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## AUTHORITY MEETING

**Meeting Date/Time:** Thursday May 18, 2023, 1:00 p.m.

**Contact:** Janice Hagan, Executive Assistant

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

The next regular meeting of the Saugeen Valley Conservation Authority Board of Directors is scheduled for Thursday, May 18, 2023, at 1:00 p.m.

The meeting will be conducted onsite 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

**Vice Chair:** Tom Hutchinson

**2<sup>nd</sup> Vice Chair:** Paul Allen

**Member-at-Large:** Steve McCabe

Larry Allison

Kevin Eccles

Bud Halpin

Gregory McLean

Dave Myette

Mike Niesen

Moiken Penner

Sue Paterson

Jennifer Prenger

Bill Stewart

Peter Whitten

Township of Southgate Municipality of Kincardine

Municipality of West Grey

Municipality of Grey Highlands

Township of Wellington-North, Town of Minto

Township of Huron-Kinloss

Municipality of West Grey

Town of Saugeen Shores

Municipality of Brockton

Town of Saugeen Shores

Municipality of South Bruce, Township of Howick,

Municipality of Morris-Turnberry

Municipality of Arran-Elderslie

Town of Hanover

Municipality of Kincardine

Municipality of Kincardine

Township of Chatsworth

### Delegate:

Angela Coleman, General Manager, Conservation Ontario

# Saugeen Valley Conservation Authority

## Authority Meeting

Thursday, May 18, 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, May 18, 2023, be adopted as circulated.*

#### 3. Declaration of pecuniary interest

#### 4. Approval of minutes of Authority meeting – March 16, 2023

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

#### 5. Presentations:

5.1. Conservation Ontario – Presentation to follow - Angela Coleman, General Manager

#### 6. General Manager's Report –Report to follow - Jennifer Stephens

#### 7. Matters arising from the minutes – None at this time.

#### 8. Reports for information

8.1. 2023 Workplan Update

8.2. Finance report

8.3. Program report

8.4. News articles for Members' information

8.5. Correspondence

8.6. Violation Update – Matt Armstrong

#### 9. New business

9.1. 2023-2033 Strategic Plan – Jennifer Stephens

*That the Saugeen Valley Conservation Authority Board of Directors accepts the 10-year Strategic Plan for the period of 2023-2033 as presented;*

*AND FURTHER THAT the Board directs staff to incorporate linkages related to the strategic plan into future Board reports.*

**9.2. SVCA Programs and Services – Report to follow - Jennifer Stephens**

**9.3. Grey County Prosecutor Pilot Program – Jennifer Stephens**

*THAT the SVCA Board of Directors directs staff to negotiate and execute a one-year Pilot Program Agreement with Grey County for Prosecution Services.*

**9.4. Permits Issued – Erik Downing**

*THAT the Development, Interference with Wetlands and Alterations to Shorelines and Watercourse applications (23-030-23-083, save 23-043), pursuant to Ontario Regulation 169/06, as approved by staff, be endorsed.*

**9.5. Durham Upper Dam Environmental Assessment – Elise MacLeod**

*THAT staff proceed with Phase 1 of an Environmental Assessment for the Durham Upper Dam, pending Water and Erosion Control Infrastructure (WECI) funding;*

*AND FURTHER THAT the Municipality of West Grey be deemed the benefiting municipality, contributing 100% of the project costs not covered by grant funding.*

**9.6. Watershed Report Card – Elise MacLeod**

*THAT the SVCA Board of Directors receive this report for information.*

**9.7. Flood Hazard Identification Mapping Project (FHIMP) Contract Award – Elise MacLeod**

*THAT D.M. Wills Associates Limited be retained to complete flood hazard mapping for Durham Creek, in the Municipality of West Grey at a cost of \$45,530.00 plus HST; and*

*THAT Water's Edge Environmental Solutions Team Ltd. be retained to complete flood hazard mapping for eight (8) watercourses and one provisional watercourse in the Town of Saugeen Shores at a cost of \$63,217.50 plus HST; and*

*THAT \_\_\_\_\_ be retained to complete flood hazard mapping for \_\_\_\_\_ in the Township of Huron-Kinloss at a cost of \$\_\_\_\_\_ plus HST; and*

*FURTHER THAT \$20,000 for SVCA's contribution towards all three floodplain mapping projects for peer review services be drawn from deferred revenue.*

**9.8. Walkerton Hydro Dam – Elise MacLeod**

*THAT staff be directed to discontinue lease discussions with a potential investor regarding rehabilitation of the Walkerton Hydro Dam.*

#### **9.9. Appointments to Agricultural Advisory Committee – Jennifer Stephens**

*THAT Chris Cossitt, Les Nichols, Paul Wettlaufer, Karen Gorman, Katie Normet, Allan Willits, and Meg Roberts be appointed to the Saugeen Valley Conservation Authority Agricultural Advisory Committee for the 2023 calendar year.*

#### **9.10. Conservation Authority Content Management System – Jennifer Stephens**

*THAT the SVCA Board of Directors directs staff to negotiate and execute an Agreement with Central Lake Ontario Conservation Authority to acquire the Conservation Authority Content Management System; and*

*FURTHER THAT the \$20,000 cost for the Conservation Authority Content Management System and the data import of historical environmental planning and regulations files be drawn from the working capital reserve.*

#### **9.11. Administrative Bylaws – Jennifer Stephens**

*THAT the Board of Directors of the Saugeen Valley Conservation Authority approves the attached amended Administrative Bylaws including appendices.*

#### **9.12. Hybrid Meeting Options – Janice Hagan**

*THAT Saugeen Valley Conservation Authority allow hybrid meetings to be conducted; and*

*FURTHER THAT the Board directs staff to purchase the Owl 3 camera and Owl Connect with funds from the 2023 Building Maintenance budget.*

#### **10. Closed Session – to discuss matters related to litigation.**

**Adjournment**



# SAUGEEN VALLEY CONSERVATION AUTHORITY

## Minutes

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

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

**Members absent:** Bud Halpin

**Delegates present:** John Bujold, Baker Tilly LLP

**Staff present:** Jennifer Stephens, Donna Lacey, Elise MacLeod, Laura Molson, Ashley Boyd, Jody Duncan, Nicole Gibson, Janice Hagan, Anthony Quipp, Ashley Richards, Aaron Swayze, Lee Watson

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

### 1. Land Acknowledgement

The Land Acknowledgement was read by Larry Allison:

*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

The agenda was amended as Report 5.1, 2022 Audited Financial Statements was updated to include a Manager's Report.

#### **Motion #G23-32**

Moved by Sue Paterson

Seconded by Bill Stewart

THAT the SVCA Board of Directors adopt the agenda for the Authority meeting on March 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 – February 16, 2023**

#### **Motion #G23-33**

Moved by Steve McCabe

Seconded by Tom Hutchinson

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

**Carried**

### **5. Presentations**

#### **5.1 2022 Audited Financial Statements**

John Bujold, Baker Tilly LLP reviewed the draft financial report and noted that it is the opinion of Baker Tilly that the financial statements of SVCA present fairly the financial position as of December 31, 2022, and are in accordance with Canadian public sector accounting standards.

#### **Motion #G23-34**

Moved by Greg McLean

Seconded by Kevin Eccles

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

**Carried**

#### **5.2 Water Resources**

Elise MacLeod presented an orientation session to the Directors regarding the Water Resources department's functions and responsibilities.

### **6. General Manager's Report**

Jennifer Stephens reported that she has been continuing to visit municipal CAOs to discuss the Inventory of Programs and Services and the Category 2 and 3 Municipal agreements. These agreements are required to be complete by the end of December; however, the goal is to have them complete by the end of August. Jennifer attended an event in Kimberly, ON, which was a combined initiative between the Kimberley Community Association, the Probus Club, and the Grey Highlands Public Library. She gave a presentation regarding conservation authorities.

### **7. Reports for Information**

#### **7.1 2023 Workplan Update**

There was no discussion.

7.2 Finance report

There was no discussion.

7.3 Program report

The Directors commended staff for the improved social media statistics.

7.4 News articles for Members' information

There was no discussion.

**8. New Business**

8.1 SVCA Administrative Bylaw Review

Jennifer Stephens presented recommended amendments to the Administrative Bylaws that reflect changes to the *Conservation Authorities Act* and noted that the intention is to have the document reviewed by legal counsel.

**Motion #G23-35**

Moved by Paul Allen

Seconded by Larry Allison

THAT the Saugeen Valley Conservation Authority approve the proposed changes to the Administrative Bylaws in principal; and further

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

**Carried**

8.2 Request for Endorsement: Permits Issued

**Motion #G23-36**

Moved by Dave Myette

Seconded by Mike Niesen

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.

**Carried**

8.3 Policies for Approval

8.3.1 Cold Weather Work

**Motion #G23-37**

Moved by Steve McCabe

Seconded by Bill Stewart

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

**Carried**

8.3.2 Personal Protective Equipment

**Motion #G23-37**

Moved by Moiken Penner

Seconded by Tom Hutchinson

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

**Carried**

There being no further business, the meeting adjourned at 2:49 p.m. on motion of Sue Paterson and Greg McLean.

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Barbara Dobreen  
Chair

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Janice Hagan  
Recording Secretary



## SVCA 2023 Operational Plan – May 18, 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	May 2023	J. Stephens
Human Resources	Accessibility and Accommodation Policy Development	May July 2023	J. Stephens
Administration	Consult with municipalities on the Inventory of Programs and Services	April 2023	J. Stephens
Finance	Payment Processing Policy	May July 2023	L. Molson
Finance	Complete 2022 Audit	March 2023	L. Molson
Administration	Development of SVCA's 2023-2033 Strategic Plan	May 2023	J. Stephens
Administration	Board Orientation and Onboarding	March 2023	J. Stephens
Human Resources	Emergency Contact Plan	April July 2023	L. Molson
Human Resources	Modernize SVCA's Personnel Policy	May July 2023	J. Stephens
Human Resources	Conflict Resolution Policy	May July 2023	J. Stephens
Administration	Negotiate agreements with municipalities for Category 2 and 3 Programs and Services	July September 2023	J. Stephens
Administration	Document Retention Policy	July 2023	J. Stephens



## SVCA 2023 Operational Plan – May 18, 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 – May 18, 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	April 2023	J. Stephens
Environmental Planning	Completion of Environmental Planning and Regulations Policy Manual Revisions	July September 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 – May 18, 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.	July 2023	E. MacLeod
Flood Forecasting and Warning	Launch “Flood Watch” program for public involvement, complete with information sessions for municipal partners.	April July 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 – May 18, 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 July 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 March 31, 2023, 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	1,121,050	231,092	218,781	94.67%
Environmental Planning and Regulations	1,184,300	285,822	203,168	71.08%
Water Resources	681,600	170,318	163,786	96.16%
Forestry and Lands	463,900	98,479	96,341	97.83%
<b>Total Revenues</b>	<b>3,450,850</b>	<b>785,711</b>	<b>682,076</b>	<b>86.81%</b>

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

Expenses	Approved Budget	YTD Budget	YTD Actual	YTD % Actual/ Budget
Corporate Services	1,121,050	279,817	263,972	94.34%
Environmental Planning and Regulations	1,184,300	292,564	267,269	91.35%
Water Resources	681,600	64,125	131,692	80.24%
Forestry and Lands	463,900	79,770	73,943	92.70%
<b>Total Expenses</b>	<b>3,450,850</b>	<b>816,276</b>	<b>736,876</b>	<b>90.27%</b>

## Non-General Levy Programs

For YTD and month ended March 31, 2023, with the % Actual budgeted funds.

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

<b>Revenues</b>	<b>Approved Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD % Actual/ Budget</b>
Forestry and Lands	705,150	107,361	108,422	100.99%
Campgrounds	1,266,600	90,700	99,470	109.67%
Capital Projects	670,000	nil	nil	0.00%
<b>Total Revenues</b>	<b>2,641,750</b>	<b>198,061</b>	<b>207,892</b>	<b>104.96%</b>

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

<b>Expenses</b>	<b>Approved Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD % Actual/ Budget</b>
Forestry and Lands	686,750	177,445	189,844	106.99%
Campgrounds	1,199,480	93,479	73,581	78.71%
Capital Projects	670,000	50,000	49,728	99.46%
<b>Total Expenses</b>	<b>2,556,230</b>	<b>320,924</b>	<b>313,153</b>	<b>97.58%</b>

## **Report #8.3 – 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, and Stoney Island trails. Top posts on IG: Flood Forecasting and Warning hiring, Tree Purchasing and Planting, and 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 the Water Resources Department included grant applications, the completion of the Water Resources Committee presentation, website planning, and NWMO project support. Forestry work included tree planting and sales forms, as well as communication. Campground marketing has continued. Work for the EPR Department included the Board training presentation and continued work on complete application checklists. Corporate Services Department work has included grant applications, completion of a grant writing micro-credential through Laurentian University, presentations, reports, and strategic planning sessions.

#### **Conservation Education**

It has been a very busy spring, with the total number of students participating in programming up dramatically, along with the return of our pre-COVID-19 in-person programming.

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

DEER Programs are scheduled to begin the last week of April and go on to the end of June. Schools participating in April and May include Beaver Valley Community School, Thornbury, Walkerton District Community School, Walkerton, Hillcrest Elementary School, Owen Sound, St. Peter and St. Paul's School, Durham, Elgin Market Public School, Kincardine, Northport Elementary School, Port Elgin, Georgian Bay Community School, Meaford, Arran Tara Elementary School, Tara, and Chesley District Community School, Chesley. Programming subjects will include soil studies, tree studies, wetland studies, insect studies, bird studies, species at risk and invasive species. Bruce Power sponsors these programs through the Nuclear Innovation Institute (NII). The 25 DEER program dates this year run between January and June.

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

The WREN Program is a user-pay program where classes and community youth groups can book hands-on, curriculum-based programs at a conservation area or another site of their choice. This spring, we see many classes and groups coming to observe springtime changes. Classes from St. Peter & St. Paul's School and Walkerton Brownies and Guides are heading to Sulphur Spring Conservation Area. Many more are scheduled for June as an end of the year field trip. A Professional Development Day was held on April 28 when staff hosted youth aged 5 to 12 at one of our Nature Day Camps. The program was fully booked.

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

A fresh digitally re-mastered version of the Floodwise Disguise video was done in-house mid-March in time for this year's final Flood Waters and You programming. This program runs right after March Break and on to Earth Week. Students investigated how and why floods happen and the conservation authority's role in flood forecasting. It included 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. Schools participating in the program this year included: Beavercrest Community School, Markdale, Dawnview Public School, Hanover, Egremont Community School, Holstein, Holy Family School, Hanover, Highpoint Community School, Dundalk, MacPhail Memorial School, Flesherton, Mary Immaculate School, Chepstow, Mildmay Carrick Public School, Mildmay, Normanby Community School, Ayton, Osprey Central Public School, Maxwell, Paisley Central Public School, Paisley, Sacred Heart School, Mildmay, St. Anthony's School, Kincardine, St. Joseph's School, Port Elgin, Spruce Ridge Community School, Durham, Sullivan Community School, Desboro. The programming included 114 presentations to 159 classes, resulting in a record 3,508 students learning about floods and flood safety this year.

### **Earth Week Presentations**

Education staff were pleased to announce that Enbridge sponsored our Earth Week Programming again this year. A virtual program consisting of a 15-minute video on one of four subjects (Species at Risk; Invasive Species; Wonderful Wetlands or Water) alongside classroom experiments and activities was made available for free to any teacher. This year we surpassed last year's numbers with 5,786 students participating in over 250 classrooms in the program across Grey and Bruce counties.

### **Bruce County Museum**

Education staff were 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. The video will be used in their virtual Grade Six Earth Week program.

### **Saugeen Conservation Award**

Annually, since 1986, Saugeen Conservation has given an award to a Grade 7 or 8 watershed student's project at the Bluewater Regional Science and Technology Fair that best portrays the wise use of our natural resources – specifically our water, soil, or forest resources. The award includes a unique trophy with the student's school and name on it that will go on display at the student's school for one year, and a small keeper's plaque that the student will keep. This year's winner is a student from St. Joseph's School, Port Elgin. The student will be awarded the trophy and plaque at his school later this spring when the engraved plates are ready.

### **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 on May 1<sup>st</sup>. The two winning teams will then go to the Provincial competitions held virtually this year later in May.

### **World of Trees**

Saugeen Conservation has been presenting education programs on behalf of Grey Sauble Conservation Authority as part of an agreement made between the two conservation authorities in 1994. In 2011, the Grey Sauble Conservation Authority proposed a new program, linking their Inglis Falls Arboretum Alliance with local students to learn about trees. The World of Trees program uses hands-on, curriculum-based activity centres to introduce students into the amazing world of trees, focusing on the parts of a tree, studying buds and seeds, tree survival, and more. About 170 Grade three students from the Owen Sound area will participate in the program at the GSCA property over two days during the first week of May.

### **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.

### **Wonders of the Wetland**

Another sponsorship from Enbridge (\$2,500) was sought and secured to enable the Wonders of the Wetland program to run again this year at Bruce Dale Conservation Area. On June 1, 80 Grade four students from the area will be learning about the importance of our coastal wetlands with assistance from the Lake Huron Coastal Centre, Enbridge and our own water resources and education staff. This program was initiated as part of the Enbridge commitment to assist in the *Phragmites* removal along

the shoreline at the conservation authority and continues to be a worthwhile endeavour to teach about the importance of wetlands.

### **Youth Expo**

Registration is now open for this popular program designed to introduce youth to outdoor recreation. On June 10, youth aged 10 to 17 will be gathering at the Sydenham Sportsmen's Club near Owen Sound to participate in bird watching, geocaching, target shooting, fishing, archery, and aquatic critter catching. A free BBQ will also be available for participants. Registration is free, but necessary as space is limited. To register, email [youthexpo2023@gmail.com](mailto:youthexpo2023@gmail.com). This program is sponsored by several local businesses and organizations. Saugeen Conservation, Stewardship Grey Bruce, and Sydenham Sportsmen's Association, and many volunteers bring this day together.

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

### **Forestry and Lands**

Tree planting, over-the-counter tree sales, and the Arbour Day Tree Sale continues. Staff completed the annual bulk ordering of herbicides for many tree planting agencies, which strengthens our relationships with these agencies and reduces our costs.

The harvest operation at Allan Park is underway; trails have been closed to ensure visitor safety.

Staff were quite involved in the planning and implementation of the 30<sup>th</sup> annual Grey Bruce Woodlot Conference. This conference was once again well attended, and the staff at our display received many questions.

Our campgrounds have successfully opened for another season. Again, this year, the greatest difficulty was acquiring summer staff. There was an incredibly low number of applicants; many of which found preferred employment elsewhere prior to starting their position at the parks. There are still two seasonal staff vacancies.

Department staff have begun the next phase of our Section 29 enforcement plan. Staff are still hoping to positively reinforce Section 29 regulations under the *Conservation Authorities Act* but are prepared to issue a Provincial Offense Notice (ticket) as necessary. To date, patrols have resulted in many positive interactions with property visitors.

### **Water Resources**

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

#### **Paisley Dyke Improvements**

SVCA staff have met with Bruce County and the Municipality of Arran-Elderslie regarding the findings of the Paisley dike stability assessment that was received March 24, 2023. Additional cost information is needed from Looby (the contractor) based on the assessment recommendations before undertaking the dike repairs. Should the improvements proceed, they will be completed in the Fall of 2023 under the County bridge replacement contract.

### **Federal Hazard and Identification Mapping Program (FHIMP)**

SVCA staff issued Request for Proposal (RFP) documents for each of the three municipalities participating in the FHIMP program. The proposals will be awarded at the May Board of Directors meeting.

### **Grants & Funding**

SVCA staff were successful in acquiring funding to retain a Water Resources data technician, on contract, for five (5) months. This position will help support our endeavour to make water resources data (*i.e.*, snow survey results, precipitation, water quality, etc.) publicly available on the SVCA website and will aid in future conversations regarding trending and climate change.

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

We are pleased to announce that Jody Duncan has accepted the position of Flood Forecasting and Warning Coordinator at SVCA. Jody has been employed at SVCA since May 2022 and was formerly in the Water Resources Technician position, supporting the NWMO Environmental Baseline Monitoring Program.

Staff will continue to update our internal flood forecasting and warning program and provide training. Additional documents and supporting resources are being generated to assist with the internal Flood Watch program.

The Flood Watch public program is now expected to launch in August 2023, once all signage is installed.

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

#### **Surface Water Sampling**

SVCA staff have completed surface water sampling for May 2023. Samples were collected from 31 sites across the watershed (2 – Healthy Lake Huron, 15 – SVCA, 14 – PWQMN). Surface water sampling is completed during the first week of every month, between April and December.

As part of the Healthy Lake Huron program, an ISCO autosampler (Ripley site) has been activated to collect water samples during a storm/rainfall event.

#### **Surface Water Quality Annual Report**

SVCA staff continue to prepare a technical water quality report, summarizing surface water conditions, including analysis on benthic macroinvertebrates and general chemistry, and noting potential trends in watershed conditions. Completion of the report is expected for June 2023.

