



Authority Annual Meeting Agenda

Friday, January 19, 2024, 1:00 p.m.

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 of the Authority Meeting, January 19, 2024, be adopted as circulated.

3. Declaration of pecuniary interest

4. Approval of minutes of Authority meeting – November 30, 2023

That the minutes of the Authority Meeting, November 30, 2023, be adopted as circulated.

5. Introduction of guests

6. Staff service recognition

7. Chair's address – Barbara Dobreen

8. Presentation - 2023: A Look Back – Managers

9. Election of officers

9.1 Appointment of Chair Pro Tem

THAT _____ be appointed as Chair Pro Tem for the purposes of conducting the election of officers for 2024.

9.2 Appointment of Scrutineers

THAT _____ and _____ be appointed as scrutineers for the election of officers as conducted on January 19, 2024.

9.3 Election of Chair

9.4 Election of Vice Chair

- 9.5 Election of 2nd Vice Chair
- 9.6 Election of Member-at-Large (if required)

10. Committee appointments

- 10.1 Appointments to Forestry committee
- 10.2 Appointments to Property & Parks committee
- 10.3 Appointments to Water Resources committee

THAT the following Directors be appointed as members to the SVCA committees for 2024:

- i. Forestry Committee: _____, _____, _____, and _____*
- ii. Property and Parks Committee: _____, _____, _____, and _____*
- iii. Water Resources Committee: _____, _____, _____, and _____.*

10.4 Appointments to Agricultural Advisory committee

THAT the following Directors be appointed as members to the SVCA Agricultural Advisory Committee: _____, _____, _____, and _____; and further

THAT Chris Cossitt, Les Nichols, Paul Wettlaufer, Karen Gorman, Allan Willits, and Meg Roberts be appointed to the Saugeen Valley Conservation Authority Agricultural Advisory Committee for the 2024 calendar year.

11. Delegation request – Robert Scriven

To commence a violation and require the removal of tile, and restoration of the environmentally protected land and watercourse, under the supervision of the SVCA.

12. Reports for information

- 12.1 GM-2024-01: General Manager’s report
- 12.2 GM-2024-02: Program report
- 12.3 Correspondence
- 12.4 News articles for Members’ information

13. New business

- 13.1 COR-2024-03 -2024 Budget update – Erik Downing

Whereas the Authority adopted the 2024 Budget in the amount of \$5,993,275 at the November 30th meeting (G23-111); and

Whereas the Province has extended their December 28, 2022 direction to not change fees related to reviewing and commenting on planning and development related proposals, applications, or land use planning policies or for Conservation Authority permitting, through December 2024;

THAT the Authority rescind motion G23-111; and further

THAT the amended budget in the amount of \$5,784,425 be adopted; and further THAT the General Manager/Secretary-Treasurer is hereby authorized to notify the member municipalities of the cost apportioning amounts owing; and further THAT cost apportioning payments shall be due from member municipalities in two equal instalments on March 31 and June 30, 2024, and that late payments shall be subject to the Authority's standard late payment charge of 1.50% per month thereafter.

13.2 EPR-2024-01: Request for endorsement: Permits issued – Erik Downing
THAT the Development, Interference with Wetlands and Alterations to Shorelines and Watercourse applications (#23-287 to 23-310), pursuant to Ontario Regulation 169/06, as approved by staff, be endorsed.

13.3 Appointment of Auditor
THAT Baker Tilly SGB LLP be confirmed as the auditor to the Authority for the year 2024.

13.4 Appointment of Solicitor
THAT Beard Winter LLP, and Mathews, Dinsdale & Clark LLP be appointed solicitors to the Authority for the year 2024 for general operations, with the option to engage the services of other local solicitors, as necessary.

13.5 COR-2024-04: Statutory Administrative Approvals – Erik Downing
THAT the Saugeen Valley Conservation Authority Board of Directors re-affirm for 2024 the Health and Safety Policy; and,
FURTHER THAT the Saugeen Valley Conservation Authority Board of Directors Re-Affirm for 2024 the Workplace Violence, Harassment, and Sexual Harassment Policy.

13.6 2024 Committee meeting schedule
THAT the Committee meeting schedules be adopted as presented.

14. Adjournment

THAT the meeting be adjourned.



Saugeen Valley Conservation Authority

Minutes – Board of Directors Meeting

Date: Thursday November 30, 2023, 1:00 p.m.

Location: Administration Office, Formosa, ON

Chair: Barbara Dobreen

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

Members absent: Greg McLean

Others present: Rajan Puri, Delegate

Staff present: Matt Armstrong, Erik Downing, Nancy Griffin, Janice Hagan, Donna Lacey, Elise MacLeod, Laura Molson, Ashley Richards

1. Land Acknowledgement

The Land Acknowledgement was read by Sue Paterson

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.

The agenda for the Authority was amended to include Stewardship Business Case report (Item 7.5) and Category 2 agreements (Item 8.2)

2. Adoption of Agenda

Motion #G23-103

Moved by Steve McCabe

Seconded by Moiken Penner

THAT the agenda for the Saugeen Valley Conservation Authority meeting, November 30, 2023, be adopted as amended.

Carried

3. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest relative to any item on the agenda.

4. Adoption of Minutes

4.1 Authority meeting – October 19, 2023

Motion #G23-104

Moved by Bill Stewart

Seconded by Sue Paterson

THAT the minutes of the Saugeen Valley Conservation Authority meeting, October 19, 2023, be adopted as presented.

Carried

5. Section 28 Hearing

Motion #G23-105

Moved by Paul Allen

Seconded by Tom Hutchinson

THAT this meeting of the Saugeen Valley Conservation Authority is convened as a Hearing under Section 28 (7) of the Conservation Authorities Act, R.S.O. 1990, Chapter C.27 and amendments thereto, to consider an application for a permit under the Authority's Development, Interference with Wetlands and Alterations to Shorelines and Watercourses published by the province of Ontario as Ontario Regulation 169/06, as amended.

Carried

Chair Dobreen convened the Hearing with opening remarks, identifying the applicant and the nature of the application. The procedures were noted along with the requirements of the *Canada Evidence Act*. The Board did not require staff or the applicant to testify under oath. Erik Downing, Acting General Manager/Secretary-Treasurer (GM/S-T) introduced Darren Kenny, Regulations Coordinator (Acting), and Rajan Puri, applicant.

Darren Kenny presented the staff report to the Authority and gave evidence as to why the SVCA policies did not allow for the applicant to build the house as requested in the application. The property is located in a one-zone floodplain of the Pine River with depths under Regulatory Storm conditions of 0.2 – 0.4 meters. The applicant proposes the construction of a fill pad to raise the footprint of the house above the regulatory flood elevation by approximately 0.25 metres; however, staff are concerned that this may result in creating an island surrounded by floodplain. In the event of an emergency, vehicles may not be able to proceed through flood waters, essentially causing persons to potentially be trapped on the property inciting a potential liability to the Board in permitting beyond the SVCA and provincial policies. Staff recommend that the application be denied as the square footage and footprint of the proposed residence significantly exceeds that of the existing structure and therefore the proposal does not comply with the policies under Section 4.7.1-2 of the SVCA's Environmental Planning and Regulations Policies Manual (2018).

Darren spoke to the policy requirements for the reconstruction or relocation of a building that has not been damaged or destroyed by flooding. The applicant does not meet the third requirement as the proposed size of the building exceeds the original habitable floor area and the original footprint of the previous structure, enlarging the footprint by 1,080 ft² and the total

square footage of the building by 2,330 ft². The fill pad is acceptable in as it will not negatively impact floodplain elevations on neighbouring properties.

Rajan Puri requested approval from the Authority to create a pad on the property that would be above the floodplain to allow the construction of a four-season home with reduced risk of flooding. He told the Board that when he first started the project, the guidelines received were based on the proximity to the Pine River. He noted that there is a drainage channel along the south end of the property which should direct any overflow away from the neighbouring properties and into Lake Huron, as well as a parking lot on the north side creating a separation from the neighbouring property. Mr. Puri informed the Hearing Board that a report provided by Tatham Engineering indicated any increase in peripheral water levels is negligible (less than 1cm increase) and should not pose an increased risk to neighbouring properties.

The Directors requested further information about the floodplain mapping. Darren clarified that the original SVCA floodplain mapping did not show Mr. Puri's property in the floodplain, but an updated mapping assessment confirms that the entire property is in the floodplain. The criteria for determining floodplain have not changed, but a more recent updated assessment has been done. The Board asked about insurance coverage should the property be flooded, and Mr. Puri responded that he should be able to prove from engineering reports, and the hydraulic analysis that the issues have been mitigated appropriately.

The Board calculated that the new structure is approximately 810 ft² larger than the original footprint when combining both the house and the bunkie. Staff consider the bunkie to be an accessory structure and calculate the existing building to be 1,480 ft² and the proposal would increase the footprint by 1,080 ft². Staff indicated that both the lower and upper levels determine total habitable space.

The basement is below grade, but Mr. Puri indicated it would be engineered to minimize any potential risk and the windows would be above the regulatory flood elevation. The building water table level may be shallow and will determine the height of the basement once digging commences.

There was no further questions and the Hearing Board moved to Closed Session for deliberation.

Motion #G23-106

Moved by Tom Hutchinson

Seconded by Bud Halpin

THAT the Hearing Board moves to Closed Session, In Camera for deliberation; and further

THAT Erik Downing, Matt Armstrong, Darren Kenny, and Janice Hagan remain in the meeting.

Carried

Matt Armstrong and Darren Kenny left the meeting before the start of deliberations.

Motion #G23-107

Moved by Bill Stewart

Seconded by Moiken Penner

THAT the Hearing Board adjourn the Closed Session and rise and report.

Carried

The Chair reported that the Authority deliberated the evidence provided during the open session and that no new information was disclosed during the closed session.

The Hearing Board resolved to approve Mr. Puri's application with conditions as the newly constructed structure is protected and would be safer than the existing building, and that life and property is adequately protected.

Tom Hutchinson was not in attendance for the full Hearing and therefore was not eligible to vote on the resolution.

Motion #G23-108

Moved by Larry Allison

Seconded by Kevin Eccles

THAT the Application to Alter a Regulated Area, seeking permission to demolish an existing 1,480 square foot one-story cottage and bunkie/shed, construct a new 3,812 square foot detached 2-story house with basement and attached garage on a fill pad, septic system installation with related excavation, filling, and grading at 34 Bell Drive, Part Lot 9, Plan 2A in the Township of Huron-Kinloss, is approved with the following specific conditions:

1. The Applicant shall hire a qualified geotechnical engineer to design the fill pad to withstand the hydrostatic and hydrodynamic forces from the Regulatory Storm to prevent erosion. A copy of the design shall be provided to SVCA staff for review and approval prior to construction; and
2. The Applicant shall hire a certified Ontario Land Surveyor or qualified engineer to complete an elevation survey to verify that the as-built grades and elevations proposed in the Application have been achieved.

Amendment:

Moved by Jennifer Prenger

Seconded by Paul Allen

That a third condition be included in the approval: "The lowest exterior opening elevation be at or above the regional flood level."

Carried

Amended Motion:

Moved by Larry Allison

Seconded by Kevin Eccles

THAT Application to Alter a Regulated Area, seeking permission to demolish an existing 1,480 square foot one-story cottage and bunkie/shed, construct a new 3,812 square foot detached 2-story house with basement and attached garage on a fill pad, septic system installation with related excavation, filling, and grading at 34 Bell Drive, Part Lot 9, Plan 2A in the Township of Huron-Kinloss, is approved with the following specific conditions:

1. The Applicant shall hire a qualified geotechnical engineer to design the fill pad to withstand the hydrostatic and hydrodynamic forces from the Regulatory Storm to prevent erosion. A copy of the design shall be provided to SVCA staff for review and approval prior to construction; and

2. The Applicant shall hire a certified Ontario Land Surveyor or qualified engineer to complete an elevation survey to verify that the as-built grades and elevations proposed in the Application have been achieved.

3. The lowest exterior opening elevation be at or above the regional flood level.

Carried

Motion #G23-109

Moved by Kevin Eccles

Seconded by Dave Myette

THAT the Hearing Board adjourn the Section 28 Hearing; and further

THAT the Board of Directors resume the regular Authority meeting.

Carried

6. Presentation: Staff Recognition

Nancy Griffin, Education Coordinator has retired after 34 years in the role. The Chair expressed her appreciation for Nancy's dedication to conservation education in the SVCA watershed. Erik Downing thanked Nancy for her legacy and noted that she has touched the lives of over 365,000 children in her career.

7. Reports for information

7.1 General Manager's report

There was no discussion.

7.2 Finance report

There was no discussion.

7.3 Violation Statistics report

There was no discussion.

7.4 Program report

There was no discussion.

7.5 Stewardship Business case

There was no discussion.

7.6 Approved Committee minutes

7.6.1 Agricultural Advisory Committee – June 6, 2023

7.6.2 Executive Committee – October 5, 2023

There was no discussion.

7.7 Correspondence

Correspondence from Corporation of the County of Prince Edward regarding support for the province to stop the Ministry of the Environment, Conservation and Parks (MECP) proposal to expand the use of the permit-by-rule to waste management systems, storm water management systems, and certain water taking activities, was noted and filed.

7.8 News report

There was no discussion.

8. Matters arising from the minutes

8.1 2024 Draft Budget Update

Motion #G23-110

Moved by Steve McCabe

Seconded by Tom Hutchinson

THAT the apportionment amount of \$2,287,471 for Category 1 operating expenses and capital costs be approved in accordance with Ontario Regulation 401/22, Section 27(4) of the *Conservation Authorities Act*.

A recorded, weighted vote was taken for the 2024 budget with the following results:

Municipality	Director	Vote
Arran-Elderslie	Moiken Penner	Yea
Brockton	Greg McLean	Absent
Chatsworth	Peter Whitten	Yea
Grey-Highlands	Paul Allen	Yea
Hanover	Sue Paterson	Yea
Howick	Mike Niesen	Nay
Huron-Kinloss	Larry Allison	Nay
Kincardine	Jennifer Prenger	Yea
Kincardine	Bill Stewart	Yea
Minto	Steve McCabe	Yea
Morris-Turnberry	Mike Niesen	Nay
Saugeen Shores	Bud Halpin	Yea
Saugeen Shores	Dave Myette	Yea
South Bruce	Mike Niesen	Nay
Southgate	Barbara Dobreen	Yea
Wellington North	Steve McCabe	Yea
West Grey	Kevin Eccles	Nay
West Grey	Tom Hutchinson	Yea

The result of the vote was 81.5% of the weighted average of those present in favour. Therefore, **Motion #G23-110 was carried.**

Motion #G23-111

Moved by Bill Stewart

Seconded by Jennifer Prenger

THAT the Saugeen Valley Conservation Authority adopt the 2024 Budget in the amount of \$5,993,275 as approved in principle at the October 2023 meeting; and further

THAT the General Manager/Secretary-Treasurer is hereby authorized to notify the member municipalities of the cost apportioning amounts owing; and further

THAT cost apportioning payments shall be due from member municipalities in two equal

instalments on March 31 and June 30, 2024, and that late payments shall be subject to the Authority's standard late payment charge of 1.50% per month thereafter.

Carried

8.2 Category 2 agreements

Ashley Richards reported that Category 2 agreements have been prepared for those affected municipalities that have indicated they want to proceed with structure maintenance agreements. Those municipalities who do not wish to proceed will be asked to sign a release form. After discussion the following motion carried:

Motion #G23-112

Moved by Paul Allen

Seconded by Jennifer Prenger

THAT the Board of Directors authorizes staff to proceed with the execution of Category 2 Agreements on behalf of the Authority.

Carried

8.3 Category 3 agreements

Ashley Richards reported that all fifteen member municipalities have resolved to sign the Category 3 agreements enabling SVCA to further the conservation, restoration, development, and management of natural resources. After discussion the following motion carried:

Motion #G23-113

Moved by Jennifer Prenger

Seconded by Sue Paterson

THAT the SVCA Board of Directors authorizes staff to proceed with execution of all fifteen Category 3 Agreements pertaining to the Water Quality Program and associated communications, on behalf of the Authority.

