000	47,134	69,858
Recreational Capital Projects			
Durham C.A. - Control gates	-	-	6,835
Durham C.A. - IT infrastructure	-	10,000	-
Saugeen Bluffs C.A. - Barrier Free Doors	-	-	5,840
Saugeen Bluffs C.A. - Playground	-	-	20,970
Saugeen Bluffs C.A - Control gates	-	14,955	-
	-	24,955	33,645
Other Capital Projects			
Land Management	-	-	15,371
Land transfer costs	-	34,124	-
	-	34,124	15,371
	20,000	106,213	118,874
Less amounts capitalized	-	(24,955)	(49,016)
	20,000	81,258	69,858
Capital Acquisitions			
Saugeen Bluffs, Control gates		14,955	-
Saugeen Bluffs, Playground		-	20,970
Saugeen Bluffs, Barrier Free Doors		-	5,840
Land Management, Shop Furnace & Ventilation		-	15,371
Durham, New Gate Reader		-	6,835
Durham, IT infrastructure		10,000	-
		24,955	49,016

SAUGEEN VALLEY CONSERVATION AUTHORITY

SCHEDULE 4 SCHEDULE OF REVENUES AND EXPENSES OF SAUGEEN PARKS & LAND MANAGEMENT FOR THE YEAR ENDED DECEMBER 31 (UNAUDITED)

	Budget 2022	Actual 2022	Actual 2021
	\$	\$	\$
Revenue from Revenue Producing Conservation Areas			
Brucedale C.A.	110,500	117,298	99,295
Durham C.A.	306,700	324,879	320,143
Saugeen Bluffs C.A.	370,900	408,811	399,078
	788,100	850,988	818,516
Government Grant	-	53,151	53,422
	788,100	904,139	871,938
Expenses from Revenue Producing Conservation Areas			
Brucedale C.A.	97,250	74,957	69,532
Durham C.A.	299,300	313,189	269,537
Saugeen Bluffs C.A.	389,900	326,867	327,044
	786,450	715,013	666,113
Excess of Revenue Over Expenses (Expenses over Revenue) for the Year for Revenue Producing Conservation Areas			
	1,650	189,126	205,825
Revenue from Non-Revenue Producing Conservation Areas			
Donations	-	1,591	3,472
Admission Tours	-	-	-
Miscellaneous revenues	20,000	31,143	20,440
	20,000	32,734	23,912
Expenses from Non-Revenue Producing Conservation Areas			
	408,500	365,389	260,221
Excess of Expenses Over Revenue for the Year for Non-Revenue Producing Conservation Areas			
	(388,500)	(332,655)	(236,309)

SAUGEEN VALLEY CONSERVATION AUTHORITY

SCHEDULE 5 SCHEDULE OF REVENUES AND EXPENSES OF SPECIAL PROGRAMS FOR THE YEAR ENDED DECEMBER 31 (UNAUDITED)

	Actual 2022	Actual 2021
	\$	\$
Revenue		
Bruce Power Program	-	18,659
CAP Stewardship	-	15,829
Healthy Lake Huron	23,751	-
Penetangore Watershed Group	16,761	4,932
NWMO Water Testing	499,651	162,239
Power Work Camp	12,000	12,000
RTO7 Bridge & Stairs	100,000	-
Saugeen Valley Children's Safety Village	3,621	3,213
Stewardship Project	7,748	-
Well Decommissioning Stewardship	7,356	4,576
	670,888	221,448
Expenses		
Bruce Power Program	-	18,659
CAP Stewardship	-	15,829
NWMO Water Testing	244,885	32,114
Penetangore Watershed Group	16,761	4,932
Post-Employment Benefits	4,096	-
RTO7 Bridge & Stairs	130,635	-
Saugeen Valley Children's Safety Village	2,280	2,265
Valard Maintenance	163	595
Well Decommissioning Stewardship	7,356	4,576
	406,176	78,970
Excess of Revenue Over Expenses (Expenses over Revenue) for the Year	264,712	142,478

SAUGEE VALLEY CONSERVATION AUTHORITY

SCHEDULE 6 SCHEDULE OF REVENUES AND EXPENSES OF VEHICLES AND EQUIPMENT FOR THE YEAR ENDED DECEMBER 31 (UNAUDITED)

	Budget 2022	Actual 2022	Actual 2021
	\$	\$	\$
Revenue			
Vehicles	135,000	129,063	96,986
Equipment	20,000	20,732	24,567
Office equipment	12,000	7,792	-
Gain on disposal of vehicles and equipment	-	(1,848)	6,973
	167,000	155,739	128,526
Expenses			
Vehicles			
Operating costs	68,500	87,595	55,947
Repairs and maintenance	12,500	12,374	10,090
Equipment			
Operating costs	28,500	8,658	3,306
Repairs and maintenance	10,000	13,917	15,200
Office equipment			
Operating costs	8,000	7,402	8,087
	127,500	129,946	92,630
Excess of Revenue Over Expenses for the Year, Before Leasing of Vehicles and Equipment			
	39,500	25,793	35,896
Purchasing and Leasing of Vehicles and Equipment			
	40,000	47,945	126,507
	(500)	(22,152)	(90,611)
Less amounts capitalized	(40,000)	(47,945)	(126,507)
Excess of (Deficiency in) Revenue Over Expenses for the Year			
	39,500	25,793	35,896
Capital Acquisitions			
John Deere Loader Tractor		-	53,526
Vehicles		47,945	72,981
		47,945	126,507
Capital Disposals			
Tractors		-	21,640
		-	21,640

SAUGEEN VALLEY CONSERVATION AUTHORITY

SCHEDULE 7 SCHEDULE OF MUNICIPAL LEVIES FOR THE YEAR ENDED DECEMBER 31 (UNAUDITED)

	Modified Current Market Value in Watershed	Apportionment	2022 General Levies	2022 Special Levies
	\$	%	\$	\$
Arran-Elderslie	372,248,900	2.5157	46,980	31,516
Brockton	1,274,775,507	8.6150	160,901	13,038
Chatsworth	443,568,531	2.9977	55,983	-
Grey Highlands	646,972,160	4.3723	81,655	-
Hanover	973,869,856	6.5815	122,920	-
Howick	40,931,707	0.2766	5,160	-
Huron-Kinloss	825,464,919	5.5785	104,187	1,500
Kincardine	2,601,952,902	17.5841	328,424	7,103
Minto	395,841,756	2.6751	49,958	-
Morris-Turnberry	28,336,892	0.1915	3,669	-
Saugeen Shores	3,099,401,113	20.9459	391,215	4,250
South Bruce	709,167,391	4.7926	89,508	-
Southgate	1,004,916,796	6.7913	126,839	-
Wellington North	586,287,364	3.9622	73,997	660
West Grey	1,793,423,612	12.1201	226,370	41,263
	14,797,159,406	100	1,867,766	99,330

An introduction to water resources

Elise MacLeod

Manager, Water Resources
Saugeen Valley Conservation Authority

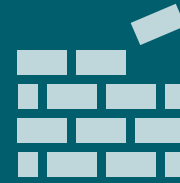
March 16th, 2023



WATER RESOURCES



**1. Water Quality
Monitoring**



**2. Flood and Erosion
Control Projects**

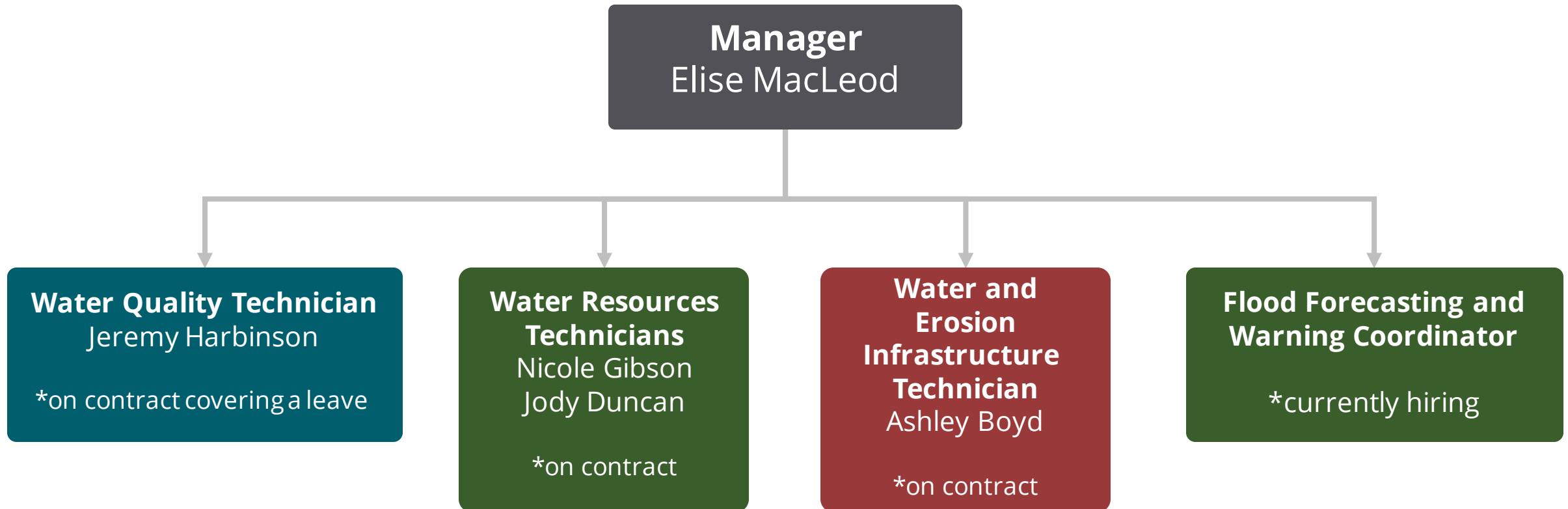


**3. Flood Forecasting and
Warning**



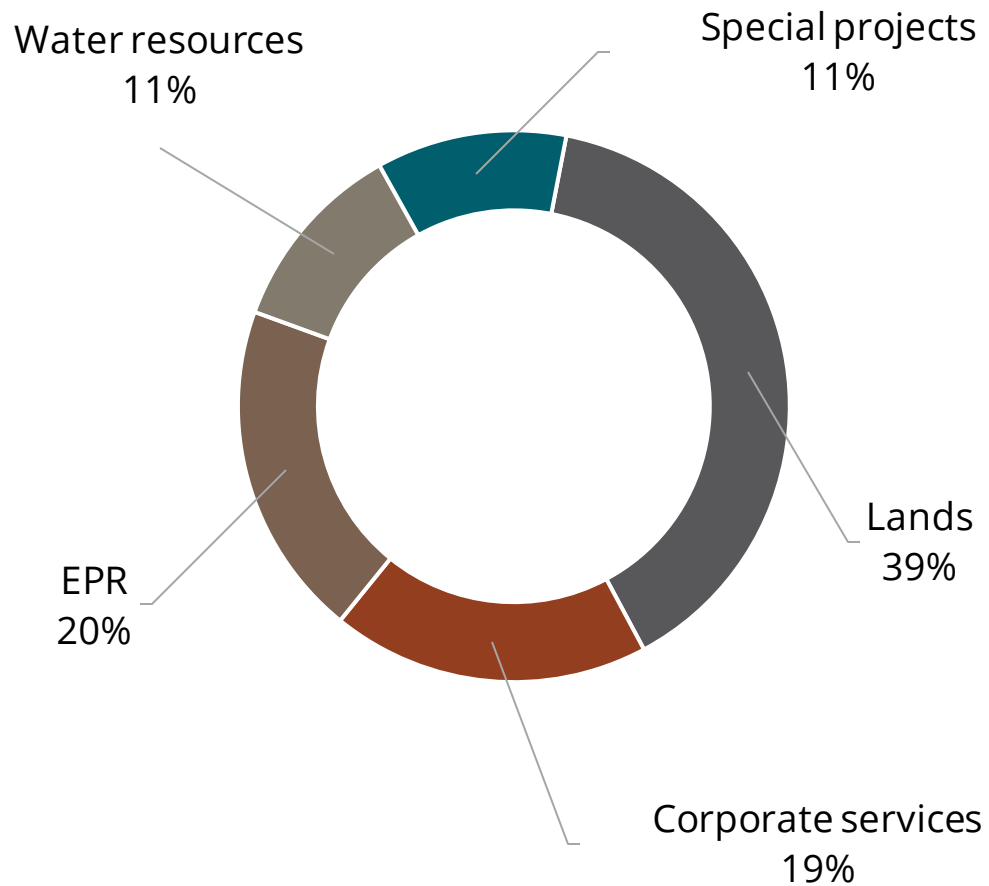
**4. Drinking Water
Source Protection**

WATER RESOURCES TEAM

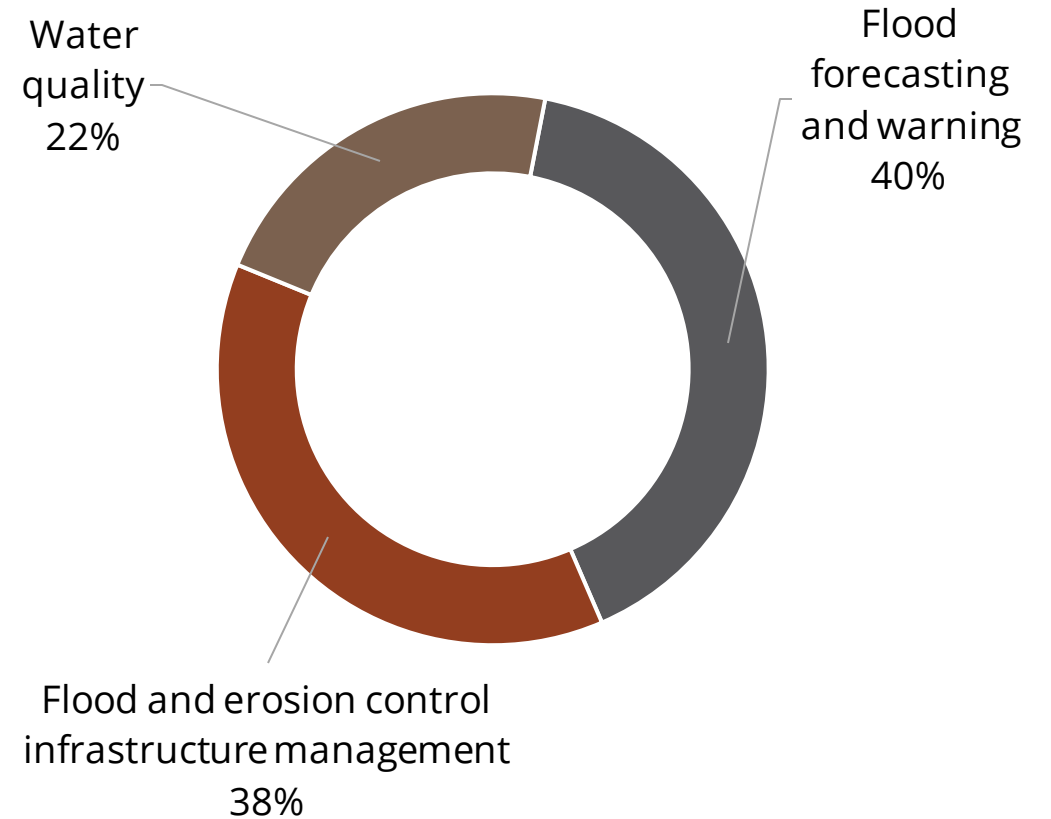


Note: Flood and erosion control structure maintenance and operation is performed by field operations staff, managed by the department of Forestry and Lands.

2023 BUDGETS



SVCA Budget



Water Resources Budget

*note, special projects vary from year to year

PROGRAM TYPES

Mandatory



Provincial Water Quality Monitoring Network (PWQMN) – *municipal levy*



Provincial Groundwater Quality Monitoring Network (PGMN) – *municipal levy*



Drinking Water Source Protection (DWSP) – *provincial grant funding*



SVCA Flood and Erosion Control Structures – *93% municipal levy, 7% grants & reserves*



Flood Forecasting & Warning – *62% municipal levy, 38% provincial levy*

Non-mandatory



Benthic macroinvertebrate monitoring – *municipal levy*



SVCA water quality monitoring network – *municipal levy*



Watershed Report Cards and Annual Reporting – *municipal levy*



NWMO surface water and hydrology study – *self generated*



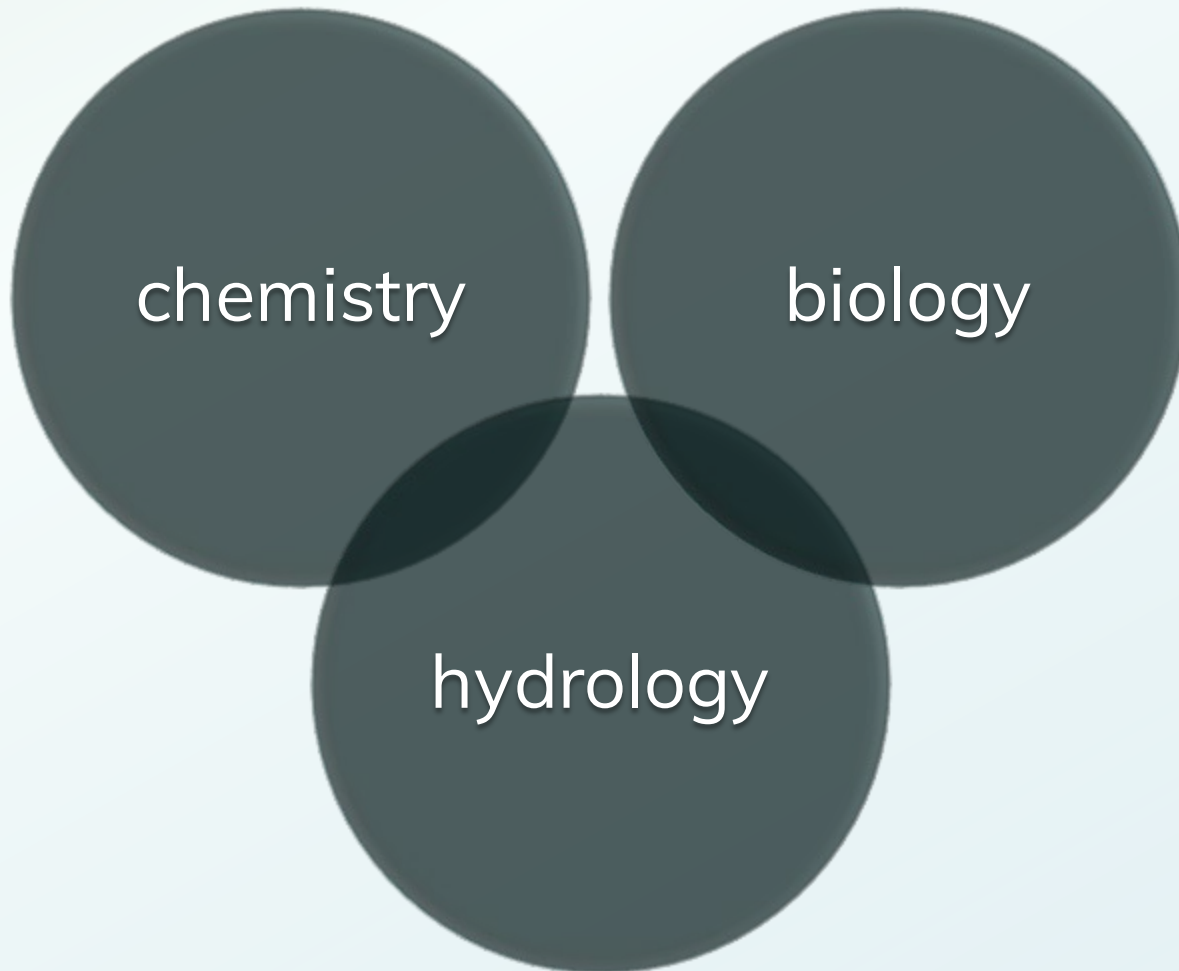
1. WATER QUALITY MONITORING

Monitoring upstream, so downstream remains healthy.