#### **Biomonitoring**

Preparation work is underway for the 2023 biomonitoring program. Benthic macroinvertebrate samples will be collected starting mid-May 2023 at 10 sites across the watershed. Three samples are collected per site as per the Ontario Benthos Biomonitoring Network (OBBN) protocol.

### **NWMO Environmental Baseline Monitoring Program**

We are pleased to announce the following:

- Nicole Gibson has accepted the position of NWMO Special Projects Coordinator



- Cody Woodcock has accepted the position of Water Resources Technician, reporting to the NWMO Special Projects Coordinator.

Staff continue to review and analyze data in preparation for the Year 1 sampling report, due June 2023. Upon completion of the report, staff will conduct Year 2 Spring and Summer field sampling.

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

### **Department News**

#### **Revision of Department Documents**

Legal and general inquiry letter templates were revised using less technical terminology to ensure recipients understand the content.

A complete Permit Application Checklist has been created and is now being used by staff. An external Permit Application Checklist is to follow and will be posted on the SVCA website. These documents will ensure that applicants understand the minimum requirements necessary to have a complete permit application. This guidance is meant to support transparency and assist in delivery of the Client Service and Streamlining Initiative.

The 5-year review of the SVCA Policies Manual document has been underway. Staff are revising the manual to incorporate the requirements of Bill 23 and clarify content. News of the imminent release of the revised section 28 regulation has paused work on the Regulations chapter of the document. It is possible that given the magnitude of policy changes taking place provincially, the document might need to be updated in 2023 and again in 2024.

#### **Legal Direction Received**

The EPR department received direction from legal counsel regarding:

1. 'Crown Patent' defense against violations.
2. Sale of properties subject to active violations.
3. Search warrant application and file procession (violations).

#### **Attendance at Meetings**

- Staff gave a presentation to the Urban and Rural Planning Course within the Ecosystem Management Program at Fleming College in Lindsay.
- Staff participated in Western Conservation Authority Regulations and Planning meeting at Upper Thames Conservation Authority, May 2, 2023.
- Staff participated in the farmland forum 2023.
- Staff attended Maitland Valley Conservation Authority's Shoreline Management Plan open house.
- Staff participated in Floodplain Hazard Information Mapping Program scoping meetings with the Municipality of West Grey and the Town of Saugeen Shores staff.
- Staff hosted a meeting with several developers and builders regarding the section 28 regulation and conservation authority review process, April 26, 2023.
- Staff co-chaired the Conservation Authorities Coastal Working Group Meeting, March 8, 2023.

## **Emergent Issues**

The Manager, Environmental Planning and Regulations submitted a presentation abstract to the 2023 Coastal Zone Canada National Conference. The abstract focused on the Saugeen Valley Conservation Authority and Southern Ontario perspective of regulating Great Lakes shoreline areas and the inherent triumphs, failures, and opportunities. From over 300 submissions, the abstract was selected for inclusion in the 2023 conference.

Bill 23: With municipalities required to comment on natural heritage related to *Planning Act* applications, effective January 1, 2023, Saugeen Valley Conservation Authority continues to assist municipalities regarding their new role. SVCA staff were asked to help train upper and lower tier municipal staff now involved in providing natural heritage comments.

EPR staff are expected to re-engage with municipalities regarding existing Planning Service Agreements. Current Planning Service Agreements outline timelines, costs, and responsibilities for natural hazard review, and natural heritage review. Since Saugeen Valley Conservation Authority is no longer involved in natural heritage review, discussions with municipalities will focus on whether updates to Planning Service Agreements are necessary or not.

Charges against a landowner who constructed a building in the floodplain in Paisley have been executed. The building is in the floodplain and slope hazard without SVCA approval. The first court appearance was November 22, 2022, and the second appearance was January 17, 2023. A judicial pretrial occurred on May 4, 2023.

Charges against a landowner who modified a laneway in the floodplain which negatively impacts neighbouring properties have been filed in advance of the statute of limitations expiring. The first appearance on this file occurred November 22, 2022; the second appearance was January 17, 2023. A judicial pretrial occurred March 9, 2023, without much progress as the defendant left the courtroom against the Justice of the Peace's instructions.

## Report 8.4 – News Articles for Members' Information

[Kuhnke appointed chair of region's drinking water source protection committee](#)

Yahoo News, March 10, 2023

[New Paisley bridge project is on time and on budget: county](#)

Lucknow Sentinel, March 16, 2023

[Saugeen Conservation issues flood outlook statement with heavy rain expected in Midwestern Ontario](#)

CKNX NewsToday.ca, March 16, 2023

[Conservation Authorities warn of possible flood conditions](#)

CTV News, March 25, 2023

[SVCA: Public to have greater input in flood forecasting](#)

Penticton Herald, March 24, 2023

[BlackburnNews.com - Water safety statement extended by Saugeen Conservation](#)

Blackburn News, March 29

[BlackburnNews.com - Saugeen Valley Conservation surveys residents on accessibility](#)

Blackburn News, March 29, 2023

[SVCA issues Water Safety caution statement | Saugeen Times](#)

Saugeen Times, March 31, 2023

[Saugeen Shores issues building permit for multimillion dollar Port Elgin beach development | Owen Sound Sun Times](#)

The Sun Times, March 31, 2023

[Saugeen Conservation Issues Flood Watch | Bayshore Broadcasting News Centre](#)

Bayshore Broadcasting, April 5, 2023

[Flood Warning Arran-Elderslie, Brockton and Kincardine | Bayshore Broadcasting News Centre](#)

Bayshore Broadcasting, April 5, 2023

[BlackburnNews.com - Update: Flood warning downgraded to flood watch in Kincardine area](#)

BlackburnNews, April 5, 2023

[Flood Waters and You program teaches students the dangers of cold, fast-moving rivers \(yahoo.com\)](#)

Yahoo News, April 7, 2023

[Council voices support for Mount Forest subdivison \(wellingtonadvertiser.com\)](#)

Wellington Advertiser, April 10, 2023

[Bruce County Museum Partners With Bruce Power For Earth Week Program | Bayshore Broadcasting News Centre](#)

Bayshore Broadcasting, April 18, 2023

March 31, 2023

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

Dear Ms. Keyes:

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

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

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

Saugeen Conservation has not received any comments on the inventory from municipalities to date.

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

The inventory has been updated to reflect 2023 Annual Operating Funding Amounts. The corresponding Funding Mechanisms and Percentage of Funding Source column has also been updated. Further, on page 4 of 8, the line item "Plan Review not Related to Natural Hazard" has been removed from the inventory. Lastly, on page 7 of 8, the "Nuclear Waste Management Organization South Bruce Surface Water and Hydrology Study" line has been removed.

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

The General Manager/Secretary-Treasurer has met with senior Administration Staff from 5 of Saugeen Valley Conservation Authority's participating 15 municipalities to discuss Category 2 and 3 cost apportioning agreements for the non-mandatory programs and services which the conservation authority intends to offer beyond January 2024. These municipalities include:

- The Township of Wellington North
- The Town of Saugeen Shores
- The Township of Huron-Kinloss
- The Municipality of Morris-Turnberry
- The Township of Southgate

In addition, four (4) delegations have been given to new municipal councils on Category 1, 2, and 3 programs and services the conservation authority expects to continue beyond January 2024. These councils represented the following municipalities:


- The Township of Huron-Kinloss
- The Township of Howick
- The Municipality of Brockton
- The Municipality of West Grey

Meetings with the remainder of senior Administration staff are scheduled for April and May 2023 with the balance of the municipal council delegations expected to transpire within the same timeframe. Draft agreements are in progress and are planned for completion in the second quarter of 2023.

Section 7(3)(d): Outline any difficulties that the authority is experiencing that might affect the ability of the authority to conclude any cost apportioning agreements by the transition date  
Implementation of the *More Homes Built Faster Act, 2022* and its associated challenges for smaller municipalities has resulted in delayed discussions with several municipalities.

Thank you for your continued support of conservation authorities and your shared interest in protecting Ontarians and their property from natural hazards. If you have any questions, please do not hesitate to contact the undersigned.

Kind regards,

A handwritten signature in cursive script that reads "Jennifer Stephens".

Jennifer Stephens  
General Manager/Secretary-Treasurer

INVENTORY OF PROGRAMS AND SERVICES – SAUGEEN VALLEY CONSERVATION AUTHORITY – VERSION 3.0 – APRIL 1, 2023

Program Area	Program/Service Provision	Program/Service Description	Legislative Reference	Category: (1) Mandatory; (2) Municipal; (3) Other	Annual Operating Funding Amount (2023)	Funding Mechanisms and Percentage of Funding Source (Operating Costs)	Agreement Requirement
CORPORATE SERVICES							
Administration, Finance, HR	Corporate Services	Administrative, human resources, employee health and safety, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of a conservation authority.	Enabling Service	1	\$708,500	1. Municipal Levy: 92% 2. Self-Generated: 8%	No
	Financial Services	Accounting and payroll	Enabling Service	1			No
	Legal Expenses	Costs related to agreements/contracts, administrative by-law updates or other similar legal expenses	Enabling Service	1			No
	Governance	Supporting CA Board of Directors, Advisory Committees, and the Office of the GM/S-T	Enabling Service	1			No
	Asset Management	Asset management planning, facilities, fleet, and property management	Enabling Service	1			No
Communications	Natural Hazards Communications, Outreach, and Education	Promoting public awareness of natural hazards including flooding, drought, and erosion. Inclusive of public events, materials, social media services, and general media relations	Reg. 686/21 s.1(2) Reg. 686/21 s.1(3)3,4	1	\$125,000	1. Municipal Levy: 100%	No
	Communications and Marketing	General communications and marketing support for the organization	Enabling Service	1			No
	Education and Community Events	Community event development, execution, and support	Reg. 686/21 s.1(2) Reg. 686/21 s.1(3)3,4	1			No
	Public awareness and Communications	General communications, marketing and awareness campaigns for non-mandatory programs and services (support for private forestry/planting, education, stewardship)	CAA s.21(1)(q)	3	\$7,100	1. Municipal Levy: 100%	Yes
Environmental Education	Curriculum Delivery	Program development and delivery	CAA s.21(1)(a) & (q)	3	\$94,550	1. Municipal Levy: 57% 2. Self-Generated: 36% 3. Donations: 7%	Yes
	Day camp programming	Program development and execution for SVCA's summer and PA Day camp program.	CAA s.21(1)(a) & (q)	3			Yes
	Day camp programming	Program development and execution for SVCA's summer day camp program with the Town of Hanover.	CAA s.21(1)(a) & (q)	2	\$6,300	1. Self-Generated: 100%	Yes
GIS/IT/IM	Information Technology & Management/ GIS	Data management, records retention. Development and use of systems to collect and store data and to provide geospatial representations of data.	Reg. 686/21 s.1(3)	1	\$179,600	1. Municipal Levy: 100%	No
	Natural Hazards Technical Studies and Information Management	Data collection and study of designs to mitigate natural hazards. Development and use of systems to collect and store data and to provide geospatial representations of data.	Reg. 686/21 s.5(1)1 Reg. 686/21 s.9(1)2	1			No
				TOTAL	\$1,121,050		

CATEGORY OF PROGRAM OR SERVICE – CORPORATE SERVICES	MUNICIPAL LEVY COST
Category 1: Mandatory Programs and Services	\$956,420.00
Category 2: Non-mandated program or service delivered to municipality as requested through an agreement or Memorandum of Understanding	\$0.00
Category 3: Programs and services that are either not receiving any municipal funding or services that are cost-apportioned with municipalities – other than Category 1 or 2 services	\$60,993.00
TOTAL	\$1,017,413.00



INVENTORY OF PROGRAMS AND SERVICES – SAUGEEN VALLEY CONSERVATION AUTHORITY – VERSION 3.0 – APRIL 1, 2023

Program Area	Program/Service Provision	Program/Service Description	Legislative Reference	Category: (1) Mandatory; (2) Municipal; (3) Other	Annual Operating Funding Amount (2022)	Funding Mechanisms and Percentage of Funding Source (Operating Costs)	Agreement Requirement
FORESTRY AND LANDS							
Conservation Lands	Strategy for CA owned or controlled lands and management plans	Guiding principles, objectives, including for an authority’s land acquisition and disposition strategy, land use categories on conservation authority owned land, recommended management principles for different land categories, etc.	Reg. 686/21 s.9(1)1	1	\$43,500	1. Municipal Levy: 100%	No
	Development and Maintenance of a Land Inventory	Development and maintenance of an inventory of every parcel of land that the Authority owns or controls including, location, surveys, site plans, maps, acquisition date, and how the parcel was acquired	eg. 686/21 s.9(1)3	1	\$43,500	1. Municipal Levy: 100%	No
	Section 29 Minister’s regulation for Conservation Areas	Conservation areas enforcement and compliance	Reg. 686/21 s.9(1)4	1	\$451,900	1. Municipal Levy: 83% 2: Self-Generated: 17%	No
	Management, operation, and maintenance of CA owned lands	Management and maintenance of CA owned lands including stewardship, restoration, and ecological monitoring	Reg. 686/21 s.9(1)2	1			No
	Passive Recreation Use, Infrastructure and Management Planning	Management and maintenance of CA owned recreational assets including trails, parking, washroom facilities, pavilions, and other capital assets	Reg. 686/21 s.9(1)1	1			No
	Land Acquisition and Disposition Policy	The development of one or more policies governing land acquisitions and land dispositions	Reg. 686/21 s.9(1)1	1			No
	Forestry – Hazard Tree and Biodiversity Management	Management of hazard/diseased trees and the management of biodiversity and invasive species on Conservation Authority owned lands	Reg. 686/21 s.9(1)2	1			No
	Management, operation, and maintenance of three campgrounds on CA property	Management, operation, and maintenance of Brucedale, Durham, and Saugeen Bluffs campgrounds.	CAA s. 21(1)(m)	3	\$1,199,480	1. Self-Generated: 100%	No
	Land Acquisition and Disposition	Acquisition and management of lands containing important natural heritage features or strategically aligned with existing SVCA land holdings. Disposition of lands considered surplus to the vision, mandate, and strategic goals of SVCA.	CAA s.21(1)(c)	3	Variable		Yes
	Land Lease and Agreement Management	Management of current and future land leases and property agreements. These leases and agreements help drive land-based revenues to offset the costs associated with management and maintenance of SVCA’s land holdings.	CAA s.21(1)(c) & (d)	3	\$20,300	1. Self-Generated 100%	No



New Program or Service as outlined in Ontario Regulation 686/21: Mandatory Programs and Services; must be complete by December 31, 2024.





INVENTORY OF PROGRAMS AND SERVICES – SAUGEEN VALLEY CONSERVATION AUTHORITY – VERSION 3.0 – APRIL 1, 2023

Program Area	Program/Service Provision	Program/Service Description	Legislative Reference	Category: (1) Mandatory; (2) Municipal; (3) Other	Annual Operating Funding Amount (2022)	Funding Mechanisms and Percentage of Funding Source (Operating Costs)	Agreement Requirement
FORESTRY AND LANDS CONTINUED							
Forestry	Forestry – Forest Management Operations on SVCA lands	Forestry services, planting and/or woodlot management on Conservation Authority land	Reg. 686/21 s.9(1)2	1	\$296,450	1. Municipal Levy: 100%	No
	Forestry – Reforestation of private land, tree sales, and forestry services (management planning - MFTIP, advice, tree marking, etc.)	Forestry services, planting and/or woodlot management for private landowners	CAA s.21(1)(g) & (o)	3	\$77,550	1. Self-Generated: 100%	No
Stewardship	Watershed Stewardship and Restoration	Apply for and manage external funding, promote private land stewardship, outreach, provide advice and design assistance to property owners.	CAA s.21(1)(g) & (o)	3	\$86,450	1. Municipal Levy: 60% 2: Self-Generated: 40%	Yes
				TOTAL	\$1,692,850		

CATEGORY OF PROGRAM OR SERVICE – FORESTRY AND LANDS	MUNICIPAL LEVY COST
Category 1: Mandatory Programs and Services	\$744,970.00
Category 2: Non-mandated program or service delivered to municipality as requested through an agreement or Memorandum of Understanding	\$0.00
Category 3: Programs and services that are either not receiving any municipal funding or services that are cost-apportioned with municipalities – other than Category 1 or 2 services	\$51,870.00
TOTAL	\$796,840.00



INVENTORY OF PROGRAMS AND SERVICES – SAUGEEN VALLEY CONSERVATION AUTHORITY – VERSION 3.0 – APRIL 1, 2023

Program Area	Program/Service Provision	Program/Service Description	Legislative Reference	Category: (1) Mandatory; (2) Municipal; (3) Other	Annual Operating Funding Amount (2022)	Funding Mechanisms and Percentage of Funding Source (Operating Costs)	Agreement Requirement
ENVIRONMENTAL PLANNING AND REGULATIONS							
Environmental Planning	Section 28.1 Permit Administration and Compliance activities	Reviewing and processing permit applications, associated technical reports, conducting site inspections, communication with applicants, agents, and consultants. This program also involves the investigation and enforcement of regulatory compliance.	Reg. 686/21 s.8	1	\$1,184,300	1. Municipal Levy: 41% 2. Self-Generated: 59%	No
	Review under Other Legislation	Input to the review and approval processes under other applicable law, with comments principally related to natural hazards, wetlands, watercourses, and Section 28 permit requirements.	Reg. 686/21 s.6	1			No
	Municipal Plan Input and Review	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Condominium, Site Plan Approvals, Consents, Minor Variances, etc.) and input to municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural hazards, on behalf of MNDMNRF (delegated to CAs in 1983).	Reg. 686/21 s.7	1			No
	Technical Studies and Policy Review	Studies and projects to inform natural hazards management programs including floodplain management, watershed hydrology, regulations areas mapping update, flood forecasting system assessment, floodplain policy, and Lake Huron shoreline management. Such projects often take place over a number of years and are dependent on human resources and funding available.	Reg. 686/21 s.1	1			No
				TOTAL	\$910,800		

CATEGORY OF PROGRAM OR SERVICE – ENVIRONMENTAL PLANNING & REGULATIONS	MUNICIPAL LEVY COST
Category 1: Mandatory Programs and Services	\$441,300.00
Category 2: Non-mandated program or service delivered to municipality as requested through an agreement or Memorandum of Understanding	\$0.00
Category 3: Programs and services that are either not receiving any municipal funding or services that are cost-apportioned with municipalities – other than Category 1 or 2 services	\$0.00
TOTAL	\$441,300.00



INVENTORY OF PROGRAMS AND SERVICES – SAUGEEN VALLEY CONSERVATION AUTHORITY – VERSION 3.0 – APRIL 1, 2023

Program Area	Program/Service Provision	Program/Service Description	Legislative Reference	Category: (1) Mandatory; (2) Municipal; (3) Other	Annual Operating Funding Amount (2022)	Funding Mechanisms and Percentage of Funding Source (Operating Costs)	Agreement Requirement
AUTHORITY FLEET							
Fleet	Fleet	Management and maintenance of the Authority's fleet.	Enabling service	1	\$181,000	1. Self-Generated: 100%	No
				TOTAL	\$181,000		

CATEGORY OF PROGRAM OR SERVICE – AUTHORITY FLEET	MUNICIPAL LEVY COST
Category 1: Mandatory Programs and Services	\$0.00
Category 2: Non-mandated program or service delivered to municipality as requested through an agreement or Memorandum of Understanding	\$0.00
Category 3: Programs and services that are either not receiving any municipal funding or services that are cost-apportioned with municipalities – other than Category 1 or 2 services	\$0.00
TOTAL	\$0.00



INVENTORY OF PROGRAMS AND SERVICES – SAUGEEN VALLEY CONSERVATION AUTHORITY – VERSION 3.0 – APRIL 1, 2023

Program Area	Program/Service Provision	Program/Service Description	Legislative Reference	Category: (1) Mandatory; (2) Municipal; (3) Other	Annual Operating Funding Amount (2022)	Funding Mechanisms and Percentage of Funding Source (Operating Costs)	Agreement Requirement
WATER RESOURCES							
Core Watershed Based Resource Management Strategy	Develop and implement a strategy for the Saugeen Valley Conservation Authority jurisdiction.	Collate/compile existing resource management plans, watershed plans, studies, and data. Strategy development. Implementation and annual reporting	Reg. 686/21 s.8 Reg. 686/21 s.12(1)3 Reg. 686/21 s.12(4)	1	TBD	TBD	No
Water Management	Ice Management Plan	Determine how ice within the jurisdiction may increase the risk of natural hazards. Outline the steps necessary to mitigate these risks. Develop plan. Implementation and annual reporting	Reg. 686/21 s. 4	1	TBD	TBD	No
	Water and Erosion Infrastructure Asset Management Plan	Develop and implementation of plan. Annual reporting.	Reg. 686/21 s.5	1	TBD	TBD	No
	Flood Forecasting and Warning	Daily data collection and monitoring of weather forecasts, provincial & local water level forecasts and watershed conditions; including flood event forecasting. Flood warning and communications. Maintenance of equipment.	Reg. 686/21 s.2	1	\$275,800	1. Municipal Levy: 61% 2: Self-Generated: 39%	No
	Low Water Response	Conditions monitoring/analysis. Technical & administrative support to the Water Response Team representing major water users and decision makers, who recommend drought response actions.	Reg. 686/21 s.3	1	\$256,750	1. Municipal Levy: 70% 2: Self-Generated: 30%	No
	Water and Erosion Infrastructure Operational Plan	Develop and implementation of plan. Annual reporting.	Reg. 686/21 s.5	1			No
	Flood and Erosion Control Infrastructure Major Maintenance	Major maintenance on flood and erosion control structures, as required. Projects are dependent on Water and Erosion Control Infrastructure (WECI) funding from the province and from municipal partners.	Reg. 686/21 s.5	1			No
	Technical Studies and Policy Review	Studies and projects to inform natural hazards management programs including floodplain management, watershed hydrology, regulations areas mapping update, flood forecasting system assessment, floodplain policy, and Lake Huron shoreline management. Such projects often take place over several years and are dependent on human resources and funding available.	Reg. 686/21 s.1	1			No



New Program or Service as outlined in Ontario Regulation 686/21: Mandatory Programs and Services; must be complete by December 31, 2024.