Carried

8.4 Violation Approach Change Update

At the October 19, 2023, SVCA Board Meeting, Amended Motion #G23-101 directed staff to outline the process by which a violation could be disputed by the accused where legal action is not being pursued by SVCA. Matt Armstrong presented the strategy for dealing with offenders in this situation.

Motion #G23-114

Moved by Tom Hutchinson

Seconded by Mike Niesen

THAT staff be directed to indicate to those accused of committing a violation where legal action will not be pursued, about the opportunity to dispute a violation to the SVCA General Manager/Secretary-Treasurer, and if not satisfied, to request a delegation to the Board of Directors.

Carried

9. New business

9.1 2024 Fee Schedule

Motion #G23-115

Moved by Steve McCabe

Seconded by Bill Stewart

THAT the Board approve the following fee schedules to take effect on January 1, 2024: -
Schedule A – Environmental Planning and Permitting Services - Schedule C – Forestry Services -
Schedule D – Corporate Services.

Carried

9.2 2024 Meeting Schedule

Staff introduced a Section 28 Hearing Schedule for 2024 to reserve times on the same day as the Authority meetings. A notification of cancellation will be sent out at least 2 weeks in advance if the date is not required for a Hearing.

Motion #G23-116

Moved by Sue Paterson

Seconded by Tom Hutchinson

THAT the 2024 SVCA Authority meeting and Section 28 Hearing schedules be adopted as presented.

Carried

9.3 Permits Issued for Endorsement.

Motion #G23-117

Moved by Larry Allison

Seconded by Moiken Penner

THAT the Development, Interference with Wetlands and Alterations to Shorelines and Watercourse applications (#23-263 to 23-287), pursuant to Ontario Regulation 169/06, as approved by staff, be endorsed.

Carried

10. Closed Session

Motion #G23-118

Moved by Steve McCabe

Seconded by Mike Niesen

THAT the Authority moves to Closed Session, In Camera to discuss matters relating to identifiable individual, and discuss contract negotiations by the Authority; and further

THAT Erik Downing, Laura Molson, Nicole Gibson, and Janice Hagan remain in the meeting as required.

Carried

Motion #G23-122

Moved by Dave Myette

Seconded by Bud Halpin

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

Carried

Chair Dobreen reported that only the items pertaining to the reasons for the Closed Session were discussed. The following motion pertained to a Closed session discussion and carried in Open session:

Motion #G23-123

Moved by Bud Halpin

Seconded by Jennifer Prenger

WHEREAS Saugeen Valley Conservation Authority entered into a Service Level Agreement to complete years one and two of the NWMO's Environmental Media Baseline Monitoring (EMBP) Program (water quality and hydrology components) and were directed to negotiate a year 3 Scope of Work with NWMO;

BE IT RESOLVED THAT SVCA staff are directed to enter into a Service Level Agreement to complete Year 3 of the NWMO's Environmental Media Baseline Program (EMBP) (water quality and hydrology components) from 1st January 2024 to 31st December 2024; and further

THAT staff are directed to enter into a renewed scope of work for the NWMO EMBP Year 3, and further

THAT staff are authorized to staff would then be authorized to hire the necessary staff to carry out the work, as specified in the renewed scope of work, provided that no costs are borne by the Authority.

Carried

11. Adjournment

There being no further business, the meeting adjourned at 4:08 p.m. on the motion of Bill Stewart and Tom Hutchinson.

Barbara Dobreen
Chair

Janice Hagan
Recording Secretary

2024 SVCA Annual General Meeting

Erik Downing

General Manager, Secretary-
Treasurer (Acting)
Saugen Valley Conservation Authority

January 19th, 2024



Saugeen Valley Conservation Authority

- 15 Municipalities, with 15 Directors on the Board
- 40 full time staff with additional seasonal staff
- Covers 4,765 km²
- 153 different properties in 86 groupings
- 118 km of shoreline, and 1 waterfall
- 54 km of maintained recreational trails, 129 km in total
- Manage 27 flood and erosion control structures
- Review approximately 2,000 permit and planning applications annually
- Planted 5.8 million trees since 1974
- Annually plant approximately 150,000 trees
- Special project continuation providing the most detailed watershed health data and resources

PROGRAMS and SERVICES



Category 1:

- Those prescribed as mandatory by the Province

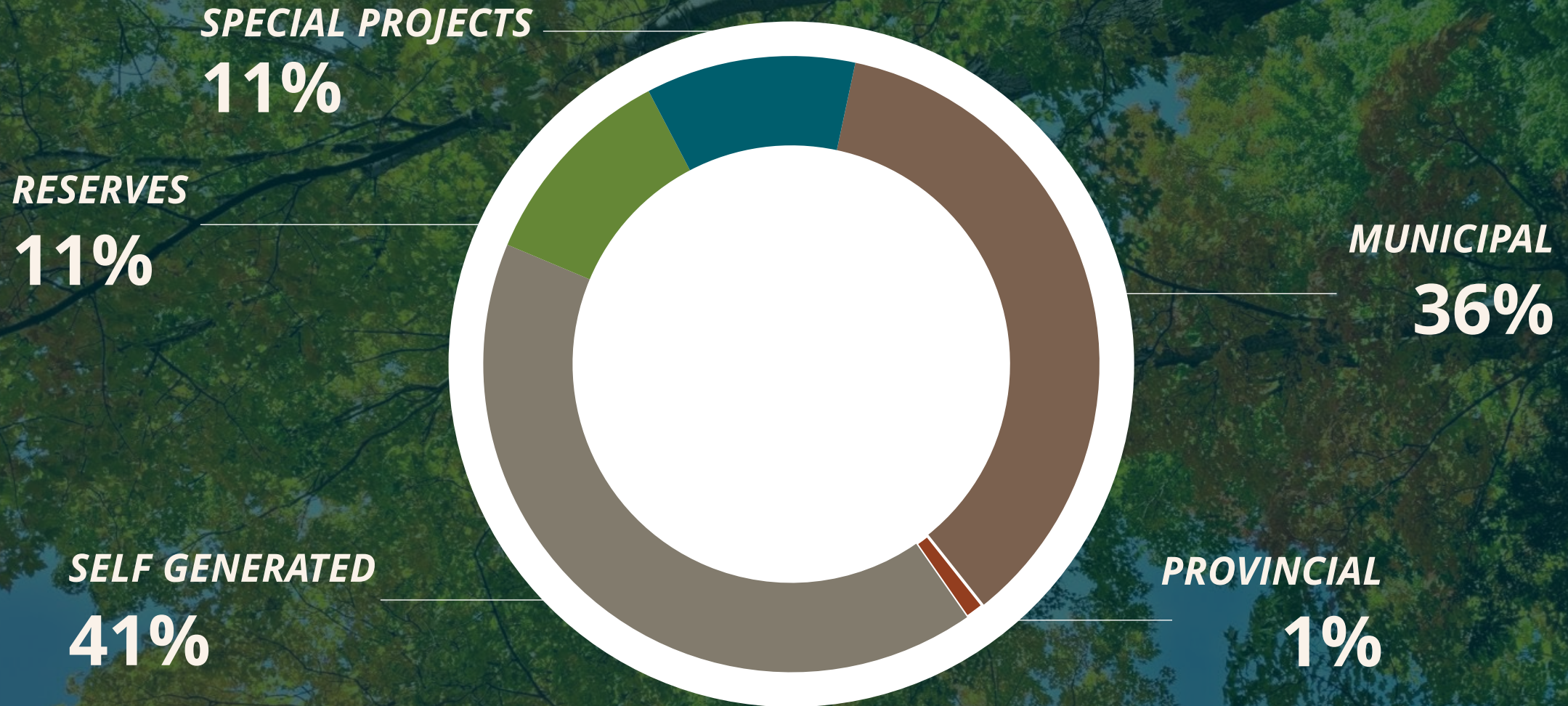
Category 2:

- Those delivered on behalf of a municipality

Category 3:

- Those that further the conservation, restoration, development and management of natural resources

SVCA FUNDING SOURCES



THE MANAGEMENT TEAM



Erik Downing
General Manager / Secretary Treasurer (Acting)

Erik Downing brings over 20 years of experience in various Conservation Authorities, including Ganaraska, Halton, and Toronto Region. With a Bachelor in Environmental Studies from York University, Erik has a comprehensive understanding of environmental conservation challenges. His decade-long management of the Environmental Planning and Regulations department at SVCA has honed his expertise in sustainable land use and conservation.

Erik's deep connection to the Saugeen Watershed is both professional and personal. As a family man, he shares a profound appreciation for rural Ontario and is dedicated to preserving its natural beauty. Believing in the effectiveness of Conservation Authorities' watershed boundary management, Erik is poised to lead SVCA into a future of sustainable development and environmental conservation.

THE MANAGEMENT TEAM



Laura Molson
*Corporate Services
Manager*



Matt Armstrong
*Environmental Planning
and Regulations Manager
(Acting)*



Donna Lacey
*Forestry and Lands
Manager*



Elise MacLeod
*Water Resources
Manager*

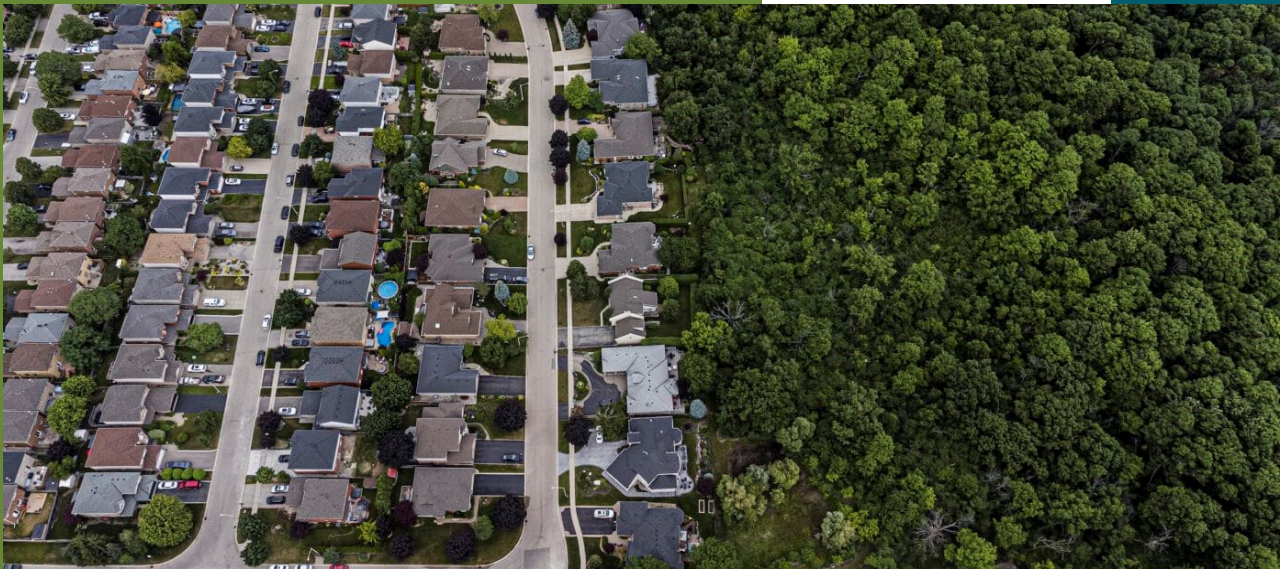
CORPORATE SERVICES



2023 Achievements

- Expanded use of accessible documents
- Completed 10-year strategic plan
- Circulation of policies, job performance evaluations, training
- Support other departments with improved financial reporting, communications, marketing and outreach, as well as GIS & IT support
- Established agreements with member municipalities in accordance with CA Act changes
- Implementation of OWL and hybrid meetings
- Agricultural advisory committee re-established
- Staff completed micro-credentials related to accessibility, fundraising and grant writing
- Year 3 scope of work and budget approved for special project

ENVIRONMENTAL PLANNING AND REGULATIONS



2023 Achievements

- 1280 new inquiries
- 402 Planning Act comments
- 310 permits issued; 5th consecutive year that over 300 permits were issued
- Excellent staff and department performance during significant transition
- “Conservation Authorities in the Coastal Zone – the Results of Requirements” presented at the Coastal Zone Canada Conference in Victoria, BC
- Successful litigation of a violation of SVCA’s Regulation 169/06, obtaining a guilty verdict on all 4 charges
- Content Management System population
- User Fee review
- Implemented requirements of Bill 23 related to Natural Heritage
- AODA improvement to correspondence

WATER RESOURCES



2023 Achievements

- Successfully obtained \$420,000 in grant funding
- Watershed Report Card release
- Category 2 Agreements for Hanover Dam and Mount Forest Dam
- Category 3 Agreements for Water Quality Program
- Final stages of public data accessibility for flood and water quality data
- General efficiencies and improvements related to file storage, data analysis, internal and external training, and QA/QC procedures
- Infrastructure projects: Meux Creek gabion wall repairs; Paisley dyke improvements; 2 public safety and risk assessment plans; Phase one of the Durham Upper Dam EA; 3 floodplain mapping projects under FHIMP
- Infrastructure maintenance: grass cutting, trimming, vegetation removal around CBs, pump servicing, debris removal, dam operations
- Installation of new weather station in Point Clark, replacement of 2 stream gauge stations, rating curve development, and extensive station maintenance
- Telemetry equipment installed at Sulphur Spring ground monitoring well

FORESTRY AND LANDS



2023 Achievements

- Removing ash trees at Brucedale and Bluffs
- Installation of internet service at Durham Conservation Area for Seasonal Campers
- Replacement of mower and improved signage
- Bridge installation at Stoney Island
- Continued maintenance of fleet and equipment
- Hosted Brad Sprague Fishing Derby, Walk for Alzheimer's, Terry Fox Run, Forest History Society of Ontario, Schmidt Lake Tours, Cross County Runs, and the Sleddog Sports Association of Southern Ontario
- Continued property and infrastructure maintenance
- Planning for future infrastructure improvements
- Enforcement of *CA Act* by Provincial Offences Officers
- Planted over 35,000 seedlings for 19 landowners, sold over 38,000 seedlings
- Assisted 19 landowners in entering the Managed Forest Tax Incentive Program
- Continued participation in the Toronto Zoo bat monitoring program
- Completed tree marking and tendering of 107 acres of SVCA plantation



Perennial changes to the Conservation Authorities Act is something that CAs have been adapting to for decades.