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

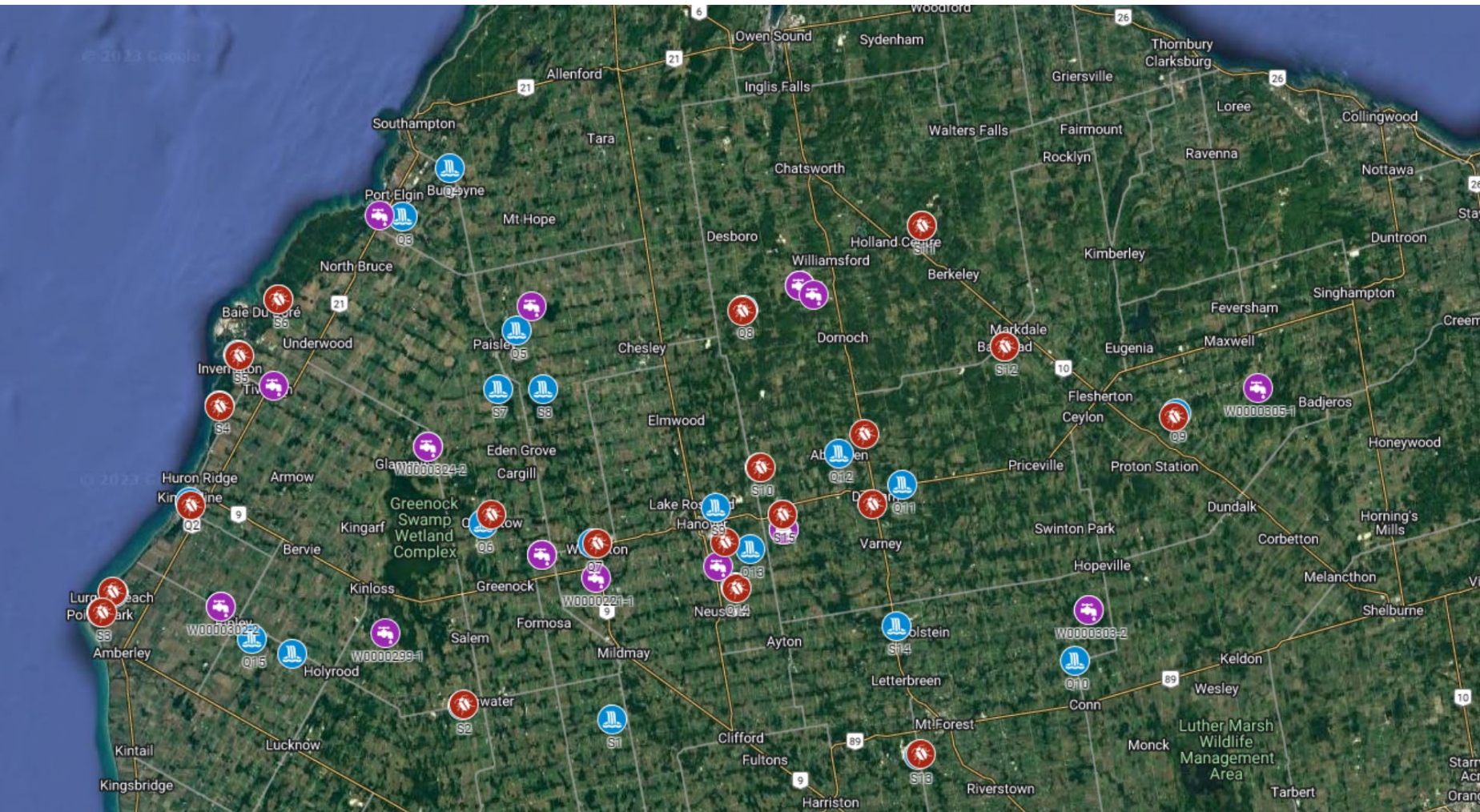


Water quality program objectives



- To establish baseline water quality data;
- To observe trends; and
- To assess the effectiveness of watershed programs.

Water quality sites



Map is available to the public through our website; it features the locations and some information for:

- 31 surface water sites
- 23 groundwater sites
- 20 biomonitors sites
- Drain class and headwaters

New public mapping resource to be launched on World GIS Day!



Watershed report cards

Watershed report cards (WRC) are released every five years, in partnership with Conservation Ontario. They are a powerful tool that gives the public insight into the health of watersheds in Ontario, and our own sub watersheds.

WRCs report on:

- Groundwater quality
- Surface water quality
- Forest conditions
- Wetland conditions



2. FLOOD AND EROSION CONTROL INFRASTRUCTURE

Operation and maintenance of over 30 structures in the Saugeen watershed.

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

Some structures SVCA owns. Others, SVCA has agreements to maintain.



Flood and erosion control infrastructure

Non-Structural Approaches Keeping people away from water

- Regulation of development in floodplains
- Flood forecasting and warning
- Water infrastructure maintenance and inspection
- Emergency planning

Structural Approaches Keeping water away from people

- Dams – to control flow of frazil ice and water
- Dykes – to restrict flows to the proper channel
- Channel works – to protect slopes from erosion





3. FLOOD FORECASTING AND WARNING

SVCA operates a flood forecasting and warning system.

If there is risk, flood statements go to municipalities, EMS, neighbouring CAs and to the public, to provide rapid, advance warning and technical support to officials and citizens whose lives and properties may be endangered by floodwaters.



Data Collection Network

- 20 stream gauges throughout the watershed continuously monitor real time water levels

Water Levels



- Precipitation, wind speed, air temperature is recorded either manually or automatically at our stations
- Additional data comes from external sources

Weather Data



- From November to May, snow surveys are performed bi-weekly
- Measure snow depth and the snow to water equivalent

Snow Surveys



Flood Watch signage and public program (used during flood events)

- Flood Watch location signs have unique reference numbers, BR indicates the municipality of Brockton, and 01 indicates the site number in that community
- Signs are being placed in order of priority, but will eventually be located in all member municipalities
- Also used by staff to upload flood reports to an internal portal during flood events



What is done with the information gathered?

- Observations and documentation provided by Flood Teams help the Flood Coordinator determine the classification of the flood event and act accordingly
- Photos taken in the field may be used in the final flood summary report
- High water information gathered informs historical records of the watershed
- High water marks also help SVCA calibrate flow gauges and improve future monitoring accuracy
- Evaluated data can inform flood risk and evacuation plans, and planning applications for municipal partners



4. DRINKING WATER SOURCE PROTECTION

Drinking Water Source Protection is a mandatory program funded by the province.

SVCA is part of the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region and Authority, that works to protect the quantity and quality of current and future sources of municipal drinking water.





Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region

Contains 38 municipal residential drinking water systems

- 29 systems draw from a groundwater source (aquifer)
- 8 systems draw from a surface water source
- 1 system combines groundwater and surface water

Source protection is the first barrier in a multi-barrier approach to drinking water protection.

NEW INITIATIVES



- Greater data accessibility for the public, via our website
- Updated floodplain mapping
- Portions of Flood Warning Program have been re-tooled to increase public interaction and awareness
- Capital planning and asset management
- Several grants in progress; maximizing funding opportunities



Thank you.



SVCA 2023 Operational Plan – March 16, 2023

Department: Corporate Services

SIGNIFICANT ACTIVITY	2023 OPERATIONAL TASK	TARGET COMPLETION DATE	RESPONSIBLE FOR DELIVERABLE
Communications	General support to all departments (marketing, document preparation, social media, website maintenance)	Ongoing	L. Molson
Education	Deliver educational programming (DEER, Water Festival)	Ongoing	L. Molson
GIS	Update regulation and hazard mapping with new information	Ongoing	L. Molson
Finance	Day-to-day processing of payables and receivables	Ongoing	L. Molson
Administration	Continue to develop and / or renew health and safety policies.	Ongoing	J. Stephens
Administration	<i>Accessibility for Ontarians with Disabilities Act</i> Compliance	Ongoing	J. Hagan
Administration	Acquisition of Content Management System	March May 2023	J. Stephens
Human Resources	Accessibility and Accommodation Policy Development	March May 2023	J. Stephens
Administration	Consult with municipalities on the Inventory of Programs and Services	March April 2023	J. Stephens
Finance	Payment Processing Policy	March May 2023	L. Molson
Finance	Complete 2022 Audit	March 2023	L. Molson
Administration	Development of SVCA's 2023-2033 Strategic Plan	March May 2023	J. Stephens
Administration	Board Orientation and Onboarding	March 2023	J. Stephens
Human Resources	Emergency Contact Plan	April 2023	L. Molson
Human Resources	Modernize SVCA's Personnel Policy	May 2023	J. Stephens
Human Resources	Conflict Resolution Policy	May 2023	J. Stephens
Administration	Negotiate agreements with municipalities for Category 2 and 3 Programs and Services	July 2023	J. Stephens
Administration	Document Retention Policy	July 2023	J. Stephens



SVCA 2023 Operational Plan – March 16, 2023

Department: Corporate Services

SIGNIFICANT ACTIVITY	2023 OPERATIONAL TASK	TARGET COMPLETION DATE	RESPONSIBLE FOR DELIVERABLE
Finance	Budget format and chart of accounts to comply with O. Reg. 401/22: Determination of Amounts under Subsection 27.2(2) of the Act and O. Reg. 402/22: Budget and Apportionment.	July 2023	L. Molson
GIS	Critical Failure Information Technology Plan	July 2023	L. Molson
Administration	Agricultural Committee – Renew commitment to the Committee, conduct 3 meetings in 2023.	December 2023	J. Stephens
Administration	Migration of EPR data into Content Management System	December 2023	J. Stephens



SVCA 2023 Operational Plan – March 16, 2023

Department: Environmental Planning and Regulations

SIGNIFICANT ACTIVITY	2023 OPERATIONAL TASK	TARGET COMPLETION DATE	RESPONSIBLE FOR DELIVERABLE
Environmental Planning	Plan review of applications and pre-consultation meetings/site visits.	Ongoing	E. Downing
Environmental Planning	Review of Comprehensive Planning Documents (Official Plans, Comprehensive Zoning By-Laws)	Ongoing	E. Downing
Section 28 Regulation	Continue implementation of the Violations Strategy to resolve outstanding violations.	Ongoing	E. Downing
Section 28 Regulation	Review permit applications, conduct site visits, issue permits.	Ongoing	E. Downing
Technical Support	Acquisition of Technical Expertise Supporting Staff Review	February April 2023	J. Stephens
Environmental Planning	Completion of Environmental Planning and Regulations Policy Manual Revisions	July 2023	E. Downing
Environmental Planning	Completion of Environmental Planning and Regulations User Fee Review	September 2023	E. Downing
Environmental Planning	Update Planning Service Agreements to reflect Bill 23 changes	December 2023	E. Downing



SVCA 2023 Operational Plan – March 16, 2023

Department: Water Resources

SIGNIFICANT ACTIVITY	2023 OPERATIONAL TASK	TARGET COMPLETION DATE	RESPONSIBLE FOR DELIVERABLE
Water Resources Committee	Conduct meetings to discuss matters requiring direction.	As needed	E. MacLeod
Flood Forecasting and Warning	Flood and low water monitoring, forecasting, and communication.	Ongoing	E. MacLeod
Program Funding	Research and apply for program funding (where applicable)	Ongoing	E. MacLeod
Water and Erosion Control Infrastructure	Apply for Water and Erosion Control Infrastructure (WECI) funding (re: Durham Upper Dam, Meux Creek)	February 2023	E. MacLeod
Watershed Report Cards	Finalize and publicly release watershed report cards	March 2023	E. MacLeod
Working Capital Plan - Hydrometric Network	Complete draft plan outlining short and long term needs to sustain hydrometric network.	March-July 2023	E. MacLeod
Flood Forecasting and Warning	Launch “Flood Watch” program for public involvement, complete with information sessions for municipal partners.	April 2023	E. MacLeod
Water and Erosion Control Infrastructure	Complete database of existing easements and identify additional easement requirements, if needed.	September 2023	E. MacLeod
Ice Management Plan	Continue development of Ice Management Plan for SVCA watershed.	December 2023	E. MacLeod
Water and Erosion Infrastructure	Inspections of remaining SVCA water and erosion control infrastructure	December 2023	E. MacLeod
Ontario Benthos Biomonitoring Network	Collection of benthic macroinvertebrates to assist in the characterization of surface water quality	December 2023	E. MacLeod
Provincial Groundwater Monitoring Network	Monitoring of groundwater quality and quantity.	December 2023	E. MacLeod
Surface Water Quality Characterization	Monthly collection of water quality samples from Provincial Water Quality Monitoring Network sites and SVCA sites.	December 2023	E. MacLeod
Water and Erosion Control Infrastructure	Complete draft 10-year capital working plan for SVCA water and erosion control structures that were inspected in 2022	December 2023	E. MacLeod



SVCA 2023 Operational Plan – March 16, 2023

Department: Forestry and Lands

SIGNIFICANT ACTIVITY	2023 OPERATIONAL TASK	TARGET COMPLETION DATE	RESPONSIBLE FOR DELIVERABLE
Forestry Committee	Conduct meetings to discuss matters requiring direction.	As needed	D. Lacey
Property and Parks Committee	Conduct meetings to discuss matters requiring direction.	As needed	D. Lacey
Forest Management	Carry out Forest Management Activities on SVCA and private properties including tree marking, tree inventories, harvest supervision, Managed Forest Tax Incentive Plans.	Ongoing	D. Lacey
Tree Planting	Plant trees on private properties.	Ongoing	D. Lacey
Fleet Management	Prepare Fleet Management Plan	May 2023	D. Lacey
Lands Operations	Complete Approved Lands-Based Capital Projects for 2023	December 2023	D. Lacey
Lands Management	Complete ash hazard tree removal from Brucedale and Saugeen Bluffs campgrounds	December 2023	D. Lacey
Lands Management	Continue development of Conservation Areas Strategy and Conservation Lands Inventory (Due: December 31, 2024)	December 2023	D. Lacey

SAUGEEN VALLEY CONSERVATION AUTHORITY

Finance Report

General Levy Programs

For YTD and month ended December 31, 2022, with the % Actual budgeted funds.

Table 1 – Consolidated statement of revenues compared to budgeted amounts.

Revenues	Approved Budget	YTD Budget	YTD Actual	YTD % Actual/ Budget
Corporate Services	997,025	997,025	1,076,831	108.00%
Environmental Planning and Regulations	1,060,800	1,060,800	983,423	92.71%
Water Resources	494,800	494,800	505,413	102.14%
Forestry and Lands	408,500	408,500	401,548	98.30%
Total Revenues	2,961,125	2,961,125	2,967,215	100.21%

Table 2 – Consolidated statement of expenses compared to budgeted amounts.

Expenses	Approved Budget	YTD Budget	YTD Actual	YTD % Actual/ Budget
Corporate Services	997,025	997,025	1,040,777	104.39%
Environmental Planning and Regulations	1,060,800	1,060,800	1,093,819	103.11%
Water Resources	494,800	494,800	496,638	100.37%
Forestry and Lands	408,500	408,500	365,380	89.44%
Total Expenses	2,961,125	2,961,125	2,996,614	101.20%

Non-General Levy Programs

For YTD and month ended December 31, 2022, with the % Actual budgeted funds.

Table 3 – Consolidated statement of revenues compared to budgeted amounts.

Revenues	Approved Budget	YTD Budget	YTD Actual	YTD % Actual/ Budget
Forestry and Lands	698,500	698,500	739,113	105.81%
Campgrounds	813,100	813,100	919,590	113.10%
Capital Projects	20,000	20,000	59,780	298.90%
Total Revenues	1,531,600	1,531,600	1,718,483	112.20%

Table 4 – Consolidated statement of expenses compared to budgeted amounts.

Expenses	Approved Budget	YTD Budget	YTD Actual	YTD % Actual, Budget
Forestry and Lands	652,400	652,400	626,025	95.96%
Campgrounds	799,450	799,450	752,968	94.19%
Capital Projects	20,000	20,000	59,780	298.90%
Total Expenses	1,471,850	1,471,850	1,438,773	97.75%

Report 7.3 - Programs

Corporate Services

Communications

Social media

Saugeen Valley Conservation Authority social media engagement has continued to grow. From January to March, followers for all accounts grew 3%, page impressions were up 144%, page reach was up 136%, post reach up 146%, and shares up 104%. Top posts on FB: Conservation area hiring, Durham walkway reopening, Stoney Island trails. Top posts on IG: Flood Forecasting and Warning hiring, Tree Purchasing and Planting, SVCA Annual meeting. Top Twitter posts: two “Take a Hike” posts, followed by Flood hiring.

Google myBusiness

Since January, 723 people found the SVCA business profile.

Website

Since January 2023, 8,200 people visited the Saugeen Conservation website; an increase of 75.7%. 7,700 were new users. Most Canadian site visitors were from Toronto, browsing on an iPhone. Port Elgin, Hanover, London, Durham, Kitchener, Montreal, Kincardine, and Hamilton followed. Top searches were: Saugeen Valley Conservation Authority, Saugeen Bluffs, Camping, Careers, Tree Planting and Sales, Durham CA, Reserve a Campsite, Sulphur Spring CA, and Brucedale CA.

General overview

Cooperative work with Water Resources included but was not limited to grant applications, the completion of the Board of Directions presentation, website planning, NWMO project support. Forestry work included tree planting and sales forms and communication. Campground marketing has continued. Work for EPR included the Board training presentation and continued work on complete application checklists. Corporate services work has included grant application, completion of a grant writing micro-credential through Laurentian, presentations, reports, and strategic planning sessions.

Conservation Education

Winter weather has provided a few snow days, impacting planned programming, but the days are getting longer, and spring programming is around the corner.

DEER Program (Discover Energized Environmental Resources)

DEER Programs have been presented in the following school yards this winter: Huron Heights Elementary School, Kincardine; Dundalk Proton Community School, Dundalk; Kincardine Township-Tiverton Public School, Kincardine; Port Elgin-Saugeen Central School, Port Elgin; Amabel Sauble Community School, Sauble Beach and St. Basil's School, Owen Sound; G.C. Huston Public School, Southampton and Hepworth Central Public School, Hepworth. Over 400 students ranging from grades 2 to 8 have participated so far this winter. Programming subjects include Winter Survival; Mammals in Winter; Inuit Games; Snowshoeing; Winter Birds and Predators. Bruce Power sponsors these programs through the Nuclear Innovation Institute. The 25 DEER program dates this year run January to June.

WREN Program (Watershed Resources Education Network)

The February PD Day was fully booked for a day full of snowshoeing and Inuit games. Dawnview Public School, Hanover; RISE Homeschool, Mildmay; Sacred Heart High School, Walkerton; and Timothy Christian School, Owen Sound all booked winter programs through the WREN Program. Registration for a one-day March Break program on March 14 at Sulphur Spring Conservation Area is filled. Spring programming will begin mid-April and another PD Day program on April 28 is planned.

Flood Waters and You Student Safety Program

Preparations are underway to bring this popular hands-on program back to watershed elementary schools as COVID-19 restrictions continue to relax. Programs will begin mid-March to coincide with spring break-up. Students investigate 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 went out mid-February and all 16 days were filled within minutes of advertising.

Earth Week Presentations

Education staff contacted Enbridge last fall to discuss securing funding for this popular program for 2023. We are pleased to announce that Enbridge is sponsoring this program again this year for \$3,000 to cover the costs of presenting the program across the two counties. Last year we were able to reach over 5,000 students with our 6 different curriculum-based programs. Invitations for this program will be going out after March Break.

Bruce County Museum

Education staff have been contacted by Bruce Power and the Bruce County Museum to produce a video on Species at Risk for the Bruce County Museum's Earth Week program. Production is underway for the 20-minute video. The Museum will be invoiced for the production.

Grey Bruce Children's Water Festival

The Grey Bruce Children's Water Festival is set to take place at the Chesley Community Centre complex 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. Saugeen Conservation is a proud founding organization of this 20-year festival.

Envirothon

Education staff from Saugeen Conservation are working with Stewardship Grey Bruce to host a competition for secondary schools sponsored by Forest Ontario. The Regional Envirothon Competition is open to teams of 5 students from all Grey Bruce secondary schools and will take place at the Bluewater Outdoor Education Centre in Oliphant April 12. The two winning teams will then go on to the Provincial competitions being held virtually this year.