INVENTORY OF PROGRAMS AND SERVICES – SAUGEEN VALLEY CONSERVATION AUTHORITY – VERSION 3.0 – APRIL 1, 2023

Program Area	Program/Service Provision	Program/Service Description	Legislative Reference	Category: (1) Mandatory; (2) Municipal; (3) Other	Annual Operating Funding Amount (2022)	Funding Mechanisms and Percentage of Funding Source (Operating Costs)	Agreement Requirement
WATER RESOURCES CONTINUED							
Drinking Water Source Protection	Source protection authority role as set out in the <i>Clean Water Act, 2006</i> .	Source Protection Area and Region liaison, technical support, support to the source protection committee, preparation of reports and attendance at meetings, activities required by the <i>Clean Water Act, 2006</i> and its regulations.	Reg. 686/21 s.13	1	\$6,450	1. Provincial Grant: 100%	No
Watershed Monitoring	Provincial Water Quality Monitoring Network (PWQMN)	A long-standing (50+ year) CA/MECP partnership for stream water quality monitoring. CA takes water samples; MECP does lab analysis and data management.	Reg. 686/21 s.12(1)2 Reg. 686/21 s.12(3)	1	\$30,000	1. Municipal Levy: 100%	No
	Provincial Groundwater Monitoring Network (PGMN)	A long-standing (20+ year) CA/MECP partnership for groundwater level and quality monitoring. CA maintains equipment, data transfer to MECP, water sampling; MECP provides equipment, standards, data management.	Reg. 686/21 s.12(1)1 Reg. 686/21 s.12(2)	1			No
	SVCA Water Quality Monitoring Network – Chemistry	Surface water quality sampling at 15 additional sites at key locations to better understand and assess watershed conditions and to support Watershed Report Card Evaluations.	CAA s.21(1)(a)	3	\$119,050	1. Municipal Levy: 100%	Yes
	SVCA Water Quality Monitoring Network - Benthic	Collection of bottom dwelling organisms from 20 sites at key locations to better understand and assess water quality and watershed conditions. Partnership in the long-standing (20+ year) CA/MECP Ontario Benthos Biomonitoring Network.	CAA s.21(1)(a)	3			Yes
	Watershed Report Cards	A plain language reporting document that informs the community of the state of the watershed and subwatersheds in the Saugeen Valley Conservation Authority jurisdiction.	CAA s.21(1)(a)	3			Yes
TOTAL					\$688,050		
TOTAL OF ALL DEPARTMENTS					\$5,343,530		

CATEGORY OF PROGRAM OR SERVICE – WATER RESOURCES	MUNICIPAL LEVY COST
Category 1: Mandatory Programs and Services	\$378,185.00
Category 2: Non-mandated program or service delivered to municipality as requested through an agreement or Memorandum of Understanding	\$0.00
Category 3: Programs and services that are either not receiving any municipal funding or services that are cost-apportioned with municipalities – other than Category 1 or 2 services	\$119,050.00
TOTAL	\$497,235.00

CATEGORY OF PROGRAM OR SERVICE – SUMMARY (ALL DEPARTMENTS)	MUNICIPAL LEVY COST
Category 1: Mandatory Programs and Services	\$2,520,875.00
Category 2: Non-mandated program or service delivered to municipality as requested through an agreement or Memorandum of Understanding	\$0.00
Category 3: Programs and services that are either not receiving any municipal funding or services that are cost-apportioned with municipalities – other than Category 1 or 2 services	\$201,913.00
TOTAL	\$2,722,788.00



Under O. Reg. 687/21 Section 6 (2)(c)(i)(D), if the authority is of the opinion that the average annual cost determined under sub-subclause (A) or (B) does not reflect the average annual cost to provide the program or service in the future, the Authority can adjust the average annual cost and provide an explanation for this adjustment. The costs for programs and services increase annually due to increases in wages and benefits and the increased operational costs due to inflation. For this reason, the estimates for financial costs will be based on SVCA's 2022 approved budget as opposed to a five-year average as it better reflects current costs and future anticipated costs.

## Staff Report #8.6

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

**From:** Matt Armstrong, Regulations Coordinator

**Date:** May 18, 2023

**Subject:** Violations Report

**Purpose:** To provide an update on the status of violations under Saugeen Valley Conservation Authority's Regulation 169/06: Development, Interference with Wetlands and Alterations to Shorelines and Watercourses, as amended.

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### Background

By Board Motion #G21-84, staff are directed to provide updates to the Board on the number of active violation files per the Saugeen Valley Conservation Authority Violations Strategy.

### Analysis

SVCA staff are presently managing 103 violation files and have rated them in accordance with the categories in the table below:

Violation Rating and Description	Total
<b>(1) Trivial and not worth pursuing beyond initial contact.</b> e.g., inconsequential site alteration; certain types of vegetation removal, etc. Typical staff action: Send correspondence to offender describing the violation, SVCA's Regulation 169/06, and any suggested remediation, if applicable. Staff are unlikely to bring the matter before the SVCA Board of Directors to consider pursuing legal action.	<b>4</b>
<b>(2) Unlikely to pose a significant risk to life, or property, or the conservation of land.</b> e.g., watercourse cleanouts; development located outside a hazard, etc. Typical staff action: Seek to resolve matter via cooperation with offender on site remediation and/or obtaining SVCA compliance. If a resolution cannot be reached, staff will send a final letter explaining that the violation will remain with the property and all future owners until it is resolved. Staff are unlikely to bring the matter before the SVCA Board of Directors to consider pursuing legal action.	<b>47</b>

<b>Violation Rating and Description</b>	<b>Total</b>
<b>(3) Likely to pose a significant risk to life, or property, or the conservation of land.</b> e.g., most wetland or watercourse alterations; development located in a hazard, etc. Typical staff action: Seek to resolve as described in #2. If a resolution cannot be reached, staff are likely to bring the matter before the SVCA Board of Directors to consider pursuing legal action.	<b>52</b>
<b>(4) A violation that poses imminent and significant risk to life, property, or the conservation of land.</b> e.g., major alterations to wetlands or watercourses; development located in a hazard, etc. Typical staff action: Seek to resolve in a timely manner. If offender refuses to comply, staff will bring the matter before the SVCA Board of Directors to consider pursuing legal action.	<b>0</b>
<b>TOTAL</b>	<b>103</b>

### **Next Steps**

Staff are working diligently to resolve violations through compliance approvals and site remediation where possible.

Two violation files are presently in Provincial Offences Court and could proceed to trial.

Prepared By:

*[Original Signed By]*

Matt Armstrong, Regulations Coordinator

Approved By:

*[Original Signed By]*

Erik Downing, Manager, Environmental Planning and Regulations

Approved By:

*[Original Signed By]*

Jennifer Stephens, General Manager/Secretary-Treasurer



## **Staff Report #9.1**

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Jennifer Stephens, General Manager-Secretary/Treasurer  
**Date:** May 18<sup>th</sup>, 2023  
**Subject:** 2023-2033 Saugeen Valley Conservation Authority Strategic Plan  
**Purpose:** Endorsement of 2023-2033 Saugeen Valley Conservation Authority Strategic Plan

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### **Recommendation**

That the Saugeen Valley Conservation Authority Board of Directors accepts the 10-year Strategic Plan for the period of 2023-2033 as presented;

AND FURTHER THAT the Board directs staff to incorporate linkages related to the strategic plan into future Board reports.

### **Background**

Saugeen Valley Conservation Authority (SVCA) has a long-standing history of promoting and implementing effective watershed management and environmental conservation within its jurisdiction. As a vital regional resource, SVCA plays a crucial role in preserving and enhancing the natural environment, protecting people and property from natural and human-made hazards, and fostering a strong connection between residents and their local ecosystem. To ensure the ongoing success of these efforts and adapt to the changing landscape of environmental management, it is necessary for the organization to periodically evaluate its strategic direction and establish a comprehensive, forward-looking plan.

Over the past year, SVCA staff have engaged in a thorough internal and external consultation process aimed at informing the development of a new 10-year strategic plan, spanning from 2023 to 2033. This collaborative approach has allowed for the recalibration of core organizational priorities, actionable goals, and opportunities for improvement, with the ultimate objective of promoting organizational excellence and enhancing the quality of life within the watershed community.

### **Analysis**

The 2023-2033 Strategic Plan for Saugeen Valley Conservation Authority (SVCA) reflects a deep commitment to ensuring the continued success and effectiveness of the organization in

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fulfilling its mission and vision. The strategic plan is the culmination of a comprehensive consultation process involving both internal and external stakeholders, including SVCA staff, the public, developers, municipalities, and other community partners. This inclusive approach has facilitated a thorough analysis of current organizational strengths and areas for growth, allowing SVCA to develop a robust and forward-thinking framework for the next decade.

One of the key insights emerging from the analysis is the importance of the four strategic priorities—access, expertise, connection, and resiliency—in guiding the organization's future efforts. These priorities represent a clear and focused direction, ensuring that all aspects of SVCA's operations are aligned with its overarching goals. By concentrating on these priorities, the organization will be well-positioned to address the diverse challenges and opportunities it faces in promoting sustainable watershed management, environmental conservation, and community engagement.

The strategic plan also places a strong emphasis on establishing and monitoring key performance indicators (KPIs) to evaluate progress and maintain accountability. This data-driven approach will allow SVCA to continuously assess its performance, identify areas where additional attention and resources may be required, and make informed decisions to ensure the effective implementation of the strategic plan. By leveraging the power of KPIs, the organization can foster a culture of continuous improvement, while adapting and refining its strategies as needed to remain responsive to the evolving needs of the watershed community.

The 2023-2033 Strategic Plan for SVCA represents a well-informed and comprehensive roadmap for the organization's future success. By focusing on the four strategic priorities, engaging in ongoing evaluation, and maintaining a commitment to continuous improvement, SVCA can confidently navigate the challenges and opportunities that lie ahead. This strategic plan lays the foundation for a resilient, adaptive, and effective organization that will continue to make a meaningful and lasting impact on the watershed community and its environment.

### **Financial Implications**

The 2023-2033 Strategic Plan creates a framework for future discussions regarding budgetary needs. Further, a solid understanding of SVCA's assets and resources will drive informed financial decision making over the short and long term.

Prepared by:

*[Original Signed By]*

Ashley Richards, Communications Coordinator

Approved by:

*[Original Signed By]*

Jennifer Stephens, General Manager/Secretary-Treasurer

# 2023 – 2033 Saugeen Valley Conservation Authority Strategy Map



## OUR VISION

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

## OUR VALUES

Organizational Excellence – Employee Empowerment – Collaboration  
Accessibility & Inclusivity – Financial Sustainability – Environmental Engagement

## PRIORITIES

### ACCESS

We will enhance accessibility by implementing inclusive design and communication strategies, ensuring diverse audiences can engage with SVCA.

### EXPERTISE

We will invest in staff professional development and leverage internal and external knowledge, fostering a skilled workforce equipped to address complex environmental challenges.

### CONNECTION

We will strengthen relationships with the public, stakeholders, and member municipalities through targeted outreach, collaboration, and education initiatives.

### RESILIENCY

We will build organizational resilience by developing SOPs, comprehensive master plans, funding strategies and monitoring progress to ensure long-term stability and adaptability.

## OUTCOMES

Where we will be in ten years time

SVCA will demonstrate inclusivity in its programs and services, fostering a culture of collaboration, and actively engaging the public and professionals to take climate action through readily available water resources data.

Leading authority in watershed management, with a highly skilled and knowledgeable team that consistently delivers innovative solutions and best practices for environmental conservation.

Ten years from now, SVCA will have cultivated strong, meaningful relationships with stakeholders, community groups, and the public, resulting in increased collaboration and shared commitment to protect and sustain the watershed.

SVCA will have built a robust and adaptable organization, equipped with efficient processes, effective knowledge transfer, and a solid foundation to navigate future challenges and uncertainties in watershed management.

## DIRECTION

How we grow to achieve our goals

Develop clear strategies



Create action plans



Monitor progress



Review and adapt



*Growing towards a  
resilient future*



Saugeen  
CONSERVATION





# Saugeen Valley Conservation Authority

## **2023 - 2033 STRATEGIC PLAN**



# Saugeen Conservation Vision



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





# SVCA Mandate and Mission

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







# ORGANIZATIONAL ASPIRATIONS

These aspirations are designed to guide the authority towards a future where it consistently delivers high-quality services, fosters strong relationships with stakeholders, and promotes a sustainable and resilient environment.



# SVCA ORGANIZATIONAL ASPIRATIONS

Organizational aspirations provide a roadmap for achieving excellence, growth and long-term success.

## ORGANIZATIONAL EXCELLENCE

Strive to continuously improve the quality of programs and services offered, ensuring a consistent and exceptional experience for the public, stakeholders, and partners.

## EMPLOYEE EMPOWERMENT

Invest in the professional development of staff by providing training, educational opportunities, and a supportive work environment to enable employees to excel in their roles and contribute to the organization's success.

## COLLABORATION

Cultivate strong relationships with stakeholders, community groups, and other organizations to leverage resources, and maximize the impact of initiatives.

## ACCESSIBILITY & INCLUSIVITY

Work towards ensuring that programs, services, and facilities are accessible and inclusive to all members of the community.

## FINANCIAL SUSTAINABILITY

Pursue responsible financial management, diverse funding sources, and strategic investments to ensure the long-term stability and sustainability of the organization.

## ENVIRONMENTAL ENGAGEMENT

Promote responsible resource management to protect the natural environment, foster climate-resilient communities, and ensure a healthy watershed for future generations.



# FOUR PRIORITIES OF THE STRATEGIC PLAN



Sageen Valley Conservation Authority 10 Year Strategic Plan

# PRIORITIES

## **ACCESS**

Through an access management plan, regulate employee and public access to SVCA programs and services striving for marked improvement annually.

## **EXPERTISE**

Via a professional development strategy, elevate SVCA's excellence through staff training, educational support, and external knowledge utilization.

## **CONNECTION**

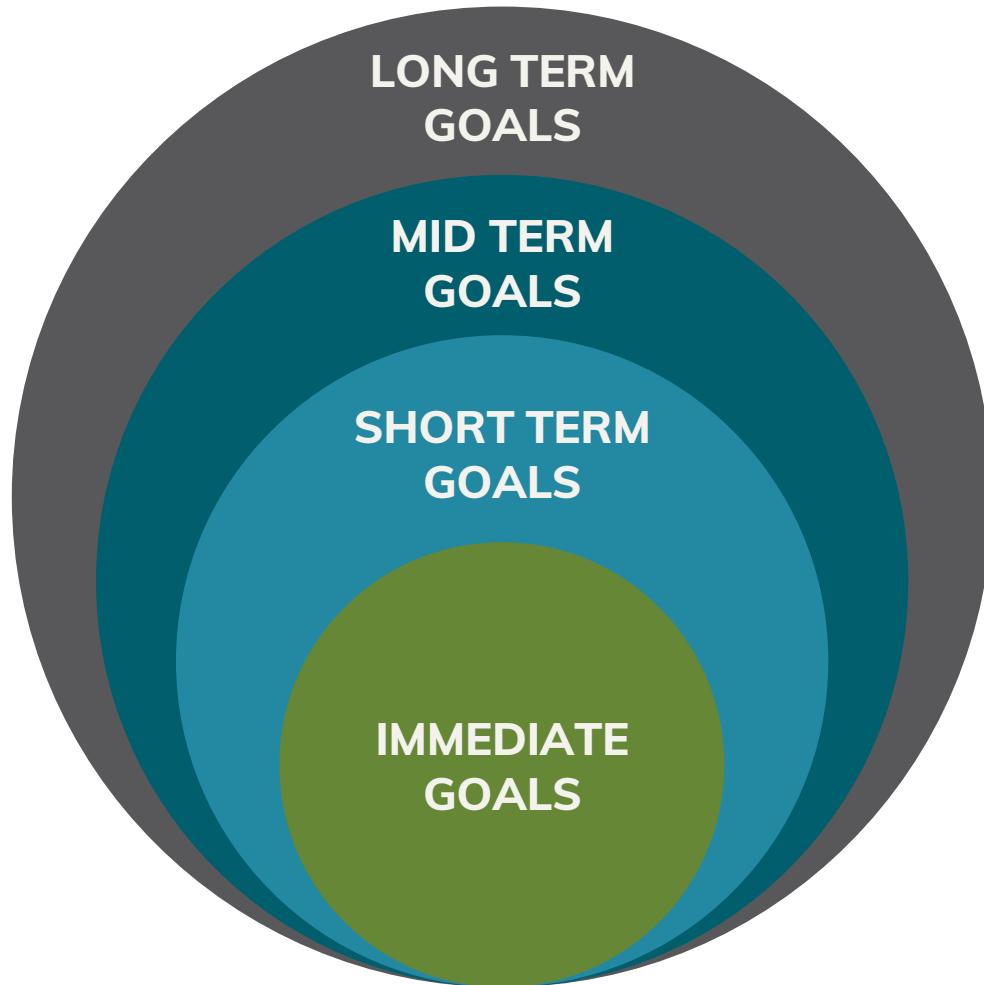
Using an outreach strategy, strengthen relationships with the community and stakeholders.

## **RESILIENCY**

Foster organizational resiliency by implementing strategies for efficient information transfer and financial sustainability.

# Timeline Progression

Ensures a well-defined, progressive timeline that allows for gradual and measurable improvements, while keeping the organization adaptable and focused on achieving its overarching objectives throughout the entire ten-year period.



## IMMEDIATE GOALS

To be achieved by the end of 2023.

## SHORT TERM GOALS

To be completed between 2024 and 2025.

## MID TERM GOALS

These goals are to be completed between 2026 and 2028.

## LONG TERM GOALS

Long term planning starts immediately by identifying key priorities and establishing actionable steps that build the foundation for future growth and progress. This proactive approach will allow SVCA to allocate resources, align efforts, and develop strategies that will guide us towards achieving the long-term vision and goals over the next decade.

# INTERNAL FEEDBACK - PRIORITIES



## ACCESS

"Protection of sensitive land and providing a sustainable opportunity for people to come and enjoy the land and the benefits it provides."

## EXPERTISE

"I would like to be the person that people come to when they have a tricky question. I want to maintain my professionalism and grow into a leadership role."

## CONNECTION

"Reach as many people as possible with the message of the importance of working together to help the environment and manage our watershed resources. We are literally all in this together."

## RESILIENCY

"To provide high quality data and deliverables long term, that meet and exceed expectations and standards."

# INTERNAL FEEDBACK - ACCESS

## ACCESS

- Invest in resources and support for upgrading infrastructure to maintain safe places for people to enjoy the natural environment.
- Become a leader in accessible best practices amongst Conservation Authorities.
- Conduct regular internal accessibility audits of SVCA programs, services and facilities.
- Work to ensure SVCA attracts a wide pool of applicants and overcomes unconscious bias in the hiring process.

# INTERNAL FEEDBACK - EXPERTISE

## EXPERTISE

- Offer training and professional development opportunities for staff, such as corporate fundraising courses, technical training, or RPF status acquisition.
- Encourage cross-departmental learning and knowledge exchange through educational sessions and one-on-ones.
- Provide access to consultants with expertise in flooding, coastal, geotechnical, and fluvial processes, as well as watershed-wide floodplain and regulation mapping.
- Hire experienced water resources engineers to review technical documents and contribute to overall organizational expertise.

# INTERNAL FEEDBACK - CONNECTION

## CONNECTION

- Actively engage with the public and stakeholders, promoting the importance of working together to protect the environment and manage watershed resources.
- Educate the public on SVCA's role and EPR's work to improve public understanding and foster community value in conservation and protection.
- Increase dialogue with municipal partners and attend public functions to provide information outside of typical venues, such as the CA website and social media.
- Focus on building strong relationships with municipal partners to gain support for funding requests and major capital improvements.



# INTERNAL FEEDBACK - RESILIENCY

## RESILIENCY

- Foster a culture of innovation and flexibility, encouraging new ideas and a willingness to move away from the "we've always done it this way" mindset.
- Provide staff with resources, such as access to up-to-date data management and interpretation tools, monitoring equipment, and vehicles, to enable them to make science-based watershed management decisions.
- Ensure staff retention and satisfaction by providing support in their roles, acknowledging their workload.
- Improve file management systems to provide a higher caliber of service to clientele and decrease internal frustration.