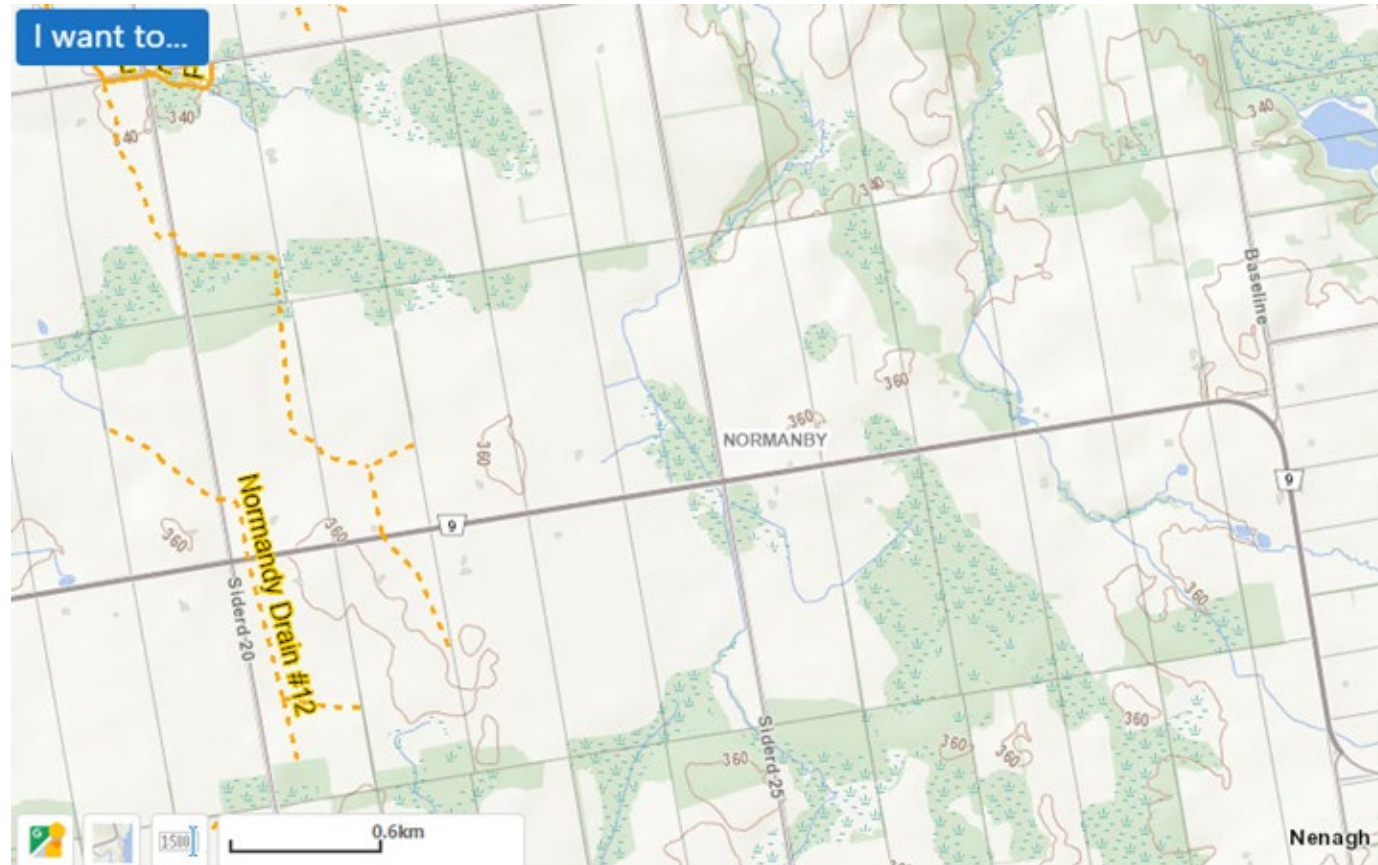
We will continue to evolve.

Sageen Valley Conservation
Authority Delegation:
The Destruction of Skunk Creek

Skunk Creek:

- Tributary of the Beatty Saugeen River.
- Skunk Creek is a rare gem, significant stretches are in its natural state, through woodlands, wetlands. Low livestock pressure. The farm owned by myself and my partner, Leah Skinner, is the only farm that I know of situate on Skunk Creek with livestock (cattle), and we have fenced off cattle from the creek (except for when moving cattle to another pasture, at which point they will cross it).
- Excellent fish habitat, stocked each Spring with trout. As I understand it, one of the largest Brown Trout in Grey County caught in the creek (just shy of 6lb).

Map of General Area including existing Municipal Drains:

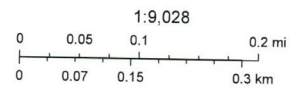


SVCA Approximate Regulated & Approximate Screening Areas



1/10/2024, 12:23:47 PM

Property Boundary
Saugeen Valley Conservation Authority



Esri Community Maps Contributors, Province of Ontario, Esri Canada, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, NRCan, Parks Canada, Maxar

Unauthorized Drainage Works: Sept. 18 - 23:

- During the nights of September 18 – 23, the area on the map labelled “**A**” had a 21-inch concrete tile installed, directly through EP and wetland into Skunk Creek. It was dug in a clandestine attempt to avoid detection.
- Significant damage occurred to EP Land. Destruction almost complete. Mud with subsoil exposed, removal of aquatic and wetland vegetation. The Creek is now running cloudy, particularly after a rain.
- Despite the SVCA sending a violation warning letter, the owners of property began trenching another proposed drain heading towards (and may in fact be on the edge) of EP land. Indicated on map at “**B**”.
- In discussions with the property owner, they indicated that they intend to install another tile in the trench at “**B**” which runs from the corner of a barnyard directly to the Creek without any mitigation, engineering, or environmental considerations.

The Issues:

- Not only did they not obtain a permit, the issue is larger in that this 21-inch main, and potentially more, are being done without:
 - i. Environmental studies;
 - ii. Engineering plans; or
 - iii. Done by properly qualified contractors.
- The obvious inference is that there could be problems with the tile, and perhaps the tile does not ever operate properly, but at the cost of significant environmental damage. If the tile is not installed properly, it could be subject to “blow-outs” and faults which would allow manure run-off and other contaminants to be directly pipelined into the Creek.
 - Was there elevation measurements done?
 - Flow analysis?
 - Filter / fabric cloth?
 - What protections or guarantees from future connections into the drain with:
 - Grey water
 - Barnyard runoff
 - Septic systems
- The complete amateurish approach is troubling.
- In speaking with the property owners, they knew that this work was not permitted. Their drainage contractor refused to do the work and confirmed that they would need a permit.

Issues Continued:

- To be candid, I have nothing against drainage, and nothing against farm improvement. I do both myself, but with permission and permits.
- My problem is that this work was (and more contemplated) done in the defiance of the Rules and Regulations for which they were aware and advised.
- An example must be set.

Solution & Request:

- I have indicated to the property owners that if the tile is not removed, I will commence legal action. That is even without the issue of possible future environmental contamination.
- I am in the process of retaining Stantec Environmental to confirm that there has been, and will continue to be significant adverse environmental effects with this tile, not only in its installation, but its operation upon Skunk Creek. Initial discussions with Stantec suggest that their findings will support this conclusion. But I will not pre-judge the conclusions of that report.
- I am respectfully requesting that a violation be issued, and that remediation of not only the EP land but the 21-inch tile be removed. This does not present a significant cost to the owners as the tile was installed over the span of 5-6 days.
- There are established municipal drains in the area, and it seems that the owners have taken the path of least resistance and cost. I am not saying that a connection is possible, as I have not done any research in that regard, but it should at least be considered by a Drainage Engineer. Why do we not use an established, designed outlet, instead of the creek?
- **The solution, in my humble opinion, is that the job be done right. I am not against tiling or improving farms.**
 - Tile removed, EP land at least stabilized, with some ground cover vegetation. Of course, I AM NOT a professional in this regard, and I defer to staff at the SVCA who are qualified to provide guidance.
 - A Drainage Engineer considers possible outlets and a licensed drainage contractor present particulars of project and SVCA assess whether there will be any, or at least an acceptable, minor environmental impact.
 - Consultation with the Department of Fisheries and Oceans (if they have jurisdiction)

Conclusion:

- I am not looking for confrontation. I do not relish the thought of starting a lawsuit, particularly against a neighbour. However, I will not sit idly by and wait for the day that there is a major fish kill, or with continued cloudy water, the creek slowly dies.

I SINCERELY APPRECIATE AND THANK THE BOARD OF DIRECTORS FOR YOUR TIME AND ATTENTION TO THIS MATTER. PARTICULARLY ON A FULL AGENDA AT YOUR AGM.

THE OPPORTUNITY TO MAKE THIS DELEGATION IS VERY MEANINGFUL TO ME AND MY FAMILY

Report #GM-2024-01

Report To: Chair and Directors, Saugeen Valley Conservation Authority
From: Erik Downing, General Manager/Secretary Treasurer (Acting)
Date: January 4, 2024
Subject: General Manager’s Update

Inventory of Programs and Services

The MNRF approved SVCA’s extension request of March 31, 2024. Category 3 Agreements for Water Quality have been executed in whole; Category 2 Agreements and/or releases are ongoing.

2024 Budget

The Authority approved the SVCA 2024 budget at the November 30, 2023 meeting. On December 13th, 2023, the Minister of Natural Resources and Forestry announced a continuation of the 2023 Fee Freeze for the duration of 2024.

NWMO

The 2024 draft agreement was approved by the Authority in November 2023.

SVCA Staff Complement

An Environmental Planning Technician has been promoted to Environmental Planning Coordinator to fill a position created by a staff secondment. A Regulation Officer on contract has moved to the vacant planning role. Efforts are underway to fill outstanding vacancies.

All Departments:

Item	Progress	Completion Date
Performance evaluations	In circulation	June 2024
Staff training	In circulation	December 2024
Content management system	In progress – with CLOCA	June 2024
Mapping Working Group	In progress in 3 communities	March 2024
Annual report	In progress	April 2024
Job descriptions	Department Managers Reviewing	June 2024
Inflation and Pay policy	In progress	June 2024

Health and Safety

Item	Progress	Completion Date
Workplace Inspection policy	In progress	January 2024
WHMIS policy	In progress	February 2024
Job Hazard Analysis	In progress	February 2024
Durham Emergency plan	In progress	April 2024

Corporate Services

Item	Progress	Completion Date
Strategic plan	Complete	September 2023
Budget 2024	In progress – presented to Authority	January 2024
Fee schedule 2024	Complete	November, 2023
Category 2 and 3 Programs and Services agreements	In progress – extension requested	March 2024
Volatile client plan	In progress	March 2024
Accessibility and accommodation policy	In progress	March 2024
Conflict resolution policy	In progress	April 2024
Personnel policy	In progress	June 2024
Document retention policy	In progress	June 2024

Environmental Planning and Regulations

Item	Progress	Completion Date
Bill 23 update for member municipalities – Planning and Natural Heritage	Complete	Summer 2023
Freedom of information procedure	Complete	November 2023
Administrative review guidelines and complete application guidelines	Complete	November 2023
Municipal zoning survey	Complete	November 2023
Expert resources	Complete	December 2023

Item	Progress	Completion Date
Board of Director Section 28 Hearing training	In progress	February 2024

Forestry and Lands

Item	Progress	Completion Date
Kincardine Cross Country Ski Club agreement	In circulation	January 2024
Land Acquisition and Disposition policy	In progress	First Quarter 2024
Varney Pond	In circulation with appropriate agencies	Ongoing

Water Management

Item	Progress	Completion Date
Confirmation of infrastructure ownership/easements	In progress	Ongoing
Transfer payment agreements	Complete	July 2023
Working in and around water policy	In progress	March 2024
Flood training; WRC, internal, external	In progress: WRC complete; internal ½ complete; external dates tbd	April 2024

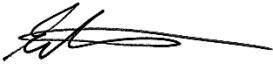
NWMO

Item	Progress	Completion Date
Invoicing	Complete	Ongoing
Permissions to terrestrial soil sample on select SVCA properties	Complete	September 2023
Develop Year 3 scope of work and budget	Complete	November 2023
Finalize NRSI	Complete	December 2023
Channel characterization scope of work	With Coordinator and NWMO	November 2024

Drinking Water Source Protection

- 3 year funding announcement - MECP

Approved by:



Erik Downing
General Manager / Secretary-Treasurer, (Acting)

Program Report #GM-2024-02

Corporate Services

Communications Metrics 2023 Review

Saugeen Conservation's 2023 social media efforts resulted in substantial growth and engagement across key platforms. This brief overview highlights the major achievements and user engagement metrics, underscoring the success of the organization's digital outreach strategies.

Social Media Metrics

In 2023, Saugeen Conservation's social media platforms achieved a significant milestone with a collective total of 1.2 million page and profile impressions. The organization's follower base grew to 11,000, with 1,000 new followers acquired over the year. Posts across all platforms made an impressive impact with 954,000 impressions, successfully reaching 783,000 individuals. Posts were shared 3,100 times.

On Facebook, Saugeen Conservation's content reached 584,000 users, with specific segments such as Saugeen Bluffs, Durham Conservation, and Brucedale achieving 71,000, 39,000, and 5,100 in reach respectively. The most popular organic post was about puffball mushrooms at Saugeen Bluffs, attracting 26,400 users, while the top paid post was a job advertisement for a Forestry Technician, reaching 21,752 users.

Instagram posts reached 84,000 users and garnered 89,000 impressions. The platform recorded 179,000 profile impressions and attracted 316 new followers, contributing to a total of 1,016 followers, primarily in the 25-44 age group. Notably, the Ojibwe Bird series posts were highly popular.

Twitter's performance was noteworthy with 92,000 impressions and 576 retweets. The platform's follower count increased to 2,700, including 57 new followers. Content highlighting Earth Day and camping in designated areas resonated well with the audience, emerging as top posts.

Overall, Saugeen Conservation's social media activities in 2023 demonstrated effective reach and engagement, connecting the organization with a diverse and growing online community.

Website Metrics

The Saugeen Conservation website significantly engaged the public in 2023, recording 59,000 unique visitors across 579,000 interaction events. Notably, 60% of the traffic originated from mobile devices, predominantly iPhones. Geographical analysis indicates a strong Canadian user base with 54,000 visitors, complemented by 2,800 from the United States and 254 from Indonesia.

Urban analysis reveals Toronto as the leading source of traffic with 14,000 users, followed by London and Port Elgin (each contributing 2,500 users), Hanover (1,800), Montreal (1,500), Kitchener

(1,500), and Hamilton (1,200). Website engagement was highest on the main landing page, with significant interest in Saugeen Bluffs, Durham, Camping, Bruce Dale, and the Careers section.

Water Resources

SVCA Flood and Erosion Control Project Activity

SVCA staff continue to discuss Category 2 agreements with member municipalities.

Federal Hazard and Identification Mapping Program (FHIMP)

All hydrologic models have been sent to Greenland for peer review. One draft hydrologic report has been submitted for review by SVCA and Greenland. Currently, all projects are scheduled for completion by March 2024.

Dam Public Safety Risk Assessments

D.M. Wills Associates was retained to complete a dam public safety risk assessment and public safety plan for the Durham Lower Dam and the Glenelg Dam. Both projects are supported, in part, by WECA funding. Draft risk assessments have been submitted for SVCA staff review.

Flood Forecasting and Warning (FFW)

SVCA staff continued to monitor watershed conditions during the holiday closure. While significant rainfall was received on December 27th, a flood statement was not required as low water levels preceding the event provided capacity within channel banks.

Station Maintenance and Improvements

In 2023, SVCA staff were able to upgrade two stream gauges with new monitoring equipment and install one weather station in Point Clark.

For 2024, staff will upgrade equipment for two additional stream gauges. Equipment was also purchased to support development and improvement of rating curves.

A camera will be installed in early 2024 in Paisley, to allow for remote monitoring of water control infrastructure, specifically at the pump chamber.

Staff Training

On December 19th, 2023, annual Flood Watch training was delivered to all SVCA staff. This training provided staff with an overview of responsibilities during a flood event, and SVCA's overall role prior to, during, and after significant flooding. Annual delivery of this training ensures an efficient and effective SVCA response.

Water Quality (WQ)

SVCA staff continue to work diligently on QA/QC of all water quality data, including historical data. Preparation of a formal data QA/QC procedure is underway.

Benthic macroinvertebrate sorting is expected to take place throughout the winter months.

Forestry and Lands

The Ash removal at Saugeen Bluffs started in November. The contractor expects to have the removal work completed within three months. The contractor acknowledges that there may be some

additional time required once the conditions are favorable for site repair and cleanup in the spring prior to park opening.

Staff have continued to work on migrating our reservation system into a new program. Staff appreciate the assistance received from Corporate Services in this process.

The bridge installation at Stoney Island has been completed. Some finishing touches are required on portions of the trail once conditions are favorable following the removal of the ash trees. Ash tree removal has not yet begun due to wet conditions. Staff and the contractor eagerly await a freeze-up.

Staff attended a Natural Asset Management Planning Workshop hosted by Conservation Ontario. The workshop provided some very valuable information relevant to Bill 23.

The harvest of the second section of the 2019 tender at Allan Park managed forest has commenced.

Tree planting preparations have been underway and will continue into the spring.



Figure 1 Anthony Quipp and Rick Rowbotham, SVCA staff, stand on newly installed iron bridge.

Environmental Planning & Regulations (EPR)

Department News

Staff and engineering consultants hosted a Public Information Centre (open house) in Point Clark regarding updates to floodplain mapping in the Township of Huron-Kinloss.

Staff successfully litigated a violation of SVCA's Regulation 169/06, obtaining a guilty verdict on all 4 charges.

With assistance from Corporate Services, staff created AODA-compliant Landowner Authorization and Permit forms.

EPR staff continue to work with Central Lake Ontario Conservation Authority (CLOCA) staff on the new content management system. Data entry is ongoing, and we anticipate testing a beta version of the system this summer.