Youth Expo

We are pleased to announce the return of the popular Youth Expo on June 10 at the Sydenham Sportsmen's Club in Owen Sound. After a three-year hiatus due to COVID-19 we are excited to invite youth aged 10 to 17 to explore a variety of outdoor recreation activities in a free day of fun, sponsored by several local businesses and organizations. Saugeen Conservation and Stewardship Grey Bruce and Sydenham Sportsmen's Association and many volunteers bring this day together. Watch for posters and more information on this as we get closer to the date.

Meetings: Grey Bruce Children's Water Festival, Bruce Grey Forest Festival, Saugeen Nature, Envirothon Planning Meeting, Youth Expo meeting.

Forestry and Lands

Staff have been busy preparing tree planting plans, managed forest tax incentive program plans, ordering trees, inventorying forest, tree marking, and providing advice to landowners.

Fleet maintenance continues. A used truck was purchased and has been prepared for service.

Trail cameras have been placed at multiple locations to determine if there are any routines in the illegal activities that are taking place on our properties. These cameras are being used solely to identify any patterns. If patterns are discerned, our Provincial Offenses Officers will ensure that we have a presence at the appropriate time to deter these activities.

Bookings for campgrounds are good but have declined from the previous two years, as was expected. We are seeing an increase in group camping interest over the past two years, again as was expected due to the relaxing of COVID concerns.

Staff have been working on the required documents under Bill 23. This work requires a fair bit of time looking through archived material that was not filed in a manner that is easy to search through.

The monitoring of the Durham, Walkerton, and Paisley flood control structures is ongoing. Staff complete this work to assist the Water Resources Department.

Water Resources

We are pleased to announce that as of February 28, 2023, Elise MacLeod, SVCA's Water Resources Manager, is registered as a professional engineer (P.Eng.) in Ontario.

SVCA Flood and Erosion Control Project Activity

Paisley Dyke Improvements

A draft report for the Paisley dyke stability assessment was received on March 3, 2023. SVCA staff are in the process of reviewing the report before it is finalized. The stability assessment was 50% funded under the 2022/2023 Water and Erosion Control Infrastructure (WECI) program.

Meux Creek Gabion Basket Repairs

A tender was released by GSS Engineering on March 3, 2023, for completion of the Meux Creek Gabion Basket repair project in the Village of Neustadt. This project was tendered in 2022 but not awarded due to financial constraints. The tender is set to close on March 31, 2023, with aim to award at the May Board of Directors meeting, pending a successful WECI application. SVCA staff are in the process of renewing DFO and SVCA permits to complete the in-water work.

Grants

We are pleased to announce that SVCA was successful in its funding application under the Federal Hazard Identification and Mapping program (FHIMP) for all three municipalities that expressed interest: Town of Saugeen Shores, Municipality of West Grey, and the Township of Huron-Kinloss. SVCA staff are now in the process of meeting with municipal staff to establish geographic boundaries for each mapping location.

SVCA staff submitted WECI applications for the Durham Upper Dam EA, Meux Creek Gabion Basket Repairs, safety signage, and the Paisley Dyke repairs. A second call has been made for WECI applications. SVCA staff intend on submitting additional applications for structure inspections as well as a public safety assessment for the Durham Lower Dam. Commitment of funding for these additional projects would come from the approved 2023 Water Resources Management budget for consulting services.

Flood Forecasting and Warning (FFW)

There is currently a vacancy in the Flood Forecasting and Warning Coordinator position. The position has been posted and is set to close on March 14.

Remaining SVCA staff will continue to update our internal flood forecasting and warning program as well as prepare for the public program launch in March/April. It is still the intent of SVCA staff to offer an information session about SVCA's Flood Forecasting and Warning program in April 2023, however this may be delayed given the recent vacancy of the position.

SVCA water resources and operations staff are closely monitoring our watercourses for the development of frazil ice, ice jams, and rising water levels due to snowmelt.

Water Quality (WQ)

Surface Water Sampling

SVCA staff continue to complete 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 & Annual Report

SVCA staff have finalized all components of the 2022 Watershed Report Card and are awaiting its release on March 22, 2023, World Water Day. A copy of the Watershed Report Card has been attached for reference, although not formally released to the public at this time.

A technical water quality report, providing additional information on findings and potential trends, is being developed with completion aimed for June 2023.

NWMO Environmental Baseline Monitoring Program

SVCA staff are nearing the end of Winter Year 2 sampling. Once sampling is completed, staff will continue to work on data review and database set-up in preparation for the June Year 1 annual report submission.

Environmental Planning & Regulations (EPR)

Department News

Directors will likely notice some differences in the letters they have been copied on. New templates have been prepared for some of the letters being sent by Saugeen Valley Conservation Authority from Environmental Planning and Regulations.

Changes have begun on the Environmental Planning and Regulations Policies Manual. These changes are being completed by staff. To identify areas requiring particular attention, a directed circulation of questions was sent to municipalities and interest groups enquiring which sections of the manual might need revision. The manual changes are expected to be brought before the Board in July 2023 before engaging in consultation with the broader planning community in the late summer and early fall. The document is intended to be complete by the end of 2023.

Emergent Issues

SVCA staff intend to notify all municipal staff that Planning Service Agreements which include Natural Heritage will expire in June 2023, six months from the date Bill 23 gave authority to municipalities for

commenting on this area under the *Planning Act*. Agreements will need to be prepared with these municipalities with a focus on Natural Hazards.

Charges against a landowner who constructed a building in the floodplain in Paisley were executed. The building was located in the floodplain and slope hazard without SVCA approval. A meeting was held with municipal staff, the owner, and SVCA EPR staff including the SVCA General Manager April 14, 2022, working towards a resolution. First Court appearance was November 22, 2022, and the second appearance was January 17, 2023.

Charges against a landowner who modified a laneway in the floodplain that negatively impacts neighbouring properties has been filed in advance of the statute of limitations expiring. The first appearance on this file occurred November 22, 2022. The second appearance was January 17, 2023. A judicial pretrial occurred on March 9, 2023.

Report 7.4 – News Articles for Members’ Information

[Saugeen Conservation updates council on programs, services](#)

Yahoo News, February 15, 2023

[Source water risk management plans being negotiated in Wellington North past deadline](#)

Wellington Advertiser, February 17, 2023

[Special weather statement for Grey Bruce](#)

Saugeen Times, February 22, 2023

[SVCA directors hear reports on risk management, user fees, source protection](#)

Penticton Herald, February 24, 2023

[Saugeen Conservation GM will educate the public on Conservation Authorities March 8 in Kimberley](#)

SouthGrey.ca, March 1, 2023

Report To: Chair and Directors, Saugeen Valley Conservation Authority
From: Jennifer Stephens, General Manager/Secretary-Treasurer
Date: March 16, 2023
Subject: Administrative Bylaws
Purpose: To approve proposed changes to the Administrative Bylaws.

Recommendation

THAT the Saugeen Valley Conservation Authority approve the proposed changes to the Administrative Bylaws;

AND FURTHER THAT the Saugeen Valley Conservation Authority endorse the review of the Administrative Bylaws by legal counsel.

Background

The *Conservation Authorities Act*, as amended by the *Building Better Communities and Conserving Watersheds Act, 2017* and again in 2019, provides direction for conservation authorities to make administrative bylaws as are required for its proper administration. These bylaws have been amended from time to time.

Analysis

This most recent set of amendments are to ensure conformity with the *Ontario Not-For-Profit Corporations Act*, Agricultural representatives appointed by the Minister, Ontario Regulation 400/22: Information Requirements, and Bill 23: *More Homes, Built Faster Act, 2022*. While making these amendments, the bylaws were viewed from a lens of clarity. Two of the areas which have been identified as requiring some clarity are the Administrative Reviews and the Section 28 Hearings.

From the *Policies and Procedures for Conservation Authority Plan Review and Permitting Activities* guidance produced by Conservation Ontario in 2010, it is specified that the Board of Directors will hold Administrative Reviews if an application is deemed to be incomplete by both SVCA staff and after review by the GM/S-T. Historically, these reviews were held as part of the regular business of an Authority meeting. The applicant could attend the meeting as a delegate, staff were able to discuss reasons for designating the file as incomplete, and the Members would decide as to the completeness of the application. This was not to be confused with approval of the application.

In November 2019, the Bylaws were amended to allow the Executive Committee to hold these Reviews so that an applicant was not waiting for the Authority meeting to receive a decision from the Board. The amendments allowed for the whole board to be invited to participate since it is a full Board function, but the quorum was based on the Executive Committee attendance. Those members of the full board were given full rights to participate and vote on motions. In effect, with the current wording of the bylaw, most of the Board could be present, yet without a quorum.

As a result of this change, the Administrative Review has become more like a Hearing or a judicial review, and more time is spent on the file, perhaps than is necessary. There is also the potential for bias towards the applicant should the permit later be taken to a Section 28 Hearing, which is also administered by the Executive Committee. For this reason, staff feel that the Executive Committee should consider the resumption of historical practices which would be in line with how such reviews are conducted at other conservation authorities.

It is noted currently in the bylaws that section 28 Hearings are listed as a function of the Full Board (Sect. B – 1c-vi.). They are also listed as a function of the Executive Committee (Sect. B-14). Staff suggest that, given the importance of section 28 Hearings, they remain a function of the full Board of Directors. These Hearings would be conducted at regular Authority meetings.

Discussion

These Bylaws were reviewed by the Executive Committee on Friday, March 3rd, 2023. The Executive Committee supported having the Administrative Reviews and section 28 Hearings delegated back as a responsibility of the full Board of Directors. The Administrative Bylaws as they are currently drafted are very similar to those recommended by Conservation Ontario in the template that they have circulated to conservation authorities for their use in developing their set of Administrative Bylaws. SVCA's bylaws have never been reviewed by legal counsel and this is a recommendation of Conservation Ontario. Staff would pursue having the bylaws reviewed prior to having them returned to the Directors for approval in May 2023.

Prepared by:

[Original Signed By]

Jennifer Stephens

General Manager/Secretary-Treasurer



Administrative Bylaws

Saugeen Valley Conservation Authority

October 16, 2018

Amended: November 11, 2019, April 2, 2020, August 6, 2020, February 17, 2022

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I Background

Amendments to the Conservation Authorities Act

The *Conservation Authorities Act*, as amended by the *Building Better Communities and Conserving Watersheds Act*, 2017 and again in 2019, provides direction for conservation authorities to make such bylaws as are required for its proper administration. The new bylaws will replace administrative regulations created under the repealed Section 30 of the Act. Current administrative bylaws will cease to be in force upon the earlier of a) December 12, 2018 (one year after Section 19.1 came into force), or b) the day the regulation is revoked by the authority.

Section 19.1 of the Act, sets out the requirements for bylaws as follows:

Bylaws

19.1(1) An authority may make bylaws,

- (a) respecting the meetings to be held by the authority, including providing for the calling of the meetings and the procedures to be followed at meetings, specifying which meetings, if any, may be closed to the public;
- (b) prescribing the powers and duties of the Secretary-Treasurer;
- (c) designating and empowering officers to sign contracts, agreements and other documents on behalf of the authority;
- (d) delegating all or any of its powers to the Executive Committee except,
 - (i) the termination of the services of the Secretary-Treasurer,
 - (ii) the power to raise money, and
 - (iii) the power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the authority;
- (e) providing for the composition of its executive committee and for the establishment of other committees that it considers advisable and respecting any other matters relating to its governance;
- (f) respecting the roles and responsibilities of the Members of the authority and of its officers and senior staff;
- (g) requiring accountability and transparency in the administration of the authority including,
 - (i) providing for the retention of records specified in the bylaws and for making the records available to the public,
 - (ii) establishing a code of conduct for the Members of the authority, and

October 16, 2018, amended last ~~February~~ March 2023

- (iii) adopting conflict of interest guidelines for the Members of the authority;
- (h) respecting the management of the authority's financial affairs, including auditing and reporting on the authority's finances;
- (i) respecting the ~~by-law~~ bylaw review required under subsection (3) and providing for the frequency of the reviews; and
- (j) respecting such other matters as may be prescribed by regulation.

Conflict with other laws

(2) If a ~~by-law~~ bylaw made by an authority conflicts with any provision of the *Municipal Conflict of Interest Act* or the *Municipal Freedom of Information and Protection of Privacy Act* or a provision of a regulation made under one of those Acts, the provision of the Act or regulation prevails.

Periodic review of bylaws

(3) At such regular intervals as may be determined by ~~by-law~~ bylaw, an authority shall undertake a review of all of its bylaws to ensure, amongst other things, that the bylaws are in compliance with any Act referred to in subsection (2) or any other relevant law.

Bylaws available to public

(4) An authority shall make its bylaws available to the public in the manner it considers appropriate.

Transition

(5) An authority shall make such bylaws under this section as are required for its proper administration,

(a) in the case of an authority that was established on or before the day section 16 of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017* comes into force, within one year of that day; and

(b) in the case of an authority that is established after the day section 16 of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017* comes into force, within one year of the day the authority is established.

Same

(6) Despite the repeal of section 30 by section 28 of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017*, a regulation that was made by an authority under that section continues in force after the repeal until the earlier of,

(a) the day that is one year after the day section 16 of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017* comes into force; and

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(b) the day the regulation is revoked by the authority.

Direction by Minister

(7) The Minister may give an authority a written direction to make or amend a ~~by-law~~bylaw on any matter described in subsection (1), in accordance with the direction, within such period of time as may be specified in the direction.

Compliance

(8) The authority that receives a direction under subsection (7) shall comply with the direction within the time specified in the direction.

Regulation where failure to comply

(9) If an authority fails to adopt a ~~by-law~~bylaw in accordance with the direction made under subsection (7), the Minister may make regulations in relation to the matters set out in the direction that are applicable in the area of jurisdiction of the authority.

Same

(10) Any regulation made by the Minister under subsection (9) prevails over any conflicting ~~by-law~~bylaw that the authority may have adopted.

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~~II-Administrative By-Law~~ Bylaw

Introduction

Saugeen Valley Conservation Authority is a non-share corporation, established under Section 3 of the *Conservation Authorities Act* (the Act), with the objects to provide, in the area over which it has jurisdiction, programs and services designed for the purpose of ~~to further~~ ing the conservation, restoration, development and management of natural resources in watershed(s) other than gas, coal and minerals.

Under the Act, municipalities within a common watershed are enabled to petition the province to establish a conservation authority. ~~The purpose of the Act is to provide for the organization and delivery of programs and services that further the conservation, restoration, development, and management of natural resources in watersheds in Ontario. The Authority is comprised of its~~ Members of the Authority are, appointed as representatives by the following Participating Municipalities and are effectively directors also of the Authority:

- Municipality of Arran-Elderslie
- Municipality of Brockton
- Township of Chatsworth
- Municipality of Grey Highlands
- Town of Hanover
- Township of Howick
- Township of Huron-Kinloss
- Municipality of Kincardine
- Town of Minto
- Municipality of Morris-Turnberry
- Town of Saugeen Shores
- Municipality of South Bruce
- Township of Southgate
- Township of Wellington North
- Municipality of West Grey

An additional member may be appointed to the Authority by the Minister as a representative of the agricultural sector.

Vision/Mission/Mandate and Mission

Mandate: Supporting climate resilient communities throughout our watershed by protecting people and property from natural and human-made hazards, while fostering connections with the natural environment.

Mission: A healthy watershed that supports a strong quality of life for our community now and in the future.

~~The Saugeen Valley Conservation Authority has as its vision a watershed where human needs are met in balance with the needs of the natural environment.~~

~~The Saugeen Valley Conservation Authority has as its mission to provide leadership and expertise to ensure responsible and effective stewardship programs with our municipal communities and other government partners so that future generations will experience a higher quality of life.~~

~~The Members of the Conservation Authority form the General Membership of the Conservation Authority. The Members are bound by the Act and other applicable legislation. The Authority must always act within the scope of its powers. As a non-share corporation, the Authority has the capacity and, subject to the Act and other applicable legislation, the rights, powers, and privileges of a natural person. The powers of a conservation authority to accomplish its objects are set out in the Act, including those identified under subsection 21(1) [Appendix 4].~~

~~Section 20 of the Act defines the objects of a conservation authority as follows:~~

Objects

~~**20 (1)** The objects of an authority are to provide, in the area over which it has jurisdiction, programs and services designed to further the conservation, restoration, development and management of natural resources other than gas, oil, coal and minerals.~~

~~The *Conservation Authorities Act* specifies the following:~~

Powers of authorities

~~21 (1) For the purposes of accomplishing its objects, an authority has power,~~

~~(a) to research, study and investigate the watershed and to support the development and implementation of programs and services intended to further the purposes of this Act;~~

~~(b) for any purpose necessary to any project under consideration or undertaken by the authority, to enter into and upon any land, with the consent of the occupant or owner, and survey and take levels of it and make such borings or sink such trial pits as the authority considers necessary;~~

(c) to acquire by purchase, lease or otherwise any land that it may require, and, subject to subsections (2) and (4), to sell, lease or otherwise dispose of land so acquired;

(d) despite subsection (2), to lease for a term of five years or less land acquired by the authority;

(e) to purchase or acquire any personal property that it may require and sell or otherwise deal therewith;

(f) to enter into agreements for the purchase of materials, employment of labour and other purposes as may be necessary for the due carrying out of any project or to further the authority's objects;

(g) to enter into agreements with owners of private lands to facilitate the due carrying out of any project;

(h) to determine the proportion of the total benefit afforded to all the participating municipalities that is afforded to each of them;

(i) to erect works and structures and create reservoirs by the construction of dams or otherwise;

(j) to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof;

(k) to alter the course of any river, canal, brook, stream or watercourse, and divert or alter, as well temporarily as permanently, the course of any river, stream, road, street or way, or raise or sink its level in order to carry it over or under, on the level of or by the side of any work built or to be built by the authority, and to divert or alter the position of any water-pipe, gas-pipe, sewer, drain or any telegraph, telephone or electric wire or pole;

(l) to use lands that are owned or controlled by the authority for purposes, not inconsistent with its objects, as it considers proper;

(m) to use lands owned or controlled by the authority for park or other recreational purposes, and to erect, or permit to be erected, buildings, booths and facilities for such purposes and to make charges for admission thereto and the use thereof;

(n) to collaborate and enter into agreements with ministries and agencies of government, municipal councils and local boards and other organizations and individuals;

(o) to plant and produce trees on Crown lands with the consent of the Minister, and on other lands with the consent of the owner, for any purpose;

(p) REPEALED

(q) generally to do all such acts as are necessary for the due carrying out of any project or as may be desirable to further the objects of the authority.

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Definitions

“Authority” means the Saugeen Valley Conservation Authority and is the assembled Members as appointed by the municipalities.

“Act” means the *Conservation Authorities Act*, R.S.O. 1990, chapter C.27

“Chair” means the Chair as referenced in the Act as elected by the Members of the Authority.

“Chief Administrative Officer” means the General Manager of the Authority, and which may, by resolution of the Authority, include the responsibilities of the Secretary-Treasurer if so, designated by resolution of the Authority.

“Fiscal Year” means the period from January 1 through December 31.

“General Membership” means all of the Members, collectively and effectively acting as directors as specified in the *Ontario Not-For-Profit Corporations Act (ONCA)*. The General Membership is also the Board of Directors of the Corporation.

“Levy” means the amount of costs apportioned to participating municipalities in accordance with the Act and Regulations under the Act.

“Majority” means half of the votes plus one.

“Members” shall mean the ~~Members~~ members appointed to the Authority by the participating municipalities in the Authority’s area of jurisdiction and effectively act as directors as specified in the *Ontario Not-For-Profit Corporations Act (ONCA)*. ~~Members of the Authority are also the Directors of the Corporation.~~

“Minister” means the Minister as defined in the Act.

“Non-matching Levy” means that portion of an Authority’s levy that meets the definition of non-matching levy as found in Ontario Regulation 139/96.

“Officer” means an officer of the Authority as empowered to sign contracts, agreements and other documents on behalf of the Authority in accordance with section 19.1 of the Act, which shall include the Chair, Vice-Chair(s), the General Manager/Secretary-Treasurer, and the Manager of Corporate Services.

“Participating Municipality” means a municipality that is designated by or under the Act as a participating municipality in a conservation authority.