# SOAR ANALYSIS - STRENGTHS

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- *Comprehensive approach to accessibility:* The strategic plan addresses various aspects of accessibility, including access to facilities, communications, technology, and staff training.
- *Commitment to employee development:* The plan emphasizes the importance of employee development, offering opportunities for training, professional certifications, and mentorship.
- *Focus on stakeholder engagement and connection:* The plan includes initiatives to engage stakeholders and build connections with member municipalities, community groups, and the public.
- *Resiliency and preparedness:* The plan addresses multiple dimensions of organizational resilience, including emergency preparedness, risk management, business continuity, and succession planning.



# SOAR ANALYSIS - OPPORTUNITIES

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- *Increase public awareness and support:* By improving accessibility and engaging with stakeholders, SVCA has the opportunity to raise public awareness of its programs and services and garner increased support.
- *Leverage partnerships and collaborations:* By fostering collaboration with member municipalities and other professionals, SVCA can enhance its resources, expertise, and reach.
- *Diversify funding sources:* The strategic plan provides an opportunity for SVCA to explore alternative funding sources, reducing reliance on any single source and ensuring financial stability.
- *Strengthen organizational knowledge management:* By capturing and sharing organizational knowledge, SVCA can improve its processes, decision-making, and overall effectiveness.



# SOAR ANALYSIS - ASPIRATIONS

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- *Become a leader in accessibility:* By focusing on accessibility, SVCA aspires to become an exemplary organization in terms of inclusivity and access for all individuals.
- *Cultivate a highly skilled and engaged workforce:* By investing in employee development and fostering a culture of learning and growth, SVCA aims to create an engaged, high-performing workforce.
- *Enhance stakeholder satisfaction and connection:* Through targeted outreach and engagement efforts, SVCA aspires to build strong relationships with stakeholders and the public, ultimately increasing satisfaction with its programs and services.
- *Build a resilient and adaptable organization:* SVCA strives to create an organization that is well-prepared for emergencies, risks, and disruptions, ensuring the ongoing fulfillment of its mandate.



# SOAR ANALYSIS - RESULTS

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- *Improved accessibility:* SVCA will track KPIs related to accessibility, such as the number of accessible property features and the percentage of communications meeting accessibility standards.
- *Enhanced expertise and employee development:* SVCA will measure the success of its employee development initiatives by tracking the percentage of employees participating in training and development activities, the number of staff obtaining professional certifications, and the number of staff involved in mentorship relationships.
- *Stronger connections and stakeholder satisfaction:* SVCA will monitor KPIs related to stakeholder engagement and satisfaction, such as the number of collaborations with member municipalities, and stakeholder satisfaction rates.
- *Increased organizational resilience:* SVCA will evaluate its progress in building resilience by tracking KPIs such as the percentage of essential operations covered by SOPs, the number of positions with a succession plan in place, and satisfaction with data management systems.



# Change Management Principles

Change management fundamentals are distilled down to four critical functions. These are understanding change, planning change, implementing change and communicating change.

01

## UNDERSTAND

Clear communication: As the strategic plan is implemented, it's essential to communicate the vision, objectives, and desired outcomes to all stakeholders and employees within the SVCA. This involves providing updates on progress, addressing concerns, and ensuring that everyone understands their role in the plan's success.

02

## PLAN

Empowerment and involvement: For the strategic plan to succeed, SVCA employees and stakeholders need to feel empowered and involved in the process. This can be achieved by soliciting their input during planning stages, providing opportunities for professional development, and creating an environment that supports innovation.

03

## IMPLEMENT

Continuous monitoring and adjustment: The strategic plan should be regularly monitored to evaluate its effectiveness and progress. By gathering feedback and tracking performance metrics, SVCA can make data-driven decisions and adjust strategies as needed to ensure the plan stays on track and adapts to changing circumstances.

04

## COMMUNICATE

Reinforcing and celebrating success: By acknowledging the hard work and dedication of employees and stakeholders, SVCA can create a sense of ownership and pride in the organization's accomplishments, further motivating them to support the long-term vision and goals.

# Change Management Questions

Change management is the process of guiding an organization through the transition from its current state to a desired future state, which is essential for ensuring that strategic goals are met effectively, and that people, processes, and culture are aligned with the new vision.

**01**

**WHAT ARE THE  
ORGANIZATIONS KEY  
OBJECTIVES?**

**02**

**WHAT WILL THE BENEFITS  
OF THE CHANGE BE TO THE  
ORGANIZATION?**

**03**

**HOW WILL IT IMPACT  
PEOPLE POSITIVELY?**

**04**

**HOW WILL IT AFFECT THE  
WAY THAT PEOPLE WORK?**

# CHANGE

01

## WHAT ARE THE ORGANIZATIONS KEY OBJECTIVES?

The need for change within SVCA arises from the desire to achieve organizational excellence, adapt to evolving regulations, and address emerging challenges such as climate change. The key objectives include improving access to SVCA programs and services, enhancing expertise among staff, fostering connections with stakeholders and the community, and building resiliency within the organization.



# BENEFITS

02

## WHAT WILL THE BENEFITS OF THE CHANGE BE TO THE ORGANIZATION?

The benefits of the change to the organization will include improved public perception, more efficient management, better-educated staff, and stronger relationships with stakeholders. It will also enable SVCA to better protect and conserve natural resources, support climate-resilient communities, and foster a deeper connection with the natural environment.

# IMPACT

03

## HOW WILL IT IMPACT PEOPLE POSITIVELY?

The strategic plan will impact people positively by providing more accessible services and programs, increasing public awareness of SVCA's mission, and creating a better understanding of the importance of environmental conservation. As SVCA employees develop professionally and gain new expertise, they will be better equipped to address complex issues and provide valuable services to the community.

# DOING THE WORK

04

## HOW WILL IT AFFECT THE WAY THAT PEOPLE WORK?

The implementation of the strategic plan will affect the way people work by promoting cross-departmental collaboration, encouraging innovation, and providing opportunities for professional development. Employees will be empowered to pursue educational opportunities, share knowledge, and contribute to the overall success of the organization. The plan will also promote efficient management practices, streamlined processes, and the use of data-driven decision-making to ensure the organization's goals are met effectively.



# Getting started, and staying on track through deliverables and key performance indicators



# ACCESS DELIVERABLES

\*Corporate Services (CS)

	IMMEDIATE	SHORT TERM	MID TERM	LONG TERM
Corporate Services	<ul style="list-style-type: none"> <li>Public consultation: accessibility</li> <li>Accessibility and accommodation policy</li> <li>Event safety plan</li> <li>Equity and diversity policy</li> </ul>	<ul style="list-style-type: none"> <li>Access management plan</li> <li>Accommodation plan for workplace and hiring practices</li> <li>AODA compliance for website</li> <li>Civic address assignment</li> </ul>	<ul style="list-style-type: none"> <li>Remediate removed documents for AODA compliance and return to website</li> <li>Examine funding opportunities for external property access evaluation</li> </ul>	<ul style="list-style-type: none"> <li>All SVCA communication to be AODA compliant, including signage</li> <li>Property access evaluation underway</li> </ul>
Environmental Planning and Regulation	<ul style="list-style-type: none"> <li>Communication revisions on outgoing letters to public</li> <li>Update to permit language</li> <li>AODA compliance and readability for policy, hearing and admin guidelines</li> </ul>	<ul style="list-style-type: none"> <li>AODA compliance for all forms</li> <li>Website updates (CS)</li> <li>Further communications upgrades for professionals, partners</li> </ul>	<ul style="list-style-type: none"> <li>Initiate AODA compliance review for regulatory mapping</li> </ul>	<ul style="list-style-type: none"> <li>Begin updates to regulatory mapping</li> <li>Review and revise all communications as appropriate</li> </ul>
Forestry and Lands	<ul style="list-style-type: none"> <li>Permitted use campaign (CS)</li> <li>AODA improvements to communication and signage (CS)</li> <li>Begin updating GoogleMaps and Google MyBusiness (CS)</li> </ul>	<ul style="list-style-type: none"> <li>Internal property access assessment</li> <li>Website updates (CS)</li> </ul>	<ul style="list-style-type: none"> <li>Improve access at CAs and other properties where possible, based on geography, funding opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Signage at all Conservation Areas to be accessible (CS)</li> <li>Accessible features present at as many properties as possible; ideally 1-2 fully accessible parks</li> </ul>
Water Resources	<ul style="list-style-type: none"> <li>Investigate data accessibility</li> <li>Website updates (CS)</li> <li>Annual Water Quality Report</li> <li>Flood communication upgraded</li> <li>Pursue public data access</li> </ul>	<ul style="list-style-type: none"> <li>QA/QC data plan</li> <li>Accountability plan research</li> <li>Begin internal evaluation of accessibility of F and E structures</li> <li>Publicly accessible data</li> </ul>	<ul style="list-style-type: none"> <li>Data accessibility in practice</li> <li>Accountability plan in place</li> <li>Investigate watershed management planning</li> <li>Consultation to remediate accessibility of structures</li> </ul>	<ul style="list-style-type: none"> <li>Flood and erosion control structures either address accessibility concerns or are inaccessible to the public</li> <li>Begin review of data accessibility</li> </ul>





# EXPERTISE DELIVERABLES

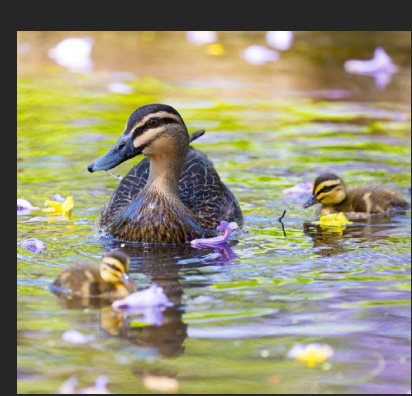
	IMMEDIATE	SHORT TERM	MID TERM	LONG TERM
Corporate Services	<ul style="list-style-type: none"><li>Professional development strategy research and internal consultation</li><li>AODA, gift planning, grant writing training</li></ul>	<ul style="list-style-type: none"><li>Professional development strategy development</li><li>Conflict resolution plan and policy</li><li>Payroll practitioner</li><li>Pension and benefits training</li></ul>	<ul style="list-style-type: none"><li>Professional development strategy completion</li><li>Internal information technology support</li><li>Conflict resolution training</li><li>Internal mentoring program development</li></ul>	<ul style="list-style-type: none"><li>Human resources and accounting designation on staff</li><li>Internal mentoring program in action</li><li>Evaluate professional development plan for all depts</li><li>Floodplain mapping for urban centres</li></ul>
Environmental Planning and Regulation	<ul style="list-style-type: none"><li>Professional development strategy internal consultation</li><li>Begin access to technical expertise</li><li>Re-establish mapping working group</li></ul>	<ul style="list-style-type: none"><li>Work with CS on professional development strategy</li><li>Develop and trial external training programs for public, partners and professionals</li><li>Full coverage regulations mapping</li></ul>	<ul style="list-style-type: none"><li>Implement external training plan and assess usage</li><li>Technical expertise on board</li><li>Investigate university co-op partnership opportunities</li></ul>	<ul style="list-style-type: none"><li>Floodplain mapping for urban centres</li><li>Evaluation of professional development, internal and external training</li></ul>
Forestry and Lands	<ul style="list-style-type: none"><li>Professional development internal consultation</li></ul>	<ul style="list-style-type: none"><li>Investigate trade and maintenance certification for staff</li><li>Work with CS on professional development strategy</li></ul>	<ul style="list-style-type: none"><li>Implement trade and maintenance certification; assess usage</li></ul>	<ul style="list-style-type: none"><li>Evaluation of professional development</li></ul>
Water Resources	<ul style="list-style-type: none"><li>Professional development internal consultation</li><li>Internal Floodwatch training</li><li>Initiate liability assessment plan</li><li>WISKI, Cabin training</li></ul>	<ul style="list-style-type: none"><li>Work with CS on PD strategy</li><li>Floodwatch training to public and professionals</li><li>Liability assessment with subsequent communication plan</li><li>Legal training for staff, board, EPR as it relates to WR</li></ul>	<ul style="list-style-type: none"><li>Easement communication plan to public, professionals, partners</li><li>RAGBOS information packages</li><li>Risk and structure campaigns</li><li>Easement investigation on secondary structures</li></ul>	<ul style="list-style-type: none"><li>Investigate university co-op partnership opportunities</li><li>Floodplain mapping for urban centres</li><li>Evaluation of professional development</li></ul>



# CONNECTION DELIVERABLES

	IMMEDIATE	SHORT TERM	MID TERM	LONG TERM
Corporate Services	<ul style="list-style-type: none"><li>• Outreach strategy research</li><li>• Begin public consultation</li><li>• Agricultural Advisory Committee</li><li>• Emergency contact plan</li><li>• Signage strategy</li><li>• Strategic plan engagement</li></ul>	<ul style="list-style-type: none"><li>• Complete outreach strategy</li><li>• Include indigenous outreach</li><li>• Customer service standards review</li><li>• Volunteer capacity assessment</li><li>• Stewardship of past gifts</li></ul>	<ul style="list-style-type: none"><li>• Volunteer strategy in place</li><li>• Increased CO connection</li><li>• Public fundraising for large gifts</li><li>• Annual open house</li></ul>	<ul style="list-style-type: none"><li>• Begin consultation for next strategic plan; internal and external</li></ul>
Environmental Planning and Regulation	<ul style="list-style-type: none"><li>• Social campaign</li><li>• Landowner recognition brainstorm</li><li>• Amish/Menno outreach strategy</li><li>• Complete application checklist</li><li>• MOU w/planning services</li><li>• Ag committee engagement</li></ul>	<ul style="list-style-type: none"><li>• Begin Amish/Menno outreach</li><li>• Implement landowner recognition</li><li>• Increased CO engagement</li><li>• Creation of Developers Guide to Permits, et al (CS)</li></ul>	<ul style="list-style-type: none"><li>• Landowner recognition established</li><li>• Assess upper and lower tier relationships</li><li>• Decrease to violations &amp; permit times</li><li>• Evaluate outreach</li></ul>	<ul style="list-style-type: none"><li>• Evaluate landowner recognition program</li></ul>
Forestry and Lands	<ul style="list-style-type: none"><li>• Provincial offenses enforcement</li><li>• Provincial offenses campaign (CS)</li></ul>	<ul style="list-style-type: none"><li>• Marketing strategy for campgrounds, CAs and forestry services (CS)</li><li>• New property guide (CS)</li><li>• Increase connection to neighbouring CAs and CO</li></ul>	<ul style="list-style-type: none"><li>• Initiate “friends of” groups for primary CAs (CS)</li><li>• Virtual guided property tours and plant identification (CS)</li></ul>	<ul style="list-style-type: none"><li>• Cultural heritage recognition plan (CS)</li><li>• Established “friends of” groups</li></ul>
Water Resources	<ul style="list-style-type: none"><li>• Watershed report card</li><li>• Annual WQ report</li><li>• Risk campaign plan</li><li>• Flood watch campaign plan</li><li>• Easement investigation</li><li>• FAQ resource, internal</li></ul>	<ul style="list-style-type: none"><li>• Easement communication plan for public, professionals and staff</li><li>• RAGBOS information package</li><li>• Flood structure comm plan</li><li>• Risk campaign assessment</li><li>• Secondary easement investigation</li></ul>	<ul style="list-style-type: none"><li>• Annual public information sessions</li><li>• Working relationship with SON</li><li>• Increased CO connection</li><li>• Risk campaign complete</li></ul>	<ul style="list-style-type: none"><li>• Evaluate success of easement communication and risk campaigns</li></ul>

# RESILIENCY DELIVERABLES



## IMMEDIATE

## SHORT TERM

## MID TERM

## LONG TERM

### Corporate Services

- CMS acquisition
- Revenue generation brainstorming
- Fee policy and schedules
- Document retention development
- Critical failure IT plan
- Payment processing policy

- Organizational resilience strategy
- Complete revenue generation strategy
- Document retention strategy
- Refine payroll process
- Internal lunch and learn for all depts
- SOPs major tasks, all depts
- Asset management plan
- Investigate onboarding software for all depts
- Exit procedure for all depts
- Grant procurement resource for all depts

- Complete organizational resilience strategy
- Refine payroll software
- SOPs integrated into onboarding
- SOP review and inclusion of minor tasks

- Review of CMS, onboarding, grant resource, fundraising & investment strategies

### Environmental Planning and Regulation

- Onboard to new CMS
- Policy manual update
- Support Bill 23 transition
- Client service standards commitment

- Evaluate employee confidence and retention
- New files into CMS
- Goal of SVCA being seen as an extension of municipal services

- 2006+ files into CMS
- Implement changes from confidence evaluation

- All files into CMS

### Forestry and Lands

- Fleet management plan
- Communication system for staff

- Lands inventory
- Forest management plan
- CA strategy

- Bluffs, Durham, Brucedale master plans
- Invasive species strategy for conservation lands
- Develop endangered species tracking plan

- Master plans for all CAs
- Control invasives and track endangered species on conservation lands

### Water Resources

- WECI
- FHIMP
- Internal flood watch training, templates and program development

- Plans: capital, ice management, operational, maintenance, asset management for flood and erosion control structure

- Regular engagement with CBOs/Works on structures
- Climate resiliency plan creation

- Initiate climate resiliency plan



# ACCESS KEY PERFORMANCE INDICATORS

## Accessibility Audit

Conduct regular internal accessibility audits of SVCA programs, services, and facilities. Track the number of identified barriers to accessibility that are addressed over time.

## Accessible Communication

Monitor the readability and accessibility of SVCA communications, including websites, brochures, and other materials, and track the percentage of communications that meet accessibility standards.

## AODA Compliance

Ensure that SVCA is compliant with the *Accessibility for Ontarians with Disabilities Act* (AODA) requirements and track progress towards compliance.

## Accessible Features

Develop and implement accessible property features on SVCA properties and track the percentage of features that meet accessibility standards.

## Customer Feedback

Collect feedback from clients and visitors on the accessibility of SVCA programs, services, and facilities, and track their ratings.

## Equitable Hiring

Ensure SVCA attracts a wide pool of applicants, overcomes unconscious bias in candidate review, and creates an equitable interview and hiring process. Track progress using an equitable employment rubric.

## Public Data Access

Review, implement quality control measures, and transfer water resources data to a publicly accessible digital platform. Track progress through the uptake of data, and facilitation of feedback.

# EXPERTISE KEY PERFORMANCE INDICATORS

## Employee Development

Prepare and implement an employee development plan and track the percentage of employees who participate in training and development.

## Professional Certification

Encourage and support SVCA staff to obtain relevant professional certifications and track the number of staff members who obtain certifications.

## External Training

Provide training to SVCA stakeholders on relevant topics related to conservation and track the number of training sessions and attendees.

## Mentorship

Implement a mentorship program for SVCA staff and track the number of staff members who participate in mentorship relationships.

## Professional Development

Monitor the professional development uptake and budget to ensure that adequate resources are available for staff development and track the percentage of the budget that is used, and the number of programs completed.

## Information System Improvement

Pursue upgrades to internal information technology support, GIS mapping and to floodplain mapping. Track increases of coverage and/or updates to floodplain mapping and to GIS mapping.

# CONNECTION KEY PERFORMANCE INDICATORS

## Stakeholder Outreach

This KPI measures the number of opportunities SVCA provides for stakeholders to learn, provide feedback, or participate in decision-making.

## Stakeholder Satisfaction

Measure the satisfaction rate of stakeholders who have participated in engagement opportunities provided by the Conservation Authority. It can be measured through surveys or feedback forms.

## Collaboration with Municipalities

Engage in joint projects, shared funding opportunities. Track the number of opportunities and satisfaction of participants.

## Landowner Engagement

Invest in a landowner engagement and recognition program through EPR. Aim to increase number of landowners annually and monitor the success through feedback.

## Guided Tours

Collaborate with other Conservation Authorities on software that supports forest walks and guided tours. Examine the success of the tours by reviewing usage and visitor satisfaction.

## Easement Communication

Identify and solidify the number of easements and agreements required as they relate to water and erosion control infrastructure. Evaluate success through percentage resolved over time and landowners reached directly.

## Conservation Ontario

Increase connection and relationship with Conservation Ontario, for each department and for the organization. Track progress through collaborative efforts, consultation, and other interactions.

# RESILIENCY KEY PERFORMANCE INDICATORS

## Funding Diversity

Track the amount of funds brought in through fundraising and grant procurement. Develop and implement a grant calendar to ensure SVCA applies for relevant funding and track the number of successful applications.

## Standard Operating Procedures

Develop and implement standard operating procedures for key SVCA operations and track the percentage of essential operations covered by SOPs.

## Business Continuity

Ensure that SVCA operations can continue in the event of disruption (critical IT failure, technological changes, public demands) through the regular maintenance of data and human resources. Track the changes and upgrades.

## Emergency Preparedness

Develop and implement an emergency preparedness plan for SVCA properties and services and track the percentage of staff trained in emergency response.

## Risk Management

Develop and implement a risk management plan to identify and mitigate potential risks to SVCA operations and assets and track the number of identified risks and risk reduction measures taken. Regularly conduct risk assessments and develop risk management plans for key organizational functions. Measure the percentage of key functions with a risk management plan in place.