December 13, 2023

TO: All Conservation Authorities

SUBJECT: Extension of Minister's Direction for Conservation Authorities Regarding Fee Changes Associated with Planning, Development and Permitting Fees

I am writing with regards to conservation authority fees for the 2024 year. As you are aware, a Minister's Direction ("Direction") was issued on December 28, 2022, directing conservation authorities not to change fees for programs and services associated with planning, development and permitting for the 2023 calendar year. I have provided a copy of this previous direction for your reference.

Pursuant to my authority under subsection 21.3 (1) of the *Conservation Authorities Act*, I am issuing a new Direction that extends the previous Direction for the upcoming year (attached to this letter as Attachment A). The Direction will be in effect from January 1, 2024 to December 31, 2024 and applies to fees for the same programs and services specified in the Direction that was in effect for 2023.

If you have any questions, please contact Jennifer Keyes, Director, Resources Planning and Development Policy Branch, at 705-761-4831 or jennifer.keyes@ontario.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "Graydon Smith".

The Honourable Graydon Smith
Minister of Natural Resources and Forestry

c: The Honourable Paul Calandra, Minister of Municipal Affairs and Housing
The Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks

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

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

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

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

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

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

Fee Changes Prohibition

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

Program and Service Fees Impacted

2. This Direction applies to any fee set out in the Fee Schedule of a Conservation Authority, including without limitation fees for any mandatory program or service

(Category 1), municipal program or service (Category 2), or Conservation Authority recommended program or service (Category 3) related to reviewing and commenting on planning and development related proposals, applications, or land use planning policies, or for Conservation Authority permitting.

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

Application

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

Effective Date and Term

6. This Direction is effective from January 1, 2024 (the "**Effective Date**").

7. The term of this Direction is the period from the Effective Date to December 31, 2024 (the “**Term**”).

Amendments

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

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



The Honourable Graydon Smith
Minister of Natural Resources and Forestry
December 13, 2023

APPENDIX A

LIST OF CONSERVATION AUTHORITIES TO WHICH THE DIRECTION APPLIES

Ausable Bayfield CA

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

Cataraqui Region CA

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

Catfish Creek CA

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

Central Lake Ontario CA

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

Credit Valley CA

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

Crowe Valley CA

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

Essex Region CA

Suite 311
360 Fairview Ave West
Essex ON N8M 1Y6
Tim Byrne
tbyrne@erca.org

Ganaraska Region CA

Box 328
2216 County Road 28
Port Hope ON L1A 3V8
Linda Laliberte
llaliberte@grca.on.ca

Grand River CA

Box 729
400 Clyde Road
Cambridge ON N1R 5W6
Samantha Lawson
slawson@grandriver.ca

Grey Sauble CA

R.R. #4
237897 Inglis Falls Road
Owen Sound ON N4K 5N6
Tim Lanthier
t.lanthier@greysauble.on.ca

Halton Region CA

2596 Britannia Road West
Burlington ON L7P 0G3
Hassaan Basit
hbasit@hrca.on.ca

Hamilton Region CA

P.O. Box 81067
838 Mineral Springs Road
Ancaster ON L9G 4X1
Lisa Burnside
lisa.burnside@conservationhamilton.ca

Kawartha Region CA

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

Kettle Creek CA

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

Lake Simcoe Region CA

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

Lakehead Region CA

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

Long Point Region CA

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

Lower Thames Valley CA

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

Lower Trent Region CA

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

Maitland Valley CA

Box 127
1093 Marietta Street
Wroxeter ON N0G 2X0
Phil Beard
pbeard@mvca.on.ca

Mattagami Region CA

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

Mississippi Valley CA

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

Niagara Peninsula CA

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

Nickel District CA

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

North Bay-Mattawa CA

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

Nottawasaga Valley CA

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

Otonabee Region CA

250 Milroy Drive
Peterborough ON K9H 7M9
Janette Loveys Smith
jsmith@otonabeeconservation.com

Quinte CA

R.R. #2
2061 Old Highway #2
Belleville ON K8N 4Z2
Brad McNevin
bmcnevin@quinteconservation.ca

Raisin Region CA

PO Box 429
18045 County Road 2
Cornwall ON K6H 5T2
Richard Pilon
richard.pilon@rrca.on.ca

Rideau Valley CA

Box 599
3889 Rideau Valley Dr.
Manotick ON K4M 1A5
Sommer Casgrain-Robertson
sommer.casgrain-robertson@rvca.ca

Saugeen Valley CA

R.R. #1

1078 Bruce Road #12, Box #150

Formosa ON N0G 1W0

Jennifer Stephens

j.stephens@svca.on.ca

Sault Ste. Marie Region CA

1100 Fifth Line East

Sault Ste. Marie ON P6A 6J8

Corrina Barrett

cbarrett@ssmrca.ca

South Nation River CA

38 Victoria Street

P.O. Box 29

Finch ON K0C 1K0

Carl Bickerdike

cbickerdike@nation.on.ca

St. Clair Region CA

205 Mill Pond Crescent

Strathroy ON N7G 3P9

Ken Phillips

kphillips@scrca.on.ca

Toronto and Region CA

101 Exchange Avenue

Vaughan ON L4K 5R6

John MacKenzie

john.mackenzie@trca.ca

Upper Thames River CA

1424 Clarke Road

London ON N5V 5B9

Tracey Annett

annettt@thamesriver.on.ca

News Articles for Members' Information

[SVCA board thanks Nancy Griffin for 34 years of education programming](https://www.thespec.com/news/canada/svca-board-thanks-nancy-griffin-for-34-years-of-education-programming/article_855677e3-8e5a-5801-981c-661ac732efc5.html)

(https://www.thespec.com/news/canada/svca-board-thanks-nancy-griffin-for-34-years-of-education-programming/article_855677e3-8e5a-5801-981c-661ac732efc5.html)

The Walkerton Herald Times, December 8, 2023

[Saugeen Conservation announces new acting general manager](https://www.owensoundsuntimes.com/news/local-news/saugeen-conservation-announces-new-acting-general-manager)

(<https://www.owensoundsuntimes.com/news/local-news/saugeen-conservation-announces-new-acting-general-manager>)

The Sun Times, December 20, 2023

[Nancy Griffin retires after 34 years of inspiring interest in conservation among area youth](https://www.pentictonherald.ca/spare_news/article_7dfaf276-a767-5d27-8516-538212801d39.html)

(https://www.pentictonherald.ca/spare_news/article_7dfaf276-a767-5d27-8516-538212801d39.html)

Penticton Herald, January 11, 2024

Report #COR-2024-03

To: Chair and Members, SVCA Board of Directors
From: Laura Molson, Manager, Corporate Services
Date: January 19, 2024
Subject: 2024 Budget

Recommendation

Whereas the Authority adopted the 2024 Budget in the amount of \$5,993,275 at the November 30th meeting (G23-111); and

Whereas the Province has extended their December 28, 2022 direction to not change fees related to reviewing and commenting on planning and development related proposals, applications, or land use planning policies or for Conservation Authority permitting, through December 2024;

THAT the Authority rescind motion G23-111; and further

THAT the amended budget in the amount of \$5,784,425 be adopted; and further

THAT the General Manager/Secretary-Treasurer is hereby authorized to notify the member municipalities of the cost apportioning amounts owing; and further THAT cost apportioning payments shall be due from member municipalities in two equal instalments on March 31 and June 30, 2024, and that late payments shall be subject to the Authority's standard late payment charge of 1.50% per month thereafter.

Background

At the November 30, 2023, Board of Directors meeting the 2024 Budget was approved.

The general levy increase included in the 2024 Budget was \$216,256. The budget also incorporated fee increases which moved the Environmental Planning and Regulations (EPR) department closer to cost recovery for its services.

The step towards cost recovery in EPR assisted other departments in meeting the *Conservation Authority Act* deliverables that are required for 2024 and limited the burden on municipalities to support Category 1 programs and services through general levy funding.

Analysis

Subsequent to the budget approval the Ministry of Natural Resources and Forestry issued a directive which extends the Minister's previous direction from December 28, 2022, indicating that conservation authorities are prohibited from making a change to the amount of any fee or the manner in which a fee is determined, for fees related to planning, development and permitting.

Member municipalities were notified of the Minister's direction on December 15, 2023, with the intention of SVCA reviewing the 2024 budget.

Staff have discussed measures with the Executive Committee to mitigate the effect of the Minister's direction and have revised the 2024 budget accordingly. The budget revisions include cost reductions in the following categories: conservation area improvements, staff development and training, fleet management, and proposed staffing.

However, there are expenditures required to meet *Conservation Authority Act* deliverables that cannot be removed from the budget without consequence. As such the costs for those expenditures will now be carried by reserves that were recently created through special project funding, and for which the use in such a scenario is appropriate.

Examples of CA act deliverables for 2024 would be asset management plans, water and erosion control infrastructure plans, an ice management plan, watershed-based resource management strategy, land inventory etc.

Written by:



Laura Molson, Manager, Corporate Services

Approved by:



Erik Downing, General Manager/ Secretary-Treasurer (Acting)

2024 Saugeen Valley Conservation Authority Budget

Category of Program or Service – Summary	Levy	Self Generated	Reserves	Cost Apportioning	Special Levy	Other
Category 1: Mandatory Programs and Services	\$2,287,471	\$1,330,086	\$311,606	\$0	\$250,502	\$235,350
Category 2: Non-mandated program or service delivered to municipality through an agreement	\$0	\$0	\$0	\$0	\$43,100	\$0
Category 3: Programs and services are cost-apportioned with municipalities	\$0	\$1,157,300	\$68,600	\$100,410	\$0	\$0
TOTAL	\$2,287,471	\$2,487,386	\$380,206	\$100,410	\$293,602	\$235,350
TOTAL 2024 BUDGET	\$5,784,425					

2024 Budget by Municipality

Municipality	2023 Levy	2024 Levy	Levy \$ Change	2024 Cost Apportioning
Municipality of Arran-Eldersllie	\$51,937	\$56,962	\$5,025	\$2,500
Municipality of Brockton	\$178,827	\$196,379	\$17,552	\$8,620
Township of Chatsworth	\$62,008	\$67,958	\$5,950	\$2,983
Municipality of Grey Highlands	\$89,868	\$98,630	\$8,762	\$4,329
Town of Hanover	\$135,498	\$148,386	\$12,888	\$6,514
Township of Howick	\$5,565	\$6,124	\$559	\$269
Township of Huron-Kinloss	\$114,758	\$126,807	\$12,049	\$5,566
Municipality of Kincardine	\$362,257	\$398,215	\$35,958	\$17,480
Town of Minto	\$56,271	\$62,218	\$5,947	\$2,731
Municipality of Morris-Turnberry	\$4,184	\$4,359	\$175	\$191
Town of Saugeen Shores	\$435,734	\$483,041	\$47,307	\$21,203
Municipality of South Bruce	\$100,286	\$111,578	\$11,292	\$4,898
Township of Southgate	\$141,332	\$162,742	\$21,410	\$7,144
Township of Wellington North	\$81,626	\$89,834	\$8,208	\$3,943
Municipality of West Grey	\$251,064	\$274,237	\$23,173	\$12,038
TOTAL	\$2,071,215	\$2,287,471	\$216,256	\$100,410

2024 Corporate Services Budget

Program Area	Provision	Description	Legislation	Category	2023	2024	Agreement
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 the CA.	Enabling Service	1	\$708,500	\$809,800	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	\$127,200	No
	Communications and marketing	General communications and marketing support for the CA.	Enabling Service	1			No
	Education and community events	Public education, 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	\$7,100	Yes
Environmental Education	Curriculum delivery	Program development and delivery.	CAA s.21(1)(a) & (q)	3	\$94,550	\$0	Yes
	Day camp programming	Program development and execution for summer and PA Day camp programs.	CAA s.21(1)(a) & (q)	3			Yes
	Day camp programming	Program development and execution for summer day camp programs with the Town of Hanover.	CAA s.21(1)(a) & (q)	2	\$6,300	\$0	Yes

Program Area	Provision	Description	Legislation	Category	2023	2024	Agreement
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	\$199,800	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	\$1,143,900	

Category of Program or Service – Corporate Services	2024 Levy Cost
Category 1: Mandatory Programs and Services	\$866,800
Category 2: Non-mandated program or service delivered to municipality as requested through an agreement or Memorandum of Understanding	\$0
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
TOTAL	\$866,800

2024 Environmental Planning and Regulations Budget

Program Area	Provision	Description	Legislation	Category	2023	2024	Agreement
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. Investigation and enforcement of regulatory compliance.	Reg. 686/21 s.8	1	\$1,184,300	\$1,094,300	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.	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.	Reg. 686/21 s.1	1			No
				TOTAL	\$1,184,300	\$1,094,300	

Category of Program or Service – Environmental Planning & Regulations	2024 Levy Cost
Category 1: Mandatory Programs and Services	\$326,624
Category 2: Non-mandated program or service delivered to municipality as requested through an agreement or Memorandum of Understanding	\$0
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
TOTAL	\$326,624

2024 Forestry and Lands Budget

Program Area	Provision	Description	Legislation	Category	2023	2024	Agreement
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.	Reg. 686/21 s.9(1)1	1	\$43,500	\$43,500	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.	Reg. 686/21 s.9(1)3	1	\$43,500	\$43,500	No
	Section 29 Minister's regulation for CAs	Conservation areas enforcement and compliance.	Reg. 686/21 s.9(1)4	1	\$501,900	\$514,925	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 CA owned lands.	Reg. 686/21 s.9(1)2	1			No
	Campgrounds on CA owned land	Management, operation, and maintenance of campgrounds on CA owned land.	CAA s. 21(1)(m)	3	\$1,199,480	\$979,600	No
	Land acquisition and disposition	Acquisition and management of lands containing important natural heritage features or strategically aligned with existing CA land	CAA s.21(1)(c)	3	Variable	Variable	Yes

Program Area	Provision	Description	Legislation	Category	2023	2024	Agreement
		holdings. Disposition of lands considered surplus to the vision, mandate, and strategic goals of the CA.					
	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 CA land holdings.	CAA s.21(1)(c) & (d)	3	\$20,300	\$25,100	No
Forestry	Forestry – forest management operations on CA owned lands	Forestry services, planting and/or woodlot management on CA owned land.	Reg. 686/21 s.9(1)2	1	\$214,580	\$214,100	No
	Forestry – for private landowners	Forestry services and/or woodlot management for private landowners. Reforestation, tree sales, management planning, MFTIP, advice, tree marking.	CAA s.21(1)(g) & (o)	3	\$194,000	\$302,000	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	\$1,870	\$0	Yes
Fleet	Fleet	Management and maintenance of CA fleet.	Enabling service	1	\$181,000	\$209,000	No
				TOTAL	\$2,400,130	\$2,331,725	

Category of Program or Service – Forestry and Lands	2024 Levy Cost
Category 1: Mandatory Programs and Services	\$676,825
Category 2: Non-mandated program or service delivered to municipality as requested through an agreement or Memorandum of Understanding	\$0
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
TOTAL	\$676,825

2024 Water Resources Budget

Program Area	Provision	Description	Legislation	Category	2023	2024	Agreement
Core Watershed Based Resource Management Strategy	Develop and implement a strategy for the CA	Collate/compile existing resource management plans, watershed plans, studies, and data. Strategy development. Implementation and reporting.	Reg. 686/21 s.8, Reg. 686/21 s.12(1)3, Reg. 686/21 s.12(4)	1	-	-	No
Water Management	Ice management plan	Determine how ice within the jurisdiction may increase the risk of natural hazards. Outline risk mitigation. Develop and implement plan.	Reg. 686/21 s. 4	1	-	-	No
	Water and erosion infrastructure asset management plan	Develop and implementation of plan. Annual reporting.	Reg. 686/21 s.5	1	-	-	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	\$271,050	No
	Low water response	Conditions monitoring/analysis. Technical & administrative support to the Water Response Team.	Reg. 686/21 s.3	1	\$926,750	\$750,650	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	Maintenance and inspection on flood and erosion control structures, as required. Including projects dependent on Water and Erosion Control Infrastructure (WECl) 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,	Reg. 686/21 s.1	1			No

Program Area	Provision	Description	Legislation	Category	2023	2024	Agreement
		regulations areas mapping update, flood forecasting system assessment, floodplain policy, and Lake Huron shoreline management.					
	Category 2 programs and services	Programs and services provided by a CA on behalf of a municipality.	Reg. 687/21	2	\$0	\$27,790	Yes
Drinking Water Source Protection	Source protection authority role as set out in the <i>Clean Water Act</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	\$6,450	No
Watershed Monitoring	Provincial Water Quality Monitoring Network (PWQMN)	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	\$28,740	No
	Provincial Groundwater Monitoring Network (PGMN)	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 and reporting over 15 sites.	CAA s.21(1)(a)	3	\$119,050	\$93,310	Yes
	SVCA Water Quality Monitoring Network - benthic	Benthic collection and reporting at 20 sites. 20+ year CA/MECP partnership in the Ontario Benthos Biomonitoring Network.	CAA s.21(1)(a)	3			Yes
	Conservation Ontario Watershed Report Cards	A plain language, data driven reporting document released every 5 years describing watershed conditions in a CA.	CAA s.21(1)(a)	3			Yes
				TOTAL	\$1,358,050	\$1,177,990	

Category of Program or Service – Water Resources	2024 Levy Cost
Category 1: Mandatory Programs and Services	\$417,223
Category 2: Non-mandated program or service delivered to municipality as requested through an agreement or Memorandum of Understanding	\$0
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
TOTAL	\$417,223

Report EPR-2024-01

Report To: Chair and Directors, Saugeen Valley Conservation Authority
From: Matt Armstrong, Manager, Environmental Planning and Regulations (Acting)
Date: January 5, 2024
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 (#23-287 to 23-310), 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 issued between November 14, 2023, and December 31, 2023.