“Pecuniary Interest” includes the financial or material interests of a Member and the financial or material interests of a ~~Member~~ member of the Member’s immediate family.

“Secretary-Treasurer” means Secretary-Treasurer of the Authority with the roles specified in the Act.

“Staff” means employees of the Authority as provided for under Section 18(1) of the Act.

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“**Vice-Chair**” means the Vice-Chairperson as elected by the Members of the Authority. If a first and second Vice-Chair are elected, they shall be called First Vice-Chair and Second Vice-Chair.

“**Weighted Majority**” means the votes of 51 per cent of those represented after the votes are weighted by the percentage that applies under Ontario Regulation 139/96 for ~~M~~mmunicipal ~~L~~Levies.

Governance

1. Members

Appointments

Participating Municipalities within the jurisdiction of the Saugeen Valley Conservation Authority may appoint Members in accordance with Section 14 of the Act. An additional agricultural sector representative may be appointed to the Authority by the Minister.

~~Appointed~~ Members must reside in a Participating Municipality within the Authority’s area of jurisdiction. Participating municipalities must ensure that at least 70 percent of its appointees are selected from among the Members of the municipal council or apply to the Minister for permission to appoint less than this percent. Additional appointees may include citizens as well as an additional Member who may be appointed by the Minister as a representative of the agricultural sector.

Collectively, the appointed Members ~~comprise the Authority, and~~ for the purposes of this ~~by-law~~bylaw are also referred to as the General Membership.

Term of Member Appointments

In accordance with Section 14 of the Act, a Member shall be appointed for a term of up to four years at the discretion of the appointing participating municipality; such term beginning at the first meeting of the Authority following his or her appointment and ending immediately before the first meeting of the Authority following the appointment of his or her replacement. The ~~GM/S-T~~General Manager/Secretary-Treasurer shall notify the appropriate municipality in advance of the expiration date of any Member’s term, unless notified by the municipality of the Member’s reappointment or the appointment of his or her replacement. A Member is eligible for reappointment. A Member can be replaced by a Participating Municipality at their discretion prior to the end of their term. The Minister will define the term for the Member they appoint as a representative of the agricultural sector.

Authority Representation	Number of Members
Municipality of Arran-Elderslie	1
Municipality of Brockton	1
Township of Chatsworth	1
Municipality of Grey Highlands	1
Town of Hanover	1
Township of Huron-Kinloss	1
Municipality of Kincardine	2
Municipality of Morris-Turnberry/Municipality of South Bruce/ Township of Howick	1
Town of Saugeen Shores	2
Township of Southgate	1
Municipality of Wellington North/Town of Minto	1
Municipality of West Grey	2
Total	15

Powers of the General Membership

Subject to the Act and other applicable legislation, the General Membership is empowered without restriction to exercise all of the powers prescribed to the Authority under the Act. In addition to the powers of an authority under s.21 of the Act for the purposes of accomplishing its objects, as referenced in Section 1 above, the powers of the General Membership include but are not limited to:

- i. Approving by resolution, the creation of Committees and/or Advisory Boards, the Members thereof and the terms of reference for these Committees and/or Advisory Boards;
- ii. Appointing a General Manager and/or Secretary-Treasurer;
- iii. Terminating the services of the General Manager and/or Secretary-Treasurer;
- iv. Approving establishing and implementing regulations, policies and programs;
- v. Awarding contracts or agreements where the approval of the Authority is required under the Authority’s purchasing policy;
- vi. Appointing an Executive Committee and delegate to the Committee any of its powers except:
 - i. The termination of the services of the General Manager/Secretary-Treasurer,

- ii. The power to raise money, and
- iii. The power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the Authority.
- vii. Approving by resolution, any new capital project of the Authority;
- viii. Approving by resolution, the method of financing any new capital projects;
- ix. Approving details on budget allocations on any new or existing capital projects;
- x. Approving of the total budget for the ensuing year, and approving the levies to be paid by the Participating Municipalities;
- xi. Receiving and approving the Financial Statements and Report of the Auditor for the preceding year;
- xii. Authorizing the borrowing of funds on the promissory note of the Authority in accordance with subsection 3(5) of the Act;
- xiii. Approving by resolution, any proposed acquisition of land or disposition of land, subject to the requirements under the Act;
- xiv. Approving permits or refusing permission as may be required under any regulations made under Section 28 of the Act;
- ~~xv.~~ Section 28 Hearings- required for the purpose of reviewing permit applications and advising every applicant of their right to appeal the decision to the Minister through the Ontario Land Tribunal.
- ~~xv.~~ xvi. Holding Administrative Reviews to determine the completeness of a permit application.

Member Accountability

Participating Municipalities appoint Members to the Authority as their representatives. Members have the responsibilities of Directors of the corporation that is the Authority. While ~~the administration is the~~ General Manager/Secretary-Treasurer and other staff of the Authority are responsible for the day-to-day operations, the General Membership is responsible for matters of governance, ensuring compliance with applicable legislation, ~~and~~ ensuring appropriate policies are in place, and for financial soundness of the Authority.

Every member and officer in exercising his or her powers and discharging his or her duties to the Authority shall act honestly and in good faith with a view to the best interests of the Authority and exercise the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.

All Members have the responsibility to be guided by and adhere to the Code of Conduct (Appendix 1) and Conflict of Interest Policy (Appendix 2), as adopted by the Authority. Additionally, the agricultural representative appointed by the Minister will be required to follow the provincial ethical framework set out for government public appointees in the Management Board of Cabinet's Agencies and Appointments Directive.

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Members are responsible for:

- i. Attending all meetings of the Authority;
- ii. Understanding the purpose, function, and responsibilities of the Authority;
- iii. Being familiar with the Authority's statutory and other legal obligations;
- iv. With the administration, set strategic direction for the Authority; and
- v. Keeping the represented municipal council informed of Authority projects, programs, and activities.

Applicable Legislation

In addition to the Act, the Members are subject to other legislation including, but not limited to:

- *Municipal Conflict of Interest Act*
- Municipal Freedom of Information and Protection of Privacy Act and,
- Not-for-Profit Corporations Act, 2010

If any part of ~~the this by-law~~ bylaw conflicts with any provision of the *Municipal Conflict of Interest Act* or the *Municipal Freedom of Information and Protection of Privacy Act* or a provision of a regulation made under one of those acts, the provision of that act or regulation prevails. The same applies to conflicts between these by-laws and the Not-for-Profit Corporations Act except where dictated by the Conservation Authorities Act in which case the Act prevails.

Relationship Between Members and Staff

The ~~General Membership relies on the~~ General Manager/Secretary-Treasurer ~~(GM/S-T) to shall~~ manage the operations of the organization, including all employees of the Authority. The General Manager/Secretary-Treasurer GM/S-T is accountable to the Authority, working cooperatively to achieve the goals established by the Authority Members.

The General Membership will ensure that a process exists for regular performance evaluations of the General Manager/Secretary-Treasurer GM/S-T.

2. Officers

The Officers of the Authority, and their respective responsibilities, shall be:

Chair

- Is a Member of the Authority;
- Presides at all meetings of the General Membership ~~(and Executive Committee if applicable);~~
- Calls special meetings if necessary;
- Acts as a public spokesperson on behalf of the General Membership;

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- Serves as signing officer for the Authority;
- Ensures relevant information and policies are brought to the Authority's attention;
- Keeps the General Membership apprised of significant issues in a timely fashion;
- Performs other duties when directed to do so by resolution of the Authority;
- Directs the General Manager/Secretary-Treasurer in the operation and administration of the Authority and, in particular, in such matters as have not been decided by regulation or by resolution of the Authority;
- Be "ex-officio" Member of all committees, sub-~~committees~~ committees, and ad hoc committees with the full right, but not obligation, to participate and vote in the proceedings but does not count towards quorum. ~~appointed from time to time by the Members of the Authority;~~
- Represents the Authority as a voting Member of Conservation Ontario.

1st Vice-Chair ~~(s)~~

- Is ~~are~~ a Member ~~(s)~~ of the Authority;
- Attends all meetings of the Authority ~~(and Executive Committee if applicable);;~~
- Carries out assignments as requested by the Chair;
- Understands the responsibilities of the Chair and acts as Chair immediately upon the death, incapacity to act, absence or resignation of the Chair until such time as a new Chair is appointed or until the Chair resumes his/her duties;
- Serves as a signing officer for the Authority;
- Represents the Authority as the first alternate voting Member of Conservation Ontario.

General Manager/Secretary-Treasurer

The duties of the General Manager and Secretary-Treasurer are combined and assigned to a single position, and the person will be called the General Manager/Secretary-Treasurer ~~(GM/S~~ T). Responsibilities of the General Manager/Secretary-Treasurer GM/S T as assigned by the Authority include, but are not limited to the following:

- Is an employee of the Authority;
- Attends all meetings of the General Membership, ~~(and Executive Committee,~~ and all other committees if applicable) or designates an acting General Manager if not available;
- Works in close collaboration with the Chair and Vice-Chair ~~(s)~~ and keeps them apprised of relevant information and significant issues in a timely fashion;
- Develops a strategic plan for approval by the General Membership and implements short and long-range goals and objectives;
- Is responsible for the management of the operations of the Authority, including all staff and programs of the Authority;
- Ensures resolutions of the Authority are implemented in a timely fashion;

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- Fulfills the requirements of the Secretary-Treasurer as defined in the Act;
- Develops and maintains effective relationships and ensures good communications with stakeholders, including Participating Municipalities, federal and provincial government ministries/agencies, indigenous communities, other conservation authorities, Conservation Ontario, ~~and~~ community groups, and associations;
- Is the custodian of the Corporate Seal;
- Serves as a signing officer for the Authority;
- ~~Attends all meeting of the General Membership (and Executive Committee, if applicable);~~
- Represents the Authority as an alternate delegate to Conservation Ontario;
- Serves as an Officer for the Saugeen Valley Conservation Foundation; and
- Assists the Saugeen Valley Conservation Foundation in carrying out its programs, attends Foundation meetings as required, and provides input to the Foundation as requested.

3. Absence of Chair and Vice-Chair(s)

In the event of the absence of the Chair and Vice-Chair(s) from any meeting, the Members shall appoint an Acting Chair who, for the purposes of that meeting has all the powers and shall perform all the duties of the Chair.

4. Maximum Term for Chair and Vice-Chair~~(s)~~

Both the Chair and Vice-Chair shall hold office for a term of one year and shall serve for no more than two consecutive terms. Notwithstanding these terms, the Minister may grant permission (upon application by an Authority or a participating municipality) for a Chair or Vice-Chair to serve for a term of more than one year or to hold office for more than two consecutive terms.

Chairs and vice-chairs will be appointed to the authority by each participating municipality on a rotating basis to ensure that a member appointed to the Authority cannot be appointed to succeed an outgoing chair or vice-chair by the same participating municipality.

5. Representatives to Conservation Ontario Council

The Authority may appoint up to three Representatives to Conservation Ontario Council (“Council”), designated as Voting Delegate and Alternate(s). Council will consist of the Voting Delegates appointed by each member Conservation Authority. The Voting Delegate and Alternates shall be registered with Conservation Ontario annually.

6. Election of Chair and Vice-Chairs

The election of the Chair and one or more Vice-Chairs shall be at the first meeting held each year [Annual Meeting] in accordance with the Authority’s Procedure for Election of Officers

(Appendix 3). Successors to the positions of Chair and Vice-Chair shall be a Member from a different participating municipality from the incumbent. Upon application by an Authority or a participating municipality, the Minister may grant permission for a Member who was appointed to the Authority by the same participating municipality that appointed the outgoing Chair or Vice-Chair to serve as Chair or Vice-Chair.

7. Appointment of Auditor

The General Membership shall appoint an auditor for the coming year at the Annual Meeting in accordance with Section 38 of the Act.

8. Appointment of Financial Institution

The General Membership shall appoint a financial institution to act as the Authority's banker by Resolution.

9. Appointment of Solicitor

The General Membership shall appoint a solicitor(s) for the coming year to act as the Authority's legal counsel by Resolution.

10. Financial Statements and Report of the Auditor

The Authority's accounts and transactions will be audited annually by a person licensed under the *Public Accounting Act, 2004* and shall ensure that the annual audit is prepared in accordance with generally accepted accounting principles for local governments recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

The General Membership shall receive and approve the Audited Financial Statements and Report of the Auditor annually for the previous year by May 31st of the following year.

The Authority shall forward copies of the Audited Financial Statements and Report of the Auditor to Participating Municipalities and Minister in accordance with Section 38 of the Act and will make the Audited Financial Statements available to the public on the Authority's website within sixty (60) days of receiving the Auditor's Report.

11. Borrowing Resolution

If required, the Authority shall establish a borrowing resolution by March 31 of each year and such resolution shall be in force until it is superseded by another borrowing resolution.

12. Levy Notice

The levy due to the Authority from participating municipalities shall be communicated to those municipalities in accordance with the Act and any applicable Regulations.

13. Signing Officers

All deeds, transfers, assignments, contracts, and obligations entered into by the Authority shall be signed by the signing officers of the Authority, as follows: any two of Chair, Vice Chair, General Manager/Secretary-Treasurer ~~GM/S-T~~, or Manager, Corporate Services.

Signing authority that was authorized by any previous Administration Regulation or ~~By-law~~ Bylaw is superseded by this ~~by-law~~ bylaw.

14. Executive Committee

The Authority may appoint an Executive Committee at the first meeting of the General Membership each year in accordance with the Section 19 of the Act and Section 1(c) (vi) of this ~~by-law~~ bylaw.

The Executive Committee will consist of 5 members including the Chair, 1st Vice Chair and 2nd Vice Chair, immediate Past Chair or Member-at-Large, and one other additional Member as appointed by the Chair prior to each meeting.

~~Subject to the Conservation Authorities Act and to any powers delegated to a committee or an ad hoc committee, the Executive Committee is empowered to:~~

- ~~a) Hold hearings as required under Section 28 of the Conservation Authorities Act and approve or refuse applications;
 - ~~• Hearings under the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (Ontario Regulation 169/06) or any other regulations of the Authority shall be carried out separate from any regular meeting and will not form part of a regular meeting.~~
 - ~~• Minutes and/or reports from a Hearing may, however, be presented at a regular meeting for information purposes.~~
 - ~~• The Authority will not impose a fee on the applicant for conducting a Hearing under the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (Ontario Regulation 169/06).~~~~
- ~~b) Consider legal matters and refer matters requiring legal interpretation and guidance to an Authority solicitor for an opinion or action;~~
- ~~c) Meet at the request of the General Manager/Secretary Treasurer to discuss personnel matters;~~
- ~~d) Deal with urgent financial matters that may arise from time to time;~~
- ~~e) Deal with matters regarding land disposition, acquisition, or other confidential land-related matters;~~
- ~~f) Hold administrative reviews with respect to the completeness of a Section 28 permit application and that such reviews be open to attendance by all Authority members and that all Authority members present have voting privileges and that a majority of~~

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~~Executive Committee members must be present to constitute a meeting. Any motions subjected to a vote require a majority of those members present and voting; and
g) Hold a Special Executive Committee meeting called by the Chair for the purposes of the discussion of supplemental information concerning an urgent or time sensitive permit file application. The Committee may give staff direction regarding the application.~~

15. Advisory Boards and Other Committees

In accordance with Section 18(2) of the Act, the Authority shall establish such advisory boards as required by regulation and may establish such other advisory boards or committees as it considers appropriate to study and report on specific matters.

The General Membership shall approve the terms of reference for all such advisory boards and committees, which shall include the role, the frequency of meetings and the number of members required.

Resolutions and policies governing the operation of the Authority shall be observed in all advisory board and committee meetings.

Each advisory board or committee shall report to the General Membership, presenting any recommendations made by the advisory board or committee.

The dates of all advisory board and committee meetings shall be made available to all members of the Authority.

The Authority may establish committees or ad hoc committees as deemed necessary to deal with short term or long-term matters concerning the operations and programs of the Authority.

Examples of current committees:

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

Committees make recommendations or suggestions only to the full Authority and do not have the power to commit the Authority or its finances to any project or program unless specifically delegated to do so by the full Authority.

16. Remuneration of Members

The Authority shall establish a per-diem rate from time to time to be paid to Members for attendance at General ~~Meetings~~ meetings, Source Protection Authority meetings, and Advisory Board or Committee meetings, and at such other business functions as may be from time to time requested by the Chair, through the General Manager/Secretary-Treasurer. In addition, an honorarium may be approved by the Authority for the Chair ~~and Vice-chair(s)~~ as compensation for their additional responsibilities. ~~A single per diem will be~~ Members will be paid the full day

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rate for attendance at more than one meeting if they occur consecutively on the same day. The full per diem rate will apply to attendance at Source Protection Authority meetings.

The Authority shall reimburse members' reasonable travel expenses incurred for the purpose of attending meetings and/or functions on behalf of the Authority. A per-kilometre rate to be paid for use of a personal vehicle shall be approved by Resolution of the General Membership from time-to-time. Requests for such reimbursements shall be submitted within a timely fashion and shall be consistent with Canada Revenue Agency guidelines.

If no quorum is present, the per diem rate shall be paid to those in attendance.

A Per Diem statement is provided to each Member's municipality by January 31st of the following year.

Remuneration of the Member appointed by the Minister as a representative of the agricultural sector is at the expense and discretion of the Province.

A T4 slip will be issued for the total amount Members received d for per diem.

17. Records Retention

The Authority shall keep full and accurate records including, but not limited to:

- a) Minutes of all meetings of the Authority, including registries of statements of interests in accordance with the *Municipal Conflict of Interest Act*;
- b) Assets, liabilities, receipts, and disbursements of the Authority and Financial Statements and Reports of the Auditors;
- c) Human Resources files for all employees and members as applicable;
- d) Workplace Health and Safety documents including workplace inspections, workplace accidents, investigations, etc.;
- e) Electronic communications including emails;
- f) Contracts and agreements entered into by the Authority;
- g) Strategic Plans and other documents providing organizational direction;
- h) Projects of the Authority;
- i) Technical studies and data gathered in support of programs of the Authority;
- j) Legal proceedings involving the Authority;
- k) Incidents of personal injury or property damage involving the Authority and members of the public.

Such records shall be retained and protected in accordance with all applicable laws and the Records Retention Policy of the Authority as approved by the General Membership from time-to-time.

[See the SVCA Records Retention policy and Schedule.](#)

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18. Records Available to Public

Records of the Authority shall be ~~made~~ available to the public ~~as required pursuant by, subject to requirements of~~ the *Municipal Freedom of Information and Protection of Personal Privacy Act* (MFIPPA) ~~and further to Ontario:~~ Regulation 400/22: Information Requirements.

The ~~GM/S~~ General Manager/Secretary-Treasurer shall be designated as “Head” for the purposes of conducting affairs under the *Municipal Freedom of Information and Privacy Act* (MFIPPA) and any associated ~~regulations~~ regulations thereof.

19. ~~By law~~ Bylaw Review

In accordance with the Act, these bylaws shall be reviewed by the Authority to ensure the bylaws are in compliance with the Act and any other relevant law. The General Membership shall review the bylaws ~~on a regular basis~~ annually to ensure best management practices in governance are being followed. ~~This review will be performed at least every four years.~~

20. Bylaws Available to Public

In accordance with the Act, the Authority shall make its bylaws available to the public on the Authority’s website. Bylaws shall also be available for review by any Member of the public at the Authority’s administration centre or provided in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

21. Enforcement of Bylaws and Policies

The Members shall respect and adhere to all applicable bylaws and policies (for example, the Code of Conduct and Conflict of Interest). The Authority may take reasonable measures to enforce its bylaws and policies, including the enforcement mechanisms under the *Municipal Conflict of Interest Act*. The procedure should include:

- An investigation will be conducted regarding the alleged breach;
- An opportunity will be provided to the affected member to respond to the allegation;
- The findings of the investigation and the affected member’s response will be communicated to the General Membership in a closed meeting;
- The appointing municipality or the appointing Minister shall be notified of the outcome of the investigation.

22. Indemnification of Members, Officers, and Employees

The Authority shall maintain a liability insurance policy for Directors and Officers.