## Financial Stability

Monitor the organization's financial stability by tracking key financial indicators such as budget surplus/deficit, cash flow, and debt-to-equity ratio.

## Employee Retention

Measure the percentage of employees who stay with the organization for at least three years. Aim for a retention rate of 80% or higher.

## Infrastructure Maintenance

Measure the percentage of infrastructure assets that are properly maintained and in good condition. Aim to see marked improvement annually of infrastructure assets.



## **Saugeen Valley Conservation Authority**

1078 Bruce Road 12, Box 150

Formosa, Ontario N0G 1W0

519-364-1255

[www.saugeenconservation.ca](http://www.saugeenconservation.ca)



## Staff Report #9.3

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Jennifer Stephens, General Manager/Secretary-Treasurer  
**Date:** May 18, 2023  
**Subject:** Grey County Prosecutor Pilot Program  
**Purpose:** To acquire endorsement from the Board of Directors to proceed with a one-year Pilot Program with Grey County and Grey Sauble Conservation Authority.

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### Recommendation

THAT the SVCA Board of Directors directs staff to negotiate and execute a one-year Pilot Program Agreement with Grey County for Prosecution Services.

### Background

Following discussions with their Board of Directors in 2022, Grey Sauble Conservation Authority (GSCA) staff inquired with the legal department at the County of Grey (Grey County) about use of the Crown Prosecutor to try charges laid under the *Conservation Authorities Act*. It was determined that the Crown Attorney does not try Provincial offences, such as offences under the *Conservation Authorities Act*. However, Grey County does provide this service for the Counties of Bruce and Grey, as well as for the lower tier municipalities within these Counties.

This prompted a dialogue with the General Manager of Saugeen Valley Conservation Authority and more discussion with the County staff about the potential for services to be provided by County staff. Through this arrangement, County prosecutors would be willing to try charges laid by both GSCA and SVCA staff under sections 28, 29, and 30 of the *Conservation Authorities Act*, with some limited exceptions.

Regulations under section 28 of the *Conservation Authorities Act* regulate development and activities in or adjacent to river or stream valleys, Great Lakes and inland lakes shorelines, watercourses, hazardous lands, and wetlands. Charges under section 28 could be laid if a person were to have altered a watercourse or shoreline, or built a structure in a regulated area, without first acquiring a permit from the conservation authority. Charges laid under section 28 of the *Conservation Authorities Act* usually fall under Part 3 of the *Provincial Offences Act*, meaning they are resolved through a trial in Court. Maximum fines for offences under section 28 are currently set at \$10,000 per offence, in addition to up to 3 months in jail. SVCA does not receive the revenue from any fines. These fines are set to increase substantially soon.

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Regulations under section 29 of the *Conservation Authorities Act* set out the rules of conduct within conservation areas. Charges under section 29 could be laid if a person were to have a dog off lease, removed natural resources, damaged a living thing, or engaged in a prohibited activity use on a conservation authority property. Charges laid under section 29 of the *Conservation Authorities Act* usually fall under Part 1 of the *Provincial Offences Act*, meaning they are a certificate of offence (ticket) that is either paid by the person known to have committed the offence, or challenged in Court. Fines for certificates of offence range from \$75 to \$125, depending on the offence. If challenged in Court, the maximum fine for any offence becomes \$1,000.

Section 30 of the *Conservation Authorities Act* deals with offences and penalties. Charges laid under this section of the Act would most likely be associated with the obstruction of an office, which carries a maximum fine of \$10,000.

## **Analysis**

Based on discussions with Grey County, their legal services team is aware of the resources required to handle prosecutions under the *Conservation Authorities Act*. Grey County will not charge any fee for the services of its prosecutors; therefore, this arrangement represents a shared use of public sector dollars. Currently, the proposal is for a one-year Pilot Program allowing any party the opportunity to terminate the relationship. A review of the Agreement and provision of services will take place before the first anniversary of the Agreement.

The draft Agreement for the Pilot Program outlines certain limitations of the County including:

- Grey County will not provide prosecution services where an apparent or actual conflict of interest may exist;
- SVCA and GSCA would each be limited to one prosecutorial case at a time for section 28 offences; and
- Grey County reserves the right to review all evidence related to a case prior to deciding to prosecute or not. This exercise is to determine whether there is reasonable prospect of conviction or if a prosecution is not in the interests of justice.

## **Financial Implications**

Proceeding with this Pilot Program is expected to have a positive financial impact on Saugeen Valley Conservation Authority because of the shared legal resources.

Approved by:

*[Original signed by]*

Jennifer Stephens

General Manager / Secretary-Treasurer

## Staff Report #9.4

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

**From:** Erik Downing, Manager, Environmental Planning and Regulations

**Date:** May 1, 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 (23-030-23-083, save 23-043), 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 March and April 2023.

Permit #	Location	Address	Proposed Works	Permit Type
23-083	Artemesia	773165 Highway 10, Lot 193, Con 1 ETSR	Installation of systematic farm drainage tile with outlet to watercourse.	Regulated Area
23-082	Artemesia	773274 Highway 10, Lot 187 and Pt Lot 188, Con 1 WTSR	The grading, filling, and excavation works associated with the installation of tile drainage to accommodate agricultural uses, partially adjacent to other wetlands and within their associated floodplain.	Regulated Area
23-081	Port Elgin	240 Market Street, Plan 11 Block 76, Lot 172; Market Street S/S	Watercourse re-alignment, construction of a residence, site grading/filling.	Regulated Area; Watercourse
23-080	Sullivan	No civic address, Sideroad 9B, Part Lot 27 Concession 1 WGR	the grading, filling, and excavation works associated with the upgrading,	Regulated Area



Permit #	Location	Address	Proposed Works	Permit Type
			lengthening, and widening of an existing driveway, parking pad, and installation of two (2) 0.3-meter diameter by 10-meter-long culverts, partially within and adjacent to other wetlands and their associated hazardous lands.	
23-079	Carrick	Bruce Rd 6E, : Lot 16-30, Con 8 and 9, Lot 26-27, Con C, Lot 14-15, Con 10 and Carrick Creek Bridge	Watercourse alteration of the Durer and Moyer Municipal Drains, repairs to Carrick Creek bridge, and fill placement and grading for road improvements under Bruce Road 6 East A Rehabilitation, Environmental Assessment Study and Detail Design - Phase 1.	Watercourse
23-078	Neustadt	518 Jacob Street, Lot 1, Con 13	The construction of an 820 square foot addition to dwelling with related grading, filling, and excavation within the Valleyland of Meux Creek and its associated hazardous lands.	Regulated Area
23-077	Bruce	37 Institute Road, Plan 485, Lot 13	To dredge a 60-foot long, by 25-foot wide, by 6-foot-deep channel, with related excavation.	Watercourse
23-076	Howick	Belmore Line, Lts 1-5, Con A Howick	Alteration of a watercourse including installation of fibre optic cable by directional bore under Belmore Creek associated with Belmore Construction Phase 3 (392-1).	Watercourse
23-075	Brant	Between 1244 Bruce Road 3 and 348 Bruce Road 2	To install a 300 mm diameter watermain via directional drilling, with related excavation and grading.	Watercourse

Permit #	Location	Address	Proposed Works	Permit Type
23-074	Amabel	highway 21 Lot 32 HMS Arran, Lot 42 HMS Arran	installation of 965 metres of fiber optic services.	Regulated Area
23-073	Amabel	Highway 21 Lot 43 HMS Arran	installation of 3.5 metres of fiber optic services.	Watercourse
23-072	Kincardine Town	2 Kearns Lane	To construct a dwelling with an attached partially covered deck, a driveway, two retaining walls, and related excavation and grading.	Regulated Area
23-071	Glenelg	Vacant Lot, Concession 8, Pt Lot 25, Con 9	The construction of a 1484 square foot dwelling and attached deck with related grading, filling, and excavation within the adjacent lands to other wetlands and their associated hazardous lands.	Regulated Area
23-070	Glenelg	424623 Concession 6, Pt Lot 25, Con 7	The construction of a 2432 square foot dwelling and garage with related grading, filling, and excavation partially within the adjacent lands to other wetlands and their associated hazardous lands.	Regulated Area
23-069	Egremont	unassigned civic address, Southgate Road 10, Part Lot 49 Concession 2W	Installation of a driveway with culvert, installation of hydro service, and related excavation, filling, and grading, all within and in the lands the adjacent lands to wetlands/swamp.	Regulated Area
23-068	Artemesia	280404 Road 190, Pt Lot 191 and 192, Con 1 NETSR	Installation of systematic farm drainage tile with outlet to a watercourse.	Regulated Area
23-067	Mildmay	Pt Lot 10, Con7, Pt Lot 25 Con D, Carrick and Pt Lot 25, Con D Mildmay	Watercourse alteration for municipal drain improvements associated with Filsinger Municipal Drain 2018.	Watercourse

Permit #	Location	Address	Proposed Works	Permit Type
23-066	Greenock	887 Bruce Road 20, Part Lot 16, Con 9	Construction of a storage shed with a covered porch, relocation of a Sea-Can, and related excavation, filling and grading, within the adjacent lands to part of the Greenock Swamp Provincially Significant Wetland.	Regulated Area
23-065	Durham	Saugeen River Between Park St W and Lambton St W (Durham) lot 60 con 2 WGR	To install 520 metres of pipeline under Saugeen River via directional drilling, and the removal of existing pipeline with related excavation and grading.	Watercourse
23-064	Bruce	MacDonald Municipal Drain, Lots 21-23, Con 11; Lots 22 and 213, Con 10	The approved works consist of the clean out of accumulated sediment, deepening and widening portions of the drain, the replacement of three (3) watercourse culvert crossings, the abandonment of MacDonald Municipal Drain Branch B, and to complete with the associated grading, filling, and excavation works. Specific information regarding the approved works is detailed in the engineer's report titled "Engineer's Report MacDonald Municipal Drain Improvement 2023" submitted by R.J. Burnside and Associates Limited.	Watercourse
23-063	Mildmay	Various Locations in Mildmay, Lt 25 & 26, Con C & D	Installation of fibre optic cable by directional bore associated with Mildmay 2023 Project (367-1).	Regulated Area

Permit #	Location	Address	Proposed Works	Permit Type
23-062	Mildmay	Near 109 Elora St; Plan 206, Pt Lt 26, Lts 27-33; Near 76 Absalom St W; and Near 1 Mel St W	Alteration of a watercourse including installation of fibre optic cable by directional bore associated with Mildmay 2023 Project (367- 1).	Watercourse
23-061	Proton	112754 Grey Road 14, Pt Lot 11 and 12, Con 16	Laneway improvements consisting of removal of topsoil and replacement with gravel as part of a cut and fill plan.	Regulated Area
23-060	Tiverton	1 Sara Street, Plan 830, Lot 5	To construct a 42-foot by 16- foot deck and stairs, with related excavation.	Regulated Area
23-059	Osprey	453618 Grey Road 2, Lot 20, Con 3 NDR	The demolition and removal of an existing 1000 square foot dwelling and for the construction of a dwelling and barn with a combined area of 8738 sq. ft., with related grading, filling, and excavation for the buildings, structures, and removal of a man-made pond, all adjacent to the Maxwell Swamp Provincially Significant Wetland.	Regulated Area
23-058	Southampton	63 Grey St N	To demolish an existing 180 square foot shed and to construct a 720 square foot workshop with related excavation and grading.	Regulated Area
23-057	Huron	No Civic Address, Lake Range Drive, Pt Lot 23, Con A	Rehabilitation of Bell Bridge H38 on Lake Range Drive (Project No. BR060a) and related excavation, filling and grading.	Watercourse
23-056	Carrick	1196 Highway 9, Pt Lot 23, Con C	Construction of a new single detached dwelling, installation of a septic system, and related	Regulated Area

Permit #	Location	Address	Proposed Works	Permit Type
			excavation, filling and grading.	
23-055	Minto	6175 Minto-Normanby Townline, part Lot 18 Concession 18	Construction of a dwelling with attached garage, installation of sewage disposal system, and related excavation, filling, and grading, all within the adjacent lands to the South Saugeen River, its valley slope, and part of the Clifford-Harriston Wetland Complex/swamp.	Regulated Area
23-054	Arthur	7605 Highway 89, Part Lot 1 Concession 4	site excavation and grading required for the new foundation, for the placement and construction of the dwelling onto the 7605 Highway 89 property, for the installation of sewage disposal system, for the landscaping and grading, and for the pond cleanout, all within the adjacent lands to part of Clare Creek Provincially Significant Wetland/swamp.	Regulated Area
23-053	Bruce	63 Sprucedale Drive, Part Lot 53 Lake Range	Renovation and addition to an existing dwelling, installation of sewage disposal system, and related excavation, filling, and grading, all within the adjacent lands to wetlands/swamps and the Lake Huron shoreline.	Regulated Area
23-052	Normanby	Unassigned Civic Address, Grey Road 10, Pt Lot 1, Con 8	The construction of a 3803 square foot dwelling with an attached garage and deck with the related excavation, filling, and grading works adjacent to a flooding hazard	Regulated Area

Permit #	Location	Address	Proposed Works	Permit Type
			associated with the Tri-County Municipal Drain (Main Drain #48) and other wetlands.	
23-051	Southampton	West termination of High Street at Lake Huron	To reconstruct a shoreline armour stone revetment and adjacent paving stone patio, and to extend a culvert outlet, with related excavation, filling and grading.	Watercourse
23-050	Kincardine Township	1397 Concession 9, North Part Lot 1 Concession 8	Construction of a dwelling, construction of a detached accessory building, installation of a sewage disposal system, and related excavation, filling, and grading, all within the adjacent lands to the floodplain of Maus Municipal Drain.	Regulated Area
23-049	Normanby	115 Harry Bye Boulevard	installation of plastic gas pipeline within the adjacent lands of an unnamed watercourse.	Watercourse
23-048	Saugeen Shores (Town)	34 Bell Road, Lot 26	installation of 30 metres of service line via trench cut.	Regulated Area
23-047	Culross	1055 Bruce Road 6, Lot 24 Concession 6	Construction of a dwelling and detached accessory building, installation of sewage disposal system, installation of pond, and related excavation, filling, and grading, all within the valley of the Teeswater River, and within the adjacent lands to part of Greenock Swamp Provincially Significant Wetland.	Regulated Area

Permit #	Location	Address	Proposed Works	Permit Type
23-046	Huron	No Civic Address, Con 10, Pt Lot 19, Con 10	Replacement of an existing road culvert and related excavation, filling and grading.	Watercourse
23-045	Minto (Town)	5296 13th Line, Lot 36, Con 13	Fill placement and grading associated with new laneway creation.	Regulated Area
23-044	Saugeen	38 Shipley Avenue, Pt Lot 13, Plan 345	The reconstruction and converted use of an existing non-habitable storage structure into a habitable dwelling with excavation, filling, and grading works adjacent to a flooding hazard associated with an unnamed tributary east of the Lake Huron Shoreline.	Regulated Area
23-042	Melancthon	952 2nd Line NE	Installation of 2 metres of Fiber Optic services under watercourse.	Watercourse
23-041	Melancthon	Melancthon Osprey Townline, 2nd Line NE	Installation of 571 metres of Fiber Optic Services.	Regulated Area
23-040	Osprey	Saugeen River and Little Municipal Drain at Road 41 A, Lot 11 Con 2 SDR, Lot 11 Con 3 SDR	installing of 10.4 metres fiber optic services.	Watercourse
23-039	Osprey	Centre Line A, Road 41 A	To install 742 metres of fiber optic services.	Regulated Area
23-038	Proton	Lot 22, Concession 12, Lot 27, Concession 12, Lot 31, Concession 12, Lot 37, Concession 12.	To install servicing underground within the existing disturbed road allowance via open trench, directional drill, and for related grading and site alteration.	Regulated Area; Watercourse
23-037	Proton	Lot 230, Concession 4 SWTSR, Lot 236-239, Concession 4 SWTSR, Lot 19-20, Concession 12, Lot 29, Concession 12, Lot 33, Concession	To install servicing underground within the existing disturbed road allowance via open trench, directional drill, and for	Regulated Area; Watercourse

Permit #	Location	Address	Proposed Works	Permit Type
		12, Lot 35-36, Concession 12, Lot 38, Concession 13	related grading and site alteration.	
23-036	Proton	Lot 230, Concession 3 SWTSR, Lot 234, Concession 4 SWTSR, Lot 24-25, Concession 12	To install servicing underground within the existing disturbed road allowance via open trench, directional drill, and for related grading.	Regulated Area; Watercourse
23-035	Minto	5364 Highway 9, Pt Lot 63, Con C	construction of additions and a covered porch onto the existing shop, installation of a sewage disposal system, and related excavation, filling and grading, all within 120 meters from part of the Clifford-Harriston Wetland Complex Provincially Significant Wetlands.	Regulated Area
23-034	Southampton	496 High St, TP PT PK LOT 4 N HIGH RP; 2R4531 PART 1	To demolish existing house and construct an 1895.5 square metre residence with covered porches, with related excavation, filling and grading.	Regulated Area
23-033	Huron	Unassigned Civic Address, Cameron Lane, Concession A Part Lot 40 Plan 3R7251; Parts 2 and 3	Construct a dwelling with attached garage, installation of a driveway and sewage disposal system, and related excavation, filling and grading, all within the adjacent lands to the shoreline bluff slope.	Regulated Area
23-032	Normanby	Tributary of Saugeen River, Lot 15, Concession 6, Approximately 750 meters north of Grey Road 3 and Concession 8	the realignment and alteration of a tributary of the South Saugeen River, the demolition and reconstruction of a retaining wall, grading, filling, excavation, and associated drainage routing works.	Watercourse



Permit #	Location	Address	Proposed Works	Permit Type
23-031	Proton	146540 Southgate Road 14, Pt Lot 35, Con 10	Installation of systematic farm drainage tile with outlet to watercourse.	Regulated Area
23-030	Artemesia	Wyville Bridge, Rocky Saugeen River, Concession Rd 12 A	To replace Wyville Bridge, including the deck, abutments, wingwalls and footings, with related de-watering, installation of temporary sheet piling diversion structure, excavation, filling and grading.	Watercourse

Prepared by:

*[Original Signed By]*

Erik Downing

Manager, Environmental Planning and Regulations

Approved by:

*[Original Signed By]*

Jennifer Stephens

General Manager/Secretary-Treasurer

## Staff Report #9.5

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Elise MacLeod, Manager, Water Resources  
**Date:** May 18, 2023  
**Subject:** Durham Upper Dam – Environmental Assessment  
**Purpose:** To proceed with Phase 1 of an Environmental Assessment for the Durham Upper Dam, in the Municipality of West Grey

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### Recommendation

THAT staff proceed with Phase 1 of an Environmental Assessment for the Durham Upper Dam, pending Water and Erosion Control Infrastructure (WECI) funding;

AND FURTHER THAT the Municipality of West Grey be deemed the benefiting municipality, contributing 100% of the project costs not covered by grant funding.

### Background

In 2021 a structural assessment of the Durham Upper Dam was completed by B.M. Ross & Associates. The assessment indicated significant concrete repairs and generally poor condition of the structure. Following the assessment, a staff report was brought to the SVCA Board of Directors and the following motion (excerpt from Motion G21-69) was carried:

THEREFORE BE IT RESOLVED THAT staff be directed to recommend to the Full Authority that an H-beam be installed into the Upper Durham Dam at a cost of \$40,000 by Fall 2021;

AND THAT staff be directed to seek quotations for a cost benefit analysis regarding the continued use of the dam in frazil ice and flood control, and present this back to the Water Resources Committee and the Board of Directors;

AND THAT staff be directed to seek quotations for a feasibility study to complete the upstream structural work using low overflow level control weirs to control frazil ice and report back to the Water Resources Committee and Board of Directors;

AND THAT staff be directed to apply for WECI funding for both the Durham Upper (\$178,300) and Lower (\$37,600) Dams concrete work in February 2022, 2023, 2024, and 2025;

AND FURTHER THAT if unsuccessful at acquiring WECI funding, SVCA and the Municipality of West Grey shall proceed with the concrete repairs to the Upper and Lower Durham Dam in summer of 2026, with both parties contributing 50% of the required cost for the concrete repairs.

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The H-beam was not installed at the Durham Upper Dam due to operational concerns, as installation of the beam would severely restrict the passage of debris and ice during high-water events. The additional reports and studies referenced in Motion G21-69 have not yet been completed.

In May 2022, SVCA staff spoke with West Grey staff regarding the poor condition of the Durham Upper Dam. West Grey staff noted that funding was not available to fully rehabilitate the structure and that, given the age of the structure, extensive repairs would only delay its inevitable replacement. West Grey staff expressed an interest in limiting additional repairs at the Durham Upper Dam to focus attention on a longer-term solution.

SVCA staff brought a report to the SVCA's Water Resources Committee in July 2022 regarding the Durham Upper Dam. A motion was carried (in draft) to evaluate the financial implications of commencing an EA for the Durham Upper Dam.

Additionally, a motion was made by West Grey Council in August 2022 (No. 315-2022), "that council approves a 2023 budget allocation of up to \$20,000 for West Grey's portion of the EA".