Permit #	Location	Address	Proposed Works	Permit Type
23-310	Glenelg	423018 Rocky Saugeen Road, Lot 16 Concession 1 EGR	Installation of retaining blocks to existing laneway entrance, with related excavation, and grading.	Regulated Area
23-309	Proton	105683 Southgate Road 10, Pt Lot 18, Con 7	Bottom only cleanout of accumulated vegetation from approximately 180 metres of roadside ditch.	Regulated Area
23-308	Arthur	Near 7449 Sideroad 3 E, Lot 6 and 7, Con 6	Alteration of a watercourse consisting of the replacement of an existing concrete box road culvert (Bridge No. 9) with a single span slab-on-girder bridge, widening and raising of the road profile and associated excavation, filling, and grading.	Watercourse
23-307	Bentinck	122 Louise Creek	Construction of a dwelling, with attached garage, installation of sewage disposal system, and related excavation, filling, and grading.	Regulated Area

Permit #	Location	Address	Proposed Works	Permit Type
		Crescent, Lot 34 Plan 1097		
23-306	Egremont	391338 Grey Road 109, Pt Lot 62 Con 2EGR, RP;17R1487 PART 4	Construction of a minor rear addition to an existing single detached residence, 1200 square foot detached garage and associated excavation, filling, and grading.	Regulated Area
23-305	Artemesia	325719 Durham Road B, Artemesia	The construction of a berm that will be 167 metres long, 7 metres wide, and 2.5 metres high.	Regulated Area
23-304	Huron	34 Bell Drive, Pt Lt 9, Plan 2A	Demolish an existing 1,480 square foot one-story cottage and bunkie/shed, construct a new 3,812 square foot detached 2-story house with basement and attached garage on a fill pad, septic system installation with related excavation, filling, and grading.	Regulated Area
23-303	Normanby	271087 Grey Road 6, Lot 72, Concession A	To construct an 830 square foot dwelling addition with a walk-out basement, deck and stairs, with related excavation, filling and grading.	Regulated Area
23-302	Durham	Part of Lot 5; Plan 505	To construct a townhouse with related excavation, filling and grading.	Regulated Area
23-301	Artemesia	305583 South Line A, Artemesia, ON	The construction of a 192 square foot pavilion constructed in the existing deck footprint.	Regulated Area
23-300	Egremont	Con 1 Pt Lot 3 Egremont DIV; 3RP 16R11716 Part 3	Excavation of driveway/ entrance construction of 100 feet of driveway to higher level from roadway. 12-inch gravel bed.	Regulated Area
23-299	Tiverton	Vacant Lot, Nyah Court, Lots 11-15, Plan 3M-220	To construct a 823 square metre, five-unit residential townhouse with related excavating, filling and grading.	Regulated Area
23-298	Saugeen	43 Saugeen Beach Road, Lot 19, Plan 472	To reconstruct an 817 square foot at-grade patio; remove an arbour; remove 17 armour stones; install granite boulders and flagstone at-grade; install stepping stones; create sand paths for beach access; and complete natural landscape planting with related excavation, filling, and grading.	Regulated Area

Permit #	Location	Address	Proposed Works	Permit Type
23-297	Minto	Seip Lane (Structure E) at Coon Creek, Lot 37, Con 17	Watercourse alteration consisting of the replacement of an existing open footing concrete culvert (Structure E) with a corrugated steel pipe arch culvert at Seip Lane on Coon Creek, road re-alignment and related excavation, filling, and grading.	Watercourse
23-296	Proton	PROTON CON 6 PT LOT 28 RP;16R11298 PART 1	For the construction of your driveway and sewage disposal system.	Regulated Area
23-295	Egremont	263610 Southgate Road 26, Pt Lot 4, Con 22	Construction of a two-story addition and renovations to an existing single-family residence, replacement of a septic system, and related excavation, filling and grading adjacent to Wilder Lake.	Regulated Area
23-294	Huron	Pt Lot 4, Con A	Construction of a dwelling.	Regulated Area
23-293	Carrick	43 Sideroad 15 N, Lot 14 and 15, Con 10	Installation of systematic farm drainage tile with outlet to watercourse and wetland.	Regulated Area
23-292	Kinloss	1242 Bruce Road 1, Lots 4, 45 and 46, Plan 231	Installation of a new raised bed septic system involving a crossing of the Black Creek Municipal Drain and associated excavation, filling and grading.	Regulated Area
23-291	Proton	185075 Grey Road 9, Lots 3 and 4, Con 13	Installation of systematic farm drainage tile with outlet to wetland and associated excavation and grading.	Regulated Area
23-290	Hanover	Saugeen Cedar Heights West Subdivision	To install approximately 1991 metres of new NPS 2-inch natural gas pipeline via open excavation, with related excavation and grading.	Regulated Area
23-289	Kincardine Township	1578 North Line, Lot 4 E Pt Lot 3, Con 3 NDR	To construct a 1008 square-foot attached garage, with related excavation, filling and grading.	Regulated Area
23-288	Brant	190 Concession 2 SDR, Pt Lot 68, Con 2 SDR	To replace a 12-inch diameter, 16-foot long CSP overflow from the existing pond, with an 18-inch diameter, 16-foot long CSP; and install a 6-inch diameter, 377-foot long HDPE tile connection from the existing well to the existing pond; with related excavation, filling and grading.	Regulated Area

Permit #	Location	Address	Proposed Works	Permit Type
23-287	Southampton	45 Island Street	The construction of a 300 square foot addition to the existing shed and associated entrance.	Regulated Area

Prepared by:

[Original Signed by:]

Matt Armstrong

Manager, Environmental Planning and Regulations (Acting)

Approved by:

[Original Signed by:]

Erik Downing

General Manager/Secretary-Treasurer (Acting)

Report #COR-2024-04

Report To: Chair and Directors, Saugeen Valley Conservation Authority
From: Erik Downing, General Manager/Secretary-Treasurer (Acting)
Date: January 19, 2024
Subject: Statutory Administrative Approvals
Purpose: To seek re-affirmation of statutory administrative approvals related to Saugeen Valley Conservation Authority's Health and Safety Policy and Workplace Violence and Harassment Policy as required under the Ministry of Labour's *Occupational Health and Safety Act*.

Recommendation

THAT the Saugeen Valley Conservation Authority Board of Directors re-affirm for 2024 the Health and Safety Policy; and,

FURTHER THAT the Saugeen Valley Conservation Authority Board of Directors re-affirm for 2024 the Workplace Violence, Harassment, and Sexual Harassment Policy.

Background

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

Analysis

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

- 1) Health and Safety Policy

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

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

2) Workplace Violence, Harassment, and Sexual Harassment Policy

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

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

Prepared by:

[Original Signed By]

Erik Downing

General Manager/Secretary-Treasurer (Acting)

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

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



Health and Safety Policy

Intent

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

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

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

Guidelines

Communication

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

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

Responsibilities

Employers will:

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

Managers and supervisors will:

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

Human resources will:

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

Employees will:

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

All staff will:

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

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

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

Reporting Structures

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

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

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

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

Acknowledgment & Agreement

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

Name: _____

Signature: _____

Date: _____

Witness: _____



SVCA Workplace Violence, Harassment, and Sexual Harassment Policies

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Workplace Violence, Harassment, and Sexual Harassment Policy Memo

To: SVCA Staff

From: Jennifer Stephens, General Manager/Secretary-Treasurer

Date: March 15, 2022

Re: Workplace Violence, Harassment, and Sexual Harassment Policy

Saugeen Valley Conservation Authority is committed to building and preserving a safe work environment free from all forms of violence and harassment. Acts of violence or harassment against or by an employee will not be condoned or tolerated. To demonstrate this commitment, the Authority has established a Workplace Violence, Harassment, and Sexual Harassment Policy developed in accordance with the requirements of the *Occupational Health and Safety Act* (OHSA). It is available for all employees to review and can be found digitally on SVCA's Corporate Platform (SharePoint) and on the Health and Safety bulletin boards at each SVCA workplace. In Formosa, the bulletin board is in the locker room beside the entrance door.

Saugeen Valley Conservation Authority will review the Workplace, Violence, Harassment, and Sexual Harassment Policy annually to ensure we are taking all reasonable precautions to protect the health and safety of our employees. If any changes are made to the violence and harassment provisions in the OHSA, the Authority will update this policy and communicate any changes to employees as soon as reasonably possible.

If you have any questions or concerns about violence and harassment in the workplace or our associated policies, please contact me or a member of the SVCA Joint Health and Safety Committee.

Sincerely,

Jennifer Stephens
General Manager / Secretary-Treasurer



Workplace Violence, Harassment, and Sexual Harassment Compliance Statement

Note: This compliance statement is written to comply with the changes to the Occupational Health and Safety Act introduced by Ontario Bill 132: Sexual Violence and Harassment Action Plan Act. These legislative changes came into force on September 8, 2016.

Saugeen Valley Conservation Authority is committed to building and preserving a safe working environment for its employees. In pursuit of this goal, Saugeen Valley Conservation Authority will work to prevent acts of violence, harassment, and sexual harassment on Saugeen Valley Conservation Authority premises, in compliance with the *Occupational Health and Safety Act*.

As such, Saugeen Valley Conservation Authority has adopted policies prohibiting physical or verbal threats (with or without the use of weapons); intimidation; inappropriate comments relating to sex, sexual orientation, gender identity, or gender expression; and violence in the workplace to minimize risk of injury or harm resulting from violence to Saugeen Valley Conservation Authority employees. These policies can be found digitally on SVCA's Corporate Platform (SharePoint) and on the Health and Safety bulletin boards at each SVCA workplace. In Formosa, the bulletin board is in the locker room beside the entrance door.

Saugeen Valley Conservation Authority will conduct an annual violence risk assessment and communicate all findings to our staff. In addition, Saugeen Valley Conservation Authority will provide appropriate training on violence, harassment, and sexual harassment in the workplace to all staff. Saugeen Valley Conservation Authority will fully investigate all incidents or complaints of violence, harassment, or sexual harassment in the workplace and will communicate the results of all investigations to the involved employees. All complaints will be handled with confidentiality, in compliance with the Act.

Saugeen Valley Conservation Authority does not condone domestic violence and will work to assist and protect any staff members who may be subject to domestic violence.

It is also a violation of the Workplace Violence, Harassment, and Sexual Harassment Policy of Saugeen Valley Conservation Authority for anyone to knowingly make a false complaint of harassment or violence, or to provide false information about a complaint. Individuals who violate the Workplace Anti-violence, Harassment, and Sexual Harassment Policy are subject to disciplinary and corrective action, up to and including termination of employment.



Workplace Violence, Harassment, and Sexual Harassment Policy

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

Intent

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

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

Definitions

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

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

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

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

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

Guidelines

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

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

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

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

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

Violence Risk Assessment

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

The following factors will be considered during the assessment:

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

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

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

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

Workplace Violence, Harassment, Sexual Harassment Program

Control Measures and Procedures

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

Reporting Incidents of Workplace Violence, Harassment and Sexual Harassment

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

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

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

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

Immediate Assistance Procedures

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

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

Investigation Procedures

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

The investigation will include:

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

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

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

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

Results of Investigation

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

Control Measures

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

Disciplinary Measures

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

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

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

Domestic Violence

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

Recommendations to Victims

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

The Right to Refuse Unsafe Work

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

Fraudulent or Malicious Complaints

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

Recordkeeping

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

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

Confidentiality

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

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

Policy Review

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

Acknowledgment and Agreement

I, _____, acknowledge that I have read and understand the **Workplace Violence, Harassment and Sexual Harassment Policy** of the Saugeen Valley Conservation Authority. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____



Anti-bullying and Cyberbullying Policy

Intent

Saugeen Valley Conservation Authority is committed to building and preserving a safe, productive, and healthy working environment for its employees based on mutual respect. Employees have the right to work free from harm and bullying in any form, and Saugeen Valley Conservation Authority is dedicated to ensuring employees can complete their duties without fear of bullying or harassment. All employees share in the responsibility to ensure that our workplace is a safe and welcoming place to work. In pursuit of this goal, acts of bullying against or by any employee will not be tolerated.

This policy is not meant to stop free speech or to interfere with everyday interactions. However, what one person finds offensive, others may not. Usually, bullying or harassment can be distinguished from normal, mutually acceptable socializing. It is important to remember it is the perception of the receiver of the potentially offensive message that determines whether something is acceptable or not, be it spoken, a gesture, a picture, or some other form of communication which may be deemed offensive or unwelcome.

Definitions

Bullying: A repeated pattern of behaviour intended to intimidate, offend, degrade, or humiliate a particular group or person. It is also the assertion of power through aggression, targeting the competence level of the person being bullied. Although it can include physical abuse or the threat of abuse, bullying usually causes psychological rather than physical harm.

Cyberbullying: A form of bullying or harassment intended to harm others using an electronic or online medium, such as social media websites, online chat rooms, e-mail, or text messages. Also referred to as online bullying or online harassment.

Harassment: Behaviour that is hostile in nature and intends to degrade an individual or group based on personal attributes like prohibited grounds of discrimination under human rights legislation. It can include physical, verbal, written, graphic, or electronic means.

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

Guidelines

Bullying and Harassment Prohibited

At Saugeen Valley Conservation Authority, employees have the right to work without fear of bullying. Bullying can possibly cause increased absenteeism and turnover, decreased productivity, and illness or injuries due to stress. Saugeen Valley Conservation Authority will not tolerate harassment or bullying in the workplace. Any employee who experiences or witnesses harassment or bullying should report the activity to SVCA's Manager of Corporate Services. All complaints will be taken seriously and investigated appropriately. Employees who submit a report or complaint of harassment or bullying will not be subject to any form of reprisal or retaliation because of the complaint.

Examples of bullying include, but are not limited to:

- Spreading malicious rumours or gossip;
- Using derogatory names towards an employee;
- Intentionally excluding or isolating someone socially;
- Verbal or physical aggression, intimidation, or threats;
- Stealing credit for someone else's work or ideas;
- Making offensive jokes, either verbally or in writing;
- Tampering with personal belongings, work, or workspace;
- Deliberately undermining, belittling, or criticizing a person or their work;
- Constantly changing or removing responsibilities or guidelines without cause;
- Intentionally setting someone up to fail;
- Unwarranted disciplinary action; and
- Purposefully excluding an employee from future promotions.

Examples of cyberbullying include, but are not limited to:

- Sending threatening or damaging messages electronically;
- Spreading rumors through social media or e-mail;
- Electronic sabotage, such as sending viruses;
- Making slanderous remarks about the victim in public discussion areas;
- Impersonating the victim online by sending a controversial or inflammatory message which causes others to respond negatively to the victim;
- Sending offensive graphic material or pornography; or
- Creating a webpage or writing a blog entry that portrays the victim negatively.