C. Meeting Procedures

The Meeting Procedures below governing the procedure of the Authority shall be observed in Executive Committee, Advisory Board, and Committee meetings, as far as they are applicable, and the words Executive Committee, Advisory Board, or Committee may be substituted for the word Authority as applicable. When the ~~Executive Committee~~ Authority, as the case may be, ~~are is~~ sitting as a Hearing Board, hearings will meet the requirements of the *Statutory Powers and Procedures Act* (SPPA), the details of which are specified in Saugeen Valley Conservation Authority's Hearing Procedures (2021).

1. Rules of Procedure

In all matters of procedure not specifically dealt with under the Act and this ~~By-law~~ Bylaw, the current edition of Robert's Rules of Order or other generally accepted rules of procedure ~~shall~~ will be binding followed.

The Authority may choose to conduct its business as a committee of the whole.

2. Electronic Meetings and Conference Calls

Members may participate in a meeting by telephonic or other electronic means during any period where an emergency has been declared to exist, or at the discretion of the Chair. All participants must be able to communicate adequately with each other during the meeting.

All Members participating in an electronic meeting shall receive a paid per diem in accordance with normal practices.

Declared State of Emergency

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, that may prevent the General Membership from meeting in person, a member may participate in meetings electronically and shall have the ability to:

- i. register a vote;
- ii. be counted towards determining quorum; and
- iii. participate in meetings closed to the public.

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, that may prevent the General Membership from meeting in person, any date or timeline requirement established under any Section in this ~~By-law~~ Bylaw shall be postponed until such time as the General Membership can reasonably address the issue.

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During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, the Authority shall implement best practices to make meetings of the Authority open to the public in accordance with Subsection 15(3) of the Act. Where possible, the Authority will provide for alternative means for the public to access live audio/video of meetings electronically.

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, that may prevent the General Membership from meeting in person, any hearing or appeal dealt with in this ~~By-law~~ Bylaw may be conducted electronically with provisions for applicants and their agents to participate if the Authority decides to hold any such hearing or appeal.

At the discretion of the Chair

The Chair may call for an Authority or Committee meeting to be held electronically for, (but not limited to) the following reasons:

- i. Inclement weather causing road closures; or
- ii. When a quorum can not be attained for an in-person meeting.

During a meeting that has been designated to be conducted as an in-person meeting, any Member unable to attend in person will be considered absent and will not be counted in determining quorum.

When a meeting is to be conducted remotely at the discretion of the Chair, all Members in attendance shall have the ability to:

- i. register a vote; and
- ii. be counted towards determining quorum.

~~A Closed In-Camera session should not be conducted electronically during times when no emergency has been declared to exist.~~

Conference Calls

~~Conference calls should be limited to committee or *ad hoc* meetings only.~~

3. Notice of Meeting

The General Membership shall approve a schedule for regular meetings in advance. The General Manager/Secretary-Treasurer shall send Notice of regular meetings to all Members at least seven calendar days in advance of a meeting. Notice of all regular or special meetings of the General Membership or its committees shall be made available to the public as soon as possible after its delivery to General Membership.

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The chair may call a special meeting of the Authority, as necessary. Any Member, with 50% support of the other Members, may also request the Chair to call a meeting of the Authority and the Chair will not refuse.

Notice of any meeting shall indicate the time and place of that meeting and the agenda for the meeting.

All material and correspondence to be dealt with by the Authority at a meeting will be submitted to the General Manager/Secretary-Treasurer ~~twelve~~ ten calendar days in advance of the meeting where it is to be dealt with.

The Chair may, at his/her pleasure or at the request of a member with a majority support of the other members, call a special meeting of the Authority on three calendar days' notice in writing or email. That notice shall state the business of the special meeting and only that business shall be considered at that special meeting.

The Chair or the General Manager/Secretary-Treasurer may, by notice in writing or email, deliver to the members so as to be received by them at least twelve hours before the hour appointed for the meeting, postpone or cancel any meeting of an Advisory Committee or other committee until the next scheduled date for the specific Advisory Committee or committee affected. Postponement of a meeting shall not be for any longer than the next regularly scheduled meeting date.

~~The Chair may, if it appears that a storm or like occurrence will prevent the Members from attending a meeting, postpone that meeting by advising as many Members as can be reached. Postponement shall not be for any longer than the next regularly scheduled meeting date. The Chair may alternately request that the meeting be held remotely.~~

Anyone wishing notice of meetings shall leave their name and address with the General Manager/Secretary-Treasurer. -The General Manager/Secretary-Treasurer or designate shall inform that person, in writing, by telephone or electronic mail, in advance of other meetings.

4. Meetings Open to Public

All meetings of the General Membership and Executive Committee, ~~if applicable~~, shall be open to the public. Where possible, the Authority will provide for alternative means for the public to participate in meetings electronically.

A meeting or part of a meeting may be closed to the public if the subject matter being considered is identified in the closed meeting section of the agenda or arises during a meeting requiring that it be closed to the public at the time that the matter is raised at a meeting, and the subject matter meets the criteria for a closed meeting as defined in this ~~by-law~~ bylaw.

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5. Agenda for Meetings

Authority staff, under the supervision of the Chair and the ~~GM/S-T~~ GENERAL ~~eneral~~ Manager/Secretary-Treasurer ~~MANAGER/SECRETARY TREASURER~~, shall prepare an agenda for all regular meetings of the Authority that shall include, but not necessarily be limited to, the following headings:

- ~~Presentations~~
- Matters Arising from the Minutes
- ~~Correspondence~~
- Reports
- New Business
- Other Business

The agenda for special meetings of the Authority shall be prepared as directed by the Chair.

Agendas for full Authority meetings shall be forwarded to all Members at least seven calendar days in advance of the meeting. Such agendas shall be made available to the public on the Authority's website at the same time unless the meeting is closed to the public in accordance with this ~~by-law~~ bylaw. Such agendas shall also be available in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

Agendas for committee meetings shall be made available to committee members no later than 48 hours in advance of the meeting. Committee agendas shall be made available to the public on the Authority's website at the same time unless the meeting is closed to the public.

6. Quorum

At any meeting of the General Membership, a quorum consists of ~~one-half a majority~~ of the Members appointed by the Participating Municipalities. With a 15-Member Authority, 8 Members constitutes a quorum (per s16(2) CAA). At any Executive Committee, advisory committee or committee meeting, a quorum consists of ~~one-half a majority~~ of the ~~M~~members of the Executive Committee, advisory board or committee. The Authority Chair as an ex officio member of the advisory board or committee with the full right, but not obligation, to participate and vote in the proceedings but does not count towards quorum. NOTE: the Member appointed by the Minister to represent agricultural interests is not part of quorum.

If there is no quorum within one half hour after the time appointed for the meeting, the Chair for the meeting shall declare the meeting adjourned due to a lack of a quorum, or shall recess until quorum arrives, and the recording secretary shall record the names of the Members present and absent.

If during an Authority or Advisory Board or Committee meeting a quorum is lost, then the Chair shall declare that the meeting shall stand recessed or adjourned, until the date of the next regular meeting or other meeting called in accordance with the provisions of this by-law.

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Agenda items including delegations present may be covered and presented and issues discussed, but no formal decisions may be taken by the remaining members which do not constitute a quorum.

Where the number of Members who are disabled from participating in a meeting due to the declaration of a conflict of interest is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, the remaining number of Members shall be deemed to constitute a quorum, provided such number is not less than two.

7. Order of Business

The business of the Authority shall be taken up in the order in which it stands on the agenda unless otherwise decided by ~~a majority~~ a two-thirds vote of those Members present.

No Member shall present any matter to the Authority for its consideration unless the matter appears on the agenda for the meeting of the Authority or leave is granted to present the matter by the affirmative vote ~~of two-thirds of a majority~~ of the members present.

8. Debate

The Authority shall observe the following procedures for discussion/debate on any matter coming before it:

- a) A member shall be recognized by the Chair prior to speaking;
- b) Where two or more Members rise to speak, the Chair shall designate the Member who has the floor, who shall be the Member who in the opinion of the Chair was first recognized;
- c) All questions and points of discussion shall be directed through the Chair;
- d) Where a motion is presented, it shall be moved and seconded before debate;
- e) No Member shall speak more than once to the same question without leave from the Chair, except in explanation of a material part of the speech;
- f) No Member shall speak more than three minutes without leave of the Chair;
- g) Any Member may ask a question of the previous speaker through the Chair;
- h) The Member who has presented a motion, other than a motion to amend or dispose of a motion, may speak again to the motion immediately before the Chair puts the motion to a vote;
- i) When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn, or to extend the hour of closing the proceedings; and
- j) When a motion is under consideration, only one amendment is permitted at a time.

9. Matters of Precedence

The following matters shall have precedence over the usual order of business:

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- a) ~~A~~a point of order;
- b) ~~M~~matter of privilege;
- c) ~~Aa~~ ~~m~~matter of clarification;
- d) ~~A~~a motion to suspend a rule of procedure or to request compliance with the rules of procedure;
- e) ~~A~~a motion that the question be put to a vote; and
- f) ~~A~~a motion to adjourn.

10. Members' Attendance

The Authority shall provide a listing of Members' attendance at scheduled meetings of the Authority to the Participating Municipalities at least annually.

Upon a Member's vacancy due to death, incapacity or resignation occurring in any office of the Authority, the Authority shall request the municipality that was represented by that Member appoint a Member replacement.

If a Member is unable to attend any meeting and wishes to bring any additional information or opinion pertaining to an agenda item to the General Membership, the Member shall address in writing or email to the Chair or General Manager/Secretary-Treasurer such correspondence prior to the start of the meeting. The correspondence shall be read aloud by the General Manager/Secretary-Treasurer without comment or explanations.

If a Member is absent from three consecutive Authority meetings, regardless of notification of absence, the General Manager/Secretary-Treasurer shall notify the municipality of those absences. If a Member is absent from three or more consecutive Authority meetings, without notification of absence to the General Manager/Secretary-Treasurer, the member will be considered to have resigned and the municipality will be requested to appoint a new member.

11. Delegations

Any person or organization who wishes to address the Authority may make a request in writing or email to the Secretary-Treasurer that is received no less than ten (10) calendar days in advance of the scheduled meeting at which the person or organization wishes to speak.

A delegation request must include:

The request should include - the name of the individual who will be speaking;

- the name of the organization the individual will be speaking on behalf;

- a written summary of the issue

- a written statement identifying the organization's position on the issue; and

- any presentation material the speaker wishes to rely on.

Presentation materials submitted shall be in compliance with the *Accessibility for Ontarians with Disabilities Act (AODA)*.

The request will be reviewed by the General Manager/Secretary-Treasurer for completeness, relevance, and appropriateness. The General Manager/Secretary-Treasurer may refuse a delegation request or require modification of the delegation presentation and materials where:

- a. The request is not submitted within the stated time limits;
- b. The subject matter is unrelated to or beyond the purview of the Authority's mandate
- c. The issue or subject matter being considered relates to or qualifies as a matter suitable for a closed meeting.

The General Manager/Secretary-Treasurer shall advise the organization or individual whether they are listed on the meeting agenda and the appropriates of their presentation and material no later than two (2) days before the scheduled meeting.

Accepted delegation submissions (including names but excluding personal contact information) form part of the public record and shall be made available to the Board of Directors and the public.

A maximum of tow (2) delegations shall be permitted at any regular meeting of the Authority.

Delegation shall be limited to one (1) speaker whose presentation may not exceed ten (10) minutes except by leave of the Chair.

Speakers shall only address the Chair and shall be respectful at all times.

Speakers shall not:

- a. Address Directors directly without permission;
- b. Interrupt any speaker or action of the Board, or any other person addressing the Board;
- c. Display or have in possession picket signs or placards in the meeting room;
- d. Repeat what has been said by previous speakers at a meeting;
- e. Speak disrespectfully of any person;
- f. Use offensive language;
- g. Disobey a direction or decision of the Chair; or
- h. Enter into cross debate with the Chair, Directors, Staff, or members of the public.

The Chair has discretion to end a delegation where the information offered is inconsistent with the submission materials or is inappropriate in any manner. Recurring delegations are not permitted unless the Chair determines new, relevant information on the issue has become available. The Board shall defer any decisions or action on information received from a delegation to a subsequent meeting.

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~~a brief statement of the issue or matter involved and indicate the name of the proposed speaker(s). If such request is received at least twelve calendar days in advance of a scheduled meeting, the delegation shall be listed on the published agenda.~~

~~Any person or organization requesting an opportunity to address the Authority but not having made a written request to do so in the timelines specified above, may appear before a meeting of the Authority but will be heard only if approved by a majority of the members of the meeting.~~

~~Except by leave of the Chair or appeal by the leave of the meeting, delegations shall be limited to one (1) speaker for not more than 10 minutes.~~

~~Speakers will be requested not to repeat what has been said by previous speakers at the meeting. A returning delegation will only be allowed to speak again if new, relevant information has become available since their previous presentation. The Chair may choose to end a returning delegation's presentation if, in the opinion of the Chair, the new information being presented is not relevant to a decision facing the General Membership.~~

12. Annual Meeting

The Authority shall designate the first meeting of the General Membership each year as the annual meeting and shall include the election of officers (ref Appendix 3) in addition to the normal course of business.

13. Meetings with Closed "In Camera" Sessions

Every meeting of the General Membership, Executive Committee, Advisory Boards, and Committees ~~if applicable~~, shall be open to the public as per Section 15(3) of the Act, subject to the exceptions set out below.

Meetings may be closed to the public if the subject matter being considered relates to:

- a) The security of the property of the Authority;
- b) Personal matters about an identifiable individual, including employees of the Authority;
- c) A proposed or pending acquisition or disposition of land by the Authority;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals (e.g. Ontario Land Tribunal), affecting the Authority;
- f) Advice that is subject to solicitor-client privilege;
- g) A matter in respect of which the General Membership, Executive Committee, Advisory Board or committee or other body may hold a closed meeting under another act;

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- h) Information explicitly supplied in confidence to the Authority by Canada, a province or territory or a Crown agency of any of them;
- i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Authority, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) A trade secret or scientific, technical, commercial, or financial information that belongs to the Authority and has monetary value or potential monetary value; or
- k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Authority.

The Authority shall close a meeting if the subject matter relates to the consideration of a request under MFIPPA, and the ~~Authority is the designated~~ head of ~~an institution for the~~ Authority for the purposes of MFIPPA is present.

Before holding a meeting or part of a meeting that is to be closed to the public, the members shall state by resolution during the open session of the meeting that there will be a meeting closed to the public and the general nature of the matter to be considered at the closed meeting. Once matters have been dealt with in a closed meeting, the General Membership shall reconvene in an open session.

The General Membership shall not vote during a meeting that is closed to the public, unless:

- a) The meeting meets the criteria outlined in this ~~by law~~ bylaw to be closed to the public; and
- b) The vote is for a procedural matter or for giving directions or instructions to Officers, employees, or agents of Authority.

Any materials presented to the General Membership during a closed meeting shall be returned to the General Manager/Secretary-Treasurer prior to departing from the meeting and shall be treated in accordance with the Authority's procedures for handling confidential material.

A meeting of the Authority, Executive Committee, advisory board or other committee may also be closed to the public if:

- a) ~~The~~ meeting is held for the purpose of educating or training the members, and
- b) ~~At~~ the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the authority, the Executive Committee, advisory board or other committee.

14. Voting

In accordance with Section 16 of the Act:

- a) Each member, including the Chair, is entitled to one vote, and

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- b) A majority vote of the Members present at any meeting, including Authority, committee, and *ad hoc* meetings is required upon all matters coming before the meeting.

Where a Member has been appointed by the Minister as a representative of the agricultural sector, the member shall not vote on: a resolution to enlarge an authority's area of jurisdiction; a resolution to amalgamate the Authority with another conservation authority; a resolution to dissolve the Authority; or, a resolution related to any budgetary matter.

If any member abstains from voting, they shall be deemed to be a negative vote.

On a tie vote, the motion is lost.

Interrelated motions shall be voted on in the order specified in Robert's Rules of Order or other generally accepted rules of procedure.

Unless a Member requests a recorded vote, a vote shall be by a show of hands or such other means as the Chair may call. No question shall be voted upon more than once at any meeting unless a recorded vote is requested.

If a Member present at a meeting at the time of the vote requests immediately before or after the taking of the vote that the vote be recorded, each Member present beginning with the Member that requested that the vote be recorded and thereafter alphabetically by surname, with the Chair voting last, except a member who is disqualified from voting by any Act, shall announce his or her vote openly answering "yes" or "no" to the question, and the Recording Secretary shall record each vote.

At the meeting of the Authority at which the Non-Matching Levy is to be approved, the ~~GM/S-T~~ General Manager/Secretary-Treasurer shall conduct the vote to approve of Non-Matching Levy by a weighted majority of the members present and eligible to vote, in accordance with Ontario Regulation 139/96.

Where a question under consideration contains more than one item, upon the request of any Member, a vote upon each item shall be taken separately.

Except as provided in Section B, Paragraph 5 of this ~~By-law~~ Bylaw (Election of Chair and Vice-Chair), no vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.

15. Notice of Motion

Written notice of motion to be made at an Authority, Executive Committee, advisory board or committee meeting may be given to the ~~GM/S-T~~ General Manager/Secretary-Treasurer by any Member of the Authority not less than ~~twelve~~ ten (10) calendar days prior to the date and time of the meeting and shall be forthwith placed on the agenda of the next meeting. The General

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Manager/Secretary-Treasurer shall include such notice of motion in full in the agenda for the meeting concerned.

Recommendations included in reports of advisory boards or committees that have been included in an agenda for a meeting of the General Membership or Executive Committee ~~(if applicable)~~, shall constitute notice of motion for that meeting.

Recommendations included in staff reports that have been included in an agenda for a meeting of the General Membership or Executive Committee ~~(if applicable)~~, shall constitute notice of motion for that meeting.

Notwithstanding the foregoing, any motion or other business may be introduced for consideration of the Authority provided that it is made clear that to delay such motion or other business for the consideration of an appropriate advisory board or committee would not be in the best interest of the Authority and that the introduction of the motion or other business shall be upon an affirmative vote of a majority of the Members of the Authority present.

16. Motion to Reconsider

If a motion is made to reconsider a previous motion, a two-thirds majority vote shall be required ~~in order~~ for reconsideration to take place. If a motion to reconsider is passed, the original motion shall then be placed on the agenda at a future meeting to be debated and voted upon, and the result of that vote, based on a simple majority, shall supersede.

17. Duties of the Meeting Chair

It shall be the duty of the Chair, with respect to any meetings over which he/she presides, to:

- a) Preserve order and decide all questions of order, subject to appeal; and without argument or comment, state the rule applicable to any point of order if called upon to do so;
- b) Ensure that the public in attendance does not in any way interfere or disrupt the proceedings of the Members;
- c) Receive and submit to a vote all motions presented by the Members, which do not contravene the rules of order or regulations of the Authority;
- d) Announce the results of the vote on any motions so presented;
- e) Adjourn the meeting when business is concluded.

18. Conduct of Members

Members shall maintain a high standard for conduct and at all times comply with applicable laws and the Authority's Code of Conduct (Appendix 1).

No Member at any meeting of the Authority shall:

- a) Speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;

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- b) Leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared;
- c) Interrupt a member while speaking, except to raise a point of order or a question of privilege;
- d) Speak disrespectfully or use offensive words against the Authority, the Members, staff, or any member of the public;
- e) Speak beyond the question(s) under debate; and
- f) Resist the rules of order or disobey the decision of the Chair on the questions or order or practices or upon the interpretation of the Bylaws.

19. Minutes of Meetings

The General Manager/Secretary-Treasurer shall undertake to have a recording secretary in attendance at meetings of the Authority, the Executive Committee and each advisory board or committee. The recording secretary shall make a record in the form of minutes of the meeting proceedings and in particular shall record all motions considered at the meeting.

If a recording secretary is not present in a closed session, the General Manager/Secretary-Treasurer shall take notes of any direction provided, for endorsement by the Chair and Vice-Chair.

Minutes of all meetings shall include the time and place of the meeting and a list of those present and shall state all motions presented together with the mover and seconder and voting results.

The General Manager/Secretary-Treasurer or designate shall include draft minutes of the previous meeting available to each member of the Authority at the same time as agendas for the next meeting are distributed. Minutes shall be made available for review on the Authority's website within 30 days of the meeting.