## **Discussion**

In September 2022, D.M. Wills Associates was retained to complete an engineering assessment for the Durham Upper Dam, among other SVCA water and erosion control infrastructure. A recommendation of the assessment was to complete a full rehabilitation of the dam structure, including rehabilitation of the concrete piers/abutments, additional bracing for stoplogs, replacement of the walkway, and remediation of seepage through the right abutment. This rehabilitation was recommended within the next five (5) years. Additional comments were provided noting that completion of a Class Environmental Assessment (Class EA) prior to undertaking any rehabilitation work would allow for a full study of options to address multiple deficiencies at the dam. Undertaking a Class EA "may lead to a longer-term solution that would have a lower life-cycle cost than the rehabilitation and may better suit the SVCA's operational needs".

Further, at the January 31, 2023, West Grey Council meeting, West Grey staff brought a report to Council in support of SVCA submitting a funding application to the Water and Erosion Control Infrastructure (WECI) program. Council made the following resolution (No. S-230131-001):

- Council supports SVCA's application for WECI funding for 50% of the Durham Upper Dam Class EA, up to \$30,000 total cost.

On May 4, 2023, SVCA's Water Resources Committee passed Motion #WR23-05

Moved By: Dave Myette

Seconded By: Gregory McLean

THAT the Water Resources Committee recommend to the Board of Directors that staff be authorized to proceed with Phase 1 of an Environmental Assessment for the Durham Upper Dam, pending WECI funding;

AND FURTHER THAT it be recommended that the Municipality of West Grey be the benefiting municipality, contributing 100% of the project costs not covered by grant funding.

Carried

SVCA staff recommend initiating the Class EA process to fully evaluate rehabilitation options with consideration for ice management, approved operational procedures (Ministry of Natural Resources and Forestry), operator safety and maintenance, as well as public safety.

### **Financial Implications**

Based on the September 2022 D.M. Wills assessment, the cost of a Class EA, including public consultation, is estimated at \$100,000. SVCA staff recommend completing the Class EA in three (3) phases to distribute costs. Additional funding, through WECl and other applicable grants, would be sought on an annual basis. The Municipality of West Grey would be considered the benefitting municipality and would therefore be responsible for 100% of the project costs.

Should SVCA proceed with a Class EA, it would be set up such that each of the three (3) phases could be reviewed independently, if funding is not available in consecutive years.

Prepared by:

*[Original Signed By]*

Elise MacLeod

Manager, Water Resources

Approved by:

*[Original Signed By]*

Jennifer Stephens

General Manager / Secretary-Treasurer

## Staff Report #9.6

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Elise MacLeod, Manager, Water Resources  
**Date:** May 18, 2023  
**Subject:** Watershed Report Cards  
**Purpose:** To provide an overview of the 2023 Saugeen Valley Conservation Authority Watershed Report Card.

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### Recommendation

THAT the SVCA Board of Directors receive this report for information.

### Background

Watershed Report Cards are developed every five (5) years using guidelines from Conservation Ontario. The Watershed Report Card aims to provide a high-level summary of our watershed resources and identify potential stressors, such as rapid urbanization, changing land uses, and climate change. There are four key indicators used in the Report Card preparation: groundwater quality, surface water quality, forest coverage, and wetland coverage.

### Analysis

Groundwater quality within our watershed was evaluated by monitoring chloride and nitrogen levels at 23 sites through the Provincial Groundwater Monitoring Network (PGMN). To better understand long-term trends, we used a minimum of ten years of data, in contrast to previous report cards. Our findings indicate that chloride levels were excellent across all sites, and most sites also show excellent nitrogen levels. A few sites show varying nitrogen grades due to differences in local environments and data collection periods.

Surface water quality is monitored through the Provincial Water Quality Monitoring Network and SVCA's expanded monitoring network at 31 sites within our watershed, with this report evaluating phosphorus, *E.coli*, and benthic macroinvertebrates. Unlike previous report cards, this edition incorporates data from all surface water sites, ensuring more reliable findings. Our results reveal a range of overall grades from excellent to fair, with the majority being good. The report also highlights improvements in specific areas for phosphorus, *E.coli*, and benthic macroinvertebrate levels compared to the 2018 report card.

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Forest conditions are assessed using Geographic Information Systems (GIS) tools, and are based on the percentage of forest cover, forest interior, and riparian cover (the area between land and a river or stream). Changes in our watershed's forests have occurred due to early settlement, agricultural and housing development, and the increasing presence of invasive species. Our findings reveal a range of grades from excellent to poor, with the majority being good and fair.

Wetlands are crucial for our watershed, as they mitigate floods and droughts, protect shorelines, absorb pollutants, enhance water quality, and serve as habitats for numerous species. Preserving wetlands is vital for human and environmental well-being. Wetland conditions in this report were assessed based on the percentage of wetland cover, using GIS tools. Our findings indicate a range of grades from excellent to poor, with the majority being excellent.

SVCA staff successfully released the 2023 Watershed Report Card (Attachment 1) on March 22, 2023, World Water Day.

### **Financial Implications**

Staff time is used to collect data and report on our natural resources. The Provincial Water Quality Monitoring Network and the Provincial Groundwater Monitoring Network are Category 1 Mandatory Programs and Services. Participation in the Ontario Benthos Biomonitoring Network (allowing for the collection of benthic macroinvertebrates) and the expanded surface water monitoring network (allowing for the better characterization of SVCA's water quality) are Category 3 Programs and Services. To continue these programs and services beyond January 1, 2024, will require an Agreement with each municipality in the watershed.

Prepared by:

*[Original Signed By]*

Elise MacLeod

Manager, Water Resources

Approved by:

*[Original Signed By]*

Jennifer Stephens

General Manager / Secretary-Treasurer



## 2023 Saugeen Valley Conservation Authority Watershed Report Card

Saugeen Conservation has prepared this report card as a summary of the 2017-2021 state of water quality, forests, and wetlands in our watershed. These report cards are released every five years together with Conservation Ontario.

A watershed describes an area, and the waterways that flow through it and towards a major outlet such as a lake. Everything in a watershed is connected and actions upstream can affect conditions downstream.

We measure certain features in our watershed to learn about their current condition, as well as trends. This information helps us plan for the future.

The map below shows all 36 conservation authorities, and Saugeen Conservation's boundaries.



### 1. Groundwater

Groundwater is flowing water that is found below the ground, that is often stored in aquifers. Groundwater is monitored at 23 sites in our watershed through the Provincial Groundwater Monitoring Network (PGMN). Groundwater quality for this report was graded on chloride and nitrogen (nitrate + nitrite) levels.

Chloride and nitrogen can exist naturally, however natural levels in water are generally minimal. Increased levels in our waterways can be related to:

- the use of road salts (chloride only)
- septic systems
- fertilizers and manure
- industrial discharge
- erosion

## What's different in this report card?

Previous watershed report cards only used five years of data to come up with their findings. This report card uses a minimum of ten years of data, or more if it was available for a better view of long-term trends.

## Our Findings:

Chloride levels at all tested sites received a grade of A (excellent).

Nitrogen levels at most (86%) of the sites received a grade of A (excellent).

Two sites received nitrogen grades of B (good) and one site received a D (poor).

Different nitrogen grades from these sites could be caused by using more data from a longer period of time. The three sites that did not receive an A grade are in locations where we might expect to see higher levels of nitrogen, based on their environments.

The map is a visual representation of our findings.



## Note:

- These findings are not to be considered indicators of drinking water quality.

- Groundwater quality results being reported are specific to the site location and do not apply to the watershed as a whole.
- No biological levels (ie. *E.coli*) were considered.

## 2. Surface Water Quality

Surface water is monitored at 31 sites along major streams and rivers in our watershed. This monitoring happens through the Provincial Water Quality Monitoring Network (PWQMN) and through Saugeen Conservation's own network. Sampling occurs monthly from April to November each year. Surface water quality for this report was graded on phosphorus, *Escherichia coli* (*E.coli*), and benthic macroinvertebrates.

Phosphorus is an essential nutrient for all living organisms, however it can have harmful effects on aquatic life at high levels. Phosphorus levels can be natural, and increase with human influence.

*E.coli* is a type of bacteria commonly found in the intestines of warm blooded animals. *E. coli* is often used as an indicator of contamination from human and animal waste. *E.coli* levels may increase after heavy rainfalls and snowmelt.

Benthic macroinvertebrates refer to small aquatic bugs that live on the bottom of streams, rivers, and lakes; they can tell us about long term water quality because they are sensitive to their environments. Certain types of bugs can only thrive in good water, as they have a low tolerance to pollution.

### What's different in this report card?

Previous watershed report cards only used the downstream monitoring sites. This report card used data from all surface water sites in our watershed. Using more data allows us to have more confidence in our findings.

### Our Findings:

- Overall grades range from A (Excellent) to C (Fair), with mostly (60%) B (Good) grades.
- Most overall grades have not changed from the 2018 report card, however the Beatty Saugeen River, Lake Fringe and Upper Main Saugeen River areas have improved.
- Phosphorus grades fell in the South Saugeen River and Lower Main Saugeen River. Remaining grades stayed the same.
- *E.coli* grades remained mostly unchanged across the watershed, with improvement for the Penetangore River area.
- Benthic macroinvertebrate grades generally improved.

The map is a visual representation of our findings.



**Note:**

Streams and rivers are constantly changing, and water quality results represent only a snapshot in time.

### 3. Forest Conditions

Forests provide important habitat for wildlife and plants. Forests also give us cleaner air and water, economic benefits, and recreational areas for people to enjoy.

Forest conditions in the 2022 report card were graded on the percentage of forest cover, forest interior and riparian cover, which is the area between land and a river or stream.

Forests in our watershed have changed since early settlement, with agriculture and housing development driving the demand for forest clearing. The growing presence of invasive plant and animal species can also overwhelm forests.

Geographic Information Systems (GIS) tools were used to determine forest grades.

**Our Findings:**

- Grades range from A (excellent) to D (poor), with mostly B (good) and C (fair).

The map is a visual representation of our findings.



**Note:**

- Forests grow slowly, but the benefits begin as soon as trees are planted. Changes in forest cover will be noticed in five years or more.
- In 2022, Saugeen Conservation planted 28,000 trees and more than that number again were sold directly to landowners for independent planting.

## 4. Wetland Conditions

Wetlands play a very important role in our watershed. They help lessen the impact of floods and droughts, protect our shorelines, absorb pollutants, improve water quality, and provide habitats for many species. Protecting our wetlands is critical to the well being of people and our planet.

Wetlands were graded on the percentage of wetland cover. Geographic Information Systems (GIS) tools were used to inform wetland grades.

**Our Findings:**

- Grades range from A (excellent) to D (poor) with mostly excellent grades.
- Only 17.5% of the Saugeen watershed is covered by wetlands.

The map is a visual representation of our findings.





## What can you do to support the health of our watershed?

- Support your local conservation authority through donation
- Volunteer with local environmental organizations
- Advocate for the environment through delegations to municipal council, and engaging your elected officials
- If your municipality has an environmental committee of council, consider joining
- Ask your local government to support environmental initiatives
- If you have a septic system, inspect and pump it every three to five years
- Decommission unused or damaged wells
- Dispose of household chemicals at hazardous waste depots
- Plant native species and educate yourself on invasives in your area

**Consider how we are all connected.**

## Have questions?

Saugeen Conservation  
 1078 Bruce Rd. 12 Box 150, Formosa, ON, NOG 1W0  
[publicinfo@svca.on.ca](mailto:publicinfo@svca.on.ca) 519-364-1255  
[www.watershedcheckup.ca](http://www.watershedcheckup.ca)



## Staff Report #9.7

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Elise MacLeod, Manager, Water Resources  
**Date:** May 18, 2023  
**Subject:** Award of RFPs – Federal Hazard Identification and Mapping Program (FHIMP)  
**Purpose:** To award three RFPs for flood hazard mapping in the Municipality of West Grey, Town of Saugeen Shores, and the Township of Huron-Kinloss

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### Recommendation

THAT D.M. Wills Associates Limited be retained to complete flood hazard mapping for Durham Creek, in the Municipality of West Grey at a cost of \$45,530.00 plus HST; and

THAT Water's Edge Environmental Solutions Team Ltd. be retained to complete flood hazard mapping for eight (8) watercourses and one provisional watercourse in the Town of Saugeen Shores at a cost of \$63,217.50 plus HST; and

THAT [REDACTED] be retained to complete flood hazard mapping for [REDACTED] in the Township of Huron-Kinloss at a cost of \$[REDACTED] plus HST; and

FURTHER THAT \$20,000 for SVCA's contribution towards all three floodplain mapping projects for peer review services be drawn from deferred revenue.

### Background

In August 2022, it was announced that the Ministry of Natural Resources and Forestry, in partnership with Natural Resources Canada, was accepting applications to participate in the Federal Flood Hazard and Identification Mapping Program (FHIMP). This funding program provided up to 50% matched funding for eligible flood mapping projects.

Following this announcement, SVCA staff reached out to our participating municipalities to gauge interest in participation in FHIMP. Initial interest was expressed by the Municipality of West Grey, the Town of Saugeen Shores, the Municipality of Kincardine, and the Township of Huron-Kinloss.

At the time of SVCA's 2023 budget preparation, the following financial contributions were confirmed by respective Councils: Municipality of West Grey (\$25,000) and the Town of Saugeen Shores (\$40,000). The Municipality of Huron-Kinloss (\$25,000) received Council support prior to submission of the FHIMP application, but after SVCA's 2023 budget was approved.

In September 2022, SVCA staff applied for FHIMP funding for the three (3) contributing municipalities (\$90,000) and SVCA (\$20,000 for peer review services by Greenland Consulting Engineers). Staff received notice of the successful application in late November 2022 for matched funds of \$110,000.

## **Analysis**

Three (3) RFPs were issued in April 2023 to retain consultants to undertake flood hazard mapping projects in each municipality. All three proposals were evaluated based on experience, scope and methodology, and cost. The lowest cost was not necessarily the highest evaluated proposal by the Review Team.

### **Municipality of West Grey**

This RFP was issued for flood hazard mapping for Durham Creek in the Municipality of West Grey. Four (4) proposals were received for this project and one addendum was issued by SVCA staff. The top evaluated proposals are as follows:

D.M. Wills Associates Limited	\$45,530.00 plus HST
Sanchez Engineering Inc. and 4DM	\$47,685.00 plus HST
Aquafor Beech Limited	\$44,640.00 plus HST
WSP Canada Inc.	\$46,149.00 plus HST

Staff recommend engaging D.M. Wills Associates Limited to undertake flood hazard mapping for Durham Creek, based on the above noted evaluation criteria.

D.M. Wills Associates Limited has successfully completed several similar flood hazard mapping projects in Ontario, for conservation authorities (Quinte Conservation, Cataraqui Region Conservation Authority, and Otonabee Region Conservation Authority). D.M. Wills proposal clearly acknowledged the importance of modelling a portion of the Saugeen River and the interaction of Durham Creek with the dam and dike immediately upstream. D.M. Wills has completed structure assessments on all three (3) Durham dams and has experience working in the Town of Durham.

Staff have contacted the three references provided but have not heard back from any of the references at the time of report writing. SVCA staff do have experience working with D.M. Wills Associates on several other projects within the watershed and can confirm a high level of performance, correctness in communication, and completion of tasks with professionalism. Past projects with D.M. Wills Associates have also remained on schedule and within budget.

### **Town of Saugeen Shores**

This RFP was issued for flood hazard mapping for eight (8) watercourses and one provisional watercourse in the Town of Saugeen Shores. Seven (7) proposals were received for this project and one addendum was issued by SVCA staff. The top three evaluated proposals are as follows:

Water's Edge Environmental Solutions Team Ltd	\$63,217.50 plus HST
WSP Canada Inc.	\$69,881.00 plus HST

D.M. Wills Associates

\$66,375.00 plus HST

Staff recommend engaging Water's Edge Environmental Solutions Team Ltd (Water's Edge) to undertake flood hazard mapping for eight (8) watercourses and one provisional watercourse, based on the above noted evaluation criteria.

Water's Edge has extensive experience completing flood hazard mapping in Ontario and experience working with clients such as the Ministry of Natural Resources and Forestry, Department of Fisheries and Oceans, Ministry of the Environment, and conservation authorities (North Bay-Mattawa Conservation Authority, Hamilton Conservation Authority, South Nation Conservation Authority, etc.).

Staff have contacted the three references provided and have heard back from two references at the time of report writing. The project references spoke very highly of Water's Edge and have used them repeatedly based on their positive experiences. Specifically, it was indicated the Water's Edge provided excellent communication and detailed understanding of modelling requirements with respect to project deliverables.

The Town of Saugeen Shores has matched funding contributions up to \$80,000 under FHIMP. Given the proposed award is below budget, Saugeen Shores staff have expressed interest in exploring additional watercourse mapping up to the \$80,000 budget; this would be evaluated outside of the main scope of this project.

### **Township of Huron-Kinloss**

This RFP was issued for flood hazard mapping for two scenarios within the Township of Huron-Kinloss:

Scenario 1: Flood hazard mapping for six (6) small watercourses west of Lake Range Drive with provisional costing for Clark's Creek west of Lake Range Drive.

Scenario 2: Flood hazard mapping for the entire Pine River watershed, including all tributaries.

Four (4) proposals were received for this project and one addendum was issued by SVCA staff. Costing was provided by all Proponents for both scenarios. The Township of Huron-Kinloss will bring both cost scenarios to their Council on Tuesday, May 16, 2023, as one scenario is over budget and there is interest in undertaking both projects should additional funding be approved by the Township of Huron-Kinloss Council.

SVCA staff intend to amend this section of the Board of Directors report on Wednesday, May 17, 2023, following decision from the Township of Huron-Kinloss Council. Due to tight timelines associated with the project, the award cannot be postponed until SVCA's July Board of Directors meeting.

### **Financial Implications**

Due to additional interest from our participating municipalities following SVCA's 2023 budget approval, SVCA staff are requesting \$20,000 be taken from deferred revenue for peer review services for all three projects. This \$20,000 is matched by FHIMP funding.

The Municipality of West Grey's proposal award is under budget. No additional Council approvals are needed.

The Town of Saugeen Shores' proposal award is currently under budget with interest to explore inclusion of an additional watercourse. It is understood by Saugeen Shores staff that any expense above and beyond \$80,000 would be 100% contributed by the Town of Saugeen Shores. No additional Council approvals are needed.

The Township of Huron-Kinloss award will be further evaluated at Council on Tuesday, May 16, 2023. It is understood by Huron-Kinloss staff that any expense above and beyond \$50,000 would be 100% contributed by the Township of Huron-Kinloss.

Prepared by:

[ Original Signed By]

Elise MacLeod

Manager, Water Resources

Approved by:

[ Original Signed By]

Jennifer Stephens

General Manager / Secretary-Treasurer

## Staff Report #9.8

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

**From:** Elise MacLeod, Manager, Water Resources

**Date:** May 18, 2023

**Subject:** Walkerton Hydro Dam

**Purpose:** To secure direction from the Board of Directors to discontinue lease discussions regarding rehabilitation of the Walkerton Hydro Dam.

---

### Recommendation

THAT staff be directed to discontinue lease discussions with a potential investor regarding rehabilitation of the Walkerton Hydro Dam.

### Background

The Walkerton Hydro Dam is on the main branch of the Saugeen River, upstream of the Town of Walkerton. The 77-acre parcel and dam were acquired from Ontario Hydro on July 10, 1963. According to a January 1998 property assessment, the property was formerly the site of a hydroelectric generating station from 1911 until 1969. In 1969, equipment was removed, and a portion of the dam was decommissioned.

The 77-acre parcel and dam can be accessed via a municipal road allowance, extending through the property. According to the Municipality of Brockton zoning map, the entire property is zoned EP (Environmental Protection) and permitted non-residential uses include agriculture, cross country ski facility, conservation area, public park, boat launching, and docking. The property is a mixed bush with unmaintained trails created through public use.

An engineering assessment was completed for the Walkerton Hydro Dam in September 2022, by D.M. Wills Associates. The dam was in poor condition with areas of severe concrete disintegration, spalling, wide cracking, and efflorescence. The dam poses a significant public safety hazard. The estimated cost of dam removal is \$750,000.

Within Ontario, dams that are no longer used for flood mitigation, recreation, or power generation are often removed for reasons, such as:

- Restoration of fish spawning areas;
  - Improvements to water quality (temperature, turbidity, dissolved oxygen);
  - Improved ability to withstand the impacts of climate change (*i.e.*, restored floodplain and flow conditions);
-

- Restoration of natural river processes (*i.e.*, movement of sediment, nutrients, etc.);
- Liability associated with operation, public safety, and potential failure; and
- Long-term maintenance costs (*i.e.*, consulting services, permits, studies, etc.).

Under the *Lakes and Rivers Improvement Act*, owners of dam infrastructure are responsible for the safe management of their structures and for ensuring their structures remain in compliance.