Bullying or harassment do not include expressing differences of opinions or offering constructive feedback, guidance, or work-related advice about behaviour. Reasonable action taken by management in relation to the direction of employees, including managing performance, assigning work, and implementing disciplinary actions should not be considered bullying.

Roles and Responsibilities

Employees have a shared responsibility to ensure the workplace is free from harassment and bullying. Employees should report any instances of bullying, whether they were the target of the bullying or witness to the bullying. In all cases, where a complaint of bullying is made in good faith, the employee will not be disciplined or retaliated against in any way. As such, employees are expected to treat others with respect, and contribute to a respectful and safe work environment and report all acts of bullying to management.

Saugeen Valley Conservation Authority will apply appropriate disciplinary actions for all incidents of harassment or bullying.

Management will:

- Promote a respectful and safe working environment;
- Ensure employee adherence to this policy;
- Investigate complaints of bullying or harassment promptly;
- Maintain a confidential file for complaints of harassment or bullying, investigations completed, and actions taken;
- Report the incident to police where appropriate; and
- Apply disciplinary action where appropriate.

Disciplinary Actions

If the findings of the investigation indicate that a violation of this policy has occurred, Saugeen Valley Conservation Authority will administer immediate and appropriate corrective or disciplinary action, up to and including dismissal. Corrective actions will be proportional to the seriousness or repetitiveness of the offence. Verbal or written warnings, training or counselling, monitoring the harasser, suspension, or dismissal may all be appropriate disciplinary actions.

Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand the **Anti-Bullying and Cyberbullying Policy** of Saugeen Valley Conservation Authority. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____



Dealing with Difficult Clients Policy

Intent

Throughout the course of work, Saugeen Valley Conservation Authority employees may experience a variety of individuals facing a range of situations. Saugeen Valley Conservation Authority is dedicated to providing the utmost positive experience to all individuals when they are visiting any of our locations. From time to time, employees may encounter various situations in which individuals pose a threat of harm to themselves or others. This policy has been adopted by Saugeen Valley Conservation Authority to ensure that our employees are provided with a set of guidelines in the event they encounter a hostile or aggressive individual.

Guidelines

Saugeen Valley Conservation Authority has a zero-tolerance policy for violent or harassing behaviour of any kind. Violence can include physical and non-physical actions. What constitutes harassment is at the discretion of the employee who is working with the client, but should generally follow the guidelines in the *Violence and Harassment Policy* of Saugeen Valley Conservation Authority.

The following outlines guidelines which employees should enact at their discretion should they be faced with a situation in which their safety, or the safety of visitors, is threatened.

Dealing with Clients

The following should be utilized with all clients as by doing so it may help to prevent a client from becoming hostile in the first place, or may quickly defuse a situation where a client begins to get angry:

- Greet all clients in a friendly tone and let them know that they are welcome at Saugeen Valley Conservation Authority.
- Give clients your full attention and use active listening skills to ensure they know you are working with them.
- Paraphrase the questions/concerns of clients to show them that you are actively engaged in providing them with assistance.
- If a client's requests are unreasonable, try to reason with him/her and ensure that the client understands Authority policy, and why that policy is in place.

Dealing with Difficult Clients

In the event that a client's behaviour escalates and becomes hostile or violent, the following guidelines should be followed:

Avoid Engaging in Conflict

- Remember that a client may be hostile for a number of reasons so try not to take it personally. It is important to understand that sometimes there may be external factors that create anger or hostility in clients and regardless of the actions that are taken, employees may be unable to make a disgruntled client happy or satisfied.
- Maintain professionalism at all times and do not engage in conflict with clients as this will only make the situation worse and may put other people at risk.
- Use logic and kindness to attempt to get the situation under control.

Determine the Source of Anger

- Ask the client how you can help.
- Work to assist him/her in solving the problem, and let the client know that you are on his/her side.

Determine the Client's Needs

- Determine what the initial issue is/was, what was or can be done, and offer a solution.
- Try to determine what the client needs, and what it is that he/she wants to tell you.
- Be sure to acknowledge the client's anger and, where possible, attempt to alleviate the issue or solve the problem.
- Do not brush off anger or ignore the person as this may lead to increased anger or a client who becomes abusive.

Observe the Client on Approach

- Be observant and pay close attention to clients. In the event that a client is hostile, the client will generally display visible characteristics like clenched fists, a red face, agitated behaviour, etc.
- In the event that you notice a client exhibiting behaviours associated with hostility/anger, prepare yourself for a potential situation, and remain composed and professional.

Relate to the Client

- Try to speak with the client in a way that shows him/her that you understand and can sympathize with the issue, while working with him/her to find an agreeable resolution. (An angry client will generally decrease hostility where he/she recognizes that you are trying to help.)

- Some clients may have very quick mood changes that seem to escalate at extremely rapid rates. Employees are encouraged to be prepared for this possibility with most clients.

Saugeen Valley Conservation Authority Standards

Clients who are exhibiting the following behaviours will be asked to leave:

- Excessive shouting;
- Excessive swearing;
- Any verbally abusive remarks towards staff or other visitors; and/or
- The repeating of behaviours which they have been asked not to perform.

Clients who exhibit the following behaviours will be asked to leave and may be banned from use of Saugeen Valley Conservation Authority's services:

- Being asked to leave on multiple occasions for violating any of the client's behavioural standards outlined above.
- Any kind of physical violence towards anyone on Saugeen Valley Conservation Authority's premises or towards any employee or other clients at any time.
- Any kind of threat of physical violence.
- Willful damage or destruction to Saugeen Valley Conservation Authority property, or employee property.
- Possession of a weapon while on Saugeen Valley Conservation Authority premises.
- The use, possession, sale, manufacture, or dispensation of any illegal drug, alcohol, or paraphernalia associated with either while on Saugeen Valley Conservation Authority premises.

If staff are at a field site and they are subject to clients exhibiting the behaviours outlined above, they should promptly leave the site and advise their Manager or Supervisor of the situation.

General Safety Guidelines for All Employees

- Do not book clients who are known to become aggressive at the end of the day when staff coverage is minimal.
- Aim to meet with clients in proper meeting rooms or spaces that are visible to other staff.

Calling the Police

- If at any point an employee feels that his/her safety, the safety of the client or the safety of other clients is in jeopardy, the police must be called, regardless of the situation.
- The police should also be called if a prior client who has been banned re-enters the facility, or if a client will not leave after being asked.
- If you are not able to call the police with the client present, ask the client to leave the premises and at that point call the police immediately.

- If the client refuses to leave the premises, employees should remove themselves from the situation and use the nearest phone in a safe location to call police.

***Note: Staff working after hours programs are required to have a cell phone with them at all times in the event that an emergency situation occurs, and emergency personnel must be called.**

Acknowledgment and Agreement

I, _____, acknowledge that I have read and understand the ***Dealing with Difficult Clients Policy*** of Saugeen Valley Conservation Authority. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____



Weapons Policy

Intent

Saugeen Valley Conservation Authority is vitally interested in the ongoing health and safety of our employees, as well as that of our clients, visitors, and guests. Saugeen Valley Conservation Authority has adopted this policy to ensure that we minimize the threat of injuries associated with weapons on our premises. As such, possession of a weapon is prohibited while on Authority premises and anywhere else that Authority business is conducted.

Definition

Weapons: firearms, knives, blades, explosives, chemical hazards that cause bodily harm or any other item used with the intent of threatening or injuring another person.

Guidelines

Employee Responsibilities

- Saugeen Valley Conservation Authority employees are strictly prohibited from bringing weapons onto Saugeen Valley Conservation Authority premises.
- Saugeen Valley Conservation Authority employees will be responsible for communicating this policy to our guests, clients and/or visitors to ensure that they are aware of the policy, and the necessity for compliance.
- In the event that a Saugeen Valley Conservation Authority employee encounters a weapon of any sort, he/she is required to notify management immediately.
- In the event that a Saugeen Valley Conservation Authority employee witnesses the use of a weapon, or views a weapon being brandished in a threatening manner, he/she is required to contact management and/or the authorities immediately.

Management Employees

- Saugeen Valley Conservation Authority management employees are required to enforce this policy at all times and ensure the ongoing health and safety of our staff, guests, clients and/or visitors.
- Saugeen Valley Conservation Authority management employees who become

aware of the presence of weapons as advised by any guest, client and/or visitor are required to ensure that the owner is made aware of the weapons policy of Saugeen Valley Conservation Authority. As such, they will be required to remove the weapon from the premises.

- Saugeen Valley Conservation Authority management employees will be responsible for communicating this policy to our staff, guests, clients and/or visitors to ensure that they are aware of the policy, and the necessity for compliance.
- Saugeen Valley Conservation Authority management employees will be responsible for taking the appropriate measures in the event of any failure to comply with this policy, including the removal of staff, clients, guests and/or visitors, or depending on the severity of the violation, contact the authorities, and potentially implement the Saugeen Valley Conservation Authority Lock Down Policy, and/or evacuation of staff, guests and/or visitors in compliance with the Saugeen Valley Conservation Authority Evacuation Plan.

Guests, Clients and/or Visitors

- Weapons of any sort are prohibited on Saugeen Valley Conservation Authority premises by guests, clients and/or visitors.
- Any and all weapons that have been brought to Saugeen Valley Conservation Authority premises must be removed immediately.
- Guests, clients and visitors are strictly prohibited from brandishing, firing or displaying weapons on Saugeen Valley Conservation Authority premises.
- In the event that any guest, client or visitor is found to have been in violation of these terms and conditions, he/she will be asked to leave the premises, or depending on the severity of the violation, Saugeen Valley Conservation Authority may contact the appropriate authorities.

Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand the **Weapons Policy** of Saugeen Valley Conservation Authority. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face corrective action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____



Domestic Violence Safety Plan

Intent

Domestic violence can have serious and even lethal consequences. Behaviours such as emotional and psychological intimidation and harassment can be disruptive and harmful to the victim and can quickly turn into physical violence.

Stalking has been identified as one of the primary risk factors for attempted and actual murder of female partners in intimate relationships. Recent separation is also an important red flag as many deaths related to domestic violence in Ontario occurred when the relationship was ending or following separation.

Setting-Up the Plan

- It is important to deal with each situation on a case-by-case basis, taking into account the needs of the individuals involved.
- The plan outlines increased safety measures and should be created with the individual involved.

<u>NAME:</u>	<u>DATE:</u>
<u>LOCATION:</u>	
<u>AGGRESSOR'S (FULL NAME):</u>	
<u>ADDRESS:</u>	
<u>CURRENT RELATIONSHIP STATUS:</u>	
<u>DESCRIPTION & PHOTO:</u>	
<u>AGGRESSOR'S patterns of behaviour and high risk times (e.g. free hours):</u>	

<u>CURRENT PROGRAM(S) or WORKING DAYS & HOURS:</u>	
(a)Would switching programs or changing your work schedule help? <u>If yes, please indicate new program or schedule:</u>	YES NO
(b)How do you normally arrive? (bus, walking, car, etc.) <u>If you drive, where do you park and do you have a permit?</u>	
(c)Would finding a new method to work help (including a new parking spot)? <u>If yes, please indicate new method and/or parking spot:</u>	YES NO
(d)Would having someone escort you to your car or public transportation help? <u>If yes, please indicate plan:</u>	YES NO
(e) If the aggressor shows up, how would you suggest handling the situation? <ul style="list-style-type: none"> <input type="radio"/> Call the police <input type="radio"/> Say that I am unavaiable or not here <input type="radio"/> Ask him/her to leave the building <input type="radio"/> Other: 	
(f)If it's possible, would you like to have his/her phone number and email blocked? <u>If yes, please include information:</u>	YES NO
(g)Do you believe that he/she would be violent to others or cause a scene in order to see you? <u>If yes, please describe some of his/her behaviour and/or concerns you have :</u>	YES NO
Would you like to attach any records to keep as evidence? (emails, voicemails) <u>If yes, please indicate and attach:</u>	YES NO

Additional Safety

Who can we contact in case of emergency? (name & phone number)

If you are in danger, what code word can you use to ask for help?

Additional Support

Safety plans look at the steps that can be taken at different points in time or in various situations (when at work, while living with the aggressor, getting ready to leave, leaving, afterwards, protecting children and family pets). Creating a safety plan requires experience in risk and threat assessments, so you may want to connect with services in your community to get additional expert help.

- **Local Shelters**
- **Assaulted Women's Helpline 1-866-863-0511** They offer anonymous and confidential crisis support for abused women in Ontario in 1554 languages.
- **Shelternet at www.shelternet.ca or 1-416-642-5463** They provide information for abused individuals, their family, friends and colleagues on a variety of topics, including finding shelter and safety planning.

Privacy

Saugeen Valley Conservation Authority has the duty to take every precaution reasonable to protect workers and that responsibility might outweigh the need for complete privacy.

We can ensure that all communication will happen on a "need to know" basis and that it will be done with the highest level of respect and confidentiality.

If it is determined that some information needs to be shared, we will make every effort to first discuss with you:

- **Who needs to be informed and why**
- **What information will be communicated**
- **The expectations for confidentiality**
- **Consequences if confidentiality is breached**

Changes

If at any time you would like to update or change the safety plan please notify the Joint Health and Safety Committee.



Workplace Violence and Harassment Risk Assessment Form

The fundamental principle of a Health and Safety Program is to reduce the danger of injury, disease and violence to employees. In an effort to reduce the incidents of violence and harassment in the workplace, new legislation is being introduced across Canada. In order to conduct a thorough Risk Assessment you should complete this Risk Assessment Form in the most comprehensive manner. Hazard identification is crucial in the workplace.

Once the Risk Assessment has been completed, the committee or a health and safety representative, if any, must be advised of the results of the assessment, and provided a copy if the assessment is in writing. Then the risks must be mitigated by developing policies and programs and facilitating worker and management training.

Conducting Risk Assessment

Step 1 – Documentation review

The first step in your Risk Assessment process will be a review of your organization's policies, procedures, worker training records and past incident reports. Reviewing this information will allow you to uncover potential risks, and valuable insight to be used when developing or adjusting your current policies and training.

Step 2 – Workplace audit

Determine the Risks Associated - Similar Workplaces

It is imperative that when conducting your Risk Assessment you consider similar workplaces. When thinking of comparable workplaces you must think of similar duties, products, services, suppliers, environments and customers.

Determine the Risks Associated - Specific Workplace

Once you have been able to gather an exhaustive list of potential risks associated with similar workplaces, you can determine the risks that are specific to your workplace. Do remember to consider incidents that have almost escalated to violence, even if they are far between.

Determine any other prescribed elements that could be Risk factors

Take into consideration any other elements that could arise, such as special and

annual events, special assignments, and cross training.

Step 3 – Employee survey and/or interviews

One powerful step in completing a thorough risk assessment is gathering information from your employees. They will be an excellent source of specific information, since they will have firsthand experiences and incidents to draw from. Use this information when completing the ranking, probability and consequences of the risks assessed.

Rank the Exposure

1 = Unlikely: A person is exposed to the hazard 1x per job or project

2 = Occasionally: A person is exposed to the hazard 2 x per job or project

3 = Often: A person is exposed to the hazard more than 3x to 5x per job or project

4 = Frequently: A person is exposed to the hazard 5 or more times per job or project

5 = Continuous: A person is exposed to the hazard continually

Determine the Probability of Occurrence

1 = Unlikely to occur

2 = Some chance

3 = Could occur

4 = Good chance

5 = Will occur if left unattended

Determine Potential Consequences

1 = Insignificant: a person receives a very minor injury, no damage to property

2 = First aid or minor property damage: a person administers first aid to self

3 = Injury results in lost time, seeking medical help or significant property damage

4 = Injury results in permanent disability, serious health effects or property damage

5 = Injury results in a fatality, or there is major property damage

Add the Numbers to Determine a Total Risk Rating

Serious (11 – 15) means the hazard must be attended to immediately, prior to the commencement of the job. Controls must be put into place. A safe job procedure must be in place prior to the commencement of the job.

Moderate (6 – 10) means the hazard requires attention. Controls should be put into place. A

safe work procedure should be in place prior to the commencement of the job, but could be attended to once the job has commenced. Employees must be aware of the hazard. The safe work procedure must be in place prior to the completion of the job.