After the minutes have been approved by resolution, original copies shall be signed by the Chair and Recording Secretary and copies of all non-confidential minutes shall be posted on the Authority's website. ~~Minutes shall be made available for review on the Authority's website within 30 days of the meeting.~~ Minutes shall be made available in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

D. Appendices to the Administrative ~~By-law~~ Bylaw

20. Appendix 1 - Code of Conduct

1. Background

The Saugeen Valley Conservation Authority demands a high level of integrity and ethical conduct from its General Membership. The Authority's reputation has relied upon the good judgement of individual Members. A written Code of Conduct helps to ensure that all members share a common basis for acceptable conduct. Formalized standards help to provide a reference guide and a supplement to legislative parameters within which Members must operate. Further, they enhance public confidence that Members operate from a base of integrity, justice, and courtesy.

The Code of Conduct is a general standard. It augments the laws which govern the behaviour of Members, and it is not intended to replace personal ethics.

This Code of Conduct will also assist Members in dealing with confronting situations not adequately addressed or that may be ambiguous in Authority resolutions, regulations, or policies and procedures. Additionally, the agricultural representative appointed by the Minister will be required to follow the provincial ethical framework set out for government public appointees in the Management Board of Cabinet's Agencies and Appointments Directive.

2. General

All Members, whether municipal councillors or appointed representatives of a municipality, or whether appointed by the Minister as a representative of the agricultural sector, are expected to conduct themselves in a manner that reflects positively on the Authority.

All Members shall serve in a conscientious and diligent manner. No Member shall use the influence of office for any purpose other than for the exercise of his/her official duties.

It is expected that Members adhere to a code of conduct that:

- a) ~~U~~upholds the mandate, vision and mission of the Authority;
- b) ~~C~~considers the Authority's jurisdiction in its entirety, including their appointing municipality;
- c) ~~R~~respects confidentiality;

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- d) ~~A~~pproaches all Authority issues with an open mind, with consideration for the organization as a whole;
- e) ~~E~~xercises the powers of a Member when acting in a meeting of the Authority;
- f) ~~R~~espects the democratic process and respects decisions of the General Membership, Executive Committee, advisory boards and other committees;
- g) ~~D~~declares any direct or indirect pecuniary interest or conflict of interest when one exists or may exist; and
- h) ~~C~~onducts oneself in a manner which reflects respect and professional courtesy and does not use offensive language in or against the Authority or against any Member or any Authority staff.

3. Gifts and Benefits

Members shall not accept fees, gifts, hospitality, or personal benefits that are connected directly or indirectly with the performance of duties, ~~except compensation authorized by law.~~

4. Confidentiality

The ~~M~~embers shall be governed at all times by the provisions of the *Municipal Freedom and Information and Protection of Privacy Act*.

All information, documentation or deliberations received, reviewed, or taken in a closed meeting are confidential.

Members shall not disclose or release by any means to any member of the public, either in verbal or written form, any confidential information acquired by virtue of their office, except when required by law to do so.

Members shall not permit any persons, other than those who are entitled thereto, to have access to information which is confidential.

In the instance where a Member vacates their position on the General Membership they will continue to be bound by MFIPPA requirements.

Particular care should be exercised in protecting information such as the following:

- a) Human Resources matters;

- b) Information about suppliers provided for evaluation that might be useful to other suppliers;
- c) Matters relating to the legal affairs of the Authority;
- d) Sources of complaints where the identity of the complainant is given in confidence;
- e) Items under negotiation;
- f) Schedules of prices in tenders or requests for proposals;
- g) Appraised or estimated values with respect to the Authority's proposed property acquisitions or dispositions;
- h) Information deemed to be "personal information" under MFIPPA.

The list above is provided for example and is not exhaustive.

5. Use of Authority Property

No member shall use for personal purposes any Authority property, equipment, supplies, or services of consequence other than for purposes connected with the discharge of Authority duties or associated community activities of which the Authority has been advised.

6. Work of a Political Nature

No member shall use Authority facilities, services or property for his/her election or re-election campaign to any position or office within the Authority or otherwise.

7. Conduct at Authority Meetings

During meetings of the Authority, Members shall conduct themselves with decorum. Respect for delegations and for fellow Members requires that all Members show courtesy and not distract from the business of the Authority during presentations and when others have the floor.

8. Influence on Staff

Members shall be respectful of the fact that staff work for the Authority as a whole and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence.

9. Business Relations

No Member shall borrow money from any person who regularly does business with the Authority unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

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No Member shall act as a paid agent before the Authority, the Executive Committee or an advisory board or committee of the Authority, except in compliance with the terms of the *Municipal Conflict of Interest Act*.

10. Encouragement of Respect for the Authority and its Regulations

Members shall represent the Authority in a respectful way and encourage public respect for the Authority and its Regulations.

11. Harassment

It is the policy of the Authority that all persons be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment. Harassment of another Member, staff or any member of the public is misconduct. Members shall follow the Authority's Harassment Policy as approved from time-to-time.

Examples of harassment that will not be tolerated include: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to an individual's race, religious beliefs, colour, gender, physical or mental disabilities, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. The Authority will also not tolerate the display of pornographic, racist, or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit and any other prohibited grounds under the provisions of the Ontario Human Rights Code.

12. Breach of Code of Conduct

Should a Member breach the Code of Conduct, they shall advise the Chair and Vice-Chair, with a copy to the Secretary Treasurer, as soon as possible after the breach.

Should a Member of the Authority allege that another Member has breached the Code of Conduct, the said breach shall be communicated to the Chair, with a copy to the Secretary-Treasurer, in writing. In the absence of the Chair, or if a Member alleges that the Chair has breached the Code of Conduct, the said breach shall be communicated the Vice-Chair, with a copy to the Secretary-Treasurer, in writing.

Any breach, or alleged breach, of the Code of Conduct shall be investigated in accordance with the Enforcement of Bylaws and Policies procedure outlined or referred to in the Authority's Administrative ~~By-law~~ Bylaw.

21. Appendix 2 - Conflict of Interest

1. Municipal Conflict of Interest Act

The Authority Members commit themselves and the Authority to ethical, businesslike, and lawful conduct when acting as the General Membership. The Authority is bound by the *Municipal Conflict of Interest Act*. This ~~by-law~~ bylaw is intended to assist Members in understanding their obligations. Members are required to review the *Municipal Conflict of Interest Act* on a regular basis.

Additionally, the agricultural representative appointed by the Minister will be required to follow the provincial ethical framework set out for government public appointees in the Management Board of Cabinet's Agencies and Appointments Directive.

2. Disclosure of Pecuniary Interest

Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Authority, Executive Committee, Advisory Board or committee at which the matter is the subject of consideration, the Member:

- a) ~~S~~shall, prior to any consideration of the matter at the meeting, disclose the pecuniary interest and the general nature thereof;
- b) ~~S~~shall not take part in the discussion of, or vote on any question in respect of the matter; and,
- c) ~~S~~shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question; and
- ~~e~~d) shall file a written statement of the Conflict of Interest and its general nature with the General Manager/Secretary-Treasurer.

3. Chair's Conflict of Interest or Pecuniary Interest

Where the Chair of a meeting discloses a conflict of interest with respect to a matter under consideration at a meeting, another Member shall be appointed to chair that portion of the meeting by Resolution.

4. Closed Meetings

Where a meeting is not open to the public, a Member who has declared a conflict of interest shall leave the meeting for the part of the meeting during which the matter is under consideration.

5. Member Absent

October 16, 2018, amended last ~~February~~ March 2023

Where the interest of a Member has not been disclosed by reason of their absence from the particular meeting, the Member shall disclose their interest and otherwise comply at the first meeting of the Authority, Executive Committee, advisory board or committee, as the case may be, attended by them after the particular meeting.

6. Disclosure Recorded in Minutes

The recording secretary shall record in reasonable detail the particulars of any disclosure of conflict of interest or pecuniary interest made by Members and whether the member withdrew from the discussion of the matter. Such record shall appear in the minutes/notes of that particular meeting of the General Membership, Executive Committee, advisory board or committee, as the case may be.

6B. Registry Maintained for Public Inspection

The Authority shall maintain a registry in which shall be kept:

- a) a copy of each statement filed under Section 2d) of this policy; and,
- b) a copy of each declaration recorded in the Minutes.

The registry shall be available for public inspection.

7. Breach of Conflict-of-Interest Policy

Should a Member breach the Conflict-of-Interest Policy, they shall advise the Chair and Vice-Chair, with a copy to the Secretary-Treasurer, as soon as possible after the breach.

Should a Member of the General Membership allege that another Member has breached the Code of Conduct, the said breach shall be communicated to the Chair, with a copy to the Secretary-Treasurer, in writing. In the absence of the Chair, or if a Member alleges that the Chair has breached the Conflict-of-Interest Policy, the said breach shall be communicated to the Vice-Chair, with a copy to the Secretary-Treasurer, in writing.

Should a member of the public or a municipality allege that a Member has breached the Conflict- of-Interest Policy, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Conflict-of-Interest Policy shall be investigated in accordance with the Enforcement of Bylaws and Policies procedure outlined or referred to in the Authority's Administrative ~~By-law~~Bylaw.

22. Appendix 3 - Procedure for Election of Officers

a) Voting

Voting shall be by secret ballot and no Members may vote by proxy.

b) Acting Chair

The General Membership shall appoint a person, who is not a voting Member, as Acting Chair or Returning Officer, for the purpose of Election of Officers.

c) Scrutineer(s)

The appointment of one or more scrutineers is required for the purpose of counting ballots, should an election be required. All ballots shall be destroyed by the scrutineers afterwards. The Acting Chair shall call a motion for the appointment of one or more persons, who are not Members or employees of the Authority, to act as scrutineers. A Member, who will not stand for election, may be appointed as an additional scrutineer if requested.

d) Election Procedures

The Acting Chair shall advise the Members that the election will be conducted in accordance with the Act and the Saugeen Valley Conservation Authority Administrative By-law Section B: Governance, subsection 4 'Maximum Term for Chair and Vice Chair(s)' as follows:

- a) The elections shall be conducted in the following order:
 - i. Election of the Chair, who shall be a Member appointed by a participating Municipality to ~~of~~ the Authority
 - ii. Election of one or more Vice-chairs, who shall be Members of the Authority
 - iii. Election of Member-at-Large who shall be ~~a~~Members appointed by a participating Municipality to ~~of~~ the Authority.
- b) The Acting Chair shall ask for nominations to each position;
- c) Only current Members of the Authority who are present may vote;
- d) Nominations shall be called three (3) times and will only require a mover;
- e) The closing of nominations shall require both a mover and a seconder;
- f) Each Member nominated shall be asked to accept the nomination. The Member must be present to accept the nomination unless the Member has advised the Secretary-Treasurer in writing or by email in advance of the election of their willingness to accept the nomination.

If one Nominee:

- g) If only one nominee, the individual shall be declared into the position by acclamation.

If More than One Nominee:

- h) In the event of an election, each nominee shall be permitted not more than three (3) minutes to speak for the office, in the order of the alphabetical listing by surnames.
- i) Upon the acceptance by nominees to stand for election to the position of office, ballots shall be distributed to the Members by the scrutineers for the purpose of election and the Acting Chair shall ask the Members to write the name of one individual only on the ballot.
- j) The scrutineers shall collect the ballots, leave the meeting to count the ballots, return and advise the Acting Chair who was elected with more than 50% of the vote.

A majority vote shall be required for election. If there are more than two nominees, and upon the first vote no nominee receives the majority required for election, the name of the person with the least number of votes shall be removed from further consideration for the office and new ballots shall be distributed. In the case of a vote where no nominee receives the majority required for election and where two or more nominees are tied with the least number of votes, a special vote shall be taken to decide which one of such tied nominees' names shall be dropped from the list of names to be voted on in the next vote.

Should there be a tie vote between two remaining candidates, new ballots shall be distributed, and a second vote held. Should there still be a tie after the second ballot a third vote shall be held. Should there be a tie after the third vote, the election of the office shall be decided by lot drawn by the Acting Chair or designate.

In the event that the Past Chair of the Authority is no longer an accredited Member on the Authority, an election of a Member-at-Large will be undertaken, following the same procedures as outlined above.

Immediately following the election of Chair and 1st and 2nd Vice Chair, and, if necessary, the Member-at-Large, the person presiding over the election shall install the newly elected Chair and hand over control of the meeting.

II Best Management Practices (BMPs)

A secondary goal for this project is to share other Best Management Practices (BMPs) among CAs. This will allow CAs to share knowledge and expertise in different areas. A shared electronic library has been established in the confidential members only area on Conservation Ontario's website. This model By-law will be shared in this way. A number of other BMPs, sample policies, etc. have also been added to the library to date. This will continue to grow over time.

Suggestions from CAs for the types of BMPs to be included are encouraged. Some that have been identified to date, include:

1. Investment Policy
2. Human Resources Policies
3. Health and Safety Polices
4. Purchasing Policy (including procedures for public procurement)
5. Records Retention Policy
6. Gift Acceptance Policy (if a Registered Charity)
7. Establishment and Use of Reserve Funds Policy
8. Others, as required.

~~23. Appendix 4 — Powers of Authorities~~

~~24. The *Conservation Authorities Act* specifies the following:~~

~~25. Powers of authorities~~

~~26. 21 (1) For the purposes of accomplishing its objects, an authority has power,~~

~~27. (a) — to research, study and investigate the watershed and to support the development and implementation of programs and services intended to further the purposes of this Act.;~~

~~28. (b) — for any purpose necessary to any project under consideration or undertaken by the authority, to enter into and upon any land, with the consent of the occupant or owner, and survey and take levels of it and make such borings or sink such trial pits as the authority considers necessary;~~

~~29. (c) — to acquire by purchase, lease or otherwise any land that it may require, and, subject to subsection (2), to sell, lease or otherwise dispose of land so acquired;~~

~~30. (d) — despite subsection (2), to lease for a term of five years or less land acquired by the authority;~~

~~31. (e) — to purchase or acquire any personal property that it may require and sell or otherwise deal therewith;~~

~~32. (f) to enter into agreements for the purchase of materials, employment of labour and other purposes as may be necessary for the due carrying out of any project or to further the authority's objects;~~

~~33. (g) — to enter into agreements with owners of private lands to facilitate the due carrying out of any project;~~

- ~~34. (h) — to determine the proportion of the total benefit afforded to all the participating municipalities that is afforded to each of them;~~
- ~~35. (i) to erect works and structures and create reservoirs by the construction of dams or otherwise;~~
- ~~36. (j) to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof;~~
- ~~37. (k) — to alter the course of any river, canal, brook, stream or watercourse, and divert or alter, as well temporarily as permanently, the course of any river, stream, road, street or way, or raise or sink its level in order to carry it over or under, on the level of or by the side of any work built or to be built by the authority, and to divert or alter the position of any water pipe, gas pipe, sewer, drain or any telegraph, telephone or electric wire or pole;~~
- ~~38. (l) to use lands that are owned or controlled by the authority for purposes, not inconsistent with its objects, as it considers proper;~~
- ~~39. (m) — to use lands owned or controlled by the authority for park or other recreational purposes, and to erect, or permit to be erected, buildings, booths and facilities for such purposes and to make charges for admission thereto and the use thereof;~~
- ~~40. (m.1) to charge fees for services approved by the Minister;~~
- ~~41.~~
- ~~42. Note: On a day to be named by proclamation of the Lieutenant Governor, clause 21 (1) (m.1) of the Act is repealed. (See: 2017, c. 23, Sched. 4, s. 19 (3))~~

~~43. (n) to collaborate and enter into agreements with ministries and agencies of government, municipal councils and local boards and other organizations and individuals;~~

~~44. (o) to plant and produce trees on Crown lands with the consent of the Minister, and on other lands with the consent of the owner, for any purpose;~~

~~45. (p) generally to do all such acts as are necessary for the due carrying out of any project or as may be desirable to further the objects of the authority. R.S.O. 1990, c. C.27, s. 21; 1996, c. 1, Sched. M, s. 44 (1, 2); 1998, c. 18, Sched. I, s. 11; 2017, c. 23, Sched. 4, s. 19 (1, 2, 4, 5).~~

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III Checklist for compliance with Section 19.1

<u>Proposed Conservation Authorities Act Section 19.1(1)</u> <u>An authority may make by-laws:</u>	<u>Template By-law</u>
<u>a) respecting the meetings to be held by the authority, including providing for the calling of the meetings and the procedures to be followed at meetings, specifying which meetings, if any, may be closed to the public;</u>	<u>Part II Administrative By-law, Section C – Meeting Procedures:</u> <u>1. Rules of Procedure</u> <u>2. Notice of Meeting</u> <u>13. Meetings with Closed “In Camera” Sessions</u>
<u>b) prescribing the powers and duties of the secretary-treasurer;</u>	<u>Part II Administrative By-law, Section B – Governance</u> <u>2. Officers</u>
<u>c) designating and empowering officers to sign contracts, agreements and other documents on behalf of the authority;</u>	<u>Part II Administrative By-law, Section B – Governance</u> <u>1(c) Powers of the General Membership</u> <u>2. Officers</u> <u>13. Signing Officers</u>
<u>d) delegating all or any of its powers to the executive committee except,</u> <u>i. the termination of the services of the secretary-treasurer,</u> <u>ii. the power to raise money, and</u>	<u>Part II Administrative By-law, Section B – Governance</u> <u>1(c) Powers of the General Membership</u> <u>2. Officers</u>

<u>Proposed Conservation Authorities Act Section 19.1(1)</u> <u>An authority may make by-laws:</u>	<u>Template By-law</u>
<u>iii. the power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the authority;</u>	
<u>e) providing for the composition of its executive committee and for the establishment of other committees that it considers advisable and respecting any other matters relating to its governance;</u>	<u>Part II Administrative By-law, Section B – Governance</u> <u>1(c) Powers of the General Membership</u> <u>14. Executive Committee</u> <u>15. Advisory Boards and Other Committees</u>
<u>f) respecting the roles and responsibilities of the members of the authority and of its officers and senior staff;</u>	<u>Part II Administrative By-law, Section B – Governance</u> <u>1. Members</u> <u>2. Officers</u>
<u>g) requiring accountability and transparency in the administration of the authority including,</u> <u>i. providing for the retention of records specified in the by-laws and for making the records available to the public,</u>	<u>Part II Administrative By-law, Section C – Meeting Procedures</u> <u>3. Meetings Open to Public</u> <u>Part II Administrative By-law, Section B – Governance</u> <u>17. Records Retention</u> <u>18. Records Available to Public</u>
<u>ii. establishing a code of conduct for the members of the authority, and</u>	<u>Appendix 1 – Code of Conduct</u>
<u>iii. adopting conflict of interest guidelines for the members of the authority;</u>	<u>Appendix 2 - Conflict of Interest</u>
<u>h) respecting the management of the authority’s financial affairs, including auditing and reporting on the authority’s finances;</u>	<u>Part II Administrative By-law, Section B – Governance</u> <u>10. Financial Statements and Report of the Auditor</u>

<u>Proposed Conservation Authorities Act Section 19.1(1)</u>	<u>Template By-law</u>
<u>An authority may make by-laws:</u>	
<u>i) respecting the by-law review required under subsection (3) and providing for the frequency of the reviews; and</u>	<u>Part II Administrative By-law, Section B – Governance</u> <u>19. By-law Review</u>
<u>j) respecting such other matters as may be prescribed by regulation.</u>	<u>To be developed as required</u>

<u>Proposed Conservation Authorities Act Sections 19.1 (2), (3) and (4)</u>	<u>Template By-law</u>
<u>Conflict with other laws</u> <u>(2) If a by-law made by an authority conflicts with any provision of the Municipal Conflict of Interest Act or the Municipal Freedom of Information and Protection of Privacy Act or a provision of a regulation made under one of those Acts, the provision of the Act or regulation prevails.</u>	<u>Part II Administrative By-law, Section B – Governance</u> <u>1(e) Applicable Legislation</u>
<u>Periodic review of by-laws</u> <u>(3) At such regular intervals as may be determined by by-law, an authority shall undertake a review of all of its by-laws to ensure, amongst other things, that the by-laws are in compliance with any Act referred to in subsection (2) or any other relevant law.</u>	<u>Part II Administrative By-law, Section B – Governance</u> <u>19. By-law Review</u>
<u>By-laws available to public</u> <u>(4) An authority shall make its by-laws available to the public in the manner it considers appropriate.</u>	<u>Part II Administrative By-law, Section B – Governance</u> <u>20. By-law Available to Public</u>

IV Copies of Minister's Directions under Section 19.1(7)

Ministry of the Environment,
Conservation and Parks

Office of the Minister

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Ministère de l'Environnement,
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March 26, 2020

TO: Conservation Authorities as listed in the attached Schedule "A"

SUBJECT: Minister's Direction for Conservation Authorities during the COVID-19
Outbreak

As the COVID-19 outbreak continues to evolve locally and globally, I am writing to provide direction on how conservation authorities can continue operations while maintaining a safe physical distance. To ensure conservation authorities can continue to conduct meetings and hearings as necessary, we are giving conservation authorities the ability to amend their administrative by-laws to allow for virtual meetings, including by teleconference.