## **Analysis**

In April 2023, a potential investor contacted Saugeen Valley Conservation Authority (SVCA) staff about exploring a lease to rehabilitate the Walkerton Hydro Dam for hydroelectric power generation. Previously, in 1998, this investor held an agreement with SVCA as they were interested in purchasing the lands, subject to conducting a feasibility study to determine whether it was economically feasible to use the dam to produce hydroelectric power. In said agreement, SVCA agreed “that it shall not sell, list for sale, grant or accept an option to purchase or otherwise dispose of said property until June 30, 1998.” This was later amended to July 1998; however, the property was never sold.

This investor is now interested in re-evaluating the site’s viability for power generation, assuming responsibility for rehabilitation costs, studies, permits, and other expenses. It is SVCA staff’s understanding that this investor is interested in exploring a lease for use of the dam. There have been no discussions about leasing the entire property or purchasing it.

On May 4, 2023, SVCA’s Water Resources Committee passed Motion #WR23-06:

Moved By: Gregory McLean

Seconded By: Bill Stewart

THAT the Water Resources Committee recommends to the Board of Directors that staff discontinue lease discussions with a potential investor regarding rehabilitation of the Walkerton Hydro Dam.

Carried

## **Financial Implications**

No financial implications are expected now; however, further discussions with the investor will require staff time.

Prepared by:

*[Original signed by]*

Elise MacLeod, Manager, Water Resources

Approved by:

*[Original signed by]*

Jennifer Stephens, General Manager / Secretary-Treasurer



## Staff Report #9.9

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Jennifer Stephens, General Manager/Secretary-Treasurer  
**Date:** May 18, 2023  
**Subject:** Appointments to Agricultural Advisory Committee  
**Purpose:** To appoint members to the SVCA Agricultural Advisory Committee

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### Recommendation

THAT Chris Cossitt, Les Nichols, Paul Wettlaufer, Karen Gorman, Katie Normet, Allan Willits, and Meg Roberts be appointed to the Saugeen Valley Conservation Authority Agricultural Advisory Committee for the 2023 calendar year.

### Background

Committees bring together diverse perspectives and expertise, ensuring that Saugeen Valley Conservation Authority's initiatives are well-rounded, effective, and grounded in scientific knowledge. Each committee focuses on a specific area of conservation, working collaboratively to address the unique challenges and opportunities presented in the Saugeen Valley watershed. At Saugeen Valley Conservation Authority, there are four Committees.

The Agricultural Advisory Committee works collaboratively with local farmers and industry stakeholders to promote best management practices that ensure the long-term viability of our agricultural lands, while also protecting the environment and conserving natural resources. The Committee intends to improve communications with a diverse agriculture community.

The membership of the Agricultural Advisory Committee consists of:

- 2 representatives from Bruce County Federation of Agriculture;
  - 2 representatives from Grey County Federation of Agriculture;
  - 1 representative from Huron County Federation of Agriculture;
  - 1 representative from Wellington County Federation of Agriculture;
  - 1 representative from Christian Farmers Federation of Ontario;
  - 1 representative from the Agricultural Community (selected annually by the Advisory Committee through an open/by invitation selection process); and
  - 4 members from the Authority.
-

## **Analysis**

Since the SVCA Agricultural Advisory Committee has not met in several years, invitations were sent to the Bruce, Grey, Huron, and Wellington Federations of Agriculture in April 2023 requesting nominations. Concurrently, invitations were sent to the Christian Farmers Federation of Ontario and the National Farmers Union. An open invitation for a representative from the agricultural community at-large was released through Saugeen Valley Conservation Authority's social media platforms.

Staff received nominations to the SVCA Agricultural Advisory Committee from the four Federations of Agriculture, as well as the National Farmers Union as indicated below:

- Bruce Federation of Agriculture - Chris Cossitt, Les Nichols
- Grey Federation of Agriculture - Paul Wettlaufer, Karen Gorman
- Wellington Federation of Agriculture - Katie Normet
- Huron Federation of Agriculture - Allan Willits
- National Farmers Union - Meg Roberts

Two notices of intent have been obtained for the position of agriculture sector member-at-large. This position will be chosen by the other Committee members and nomination to the Committee will be sought at the July Board of Directors meeting.

The first Agricultural Advisory Committee meeting is expected to take place in late May – early June. Staff will be reaching out to Committee members to solicit interest in the time of day for a meeting and the date for the meeting. A priority will be agreeing to Terms of Reference for the Committee and ensuring that the needs of the agricultural community are being met.

## **Financial Implications**

There are no financial implications associated with this report.

Approved by:

*[Original signed by]*

Jennifer Stephens, General Manager/Secretary-Treasurer

## Staff Report #9.10

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Jennifer Stephens, General Manager/Secretary-Treasurer  
**Date:** May 18, 2023  
**Subject:** Conservation Authority Content Management System  
**Purpose:** To secure approval from the Board of Directors to purchase the Conservation Authority Content Management System.

---

### Recommendation

THAT the SVCA Board of Directors directs staff to negotiate and execute an Agreement with Central Lake Ontario Conservation Authority to acquire the Conservation Authority Content Management System; and

FURTHER THAT the \$20,000 cost for the Conservation Authority Content Management System and the data import of historical environmental planning and regulations files be drawn from the working capital reserve.

### Background

Public sector organizations such as Saugeen Valley Conservation Authority are experiencing unprecedented levels of change. There is a desire to incorporate resiliency into daily practices. As keepers of important information such as environmental data, records of inquiries, and permit files, it falls to the organization to manage its documents appropriately.

Annually, the Environmental Planning and Regulations Department reviews several thousand *Conservation Authorities Act* permit and *Planning Act* applications, in addition to general inquiries. These applications must be reviewed within set legislated timelines. To monitor these timelines, it is critical to track the file progress. In Conservation Ontario's *Client Service Standards for Conservation Authority Plan and Permit Review*, endorsed by Council in June 2019, a best practice for the management of applications efficiently is the implementation of an internal tracking system.

### Analysis

The Conservation Authority Content Management System (CACMS) was designed by Central Lake Ontario Conservation Authority (CLOCA) staff and has been in use since July 2011. CACMS was created and is hosted in Microsoft Azure environment. Although already developed for use at several other conservation authorities, CACMS can be configured and customized to meet SVCA's needs. CACMS provides the ability to implement workflows and track documents and

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tasks throughout an organization. The advantage of CACMS is that it has been designed by a conservation authority for conservation authority business.

As the first phase of its implementation, the CACMS will be architecturally designed to meet the needs of SVCA's Environmental Planning and Regulations Department. The anticipated start date of the project will follow approval from the Board of Directors. A steering committee will be created with staff from CLOCA and SVCA to guide the project through to its completion by the end of 2023. Training and technical support will be provided by CLOCA staff.

### **Financial Implications**

The cost to secure the Conservation Authority Content Management System is \$15,000. This fee includes access to the software, design of the system, unlimited users, and continued technical support. An additional \$5,000 is for the import of historical planning and regulations records into the system. On an annual basis, SVCA will be required to budget \$10,000 for the annual maintenance service fee.

The purchase cost and import fee are to come from the Working Capital Reserve.

Approved by:

*[Original signed by]*

Jennifer Stephens, General Manager/Secretary-Treasurer

## Staff Report #9.11

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Jennifer Stephens, General Manager/Secretary-Treasurer  
**Date:** May 18, 2023  
**Subject:** Administrative Bylaws  
**Purpose:** To amend SVCA's Administrative Bylaws to comply with legislative changes and other suggestions associated with legal review.

---

### Recommendation

THAT the Board of Directors of the Saugeen Valley Conservation Authority approves the attached amended Administrative Bylaws including appendices.

### Background

In 2017, the *Conservation Authorities Act* was amended to include Section 19 (1) which provided direction for conservation authorities to make bylaws for its administration. Conservation Ontario led the creation of a template bylaw that complied with the *Conservation Authorities Act* and in October 2018, Saugeen Valley Conservation Authority (SVCA) adopted new Administrative Bylaws which were a modified version of the Conservation Ontario template.

The SVCA Administrative Bylaws have been amended four times since their creation, to reflect evolving administrative practices and procedures.

In 2022, Conservation Ontario led an initiative to update their template bylaw to reflect:

- Changes to the Ontario Not-For-Profit Corporations Act.
- Agricultural representatives being appointed by the Minister.
- Ontario Regulation 400/22: Information Requirements.
- Amendments related to Bill 23: *The More Homes, More Choices Act*.
- Other recommended amendments resulting from legal review.

### Analysis

At Meeting #3/23, SVCA staff presented amended Administrative Bylaws considering the recommendations made by Conservation Ontario through their most recent review conducted in 2022. Through Motion #G23-35, the changes to SVCA's Administrative Bylaws were approved in principle.

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Motion #G23-35:

Moved by Paul Allen

Seconded by Larry Allison

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

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

Carried

Staff have worked with legal counsel to have the Administrative Bylaws reviewed for accuracy, best practices, and compliance with legislation. All recommended changes following legal review have been reflected in the amended Administrative Bylaws attached to this report as Attachment 1.

### **Financial Implications**

There are no financial implications associated with this report.

Approved by:

*[Original signed by]*

Jennifer Stephens, General Manager/Secretary-Treasurer





# Administrative Bylaws

## Saugeen Valley Conservation Authority

October 16, 2018

Last amended: May 16, 2023

<b>I</b>	<b>Background .....</b>	<b>4</b>
	Amendments to the Conservation Authorities Act .....	4
<b>II</b>	<b>Administrative Bylaw .....</b>	<b>7</b>
	Introduction .....	7
	Mandate and Mission .....	7
	Powers of authorities.....	7
	A. Definitions .....	9
	B. Governance .....	10
	1. Members.....	10
	2. Officers.....	12
	3. Absence of Chair and Vice-Chair(s).....	14
	4. Maximum Term for Chair and Vice-Chair .....	14
	5. Representatives to Conservation Ontario Council .....	14
	6. Election of Chair and Vice-Chairs.....	15
	7. Appointment of Auditor.....	15
	8. Appointment of Financial Institution.....	15
	9. Appointment of Solicitor.....	15
	10. Financial Statements and Report of the Auditor .....	15
	11. Borrowing Resolution .....	15
	12. Levy Notice.....	16
	13. Signing Officers .....	16
	14. Executive Committee .....	16
	15. Advisory Boards and Other Committees .....	16
	16. Remuneration of Members .....	17
	17. Records Retention.....	17
	18. Records Available to Public.....	18
	19. Bylaw Review .....	18
	20. Bylaws Available to Public.....	18
	21. Enforcement of Bylaws and Policies.....	18
	22. Indemnification of Members, Officers, and Employees .....	18
	C. Meeting Procedures .....	19
	1. Rules of Procedure.....	19
	2. Electronic and Hybrid Meetings.....	19
	3. Notice of Meeting .....	19
	4. Meetings Open to Public.....	20
	5. Agenda for Meetings.....	20
	6. Quorum .....	21
	7. Order of Business .....	21
	8. Debate.....	21

9. Matters of Precedence .....	22
10. Members' Attendance .....	22
11. Delegations .....	23
12. Annual Meeting.....	24
13. Meetings with Closed "In Camera" Sessions .....	24
14. Voting.....	25
15. Notice of Motion .....	26
16. Motion to Reconsider .....	26
17. Duties of the Meeting Chair.....	26
18. Conduct of Members .....	27
19. Minutes of Meetings.....	27
D. Appendices to the Administrative Bylaw .....	29
Appendix I - Code of Conduct .....	29
Appendix II - Conflict of Interest.....	33
Appendix III - Procedure for Election of Officers .....	35
Appendix IV - Checklist for compliance with Section 19.1 .....	37
Appendix V Copies of Minister's Directions under Section 19.1(7).....	40
Appendix VI Summaries of Governance-related Amendments to the Conservation Authorities Act .....	46
Appendix VII Amendments to the SVCA Administrative Bylaws .....	52

## I Background

### Amendments to the Conservation Authorities Act

The *Conservation Authorities Act* (the “Act”), as amended, provides direction for conservation authorities to make such bylaws as are required for its proper administration.

**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
  - (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 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 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 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

(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 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 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 bylaw that the authority may have adopted.

## II Administrative Bylaw

### Introduction

Saugeen Valley Conservation Authority is a non-share corporation, established under Section 3 of the Act, with the objects to provide, in the area over which it has jurisdiction, programs and services designed for the purpose of furthering 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. Members of the Authority are appointed as representatives by the following Participating Municipalities:

- 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.

### 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.

### Powers of authorities

The *Conservation Authorities Act* specifies the following:



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.

## A. Definitions

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

**“Act”** means the [Conservation Authorities Act, R.S.O. 1990, chapter C.27](https://www.ontario.ca/laws/statute/90c27) (<https://www.ontario.ca/laws/statute/90c27>).

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

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

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

**“General Membership”** means all of the Members. 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 appointed to the Authority by the participating municipalities in the Authority’s area of jurisdiction and effectively act as directors as such role is understood in the *Ontario Not-For-Profit Corporations Act* (ONCA).

**“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, 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 interest of a Member and the financial or material interest of a member of the Member’s immediate family.

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

**“Source Protection Authority”** means a conservation authority or other person or body, that, under Subsection 4 (2) or Section 5 of the Clean Water Act is required to exercise and perform the powers and duties of the Drinking Water Source Protection Authority. All appointed SVCA Members are members of the Source Protection Authority.

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

**“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 municipal levies.

## **B. 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.

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 for the purposes of this 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 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 prior to such expiration. 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.

#### ***Powers of the General Membership***

Subject to the Act and other applicable legislation, the General Membership is empowered without restriction to exercise all 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 /Secretary-Treasurer;
- iii. Terminating the services of the General Manager /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. Holding 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.
- xvi. Holding Administrative Reviews to determine the completeness of a permit application.

### ***Member Accountability***

Participating Municipalities appoint Members to the Authority as their representatives. While 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, ensuring appropriate policies are in place, and ensuring the 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 (see Appendix I hereto) and Conflict of Interest Policy (see Appendix II hereto), as adopted by the Authority. Additionally, the agricultural representative appointed by the Minister, if any, 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.

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. Setting the strategic direction for the Authority in cooperation with the administration; 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 ("MFIPPA"); and,
- *Not-for-Profit Corporations Act, 2010*.

If any part of this 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 bylaws and the *Not-for-Profit Corporations Act* except and unless explicitly noted in the Act, in which case the Act prevails.

### ***Relationship Between Members and Staff***

The GM/S-T shall manage the operations of the organization, including all employees of the Authority. The GM/S-T is accountable to the Authority, working cooperatively to achieve the goals established by the Members.

The General Membership will ensure that a process exists for annual performance evaluation of the GM/S-T.

## **2. Officers**

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

### **Chair**

- To act as a Member of the Authority;
- Presides at all meetings of the General Membership and Executive Committee;
- Calls special meetings if necessary;
- Acts as a public spokesperson on behalf of the General Membership;
- Serves as signing officer for the Authority, subject to Section 13 below;
- 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 such matters as have not been decided by regulation or by resolution of the Authority;
- To be "*ex-officio*" Member of all committees, sub-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.
- Represents the Authority as a voting Member of Conservation Ontario.

### **1<sup>st</sup> Vice-Chair**

- To act as a Member of the Authority;
- Attends all meetings of the Authority and Executive Committee;
- 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, subject to Section 13 below;
- Represents the Authority as the first alternate voting Member of Conservation Ontario.

### **2nd Vice-Chair**

- To act as a Member of the Authority;
- Attends all meetings of the Authority and Executive Committee;
- 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;

### **Past Chair or Member-at-Large (whichever is applicable)**

- To act as a Member of the Authority;
- Attends all meetings of the Authority and Executive Committee;
- Carries out assignments as requested by the Chair;

### **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 GM/S-T as assigned by the Authority include, but are not limited to the following:

- Is an employee of the Authority;
- Attend all meetings of the General Membership, Executive Committee, and all other committees or designates an acting General Manager if not available;
- Work in close collaboration with the Chair and Vice-Chair 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;
- Be responsible for the management of the operations of the Authority, including all staff and programs of the Authority;
- Ensure resolutions of the Authority are implemented in a timely fashion;
- Fulfill the requirements of the Secretary-Treasurer as defined in the Act;
- Develop and maintain effective relationships and ensures good communications with stakeholders, including Participating Municipalities, federal and provincial government ministries/agencies, indigenous communities, other conservation authorities, Conservation Ontario, community groups, and associations;
- To be the custodian of the Corporate Seal;
- Serves as a signing officer for the Authority, subject to the below Section 13 below;
- Represent the Authority as an alternate delegate to Conservation Ontario;
- Serve as an Officer for the Saugeen Valley Conservation Foundation; and
- Assist the Saugeen Valley Conservation Foundation in carrying out its programs, attend Foundation meetings as required, and provide 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**

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 31<sup>st</sup> 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, which shall be any two of the following: Chair, Vice Chair, GM/S-T, or Manager, Corporate Services.

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

## **14. Executive Committee**

The Authority may appoint an Executive Committee at the first meeting of the General Membership each year in accordance with Section 19 of the Act and these bylaws.

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

## **15. Advisory Boards and Other Committees**

In accordance with Section 18(2) of the Act, the Authority shall establish such advisory boards as may be 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; and
- Agricultural Advisory Committee.

Committees make recommendations or suggestions only to the 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 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, Source Protection Authority meetings, 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 as compensation for their additional responsibilities. Members will be paid the full day 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 31<sup>st</sup> of the following year.

Remuneration of the Member appointed by the Minister, if any, 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 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; and

- 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.

### **18. Records Available to Public**

Records of the Authority shall be available to the public as required pursuant to MFIPPA and further to Ontario Regulation 400/22: Information Requirements under the Act.

The GM/S-T shall be designated as “Head”, as that role is understood under MFIPPA, for the purposes of conducting affairs under MFIPPA and any associated regulations.

### **19. 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 annually to ensure best management practices in governance are being followed.

### **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; and
- 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 procedures of the Authority shall be observed in Executive Committee, Advisory Board, and Committee meetings, as far as they are applicable. The term Executive Committee, Advisory Board, or Committee may be substituted for the term Authority as may be applicable in this section. When the Authority, as the case may be, 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 \(2021\)](https://www.saugeenconservation.ca/en/about-us/resources/By-laws/DOC_20211118_Section28CAHearingGuidelinesFNL.pdf) ([https://www.saugeenconservation.ca/en/about-us/resources/By-laws/DOC\\_20211118\\_Section28CAHearingGuidelinesFNL.pdf](https://www.saugeenconservation.ca/en/about-us/resources/By-laws/DOC_20211118_Section28CAHearingGuidelinesFNL.pdf))

### **1. Rules of Procedure**

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

### **2. Electronic and Hybrid Meetings**

Members may participate in a hybrid meeting by video, or other electronic means. All participants must be able to communicate adequately with each other during the meeting.

All Members participating electronically shall receive a paid per diem in accordance with normal practices.

All Members participating remotely in a hybrid meeting, shall have the ability to:

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

### **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.

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 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.

Anyone wishing notice of meetings shall leave their name and address with the General Manager/Secretary-Treasurer. The GM/S-T 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 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 bylaw.

#### **5. Agenda for Meetings**

Authority staff, under the supervision of the Chair and the General 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:

- Matters Arising from the Minutes;
- Reports;
- New Business; and
- 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 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 a majority of the Members appointed by the Participating Municipalities. With a 15-Member Authority, 8 Members constitutes a quorum per section 16(2) of the Act. At any Executive Committee, advisory committee or committee meeting, a quorum consists of a majority of the 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. Notwithstanding the foregoing, 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 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 bylaw. 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 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 the members present.

## 8. Debate

The Authority shall observe the following procedures for discussion and 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:

- a. a point of order;
- b. matter of privilege;
- c. a matter of clarification;
- d. a motion to suspend a rule of procedure or to request compliance with the rules of procedure;
- e. a motion that the question be put to a vote; and
- f. 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 General Manager/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 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; or
- 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 appropriateness 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 two (2) delegations shall be permitted at any regular meeting of the Authority.

A 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 consideration of a delegation and its request where the information offered is inconsistent with the submission materials or is inappropriate in any manner, as may be determined by the Chair acting reasonably. 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.

## **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 (see Appendix III hereto) 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 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;
- 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 designated “Head” of 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 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.

Notwithstanding the list enumerated above, 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
- 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 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 for the election of the Chair and Vice-Chair in accordance with these bylaws, 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 General Manager/Secretary-Treasurer by any Member of the Authority not less than 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 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, 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, 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 for reconsideration to take place. If a motion to reconsider is passed, the original motion shall then be placed on the agenda at the next meeting to be debated and voted upon, and the result of that vote, based on a two-thirds 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; and
- e. Adjourn the meeting when business is concluded.

### **18. Conduct of Members**

Members shall maintain a high standard for conduct and always comply with applicable laws and the Authority's Code of Conduct (see Appendix I hereto).

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;
- 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 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 in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.



## **D. Appendices to the Administrative Bylaw**

### **Appendix I - 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. upholds the mandate, vision and mission of the Authority;
- b. considers the Authority's jurisdiction in its entirety, including their appointing municipality;
- c. respects confidentiality;
- d. approaches all Authority issues with an open mind, with consideration for the organization as a whole;
- e. exercises the powers of a Member when acting in a meeting of the Authority;
- f. respects the democratic process and respects decisions of the General Membership, Executive Committee, advisory boards and other committees;
- g. declares any direct or indirect pecuniary interest or conflict of interest when one exists or may exist; and
- h. conducts 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.

#### **4. Confidentiality**

The members 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.

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 Bylaw.

## **Appendix II - 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 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. shall, prior to any consideration of the matter at the meeting, disclose the pecuniary interest and the general nature thereof;
- b. shall not take part in the discussion of, or vote on any question in respect of the matter; and,
- c. shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question; and
- 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**

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.

#### 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 Bylaw.

## **Appendix III - Procedure for Election of Officers**

### **1. Voting**

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

### **2. 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.

### **3. 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.

### **4. 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 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 Members appointed by a participating Municipality to 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 1<sup>st</sup> and 2<sup>nd</sup> 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.

## Appendix IV - Checklist for compliance with Section 19.1

Proposed Conservation Authorities Act Section 19.1(1) An authority may make by-laws:	Template By-law
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;	Part II Administrative By-law, Section C – Meeting Procedures: 1. Rules of Procedure 2. Notice of Meeting 13. Meetings with Closed “In Camera” Sessions
b. prescribing the powers and duties of the secretary-treasurer;	Part II Administrative By-law, Section B – Governance 2. Officers
c. designating and empowering officers to sign contracts, agreements and other documents on behalf of the authority;	Part II Administrative By-law, Section B – Governance 1(c) Powers of the General Membership 2. Officers 13. Signing Officers
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;	Part II Administrative By-law, Section B – Governance 1(c) Powers of the General Membership 2. Officers
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;	Part II Administrative By-law, Section B – Governance 1(c) Powers of the General Membership 14. Executive Committee 15. Advisory Boards and Other Committees

<b>Proposed Conservation Authorities Act Section 19.1(1)</b> <b>An authority may make by-laws:</b>	<b>Template By-law</b>
f. respecting the roles and responsibilities of the members of the authority and of its officers and senior staff;	Part II Administrative By-law, Section B – Governance 1. Members 2. Officers
g. requiring accountability and transparency in the administration of the authority including, i. providing for the retention of records specified in the by-laws and for making the records available to the public,	Part II Administrative By-law, Section C – Meeting Procedures 3.Meetings Open to Public  Part II Administrative By-law, Section B – Governance 17.Records Retention 18.Records Available to Public
ii. establishing a code of conduct for the members of the authority, and	Appendix 1 – Code of Conduct
iii. adopting conflict of interest guidelines for the members of the authority;	Appendix 2 - Conflict of Interest
h. respecting the management of the authority’s financial affairs, including auditing and reporting on the authority’s finances;	Part II Administrative By-law, Section B – Governance 10.Financial Statements and Report of the Auditor
i. respecting the by-law review required under subsection (3) and providing for the frequency of the reviews; and	Part II Administrative By-law, Section B – Governance 19.By-law Review
j. respecting such other matters as may be prescribed by regulation.	To be developed as required

<b>Proposed Conservation Authorities Act Section 19.1(1)</b> <b>An authority may make by-laws:</b>	<b>Template By-law</b>
<p>Conflict with other laws  (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.</p>	<p>Part II Administrative By-law, Section B – Governance  1(e) Applicable Legislation</p>
<p>Periodic review of by-laws  (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.</p>	<p>Part II Administrative By-law, Section B – Governance  19. By-law Review</p>
<p>By-laws available to public  (4) An authority shall make its by-laws available to the public in the manner it considers appropriate.</p>	<p>Part II Administrative By-law, Section B – Governance  20. By-law Available to Public</p>

## **Appendix V Copies of Minister's Directions under Section 19.1(7)**

Ministry of the Environment,  
Conservation and Parks

Office of the Minister

777 Bay Street, 5th Floor  
Toronto ON M7A 2J3  
Tel.: 416-314-6790

Ministère de l'Environnement,  
de la Protection de la nature et des  
Parcs

Bureau du ministre

777, rue Bay, 5<sup>e</sup> étage  
Toronto (Ontario) M7A 2J3  
Tél. : 416.314.6790



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, 6<sup>th</sup> Floor  
300 Water Street  
Peterborough ON K9J 3C7  
(705) 755-5341  
[chloe.stuart@ontario.ca](mailto:chloe.stuart@ontario.ca)

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

Office of the Minister

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Ministère de l'Environnement,  
de la Protection de la nature et des  
Parcs

Bureau du ministre

777, rue Bay, 5<sup>e</sup> étage  
Toronto (Ontario) M7A 2J3  
Tél. : 416.314.6790



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.

**Effective Date**

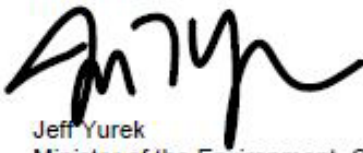
This amendment to the March 26, 2020 Direction is effective immediately. If it is in the public interest to do so, I will provide further direction or clarification at a later date related to the matters set out in this Direction.

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 Pl South Tower, 6<sup>th</sup> 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](http://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

## Appendix VI 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 Conservation Authorities Act (February 2 <sup>nd</sup> , 2021 proclamations)	Template By-law
<p>Section 14 (1.1)</p> <p>Members of council appointed (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).</p> <p>Section 14 (1.2)</p> <p>Exception (1.2) Upon application by a participating municipality, the Minister may grant permission to the municipality to select</p>	<p>Part II Administrative By-law, Section B - Governance 3. Members</p>

Amendments to the Conservation Authorities Act (February 2 <sup>nd</sup> , 2021 proclamations)	Template By-law
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.	
<p>Section 14 (2.2)</p> <p>Municipal agreement (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,</p> <ul style="list-style-type: none"> <li>a. provide a copy of the agreement to the Minister; and</li> <li>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.</li> </ul> <p>Section 14 (2.3)</p> <p>Same, transition (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)</i>, 2020 comes into force, the relevant authority shall provide a copy of the agreement to the Minister within 60 days after that day.</p>	<p>Part II Administrative By-law, Section B - Governance</p> <p>1. Members</p>
<p>Section 14 (4)</p> <p>Member from agricultural sector appointed (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.</p> <p>Section 14 (4.0.1)</p> <p>Limitation on voting (4.0.1) The member of an authority appointed under subsection (4) shall not vote on,</p>	<p>Part II Administrative By-law – Introduction</p> <p>Part II Administrative By-law, Section B - Governance</p> <p>1. Members</p> <p>Part II Administrative By-law, Section C – Meeting Procedures</p> <p>12. Voting</p>

Amendments to the Conservation Authorities Act (February 2 <sup>nd</sup> , 2021 proclamations)	Template By-law
<ul style="list-style-type: none"> <li>a. a resolution to enlarge an authority's area of jurisdiction that is presented at a meeting called under section 10;</li> <li>b. a resolution to amalgamate an authority with another authority that is presented at a meeting called under section 11;</li> <li>c. a resolution to dissolve the authority that is presented at a meeting called under section 13.1; or</li> <li>d. a resolution relating to any budgetary matter that is presented at a meeting held under section 16.</li> </ul> <p>Section 14 (4.1)</p> <p>Term (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.</p>	
<p>Section 15 (2.1)</p> <p>Agenda, minutes to be made public (2.1) Subject to the Municipal Freedom of Information and Protection of Privacy Act, the authority shall,</p> <ul style="list-style-type: none"> <li>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</li> <li>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.</li> </ul> <p>Section 15 (2.2)</p> <p>Same (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.</p>	<p>Part II Administrative By-law, Section C – Meeting Procedures 19. Minutes of Meetings</p>
<p>Section 17 (1.1)</p> <p>Term of chair, vice-chair</p>	<p>Part II Administrative By-law, Section B - Governance</p>

Amendments to the Conservation Authorities Act (February 2 <sup>nd</sup> , 2021 proclamations)	Template By-law
<p>(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.</p> <p>Section 17 (1.2)</p> <p>Representation from each municipality</p> <p>(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.</p> <p>Section 17 (1.3)</p> <p>Exception</p> <p>(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,</p> <ul style="list-style-type: none"> <li>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</li> <li>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.</li> </ul>	<p>4. Maximum Term for Chair and Vice-Chair(s)</p> <p>Part II Administrative By-law, Section B - Governance 6. Election of Chair and Vice-Chairs</p>
<p>Section 21 (1)</p> <p>Powers of authorities</p> <p>For the purposes of accomplishing its objects, an authority has power,</p> <ul style="list-style-type: none"> <li>a. to research, study and investigate the watershed and to support the development and implementation of</li> </ul>	<p>Part II Administrative By-law – Introduction</p>

Amendments to the Conservation Authorities Act (February 2 <sup>nd</sup> , 2021 proclamations)	Template By-law
<p>programs and services intended to further the purposes of this Act;</p> <ul style="list-style-type: none"> <li>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;</li> <li>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;</li> <li>d. despite subsection (2), to lease for a term of five years or less land acquired by the authority;</li> <li>e. to purchase or acquire any personal property that it may require and sell or otherwise deal therewith;</li> <li>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;</li> <li>g. to enter into agreements with owners of private lands to facilitate the due carrying out of any project;</li> <li>h. to determine the proportion of the total benefit afforded to all the participating municipalities that is afforded to each of them;</li> <li>i. to erect works and structures and create reservoirs by the construction of dams or otherwise;</li> <li>j. to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof;</li> <li>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;</li> </ul>	



Amendments to the Conservation Authorities Act (February 2 <sup>nd</sup> , 2021 proclamations)	Template By-law
<ul style="list-style-type: none"> <li>l. to use lands that are owned or controlled by the authority for purposes, not inconsistent with its objects, as it considers proper;</li> <li>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;</li> <li>(m.1) to charge fees for services approved by the Minister;</li> <li>n. to collaborate and enter into agreements with ministries and agencies of government, municipal councils and local boards and other organizations and individuals;</li> <li>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;</li> <li>p. Repealed: 2020, c. 36, Sched. 6, s. 7 (4).</li> <li>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.</li> </ul>	
<p>Section 38 (1)</p> <p>Annual audit</p> <p>(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.</p> <p>Section 38 (4)</p> <p>Report made publicly available</p> <p>(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.</p>	<p>Part II Administrative By-law, Section B - Governance</p> <p>10. Financial Statements and Report of the Auditor</p>

## Appendix VII Amendments to the SVCA Administrative Bylaws

Date	Motion #	Amendments to the SVCA Administrative Bylaws
11-Nov-2019	G19-77	<p><b>Section II-B13 - Executive Committee</b>  Amendment to Administrative Review proceedings to allow the Executive Committee to conduct such meetings. Since the full Authority continues to be responsible to make Administrative Review decisions, all Board members will continue to be invited to participate and will have full voting privileges. A majority of the Executive Committee must be present to constitute a quorum.</p>
2-Apr-2020	G20-33	<p><b>Section II-C-Meeting Procedures</b> - Amendment to enable electronic meetings and suspends restrictions that prohibit the Board from meeting electronically until either the State of Emergency has been lifted by the Province of Ontario, and/or the Board has the opportunity to review and revise the Bylaw to address all changes, especially with regard to keeping the meetings open to the public.</p>
6-Aug-2020	G20-78	<p><b>a. Section II-B2c, General Manager/Secretary-Treasurer</b> - The following item was added: “-Serves as an Officer for the Saugeen Valley Conservation Foundation.” This addition was due to the change in the SVCF By-laws, updated July 9, 2020, adding the GM/S-T as an Officer of the Foundation.</p> <p><b>b. Section II-B8, Appointment of Solicitor</b> - The following phrase was added: “...for the coming year...”. Each year the Authority appoints a solicitor by resolution. This phrase adds clarity.</p> <p><b>c. Section II-B13, Executive Committee</b> - Changes clarify that an additional Member is included as an Executive Committee Member with all the rights and privileges, i.e., voting. The additional Member is invited by the Chair prior to the meeting to fully participate.</p> <p><b>d. Section II-C2, Meeting Procedures, Electronic Meetings and Conference Calls</b> - This section has been amended to allow remote meetings at the discretion of the Chair as well as during a State of Emergency. Section C-11, Electronic Participation was deleted since it becomes redundant with this proposed change. A section on Conference calls was added to limit telephone calls to Committee meetings only.</p> <p><b>e. Section II-C3, Notice of Meeting</b> - The sentence, “The Chair may alternately request that the meeting be held remotely.” was added for consistency with Section C-2.</p> <p><b>f. Section II-C10, Members’ Attendance</b> - In the previous SVCA Administration Resolutions, the GM/S-T was directed to advise a municipality if the representative Member had missed 3 meetings in a row, regardless of notification, and if a Member misses 3 meetings without notification, then the Member has considered to have resigned. This directive was not included in</p>

		<p>the new Administrative By-laws. Staff recommends that both items be re-included as amendments to the current Administrative By-laws.</p> <p><b>g. Section II- C14, Voting</b> - The words, "...including Authority, Committee, and ad hoc meetings..." has been added for clarity.</p>
17-Feb-2022	G22-25	<p><b>a. Section II Administrative By-Law Introduction</b> - An additional member may be appointed to the Authority by the Minister as a representative from the agricultural sector.</p> <p><b>b. Section II – A Definitions</b> - The word and definition for "Minister" was added. Under "Officer", Manager of Accounting was changed to Manager of Corporate Services.</p> <p><b>c. Section II – B1a Appointments</b> - The CA Act requires that participating municipalities must ensure that at least 70 percent of its appointees are selected from the Members of municipal council or apply for permission to appoint less 70 percent. A paragraph was added to reflect this requirement.</p> <p><b>d. Section II – B4 Maximum Term for Chair and Vice-Chair(s)</b> - The CA Act stipulates the Authority Chair and Vice-Chair may hold office for a term of one year and shall not serve for more than two consecutive terms unless permitted by the Minister.</p> <p><b>e. Section II – B6 Election of Chair and Vice-Chairs</b> - A paragraph was added to note that successors in the Chair and Vice-Chair position must be from a different participating municipality than the incumbent unless permitted by the Minister.</p> <p><b>f. Section II – B10 Financial Statements and Report of the Auditor</b> - According to amendments in the CA Act, an Auditor must be licensed under the Public Accounting Act, 2004 and be 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. Audited statements must be available to the public and posted to the Authority's website within 60 days of receiving the report.</p> <p><b>g. Section II – B20 Bylaws available to public</b> - This paragraph was amended to include the requirement to post the Authority Bylaws on the website and be available for review by any member of the public at the Administration office or provided in an alternative format as requested in accordance with the <i>Accessibility for Ontarians with Disabilities Act</i>.</p> <p><b>h. Section II – C - Meeting Procedures</b> - When the Executive Committee sits as a Hearing Board, it will meet the requirements of the Statutory Powers and Procedures Act (SPPS).</p> <p><b>i. Section II – C5 Agenda for Meetings</b> - Agendas for committee meetings shall be made available to committee members no later than 48 hours in advance of the meeting.</p>

		<p><b>j. Section II – C14 Voting</b> - A paragraph was added to clarify that a Member appointed by the Minister as a representative of the agriculture sector cannot vote on a resolution to enlarge the Authority's area of jurisdiction or a resolution to amalgamate the Authority with another conservation authority, neither can they vote to dissolve the Authority or vote on a resolution related to any budgetary matter. The method of taking a recorded vote was amended such that the Member that requests the vote be recorded shall vote first and thereafter alphabetically by surname.</p> <p><b>k. Section II – C19 Minutes of Meetings</b> The CA Act requires Minutes of the Authority meetings be made available on the Authority website within 30 days of the meeting.</p> <p><b>l. Appendix 2-7 – Breach of Conflict of Interest Policy</b> - A paragraph was added to include procedures for a member of the public or a municipality that alleges a Member has breached the Conflict of Interest Policy.</p>
18-May-2023	G23-xx	<p><b>a. Section II – Introduction</b> – The approved SVCA Mandate and Mission were updated. Powers of Authorities were added.</p> <p><b>b. Section II – Definitions</b> – “General Membership” and “Members” updated to include directors’ responsibility under the <i>Ontario Not-For-Profit Corporations Act</i>. Definition of Source Protection Authority was added. Reference to “Chief Administrative Officer” was replaced by “General Manager”</p> <p><b>c. Section II – B1 – Members</b> – sentences added to note that an agricultural sector representative may be appointed by the Minister.</p> <p><b>d. Section II – B1 – Powers of the General Membership</b> – Added the Administrative Review as a full Board responsibility.</p> <p><b>e. Section II – B1 - Member Accountability</b> – Added a paragraph noting that members and officers are to act with a view to the best interests of the Authority; additionally, that agricultural representative is required to follow the provincial ethical framework set out for government public appointees.</p> <p><b>f. Section II – B1 – Applicable Legislation</b> – added the <i>Not-For-Profit Corporations Act</i>, 2010 as an applicable legislation.</p> <p><b>g. Section II – B2 – Officers</b> – The ex-officio member of a committee does not count towards the quorum of the committee proceeding.</p> <p><b>h. Section II – B4 – Maximum Term for Chair and Vice-Chair</b> – Clarification added that Chairs and Vice-Chairs will be appointed 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 municipality.</p> <p><b>i. Section II – B14 – Executive Committee</b> – Items a – g were struck out and returns responsibilities to the full Board, including the holding of Section 28 Hearings and Administrative Reviews.</p> <p><b>j. Section II – B16 – Remuneration of Members</b> – clarification was added regarding the payment of per diems for multiple meetings on a single day and</p>

	<p>the payment of per diems for participation in the Source Water Protection Authority meetings. Per diem statements will be provided to each member municipality by January 31<sup>st</sup> 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.</p> <p><b>k. Section II – B19 – Bylaw Review</b> – the SVCA Administrative Bylaws will be reviewed annually.</p> <p><b>l. Section II – C2 – Electronic Meetings and Conference calls</b> – The phrase “Closed Session meetings should not be conducted electronically during times when no emergency exists” was struck out. Allowance for Hybrid meetings was added and reference to State of Emergency was removed.</p> <p><b>m. Section II – C3 – Notice of Meeting</b> – The number of days to submit materials to the GM/S-T was reduced from 12 days to 10 days.</p> <p><b>n. Section II – C4 – Meetings open to the public</b> – added “Where possible, the Authority will provide for alternative means for the public to participate in meetings electronically.</p> <p><b>o. Section II – C6 Quorum</b> – Clarification was added regarding the Chair as ex-officio member who has full right to participate and vote, but does not count towards quorum.</p> <p><b>p. Section II – C7 – Order of Business</b> – “majority” was changed to “two-thirds”.</p> <p><b>q. Section II – C11 – Delegations</b> – This section was deleted and new information inserted.</p> <p><b>r. Section II – C16 – Motion to Reconsider</b> – “simple majority” was corrected to “two-thirds majority”.</p> <p><b>s. Appendix II – Conflict of Interest</b> – The requirement for a registry containing any conflict-of-interest statements and each declaration recorded in the minutes, which shall be available for public inspection.</p> <p><b>t. Appendix V</b> – “Summaries of Governance-related Amendments to the <i>Conservation Authorities Act</i>” was added to the Bylaws.</p>
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*October 16, 2018, last amended May 2023*

These Administration Bylaws were approved by the Saugeen Valley Conservation Authority at its meeting held at Formosa, Ontario, on October 16<sup>th</sup>, 2018 (Motion G18-82), last amended at its meeting, May 18, 2023 (Motion G23-xx)

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General Manager/Secretary-Treasurer

## Staff Report #9.12

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

**From:** Janice Hagan, Executive Assistant

**Date:** May 18, 2023

**Subject:** Hybrid Meetings

**Purpose:** To receive approval from the Board of Directors to conduct hybrid meetings and purchase the required equipment.

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### Recommendation

THAT Saugeen Valley Conservation Authority allow hybrid meetings to be conducted; and

FURTHER THAT the Board directs staff to purchase the Owl 3 camera and Owl Connect with funds from the 2023 Building Maintenance budget.

### Background

In April 2020, due to a declared State of Emergency, Saugeen Valley Conservation Authority (SVCA) began conducting meetings remotely via Zoom. The State of Emergency was terminated in February 2022 and the Authority continued to meet remotely. With the knowledge that in-person meetings would eventually resume, staff were directed to investigate options for hybrid meetings. At the time, hybrid meetings were an expensive proposition with quotations being obtained of greater than \$30,000 for equipment and its installation. Given these costs, the Authority recommended that meetings continue to be held remotely for the time-being and then options reviewed in 2023.

In January 2023, the Authority returned to in-person meetings. Directors have since requested that staff review associated costs to begin conducting hybrid meetings.

### Analysis

Due to new technology, costs for setting up hybrid meetings have decreased substantially since the initial investigation in 2022. Several conservation authorities and municipalities have recommended the purchase of the [OWL Labs Meeting camera](#) (Meeting Owl 3) and the secondary Owl Connect. These cameras contain internal microphones and speakers which integrate with Zoom allowing participants to partake in meetings electronically. It is anticipated that the Formosa Board room will require both cameras per specifications according to the size of the room.

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## **Financial Implications**

The Meeting Owl 3 and Owl Connect have been quoted at a cost of \$3,000 for both cameras. Funds could be accommodated in the existing 2023 Building Maintenance budget.

Prepared by:

*[Original Signed By]*

Janice Hagan, Executive Assistant

Approved by:

*[Original Signed By]*

Jennifer Stephens, General Manager/Secretary-Treasurer