Low (3 – 5) means the hazard requires monitoring. Controls are recommended. A safe work procedure is recommended.

Hazard Controls

Depending on the risk rating, if the hazard cannot be eliminated, then controls must be implemented to reduce the risk.

There are three types of controls: Engineering, Administrative and Personal Protective Equipment (PPE). Some examples of the controls include:

Engineering Controls

- Design of a workplace
- Isolation/enclosure
- Implementation of Security Measures including surveillance and/or access cards

Administrative Controls

- Policies and procedures
- Training
- Organizing and planning work
- Rotation of workers
- Safety plan/procedure

Personal Protective Equipment (PPE)

- Access to alarms
- Communication devices

Violence Assessment Form

This Form must be completed in accordance with the established guidelines for hazard identification and assessment.

Description of work area:	Assessment performed by: Name: _____ Signature: _____	Date:
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Description of Hazard (condition/circumstance)	Exposure (1 –5)	Probability (1 – 5)	Consequences (1 – 5)	Total	Rating	Controls (EC/AC/PPE)



Violence Incident Report Form

This form is to be completed in the event of any incident of violence that takes place on Saugeen Valley Conservation Authority premises, and may include threats of violence, bullying, and physical violence. The form should be submitted to the Manager, Corporate Services.

1. Name of complainant: _____

2. Address: _____

3. Location of Incident: _____

4. Person(s) accused of perpetrating a violent incident, or making threats of violence (respondent): _____

5. Nature of the allegations:

6. Date(s), time(s) and place(s) where the incident(s) took place:

7. Did anyone witness the incident?

yes

no

If yes:

a) Name(s) of witness(es):

b) Description of the respective role(s) played by witnesses in the incident:

8. What actions did you take in response to the incident?

9. If applicable, describe any incident that took place previously.

I am filing this complaint because I honestly believe that _____ has committed an act of violence.

I hereby certify that to the best of my knowledge the above-mentioned information is true, accurate and complete. Making false or frivolous allegations is in violation of the Saugeen Valley Conservation Authority Workplace Violence policy and is subject to disciplinary sanctions.

Furthermore, I realize that an inquiry will be initiated once this report has been filed.

Signature of the complainant Date
or his/her parents/legal guardians

Form Received By: _____ Date:

Time:



Harassment Complaint Form

This form is to be completed in the event of any incident of harassment that takes place within the Saugeen Valley Conservation Authority workplace.

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

Name of Complainant:				
Person suspected of harassment (respondent):				
Nature of the allegations				
Incident	Date	Time	Place	
Did anyone witness the incident?				YES / NO
If YES				

Description of their respective role in the incident:	
How did you (complainant) react to the harassment?	
If applicable, describe any incident that took place previously:	
Are you concerned for your safety while working with the respondent?	
What do you feel would be the most appropriate resolution?	

The information on this form will only be disclosed to those required to know for the purposes of an investigation. In order to maintain confidentiality and ensure a fair investigation is conducted, employees filing a complaint are asked to refrain from discussing their complaint with those not directly involved in the investigation.

Acknowledgement

I, _____, hereby certify that to the best of my knowledge the abovementioned information is true, accurate and complete. I understand that making false or frivolous allegations is in violation of Saugeen Valley Conservation Authority's (insert name of policy) policy and in doing so I understand I may be subject to disciplinary action up to and including termination of employment.

Signature of the complainant

Date

Form Received By: _____ Date:



Acknowledgement of Complaint Letter (Violence or Harassment)

Note: The Ontario Occupational Health and Safety Act (OHSA) requires employers to complete workplace investigations in the event of a workplace harassment or workplace sexual harassment complaint within 90 days of the date the complaint was filed. Depending on the complexity of the complaint, and the individuals involved, the Authority may wish to consider an external investigator, particularly if they are getting close to the 90-day timeline.

(Date)

(Recipient name)

(Title)

(Department)

(Phone number, e-mail address)

Saugeen Valley Conservation Authority

Dear (Employee name),

This letter confirms that your complaint regarding a recent incident of (Insert appropriate violence or harassment) has been received by the Authority. Saugeen Valley Conservation Authority will be investigating the aforesaid allegations.

The Authority's investigation will adhere to the process detailed in the company's violence and harassment policy. Throughout the investigation, confidentiality will be of the utmost importance and must be maintained by all parties involved. Saugeen Valley Conservation Authority will do everything it can to protect the privacy of the individuals involved and to ensure that both complainant and respondent are treated fairly and respectfully.

Upon the completion of the Authority's investigation, a decision will be made, and the outcome will be communicated in writing to all applicable parties.

Note: There is no requirement under the Ontario OHSA or Human Rights Code to provide a full copy of an investigation report, or any investigation materials, to the parties involved in a complaint (complainant or respondent). While communication of the investigation outcome is required, the full report is Authority property and does not have to be provided.

For further information about the investigation process, please contact (Contact name) at (Insert phone number).

Sincerely,

(Signature)

(Name)

(Position, title, and department)



Workplace Violence and Harassment Investigation Checklist

Note to client: *This checklist has been designed to assist employers with investigating claims or acts of violence in the workplace. It is for planning purposes only. Following the steps below helps ensure you complete a thorough investigation and decide what course of action to take, if any.*

Action	Steps to take	Complete
Obtain a description of the incident	<ul style="list-style-type: none"> • Obtain a written statement from the complainant and ask them to provide as much detail as they are comfortable providing, including the names of any witnesses and the respondent. • Listen to the employee and allow them time to provide a full account of the incident. • Treat the matter seriously. Maintain a professional attitude; avoid making any judgements or comments that deflect the seriousness of the accusation. • Provide a written acknowledgement of the complaint to the employee. • Ensure that the employee is free from retaliation as a result of their coming forward. • Ask the employee how they would like to see the problem resolved and whether there is a resolution that can be reached. • Inform the employee that they may file a complaint with the authorities if they choose. 	<input type="checkbox"/>
Investigating the incident	<ul style="list-style-type: none"> • Treat and investigate all claims seriously. • Contact the authorities or legal assistance if it appears that the situation may require legal action. • Choose an appropriate, unbiased investigator who has no personal relationship with any parties involved. • Conduct the investigation immediately after learning of the complaint. Ensure the investigation is completed by specific timelines required by legislation. • Remain impartial, focus on generalities, and never offer any personal opinions or say anything to compromise 	<input type="checkbox"/>

	<p>the investigation.</p> <ul style="list-style-type: none"> • <i>If conducting the investigation internally or personally:</i> Prepare interview questions that elicit as much information as possible and interview the respondent and any witnesses identified. • Strictly adhere to the process detailed in the Authority’s violence and harassment policy. • Review any previous incidents, claims, or investigations of workplace violence involving the complainant or respondent. • If more than one allegation has been made, handle each one separately. • Document all information appropriately. 	
Confidentiality	<ul style="list-style-type: none"> • Ensure that the complaint, investigation, and all information gathered remain confidential to the extent possible for the investigation. • Do not promise absolute confidentiality, as some information may need to be revealed to the complainant and respondent. • Information should be shared only where necessary, on a need-to-know basis, with appropriate parties. Limit who has access to information and inform them of the need to keep information confidential. • To avoid defamation liability, never use the situation or the results as an example to others or as a training tool. 	<input type="checkbox"/>
Interview the complainant	<ul style="list-style-type: none"> • Obtain a full written account of the incident, including a timeline of events and people involved or witnesses, and document all details provided. • Determine possible effects on the complainant, and assess the need for further support, medical care, psychological support, or accommodations while dealing with the incident. • Explain the seriousness of workplace violence accusations, and that a thorough investigation will be conducted before reaching any conclusion or corrective action. • Assure the complainant that they will not be retaliated against for making the complaint. • Determine whether it was an isolated incident or if a pattern of previous episodes exists. • Avoid making any statements about the respondent’s character, job performance, or personal life. 	<input type="checkbox"/>

Interview the respondent	<ul style="list-style-type: none"> • Inform the respondent of the complaint and allegation against them. • Allow the respondent to tell their side of the situation. • Remain neutral, professional, and do not use harsh interrogation tactics. • Obtain a detailed written statement from the respondent. • Document the areas of disagreement between the testimonies provided by both parties. • Identify any personal and reporting relationships, or hierarchy structures between the respondent and the complainant. • If the respondent is in a leadership role, indicate their job title, obtain a copy of their job description, and • determine their specific duties at the time of the alleged harassment. 	□
Interview witnesses	<ul style="list-style-type: none"> • Obtain from any witnesses written statements that either support or deny any of the allegations made. • Assure all witnesses that their cooperation is important, their testimony is confidential, and they will not be retaliated against for testifying. • Clarify any discrepancies among accounts from witnesses, the complainant, and the respondent. 	□

Resolve the complaint	<ul style="list-style-type: none"> • Review all documented accounts, interviews, and any information associated with the incident to prepare for a resolution. • Ensure the decision is strictly based on facts and not personal opinion or emotion. • Provide a written letter communicating the results of the investigation and actions taken to both the complainant and the respondent. <i>Note that only the results and action taken should be communicated in a summary letter. The full investigation report is confidential Authority property.</i> Ensure both parties understand the resolution. Even if they are not in agreement, they must acknowledge they are aware. • If the complainant requires or requests a transfer, obtain their consent, and ensure that it does not negatively affect their employment. • Where disciplinary action is required, determine the level of discipline based on the severity of the incident, previous action taken in similar circumstances, the employee's previous history, and the frequency. Any forms of discipline short of termination should follow Authority policy on discipline and be accompanied by a written warning stating that any reoccurrence of misconduct may result in immediate dismissal. If no discipline is imposed, document the rationale. 	□
After the resolution	<ul style="list-style-type: none"> • Review and revise workplace violence policies where needed. • Communicate the Authority workplace violence policy to all employees. • Provide counselling where appropriate. • Ensure all employees have received training on workplace violence. • Conduct a violence risk assessment to determine the likelihood of an incident occurring again and implement any necessary procedures or precautions to prevent similar incidents from occurring. • Carefully and fully document a final report that summarizes the investigation, parties involved, findings of the investigation, the discipline imposed, issues that were not resolved, and any remedial or preventive steps taken. 	□



Sexual Harassment Investigation Checklist

Note to client: This checklist is designed to help employers investigate claims of sexual harassment in the workplace. It is for planning purposes only. Following the steps below will help you complete a thorough investigation and determine what course of action to take, if any.

Action	Steps to take	Complete
Obtain a description of the incident	<ul style="list-style-type: none"> • Obtain a written statement from the complainant and ask them to provide as much detail as they are comfortable providing, including the names of any witnesses and the respondent. • Listen to the employee and allow them time to provide a full account of the incident. • Treat the matter seriously. Maintain a professional attitude, avoid making any judgements or comments that downplay the seriousness of the accusation. • Provide a written acknowledgement of the complaint to the employee. • Ask the employee how they would like to see the problem resolved and whether there is a resolution that can be reached. • Ensure that the employee is free from retaliation as a result of their coming forward. • Inform the employee that they may file a complaint with the authorities if they choose to. 	<input type="checkbox"/>
Confidentiality	<ul style="list-style-type: none"> • Ensure that the complaint, investigation, and all information gathered remain confidential to the extent possible for the investigation. • Do not promise absolute confidentiality, as some information may need to be revealed to the complainant and respondent. • Information should be shared only where necessary, on a need to know basis, with appropriate parties. Limit who has access to information and inform them of the need to keep information confidential. • To avoid defamation liability, never use the situation or 	<input type="checkbox"/>

	the results as an example to others or as a training tool.	
Investigate the incident	<ul style="list-style-type: none"> • Treat and investigate all claims seriously. • Choose an appropriate, unbiased investigator who has no personal relationship with any parties involved. • Conduct the investigation immediately after learning of the complaint. Ensure investigation is completed within any specific timelines required by legislation. • Contact the authorities or legal assistance if it appears that the situation may require legal action. • Remain impartial, focus on generalities, and never offer any personal opinions or say anything to compromise the investigation. • <i>If conducting the investigation internally or personally:</i> Prepare interview questions that elicit as much information as possible and interview the respondent and any witnesses identified. • Strictly adhere to the process detailed in the Authority's sexual harassment policy. • Review any previous incidents, claims, or investigations of sexual harassment involving the complainant or respondent. • If more than one allegation has been made, handle each one separately. • Document all information appropriately. 	<input type="checkbox"/>
Interview the complainant	<ul style="list-style-type: none"> • Obtain a full written account of the incident and timeline of events, and document all details provided. • Determine possible effects on the complainant, and assess the need for further support, medical care, psychological support, or accommodations while dealing with the incident. • Explain the seriousness of a sexual harassment accusation, and that a thorough investigation will be conducted before reaching any conclusion or corrective action. • Assure the complainant that they will not be retaliated against for making the complaint. • Determine whether it was an isolated incident or if a pattern of previous episodes exists. • Avoid making any statements about the respondent's character, job performance, or personal life. 	<input type="checkbox"/>

Interview the respondent	<ul style="list-style-type: none"> • Inform the respondent of the complaint and allegation against them. • Allow them to respond to the situation. • Remain neutral, professional, and do not use harsh interrogation tactics. • Obtain a detailed written statement from the respondent. • Document the areas of disagreement between the testimonies provided by both parties. • Identify any personal and reporting relationships, or hierarchy structures between the respondent and the complainant. • If the respondent is in a leadership role, indicate their job title, obtain a copy of their job description, and determine their specific duties at the time of the alleged harassment. 	□
Interview witnesses	<ul style="list-style-type: none"> • Obtain from any witnesses written statements that either support or deny any of the allegations made. • Assure all witnesses that their cooperation is important, their testimony is confidential, and they will not be retaliated against for testifying. • Clarify any discrepancies among the responses of witnesses, the complainant, and the respondent. 	□
Resolve the complaint	<ul style="list-style-type: none"> • Review all documented accounts, interviews, and any information associated with the incident to prepare for a final resolution. • Ensure the decision is strictly based on facts and not personal opinion or emotion. • Provide a written letter communicating the results of the investigation and actions taken to both the complainant and the respondent. <i>Note that only the results and action taken should be communicated in a summary letter. The full investigation report is confidential Authority property.</i> • Ensure both parties understand the resolution. Even if they are not in agreement, they must acknowledge they are aware. • If the complainant requires or requests a transfer, obtain their consent, and ensure that it does not negatively affect their employment. • Where disciplinary action is required, determine the level of discipline based on the severity of the incident, previous action taken in similar circumstances, the employee's previous history, and the frequency. 	□

	<ul style="list-style-type: none"> • Any forms of discipline short of termination should follow Authority policy on discipline and be accompanied by a written warning stating that any reoccurrence of misconduct may result in immediate dismissal. • If no discipline is imposed, document the rationale. 	
After the resolution	<ul style="list-style-type: none"> • Review and revise any workplace sexual harassment policies as needed. • Communicate the Authority sexual harassment policy to employees. • Provide counseling where appropriate. • Provide employees with sexual harassment training. • Carefully and fully document a final report that summarizes the investigation, parties involved, findings of the investigation, the discipline imposed, issues that were not resolved, and any remedial or preventive steps taken. 	□



Harassment Investigative Interview Questions

Intent

Harassment can have serious consequences. Behaviours such as emotional and psychological intimidation and harassment can be disruptive and harmful to the victim and can quickly turn into physical violence. This document has been created to outline best practices and provide some helpful questions to ask while interviewing an employee about potential harassment. Employees who come forward with allegations of harassment must not face any form of reprisal if they have done so in good faith.

Best Practices

- The conversation with the employee should be held with SVCA's Manager of Corporate Services and a manager or supervisor with whom the individual is comfortable.
- Be sure to hold the conversation in a private area to maintain confidentiality and be respectful of the employee's privacy.
- Take a supportive approach.
- Assure the individual that you are available to talk anytime, and that support is available.
- The Authority has an Employee Assistance Program; be sure to discuss the available benefits and provide the information to the employee so that they can contact your provider if they choose to do so.
- If the employee discloses that there has been an incident of harassment, be sure to fully investigate the claims.

Interview the Complainant

- Obtain a full account of the incident, and document all details provided.
- Determine any potential pattern involved, or if the incident was a singular occurrence.
- Determine if the incident was influenced by any contextual factors.
- Identify any reporting relationships or hierarchical structures that may have influenced the incident.

- Determine a timeline of events associated with the incident, what the job duties of each party were at the time of the incident, and what their expected locations were.
- Examine the potential of a charge made under false pretenses, and any motivating factors that may be involved. Work to rule out these potential elements.
- Inform the complainant that a thorough investigation will take place.
- Obtain a written, signed, and dated statement from the complainant.
- Ensure that the employee is free from retaliation as a result of their coming forward.

Interview the Respondent

- Describe the details of the accusation and ask for clarification on any discrepancies between the two stories.
- Identify any reporting relationships, or hierarchical structures that exist between the parties.
- Determine a timeline of events associated with the incident, what the job duties of each party were at the time of the incident, and what their expected locations were.
- Determine any potential for retaliation or reprisal and inform the accused that this would be unacceptable.
- Document all pertinent details of the interview, including observations of behaviour displayed and their account of the incident.

Interview Witnesses

- Obtain written, dated, and signed statements from any witnesses.
- Ensure that the employee is free from retaliation as a result of their coming forward.

Interview Questions

1. Where and when did the incident occur?

2. Who was involved in the incident?

3. What happened before the incident occurred?

4. What happened during the incident?

5. Did anyone else witness the incident? If so, please provide their names.

6. If the incident was witnessed by someone else, what was their role in the incident?

7. How did you react to the incident?

8. If applicable, describe any previous incidents.

9. Is there anyone else who may have relevant information regarding this?

10. Have you talked to anyone about the incident? If so, please provide their names. What did you tell them?

11. How would you like to see the situation resolved?

12. Is there anything else you want to tell me that I haven't asked you about?

Follow-Up

Harassment investigations are fluid and follow-up interviews may be required if additional clarification is necessary. Before concluding the initial interview with the interviewee, ensure that the individual is aware that they may be asked to provide additional information as necessary to support your investigation later in the process.



Harassment Complaint Findings Report

This report details the findings of a workplace harassment complaint. All findings are confidential, unless requested by any authorities as the subject of an investigation.

This report will not be publicized and is intended as an internal document. Saugeen Valley Conservation Authority will retain this information per statutory guidelines.

This report will not contain any personal opinions or judgments of the investigative team, but a summary of the facts as they were presented.

Background

Name(s) of Investigator(s):
Name(s) of Complainant(s):
Name(s) of Respondent(s):
Name(s) of Witness(es):
Date(s) of Occurrence:
Basic Summary of Complaint:

List of Statements (from all parties) to be included in the Report

1.
2.
3.

Additional Evidence Gathered

1.
2.
3.

Summary of Findings

--

Authorities Contacted (if Applicable)

Name of Authority:	Contact # of Authority:

Resolution of Complaint

--

Background

Name(s) of Investigator(s):
Name(s) of Complainant(s):
Name(s) of Respondent(s):
Name(s) of Witness(es):
Date(s) of Occurrence:
Basic Summary of Complaint:

List of Statements (from all parties) to be included in the Report

1.
2.
3.

Additional Evidence Gathered

1.
2.
3.

Summary of Findings

--

Authorities Contacted (if Applicable)

Name of Authority:	Contact # of Authority:

Resolution of Complaint

In this section, investigators are to detail what workplace actions (if any) were taken to resolve the issue. This may include any suspensions during the investigation; any employee transfers made as a result of the complaint; and whether or not the complaint resulted in a termination or resignation.



Violence, Harassment, or Sexual Harassment Investigation Letter (Complainant – Complaint Validated)

(Date)

(Recipient Name)

(Title)

(Department)

(Phone Number, Email Address)

Saugeen Valley Conservation Authority

Dear (Recipient Name),

Upon review of the (violence/harassment/sexual harassment) complaint you filed on (Insert Date) with (Insert Name of Appropriate Authority), in which (Insert Name of Respondent) was the Respondent, Saugeen Valley Conservation Authority conducted a thorough investigation of the available information and determined that your complaint was well-founded. This letter is intended to provide you with the results of the investigation and to update you on corrective or disciplinary action that has or will be taken to remedy the situation.

All information collected during the investigation is strictly confidential. Saugeen Valley Conservation Authority takes all reasonable precautions to protect the personal information of all parties involved. Saugeen Valley Conservation Authority safeguards all information collected over the course of the investigation in accordance with our violence, harassment, and sexual harassment program. Additionally, it is your responsibility to limit disclosure or discussion of the investigation and the information collected during the investigation to those parties directly involved in the investigation.

Please find attached to this letter the following documents, which are provided strictly for the purposes of disclosing to you the outcome of the investigation and are not to be

copied, distributed, or communicated to any parties not directly involved in the investigation (List Attached Documents):

- Complaint Investigation Form
- Harassment Complaint Findings Report
- Violence Investigation Follow-Up Form
- Violence Incident Report Form

As a result of the findings of the investigation, the following (disciplinary action/corrective action/action) has been or will be taken:

(Provide a Brief Summary of Action Taken)

If you have any concerns regarding the investigation, the action taken, or any further issues relating to the complaint, please do not hesitate to contact (Insert Appropriate Authority). Saugeen Valley Conservation Authority will take all reasonable action to ensure that your safety is protected.

Thank you for your cooperation in this matter and for helping us to ensure that we maintain a safe workplace environment. We will proactively work to ensure that a similar incident does not occur again.

Sincerely,

(Signature)

(Name)

(Position, Title, and Department)



Violence, Harassment, or Sexual Harassment Investigation Letter (Complainant – Complaint Dismissed)

(Date)

(Recipient Name)

(Title)

(Department)

(Phone Number, Email Address)

Saugeen Valley Conservation Authority

Dear (Recipient Name),

Upon review of the (violence/harassment/sexual harassment) complaint you filed on (Insert Date) with (Insert Name of Appropriate Authority), in which (Insert Name of Respondent) was the Respondent, Saugeen Valley Conservation Authority conducted a thorough investigation of the available information and determined that the situation in question did not constitute (violence/harassment/sexual harassment). As a result, your complaint has been dismissed and will not be investigated further unless additional information is presented that has the potential to influence the conclusions drawn by the investigation. This letter is intended to provide you with the results of the investigation.

Your complaint was dismissed due to (State reason for dismissal of complaint, e.g., action was a legitimate exercise of management authority, Respondent could not reasonably have known that the action was unwanted, hurtful, or offensive). The decision to dismiss your complaint took into consideration the violence, harassment, and sexual harassment policies of Saugeen Valley Conservation Authority and all applicable legislation.

All information collected during the course of the investigation is strictly confidential. Saugeen Valley Conservation Authority takes all reasonable precautions to protect the personal information of all parties involved. Saugeen Valley Conservation Authority safeguards all information collected over the course of the investigation in accordance with our violence, harassment, and sexual harassment program. Additionally, it is your

responsibility to limit disclosure or discussion of the investigation and the information collected during the investigation to those parties directly involved in the investigation.

Please find attached to this letter the following documents, which are provided strictly for the purposes of disclosing to you the outcome of the investigation and are not to be copied, distributed, or communicated to any parties not directly involved in the investigation (List Attached Documents):

- Complaint Investigation Form
- Harassment Complaint Findings Report
- Violence Investigation Follow-Up Form
- Violence Incident Report Form

Choose:

As a result of the findings of the investigation, no (disciplinary action/corrective action) has or will be taken.

OR

Although the investigation did not reveal any contraventions of the *Occupational Health and Safety Act*, it has been determined that additional action is required. As such, the following (disciplinary action/corrective action) will be taken: (Describe disciplinary or corrective action).

If you have any additional information pertaining to your complaint that was not considered during the course of the investigation and which may affect the conclusions drawn by the investigation, please communicate it to (Insert Appropriate Authority) so that it may be assessed. Information that was already disclosed during the course of the investigation will not be re-evaluated.

If you have any concerns regarding the investigation or any further issues relating to the complaint, please do not hesitate to contact (Insert Appropriate Authority). Saugeen Valley Conservation Authority will take all reasonable action to ensure that your safety is protected.

Thank you for your cooperation in this matter and for helping us to ensure that we maintain a safe workplace environment.

Sincerely,

(Signature)

(Name)

(Position, Title, and Department)



Violence, Harassment, or Sexual Harassment Investigation Letter (Respondent – Complaint Validated)

(Date)

(Recipient Name)

(Title)

(Department)

(Phone Number, Email Address)

Saugeen Valley Conservation Authority

Dear (Recipient Name),

Upon review of the (violence/harassment/sexual harassment) complaint that was filed by (Insert Name of Complainant) on (Insert Date) with (Insert Name of Appropriate Authority), in which you were the Respondent, Saugeen Valley Conservation Authority conducted a thorough investigation of the available information and determined that the complaint was well-founded. This letter is intended to provide you with the results of the investigation and to update you on corrective or disciplinary action that has or will be taken to remedy the situation.

The complaint made against you was determined to be well-founded due to (State reason for decision, e.g., the action should have reasonably known to be inappropriate). The decision in this case took into consideration the violence, harassment, and sexual harassment policies of Saugeen Valley Conservation Authority and all applicable legislation.

All information collected during the investigation is strictly confidential. Saugeen Valley Conservation Authority takes all reasonable precautions to protect the personal information of all parties involved. Saugeen Valley Conservation Authority safeguards all information collected over the course of the investigation in accordance with our violence, harassment, and sexual harassment program. Additionally, it is your responsibility to limit disclosure or discussion of the investigation and the information

collected during the investigation to those parties directly involved in the investigation.

Please find attached to this letter the following documents, which are provided strictly for the purposes of disclosing to you the outcome of the investigation and are not to be copied, distributed, or communicated to any parties not directly involved in the investigation (List Attached Documents):

- Complaint Investigation Form
- Harassment Complaint Findings Report
- Violence Investigation Follow-Up Form
- Violence Incident Report Form

As a result of the findings of the investigation, the following (disciplinary action/corrective action/action) has been or will be taken:

(Provide a Brief Summary of Action Taken)

If you have any concerns regarding the investigation, the action taken, or any further issues relating to the complaint, please do not hesitate to contact (Insert Appropriate Authority).

Thank you for your cooperation in this matter.

Sincerely,

(Signature)

(Name)

(Position, Title, and Department)



Violence, Harassment, or Sexual Harassment Investigation Letter (Respondent – Complaint Dismissed)

(Date)

(Recipient Name)

(Title)

(Department)

(Phone Number, Email Address)

Saugeen Valley Conservation Authority

Dear (Recipient Name),

Upon review of the (violence/harassment/sexual harassment) complaint filed by (Insert Complainant Name) on (Insert Date) with (Insert Name of Appropriate Authority), in which you were named as the Respondent, Saugeen Valley Conservation Authority conducted a thorough investigation of the available information and determined that the situation in question did not constitute (violence/harassment/sexual harassment). As a result, the complaint has been dismissed and will not be investigated further unless additional information is presented that has the potential to influence the conclusions drawn by the investigation. This letter is intended to provide you with the results of the investigation.

The complaint was dismissed due to (State reason for dismissal of complaint, e.g., action was a legitimate exercise of management authority, Respondent could not reasonably have known that the action was unwanted, hurtful, or offensive). The decision to dismiss the complaint against you took into consideration the violence, harassment, and sexual harassment policies of Saugeen Valley Conservation Authority and all applicable legislation.

All information collected during the investigation is strictly confidential. Saugeen Valley Conservation Authority takes all reasonable precautions to protect the personal information of all parties involved. Saugeen Valley Conservation Authority safeguards all information collected over the course of the investigation in accordance with our violence, harassment, and sexual harassment program. Additionally, it is your responsibility to limit disclosure or discussion of the investigation and the information

collected during the investigation to those parties directly involved in the investigation.

Please find attached to this letter the following documents, which are provided strictly for the purposes of disclosing to you the outcome of the investigation and are not to be copied, distributed, or communicated to any parties not directly involved in the investigation (List Attached Documents):

- Complaint Investigation Form
- Harassment Complaint Findings Report
- Violence Investigation Follow-Up Form
- Violence Incident Report Form

Choose:

As a result of the findings of the investigation, no (disciplinary action/corrective action) has or will be taken against you.

OR

Although the investigation did not reveal any contraventions of the *Occupational Health and Safety Act*, it has been determined that additional action is required. As such, the following (disciplinary action/corrective action) will be taken: (Describe disciplinary or corrective action).

If you have any concerns regarding the investigation or any further issues relating to the complaint, please do not hesitate to contact (Insert Appropriate Authority).

Thank you for your cooperation in this matter.

Sincerely,

(Signature)

(Name)

(Position, Title, and Department)



Violence Investigation Follow-Up Form

Complainant Employee's Name	Complainant Employee's Position
Alleged Perpetrator's Name	Alleged Perpetrator's Position
Date of the Incident(s)	Date of Formal Accusation
Accusation Received By: <input type="checkbox"/> Supervisor <input type="checkbox"/> JHSC	
Investigation Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Findings (Results) from Investigation:	
Action Taken:	

Date Form Completed:

Form Completed By:



Harassment Follow-Up Form

Complainant Employee's Name	Complainant Employee's Position
Alleged Harasser's Name	Alleged Harrasser's Position
Date of the Incident(s)	Date of Formal Allegation
Accusation Received By: <input type="checkbox"/> Supervisor <input type="checkbox"/> JHSC	
Brief Description of allegations:	
Investigation completed: <ul style="list-style-type: none"> • <input type="checkbox"/> Yes • <input type="checkbox"/> No 	

<p>Was harassment found as defined in the Workplace Violence, Harassment, Sexual Harassment Policy?</p> <ul style="list-style-type: none">• <input type="checkbox"/> Yes• <input type="checkbox"/> No
<p>Was corrective action required?</p> <ul style="list-style-type: none">• <input type="checkbox"/> Yes• <input type="checkbox"/> No
<p>Were the results of the investigation communicated to both complainant and respondent?</p> <ul style="list-style-type: none">• <input type="checkbox"/> Yes• <input type="checkbox"/> No
<p>Date investigation completed:</p>
<p>Findings (results) from investigation:</p> <p>*Note: If the results exceed the limits of this page, additional pages will be attached to this form.</p>

Actions taken:

***Note: If the actions taken exceed the limits of this page, additional pages will be attached to this form.**

Date Form Completed:

Form Completed By:

2024 Committee Meeting Schedule

Executive Committee (as required)

Date	Location	Time
Thursday February 1	Virtual (Zoom)	9:00 a.m.
Thursday March 7	Virtual (Zoom)	9:00 a.m.
Thursday April 4	Virtual (Zoom)	9:00 a.m.
Thursday May 2	Virtual (Zoom)	9:00 a.m.
Thursday June 6	Virtual (Zoom)	9:00 a.m.
Thursday July 4	Virtual (Zoom)	9:00 a.m.
Thursday August 1	Virtual (Zoom)	9:00 a.m.
Thursday September 5	Virtual (Zoom)	9:00 a.m.
Thursday October 3	Virtual (Zoom)	9:00 a.m.
Thursday November 7	Virtual (Zoom)	9:00 a.m.
Thursday December 5	Virtual (Zoom)	9:00 a.m.

Agricultural Advisory Committee

Date	Location	Time
Friday March 8	SVCA Admin Office	9:00 a.m.
Friday May 7	SVCA Admin Office	9:00 a.m.
Friday September 6	SVCA Admin Office	9:00 a.m.
Friday December 6	SVCA Admin Office	9:00 a.m.

Forestry Committee

Date	Location	Time
Wednesday March 6	TBD	1:00 p.m.
Wednesday August 7	TBD	1:00 p.m.
Wednesday October 2	TBD	1:00 p.m.

Property and Parks Committee

Date	Location	Time
Wednesday March 27	TBD	1:00 p.m.
Wednesday July 10	TBD	1:00 p.m.
Wednesday September 11	TBD	1:00 p.m.

Water Resources Committee

Date	Location	Time
Tuesday February 27	TBD	1:00 p.m.
Tuesday May 21	TBD	1:00 p.m.
Tuesday August 20	TBD	1:00 p.m.
Tuesday November 19	TBD	1:00 p.m.