As such, I am issuing this Minister's Direction ("Direction") pursuant to subsection 19.1 (7) of the *Conservation Authorities Act*. This Direction applies to all conservation authorities in Ontario, listed in **Schedule "A"** as attached. For greater certainty, this Direction also applies to conservation authorities when meeting as a source protection authority under the *Clean Water Act, 2006*.

The *Conservation Authorities Act* requires that, "[e]very meeting held by the authority shall be open to the public, subject to such exceptions as may be specified in the by-laws of the authority." Further, at any meeting that is held, "a quorum consists of one-half of the members appointed by the participating municipalities, except where there are fewer than six such members, in which case three such members constitute a quorum". It has been brought to my attention that the administrative by-laws that conservation authorities have adopted pursuant to subsection 19.1 (1) of the Act may create barriers in meeting these provisions of the Act during this time of emergency, where in-person attendance may not be feasible.

The primary purpose of this Direction is to enable conservation authorities to convene a meeting electronically in order to make the necessary amendments to their by-laws to deal with emergencies. This Direction identifies the minimum areas where the by-laws should be amended, in the manner deemed appropriate by the authority, to make provision for emergency situations. However, each conservation authority, depending on their individual by-laws, may identify the need to make other necessary amendments to respond to emergencies.

Accordingly, I am directing that the conservation authority review and amend their by-laws, as applicable, to ensure they comply with the following Direction and take the other necessary steps as set out in this Direction.

Electronic participation, emergencies

1. During any period where an emergency has been declared to exist, in all or part of an area over which a conservation authority has jurisdiction, under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, that may prevent members of the authority from meeting in person, the by-laws provide:
 - a. That members of the authority be permitted to participate in meetings electronically, which shall include the ability of those members participating electronically to register votes.
 - b. That any member of the authority who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time during the meeting in accordance with the requirement in subsection 16 (2) of the *Conservation Authorities Act*.
 - c. That any member of the authority can participate electronically in a meeting that is closed to the public.
 - d. That any hearing or appeal that is dealt with in the by-laws can be conducted electronically with provisions for applicants and their agents to participate, if the conservation authority holds any such hearing or appeal during any period where an emergency has been declared to exist.

Meetings open to the public

2. Conservation authorities must continue to implement best practices to make board meetings open to the public in accordance with subsection 15 (3) of the *Conservation Authorities Act*. Where possible, conservation authorities must provide for alternative means to allow the public to participate in any meetings electronically.

General, emergency measures

3. If there is anything that is required to be done under the by-laws during the emergency, including the holding of an annual general meeting, that the by-laws permit postponement to a later date.

Publication of information

4. The conservation authorities listed in Schedule "A" shall make this Direction publicly available on a website or other electronic means.

5. In accordance with subsection 19.1 (4) of the *Conservation Authorities Act*, an authority shall make any by-laws that are amended in accordance with this Direction available to the public in the manner it considers appropriate.

Implementation procedure

6. A conservation authority may hold a special meeting to amend a by-law for the purposes of implementing this Direction.
7. Despite any provision in a by-law made under subsection 19.1 (1) of the *Conservation Authorities Act*, members of the authority can participate electronically in any special meeting that is required to implement this Direction.
8. A member of the authority that is participating electronically in such a special meeting may be counted in determining whether or not a quorum of members is present at any time during the meeting.

Effective date

9. This Direction is effective immediately. 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.

If you have any questions related to this Direction, please contact:

Chloe Stuart
Assistant Deputy Minister, Land and Water Division, MECP
Robinson PI South Tower, 6th Floor
300 Water Street
Peterborough ON K9J 3C7
(705) 755-5341
chloe.stuart@ontario.ca

To learn more about how the province continues to protect Ontarians from COVID-19, please visit www.ontario.ca/coronavirus.

Sincerely,



Jeff Yurek
Minister of the Environment, Conservation and Parks

- c: The Honourable Steve Clark, Minister of Municipal Affairs and Housing
The Honourable John Yakabuski, Minister of Natural Resources and Forestry
Ms. Kim Gavine, General Manager, Conservation Ontario

Ministry of the Environment,
Conservation and Parks

Ministère de l'Environnement,
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September 10, 2020

TO: Conservation Authorities as listed in the attached Schedule "A"

SUBJECT: Amendment to the Minister's Direction for Conservation Authorities during the COVID-19 Outbreak

On March 26, 2020, I issued a Minister's Direction ("Direction") pursuant to subsection 19.1 (7) of the *Conservation Authorities Act* that applied to all conservation authorities in Ontario, listed in Schedule "A" as attached. The Direction enabled conservation authorities to convene a meeting electronically in order to make the necessary amendments to their administrative by-laws to deal with both provincial and municipal emergencies. It identified the minimum areas where the by-laws should be amended, in the manner deemed appropriate by the CA, to make provision for emergency situations (e.g., electronic participation in meetings and hearings and achieving quorum while participating electronically). The Direction also identified that each conservation authority, depending on their individual by-laws, may identify the need to make other necessary amendments to respond to emergencies.

It has come to my attention that certain conservation authorities amended their by-laws to allow virtual meetings only during declared emergencies. Now that the provincially declared state of emergency has ended and municipally declared state of emergencies have or may end, conservation authorities may be prevented from continuing to be able to meet virtually. As such, I am amending the Direction that I issued on March 26, 2020 to remove this barrier. I am directing the conservation authorities listed in Schedule "A" to meet virtually for the purpose of reviewing and amending their by-laws, as applicable, to allow for members of a conservation authority to participate electronically in meetings when it is deemed appropriate by the conservation authority to do so. For greater certainty, the other provisions of the Direction continue to apply.

October 16, 2018, amended last ~~February~~ March 2023

Effective Date

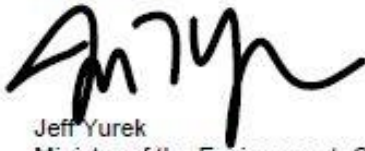
This amendment to the March 26, 2020 Direction is effective immediately. If it is in the public interest to do so, I will provide further direction or clarification at a later date related to the matters set out in this Direction.

If you have any questions related to this Direction, please contact:

Chloe Stuart
Assistant Deputy Minister, Land and Water Division
Ministry of the Environment, Conservation and Parks
Robinson PI South Tower, 6th Floor
300 Water Street
Peterborough, ON, K9J 3C7
(705) 755-5341
chloe.stuart@ontario.ca

To learn more about how the province continues to protect Ontarians from COVID-19, please visit www.ontario.ca/coronavirus.

Sincerely,



Jeff Yurek
Minister of the Environment, Conservation and Parks

c: Steve Clark, Minister of Municipal Affairs and Housing
John Yakabuski, Minister of Natural Resources and Forestry
Kim Gavine, General Manager, Conservation Ontario

V Summaries of Governance-related Amendments to the Conservation Authorities Act

Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020

Amendments to the Conservation Authorities Act, through the Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020, were proclaimed on February 2nd, 2021.

Amendments were related to governance of conservation authorities, and included: changes to CA-municipal membership provisions (s.14(1.1)), requirements for CAs to make membership agreements publicly available (s.14(2.2)(2.3)), the Ministers power to appoint a member from the agricultural sector (s.14(4)(4.0.1)), limitations on terms of CA chairs and vice chairs (s.17(1.1)(1.2)(1.3)), minor amendments to the ‘powers of authorities’(s.21(1)), and a requirement for CAs to follow generally accepted accounting principles (s.38(1)(4)).

Although not requiring amendments to the Administrative By-Laws (and therefore not reflected in the table below), it is noted that included in these amendments is a new ability for the Minister to appoint one or more investigators, at any time, to conduct an investigation of an authority’s operations, including the programs and services it provides (s. 23.1 (4) – (10)). In the event an investigator is appointed, the CA may need to provide the investigator with documents or records as required, and may be required to pay all or part of the cost of an investigation. If, after reviewing an investigator’s report, the Minister believes that an authority has failed, or is likely to fail, to comply with a provision of the CA Act or the regulation, or any other Act or regulations that applies to the authority, the Minister may order the Authority to do or refrain from doing anything, or recommend to the LGIC that an administrator be appointed to take over control and operation of the authority (s. 23.2, 23.3).

Amendments to the <i>Conservation Authorities Act</i> (February 2nd, 2021 proclamations)	Template By-law
<p><u>Section 14 (1.1)</u></p> <p><u>Members of council appointed</u> <u>(1.1) When appointing members of an authority, the council of a participating municipality shall ensure that at least 70 per cent of its appointees are selected from among the members of the municipal council, subject to subsection (1.2).</u></p> <p><u>Section 14 (1.2)</u></p>	<p><u>Part II Administrative By-law,</u> <u>Section B - Governance</u></p> <p><u>3. Members</u></p>

Amendments to the <i>Conservation Authorities Act</i> (February 2nd, 2021 proclamations)	Template By-law
<p><u>Exception</u> <u>(1.2) Upon application by a participating municipality, the Minister may grant permission to the municipality to select less than 70 per cent of its appointees to an authority from among the members of the municipal council, subject to such conditions or restrictions as the Minister considers appropriate.</u></p>	
<p><u>Section 14 (2.2)</u></p> <p><u>Municipal agreement</u> <u>(2.2) If the participating municipalities of an authority enter into an agreement with respect to the total number of municipally appointed members of the authority and the total number of members each municipality may appoint, the authority shall, within 60 days after the agreement is executed,</u></p> <ul style="list-style-type: none"> <u>a) provide a copy of the agreement to the Minister; and</u> <u>b) make the agreement available to the public by posting it on the authority’s website and by any other means the authority considers appropriate.</u> <p><u>Section 14 (2.3)</u></p> <p><u>Same, transition</u> <u>(2.3) If an agreement referred to in subsection (2.2) is in force on the day subsection 2 (4) of Schedule 6 to the <i>Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020</i> comes into force, the relevant authority shall provide a copy of the agreement to the Minister within 60 days after that day.</u></p>	<p><u>Part II Administrative By-law,</u> <u>Section B - Governance</u></p> <p><u>1. Members</u></p>
<p><u>Section 14 (4)</u></p> <p><u>Member from agricultural sector appointed</u> <u>(4) In addition to the members of an authority appointed in accordance with subsections (1) to (2.1), an additional member may be appointed to the authority by the Minister as a representative of the agricultural sector.</u></p> <p><u>Section 14 (4.0.1)</u></p> <p><u>Limitation on voting</u></p>	<p><u>Part II Administrative By-law –</u> <u>Introduction</u></p> <p><u>Part II Administrative By-law,</u> <u>Section B - Governance</u></p> <p><u>1. Members</u></p> <p><u>Part II Administrative By-law,</u> <u>Section C – Meeting Procedures</u></p> <p><u>12. Voting</u></p>

Amendments to the <i>Conservation Authorities Act (February 2nd, 2021 proclamations)</i>	Template By-law
<p><u>(4.0.1) The member of an authority appointed under subsection (4) shall not vote on,</u></p> <ul style="list-style-type: none"> <u>a) a resolution to enlarge an authority’s area of jurisdiction that is presented at a meeting called under section 10;</u> <u>b) a resolution to amalgamate an authority with another authority that is presented at a meeting called under section 11;</u> <u>c) a resolution to dissolve the authority that is presented at a meeting called under section 13.1; or</u> <u>d) a resolution relating to any budgetary matter that is presented at a meeting held under section 16.</u> <p><u>Section 14 (4.1)</u></p> <p><u>Term</u></p> <p><u>(4.1) A member shall be appointed for a term of up to four years, as may be determined by the council that appoints the member or, in the case of a member appointed under subsection (4), by the Minister.</u></p>	
<p><u>Section 15 (2.1)</u></p> <p><u>Agenda, minutes to be made public</u></p> <p><u>(2.1) Subject to the <i>Municipal Freedom of Information and Protection of Privacy Act</i>, the authority shall,</u></p> <ul style="list-style-type: none"> <u>a) make the agenda for a meeting of the authority or of its executive committee available to the public before the meeting takes place; and</u> <u>b) make the minutes of a meeting of the authority or of its executive committee available to the public within 30 days after the meeting.</u> <p><u>Section 15 (2.2)</u></p> <p><u>Same</u></p> <p><u>(2.2) An agenda for a meeting or its minutes that are to be made available to the public under subsection (2.1) shall be made available by posting them on the authority’s website and by any other means the authority considers appropriate.</u></p>	<p><u>Part II Administrative By-law,</u> <u>Section C – Meeting Procedures</u> <u>19. Minutes of Meetings</u></p>
<p><u>Section 17 (1.1)</u></p> <p><u>Term of chair, vice-chair</u></p>	<p><u>Part II Administrative By-law,</u> <u>Section B - Governance</u></p>

Amendments to the <i>Conservation Authorities Act (February 2nd, 2021 proclamations)</i>	Template By-law
<p><u>(1.1) A chair or vice-chair appointed under subsection (1) shall hold office for a term of one year and shall serve for no more than two consecutive terms.</u></p> <p><u>Section 17 (1.2)</u></p> <p><u>Representation from each municipality</u></p> <p><u>(1.2) An authority in respect of which more than one participating municipality has been designated shall appoint chairs and vice-chairs from among the members appointed to the authority by each participating municipality on a rotating basis so as to ensure that a member appointed to the authority by a particular participating municipality cannot be appointed to succeed an outgoing chair or vice-chair appointed to the authority by the same participating municipality.</u></p> <p><u>Section 17 (1.3)</u></p> <p><u>Exception</u></p> <p><u>(1.3) Despite subsections (1.1) and (1.2), upon application by an authority or a participating municipality, the Minister may grant permission to the authority or participating municipality to, subject to such conditions or restrictions as the Minister considers appropriate,</u></p> <ul style="list-style-type: none"> <u>a) appoint a chair or vice-chair for a term of more than one year or to hold office for more than two consecutive terms; or</u> <u>b) appoint as chair or vice-chair of the authority a member who was appointed to the authority by the same participating municipality that appointed the outgoing chair or vice-chair.</u> 	<p><u>4. Maximum Term for Chair and Vice-Chair(s)</u></p> <p><u>Part II Administrative By-law,</u> <u>Section B - Governance</u></p> <p><u>6. Election of Chair and Vice-Chairs</u></p>
<p><u>Section 21 (1)</u></p> <p><u>Powers of authorities</u></p> <p><u>For the purposes of accomplishing its objects, an authority has power,</u></p> <ul style="list-style-type: none"> <u>a) to research, study and investigate the watershed and to support the development and implementation of programs and services intended to further the purposes of this Act;</u> 	<p><u>Part II Administrative By-law –</u> <u>Introduction</u></p>

Amendments to the <i>Conservation Authorities Act (February 2nd, 2021 proclamations)</i>	Template By-law
<ul style="list-style-type: none"> <u>b) for any purpose necessary to any project under consideration or undertaken by the authority, to enter into and upon any land, with consent of the occupant or owner, and survey and take levels of it and make such borings or sink such trial pits as the authority considers necessary;</u> <u>c) to acquire by purchase, lease or otherwise any land that it may require, and, subject to subsection (2), to sell, lease or otherwise dispose of land so acquired;</u> <u>d) despite subsection (2), to lease for a term of five years or less land acquired by the authority;</u> <u>e) to purchase or acquire any personal property that it may require and sell or otherwise deal therewith;</u> <u>f) to enter into agreements for the purchase of materials, employment of labour and other purposes as may be necessary for the due carrying out of any project or to further the authority’s objects;</u> <u>g) to enter into agreements with owners of private lands to facilitate the due carrying out of any project;</u> <u>h) to determine the proportion of the total benefit afforded to all the participating municipalities that is afforded to each of them;</u> <u>i) to erect works and structures and create reservoirs by the construction of dams or otherwise;</u> <u>j) to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof;</u> <u>k) to alter the course of any river, canal, brook, stream or watercourse, and divert or alter, as well temporarily as permanently, the course of any river, stream, road, street or way, or raise or sink its level in order to carry it over or under, on the level of or by the side of any work built or to be built by the authority, and to divert or alter the position of any water-pipe, gas-pipe, sewer, drain or any telegraph, telephone or electric wire or pole;</u> <u>l) to use lands that are owned or controlled by the authority for purposes, not inconsistent with its objects, as it considers proper;</u> <u>m) to use lands owned or controlled by the authority for park or other recreational purposes, and to erect, or permit to be erected, buildings, booths and facilities</u> 	

<p>Amendments to the <i>Conservation Authorities Act (February 2nd, 2021 proclamations)</i></p>	<p>Template By-law</p>
<p><u>for such purposes and to make charges for admission thereto and the use thereof;</u> <u>(m.1) to charge fees for services approved by the Minister;</u> <u>n) to collaborate and enter into agreements with ministries and agencies of government, municipal councils and local boards and other organizations and individuals;</u> <u>o) to plant and produce trees on Crown lands with the consent of the Minister, and on other lands with the consent of the owner, for any purpose;</u> <u>p) Repealed: 2020, c. 36, Sched. 6, s. 7 (4).</u> <u>g) generally to do all such acts as are necessary for the due carrying out of any project or as may be desirable to further the objects of the authority.</u></p>	
<p><u>Section 38 (1)</u></p> <p><u>Annual audit</u> <u>(1) Every authority shall cause its accounts and transactions to be audited annually by a person licensed under the <i>Public Accounting Act, 2004</i> and shall ensure that the annual audit is prepared in accordance with generally accepted accounting principles for local governments recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada, as they exist from time to time.</u></p> <p><u>Section 38 (4)</u> <u>Report made publicly available</u> <u>(4) Within 60 days of receiving the auditor’s report, an authority shall make the report available to the public on its website and by any other means that the authority considers appropriate.</u></p>	<p><u>Part II Administrative By-law,</u> <u>Section B - Governance</u> <u>10. Financial Statements and Report of the Auditor</u></p>

October 16, 2018, amended last ~~February~~ March 2023

October 16, 2018, amended last ~~February~~ March 2023

These Administration Bylaws were approved by the Saugeen Valley Conservation Authority at its meeting held at Formosa, Ontario, on October 16th, 2018 (Motion #G18-82), amended at meetings held electronically on August 6, 2020 (Motion #G20-78), and February 17, 2022 (Motion #G22-25).

General Manager/Secretary-Treasurer

Report To: Chair and Directors, Saugeen Valley Conservation Authority
From: Erik Downing, Manager, Environmental Planning and Regulations
Date: March 16, 2023
Subject: Request for Endorsement: Permits Issued
Purpose: To seek endorsement for permits issued pursuant to Ontario Regulation 169/06, as amended

Recommendation

THAT the Development, Interference with Wetlands and Alterations to Shorelines and Watercourse applications (23-013-23-029), pursuant to Ontario Regulation 169/06, as approved by staff, be endorsed.

Background

Saugeen Valley Conservation Authority (SVCA) staff issue permits in accordance with SVCA policies and then present them to the Board for endorsement at each Authority meeting. The list below indicates the permits that have been issued in the month of February 2023.

Permit #	Location	Address	Proposed Works	Permit Type
23-029	Huron	68 Penetangore Row S, Lot 65 Con A, Part 2 Plan 3R-2944	Construction of a new detached slab-on-grade garage and related excavation, filling and grading.	Regulated Area
23-028	Kincardine Township	Lot 34, Con 6 and 7	To install systematic tile drainage adjacent to a wetland and outlet to a watercourse, and install a catch basin, with related excavation and filling.	Regulated Area
23-027	Bentinck	401619 Grey Rd 4, Plan 53 Pt Lot 10 & 11 RP 17R3575 Pt 4	The demolition and removal of an existing dwelling and for the construction of a 2680 square foot dwelling with related grading, filling, and excavation all adjacent to a tributary of the Saugeen River and associated wetlands.	Regulated Area

23-026	Culross	No Civic Address, Con 14 West, Pt Lot 9, Con 15	Installation of a new farm culvert crossing and related filling and grading on the Keip Municipal Drain.	Watercourse
23-025	Brockton (Municipality)	1685 Bruce Rd 20, Pt Lt. 17 & 18, Con 17	To complete the construction of a dwelling with attached garage, detached shop, installation of a sewage disposal system and laneway, and related excavation, filling, and grading.	Regulated Area
23-024	Egremont	244157 Southgate Rd 24, Lot 14 Con 20	Construction of an addition to the northeast side of an existing dwelling, and construction of an attached garage on the east side of an existing dwelling, and related excavation, filling, and grading, all within the adjacent lands to wetlands/swamp.	Regulated Area
23-023	Egremont	392057 Grey Rd 109, Pt. Lot 40, Con 3	Completion of Rehabilitation to Holstein Dam Sluiceway.	Watercourse
23-022	Proton	125282 Southgate Rd 12, Lots 8-9 Con 8	enclosing up to 1,100 feet/335 metres of an open ditch; and filling, and grading, associated with agricultural tile drainage, all within 120 metres from part of Gildale Wetland (swamp) Provincially Significant Wetlands and/or within the floodplain and adjacent lands of the floodplain of the South Saugeen River.	Regulated Area
23-021	Egremont	311371 Highway 6, Con 1 Pt Lot 27 PT Div 1 Lot 28	Completion of systematic farm drainage tile installation with multiple outlets to a watercourse, completion of excavation and grading associated with a cut and fill plan and watercourse alteration, and new culvert installation.	Regulated Area
23-020	Osprey	307190 Centre Line A, Lot 1 & 2, Con 1 SDR	The construction of a 4000 square foot storage structure with related grading, filling, and excavation adjacent to a tributary of the Saugeen River and other wetlands.	Regulated Area
23-019	Egremont	103601 Southgate Rd 10, South Part Lot 2 Con 10	Excavation, filling, and grading, associated with a cut and fill plan, and construction of a detached accessory building (driving shed with farm shop), all within and within the adjacent lands to part of the floodplain of a tributary of Fairbanks Creek.	Regulated Area

23-018	Bentinck	103 Louise Creek Crescent, Lot 20 Plan 1097	construction of a detached accessory building (art studio), and related excavation, filling, and grading, all within 120 metres of part of the Louise, Boyd, McDonald Lakes Provincially Significant Wetland	Regulated Area
23-017	Sullivan	110 McCullough Lake Rd	To demolish an 800 square foot dwelling and construct a 3,200 square foot dwelling in the same general location, with related excavation, filling and grading	Regulated Area
23-016	Kincardine Town	196 Goderich Street, Pt Lots 1,2, and 3	To construct a 50 metre armour stone revetment and a set of armour stone steps, with related excavation, filling and grading.	Regulated Area
23-015	Osprey	327528 3rd Con, Lot 16, Con 2 NDR	The demolition and removal of an existing 1540 square foot dwelling and for the construction of a 2250 square foot dwelling with related grading, filling, and excavation all adjacent to the Maxwell Swamp Provincially Significant Wetland.	Regulated Area
23-014	Egremont	243231 Southgate Rd 24, Lot 14, Con 2	Completion of construction of a replacement 850 square foot cottage with attached deck (with modified dimensions) on the same footprint as a former cottage and associated grading in the Regulatory Floodplain.	Regulated Area
23-013	Artemesia	280404 Rd 190, Pt Lot 191 and 192, Con 1 NETSR	Creation of a new farm entrance laneway and related filling and grading.	Regulated Area

Prepared by:

[Original Signed By]

Erik Downing

Manager, Environmental Planning and Regulations

Approved by:

[Original Signed By]

Jennifer Stephens

General Manager/Secretary-Treasurer

Report To: Chair and Directors, Saugeen Valley Conservation Authority
From: Jennifer Stephens, General Manager/Secretary-Treasurer
Date: March 16, 2023
Subject: Approval for Implementation of Cold Weather Work Policy
Purpose: To seek approval for the implementation of a Cold Weather Work Policy

Recommendation

That the Saugeen Valley Conservation Authority approve the proposed Cold Weather Work Policy.

Background

Saugeen Valley Conservation Authority (SVCA) continues to review existing policies or the need for new policies through an exercise established in 2021. Most recently, a Cold Weather Work Policy has been prepared for the Board's approval.

Analysis

The intent of this policy is that Saugeen Valley Conservation Authority (SVCA) is committed to the ongoing health and safety of our employees and will take all reasonable steps to ensure a safe working environment.

Saugeen Valley Conservation Authority has adopted this policy to ensure that necessary work that is conducted in cold weather may be performed safely. In the event that work must be performed in cold weather, affected employees will be required to wear the appropriate protective gear, and take the prescribed warm-up breaks to ensure their ability to perform the work safely.

This policy is intended to provide guidance in the development of job-specific safe work procedures for the prevention of cold-stress related injuries, and assistance to supervisors and health and safety staff in addressing health and safety concerns related to cold stress.

Prepared by:

[Original Signed By]

Jennifer Stephens
General Manager/Secretary-Treasurer

Cold Weather Work Policy

Intent

Saugeen Valley Conservation Authority is committed to the ongoing health and safety of our employees and will take all reasonable steps to ensure a safe working environment. Saugeen Valley Conservation Authority has adopted this policy to ensure that necessary work that is conducted in cold weather may be performed safely. In the event that work must be performed in cold weather, affected employees will be required to wear the appropriate protective gear, and take the prescribed warm-up breaks to ensure their ability to perform the work safely. This policy is intended to provide guidance in the development of job-specific safe work procedures for the prevention of cold-stress related injuries, and assistance to supervisors and health and safety staff in addressing health and safety concerns related to cold stress.

Guidelines

1. Health and Safety Hazards Associated with Cold Weather Work

Cold weather work may present several forms of health and safety hazards, including:

- Slips and Falls
- Hypothermia
- Decreased Dexterity
- Frostbite
- Increased Fatigue

Cold-stress related injuries may be caused by a combination of these factors:

- Low temperature
- Cold water
- Cool high winds
- Contact with cold objects, such as metal
- Dampness

Hypothermia and frostbite represent the two greatest health hazards of cold exposure:

Hypothermia– The lowering of body temperature due to excessive loss of body heat. Hypothermia can be fatal unless the victim is moved to a warm shelter and receives timely medical attention.

Hypothermia victims are unable to recognize their own signs and symptoms of hypothermia. Their survival depends on co-workers' ability to do so. As a precaution, you should not work alone in cold extremes. Use the "buddy system" to detect signs of cold injury in co-workers.

Frostbite – The freezing of extremities such as fingers, nose tip, toes, ears and cheeks, which become numb and hard. Because of poor blood supply, these extremities may become frostbitten even if the rest of the body remains warm or even overheated. Frostbitten parts should be placed against warm body surfaces and re-warmed.

2. General Procedures

The following suggestions will promote personal safety in extreme cold:

Footwear

In addition to any required personal protective equipment, winter footwear must protect against the cold and wet and must also provide traction to help prevent slips and falls.

Wear Appropriate Clothing

The purpose of cold weather clothing is to maintain layers of warm air around the body.

Clothing should be worn in a number of layers so that one or more items of clothing can be discarded when doing heavy work. The outer layer should be wind-proof. Gloves should also be worn in layers. Mitts are the warmest. Protection of the head is essential as this is where most heat loss occurs.

Keep Dry

Wet clothing will conduct heat away from the body. Wear clothing in layers that will allow you to remove outer coverings to avoid overheating and excessive sweating.

Stay Safe

Limit the length of time you spend in extreme conditions and use buddy systems.

Avoid Fatigue

Rest periodically in a sheltered area, and take scheduled warm-up breaks as appropriate. Avoiding fatigue by taking warm-up breaks will ensure that manual dexterity is maintained, and decreases the risk of unnecessary injuries, and potential overexposure to cold. Warm-up break periods will be determined in the scheduling and break period section below.

Avoid Tobacco

Avoid tobacco in any form, as nicotine decreases blood flow and increases the possibility of cold injury.

Injuries/Over-Exposure to Cold

Seek medical attention as soon as possible in the event of a workplace injury/over-exposure to cold weather.

Report injuries/medical emergencies to the appropriate authority following the procedures outlined in the Saugeen Valley Conservation Authority Personal injury reporting form.

3. Cold Stress Management Practices and Procedures

Various types of control measures in different combinations can be used to prevent or minimize cold-stress related injuries, and may include:

Engineering Controls

Engineering controls change the conditions so that the level of cold stress is reduced. They are the most effective, but sometimes the most difficult to achieve in the outdoor environment, and may include:

- Redesign and/or mechanization of the task to reduce the work time in cold environments and employee exposure to cold;
- Shield work areas from drafty or windy conditions;
- Where practical, provide a heated shelter for employees that may experience prolonged exposure to low wind-chill temperatures; and
- Install thermal insulating material on equipment. When in direct contact with skin, metal handles conduct heat away from the body and should be insulated, where practicable, when temperatures drop below -1 degrees Celsius (30.2 degrees Fahrenheit). This reduces the risk of frostbite.

Administrative Controls

Administrative controls attempt to minimize the risks through work practices. They are relatively easy to implement. Administrative controls include limiting exposure time in which a worker is required to work in a cold environment in the following manners:

- Perform partial components of a task indoors/sheltered, where feasible;
- Increase task variation and rotation;
- Assign additional relief workers;
- Routine maintenance and repair work in cold exposed environments may be scheduled for warmer days/seasons of the year, where practicable; and
- Activities that minimize blood circulation such as static, cramped positions should be reduced and/or eliminated, where feasible.

Provide Recovery Time

It is important to provide adequate recovery time from cold stress exposures. Appropriate rest breaks should be determined based on environmental conditions. Breaks should be taken in a warm environment/location.

Buddy System

Since individuals are less likely to notice their own symptoms, a buddy system approach allows for earlier recognition of the risk of signs and symptoms, such as frostbite to the ears, cheeks, and nose.

Acclimatization

Some degree of acclimatization may be possible in cold environments. With enough exposure to cold, the body does undergo some changes that increase comfort and reduce the risk of cold-stress related injuries. People who are physically unfit, older, obese, or taking medications may not acclimatize as readily.

Personal Protection

- Workers should keep a change of clothing available in case work garments become wet;
- If a worker becomes immersed in water, the worker should immediately change to dry clothing;
- Workers should avoid wearing down-filled garments in wet environments;
- Workers should be aware that dirty and/or greasy clothing have poor insulating properties;
- Workers should pay special attention to protecting their feet, hands, face and especially head;
- For employees required to wear a hard hat, provide a liner for protection from the cold;
- Face protection that does not restrict vision should be worn;
- Workers should not wear scarves when the work performed may result in the scarves getting caught in moving parts of machinery; and
- Footgear should be insulated and water-resistant to protect against cold and dampness.

Self-Monitoring

Individual workers should interrupt cold stress exposure once extreme discomfort or the initial symptoms of a cold-stress related injury are detected. Individuals are required to report to their supervisor any cold stress-related symptoms exhibited by themselves or their co-workers.

Education and Training

Education and training is a fundamental health and safety practice for those who may be exposed to a hazard such as cold stress. Saugeen Valley Conservation Authority employees will be trained and educated in the following:

- Knowledge of the hazards and potential health effects of cold stress;
- Recognition of predisposing factors, danger signs and symptoms;
- Awareness of first-aid procedures for cold-stress related injuries;
- Employee responsibilities in minimizing cold stress;
- Safe work practices; and
- Use of protective clothing and equipment.

Acceptable Working Conditions and Warm-Up Breaks

Saugeen Valley Conservation Authority employees may be required to conduct work in cold weather conditions. These employees will be trained and educated in safe working practices, and prepared (through education, equipment use, and with appropriate personal protective gear/temperature appropriate clothing) for the required work.

Schedule applies to any 4-hour work period with moderate to heavy work activity, with warm-up periods of 10 minutes in a warm location and with an extended break (e.g., lunch) at the end of the 4-hour work period in a warm location.

The following guidelines for scheduled work and warm-up breaks shall take wind-chill into consideration:

- Work conducted in cold weather between -1 degrees Celsius (30.2 degrees Fahrenheit) and -20 degrees Celsius (-4 degrees Fahrenheit) will be performed with adherence to regularly scheduled breaks as specified in the employees regularly scheduled work. Warm-up breaks may be taken where necessary;
- Work conducted in cold weather between -21 degrees Celsius (-5.8 degrees Fahrenheit) and -35 degrees Celsius (-31 degrees Fahrenheit) will be subject to the requirement of warm-up breaks occurring once per hour, or as necessary;
- Work conducted between -35 degrees Celsius (-31 degrees Fahrenheit) and -45 degrees Celsius (-49 degrees Fahrenheit), warm-up breaks shall occur every 30 minutes, or as necessary;
- Where the temperature drops below -45 degrees Celsius (-49 degrees Fahrenheit), non-emergency work shall be halted; and
- For employees that work in cold weather conditions and perform light-to-moderate work (limited physical movement), a worker should have a maximum work period of 40 minutes with 4 breaks in a 4-hour period.

Working in Icy Conditions

When working in cold weather conditions where ice presents a health and safety hazard due to potential slips, trips and falls, Saugeen Valley Conservation Authority will ensure that the manager on duty maintains responsibility for ensuring that corrective actions are taken to minimize the dangers present. This will be accomplished by:

- Maintaining supplies including salt and sand for use;
- Ensuring that warning signs are posted on Saugeen Valley Conservation Authority property and worksites at the start of each winter season, or project as appropriate;
- Maintaining the availability of emergency footwear (e.g., clip-on ice cleats) that can be used if the need arises;
- Ensuring that staff wear appropriate footwear;
- Ensuring that pedestrian walkways are regularly cleared of snow and ice, and maintained using salt and/or sand;

- Ensuring that plowing and/or shoveling activities are carried out in a safe and timely manner; and
- De-icing, shoveling, salting or sanding all required work areas prior to the start of outdoor work activities.

4. Employee Responsibilities

Departments shall:

- Inform workers and their supervisors where their work involves potential risk of cold stress and advise of safe work procedures to address the hazard;
- Develop a process to ensure supervisors and workers are advised of:
 - Factors which can predispose them to cold stress;
 - Warning signs and symptoms of cold stress conditions (frostbite and hypothermia);
 - Measures to be taken to protect against this hazard (e.g., wearing appropriate clothing); and
 - Job-specific safe work procedures.
- Post information on cold stress in the workplaces of employees potentially exposed to this hazard; and
- If uniforms or clothing are being provided, ensure that clothing specifications reduce the risk of cold stress (while providing appropriate protection from other hazards, where necessary).

Supervisors shall:

- Be familiar with all jobs under their supervision which have been identified to have potential risk of cold stress and their associated safe work procedures;
- Ensure training/information sessions are provided to employees whose workplaces them at risk of cold stress;
- Monitor environmental conditions (i.e., temperature and wind velocity and/or wind chill), as appropriate, on cold days and on days where brisk wind and cold air temperature combine to reach levels deemed as hazardous as outlined in the provided guidelines;
- Implement safe work procedures established to prevent cold-stress related injuries; and
- Supervisors shall advise workers to:
 - Wear multiple layers of light, loose fitting clothing;
 - Pay special attention to protecting feet, hands, face & head;
 - Report to their supervisor cold stress-related symptoms in themselves or their co-workers;
 - Adhere to the recommended work-warm-up schedule, established to prevent frostbite or hypothermia; and
 - Reinforce personal protection strategies to workers verbally, and on a continual basis.

Employees shall:

- Be familiar with cold stress hazards, predisposing factors and preventative measures;

- Wear appropriate cold weather clothing;
- Follow safe work procedures established to prevent cold-stress related injuries;
- Report to their supervisor cold stress-related symptoms in themselves or their co-workers;
- Follow recommended schedule of rest breaks, as advised by supervisors, to prevent frostbite or hypothermia; and
- Use the "buddy system" when working in cold weather conditions.

Occupational Health and Safety Staff, in Conjunction with Supervisory Staff shall:

- Provide assistance in the development of safe work procedures;
- Provide assistance in the provision of information sessions;
- Prepare information related to cold stress; and
- Address cold stress concerns of employees.

Joint Health and Safety Committee shall:

Make recommendations during the development of or on the improvement of existing safe work procedures, as needed.

Review

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

Effective Date March 16, 2023

Policy approved on: March 16, 2023

Policy amended on: N/A

Acknowledgement and Agreement

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

Name:

Signature:

Date:

Report To: Chair and Directors, Saugeen Valley Conservation Authority
From: Jennifer Stephens, General Manager/Secretary-Treasurer
Date: March 16, 2023
Subject: Approval for Implementation of Personal Protective Equipment Policy
Purpose: To seek approval for the implementation of a Personal Protective Equipment Policy

Recommendation

That the Saugeen Valley Conservation Authority approve the proposed Personal Protective Equipment Policy.

Background

Saugeen Valley Conservation Authority (SVCA) continues to review existing policies or the need for new policies through an exercise established in 2021. Most recently, a Personal Protective Equipment Policy has been prepared for the Board's approval.

Analysis

The intent of this policy is that Saugeen Valley Conservation Authority (SVCA) is committed to the ongoing health and safety of our employees and as such has created this policy regarding personal protective equipment (PPE). PPE is legislatively required and can prevent many workplace injuries. This policy must be always observed when working in areas requiring PPE.

Prepared by:

[Original Signed By]

Jennifer Stephens
General Manager/Secretary-Treasurer

Personal Protective Equipment (PPE) Policy

Intent

Saugeen Valley Conservation Authority is committed to the health and safety of its employees and as such has created this policy regarding personal protective equipment (PPE). PPE is legislatively required and can prevent many workplace injuries. This policy must be observed at all times when working in areas requiring PPE.

Guidelines

All employees, contractors, subcontractors, guests, and visitors of Saugeen Valley Conservation Authority must wear appropriate CSA-approved PPE while in designated areas. This may include safety glasses, hearing protection, steel-toed boots, long trousers, long-sleeved shirts, hard hats, and any other PPE. All the PPE used and provided by the Authority will comply with the requirements under the *Occupational Health and Safety Act* (OHSA).

PPE used by Saugeen Valley Conservation Authority employees should be stored and maintained in accordance with the manufacturer's instructions and requirements. Any PPE that is damaged, broken, or in need of service or repair must be removed from service immediately and provided to the appropriate supervisor. All PPE that has been removed from use will be tagged "out of service" and should not be used again unless repaired and inspected by a qualified person.

No PPE should be modified or changed contrary to its manufacturer's instructions, specifications, or occupational health and safety legislation.

Responsibilities

1. Management Responsibilities

- Supervisors will ensure that employees use the appropriate PPE for their job duties and location.
- Supervisors will ensure that PPE meets current applicable standards.
- Supervisors will train and inform all employees on the use and inspection of PPE they may be required to use to perform their job duties safely.
- Management will not allow any employee to perform their duties without appropriate PPE or with damaged PPE.
- Supervisors will remove any damaged or broken PPE from the workplace and submit it for repair or replacement.

2. Employee Responsibilities

- Employees must follow all guidelines as outlined above and wear all required PPE when in designated areas.
- PPE must be inspected at the time of issue and before each use by the employee.
- Any PPE that does not pass inspection must be reported to the appropriate supervisor. If a replacement is required, the employee must communicate this to their supervisor and a replacement will be re-issued.
- Employees may not continue regular duties until they have been re-issued the correct PPE.
- Employees may never under any circumstances modify or change an article of PPE. Uncomfortable PPE may be due to lack of fit and sizing adjustments may be required.

Review

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

Effective Date March 16, 2023

Policy approved on: March 16, 2023

Policy amended on: N/A

Acknowledgement and Agreement

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

Name:

Signature:

Date: