



## Authority Meeting Agenda

Thursday, May 16, 2024, 1:00 p.m.

Formosa Administrative Office

### **1. Land Acknowledgement**

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

### **2. Adoption of Agenda**

*THAT the agenda for the Saugeen Valley Conservation Authority meeting, May 16, 2024, be adopted as amended.*

### **3. Declaration of Pecuniary Interest**

### **4. Adoption of Minutes**

#### 4.1 Authority meeting – March 21, 2024

*THAT the minutes of the Saugeen Valley Conservation Authority meeting, March 21, 2024, be adopted as presented.*

#### 4.2 Section 28 Hearing- March 21, 2024

*THAT the minutes of the Section 28 Hearing, March 21, 2024, be adopted as presented.*

### **5. Staff Introductions**

### **6. Delegation**

#### 6.1 2023 Audited Financial Statements (draft) – John Bujold, Baker Tilly SGB LLP

*THAT the 2023 Audited Financial Statements, as prepared by Baker Tilly SGB LLP be approved as presented.*

#### 6.2 Children's Safety Village Contract/Update - Al Leach

### **7. Matters Arising from the Minutes – None at this time.**

### **8. New Business**

#### **Corporate Services**

#### 8.1 GM-2024-07: General Manager's Report and Operational Plan – Jennifer Stephens

- 8.2 GM-2024-08: Program Report
- 8.3 COR-2024-07: Finance Report – Laura Molson
- 8.4 Correspondence
- 8.5 Approved Committee Minutes
  - 8.5.1 Executive Committee – February 23, 2024
  - 8.5.2 Property and Parks Committee – September 7, 2023
  - 8.5.3 Forestry Committee -October 11, 2023
- 8.6 News Report
- 8.7 COR-2024-08: Accessibility Policy – Jennifer Stephens

*THAT the Saugeen Valley Conservation Authority approve the proposed Accessibility Policy.*

- 8.8 COR-2024-09: Records Retention Policy – Jennifer Stephens

*THAT the Saugeen Valley Conservation Authority approve the proposed Records Retention Policy.*

- 8.9 COR-2024-10: Conservation Ontario 2023 Annual Report – Jennifer Stephens

*THAT the Board of Directors of Saugeen Valley Conservation Authority receives Conservation Ontario's 2023 Annual Report.*

- 8.10 COR-2024-11: MFIPPA 2023 Annual Report – Jennifer Stephens

*THAT the Board of Directors of the Saugeen Valley Conservation Authority received the SVCA's Municipal Freedom of Information of Information and Protection of Privacy Act 2023 Annual Report.*

- 8.11 COR-2024-12: Final Programs and Services Inventory – Jennifer Stephens

*THAT the Board of Directors of Saugeen Valley Conservation Authority approval the attached Programs and Services Inventory (Final Version dated April 1, 2024) and direct staff to provide a copy to all member municipalities to complete the Transition Period outlined in Ontario Regulation 687/21.*

- 8.12 GM-2024-09: Hiring Committee for New General Manager/Secretary-Treasurer

*THAT the Board of Directors appoint \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ to join Barbara Dobreen, Tom Hutchinson, Paul Allen, and Greg McLean to form the Hiring Committee for SVCA's new General Manager/Secretary-Treasurer; and*

*THAT the Hiring Committee be delegated the responsibility of finding a suitable candidate to fill the position of General Manager/Secretary-Treasurer; and*

*FURTHER THAT the Hiring Committee propose a viable candidate for the position of General Manager/Secretary-Treasurer to the Board of Directors at a future meeting.*

## **Environmental Planning and Regulations**

- 8.13 EPR-2024-11: Permits Issued for Endorsement – Erik Downing

*THAT the Development, Interference with Wetlands and Alterations to Shorelines and Watercourse applications (#24-032, 24-038, 24-040 to 24-059, 24-061 to 24-065, 24-069, 24-072 to 24-074, and 24-076), pursuant to Ontario Regulation 169/06, as approved by staff, be endorsed, AND*

*FURTHER THAT the Prohibited Activities, Exemptions and Permits applications (#24-060, 24-066, 24-067, 24-070, 24-071, 24-074, and 24-077), pursuant to Ontario Regulation 41/24, as approved by staff, be endorsed.*

**8.14 EPR-2024-12: Permit Application and Template – Erik Downing**

*THAT the Board of Directors approve the use of the permit and permit application template prepared to comply with Ontario Regulation 41/24.*

**8.15 EPR-2024-13: Annual Reporting – Permits Issued in 2023 – Erik Downing**

*THAT the Board of Directors of the Saugeen Valley Conservation Authority receive the SVCA's annual reporting on 2023 permit timelines.*

**8.16 EPR-2024-14: Stop Work Order Standard Operating Procedure and Template – Erik Downing**

*THAT the Board of Directors endorse the Stop Order Standard Operating Procedure and template for use by SVCA Provincial Offences Officers.*

**8.17 EPR-2024-15: Violations Ranking Changes – Matt Armstrong**

*That the violation ranking system approved in the 2021 Violations Strategy be revised in accordance with this report.*

**8.18 EPR-2024-16: Status of Active Violations – Matt Armstrong**

**8.19 EPR-2024-17: Regulation detailing new Minister's Permit and Review Powers under the Conservation Authorities Act – Jennifer Stephens**

*THAT the Board of Directors of Saugeen Valley Conservation Authority receive this report on the proposed regulation detailing new Minister's Permit and Review powers under the Conservation Authorities Act.*

**8.20 EPR-2024-18: Review of Proposed Policies for a New Provincial Planning Policy Instrument**

*THAT the Board of Directors receive the staff report outlining the proposed policies for a new Provincial Planning Policy Instrument.*

**Forestry and Lands**

**8.21 LAN-2024-01: Varney Pond Update – Jennifer Stephens**

*THAT the Board of Directors receive the Varney Conservation Area Update.*

**8.22 LAN-2024-02: Endorsement of the Greenock Swamp as a Wetland of Distinction**

*THAT the Board of Directors direct staff to advise Dr. Glasauer that Saugeen Valley Conservation Authority endorses the University of Guelph application to the Society of Wetland Scientists to designate Greenock Swamp as a Wetland of Distinction.*

**8.23 LAN-2024-03: Provincial Offences Officer Designation – Donna Lacey**

*THAT Alex Duszczyzyn (Forestry Technician) be designated by the SVCA Board of Directors as a Provincial Offences Officer for the purpose of enforcing Section 29 (O. Reg. 688/21) of the Conservation Authorities Act.*

**8.24 LAN-2024-04: Durham Campground Improvements – Donna Lacey**

*THAT the Saugeen Valley Conservation Authority Board of Directors approve the use of \$35,000 from campground reserves to fund the proposed campground improvements at Durham Conservation Area for the purposes of making the site compatible for winter camping.*

**Water Resources**

**8.25 WR-2024-03: Durham Upper Dam – Hazard Classification – Elise MacLeod**

*THAT the Board of Directors receive Staff Report #WR-2024-03, dated May 16, 2024, regarding the Durham Upper Dam Hazard Potential Classification for information.*

**8.26 WR-2024-04: Dam Public Safety Plans – Elise MacLeod**

*THAT the Board of Directors authorize SVCA's General Manager/Secretary-Treasurer to endorse the Durham Lower Dam and Glenelg Dam public safety plans, as presented.*

**9. Closed Session – to discuss a litigation matter and personal matters about identifiable individuals (interim coverage of GM/Secretary-Treasurer position)**

*THAT the Authority move to Closed Session, In Camera to discuss a litigation matter and personal matters about identifiable individuals; and*

*THAT Jennifer Stephens, Erik Downing, Matt Armstrong, Madeline McFadden, and Janice Hagan remain in the meeting as required.*

**10. Adjournment**

*THAT the meeting be adjourned.*



## Saugeen Valley Conservation Authority

### Minutes – Board of Directors Meeting

Date: Thursday March 21, 2024, 1:00 p.m.

Location: Virtual (Zoom)

Chair: Barbara Dobreen

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

Members absent: Bud Halpin, Steve McCabe, Peter Whitten

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

Chair Dobreen called the meeting to order at 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 Nations, Métis, and Inuit peoples.*

#### **2. Adoption of Agenda**

Due to the meeting being conducted remotely, the delegate from the Children's Safety Village postponed his presentation (5.1) to the next scheduled meeting, and staff introductions (6.2) were cancelled.

#### **Motion #G24-32**

Moved by Tom Hutchinson

Seconded by Moiken Penner

THAT the agenda for the Saugeen Valley Conservation Authority meeting, March 21, 2024, 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 – February 15, 2024**

###### **Motion #G24-33**

Moved by Kevin Eccles

Seconded by Bill Stewart

THAT the minutes of the Saugeen Valley Conservation Authority meeting, February 15, 2024, be adopted as presented.

**Carried**

#### **5. Delegations**

##### **5.1 Children’s Safety Village Contract/Update**

This delegation was postponed to the May Authority meeting.

##### **5.2 Wetlands of Distinction, Greenock Swamp Proposal**

Professor Susan Glausauer, University of Guelph, also the President of the Society of Wetland Scientists, developed an educational program for graduate students to research various wetlands and their environmental impact. A team of students have proposed that the Greenock Swamp be given the designation, Wetland of Distinction, which raises public awareness of its importance. Greenock Swamp is especially significant due to the deep layers of carbon stored in the soil, the thick layers of organic soil, and unique plants. Prof. Glausauer proposes that SVCA endorse the Team’s application for Wetland of Distinction. The Directors discussed the importance of the wetland and noted that Greenock Swamp is one of the most unique complexes in Ontario. The designation is primarily educational, building more support to assist with resistance of development; however, it is not a political designation, and the swamp is already protected by way of having a Provincially Significant Wetland designation. The Directors will continue the discussion at a future meeting.

#### **6. Updates**

##### **6.1 GM/S-T Return to Work**

Jennifer Stephens has returned from her medical leave of absence and appreciates the support from the Board and Staff during her absence.

##### **6.2 New Staff Introductions**

Introductions were postponed to the next scheduled meeting.

#### **7. Reports for information**

##### **7.1 GM-2024-05: General Manager’s Report**

Jennifer highlighted several items in the GM report. The data visualization tool introduced at the February meeting is now live on the SVCA website and other CAs are interested in learning more about the tool for use in their own jurisdictions. She noted that the project could not have been completed without the financial support from the RBC Tech for Nature Fund. Jennifer noted that the Inventory of Programs and Services has now been completed and necessary Category 2 and 3 Agreements in place. The remaining outstanding deliverable to the province is to confirm that the agreements are complete and posted to the SVCA website. Jennifer presented the 2024 SVCA Operational Plan and pointed out various projects to be accomplished in the current year.

## **7.2 GM-2024-06: Program Report**

The Directors requested another update on the Water Resources Report regarding the Federal Hazard and Identification Mapping Program (FHIMP). Deliverables were due by March 1, 2024, and Staff were able to submit the required products to satisfy the terms of the Agreement with the Province. .

## **7.3 Correspondence**

Correspondence from the Saugeen Valley Children’s Safety Village requesting continuance of the lease agreement for use of the SVCA facilities was noted and filed.

## **7.4 Approved Committee Minutes**

### **7.4.1 Executive Committee – January 8, 2024**

There was no discussion.

## **7.5 News report**

There was no discussion.

## **8. Matters Arising from the Minutes**

### **8.1 WR-2024-02 – Category 2 Agreements update**

There was no interest by the Town of Saugeen Shores for a Category 2 agreement for easements in Southampton and have requested a transfer agreement. All costs for the transfer will be bourn by the municipality.

#### **Motion #G24-34**

Moved by Bill Stewart

Seconded by Mike Niesen

THAT the Board of Directors authorizes staff to proceed with the transfer of easements as requested by the Town of Saugeen Shores, through Category 2 Agreement negotiations, for the Southampton Erosion Control Project.

**Carried**

## **9. New Business**

### **9.1 COR-2024-07: Policy Approval**

#### **Motion #G24-35**

Moved by Bill Stewart

Seconded by Mike Niesen

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

**Carried**

### **9.2 AAC-2024-01: Agricultural Advisory Committee Updates**

#### **Motion #G24-36**

Moved by Dave Myette

Seconded by Tom Hutchinson

THAT the Authority approve the amendments to the Agricultural Advisory Committee Terms of Reference; and

FURTHER THAT Matthew van Ankum and Adam Dales be appointed as Members-at-Large.

Carried

**9.3 Regulation 41/24 – Prohibited Activities, Exemptions and Permits – Erik Downing**

**9.3.1 Presentation – Overview of Regulation**

A new regulation, O. Reg 41/24, concerning “Prohibited Activities, Exemptions, and Permits”, has been announced and is scheduled to take effect on April 1, 2024. The regulation alters the permitting process and the scope of activities permitted by changing legislative definitions and regulatory framework.

**9.3.2 EPR-2024-07 - Delegation of Powers related to Permit Issuance, Cancellation, and Hearings**

On April 1, 2024, the *Conservation Authorities Act* will be amended, including the proclamation of Part VI (Regulation of Areas Over Which Authorities Have Jurisdiction). Included in this proclamation is the enactment of section 28.4 (Delegation of Power). Through this subsection, an Authority may delegate any of its powers related to the issuance or cancellation of permits under the Act or the regulations, or to the holding of hearings in relation to the permits, to the Authority’s Executive Committee or to any other person or body, subject to any limitations or requirements that may be prescribed by regulation. Staff recommend that the issuance and extension of permits up to 60 months be delegated to Staff, that all Hearings be delegated to the Board of Directors, and that Administrative Reviews be delegated to the General Manager/Secretary Treasurer.

**Motion #G24-37**

Moved by Sue Paterson

Seconded by Bill Stewart

THAT the Board of Directors endorse the delegation of powers as outlined in Ontario Regulation 41/24 as follows:

- Issuance and Extension of Permits up to a period of 60 months to SVCA Staff;
- All Hearings associated with permits, zoning orders, and stop work orders to the SVCA Board of Directors; and
- Notice of Intent to Cancel Permit and Administrative Reviews to the General Manager/Secretary-Treasurer.

Carried

**9.3.3 EPR-2024-08 - Interim Policy Guidelines for the Administration and Implementation of Ontario Regulation 41/24**

There was no discussion.

**Motion #G24-38**

Moved by Paul Allen

Seconded by Moiken Penner



THAT the Board of Directors endorse the Interim Policy Guidance for the Administration and Implementation of Ontario Regulation 41/24; and

FURTHER THAT staff be directed to append the Environmental Planning and Regulations Policies Manual (2018) with this guidance until such time as the document is updated.

Carried

**9.3.4 EPR-2024-09 - Guidelines for Transitioning from O. Reg. 169/06 to O. Reg. 41/24**

Guidelines have been prepared to assist Authority staff through the transition from the current regulation, O. Reg. 169/06, as amended, to the implementation of the new regulation, O. Reg. 41/24.

**Motion #G24-39**

Moved by Tom Hutchinson

Seconded by Larry Alison

That the Board of Directors adopt the guidelines for transitioning from the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (O. Reg. 169/06) to the new Prohibited Activities, Exemptions, and Permits under the *Conservation Authorities Act* (O. Reg. 41/24).

Carried

**9.3.5 EPR-2024-10 - Designation of Provincial Offences Officers under Part VII (Enforcement and Offences) of the *Conservation Authorities Act***

**Motion #G24-40**

Moved by Larry Alison

Seconded by Jennifer Prenger

That the Board of Directors appoint the following staff as Provincial Offences Officers in accordance with Section 30.1 of the *Conservation Authorities Act*, to be proclaimed April 1, 2024, for the purposes of administering and enforcing Parts VI and VII of the Act, as amended, and Ontario Regulation 41/24: Prohibited Activities, Exemptions, and Permits:

- Erik Downing (Manager, Environmental Planning and Regulations);
- Matthew Armstrong (Regulations Coordinator);
- Darren Kenny (Regulations Officer);
- Alyssa Gowing (Regulations Officer);
- Madeline McFadden (Regulations Officer);
- Donna Lacey (Manager, Forestry and Lands);
- Richard Rowbotham (Field Operations Coordinator);
- Anthony Quipp (Field Operations Assistant);
- Jilliana Wiersma (Lands Technician);
- R. Jim Leask (Campground Superintendent);
- T. Lee Watson (Campground Superintendent); and
- Peyton Koebel (Assistant Campground Superintendent).

Carried

**9.4 EPR-2024-06: Permits Issued for Endorsement – Erik Downing**

**Motion #G24-41**

Moved by Paul Allen

Seconded by Bill Stewart

THAT the Development, Interference with Wetlands and Alterations to Shorelines and Watercourse applications (#24-016 to 24-042, excluding #24-032, 24-038, 24-040, and 24-041), pursuant to Ontario Regulation 169/06, as approved by staff, be endorsed.

**Carried**

**10. Closed Session – To discuss personal matters about identifiable individuals.**

**Motion #G24-42**

Moved by Kevin Eccles

Seconded by Moiken Penner

THAT the Authority move to Closed Session, In Camera to discuss personal matters about identifiable individuals; and

FURTHER THAT Jennifer Stephens, Erik Downing, Matt Armstrong, and Janice Hagan remain in the meeting.

**Carried**

**Motion #G24-45**

Moved by Tom Hutchinson

Seconded by Mike Niesen

THAT the Board of Directors 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.

**11. Adjournment**

There being no further business, the meeting adjourned at 3:18 p.m. on the motion of Jennifer Prenger and Bill Stewart.

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Barbara Dobreen  
Chair

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Janice Hagan  
Recording Secretary



## Saugeen Valley Conservation Authority

### Minutes – Section 28 Hearing

Date: Thursday March 21, 2024, 10:30 a.m.  
Location: Virtual (Zoom)  
Chair: Barbara Dobreen  
Members present: Larry Allison, Kevin Eccles, Bud Halpin, Tom Hutchinson, Steve McCabe, Greg McLean, Dave Myette, Mike Niesen, Sue Paterson, Moiken Penner, Jennifer Prenger, Bill Stewart  
Members absent: Paul Allen, Peter Whitten  
Staff present: Jennifer Stephens, Erik Downing, Mike Oberle, Janice Hagan  
Others present: Peter O'Donnell

Chair Dobreen called the meeting to order at 10:30 a.m. The Board of Directors convened as a Hearing under Section 28(12) of the *Conservation Authorities Act*, R.S.O. 1990, Chapter C.27 and amendments.

#### **Application to Alter a Regulated Area:**

Applicant: Peter O'Donnell  
Unassigned Civic Address, Southgate Road 10  
Part Lot 5, Concession 6  
Geographic Town of Proton, Township of Southgate

#### **1. Motion to convene as a Hearing Board**

##### **Motion #G24-30**

Moved by Kevin Eccles  
Seconded by Sue Paterson

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**

#### **2. Opening remarks by Chair**

Chair Dobreen convened the Hearing with opening remarks, introducing the Applicant, and identifying 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.

### **3. Introductions**

Jennifer Stephens, GM/S-T, introduced Erik Downing, Manager, Environmental Planning and Regulations, who introduced Michael Oberle, Environmental Planning Coordinator, and Peter O'Donnell, Applicant.

### **4. Staff report and presentations**

Mike Oberle presented the staff report to the Authority. The Applicant has requested permission to construct a driveway through wetlands along with related excavation and grading. Part of the proposed driveway is in the wetlands and within the one-zone floodplain associated with the Saugeen River. The present application addresses Policy 4.7.1-3 as there is no alternative location for the driveway. Staff are unable to approve the application and recommend conditions should the Board approve the permit. Ontario Regulation 169/06 requires written permission of the SVCA Board of Directors prior to any development in a Regulated Area.

### **5. Applicant presentation**

The Applicant did not have a presentation.

### **6. Additional information sharing**

The Board of Directors discussed the application and asked staff and the Applicant to clarify several details.

### **7. Deliberation**

The Board members deliberated in open session and there was no requirement to go In Camera. After discussion, the following motion carried:

### **8. Motion #G24-31**

Moved by Steve McCabe

Seconded by Tom Hutchinson

THAT the Application to Alter a Regulated Area, seeking permission for construction of an agricultural driveway (including installation of culverts) through wetlands and/or floodplain of the South Saugeen River, and related excavation, filling, and grading at an unassigned civic address, Southgate Road 10, in the Township of Southgate, is approved with the following specific conditions:

1. The works shall be in accordance with this permit and:
  - a. Birks Natural Heritage Consultants report dated August 25, 2023;
  - b. Birks Natural Heritage Consultants report dated January 19, 2024, including Figure 2: site plan; and
  - c. SVCA Application to Alter a Regulated Area dated January 19, 2024, received by SVCA on January 19, 2024.
2. It is the responsibility of the Applicant (Peter O'Donnell) to ensure that all other agency and municipal approvals are in place for all works proposed in this permit.
3. It is the responsibility of the Applicant (Peter O'Donnell) to ensure that any contractor and/or worker involved with the project are aware of this permit and the conditions.

4. The laneway is permitted by the SVCA for agricultural and/or recreational use only.
5. Prior to work commencing, appropriate sediment and erosion control fencing is to be installed and maintained, along the limit of disturbance, until all disturbed areas have been satisfactorily re-vegetated or otherwise protected, to prevent sediment movement, and to limit work beyond the mapped proposed work area.
6. Any excess soil, or vegetation debris, shall be deposited outside/beyond the SVCA Approximate Screening Area. Excess fill and/or soil shall not be deposited in or near any wetlands.
7. This permit does not grant permission for the construction of any other buildings or structures on the property. The issuance of this permit does not imply, insinuate, or guarantee that further development shall necessarily be permitted by the SVCA on the property at any time in the future.

**Carried**

**Adjournment**

There being no further business, the meeting adjourned at 11:09 a.m. on the motion of Bill Stewart and Bud Halpin.

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Barbara Dobreen  
Chair

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Janice Hagan  
Recording Secretary

**SAUGEEEN VALLEY  
CONSERVATION AUTHORITY**

**FINANCIAL REPORT  
DECEMBER 31, 2023**

**DRAFT FOR DISCUSSION**

Reviewed with and approved by:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date**

\_\_\_\_\_

# SAUGEEN VALLEY CONSERVATION AUTHORITY

DECEMBER 31, 2023

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# SAUGEEN VALLEY CONSERVATION AUTHORITY

## MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL REPORT

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

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

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

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

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**General Manager/Secretary-Treasurer**

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**Corporate Services Manager**

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**BAKER TILLY SGB LLP**  
**CHARTERED PROFESSIONAL ACCOUNTANTS**

**INDEPENDENT AUDITOR'S REPORT**

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

**Opinion**

We have audited the financial statements of Saugeen Valley Conservation Authority (the Authority), which comprise the statement of financial position as at December 31, 2023 and the statements of operations and changes in net assets and cash flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Authority as at December 31, 2023, and results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

**Basis for Opinion**

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

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

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

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

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

AUDIT • TAX • ADVISORY

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**BAKER TILLY SGB LLP**  
**CHARTERED PROFESSIONAL ACCOUNTANTS**

**Auditor's Responsibilities for the Audit of the Financial Statements**

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

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

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

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



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

AUDIT • TAX • ADVISORY

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# SAUGEE VALLEY CONSERVATION AUTHORITY

## STATEMENT OF FINANCIAL POSITION AS AT DECEMBER 31

	2023	2022
	\$	\$
<b>Financial assets</b>		
Cash and cash equivalents (Note 3)	1,007,762	944,985
Accounts receivable (Note 5)	937,151	986,276
Temporary investments (Note 4)	2,926,457	2,814,288
	<b>4,871,370</b>	4,745,549
<b>Liabilities</b>		
Accounts payable and accrued liabilities	678,086	572,966
Deferred revenue (Note 6)	570,567	638,988
	<b>1,248,653</b>	1,211,954
Net financial assets	<b>3,622,717</b>	3,533,595
<b>Non-financial assets</b>		
Tangible capital assets (Note 7)	9,906,102	10,106,783
Prepaid expenses	55,102	37,006
	<b>9,961,204</b>	10,143,789
<b>Accumulated surplus (Page 9)</b>	<b>13,583,921</b>	13,677,384

Approved \_\_\_\_\_ Director

\_\_\_\_\_ Director

The accompanying notes are an integral part of  
these financial statements

# SAUGEE VALLEY CONSERVATION AUTHORITY

## STATEMENT OF OPERATIONS FOR THE YEAR ENDED DECEMBER 31

	Budget 2023	Actual 2023	Actual 2022
	\$	\$	\$
	(Note 10)		
<b>Revenue (Page 7)</b>			
Government transfers and special programs	336,400	<b>407,563</b>	136,015
Municipal levies	2,524,840	<b>2,559,766</b>	1,967,096
Authority generated	2,074,200	<b>1,857,124</b>	1,960,135
Other	498,700	<b>1,337,610</b>	2,910,493
	5,434,140	<b>6,162,063</b>	6,973,739
<b>Expenses (Page 8)</b>	6,067,780	<b>6,255,526</b>	5,134,100
<b>Annual surplus (deficit)</b>	(633,640)	<b>(93,463)</b>	1,839,639
<b>Accumulated surplus, beginning of year</b>		<b>13,677,384</b>	11,837,745
<b>Accumulated surplus, end of the year (Page 9)</b>		<b>13,583,921</b>	13,677,384

The accompanying notes are an integral part of  
these financial statements

# SAUGEE VALLEY CONSERVATION AUTHORITY

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

	Budget 2023	Actual 2023	Actual 2022
	\$	\$	\$
	(Note 10)		
<b>Annual surplus (deficit)</b>	(633,640)	<b>(93,463)</b>	1,839,639
Acquisition of tangible capital assets	-	<b>(104,847)</b>	(173,635)
Amortization of tangible capital assets	-	<b>305,526</b>	313,730
Loss/(Gain) on disposal of tangible capital assets	-	-	1,848
Proceeds on disposal of tangible capital assets	-	-	-
Contributed tangible capital assets (Note 7)	-	-	(1,750,000)
Change in prepaid expenses	-	<b>(18,094)</b>	16,861
Change in net financial assets	(633,640)	<b>89,122</b>	248,443
Net financial assets, beginning of year		<b>3,533,595</b>	3,285,152
<b>Net financial assets, end of year</b>		<b>3,622,717</b>	3,533,595

The accompanying notes are an integral part of  
these financial statements

# SAUGEEN VALLEY CONSERVATION AUTHORITY

## SCHEDULE OF REVENUE FOR THE YEAR ENDED DECEMBER 31

	Budget 2023	Actual 2023	Actual 2022
	\$	\$	\$
	(Note 10)		
<b>Revenues</b>			
<b>Government Transfers</b>			
Program operations	81,400	<b>88,379</b>	81,396
Capital programs	255,000	<b>319,184</b>	1,468
Saugeen parks & land management (Schedule 4)	-	-	53,151
	<b>336,400</b>	<b>407,563</b>	136,015
<b>Municipal Levies (Schedule 7)</b>			
General levies	2,071,216	<b>2,071,216</b>	1,867,766
Special levies	453,624	<b>488,550</b>	99,330
	<b>2,524,840</b>	<b>2,559,766</b>	1,967,096
<b>Authority Generated</b>			
Agricultural lands	17,700	<b>16,799</b>	16,148
Education program fees	39,900	<b>31,446</b>	38,928
Saugeen forestry service	371,000	<b>320,618</b>	423,780
Planning and regulation fees	703,000	<b>589,776</b>	597,557
Saugeen parks & land management (Schedule 4)	942,600	<b>898,485</b>	883,722
	<b>2,074,200</b>	<b>1,857,124</b>	1,960,135
<b>Other</b>			
Interest earned	130,000	<b>204,022</b>	105,422
Vehicle and equipment recoveries (Schedule 6)	150,000	<b>156,956</b>	157,587
Donation revenue	7,000	<b>2,500</b>	576
Miscellaneous operations	133,600	<b>178,839</b>	115,146
Gain/(Loss) on disposal of tangible capital assets (Schedule 6)	-	-	(1,848)
Administration overhead	77,700	<b>119,121</b>	112,317
Special programs (Schedule 5)	-	<b>676,172</b>	670,888
Stream gauge maintenance contracts	400	-	405
Contributed tangible capital assets (Note 7)	-	-	1,750,000
	<b>498,700</b>	<b>1,337,610</b>	2,910,493
<b>Total Revenues</b>	<b>5,434,140</b>	<b>6,162,063</b>	<b>6,973,739</b>

The accompanying notes are an integral part of  
these financial statements

# SAUGEEN VALLEY CONSERVATION AUTHORITY

## SCHEDULE OF EXPENSES FOR THE YEAR ENDED DECEMBER 31

	Budget 2023	Actual 2023	Actual 2022
	\$	\$	\$
	(Note 10)		
<b>Expenses</b>			
Administration (Schedule 1)	786,200	<b>773,657</b>	737,098
Program operations (Schedule 2)	2,771,900	<b>2,534,696</b>	2,373,526
Repairs and maintenance (Schedule 3)	670,000	<b>705,485</b>	81,258
Saugeen parks & land management (Schedule 4)	1,650,380	<b>1,432,226</b>	1,080,402
Vehicles and equipment (Schedule 6)	181,000	<b>141,789</b>	129,946
Agricultural lands	8,300	<b>1,713</b>	3,958
Other expenses	-	<b>6,565</b>	8,006
	6,067,780	<b>5,596,131</b>	4,414,194
Amortization (Note 7)	-	<b>305,526</b>	313,730
	6,067,780	<b>5,901,657</b>	4,727,924
Total Special Program Expenses (Schedule 5)	-	<b>353,869</b>	406,176
<b>Total Expenses</b>	<b>6,067,780</b>	<b>6,255,526</b>	<b>5,134,100</b>

The accompanying notes are an integral part of  
these financial statements

# SAUGEEN VALLEY CONSERVATION AUTHORITY

## SCHEDULE OF ACCUMULATED SURPLUS FOR THE YEAR ENDED DECEMBER 31, 2023

	Opening Balance	From Operations	To Operations	Closing Balance
	\$	\$	\$	\$
<b>Reserves</b>				
Agricultural Lands	54,924	17,158	21,420	50,662
Computer Upgrades	42,148	2,608	-	44,756
Environmental Planning	53,260	3,225	3,422	53,063
Forest Management	363,207	100,922	-	464,129
House Repairs	43,465	2,689	-	46,154
Kincardine Maintenance	145,809	-	1,088	144,721
Land Management	105,009	20,252	50,201	75,060
Legal Fees	39,593	1,926	21,605	19,914
LTD/OMERS/Benefits	22,243	1,375	-	23,618
Office Equipment	26,552	1,642	-	28,194
Ortho Imagery	24,861	5,671	-	30,532
Property Acquisition	139,075	8,603	-	147,678
Resource Centre	5,041	312	-	5,353
Retiree Benefits	28,428	1,678	2,632	27,474
Saugeen Parks	891,205	151,015	220,725	821,495
Self Insured Damaged	28,536	1,765	-	30,301
Short Term Disability	32,764	2,027	-	34,791
Stewardship	102,810	5,388	29,000	79,198
Vehicle Replacement	65,017	14,614	47,388	32,243
Water Management	397,693	338,103	50,479	685,317
Wetland Acquisition	60,203	3,724	-	63,927
Working Capital	898,758	90,623	220,142	769,239
	<b>3,570,601</b>	<b>775,320</b>	<b>668,102</b>	<b>3,677,819</b>
Tangible Capital Assets	10,106,783	104,845	305,526	9,906,102
	<b>13,677,384</b>	<b>880,165</b>	<b>973,628</b>	<b>13,583,921</b>

The accompanying notes are an integral part of  
these financial statements



# SAUGEEEN VALLEY CONSERVATION AUTHORITY

## STATEMENT OF CASH FLOW FOR THE YEAR ENDED DECEMBER 31

	2023	2022
	\$	\$
<b>Cash flows from (for):</b>		
<b>Operating activities</b>		
Annual (deficit) surplus	(93,463)	1,839,639
Non-cash items:		
Amortization of tangible capital assets	305,526	313,730
Loss/(Gain) on disposal of tangible capital assets	-	1,848
Contributed tangible capital assets (Note 7)	-	(1,750,000)
	<b>212,063</b>	405,217
Changes in non-cash working capital balances (Note 13)	<b>67,730</b>	(438,774)
<b>Net change in cash from operations</b>	<b>279,793</b>	(33,557)
<b>Capital activities</b>		
Acquisition of tangible capital assets	(104,847)	(173,635)
<b>Investing activities</b>		
Acquisition of investments	(112,169)	(61,830)
<b>Net change in cash position</b>	<b>62,777</b>	(269,022)
<b>Cash and cash equivalents, beginning of year</b>	<b>944,985</b>	1,214,007
<b>Cash and cash equivalents, end of year</b>	<b>1,007,762</b>	944,985

The accompanying notes are an integral part of  
these financial statements

# SAUGEEN VALLEY CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS AS AT DECEMBER 31, 2023

### Nature of Operations

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

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

### 1. Summary of Significant Accounting Policies

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

The focus of PSAB financial statements is on the financial position of the Authority and the changes thereto. The statement of financial position includes all of the assets and liabilities of the Authority. Financial assets are those assets which could provide resources to discharge existing liabilities or finance future operations. Accumulated surplus represents the financial position and is the difference between assets and liabilities. This provides information about the Authority's overall future revenue requirements and its ability to finance activities and meet its obligations. Significant aspects of the accounting policies adopted by the Authority are as follows:

#### (a) Basis of Accounting

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

#### (b) Revenue Recognition

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

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

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

Other revenues are recognized on an accrual basis.

#### (c) Deferred Revenue

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

# SAUGEEN VALLEY CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS AS AT DECEMBER 31, 2023

### 1. Summary of Significant Accounting Policies (continued)

(d) Internally Restricted Surplus

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

(e) Tangible Capital Assets

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

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

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

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

(f) Classification of Expenses

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

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

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

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

(g) Vehicles and Equipment

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

These internal charges are included in the appropriate expense classifications.

# SAUGEEN VALLEY CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS AS AT DECEMBER 31, 2023

### 1. Summary of Significant Accounting Policies (continued)

#### (h) Use of Estimates

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

#### (i) Cash and Cash Equivalents

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

#### (j) Pension Plan

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

#### (k) Financial Instruments

The financial instruments of the Authority consist of cash and cash equivalents, accounts receivable, investments, and accounts payable. All financial instruments are recognized at cost, amortized cost, or fair value.

Cash and cash equivalents are recognized at cost. Accounts receivable, accounts payable and deferred revenue are recognized at amortized cost.

Investments include guaranteed investment certificates (GICs). Investments are subsequently recorded at cost or amortized cost unless management has elected to carry the investments at fair value. Management has elected to record all investments at cost which approximates amortized cost.

For financial instruments measured using amortized cost, the effective interest rate method is used to determine interest revenue or expense. Transaction costs are a component of cost for financial instruments measured at cost or amortized cost.

Unrealized gains and losses from the change in fair value of these financial instruments are reflected in the statement of remeasurement gains and losses until disposition. When the asset is sold, the unrealized gains and losses previously recognized in the statement of remeasurement gains and losses are reversed and recognized in the statement of operations.

# SAUGEE VALLEY CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS AS AT DECEMBER 31, 2023

### 1. Summary of Significant Accounting Policies (continued)

#### (k) Financial Instruments (continued)

The Standards require an organization to classify fair value measurements using a fair value hierarchy, which includes three levels of information that may be used to measure fair value:

- Level 1 - Unadjusted quoted market prices in active markets for identical assets or liabilities;
- Level 2 - Observable or corroborated inputs, other than level 1, such as quoted prices for similar assets or liabilities in inactive markets or market data for substantially the full term of the assets or liabilities; and
- Level 3 - Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets and liabilities.

All financial assets are assessed for impairment on an annual basis. When a decline is determined to be other than temporary, the amount of the loss is reported in the statement of operations and any unrealized gain is adjusted through the statement of remeasurement gains and losses.

### 2. Changes in Accounting Policies

#### (a) *PS 3450 – Financial Instruments and PS 2601 – Foreign Currency Translation*

On January 1, 2023, the Authority adopted Public Accounting Standards *PS 3450 – Financial Instruments and PS 2601 – Foreign Currency Translation*. The standards were adopted prospectively from the date of adoption. The new standards provide comprehensive requirements for the recognition, measurement, presentation and disclosure of financial instruments and foreign currency transactions.

Under PS 3450, all financial instruments, including derivatives, are included on the statement of financial position and are measured either at fair value or amortized cost based on the characteristics of the instrument and Authority's accounting policy choices (see Note 1).

The Authority undertook a process to identify any and all adjustments required as a result of the adoption of this standard. This process did not yield identification of any such adjustments.

#### (b) *PS 3280 – Asset Retirement Obligations*

On January 1, 2022, the Authority also adopted Public Accounting Standard *PS 3280 – Asset Retirement Obligations*. The new accounting standard addresses the reporting of legal obligations associated with the retirement of certain tangible capital assets, such as asbestos removal in buildings owned by public sector entities.

The Authority undertook a process to identify any and all adjustments required as a result of the adoption of this standard. This process did not yield identification of any such adjustments.

# SAUGEEN VALLEY CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS AS AT DECEMBER 31, 2023

### 3. Cash and Cash Equivalents

	2023	2022
	\$	\$
Cash - Operating Funds	<b>1,007,762</b>	944,985

Included in the Operating Funds is an interest account which earns interest at 4% and total interest earned from operating fund accounts was \$67,640 (2022 - \$28,184).

### 4. Temporary Investments

	2023	2022
	\$	\$
Guaranteed Investment Certificate, interest at 5.15%, matures September 2, 2024	1,362,250	1,320,281
Guaranteed Investment Certificate, interest at 5.45%, matures November 14, 2024	1,564,207	1,494,007
	<b>2,926,457</b>	2,814,288

The GICs are carried at cost which approximates the fair market value and earned interest of \$136,382 (2022 - \$77,238).

### 5. Accounts Receivable

	2023	2022
	\$	\$
Municipal Levies	257,581	99,615
Trade Accounts Receivable	679,570	886,661
	<b>937,151</b>	986,276

### 6. Deferred Revenue

	2023	2022
	\$	\$
Individual Programs	131,611	135,181
Ministry of Natural Resources and Forestry, and Municipalities	128,989	119,030
Bruce Power Funding	206,928	237,512
Other Deferred Revenue	103,039	147,265
	<b>570,567</b>	638,988

# SAUGEE VALLEY CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS AS AT DECEMBER 31, 2023

### 7. Tangible Capital Assets

	Balance 2022	Additions	Disposals	Balance 2023
<b>Cost</b>	\$	\$	\$	\$
Land	5,694,957	-	-	5,694,957
Buildings	1,686,540	-	-	1,686,540
Conservation Areas	1,072,575	-	-	1,072,575
Erosion and Flood Control	13,419,193	-	-	13,419,193
Equipment	469,863	28,860	-	498,723
Floodwarning Equipment	239,706	-	-	239,706
Vehicles	523,194	62,555	-	585,749
Information Technology	171,773	13,431	(10,612)	174,592
	23,277,801	104,846	(10,612)	23,372,035
<b>Accumulated Amortization</b>	\$	\$	\$	\$
Buildings	1,019,345	33,360	-	1,052,705
Conservation Areas	625,591	20,855	-	646,446
Erosion and Flood Control	10,557,041	143,107	-	10,700,148
Equipment	300,899	28,629	-	329,528
Floodwarning Equipment	147,427	4,674	-	152,101
Vehicles	381,272	52,242	-	433,514
Information Technology	139,443	22,660	(10,612)	151,491
	13,171,018	305,527	(10,612)	13,465,933
<b>Net Book Value</b>	\$			\$
Land	5,694,957			5,694,957
Buildings	667,195			633,835
Conservation Areas	446,984			426,129
Erosion and Flood Control	2,862,152			2,719,045
Equipment	168,964			169,195
Floodwarning Equipment	92,279			87,605
Vehicles	141,922			152,235
Information Technology	32,330			23,101
	10,106,783			9,906,102

The Authority received no contributed asset in 2023. In 2022, two parcels of land was donated. This land contribution was recorded and recognized at fair market value at \$1,750,000.

# SAUGEEN VALLEY CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS AS AT DECEMBER 31, 2023

### 8. Revolving Credit Facility

The Authority has available a Royal Bank of Canada revolving credit facility with a maximum limit of \$200,000. The facility bears interest at bank prime plus 1.25% and is due on demand. As at December 31, 2023, the balance is \$NIL (2022 - \$NIL). The Authority also has a \$100,000 VISA credit limit facility available.

### 9. Pension Plan

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

The amount contributed to OMERS for 2023 was \$226,075 (2022 - \$184,030) for current service costs and is included as an expense on the statement of operations.

OMERS is a multi-employer plan, therefore any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. The most recent actuarial valuation of the Plan was conducted at December 31, 2023. The results of this valuation disclosed total actuarial liabilities of \$136.2 (2022 - \$130.3) billion in respect of benefits accrued for service with actuarial assets at that date of \$132.0 (2022 - \$123.6) billion, indicating a going concern actuarial deficit of \$4.2 (2022 - \$6.7) billion.

### 10. Budget Amounts

The 2023 budget amounts for Saugeen Valley Conservation Authority were approved by the Authority members and have been restated to conform to the basis of presentation of the revenues and expenses on the statement of operations and change in net financial assets. The budget numbers have not been audited.

### 11. Commitments

The Authority has entered into an operating lease agreement for a Xerox copier requiring 20 quarterly payments of \$1080 commencing January 2024. The lease expires December 2028.

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

The Authority has entered into an agreement for removal of hazardous trees, which was started in 2023 and is to be completed in 2024. \$143,725 remains to be expensed.

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

2024	\$151,869
2025	\$4,319
2026	\$4,319
2027	\$4,319
2028	\$4,319



# SAUGEE VALLEY CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS AS AT DECEMBER 31, 2023

### 12. Cash Flow Information

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

	2023	2022
	\$	\$
Accounts Receivable	49,124	(560,020)
Prepaid Expenses	(18,094)	16,861
Accounts Payable and Accrued Liabilities	105,121	319,311
Deferred Revenue	(68,421)	(122,843)
Post Employment Benefits	-	(92,083)
	<u>67,730</u>	<u>(438,774)</u>

### 13. Statement of Remeasurement Gains and Losses

A statement of remeasurement gains and losses has not been provided because there were no remeasurement gains or losses during the year.

### 14. Subsequent Event

Subsequent to the year end, a litigation has commenced against the Authority. The financial effect cannot be estimated at this time.

# SAUGEEN VALLEY CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS AS AT DECEMBER 31, 2023

### 15. Financial Instruments

The Authority has exposure to the following risks from its use of financial instruments: credit risk, market risk (including interest rate, foreign currency, other price risks) and liquidity risk. Directors ensures that the Authority has identified its major risks and ensures that management monitors and controls them.

(a) Credit risk:

Credit risk is the risk of financial loss to the Authority if a counterparty to a financial instrument fails to meet its contractual obligations. Such risks arise principally from certain financial assets held by the Authority consisting of cash and cash equivalents, investments, and accounts receivable. The Authority assesses these financial assets on a continuous basis for any amounts that are not collectible or realizable.

(b) Market risk:

Market risk is the risk that changes in market prices, including interest rates, will affect the Authority's income. The objective of market risk management is to control market risk exposures within acceptable parameters while optimizing the return on risk. The Authority manages market risk by adoption of an investment policy and adherence to this policy.

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in the market interest rates.

(c) Liquidity risk:

Liquidity risk is the risk that the Authority will not be able to meet its financial obligations as they become due. The Authority manages liquidity risk by continually monitoring actual and forecasted cash flows from operations and anticipated investing and financing activities to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the Authority's reputation.

**SAUGEEN VALLEY  
CONSERVATION AUTHORITY**

**UNAUDITED SCHEDULES**

**DECEMBER 31, 2023**

**DRAFT FOR DISCUSSION**

**Reviewed with and approved by:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date**

\_\_\_\_\_

# SAUGEEEN VALLEY CONSERVATION AUTHORITY

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

	Budget 2023	Actual 2023	Actual 2022
	\$	\$	\$
<b>General Administration</b>			
Wages and benefits	479,400	<b>487,892</b>	470,692
Board of Directors' allowances	23,000	<b>30,948</b>	21,146
Staff mileage and expenses	10,600	<b>5,992</b>	6,456
Equipment, purchases and rentals	2,000	<b>54</b>	-
Materials and supplies	27,000	<b>28,729</b>	24,424
Insurance	38,000	<b>49,891</b>	43,935
Property taxes	8,000	<b>8,612</b>	8,048
Conservation Ontario levy	30,000	<b>28,004</b>	27,481
Other	3,000	<b>8,246</b>	6,031
Administrative centre operating expenses	113,000	<b>58,729</b>	81,019
Consultant fees	4,000	<b>305</b>	5,376
Legal, audit fees and bank charges	17,700	<b>25,293</b>	18,899
Health and safety expenses	20,000	<b>30,675</b>	16,143
Advertising and staff development	6,500	<b>6,269</b>	2,106
Resource Centre operating expenses	4,000	<b>4,018</b>	5,342
	<b>786,200</b>	<b>773,657</b>	737,098
Less amounts capitalized	-	-	-
	<b>786,200</b>	<b>773,657</b>	737,098

# SAUGEEEN VALLEY CONSERVATION AUTHORITY

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

	Budget 2023	Actual 2023	Actual 2022
	\$	\$	\$
<b>Flood Control</b>			
Flood control structures	256,750	<b>217,752</b>	157,632
Flood warning, river forecasting and operation of dams	274,800	<b>254,027</b>	189,885
<b>Land Management</b>			
Taxes on provincially significant lands	35,000	<b>48,014</b>	43,184
Forest management	461,450	<b>357,388</b>	377,676
Geographical information systems / information technology	178,600	<b>177,791</b>	197,051
<b>Water Management</b>			
Plan input and review and regulation enforcement	1,183,300	<b>1,105,658</b>	1,092,820
Water quality	149,050	<b>154,300</b>	148,122
<b>Community Relations</b>			
Conservation information	132,100	<b>120,930</b>	109,601
Conservation education	100,850	<b>112,267</b>	108,343
	2,771,900	<b>2,548,127</b>	2,424,314
Less amounts capitalized	-	<b>(13,431)</b>	(50,788)
<b>Total Program Operation Expenses</b>	2,771,900	<b>2,534,696</b>	2,373,526
<b>Capital Acquisitions</b>			
Flood warning - Equipment		-	7,815
Land Management - IT infrastructure		<b>13,431</b>	42,973
		<b>13,431</b>	50,788

# SAUGEEN VALLEY CONSERVATION AUTHORITY

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

	Budget 2023	Actual 2023	Actual 2022
	\$	\$	\$
<b>Water Management Surveys, Studies and Capital Projects</b>			
Durham Dam Safety & Repair	40,000	-	-
Flood Hazard Mapping	130,000	<b>188,255</b>	-
Lake Huron Centre for Coastal Conservation	10,000	-	10,000
Meux Creek Repair	400,000	<b>451,351</b>	2,937
Neustadt Study & Durham Upper Dam Assessment	50,000	<b>11,066</b>	-
Neustadt Weir	15,000	-	-
Paisley Dyke Slope Stability	-	<b>38,318</b>	-
Paisley Dyke Long-term Monitoring	-	<b>16,495</b>	-
Port Elgin Erosion Control	5,000	-	-
Water Infrastructure Inspections	-	-	34,197
Walkerton Dyke Repairs	20,000	-	-
	<b>670,000</b>	<b>705,485</b>	47,134
<b>Recreational Capital Projects</b>			
Durham C.A. - IT infrastructure	-	-	10,000
Saugeen Bluffs C.A - Control gates	-	-	14,955
Saugeen Parks, Disc Golf	-	<b>7,440</b>	-
	-	<b>7,440</b>	24,955
<b>Other Capital Projects</b>			
Land transfer costs	-	-	34,124
	-	-	34,124
	670,000	<b>712,925</b>	106,213
Less amounts capitalized	-	<b>(7,440)</b>	(24,955)
	<b>670,000</b>	<b>705,485</b>	81,258
<b>Capital Acquisitions</b>			
Saugeen Bluffs, Control gates		-	14,955
Saugeen Parks, Disc Golf		<b>7,440</b>	-
Durham, IT infrastructure		-	10,000
		<b>7,440</b>	24,955

# SAUGEEN VALLEY CONSERVATION AUTHORITY

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

	Budget 2023	Actual 2023	Actual 2022
	\$	\$	\$
<b>Revenue from Revenue Producing Conservation Areas</b>			
Brucedale C.A.	132,600	<b>122,020</b>	117,298
Durham C.A.	348,500	<b>335,328</b>	324,879
Saugeen Bluffs C.A.	440,500	<b>419,917</b>	408,811
	921,600	<b>877,265</b>	850,988
<b>Government Grant</b>	-	-	53,151
	921,600	<b>877,265</b>	904,139
<b>Expenses from Revenue Producing Conservation Areas</b>			
Brucedale C.A.	213,180	<b>152,610</b>	74,957
Durham C.A.	377,300	<b>313,136</b>	313,189
Saugeen Bluffs C.A.	596,000	<b>516,624</b>	326,867
	1,186,480	<b>982,370</b>	715,013
<b>Excess of Revenue Over Expenses (Expenses over Revenue) for the Year for Revenue Producing Conservation Areas</b>			
	(264,880)	<b>(105,105)</b>	189,126
<b>Revenue from Non-Revenue Producing Conservation Areas</b>			
Donations	1,000	<b>5,027</b>	1,591
Miscellaneous revenues	20,000	<b>16,193</b>	31,143
	21,000	<b>21,220</b>	32,734
<b>Expenses from Non-Revenue Producing Conservation Areas</b>			
	463,900	<b>449,856</b>	365,389
<b>Excess of Expenses Over Revenue for the Year for Non-Revenue Producing Conservation Areas</b>			
	(442,900)	<b>(428,636)</b>	(332,655)

# SAUGEEN VALLEY CONSERVATION AUTHORITY

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

	Actual 2023	Actual 2022
	\$	\$
<b>Revenue</b>		
Bruce Power Program	28,750	-
Conservation Ontario Contract	19,998	-
Healthy Lake Huron	-	23,751
Penetangore Watershed Group	-	16,761
NWMO Water Testing	588,752	499,651
Power Work Camp	12,000	12,000
RTO7 Bridge & Stairs	-	100,000
Saugeen Valley Children's Safety Village	2,034	3,621
Stewardship Project	-	7,748
Well Decommissioning Stewardship	22,811	7,356
Youth Outdoor Expo	1,827	-
	<b>676,172</b>	<b>670,888</b>
<b>Expenses</b>		
Bruce Power Program	28,750	-
Conservation Ontario Contract	19,998	-
NWMO Water Testing	278,797	244,885
Penetangore Watershed Group	-	16,761
Post-Employment Benefits	-	4,096
RTO7 Bridge & Stairs	-	130,635
Saugeen Valley Children's Safety Village	1,652	2,280
Valard Maintenance	33	163
Well Decommissioning Stewardship	22,811	7,356
Youth Outdoor Expo	1,828	-
	<b>353,869</b>	<b>406,176</b>
<b>Excess of Revenue Over Expenses (Expenses over Revenue) for the Year</b>	<b>322,303</b>	<b>264,712</b>



# SAUGEE VALLEY CONSERVATION AUTHORITY

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

	Budget 2023	Actual 2023	Actual 2022
	\$	\$	\$
<b>Revenue</b>			
Vehicles	120,000	133,844	129,063
Equipment	18,000	19,892	20,732
Office equipment	12,000	3,220	7,792
Gain on disposal of vehicles and equipment	-	-	(1,848)
	150,000	156,956	155,739
<b>Expenses</b>			
Vehicles			
Operating costs	77,500	94,956	87,595
Repairs and maintenance	12,500	25,967	12,374
Equipment			
Operating costs	13,000	1,387	8,658
Repairs and maintenance	10,000	11,134	13,917
Office equipment			
Operating costs	8,000	8,345	7,402
	121,000	141,789	129,946
<b>Excess of Revenue Over Expenses for the Year, Before Leasing of Vehicles and Equipment</b>			
	29,000	15,167	25,793
<b>Purchasing and Leasing of Vehicles and Equipment</b>			
	60,000	83,975	47,945
	(31,000)	(68,808)	(22,152)
Less amounts capitalized	(60,000)	(83,975)	(47,945)
<b>Excess of (Deficiency in) Revenue Over Expenses for the Year</b>	29,000	15,167	25,793
<b>Capital Acquisitions</b>			
Kubota Zero Turn Mower		21,420	-
Vehicles		62,555	47,945
		83,975	47,945

# SAUGEEN VALLEY CONSERVATION AUTHORITY

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

	Modified Current Market Value in Watershed	Apportionment	2023 General Levies	2023 Special Levies
	\$	%	\$	\$
Arran-Elderslie	378,322,495	2.5083	51,937	56,794
Brockton	1,302,341,980	8.6347	178,827	16,255
Chatsworth	451,658,176	2.9946	62,008	-
Grey Highlands	654,551,440	4.3398	89,868	-
Hanover	986,818,896	6.5427	135,498	-
Howick	40,641,631	0.2695	5,565	-
Huron-Kinloss	835,787,820	5.5414	114,758	68,035
Kincardine	2,638,084,781	17.4908	362,257	2,804
Minto	409,885,567	2.7176	56,271	-
Morris-Turnberry	28,846,198	0.1913	4,184	-
Saugeen Shores	3,173,146,938	21.0384	435,735	22,238
South Bruce	730,405,257	4.8427	100,286	-
Southgate	1,029,301,399	6.8244	141,332	-
Wellington North	594,517,761	3.9417	81,626	418
West Grey	1,828,355,239	12.1222	251,064	322,006
	<b>15,082,665,578</b>	<b>100</b>	<b>2,071,216</b>	<b>488,550</b>



*Saugeen Valley  
Conservation Authority,  
May 16, 2024*

Tell me and I will forget

Show me and I may remember

*"Involve me and I will understand"*



If you could make a difference in the life of a child –  
would you?

# Safety training programs to 1,000's of children from kindergarten to grade 6!

The impressionable years!



# Community SAFETY Classroom



# Community Safety Instruction



# On Site Programs







Donated mini-fire truck.

Donated West Grey Police Services vehicle.





We include & accommodate all children in the programs regardless of physical limitations.

Future planned addition to miniature Safety Village buildings.



# Miniature Safety Village

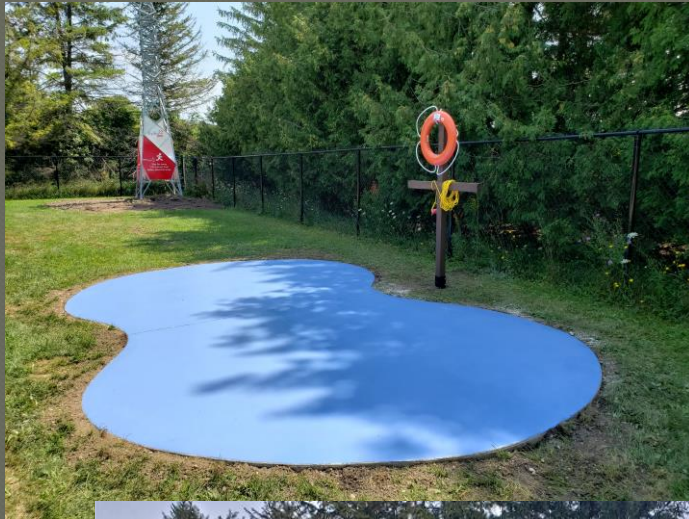


## Traffic Lights



# Miniature Safety Village

## Recreation & Water Safety



Community Safety

# Miniature Safety Village

## First Rider Program



## Traffic Circle/ Round About



# FIRE/PARAMEDIC CLASSROOM



# Fire Safety Classroom



# Interactive Fire Safety Training





# Sparky's Evacuation Bedroom



# Sparky's Bedroom- Evacuation Program



# Farm Safety Building



# Farm Safety Lessons



# SUPER SAFETY DAYS

## July 2023

### Fire Safety



### Home/Kitchen Safety

# SUPER SAFETY DAYS July 2023



➤ 209 children were registered for the 5-day event hosted in July

# Miniature Safety Village Buildings



Farm Equipment Dealership



Hospital



Grocery Store

Hanover Lions Town Hall



# Miniature Safety Village Buildings



Hydro 1 & Westario



Garage



Children's Chapel



Eva LeFlar Schoolhouse



Dealership



# Sept. 2021 - Nov. 2023 - Statistics

- **Over 2,000 children received fire safety training and police/community helpers safety messages and interactive sessions during each of 2021 & 2022 school years.**
- In **2023** the following attendance was logged by our program administrators:
  - **1,224 children were booked from April to June 2023**
  - Total # of Children from local watershed schools- **2,128 to end of November**
  - **# of Children from home school programs -142**
  - # of Children from day camps – 208
  - **# of children Scouting groups- 80**
  - # of Children who attended Super Safety Days in July – 209
  - Subtotal #: **2,767 children attended safety training**
- **Special programs were also presented to Mennonite school children and an autistic child group.**

## 2023 Stats Cont'd

- A Community Engagement workshop was presented with organizations from within our watersheds in attendance.
- **Numerous service groups and other organizations such as Fire Prevention Officers from Grey and Bruce and some sponsors were able to book the facility free of charge to hold their meetings.**
- The First Rider program for kindergarten children was also hosted at the safety Village on 2 separate dates.
- The second annual Hallowe'en in the village attracted over 1,000 children and approx. 1,500 parents/guardians. This program was provided free of charge to all attendees and food was collected and distributed to local Food Banks by safety village volunteers.

# 2024 Statistics to Date

We started on-site programming again in April and are fully booked with school classes to the end of June. We now provide classes 3 to 4 days per week, up for 2 days per week in 2023.

**We have bookings for scouts, guides and municipal day camps the 2<sup>nd</sup> week of July.**

We have Super safety Days planned for a week in July which are open to the public for registrations.

**We have now opened our booking site for classes in the fall starting in Sept.**

# Hallowe'en in the Village- October 2023



# Hallowe'en in the Village- October 2023

Over 1,000 children  
attended + parents/guardians  
for 2,500+ attendees!



A young child with blonde hair is shown in profile, blowing bubbles. The background is a soft, greenish-yellow color with many bubbles of various sizes floating around. The child's face is partially visible, showing a joyful expression.

# **CHILD SAFETY**

***Preventable Deaths – Hundreds of Children***

***Preventable Injuries – Thousands***

***Economic Burden – Billions of Dollars***

**The Life of a Child....**

**Priceless!**

## ARTICLE III

### Term of Lease

3.1 The “Initial Term” of this *Lease* shall be for five (5) years. Subject to the approval of the Authority’s Board of Directors, the Tenant will have the option of three rights of renewal for successive five (5) year periods (the “Renewal Terms”), on the same Terms and conditions as set out herein, save and except for rent payable during the five (5) year renewal period(s), shall be negotiated and mutually agreed upon not later than six (6) months prior to the expiration of the initial Term and the subsequent renewal terms. **The Tenant shall provide the Authority with written notice of its intentions to exercise its right of renewal at least one (1) year prior to the end of the initial Term and each subsequent renewal periods.**

## Report #GM-2024-07

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Jennifer Stephens, General Manager/Secretary-Treasurer  
**Date:** May 16, 2024  
**Subject:** General Manager’s Report

### Good News

- SVCA had an outstanding river clean-up event in Walkerton on April 20, 2024.
- Summer students have been hired and our campgrounds are now open for the season.
- The Ministry of Natural Resources and Forestry have announced a two-year (2024-2025 and 2025-2026) funding opportunity for Water and Erosion Control Infrastructure Projects.

### Board Meeting Schedule

There are four Board of Directors meetings scheduled for the remainder of 2024. Table 1 outlines the major deliverables which will be brought to these meetings.

Board Meeting	Major Deliverable
July 20, 2024	<ul style="list-style-type: none"> <li>• Approval – Land Acquisition and Disposition Policies</li> <li>• Approval for Consultation – Watershed Based Resource Management Strategy</li> <li>• Approval for Consultation – Environmental Planning &amp; Regulations Policies Manual</li> <li>• Approval for Consultation – Conservation Areas Strategy</li> <li>• Components of Asset and Operational Management Plan for Water and Erosion Infrastructure</li> </ul>
September 19, 2024	Budget Meeting
October 17, 2024	<ul style="list-style-type: none"> <li>• Approval of Asset and Operational Management Plan for Water and Erosion Infrastructure</li> <li>• Approval of Environmental Planning &amp; Regulations Policies Manual</li> </ul>
November 21, 2024	<ul style="list-style-type: none"> <li>• Approval of Ice Management Plan</li> <li>• Approval of Watershed Based Resource Management Strategy</li> <li>• Approval of Conservation Lands Inventory</li> <li>• Approval of Conservation Areas Strategy</li> </ul>



## Report Back on 2024 Workplan

In August 2023 when the General Manager/Secretary-Treasurer went on leave, the status of several outstanding deliverables was summarized.

The Board of Directors received the 2024 Operational Workplan for Saugeen Valley Conservation Authority in March 2024. This workplan assists the Authority in achieving its strategic objectives and its regulatory obligations.

The following tables summarize the status of projects, programs, services, and deliverables. Several of these items have been transitioned to the 2024 Workplan and are denoted with a (\*).

### All Departments

Item	Progress	Anticipated Completion Date
2023 Performance Evaluations*	In progress	May 31, 2024
Staff Training*	In progress	December 2024
Content Management System*	In progress	Fall 2024
Mapping Working Group*	Not started	Ongoing
2023 Annual Report*	In progress	June 2024
Job Descriptions*	In progress	May 31, 2024
Compensation Policy (formerly called 'Inflation and Pay Policy')*	Not started	July 2024

- The Content Management System (CMS) acquired from Central Lake Ontario Conservation Authority (CLOCA) is proceeding on schedule. The integration of all historical Environmental Planning and Regulations (EPR) files is ongoing, but certain staff can access the system to provide feedback. The exercise of transitioning the EPR data and having a system that can be utilized by that department should be done by the Fall. SVCA will then have to consider how it intends to expand the system to the entire Authority, as the CMS can organize and hold all SVCA's digital files.
- While the Federal Hazard and Identification Mapping Program projects were underway, each of the three communities collaborated with the consultants and SVCA staff to develop the mapping. The intent of the Mapping Working Group is to have an Authority wide group that works together to discuss the status of the hazard and regulatory mapping at SVCA. With the required changes imposed by Ontario Regulation 41/24, the perfect opportunity has been provided to bring this group together, especially since public consultation is required to accompany any mapping updates. An invitation will be circulated to all municipalities for a representative to join this group. Interest in future

flood and shoreline hazard mapping will also be discussed at this group should funding announcements be made.

### Health and Safety

Item	Progress	Anticipated Completion Date
Workplace Inspection Policy	In progress	July 2024
WHMIS Policy	Complete	February 2024
Job Hazard Analysis*	In progress	Fall 2024
Durham Emergency Plan	March 2024	Complete

### Forestry and Lands

Item	Progress	Anticipated Completion Date
Kincardine Cross Country Ski Club Agreement*	In progress	May 2024
Land Acquisition Policy*	In progress	May 31, 2024
Land Disposal Policy*	In progress	May 31, 2024
Varney Pond	Ongoing	Unknown

### Nuclear Waste Management Organization

Item	Progress	Anticipated Completion Date
Invoicing	Up to date	Ongoing
Permission issued to sample soil on SVCA property (2023)	Complete	September 2023
Year 3 Scope of Work and Budget	Complete	November 2023
Finalize Activities with NRSI	Complete	November 2023
Complete Year 2 Report*	In progress	May 2024
Channel Characterization	In progress	July 2024

## Corporate Services

Item	Progress	Anticipated Completion Date
2023-2033 Strategic Plan	Complete	September 2023
Budget 2024	Complete	November 2023
Fee Schedule	Complete	January 2024
Category 2 Agreements	Complete	March 2024
Category 3 Agreements	Complete	December 2023
Volatile Client Plan*	In progress	July 2024
Accessibility Policy*	In progress	May 16, 2024
Accommodation Policy	Complete	February 2023
Code of Conduct (formerly called 'Conflict Resolution Policy'*)	In progress	May 31, 2024
Personnel Policy*	In progress	May 31, 2024
Document Retention Policy*	In progress	May 16, 2024

## Environmental Planning and Regulations

Item	Progress	Anticipated 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	In progress	May 31, 2024
Complete Application Guidelines	In progress	May 16, 2024
Municipal zoning survey	Complete	November 2023
Technical Expert Resources	Complete	December 2023
Section 28 Board of Directors Training*	In progress	October 2024

- A revised set of Administrative Review Guidelines were brought forward to the Board of Directors in February 2024. With the release of Ontario Regulation 41/24, these guidelines will need to be updated. It is anticipated that the revised guidelines will be endorsed by the Board of Directors at their May or July meetings. Section 7(1) of Ontario Regulation 41/24 specifies the requirements for submission of a permit.
- There is still work to be done on the SVCA website to ensure that it is transparent and clear to an applicant what is required to ensure a complete application.

## Water Management

Item	Progress	Anticipated Completion Date
Confirmation of Infrastructure Ownership/Easement	In progress	Ongoing
Execution of s.39 and WECl 2023-2024 Transfer Payment Agreements	Complete	July 2023
Pine River Water Quality Report	Complete	March 2024
Working In and Around Water Policy*	Not started	October 2024
Flood Training - Internal	Complete	February 2024
Flood Training - External	Ongoing	October 2024

Prepared by:

< [Original signed by:]>

Jennifer Stephens, General Manager/Secretary-Treasurer

Attachment 1: 2024 Workplan



## SVCA 2024 Operational Plan – May 16, 2024

### All Departments

2024 OPERATIONAL TASK	STATUS	TARGET COMPLETION DATE
2023 Performance Evaluations	In Progress	May 31, 2024
Job Descriptions for Market Compensation Review	In Progress	May 31, 2024
Job Hazard Analysis – Creation of Task Lists	In Progress	October 2024
Content Management System – Beta System ready with EPR information	In Progress	June 2024
Annual 2023 SVCA Report	In Progress	June 2024
Staff Training	Ongoing	December 2024
Mapping Working Group	In Progress	December 2024



## SVCA 2024 Operational Plan – May 16, 2024

### Department: Corporate Services

SIGNIFICANT ACTIVITY	2024 OPERATIONAL TASK	TARGET COMPLETION DATE	RESPONSIBLE FOR DELIVERABLE
Communications	General support to all departments (marketing, document preparation, social media, website maintenance)	Ongoing	A. Richards
GIS	Update regulation and hazard mapping with new information	Ongoing	R. Kleinecke
Finance	Day-to-day processing of payables and receivables	Ongoing	J. Hagan, K. Porter
Administration	Continue to develop and / or renew health and safety policies.	Ongoing	Joint Health and Safety Committee
Administration	<i>Accessibility for Ontarians with Disabilities Act</i> Compliance	Ongoing	J. Hagan
Administration	Negotiate Category 2 Agreements with municipalities	Complete	A. Richards, E. MacLeod
Administration	Submission of MFIPPA reporting for 2023	Complete	J. Hagan
Human Resources	Modernize SVCA's Personnel Policy	May 31, 2024	J. Stephens
Human Resources	Accessibility Policy Development	May 16, 2024	J. Hagan
Human Resources	Code of Conduct	May 31, 2024	J. Hagan
Finance	Complete 2023 Audit	May 16, 2024	L. Molson
Administration	Document Retention Policy	May 16, 2024	J. Stephens
Human Resources	Compensation Policy	July 2024	J. Hagan
Human Resources	Volatile Client Plan	July 2024	J. Hagan
Human Resources	Emergency Communication Plan	July 2024	J. Hagan
GIS/IT	Critical Failure Information Technology Plan	December 2024	R. Kleinecke
Administration	Civic Address Assignment for SVCA Properties	December 2024	A. Richards
Administration	Public Consultation: <i>Accessibility for Ontarians with Disabilities Act</i>	December 2024	J. Hagan
Administration	Professional Development Strategy Planning	December 2024	L. Molson
Administration	Revenue Generation Strategy	December 2024	J. Stephens



## SVCA 2024 Operational Plan – May 16, 2024

### Department: Environmental Planning and Regulations

SIGNIFICANT ACTIVITY	2024 OPERATIONAL TASK	TARGET COMPLETION DATE	RESPONSIBLE FOR DELIVERABLE
Environmental Planning	Plan review of applications and pre-consultation meetings/site visits.	Ongoing	E. Downing
Environmental Planning	Review of Comprehensive Planning Documents (Official Plans, Comprehensive Zoning By-Laws)	Ongoing	E. Downing
Section 28 of <i>Conservation Authorities Act</i>	Continue implementation of the Violations Strategy to resolve outstanding violations.	Ongoing	M. Armstrong
Section 28 of <i>Conservation Authorities Act</i>	Review permit applications, conduct site visits, issue permits.	Ongoing	E. Downing
Regulatory Mapping	Update regulation limits on mapping.	Complete	E. Downing
General	Revise Complete Application Checklist and post online.	Complete	E. Downing
General	Website Updates	May 31, 2024	E. Downing, A. Richards
Environmental Planning	Completion of Environmental Planning and Regulations Policy Manual Revisions	October 2024	E. Downing
Environmental Planning	Update Planning Service Agreements to reflect Bill 23 changes	October 2024	E. Downing
General	Board of Directors Hearing Training – Section 28	October 2024	E. Downing
General	Landowner Recognition Program Brainstorming	December 2024	E. Downing
General	Amish and Mennonite Outreach Strategy Planning	December 2024	E. Downing, A. Richards
General	Professional Development Strategy Planning	December 2024	E. Downing



## SVCA 2024 Operational Plan – May 16, 2024

### Department: Water Resources

SIGNIFICANT ACTIVITY	2024 OPERATIONAL TASK	TARGET COMPLETION DATE	RESPONSIBLE FOR DELIVERABLE
Water Resources Committee	Conduct meetings to discuss matters requiring direction.	As needed	E. MacLeod
Flood Forecasting and Warning	Flood and low water monitoring, forecasting, and communication.	Ongoing	J. Duncan
Program Funding	Research and apply for program funding (where applicable)	Ongoing	E. MacLeod
Water and Erosion Control Infrastructure	Complete database of existing easements and identify additional easement requirements, if needed.	Ongoing	E. MacLeod, K. Hope
Water and Erosion Control Infrastructure	Confirmation of infrastructure ownership.	Ongoing	E. MacLeod, K. Hope
Flood Forecasting and Warning	Floodwatch Training	Internal – Complete External - Ongoing	J. Duncan
Water and Erosion Control Infrastructure	Apply for Water and Erosion Control Infrastructure (WECI) funding	May 2024	E. MacLeod
NWMO	Environmental Monitoring Baseline Program – Year 2 Final Report	May 2024	N. Gibson
Ontario Low Water Response	Creation of Low Water Response Committee	June 2024	J. Duncan
Water Quality	Completion of SVCA Water Quality Report	June 2024	E. MacLeod, E. Williamson
Flood Forecasting and Warning	Launch “Flood Watch” program for public involvement, complete with information sessions for municipal partners.	October 2024	J. Duncan
General	Working In and Around Water Policy	October 2024	E. MacLeod
General	Professional Development Strategy Planning	December 2024	E. MacLeod
General	Risk Evaluation Planning	December 2024	E. MacLeod





## SVCA 2024 Operational Plan – May 16, 2024

SIGNIFICANT ACTIVITY	2024 OPERATIONAL TASK	TARGET COMPLETION DATE	RESPONSIBLE FOR DELIVERABLE
Ice Management Plan	Complete Ice Management Plan for SVCA watershed.	December 2024	E. MacLeod, J. Duncan
Ontario Benthos Biomonitoring Network	Collection of benthic macroinvertebrates to assist in the characterization of surface water quality	December 2024	E. Williamson
Provincial Groundwater Monitoring Network	Monitoring of groundwater quality and quantity.	December 2024	E. Williamson
Surface Water Quality Characterization	Monthly collection of water quality samples from Provincial Water Quality Monitoring Network sites and SVCA sites.	December 2024	E. Williamson
NWMO	Environmental Monitoring Baseline Program Years 1 through 3 Final Report	December 2024	N. Gibson
Water and Erosion Control Infrastructure	Complete an operational plan for SVCA structures.	December 2024	E. MacLeod, K. Hope
Water and Erosion Control Infrastructure	Complete an asset management plan for SVCA structures.	December 2024	E. MacLeod, K. Hope
Water and Erosion Control Infrastructure	Complete draft 10-year capital working plan for SVCA water and erosion control structures that were inspected in 2022, 2023.	December 2024	E. MacLeod, K. Hope
Watershed Management	Complete a watershed-based resource management strategy.	December 2024	E. MacLeod, R. Southcote



## SVCA 2024 Operational Plan – May 16, 2024

### Department: Forestry and Lands

SIGNIFICANT ACTIVITY	2023 OPERATIONAL TASK	TARGET COMPLETION DATE	RESPONSIBLE FOR DELIVERABLE
Forestry Committee	Conduct meetings to discuss matters requiring direction.	As needed	D. Lacey
Property and Parks Committee	Conduct meetings to discuss matters requiring direction.	As needed	D. Lacey
Forest Management	Carry out Forest Management Activities on SVCA and private properties including tree marking, tree inventories, harvest supervision, Managed Forest Tax Incentive Plans.	Ongoing	D. Lacey, A. Duszczyzyn
Tree Planting	Plant trees on private properties.	Ongoing	D. Lacey, A. Duszczyzyn
Lands Management	Varney Pond – Working with regulatory agencies to provide necessary information to support the application submitted.	Ongoing	D. Lacey
Lands Management	Complete Kincardine Cross Country Ski Agreement	May 31, 2024	D. Lacey
Lands Management	Develop Land Acquisition and Disposition Policies	May 31, 2024	D. Lacey
Forestry	Complete ash hazard tree removal from Stoney Island properties.	December 2024	D. Lacey
Lands Management	Complete Conservation Areas Strategy for SVCA.	December 2024	D. Lacey
Lands Management	Complete Conservation Lands Inventory for SVCA.	December 2024	D. Lacey, J. Wiersma
Lands Management	Civic Address Assignment for SVCA Properties	December 2024	D. Lacey
General	Professional Development Strategy Planning	December 2024	D. Lacey

## Programs Report #GM-2024-08

May 16, 2024

### Forestry and Lands

Staff have continued to work on tree planting preparation, Managed Forest Tax Incentive Program Plans, and tree orders. Although two forestry technicians were hired in Q1, one has left our employment.

Staff were proud to host the Southwestern PDA Round Table for the second year in support of Forests Ontario.

The ash removal project has now been completed at Saugeen Bluffs Conservation Area. It will take some time for the campground to recover. There is bare dirt in areas that were vegetated, and sunlight is going to reach areas that have been in shade for many years.

The first River Cleanup held since the pandemic took place in partnership with the Municipality of Brockton. At least 25 staff and community residents came out to remove refuse from the natural areas and fill over 20 large garbage bags. Staff were pleased to see the community come out and work on this project.

Monitoring at the Durham, Walkerton, and Paisley water and erosion control infrastructure has been ongoing. Staff complete this work to assist the Water Resources Department.

### Water Resources

#### SVCA Flood and Erosion Control Project Activity

Staff have successfully completed internal inspections of all SVCA dams and dams under Category 2 agreements, in accordance with our quarterly internal dam inspection program. Staff are finalizing related inspection reports.

#### Capital Projects

The Water and Erosion Control Infrastructure (WECI) program, administered by the Ministry of Natural Resources and Forestry (MNRF), application period has not yet opened for the 2024/25 fiscal year. The application period typically opens in February and staff receive notice of the success of their submissions by April. SVCA staff have contacted WECI administrators with little success gaining further insight into the delay; staff have been informed that the funding is coming, but no date has been provided. The lack of funding threatens all capital projects including: the Paisley Dyke Improvements, safety fencing at the Durham Lower Dam, Glenelg Dam, and Sulphur Spring Dam, two public safety plans, and Phase 2 Environmental Assessment – Durham Upper Dam.

SVCA staff have been in contact with affected municipalities to make them aware of the situation and are actively exploring other funding sources.

### **Request for Proposals (RFPs)**

SVCA staff have issued the following RFPs:

- Annual Dam Inspection – To inspect nine dams and one provisional flood control project, annually over a five-year term. SVCA staff are in the process of awarding the project. The highest scoring proposal is on-budget.
- Tree Remediation Assessment – To review and develop a tree remediation plan to address extensive tree growth on one (1) slope stability project and five (5) flood control dykes. This RFP will close on May 3<sup>rd</sup>, 2024.

### **Category 2 Agreement Execution**

SVCA staff continue to discuss Category 2 Agreements with the Municipalities of Brockton and Arran-Elderslie.

SVCA staff have completed the following work in accordance with Category 2 Agreements:

- Issued RFP for annual dam inspection program (and in the process of awarding);
- Met with SVCA Operations staff to discuss railing and concrete repairs at the Hanover Dam;
- Met with SVCA Operations staff to discuss public access across the Neustadt Dam;
- Prepared communication materials for the Municipality of West Grey regarding access at the Neustadt Dam;
- Completed the first quarter dam inspections;
- Prepared an agreement on behalf of the Municipality of West Grey for a utility crossing; and
- Issued RFP for tree remediation plan at the Hanover Dam.

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

Two flood messages were issued in April:

- On April 12<sup>th</sup>, 2024, a Watershed Condition Statement - Flood Outlook message was issued, advising of the potential for flooding in low-lying areas as a result of an extended rainfall event.
- On April 15<sup>th</sup>, 2024, the Watershed Condition Statement – Flood Outlook message was revised to a Watershed Condition Statement – Water Safety as water levels had started to decline, but still remained dangerous for the public.

### **Equipment Upgrades**

On April 1<sup>st</sup>, new stream gauge equipment was installed at the Priceville station, located in the headwaters of the Saugeen River. This equipment failed on November 3<sup>rd</sup>, 2023, and could not be repaired due to age. The Priceville station is critical for monitoring headwater conditions in the Saugeen River and for informing Durham dam operations.

### **Workshops and Training**

SVCA staff have attended the following workshops and training sessions:

- Southwestern Ontario Flood Forecasting Alliance (SWOFFA): These meetings are held twice annually and provide an opportunity to network and share knowledge with neighbouring conservation authorities.
- WISKI Training hosted by Upper Thames Conservation Authority: WISKI is the cost-shared database that SVCA uses to retrieve, manage, and complete quality control on data from our hydrometric network.
- Canadian Water Resources Association (CWRA) Flooding Workshop: This workshop provided an opportunity to learn about innovations and different approaches to flood forecasting in Ontario and elsewhere in Canada.

### **Canada Summer Jobs**

SVCA staff were successful with our funding application to the Canada Summer Jobs Program for a Water Resources Technician summer student. Interviews were held in March and the Water Resources Technician student will begin on May 13<sup>th</sup>. This position will assist with field and office duties related to the operation of our Flood Forecasting and Warning program.

## **Water Quality (WQ)**

### **Surface Water Program**

SVCA staff continue to work diligently on the 2023 Annual Water Quality Report, which is on target for completion in June 2024.

Surface water sampling for the 2024 Provincial Water Quality Monitoring Network and SVCA's internal program began in April and will continue monthly until November. Benthic macroinvertebrate collection will occur at the end of May / early June.

### **Groundwater Monitoring**

Spring sampling and maintenance for the Provincial Groundwater Monitoring Network will take place in the next few weeks.

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

### **Department News**

- Staff have continued to participate in Conservation Ontario organized webinars and have held internal meetings to ensure the smooth transition from Ontario Regulation 169/06 to Ontario Regulation 41/24.
- EPR Manager was interviewed by local media regarding Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits following the issuance of a SVCA Media Release.
- A watershed wide virtual training session was hosted on April 23, 2024, by EPR staff for municipal staff (*i.e.*, Building Officials, planning staff, and Drainage Superintendents) to advise of changes now in place associated with Ontario Regulation 41/24. Over 25 participants took part.
- The Conservation Authorities Coastal Working Group met on March 20, 2024. Saugeen Conservation's EPR Manager Co-Chair's this group.

- Staff have continued to work with Central Lake Ontario Conservation Authority (CLOCA) staff on the new content management system. Data entry continues by CLOCA staff, and it is anticipated that the system will be ready to test this summer.
- An Environmental Planning Technician completed their Level 1 Provincial Offences Officer Training.
- A Regulations Officer returned from parental leave in March.
- A draft of the Environmental Planning and Regulations Policy Manual has been prepared for internal review. This draft incorporates comments from staff, municipal partners and the public that have been received since its inception, along with changes to the policy text to comply with Ontario Regulation 41/24.

## Report #COR-2024-07

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Laura Molson, Manager, Corporate Services  
**Date:** May 16, 2024  
**Subject:** Finance Report

### General Levy Programs

For YTD and month ended February 29, 2024, with the % Actual budgeted funds.

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

Revenues	Approved Budget	YTD Budget	YTD Actual	YTD % Actual/Budget
Corporate Services	1,143,900	190,650	156,251	81.96%
Environmental Planning and Regulations	1,094,300	182,383	113,377	62.16%
Water Resources	893,851	145,384	120,187	82.67%
Forestry and Lands	526,925	87,821	74,272	84.57%
<b>Total Revenues</b>	<b>3,658,976</b>	<b>606,238</b>	<b>464,087</b>	<b>76.55%</b>

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

Expenses	Approved Budget	YTD Budget	YTD Actual	YTD % Actual/Budget
Corporate Services	1,143,900	190,650	161,703	84.82%
Environmental Planning and Regulations	1,094,300	182,383	143,532	78.70%
Water Resources	878,541	108,286	79,025	72.98%
Forestry and Lands	526,925	87,821	80,259	91.39%
<b>Total Expenses</b>	<b>3,643,666</b>	<b>569,140</b>	<b>464,519</b>	<b>81.62%</b>

## Non-General Levy Programs

For YTD and month ended February 29, 2024, with the % Actual budgeted funds.

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

<b>Revenues</b>	<b>Approved Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD % Actual/ Budget</b>
Forestry and Lands	805,300	131,183	152,739	116.43%
Campgrounds	1,000,800	60,221	62,531	103.84%
Capital Projects	293,000	48,833	58,225	119.23%
<b>Total Revenues</b>	<b>2,099,100</b>	<b>240,238</b>	<b>273,495</b>	<b>113.84%</b>

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

<b>Expenses</b>	<b>Approved Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD % Actual/ Budget</b>
Forestry and Lands	825,200	136,442	117,780	86.32%
Campgrounds	979,600	75,704	41,861	55.30%
Capital Projects	293,000	48,833	68,759	140.80%
<b>Total Expenses</b>	<b>2,097,800</b>	<b>260,979</b>	<b>228,400</b>	<b>87.52%</b>

Prepared By:

<[Original Signed By:]>

Laura Molson

Manager, Corporate Services

Approved By:

<[Original Signed By:]>

Jennifer Stephens

General Manager/Secretary-Treasurer



April 8, 2024

The Hon. Sylvia Jones  
Minister of Health  
5<sup>th</sup> Floor, 777 bay Street  
Toronto, Ontario  
M7A 2J3

Dear Minister Jones,

The 2023 Auditor General's Value-for-Money audit of Public Health Ontario (PHO) recommended that PHO, in conjunction with the Ministry of Health, update and implement a plan to streamline public health laboratory operations. That plan included gradually discontinuing free private drinking water testing. The proposed phase out of free water testing for private drinking water is of significant concern to our local Source Protection Committee.

Private systems are not protected through legislated requirement under the *Safe Drinking Water Act*, 2002, and *Clean Water Act*, 2006, but are more likely to contribute to cases of gastrointestinal illness than municipal systems. In the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region, about 60,000 residents do not receive water from municipal systems, with many relying on a private drinking water system, including wells. This accounts for approximately 35% of the population in our Region.

Our Source Protection Committee has begun to implement new Best Practices initiatives for private well owners under the Ministry of Environment, Conservation and Parks' Source Protection Program. These initiatives are aimed at targeting higher risk private water users where municipal and/or public health measures can be implemented to address threats to these systems. In support of these efforts, staff are planning to deliver education and outreach materials to private well owners in higher risk areas. In support of these efforts, it is imperative that residents continue to have access to free well water testing to reduce any barriers to monitoring the safety of these private wells.

You will recall that in the Walkerton Inquiry Report Part 2, Justice Dennis O'Connor concluded the privatization of laboratory testing of drinking water samples contributed directly to the E. coli O157:H7 outbreak in Walkerton, Ontario in May 2000. It is imperative that the privatization of private drinking water testing, for a fee, not be considered as part of the proposed streamlining efforts of public health laboratory operations in the province.

All Ontarians deserve safe, clean water and free well water testing is a way to help ensure that is possible for everyone. Any devolution to a fee-based private service will be a significant disincentive for rural dwellers to test their wells.

Two Source Protection Committee representatives, also elected Municipal Council members (Jim Hanna, Deputy Mayor of Huron-Kinloss and the undersigned, Councillor for Brockton-Walkerton) would like to request delegations with yourself and Minister Thompson at the upcoming Association of Municipalities Ontario (AMO) conference August 18-21, 2024 in Ottawa, regarding this topic, and will do so through the normal process.

Sincerely,



B Carl Kuhnke

Chair, Saugeen, Grey Sauble, Northern Bruce Peninsula  
Source Protection Committee

Cc via email:

Hon. Lisa Thompson, Ontario Minister of Agriculture, Food and Rural Affairs  
Hon. Andrea Khanjin, Minister of the Environment, Conservation and Parks  
Kirsten Service, Director, Conservation and Source Protection Branch, MoECP  
Grey Bruce Public Health  
Municipal CAOs and Clerks  
Grey and Bruce Federations of Agriculture  
Source Protection Committee  
Source Protection Management Committee

**From:** [Janice Hagan](#)  
**To:** [Janice Hagan](#)  
**Subject:** RE: Resolution Related to Well Water Testing  
**Date:** Tuesday, April 30, 2024 1:24:59 PM

---

**From:** Jennifer Stephens <j.stephens@svca.on.ca>  
**Sent:** Tuesday, April 30, 2024 9:30 AM  
**To:** Janice Hagan <j.hagan@SVCA.ON.CA>  
**Subject:** FW: Resolution Related to Well Water Testing

**From:** Kerry Jenkins <kjenkins@nvca.on.ca>  
**Sent:** Tuesday, April 30, 2024 9:16 AM  
**To:**

**\*\*[CAUTION]: This email originated from outside of the organization. Do not click on links or open attachments unless you recognize the sender and know the content is safe.**

Good morning,

Please see the below resolution related to well water testing, passed by our Board of Directors on Friday April 26<sup>th</sup>.

*RES: 28-24*

Moved by: Vice-Chair Jonathan Scott

Seconded by: Cllr. June Porter

**WHEREAS:** private water systems (e.g., wells) are not protected through legislated requirements under The Safe Drinking Water Act 2002 and The Clean Water Act 2006, but are more likely to contribute to cases of gastrointestinal illness than municipal systems; and  
**WHEREAS:** the 2023 Ontario Auditor General's value-for-money audit of Public Health Ontario (PHO) recommended that PHO, in conjunction with the Ontario Ministry of Health, begin the gradual discontinuance of free private drinking water testing; and  
**WHEREAS:** in the jurisdiction of NVCA, many households do not receive water from municipal systems, with many relying on a private drinking water system, including wells; and  
**WHEREAS:** the Walkerton Inquiry Report Part II, concluded the privatization of laboratory testing of drinking water samples contributed directly to the E. coli outbreak in Walkerton, Ontario in May 2000; and  
**WHEREAS:** all Ontarians deserve safe, clean water, and free well-water testing is a way to help ensure that residents on private wells continue to have barrier-free access to well water testing.  
**THEREFORE, BE IT RESOLVED THAT:** the Board recommend the Board of Directors call on the Province to not phase out free well-water testing as part of the proposed streamlining efforts of public health laboratory operations in the province; and  
**FURTHER THAT:** this resolution be circulated to the Hon. Sylvia Jones, Minister of Health; Hon. Lisa Thompson, Minister of Agriculture, Food and Rural Affairs; Hon. Andrea Khanjin, Minister of the Environment, Conservation and Parks; local MPPs; and Conservations Ontario and

Ontario's conservation authorities.

**Carried;**

Should you have any questions please do not hesitate to reach out to Chair Gail Little, Vice-Chair Jonathan Scott, or our CAO, Doug Hevenor.

Thank you,  
Kerry

**Kerry Jenkins (she/her/hers)**  
**Administrative Assistant**

**Nottawasaga Valley Conservation Authority**

8195 8<sup>th</sup> Line, Utopia, ON L0M 1T0

T 705-424-1479 ext 272

[kjenkins@nvca.on.ca](mailto:kjenkins@nvca.on.ca) | [nvca.on.ca](http://nvca.on.ca)

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# Long Point Region Conservation Authority

Long Point Region Conservation Authority  
4 Elm Street, Tillsonburg, Ontario N4G 0C4

Phone: 519-842-4242  
Fax: 519-842-7123  
Toll free: 1-888-231-5408  
[conservation@lprca.on.ca](mailto:conservation@lprca.on.ca)  
[www.lprca.on.ca](http://www.lprca.on.ca)

May 2, 2024

Sent Via Email

The Honourable Sylvia Jones  
Minister of Health

[sylvia.jones@ontario.ca](mailto:sylvia.jones@ontario.ca)

**Re: Recommended phase out of free well water testing in the 2023 Auditor General's Report**

Dear Minister Jones;

The Long Point Region Conservation Authority is concerned with the Public Health Ontario's recommendation of phasing out free water testing.

The Long Point Region watershed has a total population of approximately 100,000 people. Of those, approximately one-third rely on private water sources for their drinking water supply. These private water sources include personal wells and sand points which are not actively monitored. With the recommendation to discontinue free water testing, we fear many residents will not undertake regular testing and will be put at risk.

At the May 1<sup>st</sup> meeting of the Long Point Region Board of Directors, the following resolution was unanimously approved:

**Motion No.: A-69/24**

Moved By: Chris Van Paassen  
Seconded By: Tom Masschaele

**WHEREAS:** private water systems (e.g., wells) are not protected through legislated requirements under The Safe Drinking Water Act 2002 and The Clean Water Act 2006, but are more likely to contribute to cases of gastrointestinal illness than municipal systems;

**AND WHEREAS:** the 2023 Ontario Auditor General's value-for-money audit of Public Health Ontario (PHO) recommended that PHO, in conjunction with the Ontario Ministry of Health, begin the gradual discontinuance of free private drinking water testing;

**AND WHEREAS:** in the jurisdiction of LPRCA, many households do not receive water from municipal systems, with many relying on a private drinking water system, including wells;

**AND WHEREAS:** the Walkerton Inquiry Report Part II, concluded the privatization of laboratory testing of drinking water samples contributed directly to the E. coli outbreak in Walkerton, Ontario in May 2000;

**AND WHEREAS:** all Ontarians deserve safe, clean water, and free well-water testing is a way to help ensure that residents on private wells continue to have barrier-free access to well water testing.

**THEREFORE, BE IT RESOLVED THAT:** the Board of Directors calls on the Province to not phase out free well-water testing as part of the proposed streamlining efforts of public health laboratory operations in the province;

**AND FURTHER THAT:** this resolution be circulated to the Hon. Sylvia Jones, Minister of Health; Hon. Lisa Thompson, Minister of Agriculture, Food and Rural Affairs; Hon. Andrea Khanjin, Minister of the Environment, Conservation and Parks; local MPPs; and Conservation Ontario and Ontario's conservation authorities.

Thank you for your consideration of this request.

Sincerely,



Robert Chambers  
Chair

cc. The Honourable Lisa Thompson, Minister of Agriculture, Food and Rural Affairs  
The Honourable Andrea Khanjin, Minister of the Environment Conservation and Parks  
Ms. Bobbi Ann Brady, Member of Provincial Parliament, Haldimand-Norfolk  
Mr. Ernie Hardeman, Member of Provincial Parliament, Oxford  
Mr. Will Bouma, Member of Provincial Parliament, Brant  
Mr. Rob Flack, Member of Provincial Parliament, Elgin, Middlesex, London  
Conservation Ontario  
Ontario's 36 Conservation Authorities



## Saugeen Valley Conservation Authority

### Executive Committee

### Minutes

**Date:** Friday February 23, 2024, 8:30 a.m.  
**Location:** Electronic via Zoom  
**Chair:** Barbara Dobreen  
**Members present:** Paul Allen, Tom Hutchinson, Greg McLean, Sue Paterson  
**Staff present:** Erik Downing, Janice Hagan

Chair Dobreen called the meeting to order at 8:33 a.m.

#### 1. Adoption of agenda

##### Motion #EC24-04

Moved by Tom Hutchinson

Seconded by Paul Allen

That the agenda for the Executive Committee meeting, February 23, 2024, be adopted as circulated.

**Carried**

#### 2. Declaration of pecuniary interest

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

#### 3. Adoption of minutes – January 8, 2024

##### Motion #EC24-05

Moved by Greg McLean

Seconded by Paul Allen

That the minutes of the Executive Committee meeting, January 8, 2024, be adopted as circulated.

**Carried**

#### 4. Matters arising from the minutes

##### 4.1. COR-2024-01: Outstanding department initiatives

Erik Downing reviewed the updated list of outstanding projects and initiatives as presented.

#### 5. New business

##### 5.1. New Legislative and Regulatory changes overview

Erik Downing reported that the Ministry of Natural Resources and Forestry will be issuing

legislative changes regarding conservation authorities effective April 1<sup>st</sup>. Key changes include (but not limited to) regulatory tests for permit approvals, permit conditions, timelines, administrative reviews, and Ministers orders. Correspondence regarding these changes will be circulated to the municipalities.

**5.2. Director recognition discussion**

The Committee discussed the previous protocol for acknowledging Director service to the Authority, which is to recognize each member based on continuous service. It has been suggested that cumulative service be considered in the future. The Chair indicated that this discussion should be put on hold to another date.

**6. Closed Session – to discuss personal matters relating to identifiable individuals.**

**Motion #EC24-06**

Moved by Tom Hutchinson

Seconded by Sue Paterson

THAT, The Executive Committee move to Closed session, In Camera, to discuss matters relating to identifiable individuals; and further

THAT, Erik Downing and Janice Hagan remain in the meeting as required.

**Carried**

**Motion #EC24-10**

Moved by Sue Paterson

Seconded by Tom Hutchinson

THAT, The Executive Committee adjourn from Closed Session, In Camera, and rise and report.

**Carried**

Chair Dobreen reported that only the matters for which the Committee went into Closed Session were discussed and that direction was given.

**7. Adjournment**

There being no further business, the meeting was adjourned at 10:03 a.m. by motion from Greg McLean and Sue Paterson.

---

Barbara Dobreen  
Chair

---

Janice Hagan  
Recording Secretary





# Saugeen Valley Conservation Authority

## Minutes – Property and Parks Committee

Date: Thursday September 7, 2023, 1:00 p.m.  
Location: Remote (Zoom)  
Chair: Paul Allen  
Members present: Barbara Dobreen, Bud Halpin, Moiken Penner  
Members absent: Larry Allison, Bill Stewart  
Staff present: Erik Downing, Donna Lacey, Janice Hagan

The meeting was called to order at 1:07 p.m.

### **1. Adoption of the Agenda**

An updated agenda was circulated with reports pertaining to item #5.2, Ash Removal RFPs.

#### **Motion #PPC23-06**

Moved by Moiken Penner

Seconded by Bud Halpin

THAT the agenda be adopted as amended.

**Carried**

### **2. Declaration of pecuniary interest**

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

### **3. Minutes of the Parks Committee Meeting – April 20, 2023**

#### **Motion #PPC23-07**

Moved by Bud Halpin

Seconded by Barbara Dobreen

THAT the minutes of the Property and Parks Committee April 20, 2023 be adopted as presented.

**Carried**

### **4. Matters arising from the minutes**

#### **4.1 Varney Pond update**

Chair Paul Allen noted that staff have reached out to the Department of Fisheries and Oceans (DFO), the Ministry of Transportation (MTO), and the Ministry of the Environment and Conservation and Parks (MECP) and so far a verbal response has been received from DFO stating that they are not interested in pursuing historical practices at Varney Pond but will work with SVCA moving forward. Staff await a written response from DFO and continue to reach out to the other agencies and an update will be provided when further information is available.

## **5. New Business**

### **5.1 2024 Campground fees**

Staff presented the recommended 2024 Campground fees. After discussion the following motion carried:

#### **Motion #PPC23-08**

Moved by Bud Halpin

Seconded by Moiken Penner

THAT the Committee recommends to the full Authority, the approval of the proposed 2024 Campground Fee Schedule as presented.

**Carried**

### **5.2 Ash removal RPs**

Maintaining safe camping areas requires management practices require the Ash trees at the Saugeen Bluffs Campground and the Brucedale Conservation area to be removed due to the Emerald Ash Borer beetle. Donna Lacey, Manager of Forestry and Lands, discussed the Reports #5.2.1 and #5.2.2 as circulated and after discussion the following motions carried.

#### **5.2.1 Saugeen Bluffs RFP**

#### **Motion #PPC23-09**

Moved by Bud Halpin

Seconded by Moiken Penner

THAT the Committee recommend to the full Authority that the RFP\_LANDS2023-01 for Ash removal at Saugeen Bluffs be awarded to the lowest proposal; and further

THAT should the contractor decline, the offer of acceptance be made to the next lowest proposal.

**Carried**

#### **5.2.2 Brucedale RFP**

#### **Motion #PPC23-10**

Moved by Moiken Penner

Seconded by Bud Halpin

THAT the committee recommend to the full Authority that the RFP\_LANDS2023-02 for Ash removal at Brucedale Conservation Area be awarded to the lowest proposal; and further

THAT should the contractor decline, the offer of acceptance be made to the next lowest proposal.

**Carried**

## **6. Date of next meeting and adjournment**

The date of the next Property and Parks Committee will be scheduled for March 2024.

There being no further business the meeting adjourned at 1:49 p.m. on motion of Bud Halpin and Paul Allen.

[Original signed by:]

---

Paul Allen  
Chair

[Original signed by:]

---

Janice Hagan  
Executive Assistant/Recording Secretary



## Saugeen Valley Conservation Authority

### Forestry Committee

### Minutes (No quorum)

**Date:** Wednesday October 11, 2023, 9:00 a.m.  
**Location:** Formosa Administration Office  
**Chair:** None appointed  
**Members present:** Paul Allen, Barbara Dobreen, Moiken Penner  
**Absent:** Tom Hutchinson, Dave Myette  
**Staff present:** Erik Downing, Donna Lacey, Janice Hagan

Donna Lacey called the meeting to order. No quorum was present so a Chair could not be appointed. The Members advised staff that a quorum was not necessary to open the public tenders; however, resolutions, or direction to staff could not be executed. Staff will need to prepare a report with a summary of the results and present it to the full Authority at the next scheduled meeting.

#### Tender results:

##### 1. SVCA-01-2023

Company	Cordwood Bid Price (HST excluded)	Total Bid Price	Deposit Cheque
Moggie Valley Timber	\$32,000	\$32,000	\$3,200
Tri Bridges Inc.	\$21,500	\$21,500	\$2,150

##### 2. SVCA-02-2023

Company	Cordwood Bid Price (HST excluded)	Total Bid Price	Deposit Cheque
Moggie Valley Timber	\$8,500		\$850
Tri Bridges Inc.	\$6,500	\$6,500	\$650

##### 3. SVCA-03-2023

Company	Cordwood Bid Price (HST excluded)	Total Bid Price	Deposit Cheque
Moggie Valley Timber	\$8,000	\$8,000	\$800
Tri Bridges Inc.	\$6,500	\$6,500	\$650

**Forestry update**

Donna Lacey gave a brief verbal update on the activities of the Forestry department. She noted that the Forest Management Plan will expire in 2025 and it may take up to 3 years to prepare a new plan. For continuity, the new Management Plan, along with operating plans for each property should be started immediately, since Forest Management is now a Category 1 Program and therefore a mandatory service. An up-to-date inventory of SVCA properties will assist with a future harvest plan. Donna proposes that a second Forestry Technician be hired as has been proposed for the 2024 budget. The Members requested that a copy of the current Forest Management Plan be circulated to the Committee.

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Erik Downing  
General Manager/Secretary-Treasurer (Acting)

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Janice Hagan  
Recording Secretary

SAUGEE VALLEY CONSERVATION AUTHORITY

TENDER OPENING RECORD


Tender # SVCA-01-2023

Date: October 11, 2023

Property: Lot 6 & 7 Con 9, Proton, Southgate

Tender Information: Plantation Thinning 3775 trees, 404.9 Cords, Avg Dia 9.5"

Company	Sawlog Bid Price (without GST)	Cordwood Bid Price (without GST)	GST if Applicable	Total Bid Price	Deposit Cheque
MOGGIE VALLEY		32,000.00		32,000.00	3200.00
TRI BRIDGES		21,500.		21,500.00	2150.00

PAUL ALLEN  


**SAUGEEN VALLEY CONSERVATION AUTHORITY**

**TENDER OPENING RECORD**

Tender # SVCA-02-2023

Date: October 11, 2023

Property: Lot 3 Con 9 and Lot 10 Con 8, Proton, Southgate

Tender Information: Plantation Second Thinning 997 trees, 125.3 Cords, Avg Dia 10"

Company	Sawlog Bid Price (without GST)	Cordwood Bid Price (without GST)	GST if Applicable	Total Bid Price	Deposit Cheque
MOGGIE VALLEY		8500.00		8500.00	850.00
TRI BRIDGES		6500.00		6500.00	650.00

PAUL ALLEN



# SAUGEEN VALLEY CONSERVATION AUTHORITY

## TENDER OPENING RECORD

Tender # SVCA-03-2023

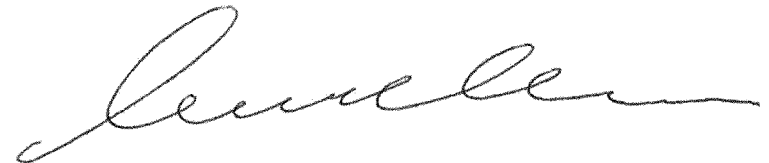
Date: October 11, 2023

Property: Lot 7 Con 8, Proton, Southgate

Tender Information: Plantation First Thinning 1,313 trees, 121.1 Cords, Avg Dia 9.1"

Company	Sawlog Bid Price (without GST)	Cordwood Bid Price (without GST)	GST if Applicable	Total Bid Price	Deposit Cheque
MOGGIE VALLEY		8000.00		8000.00	800.00
TRI BRIDGES		6500.00		6500.00	650.00

PAUL ALLEN





## News Articles for Members' Information

### [SVCA board looks at new provincial regulations coming into effect April 1](https://www.pentictonherald.ca/spare_news/article_5f3bd86d-8533-527b-821f-85232c2753eb.html)

([https://www.pentictonherald.ca/spare\\_news/article\\_5f3bd86d-8533-527b-821f-85232c2753eb.html](https://www.pentictonherald.ca/spare_news/article_5f3bd86d-8533-527b-821f-85232c2753eb.html))

Pentictonherald.ca, March 29, 2024

### [Saugeen Conservation warns rising water levels pose a safety risk](https://cknxnewstoday.ca/midwestern/news/2024/04/12/saugeen-conservation-warns-rising-water-levels-pose-a-safety-risk)

(<https://cknxnewstoday.ca/midwestern/news/2024/04/12/saugeen-conservation-warns-rising-water-levels-pose-a-safety-risk>)

CKNX NewsToday.ca, April 12, 2024

### [Potential High, Fast Flowing Watercourses, Says Saugeen Conservation Authority](https://www.bayshorebroadcasting.ca/2024/04/12/expect-high-fast-flowing-watercourses-says-saugeen-conservation-authority/)

(<https://www.bayshorebroadcasting.ca/2024/04/12/expect-high-fast-flowing-watercourses-says-saugeen-conservation-authority/>)

Bayshore Broadcasting, April 12, 2024

### [Conservation Authority updates process due to Provincial changes](https://saugeentimes.com/conservation-authority-updates-process-due-to-provincial-changes/)

(<https://saugeentimes.com/conservation-authority-updates-process-due-to-provincial-changes/>)

Saugeen Times, April 17, 2024

### [Conservation authority development controls expanding in beach areas](https://www.owensoundsuntimes.com/news/local-news/conservation-authority-development-controls-expanding-in-beach-areas)

(<https://www.owensoundsuntimes.com/news/local-news/conservation-authority-development-controls-expanding-in-beach-areas>)

Owen Sound Sun Times, April 19, 2024

### [Ontario health minister vows not to end free private well water tests](https://www.owensoundsuntimes.com/news/local-news/ontario-health-minister-vows-not-to-end-free-private-well-water-tests)

(<https://www.owensoundsuntimes.com/news/local-news/ontario-health-minister-vows-not-to-end-free-private-well-water-tests>)

Owen Sound Sun Times, April 26, 2024

## Report #COR-2024-08

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Jennifer Stephens, General Manager/Secretary-Treasurer  
**Date:** May 16, 2024  
**Subject:** Approval for Implementation of an Accessibility Policy  
**Purpose:** To seek approval for the implementation of the Accessibility Policy

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### Recommendation

THAT the Saugeen Valley Conservation Authority approve the proposed Accessibility Policy.

### Background

The Saugeen Valley Conservation Authority (SVCA) has been actively evaluating its policies to ensure they meet current needs and standards. The latest result of this ongoing process is an Accessibility Policy, which has been carefully developed and is now ready for the Board's consideration and approval.

### Analysis

This policy is vital as it reflects SVCA's commitment to inclusivity and provides a structured approach to making the organization more accessible to everyone, including those with disabilities. SVCA strives to maintain a culture that respects and celebrates different perspectives and ensures fairness, extending beyond our internal practices to how we interact with others.

This policy will guide us in removing obstacles in the workplace and in serving our customers better. This policy is a clear plan for making sure that all employees, no matter their abilities, have the same chances to succeed and contribute. It also shows that we care about giving our customers the best service possible, by making sure they can access our services easily.

### Strategic Plan Linkages

A1.0 – Enhancing accessibility across the Authority.  
A1.1 - AODA; Plans, Communication, Marketing, Mapping, Properties, Data  
E1.3 – External Communications  
C1.6 – Customer Service Standards

Prepared by:

<[Original Signed By]>

Janice Hagan, Executive Assistant

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Approved by:

<*Original Signed By*>

Jennifer Stephens, General Manager/Secretary-Treasurer

Attachment 1: Accessibility Policy



1078 Bruce Road 12 | P.O. Box 150 | Formosa ON  
Canada | N0G 1W0 | 519-364-1255  
[www.saugeenconservation.ca](http://www.saugeenconservation.ca)  
[publicinfo@svca.on.ca](mailto:publicinfo@svca.on.ca)

# SVCA Accessibility Policy

Policy approved on: May 16, 2024

Next review date: May 2026

Policy amended on: N/A

# Accessibility Policy

## Intent

Saugeen Valley Conservation Authority (SVCA) is committed to eliminating barriers and improving accessibility for persons with disabilities in a manner that respects dignity, independence, integration, and equal opportunity. SVCA recognizes the diverse needs of our stakeholders, residents, and customers and will respond by striving to provide goods, services, programs, and facilities that are accessible to all.

It is SVCA's policy that its training, working, and service environments will be maintained free from discrimination and harassment as prohibited by the Ontario Human Rights Code, and the *Accessibility for Ontarians with Disabilities Act (2005) (AODA)*. SVCA upholds the principle that every individual has the right to equitable treatment with respect to employment, services, goods, facilities, and accommodation without discrimination in accordance with the provisions of the Ontario Human Rights Code (OHRC).

## Definitions

**Accessible formats:** May include large print, recorded audio and electronic formats, and other formats usable by persons with disabilities.

**Assistive devices:** Used to replace, compensate, or improve the functional abilities of people with disabilities. They include a broad range of items including mobility aids such as prosthetics, wheelchairs, canes, walkers, medical devices such as ventilators, respiratory equipment, and sensory assistance such as communication aids, reading and writing devices, and hearing aids.

**Communication supports:** May include captioning, alternative and augmentative communication supports, plain language, and other supports that facilitate effective communication.

**Disability:** As defined in Section 10 of the Ontario Human Rights Code, R.S.O. 1990 c. H.19.

- a. Any degree of physical disability, infirmity, malformation, or disfigurement that is caused by bodily injury, birth defect, or illness, and without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- b. A condition of mental impairment or a developmental disability;
- c. A learning disability, or dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- d. A mental disorder; or
- e. An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

**Service animals:** As defined by the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*, an animal is a service animal for a person with a disability if it is readily apparent as a result of

visual indicators such as the vest or harness worn by the animal that the animal is used by the person for reasons relating to his or her disability; or if the person provides a letter from a regulated health professional such as doctors, psychologists, audiologists, and optometrists confirming that the person requires the animal for reasons relating to the disability.

**Support person:** As defined by the *Accessibility for Ontarians with Disabilities Act, 2005* shall mean any person, whether a paid professional, volunteer, family member, or friend who accompanies a person with a disability to assist with communication, mobility, personal care, or medical needs or with access to goods, services, or facilities.

## **Scope**

This policy applies to all SVCA staff (full-time, part-time, and term), as well as third parties working on behalf of SVCA, whether the person does so as an employee, contractor, Board Director, volunteer, student placement, or otherwise and all persons who participate in developing SVCA's policies governing the provision of goods, services, or facilities to members of the public or other third parties.

## **Guidelines**

### **1. Accessibility Plan**

SVCA will establish, implement, maintain, and document a multi-year accessibility plan in accordance with the AODA. The multi-year accessibility plan will outline SVCA's strategy to prevent and remove barriers and meet the requirements of the standards developed under the AODA. The multi-year accessibility plan will be reviewed and updated at least once every five years in consultation with municipal accessibility advisory committees. The plan will be posted on SVCA's website and shall be made available in an accessible format with complimentary communication supports, upon request.

### **2. Training**

SVCA is committed to ensuring training is provided on the requirements of the accessibility standards to all employees, Board Directors, volunteers, students, and all other persons who provide goods, services, or facilities on behalf of the conservation authority.

Training on the requirements of the accessibility standards and on the Human Rights Code shall be appropriate to the duties of the employees, volunteers, and other persons. Every person shall be trained as soon as practicable.

SVCA shall keep records of the training, including the date on which training is provided, and the names of individuals trained. Training will also be provided in respect to changes in the Accessibility Policy on an ongoing basis. Accessibility training will include the following elements:

- A review of the purposes of the *Accessibility for Ontarians with Disabilities Act, 2005*;
- How to provide goods, services or facilities in a manner that respects the dignity and independence of persons with disabilities;
- How to interact and communicate with persons in a manner that considers their disabilities;

- The process for people to provide feedback to SVCA about its provision of goods, services, or facilities to persons with disabilities;
- How to interact with persons with disabilities who use an assistive device or require the assistance of a service animal or a support person to access goods, services, or facilities; and
- What to do if a person with a disability is having difficulty accessing SVCA's goods, services, or facilities.

### **3. Feedback Process**

Feedback from the public is appreciated as it may identify areas which require change and encourage continuous service improvement.

Feedback can be provided to SVCA on its delivery of goods, services, or facilities to persons with disabilities:

- By mail addressed to: Accessibility Officer, 1078 Bruce Rd 12, Formosa, ON N0G 1W0.
- By telephone: 519-364-1255 ext. 221
- In person at: SVCA Administration Office, 1078 Bruce Rd 12, Formosa, ON N0G 1W0.
- Or by email to: [accessibility@svca.on.ca](mailto:accessibility@svca.on.ca)

The Feedback Form can be obtained from the SVCA [website](#).

Responding to feedback:

- All feedback on accessible customer service, regardless of how it is received, should be directed initially to the [Accessibility Officer](#) for the feedback to be reviewed.
- If the feedback form indicates that the customer wishes to be contacted, the Accessibility Officer will acknowledge receipt of the feedback within a timely manner.
- Where possible, complaints will be acknowledged. The process to begin addressing complaints will begin as soon as possible.
- The Accessibility Officer will forward feedback to the appropriate Department Manager.
- A recommendation to address feedback received will be jointly prepared by the relevant Department Manager and the Accessibility Officer and provided to the General Manager/Secretary-Treasurer.
- The Accessibility Officer, or where unable to do so, the Department Manager will respond to the feedback obtained within fifteen 15 business days.

### **4. Notice of Temporary Disruptions**

Temporary disruptions in SVCA services or at facilities may occur due to reasons that may or may not be within SVCA's control or knowledge.

SVCA will make every reasonable effort to provide notice of the disruption to the public, including information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if any, which may be in lieu.

If the disruption is anticipated, SVCA will provide a reasonable amount of advance notice of the disruption. SVCA will provide notice by any method that may be reasonable under the circumstances, as soon as possible, including but not limited to: SVCA's website

([www.saugeenconservation.ca](http://www.saugeenconservation.ca)), social media postings, and through the installation of temporary signage.

### **5. Support Persons**

Persons with disabilities may enter any property or facility owned or operated by SVCA with a support person and have access to the support person while on the premises.

SVCA may require a person with a disability be accompanied by a support person while on SVCA property in situations where it is necessary to protect the health or safety of the person with a disability or the health and safety of others on the premises.

A support person, when assisting a person with a disability to obtain, use, or benefit from SVCA's goods, services, or facilities, will be permitted to attend at no charge where an admission fee is applicable.

### **6. Service Animals**

Persons with a disability may enter properties or facilities owned and operated by SVCA accompanied by a service animal. The animal will be permitted to stay with the disabled person if the public only has access to the premises provided it is not otherwise excluded by law. If the service animal is excluded by law from the premises, SVCA will make every reasonable effort to provide other means of assistance for the disabled person to obtain, use, or benefit from SVCA's goods, services, or facilities.

If it is not readily apparent that the animal is a service animal, SVCA may ask the disabled person for a letter from a qualified regulated health professional.

It is the responsibility of the person with the disability to be in care and control of the service animal, always.

## **Information and Communications Standards (Reg. 191/11, Part II)**

### **1. Emergency Procedures, Plans or Public Safety Information**

SVCA will, upon request, provide emergency procedures, plans, and public safety information in an accessible format or with communication support, as soon as practicable.

### **2. Accessible Formats**

When requested, SVCA will provide or arrange for the provision of accessible formats or communication supports for persons with disabilities, where able to without undue financial hardship and with the resources available.

These accessible formats and communication supports will be provided in a timely manner and in a way that considers the individual needs of a person with a disability. SVCA will consult with the person making the request to determine the suitability of an accessible format or communication support. Such accessible documents and communication supports will be provided at a cost no greater than the regular costs charged to others.

### **3. Websites and Web Content**

SVCA will ensure the official website and web content conforms to the Worldwide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 AA criteria. Except where



meeting this requirement is not practicable, this conformity applies to websites, web, and social media content, as well as web-based applications that are controlled directly or through a contractual relationship that allows for the modification of the product and to web content.

## **Employment Standards (Reg. 191/11, Part III)**

### **1. Recruitment, Assessment, and Selection**

SVCA is committed to equal consideration of candidates during the recruitment, assessment, and selection process. Job applicants, including new and existing SVCA employees, will be notified of accommodation options for persons with disabilities in its application process.

Not all SVCA positions can be made to accommodate persons with disabilities. In cases where accommodation due to a disability is requested, SVCA will consider whether the position can, with adjustments, meet the needs of the applicant.

When making offers of employment, SVCA will notify the successful applicant of its policies for accommodating employees with disabilities.

### **2. Informing Employees of Supports**

SVCA will inform employees of its policies, and any updates to such policies, used to support employees with disabilities. SVCA will provide this information to new employees as soon as practicable after commencing employment. These policies outline how a particular position can consider the employee's accessibility needs due to disability.

### **3. Accessible Formats and Communication Supports for Employees**

SVCA shall, when requested by an employee with a disability, consult with the employee to provide or arrange for the provision of accessible formats and communication supports that is required for their job to be performed. SVCA shall consult with the employee making the request in determining the suitability of an accessible format or communication support.

## **Workplace Emergency Response Information**

SVCA is committed to ensuring the safety of all employees. Customized workplace emergency response planning shall be carried out for employees who have a disability, if the disability is such that an individualized plan is necessary. This plan shall be prepared as soon as practicable after SVCA becomes aware of the need for accommodation.

SVCA shall review the customized workplace emergency response plan when the employee moves to a different physical location, if the employee's accommodation needs change, and when the organization reviews all general emergency response policies.

## **Performance Management, Career Development and Advance and Redeployment**

SVCA shall consider the accessibility needs of employees with disabilities and any individual accommodation plans when carrying out any performance management, career development, and advancement discussions. When reassigning employees to other positions as an alternative to layoff when a particular position has been eliminated, SVCA shall also consider the employee's accessibility needs due to his/her disability and any prepared accommodation plan.

## **Design of Public Spaces Standards (Accessibility Standards for the Built Environment) (Reg. 191/11, Part IV.1)**

SVCA will comply with the AODA Design of Public Spaces Standards (Accessibility Standards for the Built Environment) when engaging in the construction and redevelopment of publicly accessible spaces, in accordance with the legal requirements.

### **Resources**

- Government of Ontario [Accessibility in Ontario \(https://www.ontario.ca/page/accessibility-in-ontario\)](https://www.ontario.ca/page/accessibility-in-ontario)
- [Ontario's Human Rights Code | Legislative Assembly of Ontario](https://www.ola.org/en/offices-divisions-branches/library-research/research-papers/ontarios-human-rights-code) (https://www.ola.org/en/offices-divisions-branches/library-research/research-papers/ontarios-human-rights-code)
- [World Wide Web Consortium Web Content Accessibility Guidelines \(https://www.w3.org/WAI/standards-guidelines/wcag/\)](https://www.w3.org/WAI/standards-guidelines/wcag/)

### **Review**

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

### **Effective Date**

Policy approved on: May 16, 2024

Policy amended on: N/A

## **Accessibility Policy**

### **Acknowledgement and Agreement**

I, \_\_\_\_\_, acknowledge that I have read and understand the Accessibility 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: \_\_\_\_\_

## Report #COR-2024-09

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Jennifer Stephens, General Manager/Secretary-Treasurer  
**Date:** May 16, 2024  
**Subject:** Approval for Implementation of a Records Retention Policy  
**Purpose:** To seek approval for the implementation of the Records Retention Policy

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### Recommendation

THAT the Saugeen Valley Conservation Authority approve the proposed Records Retention Policy.

### Background

Saugeen Valley Conservation Authority (SVCA) has been actively evaluating its policies to ensure they meet current needs and standards. SVCA intends to maintain a Retention Policy and Schedule as a valuable tool to manage records and information created or received by the organization. It is a strategic business resource to support sound decision-making, corporate accountability, and good governance. The policy protects personal and confidential information, while capturing and preserving corporate memory and history. The policy improves efficiency, strengthens shared knowledge, and mitigates risk.

### Analysis

SVCA manages records and information created or received by the authority in accordance with all relevant federal and provincial policies, legislation, regulations, and professional standards. Working in collaboration with eighteen (18) other conservation authorities, SVCA secured the services of Gartner Roberts LLP to develop the Retention Schedule to evaluate the importance of each record series in terms of its operational, legal, historical, and fiscal value. The policy and schedule ensure that official records no longer needed by the organization are discarded at appropriate times.

Should SVCA determine to expand Central Lake Ontario Conservation Authority's Content Management System beyond the Environmental Planning and Regulations Department, a filing naming convention can be developed and appended to this policy. All digital files at SVCA could then be organized digitally in a system that integrates all information for the entire conservation authority.

### Financial Implications

The cost to retain the services of Gartner Roberts LLP was \$34,040.00. SVCA's contribution to this cost was \$1,180.00. These funds were withdrawn from the 2022 Authority Budget.

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## **Strategic Plan Linkages**

R1.0 - Development of a robust, stable, and adaptable organization

R1.3 - Document Management and Retention Policy and Action

Prepared by:

<[Original Signed By]>

Jennifer Stephens, General Manager/Secretary-Treasurer

Attachment 1: Records Retention Policy



1078 Bruce Road 12 | P.O. Box 150 | Formosa ON  
Canada | N0G 1W0 | 519-364-1255  
[www.saugeenconservation.ca](http://www.saugeenconservation.ca)  
[publicinfo@svca.on.ca](mailto:publicinfo@svca.on.ca)

# SVCA Records Retention Policy

Policy approved on: May 16, 2024

Next review date: May 2026

Policy amended on: N/A

## Records Retention Policy

### Intent

Saugeen Valley Conservation Authority manages records and information created or received by the authority in accordance with all relevant federal and provincial policies, legislation, regulations, and professional standards. Legislation includes the Conservation Authorities Act (CA Act), the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Ontario Employment Standards Act (ESA), the Ontario Occupational Health and Safety Act (OHS Act), the Income Tax Act (ITA), and others. The Records Retention Policy applies to all records regardless of format or medium of storage. The policy and schedule ensure that official records no longer needed by the organization are discarded at appropriate times.

All records created by Saugeen Valley Conservation Authority or in the organization's possession are the property of Saugeen Valley Conservation Authority and are managed as a corporate resource.

### Definitions

#### Authority

And/or "Saugeen Valley Conservation Authority" or "SVCA" means Saugeen Valley Conservation Authority.

#### Accountability

Identifies the data custodians and stewards. Often, this is the administrator and department accountable for ensuring the official record series is managed throughout its lifecycle. They have the primary interest or ownership of the records as the official holder of the original records. Senior management of the business unit or program is accountable for retention and disposition.

#### Disposition

How records are handled at the end of their lifecycle. The Records Retention Schedule identifies three types of disposition: archive, destroy or permanent.

#### Archive

A collection of selections of historical records is kept preserving information about, or the function of, an organization. Also, a place where historical records and materials are preserved.

#### Destroy:

Records that must be irretrievably deleted or destroyed, beyond future recognition or recovery, when they reach the end of their retention period. Methods of destruction for physical records include shredding, and separation before disposal. Digital files are destroyed by removing any existing copies, on any interface or storage solution.

## **Permanent**

Disposition classification of records that are kept until SVCA no longer exists.

All paper/tangible records will be converted into a digital record, which will then be retained in accordance with SVCA's Retention Schedule. The original format of the record can be changed (*i.e.*, physical to digital), but the original format of the record will determine the appropriate retention period.

**Note:** This is to the best of SVCA's control – the unintentional destruction of the record that results in data loss or corruption is not in the control of SVCA's record retention.

## **File Naming Convention**

A File Naming Convention (FNC) is a framework for naming files in a way that describes what they contain and how they relate to other files. The FNC provides metadata/properties (*i.e.*, date, file type, version, etc.) that support the identification of the appropriate retention period.

## **Personal Information**

Recorded information (factual or subjective) related to an identifiable individual (*i.e.*, by name, home address, phone number, birth date, race, colour, etc.). Records of identifiable individuals are protected under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) legislation.

## **Records**

Collections of information created, received, and maintained as evidence of information, business decisions or actions, regardless of format -- paper, books, maps, electronic, audio, video, image, etc. Also, the output of a process or proof of service. Records have legal, operational, or historical value.

## **Transitory Records**

Records that are useful for a short time only, communicate information that is temporary or for preparing a subsequent record, and those of minor importance. Transitory records include personal messages, general notices and announcements, copies of documents and emails, reference materials, drafts and working documents to prepare final official records, etc. Transitory records should be deleted or destroyed when they are no longer useful. A transitory record can be destroyed at any time before the approved retention period.

**Note** that transitory records are not the same as duplicate records that are maintained by an office when duplicate records are needed for a business purpose.

## **Convenience Records**

Recent legal actions have drawn attention to the use of convenience copies for purposes of evidence or discovery. Incidents have occurred where primary documents have been destroyed per an established retention schedule, but convenience copies remained in an organization. These copies were deemed to be official and are subject to discovery or legal proceedings. Given these legal implications it is important for SVCA, *if required*, to classify convenience copies and ensure they are tracked and destroyed or disposed of no later than the retention period of the original official document.



## **Records Management**

The discipline responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records.

### **Record Series**

Groups of related records categorized by similar organizational function. This functional approach aims to:

- Eliminate duplication by gathering records of related functions together, rather than separating them across programs or departments.
- Separate business functions from organizational structure so changes in organizational structure do not impact record series.
- Reduce the silos of information.

### **Retention (Period)**

Specifies the total length of time (period) that records must be kept. The retention period begins when a file or set of records is closed. Criteria for closing a file are based on a **trigger event** (defined below).

In the policy, retention is stated in the following terms:

- Current Calendar Year (CCY): ends December 31<sup>st</sup>.
- Current Fiscal Year (CFY): ends March 31<sup>st</sup> per Government of Ontario fiscal calendar (provincial funding, etc.)
- Permanent: until SVCA no longer exists
- Superseded or obsolete: replaced by a more current record (such as a new policy or procedure) or withdrawn from circulation.

### **Trigger Event**

Criteria for closing a file. Sometimes the trigger event is the completion of a project or the resolution of an issue when there is no further activity on the file. In other cases, the trigger event is more concrete, such as the termination of an employee or business contract or superseding of a policy. For ongoing files, the end of a calendar or fiscal year may be treated as the trigger event that closes a file pertaining to that year.

## **Guidelines**

1. SVCA's official records are organized and stored in a manner that ensures efficient administration of the organization's operations. Folders, documents, and records are named in a consistent and logical manner according to SVCA's record management. This ensures that SVCA's records can be located and sourced efficiently and accurately, providing continuity and accuracy in external inquiries and internal business practices.
2. Records containing confidential information should be labeled and stored to limit access only to those employees or other individuals with authorization to view such records.

3. Once a trigger event occurs, a file is closed, and the retention period begins. Retention periods are reviewed by Corporate Services and the Management Team and approved by the SVCA Board of Directors.

In a commitment to accurate file retention, in alignment with industry, provincial and federal guidelines, retention periods and their schedules are reviewed as necessary to meet appropriate standards.

4. The Corporate Services Department determines the processes to execute the required disposition of records at the end of a record's retention period. The Corporate Services Department provides technological solutions to automate the disposition of records, where applicable. The appropriate entities/departments execute the disposition of records at the end of the retention period. For records that do not have an automated disposition process, the respective entities/departments are responsible to dispose records. For archive records and those to be retained permanently, approval is required from senior management of the department accountable for the official record series.
5. Destroyed records must be documented by a permanent certificate of destruction that identifies what records were destroyed and when. All legal and operational requirements must be met before records are destroyed. If the record has reached its retention timeline, it shall be destroyed, unless a MFIPPA request has been filed or in process of legal action, while still maintaining accordance with FIPPA, MFIPPA and SVCA policies or guidelines.
6. Records can only be destroyed according to SVCA's records destruction procedures as per the retention schedule, unless a pending legal case requires approval from the department accountable for the official record series AND the General Manager/Secretary-Treasurer.
7. SVCA archive records should be reviewed every 10 years to determine if they remain relevant and corporately significant. If not, they should be destroyed.

## **Review**

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

## **Effective Date**

Policy approved on: May 16, 2024

Policy amended on: N/A

Attachment 1: Records Retention Schedule

# Records Retention Policy

## Acknowledgement and Agreement

I acknowledge that I have read and understand the Records Retention 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: \_\_\_\_\_

**Saugeen Valley Conservation Authority  
Records Retention Schedule  
May 16, 2024  
Version 1.0**

<b>Record Series</b>	<b>Accountability</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>ADMINISTRATION &amp; GOVERNANCE</b>			
Administrative Management			
<b>Annual Reports</b>	Administrator GM's Office	Permanent	Permanent
<b>Annual Business and Work Plans</b>	Administrator GM's Office	CCY +7 years	Destroy
<b>Directories, Contacts and Memberships</b>	Administrator GM's Office	CCY + 1 year after Superseded or Obsolete	Destroy
<b>Blank Forms and Templates</b>	Administrator Corporate Services	1 year after Superseded or Obsolete	Destroy
<b>External Meetings and Committees</b>	Administrator Management Team	CCY + 4 years	Destroy
<b>Internal Meetings and Committees</b>	Administrator Management Team	CCY + 4 years	Destroy
<b>Office Administration</b> Final records of general office administrative functions and subjects not covered elsewhere.	Administrator GM's Office	CCY + 2 years	Destroy
<b>Governance</b>			
<b>Administrative By-law</b> Including final documents of development, updates and version(s) of the Administrative By-Law.	Administrator GM's Office	Permanent	Permanent
<b>Board Administration and Orientation</b>	Administrator GM's Office	CCY + 8 years	Destroy
<b>Board Agendas, Minutes and Resolutions</b>	Administrator	Permanent	Permanent

<b>Record Series</b>	<b>Accountability</b>	<b>Retention Period</b>	<b>Disposition</b>
	GM's Office		
<b>Closed Meetings – In Camera Sessions</b>	Administrator GM's Office	Permanent	Permanent
<b>Hearing Board</b>	Administrator GM's Office	Permanent	Permanent
<b>Source Protection Authority Meetings, Minutes and Resolutions</b>	Administrator GM's Office	Permanent	Permanent
<b>Orders in Council and Articles of Incorporation</b> Provincial proclamation of SVCA, changes to watershed jurisdiction, letters patent.	Administrator GM's Office	Permanent	Permanent
<b>Legal and Risk Management</b>			
<b>Accident and Incident Reporting</b> On SVCA properties; in buildings, structures, or vehicles; involving staff or public.	Administrator Corporate Services	15 years after resolution of matter or incident - unless involves a minor, then 15 years after minor turns 18	Destroy
<b>Agreements and Contracts</b> Decisions/final documents for agreements, contracts, service level agreements, licenses between SVCA and external organizations.	Administrator Corporate Services/variou	CCY + 7 years after expiry of agreement/contract	Destroy
<b>Business Continuity – Disaster Preparedness and Recovery Planning</b>	Administrator Corporate Services	CCY + 2 years after superseded	Destroy
<b>Consent Releases and Waivers</b> Including insurance and liability waivers, hold harmless agreements, subscription consents, parental and consent release forms.	Administrator Corporate Services	CCY +15 years	Destroy
<b>Freedom of Information (FOI) &amp; Protection of Privacy</b> Documents related to the completion of requests for information submitted under the <i>Municipal Freedom of Information and Protection of Privacy Act</i> (MFIPPA)	FOI Coordinator	T/E +5 years  T/E = Completion of request, closure of file or expiry of appeal period.	Destroy
<b>Insurance Administration</b>	Administrator Corporate Services	CCY + 15 years	Destroy

<b>Record Series</b>	<b>Accountability</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Legal Documents - Other</b> <i>Provincial Offences Act</i> court documents, evidence, briefs, solicitor-client advice, legal counsel opinion used in litigation and prosecution. May also include tribunal documentation, court enforcement documents, etc. <b>NOTE: Matters related to Hearings and Violations are filed under Planning &amp; Regulations/S28 Regulations/Permits &amp; Hearings</b>	Administrator GM's Office EPR	Litigation: 15 Years from Settlement, Resolution or Expiry of Appeal  Prosecution: 10 Years from Settlement, Resolution or Expiry of Appeal	Destroy
<b>MOUs – External Organizations</b> Includes Universities, private businesses, etc.	Administrator Corporate Services	CCY + 7 years After memoranda expires	Destroy
<b>MOUs - Municipal (CA Act)</b>	Administrator Corporate Services	CCY + 15 years after memoranda expires	Destroy
<b>Section 29 Infractions - CA Lands</b> Records relating to violations of section O. Reg 109, R.R.O. 1990, made under section 29 of the <i>Conservation Authorities Act</i> . Ticket records, collection of fines, banning letters, etc.	Administrator Forestry and Lands	T/E+ 10 years  T/E = issue resolved	Permanent
<b>Statements of Claim</b> Includes potential and filed claims against or by SVCA.	Administrator GM's Office	Permanent	Permanent
<b>Plans, Policies, Procedures</b>			
<b>Corporate Policies</b> Records related to developing corporate policies	Administrator GM's Office	10 years after Superseded or Obsolete	Destroy
<b>Corporate / Strategic Plans</b> Documentation related to planning, development, and publication of corporate and strategic plans e.g., Strategic Plan, Conservation Areas Strategy, etc.	Administrator GM's Office	Permanent	Permanent
<b>Departmental SOPs &amp; Business Plans</b>	Administrator Management Team	10 years after Superseded or Obsolete	Destroy
<b>Program Reference Material and Resources</b> Background reports, program design, program reviews, reference documents, etc.	Administrator Management Team	Superseded or Obsolete	Destroy

ASSET MANAGEMENT			
Capital Assets & Works			
<p><b>Asset Register</b> Includes assets such as land, structures and equipment, computers, equipment, vehicles, and any other large physical purchases. May contain description of asset, appraisals, purchasing information, location, etc.</p>	Administrator Corporate Services	CCY + 15 years after equipment replaced or asset disposed of	Archive
<p><b>Capital Asset Plan</b> Documents related to the capital asset plan as required under the asset management program recommended for CAs by the Federation of Municipalities (FCM).</p>	Administrator Corporate Services	CCY + 15 years after superseded or obsolete	Archive
<p><b>Capital Works –Improvements, Construction and Renovations</b> Records relating to development, construction, and renovation of SVCA facilities, and conservation areas. Includes specifications, guidelines, final master architectural and structural engineering drawings/plans, land appraisals, etc.</p>	Administrator Corporate Services	CCY + 15 years after building/facility disposed of	Archive
<p><b>Corporate Security - Physical</b> Records relating to the physical security of buildings, facilities, and other areas, including fire alarm systems, use of locks, security personnel, etc.</p>	Administrator Corporate Services	CCY + 6 years after system replaced	Destroy
<p><b>Electronic Monitoring and Surveillance Records</b> Includes video/audio security information, IT data and network back-ups, building access records, web traffic, computer logins, trail counters, trail cameras, etc.</p>	Administrator Corporate Services Forestry and Lands	Various	Destroy

<b>Operations and Maintenance - Routine</b>			
<b>Buildings</b> Records relating to monitoring and scheduling of building structure maintenance and internal property systems; and monitoring and maintaining components of property systems (heating/cooling systems, plumbing, elevating devices, etc.).	Administrator Corporate Services Forestry and Lands	CCY + 7 years after contract completed or warranties expired	Destroy
<b>Equipment &amp; Vehicles</b> Records relating to operation, maintenance, and leases of/for general office equipment (telephones, cell phones, printers, etc.); vehicles (owned and leased); and other equipment (monitoring, landscaping, etc.)	Administrator Corporate Services Forestry and Lands	CCY +7 years after equipment replaced or disposed of or lease end	Destroy
<b>Dams, Weirs, Flood and Erosion Control Structures</b> Documenting maintenance of watershed dams and weirs including work orders, inspection checklists, repair history, inspection logs, maintenance records, etc.	Administrator Water Resources	Permanent	Permanent
<b>Operations and Maintenance – Conservation Areas</b>			
<b>Inspections, Schedules, and Reports</b> Documents related to routine maintenance inspections, schedules, and reports of SVCA conservation areas. Includes drinking water system sampling analysis.	Administrator Forestry and Lands	CCY + 5 years after file closed or inspection completed.	Archive
<b>Maintenance and Repairs - Routine</b> Documents related to routine operations and maintenance of conservation areas - trails and minor bridge maintenance, snow plowing, grass cutting, hazard tree removal, etc. Includes communications related to work planning, work orders, price lists, estimates under \$5,000, repair history, etc.	Administrator Forestry and Lands	CCY + 10 years after file closed or work order completed	Archive



CONSERVATION AREAS			
<b>Access Permits for Conservation Lands</b> Applications and permits for activities conducted on conservation lands ( <i>i.e.</i> , research, trapping, external consultants working on behalf of a municipality).	Administrator Forestry and Lands	CCY +5 years after permit expires	Destroy
<b>Conservation Area Facility Rentals</b>	Administrator Forestry and Lands	CCY + 7 years	Destroy
<b>Parks Pass</b> Documentation related to annual season pass holders.	Administrator Corporate Services	CCY + 7 years	Destroy
<b>Partnerships</b> Community partnerships such as Friends Of groups, libraries, arts, culture, nature organizations, etc.	Administrator Management Team	CCY + 7 years after partnership terminated	Destroy
CONSERVATION LANDS			
<b>Conservation Lands Management Planning</b> Documentation related to the strategic and master planning for conservation areas.	Administrator Forestry and Lands	Permanent	Permanent
<b>Easements and Agreements</b> Documentation related to SVCA or external encumbrances and agreements, including easements.	Administrator Forestry and Lands Water Resources	Permanent	Permanent
<b>Land Acquisition and Disposition</b> Documentation related to the purchase and sale of land including correspondence, consultant procurement and deliverables, legal records.	Administrator Forestry and Lands	Permanent	Permanent
<b>Plan Review</b> Proponent documentation related to projects that directly or indirectly impact conservation lands owned or managed by SVCA.	Administrator Forestry and Lands	Permanent	Permanent
FINANCIAL MANAGEMENT			
<b>Accounts Processing</b>			
<b>Accounts Payable</b>	Administrator Corporate Services	CCY + 7 years	Destroy

<b>Accounts Receivable</b>	Administrator Corporate Services	CCY + 7 years	Destroy
<b>Capital Asset Accounting</b> Documents related to financial accounting for capitalization, disposal, and amortization of fixed assets.	Administrator Corporate Services	Permanent	Permanent
<b>General Ledger and Trial Balance</b>	Administrator Corporate Services	CCY + 8 years after all administrative actions are completed	Destroy
<b>Auditing</b>			
<b>Auditing Preparation</b>	Administrator Corporate Services	CCY +7 years	Destroy
<b>Financial Audited Statements</b>	Administrator Corporate Services	Permanent	Permanent
<b>Bank Administration</b>	Administrator Corporate Services	CCY + 7 years	Destroy
<b>Bank Statements and Reconciliations</b>	Administrator Corporate Services	CCY + 7 years	Destroy
<b>Investments</b>	Administrator Corporate Services	CCY + 7 years from end of the last tax year they relate to	Destroy
<b>Budgets – Operating and Capital</b>	Administrator Corporate Services	CCY + 10 years after all administrative actions are completed	Destroy
<b>Financial Reports</b> Internal reports – monthly variance and forecasts. Other reports related to surplus, variance, etc.	Administrator Corporate Services	CCY+ 7 years	Destroy
<b>Annual Tax Returns</b>	Administrator Corporate Services	CCY + 7 years	Destroy

<b>NOTE:</b> Charity receipts from donations are found under Funding/Donors, Donations & Recognition			
Charity Registration			
<b>Registration for SVCF Charitable Status</b>	Administrator Corporate Services	Permanent	Permanent
Funding (incl SVCF Foundation)			
<b>Administration – SVCF Fund Raising</b>	Administrator Corporate Services	CCY + 7	Destroy
<b>SVCF Donors, Donations and Recognition</b> Monetary, in-kind, and ecological land gifts.	Administrator Corporate Services	CCY + 7	Destroy
<b>Grants and Subsidies – Applications/ Proposals</b> Applications for grants and subsidies from federal, provincial, municipal, business, private or other sources.	Administrator Corporate Services	CCY + 8	Destroy
<b>Grants and Subsidies - Approved</b> Final grants and subsidies received and/or approved from federal, provincial, municipal, corporate, private, or other sources.	Administrator Corporate Services	CCY + 9 years following the final receipt of grant and reporting requirements are completed.	Destroy
<b>Municipal Apportionments and General Levies</b> Allocations for municipal apportionment received from Conservation Ontario via MPAC.	Administrator Corporate Services	Permanent	Permanent
<b>Reserve Funds</b> Administration of reserve funds	Administrator Corporate Services	CCY + 7 years	Destroy
<b>Special Benefiting Levies</b> Applications and special benefit levies from municipalities.	Administrator Corporate Services	CCY + 7 years	Destroy
Purchasing and Procurement Management			
<b>Procurement Card Management – Visa and Fleet Car</b> <b>NOTE:</b> VISA monthly transactions tracking report filed under Financial A/P records.	Administrator Corporate Services	CCY + 7 years	Destroy

<b>Tendered Purchases</b> Records relating to the tendering process, including prequalification, requests for proposals (RFPs), requests for quotes (RFQs), request for information (RFIs), vender responses, proposals, tender submissions, sole source information, vendor evaluation criteria, proof of WSIB, proof of insurance and evaluation of vendor performance. May include records dealing with unsuccessful bids.  <b>NOTE:</b> Final signed contracts filed under Administration & Governance/Legal & Risk Management/Agreements, Contracts & Leases	Administrator Corporate Services	CCY + 7 years	Destroy
<b>Taxes</b>			
<b>Harmonized Sales Tax (HST/GST/PST)</b>	Administrator Corporate Services	CCY + 7 years	Destroy
<b>Property Taxes</b> Documentation relating to property taxes and rebates, and tax incentives for Managed Forest (MFTIP) and Conservation Lands (CLTIP).	Administrator Corporate Services Forestry and Lands	Property Tax CCY + 7 years  MFTIP/CLTIP CCY + 7 years after plan expiry	Destroy
<b>FLOOD FORECASTING &amp; LOW WATER</b>			
<b>Flood Contingency and Dam Emergency Preparedness Plans</b>	Administrator Water Resources	Permanent	Permanent
<b>Climate and Streamflow Data</b>	Administrator Water Resources	Permanent	Permanent
<b>Dam Safety Reviews</b>	Administrator Water Resources	Permanent	Permanent
<b>Flood Event Records</b>	Administrator Water Resources	Permanent	Permanent
<b>River Watch Photos</b>	Administrator Water Resources	Permanent	Permanent
<b>Low Water Records</b>	Administrator Water Resources	Permanent	Permanent

<b>Flood Contact Lists</b>	Administrator Water Resources	CCY + 15 years	Destroy
<b>Mapping</b> Flood Hazard Maps Flood Risk Mapping Inundation Mapping Spills Mapping	Administrator Corporate Services Water Resources EPR	Permanent	Permanent
<b>Flood Operations Manual</b>	Administrator Water Resources	CCY +15 years after superceded or obsolete	Archive
<b>HUMAN RESOURCES MANAGEMENT</b>			
Attendance and Time Off			
<b>Leaves and Absenteeism Related Documentation</b> Records related to employee leaves (pregnancy, parental, sick, bereavement or any other leave covered under the ESA), absenteeism, vacation, and other requests for time off. Records may include timesheets, reports, and general program information.	Corporate Services	CCY + 7	Destroy
Compensation and Benefits			
<b>Benefits and Pension</b> Employee benefit and pension program information	Corporate Services	Superseded or obsolete + 7 years	Destroy
<b>Job Evaluations and Compensation</b> Job evaluations, job descriptions, compensation reviews, including the program administration guidelines, etc.	Corporate Services	Superseded or obsolete + 11 years	Destroy
<b>Pay Equity</b>	Corporate Services	Permanent	Permanent
Employee Management			
<b>Accessibility Management</b> Multi-year Accessibility Plan, Accessibility Reports & Audits, Correspondence to and from Provincial Ministries, Inspections and Compliance	Corporate Services	CCY + 15 years	Archive

<b>Disability Management</b> STD applications, medical notes, communication logs, tracking, etc.	Corporate Services	CCY + 25 years	Destroy
<b>Employee Files</b> Records relating to the employment history of all SVCA employees. Resume, employee contracts, pension and benefit enrollment; training and development, performance appraisals, commendations, disciplinary letters, terminations, etc.	Corporate Services	Termination, resignation or retirement of employee +50 years	Destroy
<b>Written Agreements to Work Excess Hours</b> Includes Average Overtime Pay or other agreements under the ESA	Corporate Services	TE + 10 years  TE = last day work performed under the agreement	Destroy
<b>Labour and Employee Relations</b>			
<b>Exit Interviews</b>	Corporate Services	CCY + 7 years after resignation or retirement	Destroy
<b>Human Rights, Violence and Harassment Complaints and Investigations</b>	Corporate Services	CCY + 10 years after investigation/case completed	Destroy
<b>Occupational Health and Safety</b>			
<b>Accident &amp; Incident Reports/Investigations</b> Both internal (staff) and external (public)	Corporate Services	CCY + 10 years after investigation/case completed	Destroy
<b>Construction Project OHS Documents</b>	Corporate Services	CCY + 5 years After the project ends	Destroy
<b>Ergonomic Assessments</b>	Corporate Services	CCY + 5 years	Destroy
<b>Fire Monitoring, Safety Plans &amp; Other Prevention Programs</b> Documentation relating to Authority's responsibility for fire monitoring and safety plans of SVCA's facilities; and other prevention programs (e.g. personal protective equipment)	Corporate Services	CCY + 10 years after superseded	Destroy
<b>First Aid Training</b>	Corporate Services	Superseded or obsolete	Destroy
<b>Internal Safety Communications</b> Fact sheets (ticks, heat/cold stress, etc.), safe work procedures, etc.	Corporate Services	Superseded or obsolete	Destroy

<b>Joint Health and Safety Committee (JHSC) Documentation</b>	Corporate Services	CCY + 7 years	Destroy
<b>Ministry of Labour (MOL)</b> Documents related to reporting, investigations, orders, critical injuries, field visit reports, etc.	Corporate Services	CCY + 10 years	Destroy
<b>OHS Training Documents</b> e.g., working at heights, confined spaces, chain saw operation, etc.	Corporate Services	Superseded or obsolete	Destroy
<b>Physical Demands Descriptions (PDD)</b>	Corporate Services	CCY + 10 years after position no longer exists	Destroy
<b>Safety Data Sheets (SDS) - WHMIS</b>	Corporate Services	CCY + 3 years after superseded	Destroy
<b>Workplace Hazard / Risk Assessments</b>	Corporate Services	CCY + 7 years	Destroy
<b>WSIB Reporting</b> Employee WSIB claims, forms, correspondence, statistical reports and supporting documentation, appeals and tribunal information, modified work programs, return to work plans.	Corporate Services	CCY + 50 years after termination of employment	Destroy
<b>Organizational Design</b>			
<b>Organization Development</b> Changes to and final organizational structure/chart including development, staff positions/titles, hierarchy of reporting relationships, authority, and responsibility.	Corporate Services	2 years after Superseded or obsolete	Archive
<b>Payroll Administration</b>			
<b>Payroll Administration (HR)</b> Regular entry and reconciliation of employee payroll details and related reports. Attendance, timesheets, and payroll deductions (CPP, EI, income tax, benefits). Documents relating to annual summaries of year-end reporting to government such as to CRA, Workers' Compensation, OMERS reports, etc.	Corporate Services	CCY + 10 years after	Destroy
<b>Payroll Bookkeeping (Finance)</b> Includes payroll financial reports (registers and ledgers)	Corporate Services	CCY + 7 years	Destroy

<b>Records of Employment, T4 Statements</b> Documents relating to records of employment of staff for purpose of Employment Insurance EI benefits, and employer copies of T4/T4A statements of remuneration per calendar year.	Corporate Services	CCY + 7 years	Destroy
<b>Recruitment and Selection</b>			
<b>Staffing Competitions</b> Documentation relating to hiring for specific authority positions. Records include job posting/ads and recruitment selection process including resumes under consideration, interview questions and notes, evaluations, etc.	Administrator Corporate Services Management Team	CCY + 6 years After position staffed	Destroy
<b>Staff Training and Development</b>			
<b>Orientation Program</b> Development, delivery and checklists for on-boarding of new staff.	Administrator Corporate Services	CCY + 2 years after superseded or obsolete	Destroy
<b>Professional Development &amp; Training Records</b> Documentation relating to the development, delivery, and reporting of employee training provided.	Administrator Corporate Services	CCY + 2 years after all administrative actions completed	Destroy
<b>INFORMATION TECHNOLOGY</b>			
<b>GIS</b>			
<b>Databases</b> Current active geospatial vector and raster datasets.	Administrator Corporate Services	Permanent	Permanent
<b>Imagery</b> Includes digital ortho-imagery of SVCA jurisdiction, metadata, calibration information, and derivatives, and possibly other remotely sensed data such as satellite images, bathymetry, and LiDAR datasets.	Administrator Corporate Services	Permanent	Permanent
<b>Internal and External Geo-Applications</b>	Administrator Corporate Services	T/E + 7 years T/E = application decommissioned	Destroy



<b>Projects</b> GIS projects supporting SVCA programs including map documents, analytical datasets, reference materials, etc.	Administrator Corporate Services	CCY + 15	Archive
<b>Reference Spatial Data</b> Legacy geospatial datasets and related attributes.	Administrator Corporate Services	CCY + 7 years	Archive
<b>Network Management</b>			
<b>Backup and Security</b> Of SVCA electronic information systems.	Administrator Corporate Services	CCY + 4 years	Destroy
<b>Firmware</b> Drivers and firmware patches for network equipment servers, workstations, printers, etc.	Administrator Corporate Services	Automated log files kept until overridden User created files = CCY + 2 years	Destroy
<b>Servers and Virtual Machines</b> May contain server maintenance routines, troubleshooting guidance, upgrades, etc.	Administrator Corporate Services	Automated log files kept until overridden User created files = CCY + 2years	Destroy
<b>Records Information Management</b>			
<b>Classification and Records Retention Schedule</b> Records relating to the development and implementation of the records classification structure and the retention and disposition schedule initiatives.	Administrator Corporate Services	CCY + 10 years after record retention schedule is superseded or obsolete	Destroy
<b>Records Destruction Certificates</b> Records documenting the disposal of electronic and hardcopy records.	Administrator Corporate Services	CCY + 20 years after record destroyed	Destroy
<b>MARKETING &amp; COMMUNICATIONS</b>			
<b>Audio Visual – Corporate</b> Corporate photographs, videos, and recorded audio including consent forms commissioned/photographed by Communications.	Administrator Corporate Services	Permanent	Permanent

<b>Audio Visual – Department/Program Specific</b> Photographs, videos, and recorded audio including consent forms commissioned by departments or programs.	Administrator All staff	CCY + 10 years	Archive
<b>Celebrations and Recognition - Corporate</b> Includes event information for employee service and recognition awards, corporate anniversaries, etc.	Administrator Corporate Services	CCY + 10 years	Archive
<b>Creative Services Graphics</b> Products developed using graphic design tools and software (e.g., ads, brochures, booklets, signage, swag, etc.)	Corporate Services	CCY + 4 years after superseded or obsolete	Archive
<b>Corporate Identity and Branding</b> Planning, development, administration (logos, brand guidelines, etc.). Excludes final templates and forms (see Administration & Governance / Forms & Templates).	Corporate Services	CCY + 10 years after superseded or obsolete	Archive
<b>Electronic Newsletters - External</b> Via Mailchimp, etc.	Corporate Services	CCY + 3 years	Destroy
<b>Electronic Newsletter Consents</b>	Corporate Services	T/E + 15 years T/E = withdrawal of consent	Destroy
<b>Events, In Class/Online Training, Webinars, Presentations, Speaking Engagements</b> Conservation area, foundation, community outreach, etc. Documents related to planning, speaking notes, event outline.  <i>EXCLUDES</i> final Board presentations filed by Corporate Secretariat.	Corporate Services	CCY + 10 years	Destroy
<b>Internal Crisis Communications</b> Corporate plans and materials for internal audiences related to crisis communications.	Corporate Services	CCY +5 years	Destroy
<b>Intranet Site Content</b>	Corporate Services	Superseded or obsolete	Archive

<b>Marketing / Social Media and Campaigns</b> Marketing/communications plan development, execution and evaluation including strategies, tactics, orders, etc. Includes social media campaigns and content distribution across platforms (Instagram, etc.)	Corporate Services	CCY + 5 years	Archive
<b>Media Relations and Monitoring</b> Key messages for media response, misinformation management, media releases/advisories, media contact lists, images, etc.	Corporate Services	CCY + 7 years	Archive
<b>Website Content &amp; Redevelopment</b>	Corporate Services	Superseded or obsolete	Destroy
<b>Web Form Data</b> May contain personal information ( <i>i.e.</i> , job applications, contest entries, program intake forms).	Corporate Services	Quarterly within each calendar year	Destroy
<b>Web and Social Media Analytics</b>	Corporate Services	CCY + 7 years	Archive
<b>MONITORING &amp; INVENTORY</b>			
<b>Data</b> Includes aquatic and terrestrial ecology monitoring and inventory; surface water quality and quantity; ELC mapping	Administrator Water Resources Forestry and Lands	Permanent	Permanent
<b>Field Sheets</b> Digital documentation related to the forms and data sheets used in all inventories and monitoring programs.	Administrator Water Resources Forestry and Lands	Superseded or Obsolete	Destroy
<b>Monitoring Program Scheduling</b>	Administrator Water Resources Forestry and Lands	CY + 3 years	Destroy
<b>Reporting</b> Documentation relating to technical and non-technical reporting of inventory and monitoring data. This includes, but is not limited to, watershed report cards, characterization reports,	Administrator Water Resources Forestry and Lands	Permanent	Permanent

PLANNING & DEVELOPMENT			
Guidance and Reference Materials			
<b>CA Policy Positions</b> Records relating to opinions from CA staff across Ontario regarding challenging regulation matters.	Administrator GM's Office	CCY + 10 years	Destroy
<b>Provincial Natural Hazard Guides</b> Records relating to provincial technical documents providing guidance and standards for hazard identification.	Administrator EPR	Superseded or Obsolete + 20 years	Destroy
Plan Input			
<b>Aggregates</b> Documents relating to SVCA input on Aggregate/Resource mining developments.	Administrator EPR	Permanent	Permanent
<b>Comprehensive Zoning Bylaws</b> Records relating to municipal assistance in Comprehensive Zoning By-Law updates, including Zoning maps.	Administrator EPR	Permanent	Permanent
<b>Municipal Planning/Official Plans/Secondary Plans</b> Documented records of SVCA input to municipalities including Official Plans, Secondary Plans, Comprehensive Zoning By-Laws, and other approved policy documents, including comments to the Ministry of Municipal Affairs & Housing.	Administrator EPR	Permanent	Permanent
<b>Studies - SVCA Input</b> Documents relating to SVCA input on municipal studies.	Administrator EPR	CCY + 20 years	Destroy
Plan Review			
<b>Applications</b> Requests for formal municipal planning act approvals across the watershed.	Administrator EPR	Permanent	Permanent
<b>Applications - no objections</b> Requests for formal municipal planning act approvals across the watershed.	Administrator EPR	CCY + 7 years	Destroy

<b>Environmental Assessments</b> Records relating to studies of environmental issues and impacts as part of assessments within SVCA watershed.	Administrator EPR	CCY + 20 years	Destroy
<b>Legislative and Policy Reviews</b> Records relating to input on provincial policy plans and certain municipal policies (e.g., Site Alteration By-laws, entrance setback requirements).	Administrator EPR	Permanent	Permanent
<b>Master Drainage Plans</b> Records relating to municipal documents referenced during technical reviews for planning applications.	Administrator EPR	CCY + 20 years	Destroy
<b>Regulations-Sec 28</b>			
<b>Complaints</b> Documented complaints regarding potential contravention of Section 28 regulations.	Administrator EPR	CCY + 7 years	Destroy
<b>Enforcement</b> Records relating to violations and investigations.	Administrator EPR	Permanent	Permanent
<b>Generic Regulation</b> Documentation related to development of individual Conservation Authority Regulations under Section 28.	Administrator EPR	Until superseded or obsolete	Archive
<b>Sec 28 Permits and Hearings</b> Documentation related to permit applications, permits denied and appealed by applicants, and subsequent Hearings and Mining & Lands Tribunal appeals.	Administrator EPR	Permanent	Archive (Destroy files after 10 years if no permit issued)
<b>Property Inquiries</b>			
<b>Data Requests</b> Documents detailing the requested data and what was provided by SVCA.	Administrator EPR	CCY + 10 years	Destroy
<b>General Development/ Legal Inquiries</b> Requests for information regarding property for sale and legal or real-estate inquiries involving property transfers.	Administrator EPR	CCY + 5 years	Destroy

<b>General Development/ Legal Inquiries with Violation</b>	Administrator EPR	Permanent	Permanent
<b>Potential Development</b> Proposed developments and/or site alteration activities, and pre-application consultations to assist in determining requirements for a complete application (permitting). May include Planning-related inquiries.	Administrator EPR	CCY + 7 years	Destroy
<b>Permitted Development</b>	Administrator EPR	Permanent	Permanent
<b>OUTREACH, RESTORATION, STEWARDSHIP &amp; EDUCATION</b>			
<b>Landowner Contacts</b> NOTE: may contain personal information.	Administrator Forestry and Lands Water Resources	Superseded or Obsolete + 5 years	Destroy
<b>Restoration and Stewardship Project and Program Records</b> Includes permits, project documentation, decision correspondence, site assessment and other reports; concept and planting plans, mapping; monitoring project photos/videos (excluding images of people), site photos pre, during, post; other performance monitoring-related data, funding provided to landowners.	Administrator Forestry and Lands Water Resources	Permanent	Permanent
<b>Education – In-Class Program Documents</b>	Administrator	Superseded or Obsolete + 5 years	Destroy
<b>Volunteer Management</b>			
<b>Volunteers Database</b> Documentation relating to volunteers' recruitment, hours of service and nature of assignment(s) with SVCA. Signed documents for confidentiality, waivers, personal information use, training, and emergency contact info may also be included.  NOTE: Volunteer recognitions are filed under Communications/ Celebrations & Recognition	Corporate Services	CCY + 3 years after volunteer's services no longer required or available. If volunteer left before turning 18, 3 years after turning 18.	Destroy

SOURCE WATER PROTECTION			
<b>Assessment Reports, Source Protection Plan, Explanatory Document, Amendments of the Regulation, Annual Progress Reports and Forms</b>	Administrator Water Resources	Permanent	Permanent
<b>Background Technical Studies and Models</b> Foundational technical studies, models and updates for groundwater studies, water budgets, etc.	Administrator Water Resources	Permanent	Permanent
<b>Municipal Documents and Risk Management Notices/Plans/ Correspondence; Ministry Inspection Reports</b>	Administrator Water Resources	Superseded or obsolete + 15 years	Destroy
<b>Notices, Orders, Provincial Letters, Specific Technical Communications</b>	Administrator Water Resources	Permanent	Permanent
<b>Ontario Transfer of Payment Agreement</b> Including budgeting and progress reports	Administrator Corporate Services	Permanent	Permanent
<b>Provincial Documents, Technical Bulletins and Rule Guides/Updates</b>	Administrator Water Resources	Superseded or obsolete + 15 years	Destroy
<b>Source Protection Committee and Working Groups (IWG, AWG), Management Committee</b>	Administrator	Permanent	Permanent
<b>SWP Photos</b>	Administrator	Permanent	Permanent

## Report COR-2024-10

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Jennifer Stephens, General Manager/Secretary-Treasurer  
**Date:** May 16, 2024  
**Subject:** Conservation Ontario 2023 Annual Report  
**Purpose:** To circulate Conservation Ontario's 2023 Annual Report to members.

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### Recommendation

THAT the Board of Directors of Saugeen Valley Conservation Authority receives Conservation Ontario's 2023 Annual Report.

### Background

Conservation Ontario is a non-profit association that represents Ontario's 36 conservation authorities.

Its core business functions are:

- Policy and Program Development;
- Business Development and Partnerships;
- Communications;
- Education and Training;
- Collective Corporate Services;
- Government Relations; and
- Information Management and Research

Its Vision is:

- Engage conservation authorities in matters of common interest and shape effective policy relating to conservation authorities.

Its Mission is:

- To promote and continually strengthen a watershed -based conservation coalition in Ontario.

Conservation Ontario is directed by a Council comprised of one voting delegate from each conservation authority. This Council meets four times a year and the voting delegated are usually accompanied by their conservation authority's General Manager/Chief Administrative Officer.

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SVCA's voting delegate to Conservation Ontario Council is the Chair with the Vice-Chair and General Manager/Secretary-Treasurer as the first and second alternates.

The Council also elects a six-member Board of Directors who is responsible for governing Conservation Ontario. Conservation Ontario 2024 Board of Directors was elected on April 15, 2024, as follows:

- Chair – Chris White, Chair of Grand River Conservation Authority
- Vice Chair – Jonathan Scott, Chair of Nottawasaga Valley Conservation Authority
- Vice Chair – Pat Warren, Chair of Kawartha Conservation Authority
- Director – Brad McNevin, CAO of Quinte Conservation
- Director – Rob Baldwin, CAO of Lake Simcoe Region Conservation Authority
- Director – Chandra Sharma, CAO of Niagara Peninsula Conservation Authority

### **Financial Considerations**

Conservation Ontario's main source of funding is from levies to each conservation authority supplemented by project funding and contracts. SVCA's levy to Conservation Ontario for 2024 is \$30,516.

### **Strategic Plan Linkages**

C1.0 - Cultivating strong relationships, increased collaboration.

C1.7 - Municipality, CA, and CO Connection Increase.

Prepared by:

< [Original signed by:]>

Jennifer Stephens, General Manager / Secretary-Treasurer

Attachment 1: Conservation Ontario 2023 Annual Report



Conservation  
ONTARIO



**ANNUAL**

*Report*



📍 Terra Cotta (Credit Valley Conservation)

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## MESSAGE FROM THE

# General Manager

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## THE FUTURE OF CONSERVATION IS COLLABORATIVE

*Are you an optimist or a pessimist by nature? With the many twists and turns of the past few years, I no longer consider myself on one side or the other. Instead, I think of myself as a “possibilist”. An individual who thinks of outcomes and opportunities as creative spaces for shared wins: so long as we avoid the limitations of small-picture thinking.*

Without a doubt, Conservation Authorities (CAs) and Conservation Ontario (CO) have had challenges over the years; however, with excellent members that comprise our network and extended networks, we are positioning ourselves for future success.

Most of you know I take many things seriously, including drafting this message. In my short time at CO, I have been honoured to work and negotiate on your behalf. These negotiations required me to grow as a professional and to expand the limits of my thinking for our shared organizations. I am comfortable in rooms where it is necessary to build bridges to help people come together to find productive solutions.

*Through discussions and debates, I've realized that collaboration is key to unlocking the full potential of conversation and conservation.*

This annual report will tell stories of successful collaborations between CO and various stakeholders. These stories serve as a reminder that no single entity can tackle the challenges of conservation alone. Through partnerships, we leverage our collective strengths, share best practices, and amplify our impact.

The work being carried out by CO on behalf of the Conservation Authority (CA) network is aligned with this vision. CO's programs and initiatives support and highlight the transformative impact of collaboration by fostering partnerships between government agencies, Indigenous communities, businesses, agriculture, stewardship organizations, environmental organizations, and engaged citizens.



📍 Rogers Reservoir (Lake Simcoe Region CA)

From watershed management to floodplain mapping, from climate change adaptation to biodiversity conservation, CO's work exemplifies the strength that lies in unity. By combining diverse perspectives and expertise, we are driving positive change across the province.

This report highlights the importance of engaging and supporting the CA network. This inclusive approach ensures the sustainability of conservation efforts across watersheds.

Looking ahead, we are committed to deepening our collaboration with organizations across Ontario. We aim to expand our reach and influence in conservation by forging strategic alliances and nurturing partnerships. Together, we can drive change, advocate issues relevant to CAs, and create a future where the delicate balance between human progress and environmental preservation is maintained.

I want to thank Chair Chris White and our Board, Council, CAs, and partners for their support. Your dedication and commitment have enabled us to make significant strides over the past year. Let us embrace collaboration and possibility as the cornerstone of our efforts, knowing that together, we can build sustainable communities for all.

**Angela M. Coleman**  
General Manager,  
Conservation Ontario



## CONSERVATION

# Authorities Act

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## COLLABORATION IN ACTION: TRANSITIONING TO NEW REQUIREMENTS OF THE CONSERVATION AUTHORITIES ACT

Conservation Authorities (CAs) have been working on implementing the Transition Plans and Agreements regulation (O. Reg. 687/21) under the *Conservation Authorities Act* since October 2021. This implementation was accompanied by additional legislative and regulatory updates. The purpose of the transition period is to allow CAs and Municipalities time to address changes to the budgeting and levy process related to mandatory programs and services (Category 1), municipal programs and services (Category 2), and other programs and services (Category 3), as well as to reach agreements.

In 2023, CAs focused on ongoing consultations with Municipalities regarding the Conservation Authority (CA) Program and Service Inventory, negotiations with Municipalities on cost apportioning agreements, and quarterly progress reporting to the Province. CAs submitted their quarterly progress reports to the Province, with the last one due on October 1, 2023. This date also marked the deadline for any extension requests to the Transition Period, which concluded on January 1, 2024. Eighteen CAs were granted extension requests to finalize agreements and align with 2024 budget approvals.

In addition to the Transition Period requirements, O. Reg. 402/22 (Budget and Apportionment) took effect on July 1, 2023. This regulation governs budgetary and apportionment matters for all CAs, requiring each CA to prepare a budget for 2024 and each subsequent year as per the regulation.



## CONSERVATION ONTARIO SUPPORT FOR COLLABORATION

In 2023, Conservation Ontario facilitated seven sessions for General Managers and Conservation Authority staff to ensure compliance with the Transition Period requirements and transition to the new budget and apportionment framework. These sessions included a webinar in partnership with the Association of Municipalities of Ontario, focusing on the Next Steps for Conservation Authorities and Municipalities.

## GOVERNANCE, ACCOUNTABILITY AND TRANSPARENCY

Conservation Ontario (CO) and Conservation Authorities (CAs) are aligned with the Provincial government's commitment to governance, accountability, and transparency. All 36 CAs adhere to the Chair and Vice-Chair provisions outlined in the *Conservation Authorities Act* for 2023. This ensures Chairs and Vice-Chairs have not served more than two consecutive terms unless granted a Minister's exception. Additionally, the 36 CAs upheld their Governance webpages, with support from CO staff as needed, and shared relevant materials per the April 2022 Information Requirements regulation.

## UPCOMING CONSERVATION AUTHORITY DELIVERABLES

Conservation Ontario (CO) provided valuable support to Conservation Authorities (CAs) in the development of key provincial deliverables due by December 31, 2024. Over the course of six sessions, CAs focused efforts on developing key deliverables including the Watershed-based Resource Management Strategy, Conservation Area Strategy, Conservation Land Inventory, and Natural Hazard Infrastructure asset management plans.

Strategies encourage consultation with stakeholders and the public throughout their development and subsequent updates. To assist CAs, CO developed comprehensive consultation and engagement toolkits for CA use.





## FEDERAL AND PROVINCIAL

# Consultations

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## CONSERVING NATURAL RESOURCES AND PROTECTING PUBLIC HEALTH AND SAFETY

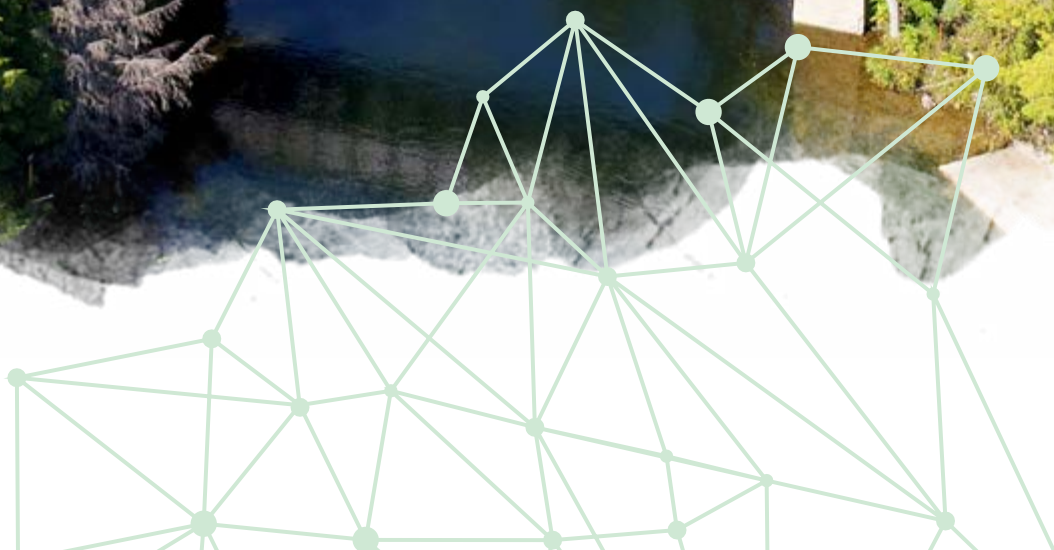
Conservation Ontario (CO) plays a crucial role coordinating reviews of provincial and federal policy proposals and consultations by Conservation Authorities (CAs) that impact the CAs' mission of conserving natural resources and safeguarding public health and safety.

In 2023, 21 out of 36 CAs actively collaborated in the development of 14 submissions by CO. These submissions addressed a wide range of policy proposals, including those concerning the *Planning Act* (e.g., Provincial Policy/Planning Statement), the *Environmental Assessment Act*, the *Niagara Escarpment Planning and Development Act*, and flood mapping specifications, as well as the modernization of Regulations under various Acts.

In January 2023, CO submitted the Five-Year Review Report to the Ministry of the Environment, Conservation and Parks (MECP) regarding the use of CO's *Class Environmental Assessment for Remedial Flood and Erosion Control Projects*. CO also continued its collaboration with MECP to enhance the efficiency of CO's Class Environmental Assessment process.



📍 **Cataraqui Trail (Cataraqui Conservation)**



## CLIENT SERVICE AND

# Streamlining Initiative

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## IMPROVING CUSTOMER SERVICE TO SUPPORT SAFE AND SUSTAINABLE GROWTH

To support development without jeopardizing public health, safety, or the environment, Conservation Ontario (CO) continues to collaborate with Conservation Authorities (CAs) to enhance client service and accountability, and increase the speed of approvals, while streamlining processes and reducing regulatory complexities.

CO works with all CAs to provide an annual report on permit review timelines. Participation in the annual reporting cycle showcases CA commitment to increasing transparency within the permit review process, as well as providing efficient reviews and approvals. The timely issuance of permits by CAs not only ensures the effectiveness of their role in the development approval process, but also safeguards people and their properties from potential impacts of natural hazards.



## ACTIVITIES



## 2023 RESULTS



**11,517**  
Permits Issued



**95%**  
Issued within Provincial Timelines



**36**  
Conservation Authorities Participated

### DIGITIZING THE FUTURE: STREAMLINING APPLICATION PROCESSES

In 2023, Conservation Ontario (CO) actively engaged in technical working groups focused on service digitization to streamline and standardize development applications for Conservation Authority (CA) permits and municipal planning and development processes.

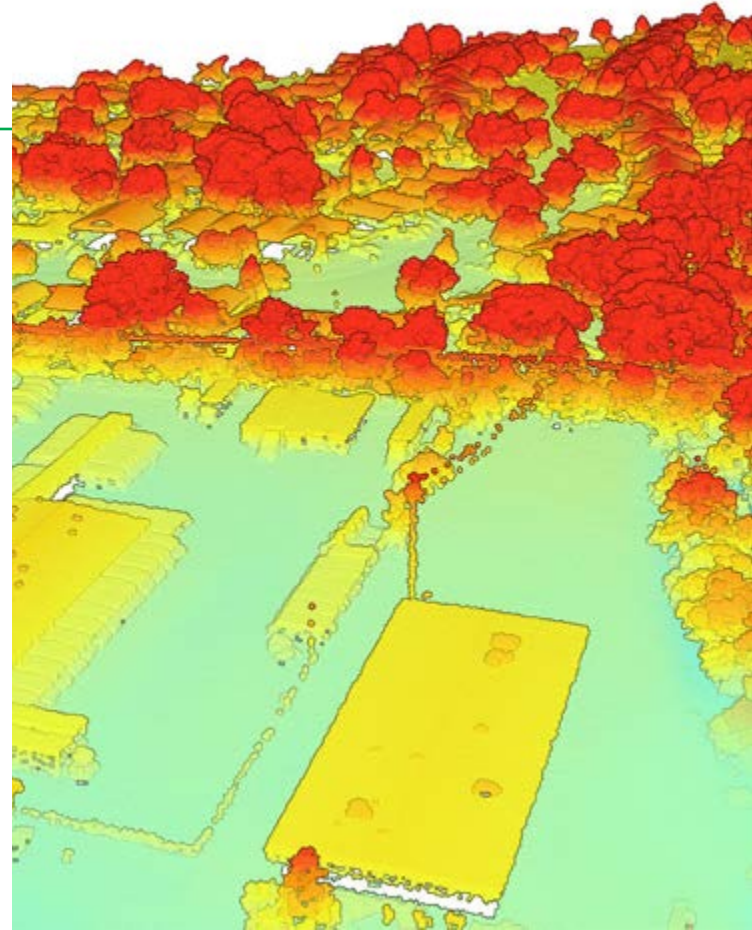
CO collaborated with e-permitting stakeholders and Conservation Authorities on a pilot project aimed at enhancing building permitting software. Additionally, CO participated in a Technical Committee led by the Digital Governance Standards Institute in partnership with the Ministry of Municipal Affairs and Housing and the Ministry of Public and Business Service Delivery. This committee is dedicated to establishing data standards for municipal planning and development applications, encompassing lexicon and common data field standards.

# Flooding

## CONSERVATION ONTARIO SUPPORTS FLOOD MAPPING INVESTMENTS FOR CAS AND MUNICIPALITIES THROUGH FEDERAL PROGRAM

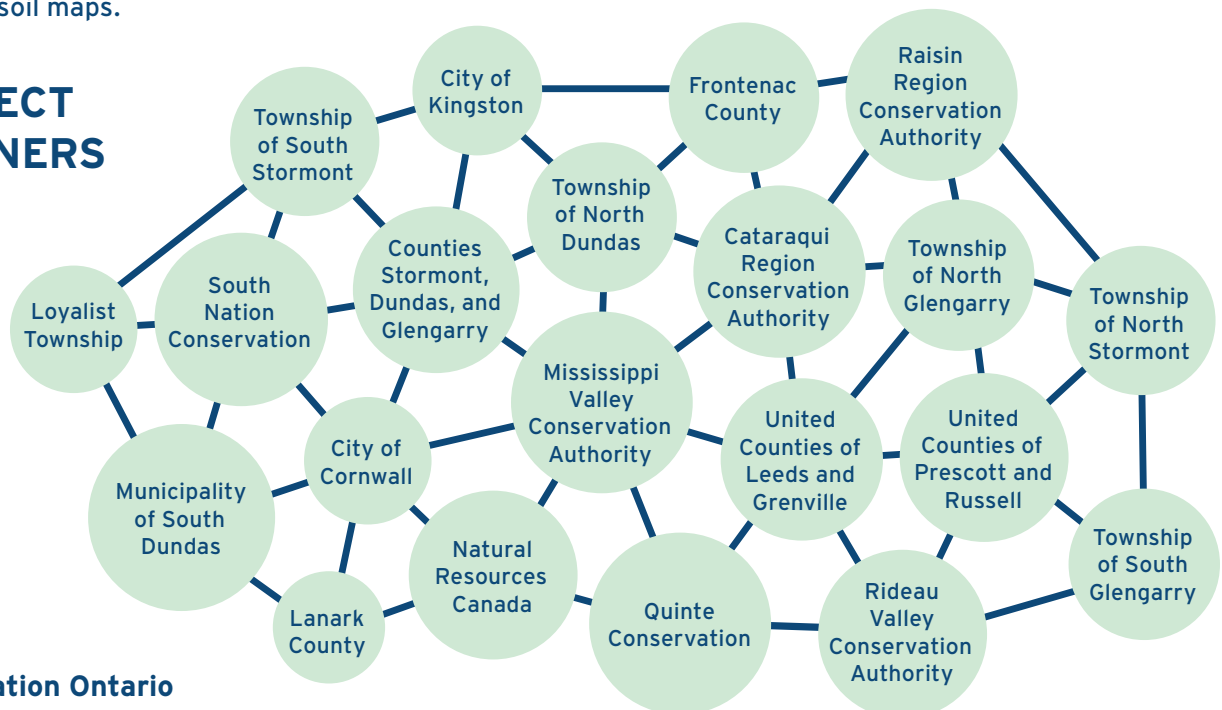
Conservation Ontario (CO) works in collaboration with Provincial and Federal governments to distribute funding from the Flood Hazard Identification and Mapping Program (FHIMP) to Conservation Authorities in the Greater Toronto Area, including the Toronto and Region Conservation Authority, Credit Valley Conservation, Conservation Halton, and Lake Simcoe Region Conservation Authority. The project, titled “2023 Spring Leaf-off Airborne LiDAR Data Acquisition and Classification for the Greater Toronto Area to Hamilton,” involved the acquisition of LiDAR for flood mapping purposes, with the support of local Municipalities.

Additionally, CO allocated FHIMP funding to the Eastern Ontario LiDAR Acquisition Project to aid in flood mapping efforts and provide data for updates to Ontario’s soil maps.



3D LiDAR Point Cloud depicting buildings, powerlines, and tree canopy in Conservation Halton’s watershed.

## PROJECT PARTNERS



## DRINKING WATER

# Source Protection

## PROTECTING ONTARIO'S DRINKING WATER TOGETHER

Conservation Ontario offers essential coordination and support services to Conservation Authorities (CAs), enabling them to fulfill their legislative duties as Source Protection Authorities. CAs, known for their collaborative nature, excel in program delivery through partnerships with the Province, Municipalities, and other stakeholders, playing a crucial role safeguarding our drinking water.

The inception of the Drinking Water Source Protection Program (DWSP) under the *Clean Water Act, 2006*, ensures the protection of current and future sources of municipal drinking water on a watershed basis.

### PARTNERSHIPS AND KNOWLEDGE BUILDING

- ▶ The Source Water Seminar Series for Risk Management Officials, Inspectors, CA DWSP Project Managers, and supporting staff was reintroduced in 2022. This bi-annual seminar series facilitates collaboration among staff from the Province, Municipalities, CAs, and consulting fields to build partnerships, share best practices, and work together on solutions for safeguarding drinking water.
- ▶ CO organizes quarterly meetings with CA Project Managers and the Ministry of the Environment, Conservation and Parks to enhance relationships and exchange information, ensuring the effective operation of the program.
- ▶ CO assists DWSP Project Managers by offering quarterly peer-to-peer knowledge-building sessions to support their professional development and enhance program effectiveness.

### CREATING AWARENESS

Conservation Ontario has successfully executed five social media campaigns focusing on source water protection, emphasizing best practices and fundamental principles. These campaigns have been widely shared across the Province.

### PROCESS IMPROVEMENTS

In collaboration with CAs, Conservation Ontario has identified 30 process improvements aimed at enhancing program delivery and safeguarding sources of drinking water. Significant efforts are underway with our partners, including the Province, CAs, Municipalities, and consulting fields, to continuously enhance the delivery of this vital program.





# Partnerships

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## **\$10 MILLION IN PARTNERED FUNDING FOR WECI INFRASTRUCTURE PROJECTS**

The Ministry of Natural Resources and Forestry (MNRF) and Conservation Ontario (CO) partner to support safety and repair projects and studies on aging infrastructure which was built to protect lives and property from natural hazards.

The Water and Erosion Control Infrastructure (WECI) database was managed by CO for the 2023-2024 WECI funding application review process. The WECI Committee hosted an information webinar in early February 2023 to provide guidance for submitting applications. The Committee reviewed 151 funding applications from 26 Conservation Authorities (CAs) with total project costs around \$10 million.

Overall, the MNRF approved and fully allocated their 50 per cent funding (i.e. \$5 million) to 135 infrastructure safety and repair projects and studies being undertaken by 26 CAs.

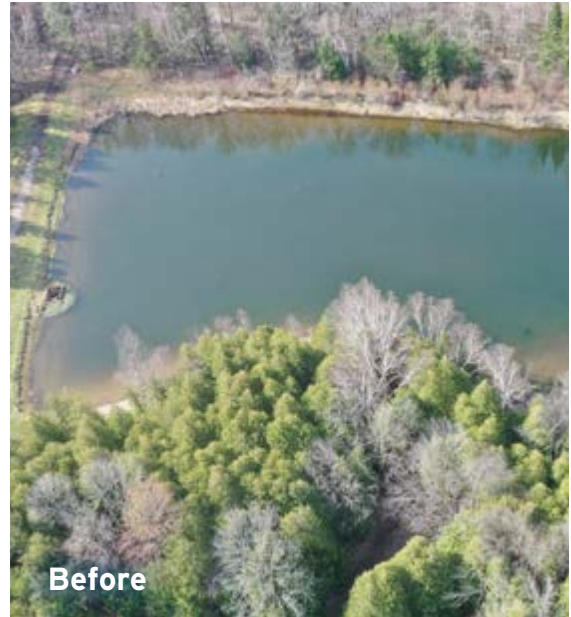
# NATURE SMART CLIMATE SOLUTIONS PROGRAM

Over three years (2021-23), Conservation Ontario (CO) has received \$11,048,189 from Environment and Climate Change Canada's Nature Smart Climate Solutions Fund.

Through agreements with 20 Conservation Authorities (CAs), over 70 local projects were implemented to support reduction of greenhouse gases (GHGs) by protecting and restoring wetlands, grasslands, riparian areas, and implementing sustainable agricultural practices like cover cropping. These projects contribute to GHG reductions and also provide additional benefits such as flood risk reduction, habitat restoration for species at risk, and improvements in water quality and soil health.

In June 2023, CO applied to ECCC's Ecosystem Protection and Climate Mitigation Intake for 2023-2025 land acquisition projects, resulting in the approval of three sites for the securement of 79 hectares. Additional restoration projects were also submitted and successfully approved, securing an additional \$2,164,189 in funding over two years (2023-2025) and enabling two more CAs to join the program.

In addition to these achievements, CO launched a social media campaign showcasing one project from each participating Conservation Authority and displayed a Nature Based Solutions banner at the 2023 Latornell Conservation Symposium.







## COLLABORATIVE EFFORTS FOR COASTAL RESILIENCE: CONSERVATION ONTARIO AND GLSLCI JOIN FORCES TO PROTECT GREAT LAKES AND ST. LAWRENCE RIVER COMMUNITIES

In December 2023, Conservation Ontario and the Great Lakes and St. Lawrence Cities Initiative (GLSLCI) Mayor’s Commission on Coastal Resilience (MCCR) approved a Memorandum of Collaboration to assist communities to prepare for the increasing risks posed by flooding, erosion, and severe storms along the Great Lakes and St. Lawrence River coast. The signing of the Memorandum of Collaboration took place on the inaugural day of the Rural Ontario Municipal Association Conference in Toronto in January 2024.



Chris White, Chair of Conservation Ontario's Board of Directors, and a signatory to the Memorandum of Collaboration expressed, "This Memorandum of Collaboration signifies our commitment to collaborating on critical challenges faced by coastal communities in the Great Lakes and St. Lawrence River Basin. By combining our resources and expertise, we aim to develop solutions that bolster coastal resilience and protect vulnerable communities in these regions."

This collaboration will optimize resources by jointly focusing on communication, fundraising, and addressing gaps in science and implementation. Leveraging their existing capacity and expertise, Conservation Authorities play a pivotal role as key partners in enhancing coastal resilience and assisting communities in proactively addressing climate vulnerabilities and risks. For example, in December 2023, CO, in conjunction with the GLSLCI and six Coastal Conservation Authority pilot regions, submitted a funding request of \$5.5 million to Natural Resources Canada's Climate-Resilient Coastal Communities Fund.

The collaborative efforts of the GLSLCI, MCCR, and CO encompass various responsibilities, including developing funding messages, planning and delivering messages to elected officials, creating funding applications and partnership agreements, showcasing on-the-ground strategies and projects, crafting joint communications, offering technical expertise, boosting response rates to the GLSLCI Annual Survey, and co-developing frameworks, tools, and educational opportunities.



## WORKING TOGETHER TO PLANT 2 BILLION TREES

Conservation Ontario (CO) fostered collaboration with planting partners to address opportunities, challenges, and solutions in tree planting and forest management, with a focus on the successful implementation of the 2 Billion Trees (2BT) Program.

Conservation Authorities (CAs) play a pivotal role as valued partners to numerous organizations and Municipalities in tree planting and forest management, with nearly two million trees planted annually and a remarkable 20 million trees planted over the past decade.

Partners involved in tree planting under the federal 2BT Program, including Forests Ontario, Forest Recovery Canada, Tree Canada, ALUS, Agro Forestry, Woodlot Extension Society, and CO, have been actively engaging in discussions to ensure the effective delivery of the program.

In October 2023 (photo above), Forests Ontario, local CAs, and CO celebrated enhanced federal commitments to the 2BT Program for Forests Ontario at a press conference in Ottawa. Our longstanding partnership with Forests Ontario is essential for our shared goals for tree planting in Ontario.

In December 2023, Tree Canada and CO collaborated on a new initiative to provide additional funding for CA tree-planting initiatives. This partnership offers interested CAs with projects to plant up to 600,000 additional trees annually from 2024 to 2026.

Throughout these discussions, staff have emphasized the significance of our partnerships and stressed the importance of effective communication and collaboration to guarantee the successful delivery of the program.

## PARTNERS IN CLIMATE ADAPTATION AND RESILIENCE

### CLIMATE PROOF CANADA COALITION NATIONAL ADAPTATION SUMMIT

As a member of the Climate Proof Canada Coalition, Conservation Ontario sponsored and participated in the Climate Proof Canada Climate Adaptation Summit in November 2023. The Summit featured a Panel Session with Minister of the Environment and Climate Change, The Honourable Stephen Guilbeault, along with representatives from the Federation of Canadian Municipalities, First Nations communities, the insurance industry, and emergency management.

This Summit marked the culmination of a series of summer workshops aimed at developing recommendations to guide federal investment to help Canada make rapid and tangible progress toward the targets outlined in the National Adaptation Strategy. The key focus areas of the recommendations include Adapting to Extreme Heat, Building Resilient Climate Infrastructure, Enhancing Indigenous Resilience, and Climate-Proof Housing.

### EMPOWERING COMMUNITIES FOR CLIMATE ACTION

The Ontario Resource Centre for Climate Adaptation (ORCCA) steering committee includes Conservation Ontario, Lakehead Region Conservation Authority, and the Toronto Region Conservation Authority. ORCCA is a pilot initiative led by the International Council for Local Environmental Initiatives Canada and supported by the Ministry of the Environment, Conservation and Parks. Financial support is also being provided by the Government of Canada through Environment and Climate Change Canada to fulfill federal and provincial commitments under the Canada-Ontario Agreement on Great Lakes Water Quality and Ecosystem Health. ORCCA aims to assist First Nations, Municipalities, and communities in their climate action projects by providing access to relevant climate data and resources for effective climate adaptation efforts.

### MAXIMIZING RESTORATION FOR CLIMATE RESILIENCE: A COLLABORATIVE APPROACH

During a panel session hosted by the World Wildlife Fund, Conservation Ontario, and Toronto and Region Conservation Authority staff shared Conservation Authorities' perspectives on maximizing the long-term benefits of restoration for climate resilience. The participants included non-government organizations, Indigenous representation, and federal government staff responsible for funding programs like The 2 Billion Trees Program, Nature Smart Climate Solutions, climate adaptation, and land securement initiatives that involve restoration.

The session emphasized the need for ongoing investments to ensure restored ecosystems are effectively managed to withstand the impacts of climate change, land use changes, recreation, and invasive species, to meet Canada's 30 by 30 targets.





# Stewardship

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## ADVANCING ONTARIO'S SOIL HEALTH STRATEGY

The Soil Action Group, comprised of key stakeholders such as the Ontario Ministry of Agriculture, Food and Rural Affairs, Conservation Ontario (CO), agricultural producer groups, soil health NGOs, and academia, guides the implementation of Ontario's Soil Health Strategy. Ongoing efforts to raise awareness about the significance of soil health, best practices, monitoring, and research remain a top priority. CO is actively promoting the Province's Soil Resource Inventory initiative, aimed at updating soil resource inventory maps and information through comprehensive soil field sampling across Ontario. CO is also promoting Conservation Authority partnerships in the delivery of Agricultural Best Practices.

## BULK

# Purchase

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## CONSERVATION ONTARIO'S EFFORTS TO DELIVER COST SAVINGS AND EFFICIENCY

In 2023, Conservation Ontario (CO) continued to provide cost savings and efficiencies for its members through bulk purchases and shared tools and services. CO implemented Year 2 of a three-year Enterprise Agreement with Esri Canada, offering Conservation Authorities (CAs) discounted access to the latest GIS technologies, training, and services. Additionally, bulk purchase arrangements were maintained with Teranet for single sign-on access to the Geowarehouse, OnBoard for meeting and Board management software, and a new agreement was negotiated with KnowBe4 for discounted access to cyber risk management solutions for CAs. Other bulk purchase agreements were provided for group benefits, insurance, and communications tools.



## INFORMATION

# Management

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## CONSERVATION ONTARIO'S LAND ACQUISITION INITIATIVE: A SUCCESS STORY IN PROTECTING CANADA'S ECOLOGICALLY SIGNIFICANT LANDS

In 2021, Conservation Ontario signed a \$1.2 million contract with Environment and Climate Change Canada under the Canada Nature Fund. By 2023, the project expanded to a three-year, \$12.5 million initiative to assist Conservation Authorities (CAs) in obtaining ecologically significant lands.

Year 2 (2022-23) concluded with 14 CAs successfully securing 27 parcels, protecting a total of 1,365 hectares of land. These acquisitions have been submitted to the Canadian Protected and Conserved Areas Database to support Canada in achieving its 30x30 targets.

Year 3 (2023-24) began in April, with 12 CAs actively working to acquire an additional 23 parcels. To date, CAs have matched federal funding with over \$13 million in CA-raised cash and in-kind contributions towards the program.




View of the Otonabee River with the Otonabee River Conservation Authority's 12.9-hectare property acquisition in the backdrop.

## HOW HEALTHY ARE ONTARIO'S WATERSHEDS? WATERSHED REPORT CARDS


The Conservation Authority Watershed Report Cards offer a comprehensive assessment or “checkup” of the health of many of Ontario’s watersheds. They monitor and report on the quality of surface and groundwater, as well as the state of our forests.

Launched on World Water Day (March 22, 2023), this release marked the third in a series of reports on environmental health published by Conservation Authorities (CAs) on a five-year reporting cycle since 2011. Out of 36 CAs, 29 have produced watershed report cards, with an additional six CAs contributing data for the provincial-scale State of Ontario’s Watersheds story map. Key concerns highlighted by many CAs include non-point source pollution (runoff) and climate change, along with issues such as invasive species, loss of wetland and forest cover, urbanization, and habitat fragmentation.

The findings suggest that our watersheds are facing significant stress, emphasizing the need for increased investment in watershed management programs to help Ontarians adapt to climate change and the rapid development in our region.





Learn about the health of Ontario's watersheds at [watershedcheckup.ca](http://watershedcheckup.ca)



### Average Letter Grades in Ontario

(Proportional to area of subwatershed)

	<b>Surface Water Quality</b>	<b>C</b>
	<b>Forest Conditions</b>	<b>C</b>
	<b>Groundwater Quality Chloride</b>	<b>B</b>
	<b>Groundwater Quality Nitrite + Nitrate</b>	<b>B</b>





# Events

## 2023 LATORNELL CONSERVATION SYMPOSIUM

### CHANGING CLIMATES: OUR WATERSHED MOMENT

The 2023 Latornell Conservation Symposium, themed *Changing Climates: Our Watershed Moment*, experienced high demand, leading to a swift sell-out of registrations. The symposium welcomed 317 delegates, with the top five participant groups being Conservation Authorities, private and consulting, NGOs, Municipal, and students. Co-hosted by Conservation Ontario and the University of Guelph, the event took place on October 23 and 24 at the Royal Botanical Gardens. Notable highlights included:

1. **Keynote luncheon with Commissioner Henry Lickers of the International Joint Commission.**
2. **Five half-day experiential field trips organized by Conservation Authorities and partners, covering various topics such as agricultural management practices, wetland programs, habitat conservation, and invasive species management.**
3. **Two on-site workshops: one discussing nature-based solutions on a global and local scale through a panel discussion, and another focusing on cultivating a “Think Again” mindset.**
4. **Student poster competition and networking event.**
5. **A full day of concurrent sessions with five streams, including Watershed Management, Nature-based Solutions, Program Transformation, Equity and Inclusion, and Natural Heritage.**



## STEP INTO NATURE HEALTHY HIKES

The 2023 Healthy Hikes Step Into Nature social media campaign was launched during Mental Health Week with the theme of Nature as Self-care. The campaign included the following initiatives: Recreate Responsibly, More Than Just Trees, Create Memories in Conservation Areas, and Reconciling through Nature.



## EDUCATION AND

# Training

## WORKSHOPS

### Level 1 Provincial Offences Officers Training Course

- ▶ January 23 - February 3
- ▶ 28 CA staff; 17 CAs represented

### Water and Erosion Control Infrastructure Funding Application Information Session

- ▶ February 8
- ▶ 38 CA staff; 32 CAs represented

### Provincial Flood Forecast and Warning Workshop

- ▶ September 18-19
- ▶ 84 CA staff; 30 CAs represented

### Private Onsite Wastewater Systems - Advancing Technologies

- ▶ September 21
- ▶ 24 CA staff; 18 CAs represented

### Risk Management Official Source Water Seminar Series

- ▶ October 3, 2023
- ▶ 58 CA and Municipal participants; 20 CAs represented

### Conservation Authorities University: Module 1 Governance

- ▶ October 19-20
- ▶ 37 CA staff; 25 CAs represented

### Latornell Conservation Symposium

- ▶ October 23-24
- ▶ 116 CA staff; 17 CAs represented

### Conservation Areas Workshop - Back to the Future: Strong Foundations for Tomorrow's Growth

- ▶ October 24-26
- ▶ 127 CA staff; 26 CAs represented

### Rekindle The Sparks Workshop - Rekindle Unplugged: A Holistic Approach to Environmental Education

- ▶ November 1-3
- ▶ 48 CA staff; 19 CAs represented

### CA Natural Asset Management Planning Workshop

- ▶ November 1
- ▶ 40 CA staff; 18 CAs represented



## Ontario Land Tribunal Process Training for Section 28 Permit Appeals

- ▶ November 6
- ▶ 246 CA staff; 36 CAs represented

## CA Communications Workshop

- ▶ November 15
- ▶ 28 CA staff; 17 CAs represented

## Regulatory Compliance Committee Post-Latornell Workshop

- ▶ November 16
- ▶ 55 CA staff; 21 CAs represented

## Watershed-based Resource Management Strategy Working Session

- ▶ November 17
- ▶ 57 CA staff; 31 CAs represented

## Conservation Authority Collaborative Information Sessions (CACIS)

- ▶ November 20
- ▶ 68 CA staff; 22 CAs represented

## Conservation Authorities University: Module 2 CA Public Administration I

- ▶ December 12-13
- ▶ 36 CA staff; 25 CAs represented

## Floodplain Mapping Metadata Application Update

- ▶ December 15
- ▶ 77 CA staff; 33 CAs represented

## Conservation Authorities Act Implementation General Manager &/ or CA Staff Lead Virtual Sessions

- ▶ Eight sessions from February 21 - December 4
- ▶ Average of 42 staff; Average of 31 CAs represented

## WEBINARS

### Rules of Conduct in Conservation Areas Regulation

- ▶ April 12
- ▶ 115 CA staff; 31 CAs represented

### Overview of the 2023 Watershed Report Cards

- ▶ April 13
- ▶ 89 CA staff; 24 CAs represented

### Conservation Ontario/Association of Municipalities of Ontario Webinar: Next Steps for Conservation Authorities and Municipalities

- ▶ April 19
- ▶ 500+ participants

### Part VII Enforcement and Offences Training

- ▶ May 16
- ▶ 125 CA staff; 34 CAs represented

### Latornell Conservation Symposium - Navigating Adaptation to Coastal Hazards

- ▶ September 26
- ▶ 122 CA staff; 23 CAs represented

### CA Natural Asset Management Planning

- ▶ October 18
- ▶ 48 CA staff; 16 CAs represented

### Latornell Conservation Symposium - Building Resilient Shorelands: How to take positive land use action in a changing environmental and legislative climate

- ▶ November 21
- ▶ 98 CA staff; 24 CAs represented

\*These numbers are not reflective of the total number of webinar participants.



# What We Do

**CONSERVATION ONTARIO REPRESENTS ONTARIO'S 36 CONSERVATION AUTHORITIES (CAs) ON ISSUES OF COMMON INTEREST TO POSITIVELY INFLUENCE POLICY DECISIONS THAT AFFECT THE ENVIRONMENT.**

CAs are community-based watershed management agencies that implement programs focused on watershed management to safeguard people and property from flooding and other natural hazards. Additionally, they work towards conserving natural resources to promote economic, social, and environmental benefits. CAs operate under the legislative framework of the *Conservation Authorities Act, 1946*.



## **CONSERVATION ONTARIO'S BUSINESS FUNCTIONS**

- ✔ Policy and Program Development
- ✔ Government Relations
- ✔ Business Development and Partnerships
- ✔ Education and Training
- ✔ Communications
- ✔ Corporate Services
- ✔ Information Management and Research



# How We Work



## VISION

Conservation Ontario will engage Conservation Authorities in matters of common interest and to shape effective policies relating to Conservation Authorities.



## MISSION

To promote and continually strengthen a watershed-based conservation coalition in Ontario.

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## BOARD OF DIRECTORS

**Chair, Chris White**  
Grand River  
Conservation Authority

**Vice Chair, Pierre Leroux**  
South Nation  
Conservation

**Vice Chair, Robert Rock**  
Kawartha Conservation

**Director, Rob Baldwin**  
Lake Simcoe Region  
Conservation Authority

**Director, Linda Laliberte**  
Ganaraska Region  
Conservation Authority

**Director, Chandra Sharma**  
Niagara Peninsula  
Conservation Authority

# CONSERVATION ONTARIO

## 2023 Financial Summary

In 2023, Conservation Ontario generated total revenues of \$10,053,123. These revenues were sourced from membership fees, special projects funded by federal and provincial governments, and non-governmental agencies.

After a detailed review of all expenses, Conservation Ontario achieved a surplus of \$311,306 in revenue over expenditures.

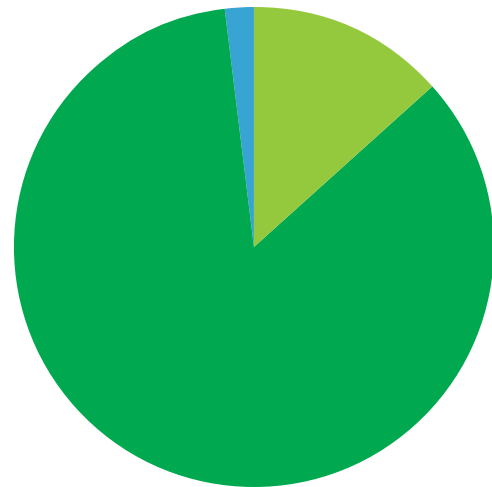
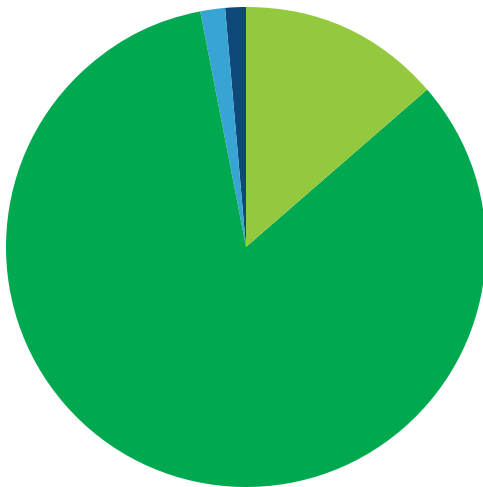
### REVENUES

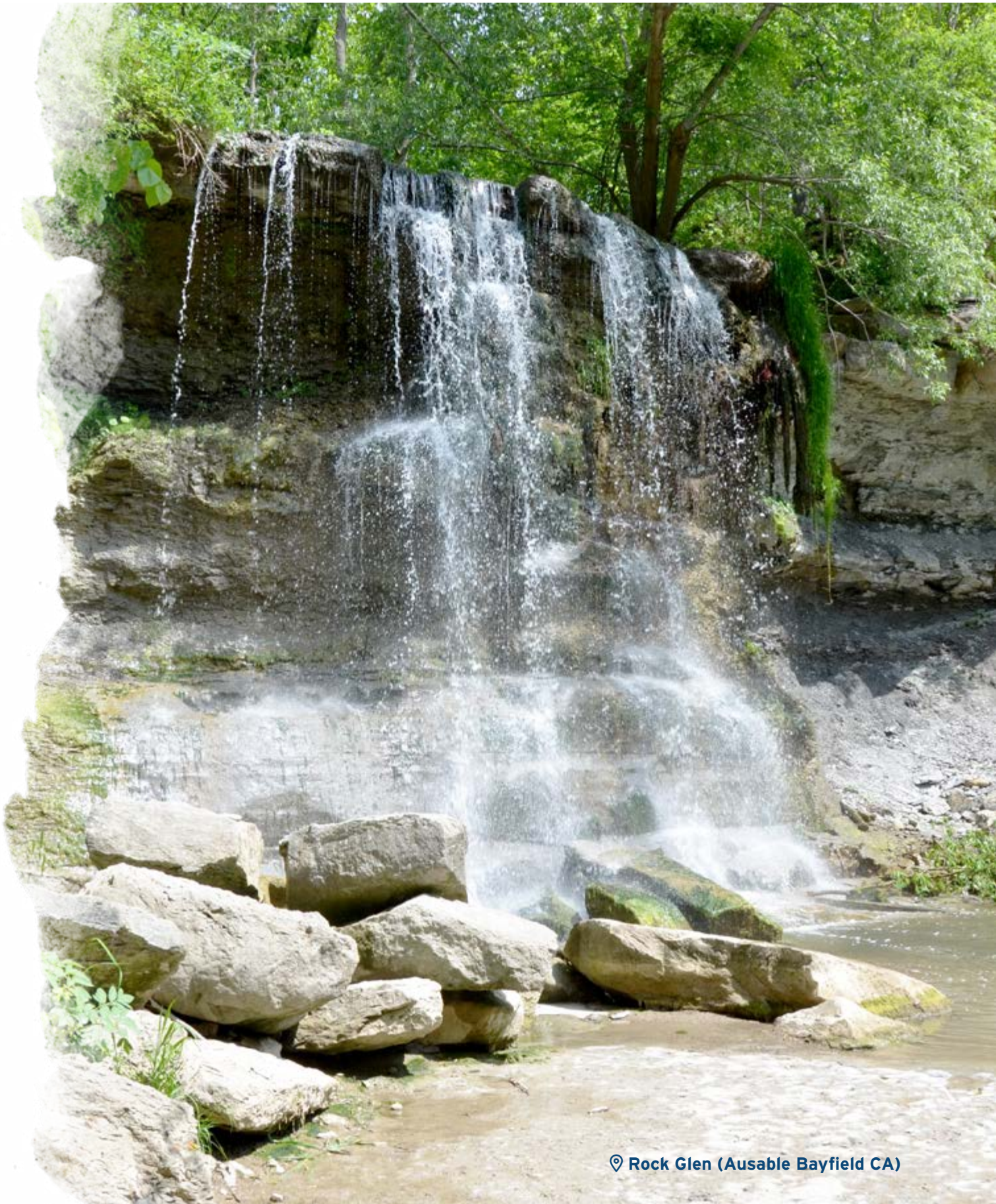
● Membership Fees	1,375,000
● Special Projects	8,373,752
● Source Water Protection	175,726
● Other	128,645
	<hr/>
	<b>\$10,053,123</b>

### EXPENDITURES

● Operations	1,301,053
● Special Projects	8,265,038
● Source Water Protection	175,726
	<hr/>
	<b>\$9,741,817</b>

Surplus of revenue over expenditures **\$311,306**





📍 Rock Glen (Ausable Bayfield CA)





# Conservation ONTARIO

120 Bayview Parkway  
Newmarket, ON L3Y 3W3 Canada

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☎ 905-895-0716

✉ [info@conservationontario.ca](mailto:info@conservationontario.ca)

🌐 [conservationontario.ca](http://conservationontario.ca)

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📘 Ontario's Conservation Areas / Conservation Ontario

✂ conont

📷 con\_ont

🌐 Conservation Ontario

## Report #COR-2024-11

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Jennifer Stephens, General Manager/Secretary-Treasurer  
**Date:** May 16, 2024  
**Subject:** MFIPPA 2023 Annual Report  
**Purpose:** To provide an Annual Report to members to demonstrate compliance with the Municipal Freedom of Information and Protection of Privacy Act.

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### Recommendation

THAT the Board of Directors of the Saugeen Valley Conservation Authority received the SVCA's Municipal Freedom of Information of Information and Protection of Privacy Act 2023 Annual Report.

### Background

Conservation authorities are subject to the *Municipal Freedom of Information and Protection of Privacy Act* which:

- Provides a right of access to information under the control of institutions in accordance with the principles that information should be available to the public, necessary exemptions from the right if access should be limited and specific, and decisions on the disclosure of information should be reviewed independently of the institution controlling the information.
- Protects the privacy of individuals with respect to personal information about themselves held by institutions and to provide individuals with a right of access to that information.

SVCA is required to submit an annual statistical report to the Information and Privacy Commissioner of Ontario by April 1 of each year on the previous year's statistics.

### Analysis

To assist the Board of Directors in ensuring SVCA is complying with the Act, a copy of the statistical report submitted to the Information and Privacy Commissioner of Ontario is attached.

### Strategic Plan Linkages

A1.5 - Public & Stakeholder Reporting; QA/QC

R1.0 - Development of a robust, stable, and adaptable organization

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Prepared by:

< *[Original signed by:]*>

Jennifer Stephens, General Manager / Secretary-Treasurer

Attachment 1: Freedom of Information 2023 Annual Report



The Year-End Statistical Report  
for the  
Information and Privacy Commissioner of Ontario

**Statistical Report of  
Saugeen Valley Conservation Authority  
for the Reporting Year 2023**  
**for**  
*Municipal Freedom of Information and Protection of Privacy  
Act*

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## Section 1: Identification

<b>1.1</b> Organization Name	Saugeen Valley Conservation Authority
Head of Institution Name & Title	Jennifer Stephens / General Manager FOI
Head of Institution E-mail Address	j.stephens@svca.on.ca
Management Contact Name & Title	Jennifer Stephens / General Manager FOI
Management Contact E-mail Address	j.stephens@svca.on.ca
Primary Contact Name & Title	Janice Hagan / Executive Assistant
Primary Contact Email Address	j.hagan@svca.on.ca
Primary Contact Phone Number	5193641255 ext. 221
Primary Contact Fax Number	
Primary Contact Mailing Address 1	1078 Bruce Rd. 12, Box 150
Primary Contact Mailing Address 2	
Primary Contact Mailing Address 3	
Primary Contact City	Formosa
Primary Contact Postal Code	N0G 1W0
<b>1.2</b> Your institution is:	Conservation Authority

## Section 2: Inconsistent Use of Personal Information

<b>2.1</b> Whenever your institution uses or discloses personal information in a way that differs from the way the information is normally used or disclosed (an inconsistent use), you must attach a record or notice of the inconsistent use to the affected information.	0
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### Your institution received:

- No formal written requests for access or correction
- Formal written requests for access to records
- Requests for correction of records of personal information only

### Section 3: Number of Requests Received and Completed

Enter the number of requests that fall into each category.

- 3.1** New Requests received during the reporting year
- 3.2** Total number of requests completed during the reporting year

<b>Personal Information</b>	<b>General Records</b>
0	4
0	4

### Section 4: Source of Requests

Enter the number of requests you completed from each source.

- 4.1** Individual/Public
- 4.2** Individual by Agent
- 4.3** Business
- 4.4** Academic/Researcher
- 4.5** Association/Group
- 4.6** Media
- 4.7** Government (all levels)
- 4.8** Other
- 4.9** Total requests (Add Boxes 4.1 to 4.8 = 4.9)

<b>Personal Information</b>	<b>General Records</b>
0	3
0	0
0	0
0	0
0	0
0	0
0	1
0	0
0	4

BOX 4.9 must equal BOX 3.2

### Section 5: Time to Completion

How long did your institution take to complete all requests for information? Enter the number of requests into the appropriate category. How many requests were completed in:

- 5.1** 30 days or less
- 5.2** 31 - 60 days
- 5.3** 61 - 90 days
- 5.4** 91 days or longer
- 5.5** Total requests (Add Boxes 5.1 to 5.4 = 5.5)

<b>Personal Information</b>	<b>General Records</b>
0	1
0	1
0	2
0	0
0	4

BOX 5.5 must equal BOX 3.2

### Section 6: Compliance with the Act

In the following charts, please indicate the number of requests completed, within the statutory time limit and in excess of the statutory time limit, under each of the four different situations:

NO notices issued;

BOTH a Notice of Extension (s.27(1)) and a Notice to Affected Person (s.28(1)) issued;

ONLY a Notice of Extension (s.27(1)) issued;

ONLY a Notice to Affected Person (s.28(1)) issued.

## Section 6: Compliance with the Act

Please note that the four different situations are mutually exclusive and the number of requests completed in each situation should add up to the total number of requests completed in Section 3.2. (Add Boxes 6.3 + 6.6 + 6.9 + 6.12 = BOX 6.13 and BOX 6.13 must equal BOX 3.2)

### A. No Notices Issued

	Personal Information	General Records
<b>6.1</b> Number of requests completed within the statutory time limit (30 days) where neither a Notice of Extension (s.20(1)) nor a Notice to Affected Person (s.21(1)) were issued.	0	1
<b>6.2</b> Number of requests completed in excess of the statutory time limit (30 days) where neither a Notice of Extension (s.20(1)) nor a Notice to Affected Person (s.21(1)) were issued.	0	2
<b>6.3</b> Total requests (Add Boxes 6.1 + 6.2 = 6.3)	0	3

### B. Both a Notice of Extension (s.27(1)) and a Notice to Affected Person (s.28(1)) Issued

	Personal Information	General Records
<b>6.4</b> Number of requests completed within the time limits permitted under both the Notice of Extension (s.27(1)) and a Notice to Affected Person (s.28(1)).	0	0
<b>6.5</b> Number of requests completed in excess of the time limit permitted by the Notice of Extension (s.27(1)) and the time limit permitted by the Notice to Affected Person (s.28(1)).	0	1
<b>6.6</b> Total requests (Add Boxes 6.4 + 6.5 = 6.6)	0	1

### C. Only a Notice of Extension (s.27(1)) Issued

	Personal Information	General Records
<b>6.7</b> Number of requests completed within the time limits permitted under both the Notice of Extension (s.27(1)).	0	0
<b>6.8</b> Number of requests completed in excess of the time limit permitted by the Notice of Extension (s.27(1)).	0	0
<b>6.9</b> Total requests (Add Boxes 6.7 + 6.8 = 6.9)	0	0

### D. Only a Notice to Affected Person (s.28(1)) Issued

	Personal Information	General Records
<b>6.10</b> Number of requests completed within the time limits permitted under both the Notice to Affected Person (s.28(1)).	0	0
<b>6.11</b> Number of requests completed in excess of the time limit permitted by the Notice to Affected Person (s.28(1)).	0	0
<b>6.12</b> Total requests (Add Boxes 6.10 + 6.11 = 6.12)	0	0

### E. Total Completed Requests (sections A to D)

	Personal Information	General Records
<b>6.13</b> Total requests (Add Boxes 6.3 + 6.6 + 6.9 + 6.12 = 6.13)	0	4

BOX 6.13 must equal BOX 3.2

## Section 6a: Contributing Factors

Please outline any factors which may have contributed to your institution not meeting the statutory time limit. If you anticipate circumstances that will improve your ability to comply with the Act in the future, please provide details in the space below.

Staff have updated processes to ensure compliance in the future.

## Section 7: Disposition of Requests

What course of action was taken with each of the completed requests? Enter the number of requests into the appropriate category.

	<b>Personal Information</b>	<b>General Records</b>
<b>7.1</b> All information disclosed	0	2
<b>7.2</b> Information disclosed in part	0	0
<b>7.3</b> No information disclosed	0	0
<b>7.4</b> No responsive records exists	0	0
<b>7.5</b> Request withdrawn, abandoned or non-jurisdictional	0	2
<b>7.6</b> Total requests (Add Boxes 7.1 to 7.5 = 7.6)	0	4

BOX 7.6 must be greater than or equal to BOX 3.2

## Section 8: Exemptions & Exclusions Applied

For the Total Requests with Exemptions/Exclusions/Frivolous or Vexatious Requests, how many times did your institution apply each of the following? (More than one exemption may be applied to each request)

	<b>Personal Information</b>	<b>General Records</b>
<b>8.1</b> Section 6 — Draft Bylaws, etc.	0	0
<b>8.2</b> Section 7 — Advice or Recommendations	0	0
<b>8.3</b> Section 8 — Law Enforcement <sup>1</sup>	0	0
<b>8.4</b> Section 8(3) — Refusal to Confirm or Deny	0	0
<b>8.5</b> Section 8.1 — Civil Remedies Act, 2001	0	0
<b>8.6</b> Section 8.2 — Prohibiting Profiting from Recounting Crimes Act, 2002	0	0
<b>8.7</b> Section 9 — Relations with Governments	0	0
<b>8.8</b> Section 10 — Third Party Information	0	0
<b>8.9</b> Section 11 — Economic/Other Interests	0	0
<b>8.10</b> Section 12 — Solicitor-Client Privilege	0	0
<b>8.11</b> Section 13 — Danger to Safety or Health	0	0
<b>8.12</b> Section 14 — Personal Privacy (Third Party) <sup>2</sup>	0	0
<b>8.13</b> Section 14(5) — Refusal to Confirm or Deny	0	0
<b>8.14</b> Section 15 — Information soon to be published	0	0
<b>8.15</b> Section 20.1 Frivolous or Vexatious	0	0



## Section 8: Exemptions & Exclusions Applied

<b>8.16</b>	Section 38 — Personal Information (Requester)
<b>8.17</b>	Section 52(2) — Act Does Not Apply <sup>3</sup>
<b>8.18</b>	Section 52(3) — Labour Relations & Employment Related Records
<b>8.19</b>	Section 53 — Other Acts
<b>8.20</b>	PHIPA Section 8(1) Applies
<b>8.21</b>	Total Exemptions & Exclusions Add Boxes 8.1 to 8.20 = 8.21

0	0
0	0
0	0
0	0
0	0
0	0

<sup>1</sup> not including Section 8(3)

<sup>2</sup> not including Section 14(5)

<sup>3</sup> not including Section 52(3)

## Section 9: Fees

Did your institution collect fees related to request for access to records?

<b>9.1</b>	Number of REQUESTS where fees other than application fees were collected
<b>9.2.1</b>	Total dollar amount of application fees collected
<b>9.2.2</b>	Total dollar amount of additional fees collected
<b>9.2.3</b>	Total dollar amount of fees collected (Add Boxes 9.2.1 + 9.2.2 = 9.2.3)
<b>9.3</b>	Total dollar amount of fees waived

	Personal Information	General Records	Total
	0	2	2
	\$0.00	\$15.00	\$15.00
	\$0.00	\$993.20	\$993.20
	\$0.00	\$1008.20	\$1008.20
	\$0.00	\$0.00	\$0.00

## Section 10: Reasons for Additional Fee Collection

Enter the number of REQUESTS for which your institution collected fees other than application fees that apply to each category.

<b>10.1</b>	Search time
<b>10.2</b>	Reproduction
<b>10.3</b>	Preparation
<b>10.4</b>	Shipping
<b>10.5</b>	Computer costs
<b>10.6</b>	Invoice costs(and other as permitted by regulation)
<b>10.7</b>	Total (Add Boxes 10.1 to 10.6 = 10.7)

	Personal Information	General Records	Total
	0	270	270
	0	63	63
	0	660	660
	0	0	0
	0	0	0
	0	0	0
	0	993	993

## Section 11: Correction and Statements of Disagreement

Did your institution receive any requests to correct personal information?

<b>11.1</b>	Number of correction requests received
<b>11.2</b>	Correction requests carried forward from the previous year

	Personal Information
	0
	0

Section 11: Correction and Statements of Disagreement

**11.3** Correction requests carried over to next year

0

**11.4** Total Corrections Completed [(11.1 + 11.2) - 11.3 = 11.4]

0

BOX 11.4 must equal BOX 11.9

What course of action did your institution take regarding the requests that were received to correct personal information?

**Personal Information**

**11.5** Correction(s) made in whole

0

**11.6** Correction(s) made in part

0

**11.7** Correction refused

0

**11.8** Correction requests withdrawn by requester

0

**11.9** Total requests (Add Boxes 11.5 to 11.8 = 11.9)

0

BOX 11.9 must equal BOX 11.4

In cases where correction requests were denied, in part or in full, were any statements of disagreement attached to the affected personal information?

**Personal Information**

**11.10** Number of statements of disagreement attached:

0

If your institution received any requests to correct personal information, the Act requires that you send any person(s) or body who had access to the information in the previous year notification of either the correction or the statement of disagreement. Enter the number of notifications sent, if applicable.

**Personal Information**

**11.11** Number of notifications sent:

0

**Note:**

This report is for your records only and should not be faxed or mailed to the Information and Privacy Commissioner of Ontario in lieu of online submission. Faxed or mailed copies of this report will NOT be accepted. Please submit your report online at: <https://statistics.ipc.on.ca>.

**Thank You for your cooperation!**

**Declaration:**

I, Jennifer Stephens / General Manager FOI, confirm that all the information provided in this report, furnished by me to the Information and Privacy Commissioner of Ontario, is true, accurate and complete in all respects.

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*Signature*

*Date*

## Staff Report #COR-2024-12

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Jennifer Stephens, General Manager/Secretary-Treasurer  
**Date:** May 16, 2024  
**Subject:** Final Programs and Services Inventory  
**Purpose:** To seek approval of the final inventory of Programs and Services

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### Recommendation

THAT the Board of Directors of Saugeen Valley Conservation Authority approval the attached Programs and Services Inventory (Final Version dated April 1, 2024) and direct staff to provide a copy to all member municipalities to complete the Transition Period outlined in Ontario Regulation 687/21.

### Background

On December 5, 2020, the *Conservation Authorities Act* was amended. This was followed by three new regulations on October 1, 2021. These changes required conservation authorities (CAs) to:

- Complete a Transition Plan by December 31, 2021
- Complete a Program Inventory by February 28, 2022
- Complete Municipal Agreements by January 1, 2024
- Submit a final Program Inventory 30 days after the Transition Date

Transition Plans required conservation authorities to:

- Outline the timeline and steps they would follow to prepare a program inventory and enter into cost apportioning agreements with participating municipalities.

Program Inventories required conservation authorities to:

- List their programs and services.
- Categorize them into the following program categories:
  - Category 1 – those prescribed as mandatory by the Province.
  - Category 2 – those delivered on behalf of municipalities.

- Category 3 – those that further the conservation, restoration, development, and management of natural resources.
- Identify the cost of delivering each program and service.
- Identify the revenue source(s) of each program and service.

Municipal Agreements require conservation authorities to:

- Enter into agreements with participating municipalities for any Category 2 programs or any Category 3 programs that are supported by municipal funds.

## **Analysis**

In compliance with the legislation, SVCA completed:

- A Transition Plan by December 31, 2021
- A preliminary Program Inventory by February 28, 2022

In September 2023, SVCA requested that the Minister of Natural Resources and Forestry (Minister) grant an extension to complete municipal agreements. The Minister granted the extension and made March 31, 2024, SVCA's new transition deadline.

- All Municipal Agreements were completed by March 31, 2024
- Submit the final Inventory of Programs and Services to the Minister and member municipalities by April 30, 2024, to complete the legislated transition requirements.

Municipalities were consulted on the preliminary Inventory of Programs and Services circulated in 2022. The final inventory now reflects Agreements signed by municipalities for Category 2 and Category 3 programs as of January 1, 2024, and SVCA's approved budget for 2024.

## **Strategic Plan Linkages**

A1.5 - Public & Stakeholder Reporting; QA/QC

E1.7 - Easement & Ownership; Confirmation and Action

C1.7 - Municipality, CA and CO Connection Increase

C1.10 - Strategic Planning and Action

R1.0 - Development of a robust, stable, and adaptable organization

R.8 - CA Act Deliverables

Prepared by:

< [Original signed by:] >

Jennifer Stephens, General Manager / Secretary-Treasurer

Attachment 1: SVCA Final Inventory of Programs and Services

Attachment 2: Correspondence to Ministry of Natural Resources and Forestry

Attachment 3: Correspondence from Ministry of Natural Resources and Forestry

**Saugeen Valley Conservation Authority - Inventory of Programs and Services - FINAL - April 1, 2024**

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 water quality monitoring).	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	No
	Day camp programming	Program development and execution for summer and PA Day camp programs.	CAA s.21(1)(a) & (q)	3			No
	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	No
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
<b>TOTAL</b>	<b>\$866,800</b>

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
<b>TOTAL</b>					<b>\$1,184,300</b>	<b>\$1,094,300</b>	

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
<b>TOTAL</b>	<b>\$326,624</b>

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 holdings. Disposition of lands considered surplus to the vision, mandate, and strategic goals of the CA.	CAA s.21(1)(c)	3	Variable	Variable	No
	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	No
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
<b>TOTAL</b>	<b>\$676,825</b>



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 (WECI) funding from the province and from municipal partners.	Reg. 686/21 s.5	1			No
	Technical studies and policy review	Studies and projects to inform natural hazards management programs including floodplain management, watershed hydrology, regulations areas mapping update, flood forecasting system assessment, floodplain policy, and Lake Huron shoreline management.	Reg. 686/21 s.1	1			No
Water and erosion infrastructure	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
<b>TOTAL</b>	<b>\$417,223</b>

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
<b>TOTAL</b>	<b>\$2,287,471</b>	<b>\$2,487,386</b>	<b>\$380,206</b>	<b>\$100,410</b>	<b>\$293,602</b>	<b>\$235,350</b>
<b>TOTAL 2024 BUDGET</b>	<b>\$5,784,425</b>					

2024 Budget by Municipality

Municipality	2023 Levy	2024 Levy	Levy \$ Change	2024 Cost Apportioning
Municipality of Arran-Elderslie	\$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
<b>TOTAL</b>	<b>\$2,071,215</b>	<b>\$2,287,471</b>	<b>\$216,256</b>	<b>\$100,410</b>

April 3, 2024

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

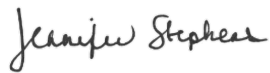
Dear Ms. Keyes:

**Subject:** Completion of Necessary Cost-Apportioning Agreements

Saugeen Valley Conservation Authority received correspondence from Minister Graydon Smith on December 13, 2023, granting an extension until March 31, 2024, to meet its transition requirements outlined in Ontario Regulation 687/21: Transition Plans and Agreements under the *Conservation Authorities Act* (O. Reg. 687/21). This correspondence confirms that all necessary cost apportioning agreements are now complete. These agreements can be accessed at the Saugeen Conservation website ([www.saugeenconservation.ca](http://www.saugeenconservation.ca)) under Governance.

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

Kind regards,



Jennifer Stephens  
General Manager/Secretary-Treasurer

Attachment: Inventory of Programs and Services – Final – April 1, 2024

**From:** [ca.office \(MNRF\)](#)  
**To:** [Jennifer Stephens](#)  
**Subject:** RE: Transition Complete - Saugeen Valley Conservation Authority  
**Date:** April 3, 2024 4:01:17 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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**\*\*[CAUTION]: This email originated from outside of the organization. Do not click on links or open attachments unless you recognize the sender and know the content is safe.**

Good Afternoon Jennifer,

Thank you for providing confirmation regarding Saugeen Valley Conservation Authority's cost apportioning agreements, and for the submission of the final Programs and Services Inventory.

We appreciate the work SVCA put into these deliverables and look forward to reviewing them. We will reach out if we have any questions.

Sincerely,

**Elizabeth Tompkins**

Policy Analyst, Conservation Authorities Unit | Policy Division  
Ministry of Natural Resources and Forestry | Ontario Public Service



*Taking pride in strengthening Ontario, its places and its people*

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**From:** Jennifer Stephens <j.stephens@svca.on.ca>  
**Sent:** Wednesday, April 3, 2024 11:48 AM  
**To:** ca.office (MNRF) <ca.office@ontario.ca>  
**Subject:** Transition Complete - Saugeen Valley Conservation Authority  
**Importance:** High

**CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.**

Good Morning:

Please accept this e-mail message, the attached letter confirming that the Authority has entered into all necessary cost-apportioning agreements with participating municipalities, and the final version of the Programs and Services Inventory for your records.

On behalf of the Saugeen Valley Conservation Authority Board of Directors, its participating municipalities, and staff, I wish to thank the Province for granting the extension until March 31, 2024, to meet all transition requirements.

If there is any additional information you require, please do not hesitate to reach out.

Best regards,

Jennifer

**Jennifer Stephens**

*General Manager/ Secretary-Treasurer*

Saugeen Valley Conservation Authority

1078 Bruce Rd. 12, PO Box 150, Formosa ON N0G 1W0

519-364-1255 Ext. 232

[j.stephens@svca.on.ca](mailto:j.stephens@svca.on.ca)

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



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**PRIVACY DISCLAIMER:** This e-mail (including any attachments) may contain confidential, proprietary, and privileged information and unauthorized disclosure or use is prohibited. If you received this e-mail in error, please notify the sender and delete this e-mail from your system. SAUGEEN VALLEY CONSERVATION AUTHORITY. Thank You!

## Staff Report #GM-2024-09

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Jennifer Stephens, General Manager/Secretary-Treasurer  
**Date:** May 16, 2024  
**Subject:** Hiring Committee for New General Manager/Secretary-Treasurer  
**Purpose:** To appoint three Directors from the Board to the Executive Committee to form the Hiring Committee to seek a new SVCA General Manager/Secretary-Treasurer.

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### Recommendation

THAT the Board of Directors appoint \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ to join Barbara Dobreen, Tom Hutchinson, Paul Allen, and Greg McLean to form the Hiring Committee for SVCA's new General Manager/Secretary-Treasurer; and

THAT the Hiring Committee be delegated the responsibility of finding a suitable candidate to fill the position of General Manager/Secretary-Treasurer; and

FURTHER THAT the Hiring Committee propose a viable candidate for the position of General Manager/Secretary-Treasurer to the Board of Directors at a future meeting.

### Background

On April 29<sup>th</sup>, 2024, SVCA's current General Manager/Secretary-Treasurer submitted her letter of resignation to the Chair and Vice Chair of the Board of Directors.

### Analysis

On May 6<sup>th</sup>, 2024, the SVCA Executive Committee discussed the departure of the General Manager/Secretary-Treasurer and agreed to form a Hiring Committee to recruit and fill the position. The Hiring Committee will work with the Director, Human Resources from Grey County to prepare a job description, job posting, and identify and interview desired candidates. Once a preferred candidate has been selected, the Hiring Committee will bring a proposal forward to the Board of Directors.

Prepared by:

< [Original signed by:]>

Jennifer Stephens, General Manager / Secretary-Treasurer

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## Report #EPR-2024-11

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

**From:** Matt Armstrong, Regulations Coordinator, Environmental Planning and Regulations

**Date:** May 16, 2024

**Subject:** Request for Endorsement: Permits Issued

**Purpose:** To seek endorsement for permits issued pursuant to Ontario Regulation 169/06, as amended, and Ontario Regulation 41/24.

### Recommendation

THAT the Development, Interference with Wetlands and Alterations to Shorelines and Watercourse applications (#24-032, 24-038, 24-040 to 24-059, 24-061 to 24-065, 24-069, 24-072 to 24-074, and 24-076), pursuant to Ontario Regulation 169/06, as approved by staff, be endorsed, AND

FURTHER THAT the Prohibited Activities, Exemptions and Permits applications (#24-060, 24-066, 24-067, 24-070, 24-071, 24-074, and 24-077), pursuant to Ontario Regulation 41/24, 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 March 7, 2024, and April 22, 2024.

Permit #	Location	Address	Proposed Works
24-077	Minto	Wellington Road 2, Creek Road, Highland Road, 6 Road North and Hwy 9	Alteration of a watercourse and works within/adjacent to wetland consisting of the installation of fibre-optic cable by directional bore and plow (Project 327-1- SA07 – Clifford to Drew).
24-076	Walkerton	9 Princess Street, Pt Lot 16, Plan 9	To construct a 26-foot by 11-foot detached garage.
24-075	Carrick	1405 Highway 9, Pt. Lot 10, Con 12, Carrick	Alteration of a watercourse consisting of the installation of fibre-optic cable by directional bore (Project 367-1-SO6-W-A1).

Permit #	Location	Address	Proposed Works
24-074	Brant	155 Pearl Lake Road 1 , Pt Lot 33, Con 6 W, RP 3R2693 Parts 1, 3 & 5	To construct a concrete driveway and parking area, with related excavation, filling, and grading.
24-073	Normanby	Unassigned Civic Address, Grey Road 9, Pt Lot 23, Concession 10	To install systematic tile drainage adjacent to wetland, and install a 300mm catch basin riser, with related excavation.
24-072	Normanby	142157 Grey Road 9, Pt Lot 25, Con 10	To install systematic tile drainage adjacent to wetland, with three outlets to a watercourse and one outlet to wetland, with related excavation and filling.
24-071	Southampton	Albert Street S, between Bay and Island	To clean out three (3) arched CSP culverts by way of vac truck blowout and removal of downstream sediment.
24-070	Kincardine Town	558 Huron Terrace, Part Lot 21 W/S Huron Terrace	Construction of a dwelling with attached garage, and related excavation, filling, and grading, within the Lake Huron shoreline valley slope/bluff.
24-069	Mildmay	Bruce Road 6 E (Absalom Street)	Road rehabilitation, including curb extension and storm lateral, and related excavation, and grading, all within the adjacent lands to part of Otter Creek Provincially Significant Wetlands.
24-067	Carrick	Bruce Road 6 East Bridge at Meaux Creek, Lot 34, Con 9 & 10	Rehabilitation of the existing Meaux Creek bridge crossing and related excavation, filling, and grading.
24-066	Saugeen	Bruce-Saugeen Townline (Between 1506 Bruce-Saugeen Townline and 1474 Bruce-Saugeen), Pt Lot 10 and 11, Con 1	To replace a collapsed 21m-900mm CSP culvert with a new 21m-900mm HDPE culvert.
24-065	Normanby	6724 Highway 89 Part Lot 75 Concession B	Filling, and grading to expand an existing yard area, all within the adjacent lands to a watercourse.
24-064	Bentinck	156 Pine View Drive, Lot 7 Plan 1097	Excavation, filling, and grading within the adjacent lands to wetlands/swamps.
24-063	Normanby	1142157 Grey Road 9, Pt Lot 25, Con 10	To install approximately 2685 feet of 12 inch perforated and non-perforated tile adjacent to a wetland, with an outlet to a



Permit #	Location	Address	Proposed Works
			watercourse, with related excavation and filling.
24-062	Normanby	142239 Grey Road 9 and Unassigned Civic Address, Pt Lot 26 to 28, Con 10	To install systematic tile drainage adjacent to wetland, with four outlets to a watercourse, with related excavation and filling.
24-061	Normanby	Unassigned Civic Address, Grey Road 9, S Pt Lot 27, Con 10	To install systematic tile drainage adjacent to a wetland, with related excavation.
24-060	Huron	161 Huron Road, Pt Lot 3, Con A, RP 3R4497, Parts 1 and 2	Construction of a new 2659 sq. ft., two-story house with attached garage and related excavation, filling, and grading.
24-059	Egremont	Grey Road 9 – Beatty Saugeen River (Structure 9-349), Lot 12, Con 15-16	Watercourse alteration consisting of the replacement of an existing road bridge crossing (Structure 9-349) with a new cast-in-place full span concrete bridge and related excavation, filling, and grading.
24-058	Huron	600 Cherrywood Court, Lots 51 and 52, Plan M46	Removal of a portion of an existing rear deck and replacement with a 342 sq. ft. pavilion on a concrete pad.
24-057	Huron	Lots 12 & 13, Lake Range	Watercourse alteration including channel re-alignment, bank re-grading and protection, riffle installation and laneway re-location associated with the Clark Creek Drain 2021.
24-056	Kincardine Township	2483 Highway 21, Pt Lot 51, Con C	To clean out an on-line irrigation pond and repair a dam, with related excavation, filling, and grading.
24-055	Brant	481 Lake Rosalind Road 4, Pt Lot 69, Con 3 NDR	To remove an approximately 84.5 square foot existing shed; place flagstone, steppingstones, and 7.14 cubic metres of limestone boulders at grade; construct an approximately 13-foot long Douglas Fir wood screen and an at-grade gravel driveway, with related excavation, filling and grading.
24-054	Paisley	148 Regent Street; Lot 12, Plan Paisley	Construction of a 36' x 24' detached garage with related excavating, filling, and grading.

Permit #	Location	Address	Proposed Works
24-053	Paisley	551 Queen Street North, Lot 5, Queen N E/S	Construction of two semi-detached dwellings, with related excavation, filling, and grading.
24-052	Proton	185610 Grey Road 10, Lot 16 Concession 12	Installation of agricultural tile drainage adjacent to wetlands/swamp.
24-051	Egremont	Part of 144642 Southgate Rd 14, part of Lot 26-27 Concession 13	Construction of a church building, with outbuilding, with related excavation, filling, and grading.
24-050	Arthur	Pt Lots 2-5, Con WOSR, EOSR and 9	Completion of an alteration to a watercourse associated with the George Kirkness Drain (Asbridge).
24-049	Egremont	Various locations along Southgate Road 4	Replacement of seven culverts along Southgate Road 4 with related excavation, filling, and grading.
24-048	Kincardine Township	323 Concession 7, Pt Lot 28, Concession 6	To install systematic tile drainage with three outlets to a watercourse, with related excavation and filling.
24-047	Elderslie	209 Canrobert Street, West Part Lot 10 Concession A	Construction of a dwelling with attached garage, installation of sewage disposal system, and related excavation, filling, and grading, within the valley slope of part of the Teeswater River valley.
24-046	Southampton	354 Lansdowne Street, Lot 13, Southampton	To construct a 576 square-foot accessory building, with related excavation, filling, and grading.
24-045	Huron	84 Bell Drive, Plan 2A Pt Lot 18 Huron W/S; Pt Lake St RP 3R3309 Part 3	Demolition of an existing cottage and construction of a new 2,899 sq. ft., two story single detached residence with related excavation, filling, and grading.
24-044	Egremont	Southgate Road 26 between Southgate Sideroad 41 and Camp Creek, Part Lots 1 & 2, Con 22	Placement of fill, grading, and installation of a new road culvert crossing within the municipal road allowance for roadway improvements on Southgate Road 26.
24-043	Proton	Road allowance in front of 145121 Southgate Road 14, Lot 4, Con 11	Cleanout of an existing roadside ditch with outlet to a watercourse.
24-042	Proton	Various Locations - Grey Road 9, Southgate Road 26, Grey Road 14, and Southgate Sideroad 7	Replacement of 9 existing road crossings culverts and related excavation, filling, and grading.

Permit #	Location	Address	Proposed Works
24-041	Bentinck	282857 Normanby-Bentinck Townline, West Grey, ON N0G 1R0	To construct a 2,560 square-foot detached garage, 2,000 square foot addition, and 5m by 5m septic bed, with related excavation, filling, and grading.
24-040	Saugeen	Wallace Sideroad, Lot 23, Con 6	To replace the two existing 6m long 1630mm by 1120mm CSP culvert with two 10m long 1630mm by 1120mm culverts, with related excavation, filling, and grading.
24-038	Artemesia	Six Locations along Grey Road 14 - See Schedule 2 in Permit	To replace existing culverts with culverts of the same size along Grey Road 14 and Artemesia-Southgate Townline with related excavation, filling, and grading.
24-032	Bentinck	301061 Knappville Road, N Pt Lot 3 and 4, Con 3	To construct a 1491 square-foot dwelling, with related excavation, filling, and grading.

### Strategic Plan Linkages

A1.6 – Watershed Management Planning

C1.8 – Violation Decrease

R1.10 - Climate and Environmental Resiliency Planning and Action

Prepared by:

[Original Signed by:]

Matt Armstrong, Regulations Coordinator

Approved by:

[Original Signed by:]

Erik Downing, Manager, Environmental Planning and Regulations

Approved by:

[Original Signed by:]

Jennifer Stephens, General Manager/Secretary-Treasurer

## Report #EPR-2024-12

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Erik Downing, Manager, Environmental Planning and Regulations  
**Date:** May 16, 2024  
**Subject:** New Permit and Permit Application Templates  
**Purpose:** To acquire approval from the Board of Directors for the use of updated permit and permit application templates to comply with the requirements of Ontario Regulation 41/24.

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### Recommendation

THAT the Board of Directors approve the use of the permit and permit application template prepared to comply with Ontario Regulation 41/24.

### Background

On February 16, 2024, a new Minister's regulation (Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits) under the *Conservation Authorities Act* was approved by the Province. This regulation replaced Saugeen Valley Conservation Authority's Regulation 169/06 (*Development, Interference with Wetlands and Alterations to Shorelines and Watercourses*). The effective date of Ontario Regulation 41/24 was April 1, 2024. Several action items needed to be completed prior to April 1, 2024, to comply with the new Regulation. At the March 2024 meeting, the Board of Directors completed the following tasks:

- Approved Interim Policy Guidelines for the Administration and Implementation of O. Reg. 41/24;
- Approved Transitional Procedures and Guidelines;
- Re-appointed Provincial Offences Officers; and
- Delegated authority powers.

### Analysis

Staff have been using revised permit and permit applications since April 1, 2024. Changes to the updated permit template are minor; regulatory references have been revised. The updated permit application has changed significantly. Previously, SVCA had two permit applications, one to alter a regulated area and the other to alter a watercourse. The new permit application covers all activities and complies with Section 7 of Ontario Regulation 41/24.

Section 7(1) of Ontario Regulation 41/24 applies to the application of a permit. Specifically, it outlines the information that should be in an application for a permit under section 28.1 of the *Conservation Authorities Act*. Applications shall include:

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- (a) A plan of the area showing the type and location of the proposed development activity or a plan of the area showing plan view and cross-section details of an activity to strengthen, change, divert, or interfere with the existing channel of a river, creek, stream, or watercourse, or change or interfere with a wetland;
- (b) The proposed use of any buildings and structures following completion of the development activity or a statement of the purpose of an activity to straighten, change, divert, or interfere with the existing channel of a river, creek, stream, or watercourse or to change or interfere with a wetland;
- (c) The start and completion dates of the development activity or other activity;
- (d) A description of the methods to be used in carrying out an activity to straighten, change, divert or interfere with the existing channel of a river, creek, stream or watercourse, or change, or interfere with a wetland;
- (e) The elevations of existing buildings, if any, and grades and the proposed elevations of any buildings and grades after the development activity or other activity;
- (f) Drainage details before and after the development activity or other activity;
- (g) A complete description of any type of fill proposed to be placed or dumped;
- (h) A confirmation of authorization for the proposed development activity or other activity given by the owner of the subject property, if the applicant is not the owner; and
- (i) Any other technical information, studies or plans that the authority requests including information requested during pre-submission consultations between the authority and the applicant.

Ontario Regulation 41/24 also specifies that once all the information is received under subsection (1) of section 7, as well as payment by the Applicant, the authority is to notify the applicant in writing within 21 days, whether the permit application is complete. Having altered SVCA's permit application to clearly outline the expectations of the Authority with respect to a complete application ensures full transparency and decreases the potential for confusion between staff and the Applicant.

### **Strategic Plan Linkages**

C1.6 - Customer Service Standards

C1.8 - Violation Decrease

R1.0 - Development of a robust, stable, and adaptable organization

Prepared by:

< [Original signed by:]>

Jennifer Stephens, General Manager / Secretary-Treasurer

Attachment 1: Permit Template

Attachment 2: Permit Application Template



1078 Bruce Road 12  
P.O. Box 150, Formosa ON  
N0G 1W0

**SAUGEEN VALLEY CONSERVATION AUTHORITY (SVCA)  
APPLICATION FOR PERMIT**

*Ontario Regulation No. 41/24, and amendments thereto,  
Conservation Authorities Act, R.S.O., 1990, Chap. C.27, as amended.*

<b>Application No.</b>
For Office Use

SVCA will consider this application based upon the information that you provide herein.  
Please complete all relevant sections, date, sign and return the application with the appropriate fee.  
Additional pages may be submitted as needed.

**LANDOWNER INFORMATION**

Name(s)	Phone
Mailing Address	City/Town
Email	Postal Code

**APPLICANT INFORMATION**

<b>Applicant is the Landowner or one of the Landowners</b>	<b>Applicant is acting on behalf of the Landowner(s) and has attached the SVCA Landowner Authorization Form</b>
Applicant Name	Company Name
Mailing Address and Postal Code	City/Town
Email	Phone

**LOCATION OF PROPOSED PROJECT**

Street Address	Municipality/Town
Lot(s) and Concession	Plan No. (if applicable)
Other Location Information	Roll No.

**IF YOU HAVE APPLIED TO OTHER AGENCIES REGARDING THIS PROJECT, PLEASE INDICATE WHICH**

MNR	MECP	DFO	Other, please specify:
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**PROJECT DATES**

Proposed Start Date	Proposed Completion Date
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**APPLICATION IS HEREBY MADE TO**

<b>Alter, expand or renovate a building or structure</b>	<b>Construct a building or structure</b>			
a) Proposed use of building or structure				
b) Present use of building/structure				
c) Square footage of all floors (existing)		Square footage of footprint (existing)		
d) Square footage of all floors (proposed)		Square footage of footprint (proposed)		
e) Will the structure have a basement or cellar	Yes	No	Or crawlspace	Yes No
f) Elevation of the lowest external opening (window, door, vent) in relation to the existing grade				
g) Any other relevant information				

**Place or remove fill, grade or excavate**

- a) Purpose of filling/grading/excavation
- b) Intended use of land once completed
- c) Type of fill and source
- d) Volume of fill being added to the site
- e) Volume of fill being removed from the site
- f) Excess fill or spoil being relocated to
- g) Proposed method of stabilizing fill
- h) Proposed method(s) of erosion and sediment control
- i) How much higher or lower will the proposed ground elevation be compared to existing

**Alter a watercourse by constructing**

Crossing      Pond      Dam      Channel      Bank Protection      Other  
Describe the proposed work

**Alter a wetland**

Describe the proposed work

**Alter a shoreline**

Describe the proposed work

**SITE PLAN REQUIREMENTS**

The attached site plan must include:

- a) Property dimensions
- b) Nearest streets, roadways, laneways
- c) Watercourses on or near the property
- d) Existing buildings and structures with distance to lot lines, centre of road, watercourse etc.
- e) Proposed building or structure dimensions
- f) Proposed location of filling, grading or excavation with dimensions and depths if applicable
- g) Elevation of finished floor, basement/crawlspace, or any exterior openings in relation to the finished grade
- h) Septic bed including mantle (if applicable)
- i) North arrow
- j) Any other relevant site features

## TERMS AND CONDITIONS

1. Any permission, if granted by Saugeen Valley Conservation Authority, will expire 24 months from the date of issue of any permit associated with this application, unless specified on the permit. No further work will be carried out on the project that is the subject of this application beyond the date of expiry without prior written approval by SVCA. Renewal fees may apply.
2. Permission granted by SVCA cannot be transferred without prior written approval from SVCA. Processing fees may apply.
3. Approvals, permits or other documents may be required from other agencies prior to undertaking the work proposed. SVCA permission, if granted for the proposed work, does not exempt the applicant or owner from complying with any and all other approvals, laws, statutes, ordinances, directives, or regulations that may affect the property or its use.
4. Should the information provided on this application be or become untrue or incorrect, SVCA reserves the right to withdraw any permission granted based on the information originally provided. SVCA may elect to proceed with further action to have the works modified or removed, in whole or in part, at the cost of the applicant.
5. The owner and applicant agree
  - a) at all times, whether occurring during the currency of any associated permit from this application or thereafter, to fully defend, indemnify, and hold harmless the Saugeen Valley Conservation Authority and its officers, employees or agents from and against all damages, expenses, losses, costs, claims, demands, actions, lawsuits and proceedings, including reasonably attorney's fees, arising out of, resulting from or in any way related to an act or omission of the owner and/or applicant or of any of his/her/its agents, employees or contractors relating to the lands, works, premises, and purposes permitted through this application herein. This indemnity shall survive termination of any permit associated with this application, with respect to matters related to said permit;
  - b) that any permit arising from this application shall not release the applicant from any legal liability or obligation and remains in force subject to all limitations, requirements and liabilities imposed by law;
  - c) that all complaints arising from the execution of the works authorized through this application shall be reported by the applicant to the Saugeen Valley Conservation Authority immediately upon occurrence, and in any event, prior to the expiration of an associated permit. The applicant shall indicate any action which has been taken, or is planned to be taken, if any, with regard to each complaint. Notwithstanding the foregoing, the applicant shall have a continuing duty to report any complaints arising following the currency of the any associated permit;
  - d) that any permit arising from this application issued herein is based upon the plans or sketches submitted to the Saugeen Valley Conservation Authority and the accuracy of the matters contained in the application to the Authority; and
  - e) that, without limiting the generality of the foregoing, all liabilities associated with the matters herein shall be and are hereby assumed by the applicant.
6. The applicant acknowledges that should the works be carried out in a manner contrary to the terms of this application or any associated permit, as determined by the Saugeen Valley Conservation Authority in its sole discretion, that a permit may be revoked and the applicant may be in violation of the Ontario Regulation 41/24, Prohibited Activities, Exemptions and Permits, and subject to the penalties imposed under the *Conservation Authorities Act*, R.S.O. 1990, Chap. C27, as amended.

## NOTICE TO APPLICANT

1. Pursuant to the *Municipal Freedom of Information Act and Protection of Privacy Act*, and the *Conservation Authorities Act*, the principle purposes for which personal information collected on this document is intended to be used is:
  - a) in the assessment of proposed works relative to Ontario Regulation 41/24 and water related concerns;
  - b) for the distribution of information to the applicant relating to programs and projects of SVCA; and
  - c) for watershed planning.

Please direct any questions about the use of this information to: [j.hagan@svca.on.ca](mailto:j.hagan@svca.on.ca)

2. No work can be carried out outside of the validity of an associated permit that may be granted through this application.
3. The applicant is responsible for obtaining any and all other agency, government or municipal approvals required.
4. The application fee is non-refundable and must be paid when the application is submitted. Cheques are made payable to Saugeen Valley Conservation Authority.

For payables inquiries: [payables@svca.on.ca](mailto:payables@svca.on.ca) or call 519-364-1255



**DECLARATION**

- I declare this application and its attachments to be true to the best of my knowledge;
- I certify that I will abide by Ontario Regulation 41/24 as may be amended from time to time;
- I agree to allow authorized representatives of SVCA to enter the property to review this application and the work;
- I agree at my cost to obtain if required by SVCA to properly review the application further information, studies or reports;
- I understand that payment of the application fee does not guarantee permission from SVCA; and
- I declare that I have read and full understand the contents of this application, including the terms and conditions, the notice to applicant, and the declaration.

Date

Applicant printed name

Applicant signature

*\*Typed name will indicate a signature on digital applications.*

**DO NOT WRITE IN THE SPACE BELOW**

Fee amount received

Date application received

DRAFT



## SAUGEEN VALLEY CONSERVATION AUTHORITY (SVCA) MINIMUM APPLICATION REQUIREMENTS CHECKLIST

The checklist below includes minimum application requirements for applications for a permit under Section 28.1 of the *Conservation Authorities Act*. We recommend pre-consultation with SVCA staff to ensure that all materials needed to complete the application are provided. Applicants will be notified if the application is incomplete. Should the application be deemed incomplete, the applicant will be notified about what information is required to complete the application.

Incomplete applications cannot be processed for a decision.

### EACH APPLICATION WILL INCLUDE

	Landowner and applicant contact information;
	Landowner Authorization Form, should the applicant be different from the landowner;
	The expected start and end dates of the project;
	A site plan of the area detailing the proposed work, the type and location and specifics if the application involved altering watercourses or wetlands;
	The proposed use of any buildings or structures following completion of the project, including the altering of watercourses or wetlands;
	A summary of how work will be carried out, including the altering of watercourses or wetlands;
	Current and planned elevations of buildings and the land, if changes are to be made through the project;
	How drainage will be managed during and after the project;
	A detailed description of any fill used or dumped;
	Any additional technical details, studies, or plans the authority asks for, including those discussed in early consultations (these could include a slope stability/erosion analysis, culvert design/calculations, flood plain surveys, etc.); and
	Payment of the applicable fee

After submitting the required information and the application fee, SVCA will confirm within 21 days whether your application is complete and meets the requirements of Subsection 28.1 (3) of the *Act*.

Once your application is deemed complete, SVCA won't ask for new studies or information unless both parties agree. However, the authority may request further clarification or details on any aspect of your application.

When you are ready to apply for a permit from SVCA you can email the contact from your pre-consultation process or print and submit a hardcopy application form.

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

For general inquiries: [planning@svca.on.ca](mailto:planning@svca.on.ca) or call 519-364-1255



1078 Bruce Rd. 12, Box 150  
Formosa ON, N0G 1W0

PERMIT NO.

PAGE OF

# PERMIT

*Conservation Authorities Act, R.S.O. 1990, Chap.C27*

**PERMIT ISSUE DATE:**

**PERMIT EXPIRY DATE:**

Permit for Major Works

Permit for Minor Works

Permit for Standard or Other Works

**PERMIT TO:** Alter a watercourse / shoreline    Place or move material    Construct a building / structure

**IN ACCORDANCE WITH REGULATION 41/24, PERMISSION IS GRANTED TO:**

**Name:**

**Phone No:**

**Mailing address:**

**FOR THE FOLLOWING WORKS:**

**AT THE FOLLOWING PROPERTY:**

**Roll number:**

**Municipality:**

**FOR THE PERIOD OF:**

**NOTE:** General and specific conditions are provided in the following pages and are integral components of this permit.

Should you disagree with any of the general or specific conditions of this permit, notify SVCA immediately and do not begin your project.

\_\_\_\_\_  
Signature of Authority Official

\_\_\_\_\_  
Title

***Important! Read all pages of this document.***

**GENERAL CONDITIONS**

*The applicant, by acceptance and in consideration of the issuance of this permit, agrees to the following conditions:*

1. The applicant shall comply with the Conditions of this permit.
2. This permit is valid only for the time period specified.
3. The applicant shall request an extension from Saugeen Valley Conservation Authority 60 days prior to the expiration of the permit period indicated on the permit. (See page 1).
4. This permit does not preclude any other legislation, federal or provincial, or necessary approvals from the local municipality.
5. Saugeen Valley Conservation Authority staff may, at any time, enter onto the lands which are described in this permit in order to conduct surveys, examinations, investigations or inspections which are required to ensure that the work(s) authorized by this permit are being carried out according to the terms of this permit.
6. The applicant agrees:
  - a. at all times, whether occurring during the currency of this permit or thereafter, to fully defend, indemnify, and hold harmless the Saugeen Valley Conservation Authority and its officers, employees or agents from and against all damages, expenses, losses, costs, claims, demands, actions, lawsuits and proceedings, including reasonably attorney's fees, arising out of, resulting from or in any way related to an act or omission of the owner and/or applicant or of any of his/her/its agents, employees or contractors relating to the lands, works, premises, and purposes permitted herein. This indemnity shall survive termination of this permit with respect to matters related to this permit;
  - b. that this permit shall not release the applicant from any legal liability or obligation and remains in force subject to all limitations, requirements and liabilities imposed by law;
  - c. that all complaints arising from the execution of the works authorized under this permit shall be reported by the applicant to the Saugeen Valley Conservation Authority immediately upon occurrence, and in any event, prior to the expiration of this permit. The applicant shall indicate any action which has been taken, or is planned to be taken, if any, with regard to each complaint. Notwithstanding the foregoing, the applicant shall have a continuing duty to report any complaints arising following the currency of the permit;
  - d. that the permit issued herein is based upon the plans or sketches submitted to the Saugeen Valley Conservation Authority and the accuracy of the matters contained in the application to the Authority;
  - e. that, without limiting the generality of the foregoing, all liabilities associated with the permitted matters herein shall be and are hereby assumed by the applicant.
7. This permit is not transferable.
8. The applicant acknowledges that should the works be carried out in a manner contrary to the terms of this permit, as determined by the Saugeen Valley Conservation Authority in its sole discretion, the permit may be revoked and the applicant may be in violation of the Ontario Regulation 41/24, Prohibited Activities, Exemptions and Permits, and subject to the penalties imposed under the *Conservation Authorities Act*, R.S.O, 1990, Chap. C27, as amended.

**This permit is a public record which is accessible upon request. This information in this permit is collected under the authority of the *Conservation Authorities Act*, R.S.O, 1990, Chap. C27, as amended.**

PERMIT NO.

PAGE OF

APPLICANT NAME:

**SCHEDULE 1 - SPECIFIC CONDITIONS**

## Staff Report #EPR-2024-13

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Erik Downing, Manager, Environmental Planning and Regulations  
**Date:** May 16, 2024  
**Subject:** Annual Reporting – Permit Issuance Timelines  
**Purpose:** To update the Board of Directors on Conservation Ontario’s Client Service and Streamlining Initiative (CSSI) and the new mandatory annual reporting requirements.

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### Recommendation

THAT the Board of Directors of the Saugeen Valley Conservation Authority receive the SVCA’s annual reporting on 2023 permit timelines.

### Background

To support transparency in the development approvals process and a commitment to service excellence with timely reviews, Conservation Ontario developed the *Annual Reporting on Timelines Template for Permissions under Section 28 of the Conservation Authorities Act* that was endorsed by Council in December 2019. Initially, annual reporting was provided by fourteen (14) high-growth conservation authorities (CAs) for 2020 and expanded to 31 CAs in 2021. Starting in 2022, all CAs participate in the annual reporting cycle.

In July 2022, through Motion #G22-65, the Board of Directors endorsed a commitment to participate in Conservation Ontario’s Client Service and Streamlining Initiative.

From January 1 – December 31, 2023, Ontario’s thirty-six (36) conservation authorities issued a combined total of 11,517 permits. Reporting to Conservation Ontario is provided for both timelines set out in the Provincial guideline “Policies and Procedures for Conservation Authority Plan Review and Permitting” (CALC), as well as the CO best-practice timelines set out in the “Client Service Standards for Conservation Authority Plan and Permit Review”.

### Analysis

Most of SVCA’s permits have been issued within both the Policy and Procedure Timeline, as well as the Client Service and Streamlining Initiative Timeline (Table 1).

As of April 1, 2024, the *Conservation Authorities Act* establishes permit review timelines for conservation authorities (previously, timelines were only outlined in the CALC document). Ontario Regulation 686/21 (Mandatory Programs and Services) has been amended, requiring all CAs to prepare and publish an annual report outlining statistics on permits, including reporting

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on the level of compliance with the requirements of Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits) (Section 8.1(1)).

With these new legislative and regulatory requirements, members of the Client Service and Streamlining Steering Committee support the suspension of the current reporting framework. Instead, Conservation Ontario is working with members of the Timely Review and Approvals Task Force (Conservation Ontario Working Group) to develop a new framework for annual reporting which meets the requirements established in Ontario Regulation 686/21. It is envisioned that the new framework will retain much of the details of the current Client Service and Streamlining Initiative reporting framework, including an opportunity for CAs to provide details on variances from timelines.

Table 1: SVCA Results of 2023 Annual Permit Reporting

Number of Permits Issued Within Policy and Procedure Timeline		
	Major	39
	Minor	268
Number of Permits Issued Outside of Policy and Procedure Timeline		
	Major	1
	Minor	1
Number of Permits Issued Within CO Guideline Timeline		
	Major	36
	Minor	268
Number of Permits Issued Outside CO Guideline Timeline		
	Major	4
	Minor	1

### Strategic Plan Linkages

C1.1 - Outreach and Marketing Strategy and Action

C1.6 - Customer Service Standards

R1.0 - Development of a robust, stable, and adaptable organization

Prepared by:

< [Original signed by:]>

Jennifer Stephens, General Manager / Secretary-Treasurer

## Report #EPR-2024-14

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Erik Downing, Manager, Environmental Planning and Regulations  
**Date:** May 16, 2024  
**Subject:** Stop Order Materials  
**Purpose:** To acquire endorsement from the Board of Directors for the use of the SVCA Stop Order template and the standard operating procedure.

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### Recommendation

THAT the Board of Directors endorse the Stop Order Standard Operating Procedure and template for use by SVCA Provincial Offences Officers.

### Background

On April 1, 2024, amendments to the *Conservation Authorities Act* took effect, which provided additional compliance measures to conservation authorities related to the new Ontario Regulation 41/24: Prohibited Activities, Exemptions, and Permits. Stop orders may be issued by a Provincial Offences Officer where there have been reasonable grounds of contravention of Ontario Regulation 41/24.

In December 2021, Conservation Ontario Council was presented with a report detailing a proposal to develop Standard Operating Procedures (SOPs) for conservation authority Provincial Offences Officers. The SOPs enable provincial offences officers to follow consistent processes within their organization and provide a greater level of consistency for conservation authority compliance matters across the province.

Development of the SOPs was consultant-led (Capstone Development and Training) with direct oversight and collaboration from Conservation Ontario. The development process included engagement with CA staff through focus groups and consultation opportunities on draft SOPs. Three consultation opportunities have been provided to General Managers and enforcement/compliance staff over 2022-2023, including the most recent in Fall 2023. One of these SOPs is for Stop Orders.

### Analysis

SVCA staff have reviewed the Stop Order SOP and the template provided by Conservation Ontario. The SOP and template have been transcribed onto SVCA letterhead.

### Strategic Plan Linkages

C1.4 – Provincial Offences Campaigns and Action

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C1.8 – Violations Decrease

R1.0 – Development of a robust, stable, and adaptable organization

Prepared by:

<*Original signed by:*>

Michael Oberle, Environmental Planning Coordinator

Approved by:

<*Original signed by:*>

Erik Downing, Manager Environmental Planning and Regulations

Approved by:

<*Original signed by:*>

Jennifer Stephens, General Manager / Secretary-Treasurer

Attachment 1: Stop Order Standard Operating Procedure

Attachment 2: Stop Order Template



# STOP ORDER

Pursuant to Section 30.4(1) of the Conservation Authorities Act, 1990 (CA Act)

Order #:	Effective Date: (Date Order Issued)
Address to Which Order Applies:	Application/Permit #: or <input type="checkbox"/> No Application/permit on file with SVCA
Order Issued to (name and address):	
Service Method: <input type="checkbox"/> Personally to above named person <input type="checkbox"/> Registered mail to above named person and address	
Detail Other Address if Applicable:	

Activity occurring or about to occur on or about \_\_\_\_\_ (date) at the above referenced address is believed to be in contravention of the CA Act or its regulations as indicated below:

- Section 28(1)                       Section 28.5  
 Section 28.1.2(19)               Conditions of a permission issued under section 28.1, 28.1.1, 28.1.2, or 28.5.1(c)  
 Section 28.1.2(19.1)

Description of the nature of the contravention(s) and location:

And the activity has caused, is causing or is likely to cause significant damage and,  
(i) the damage affects or is likely to affect the control of flooding, erosion, dynamic beaches or unstable soil or bedrock, or,  
(ii) in the event of a natural hazard, the damage will or is likely to create conditions or circumstances that might jeopardize the health and safety of persons or result in damage or destruction of property

Description of the damage being caused or likely to be caused by the activity:

And I believe this Order will prevent or reduce the damage as described.

Name of Officer Issuing Order (Print) and Manager, Environmental Planning and Regulations:

Signatures:

Telephone:	Email:
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**Note:**

- You may request a hearing about this Stop Order in accordance with section 30.4(6) of the CA Act
- Failure to comply with a Stop Order is an offence under the CA Act according to section 30.5(1)(d) and upon conviction, may result in a penalty including fines and/or imprisonment as detailed in Section 30.5(2)

## STANDARD OPERATING PROCEDURE

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### SOP TITLE: Stop Order Procedure

<b>Department:</b>	Environmental Planning and Regulations		
<b>Section:</b>	Regulations		
<b>Effective Date:</b>	April 1, 2024	<b>Last Review Date:</b>	April 1, 2024
<b>Issued to:</b>	All Employees appointed by the Members of the Conservation Authority (“Board”) and Designated as <i>Provincial Offences Officers</i>		
<b>SOP Owner:</b>	Environmental Planning and Regulations		

#### 1. PURPOSE

- The purpose of this Standard Operating Procedure (SOP) is to provide guidance to Conservation Authority (CA) *Officers* on how to stop *activities* lawfully, safely, and efficiently on private property and issue a Stop Order.
- This procedure outlines an enforcement action intended to bring unlawful or unpermitted *activities* to an immediate stop.

#### 2. SCOPE / APPLICATION

- This SOP applies to all CA staff designated as *Provincial Offences Officers* enforcing regulations under Section 28 of the *Conservation Authorities Act (CA Act)*.

#### 3. RELATED LEGISLATION, REGULATIONS AND GUIDELINES

- [Conservation Authorities Act, R.S.O. 1990, c. C.27 \(ontario.ca\)](#)
- [Ontario Regulation 41/24 \(ontario.ca\)](#)
- [Provincial Offences Act, R.S.O. 1990, c. P.33 \(ontario.ca\)](#)

#### 4. RELATED SOPs

- Access to Private Property Procedure
- Confrontation Management/Self-Defense and Use of Force Procedure
- Dealing with Agitated, Abusive, Aggressive and Hostile Individuals Procedure
- Designation of Provincial Offences Officer Procedure
- Initiating Charges, Service on Individuals and Filing - Part I Offence Notice procedure
- Initiating Charges, Service on Individuals and Filing - Part III Information/Summons procedure
- Occurrence Documentation and Reporting Procedure
- Permit Compliance Inspection, Documentation and Reporting Procedure
- Search Warrant Procedure

- Violation Inspection, Documentation and Reporting Procedure
- Voluntary Resolution to Violations Procedure

## 5. DEFINITIONS AND ACRONYMS

- *Provincial Offences Officer* – Otherwise referred to as “*Officer*” in this SOP, means as defined in Section 1 (1) of the POA and includes, for the purposes of this SOP, a person designated under subsection (3).
  - Class Designation - Section 1 (3) POA states the minister may designate in writing any person or class of persons as a *provincial offences officer* for the purpose of all or any class of offences.
- *Violation* – means a suspected or substantiated act that is an offence under the *Conservation Authorities Act*, including contravention of CA Act regulations made pursuant to Section 28 of the CA Act or contravention of the conditions of a permit issued under Section 28 of the CA Act as outlined in section 30.4(1)(a)(i)-(ii) of the CA Act.
- *Activity(ies)* – means any development activity as defined in Ontario Regulation 41/24 or any activities to straighten, change, divert or interfere in any way with the existing channel of a river, creek, stream, or watercourse or to change or interfere in any way with a wetland.

## 6. GENERAL

- A. *Officers* may issue a Stop Order (SO) under section 30.4 of the CA Act. Approval from a supervisor or designate is required prior to serving/issuing a SO.
  - I. *Officers* may only issue a SO under limited circumstances after forming reasonable grounds as follows (for full details, see Appendix A):
    - (i) The person has engaged, is engaging or is about to engage in the *activity* that will contravene the Act or regulations as outlined in the legislation;
    - (ii) The *activity* has, is or is likely to cause significant damage; and,
    - (iii) The SO will prevent or reduce significant damage.
- B. A SO must be in written format and include all the following (See Appendix B for example):
  - I. The effective date of the SO;
  - II. The provision that the *Officer* believes is being or is about to be contravened;
  - III. A brief description of the nature of the contravention and its location;
  - IV. A brief description of the nature of the damage being caused or likely to be caused by the *activity*; and,
  - V. Notice that a hearing on the order may be requested in accordance with s. 30.4(6-9) of the CA Act.
- C. SO forms should be provided to all *Officers* on triplicate paper to ensure the CA can retain copies of a served/issued SO (see Appendix B for example SO Form).
- D. A SO may be served personally or by registered mail. When serving by registered mail, the order is deemed served on the fifth day after the day of mailing, unless the person served establishes that the person did not, acting in good faith, through absence,

accident, illness, or other cause beyond their control, receive the order until a later date.

- E. A SO takes effect when it is served or later as is stipulated on the order.
- F. Section 30.4(6-9) of the *CA Act* outlines that the person who receives an order may request a hearing and details of the appeal process. *Officers* should be aware of this process and follow CA policies for any documentation required for this process (See Appendix A for legislation reference).

## 7. PROCEDURE / REQUIREMENTS

### A. Prior to Issuing/Serving a Stop Order (SO)

- I. Prior to issuing/serving a SO, the *Officer* should:
  - (i) Determine if the area is regulated by the CA;
  - (ii) Determine if the property has been granted permission for the *activities* from the CA or if there is a *violation* occurring or that has occurred and proceed according to the **Permit Compliance Inspection Documentation and Reporting Procedure**, the **Violation Inspection and Documentation and Reporting Procedure**, and the **Investigative Techniques and Evidence Collection Procedure** as relevant to conduct an inspection or investigate the *violation*;
  - (iii) Document the *activities* which have occurred, are occurring or are likely to occur and determine whether the *activities* have caused, are causing or are likely to cause significant damage;
  - (iv) Contact their supervisor about the situation to discuss issuance of a SO, reasons for determination of significant damage, and whether service/issuance of a SO will prevent or reduce the damage;
  - (v) Obtain supervisor approval for service/issuance of a SO; and,
  - (vi) Determine the appropriate service method with a supervisor given the circumstances of the situation (see Section 7(C) "Issuing/Serving a Stop Order - Protocol" below) and identify other individuals who may receive a copy of the SO following service/issuance.

### B. Issuing/Serving a Stop Order – Entry to Private Property

- I. When issuing/serving a SO, *Officers* will confirm their legal authority to enter the property with their supervisor. *Officers* may enter private property according to Section 30.2 of the CA Act (Entry without warrant), or by obtaining a search warrant (Section 30.3 of the CA Act – Searches). *Officers* must confirm their current legal entry authority prior to attending private property. It is noted that there are no separate entry provisions afforded to CA *Officers* under the CA Act as they relate to Stop Orders. Obtaining a search warrant is a best practice to ensure legal authority for an *Officer* to enter private property.
- II. When attending a property to issue/serve a SO personally, *Officers* should adhere to the **Access to Private Property Procedure**, the **Officer Safety-Working Alone, Officer Check-in/Communications Procedure**, and the **Confrontation Management/Self-Defense and Use of Force Procedure**. Consider using the "buddy system" and if the

person being served is known to be aggressive or hostile, consider contacting local police for assistance during service.

**C. Issuing/Serving a Stop Order - Protocol**

- I. When requiring a person to stop engaging in or not to engage in an *activity* outlined in section 30.4 of the CA Act, an *Officer* may issue/serve a SO to the person who has engaged, is engaging or is about to engage in the *activity*. When issuing/serving an SO, an *Officer* shall:
  - (i) Enter the property and immediately make contact with the person who has engaged, is engaging in, or is about to engage in an *activity*;
    - (a) Upon entry, consider the use of photographs to capture observations, detail the names of the people, individuals who have engaged, are engaging , or are about to engage in an *activity* (e.g., owner/contractor details, equipment being used, etc.), draw sketches of the *activity* site and note any *activity* happening on site and follow procedures outlined in the **Violation Inspection, Documentation and Reporting Procedure** and the **Investigative Techniques and Evidence Collection Procedure** and **Occurrence Documentation and Reporting Procedure**, as relevant to the situation;
  - (ii) When possible, verbally advise the person who has engaged, is engaging or about to engage in an *activity* that a SO is being issued/served and the *activity* must cease upon service;
  - (iii) Complete the SO using the CA approved form (See Appendix B for example) and ensure the details outlined in section 6(C) of this procedure are documented. Indicate the service method used on the form;
  - (iv) Serve a copy of the original SO to the individual in one of the following ways:
    - (a) Personally - Serve the individual to whom the SO is addressed a copy of the original SO; or,
    - (b) Registered Mail - Send a copy of the original SO by registered mail to the person against whom the order is made at their last known address;
  - (v) When possible, consider posting a copy of the SO at the property named in the SO in a conspicuous place near the main point of entry being used (e.g., stapled to a fence post at entry, stapled to a stake at entry point);
  - (vi) Retain the original SO in the case file or other approved location;
  - (vii) If the person undertaking the *activity* is not the property owner, where possible, notify the owner that the SO has been issued. As determined through discussion with a supervisor, *Officers* will provide a copy of the SO to the owner of the property;
  - (viii) If the person undertaking the *activity* is identified as being in the employ of another individual or company, where possible, notify the main office of the company that the SO has been issued. As determined through discussion with a supervisor, *Officers* will provide a copy of the SO to the company or individual overseeing the employee;

- (ix) Document details of the issuance/serving of the SO in their notebook and any required reports and ensure they include:
  - (a) Details of a SO as outlined in section 6(C) of this procedure; and,
  - (b) Document the date and method of service used;
    - (i) When registered mail is used to serve the SO, record which carrier was used and the tracking number. When possible, print the receipt record.

**D. Non-Compliance with a Stop Order**

- I. Failure to comply with a properly issued/served SO is a separate offence under s.30.5(1)(d) of the CA Act.
- II. At a later time, *Officers* should ensure compliance with the SO at the property while adhering to their entry authority under the CA Act and if non-compliance with the SO is discovered or confirmed, follow section 7(D) (III) of this procedure.
- III. Where non-compliance with a SO is discovered or confirmed, the *Officer* will:
  - (i) Where possible, observe and record the actions of the person believed to be breaching the SO while adhering to their lawful entry authority under the CA Act (e.g., view from a public access point such as a roadway, adjacent land under consent of that landowner, etc.);
  - (ii) Consult with their supervisor or designate to determine the best course of action and if charges will be pursued given the circumstances of the case; and,
  - (iii) If charges will be pursued, adhere to the **Search Warrant Procedure**, the **Initiating Charges, Service on Individuals and Filing – Part III Information/Summons Procedure**, the **Violation Inspection Documentation and Reporting Procedure**, and the **Permit Compliance Inspection, Documentation and Reporting Procedure**, as relevant, given the circumstances; and,
  - (iv) Document details of the non-compliance with the SO in their notebook and any reports and adhere to the **Occurrence Documentation and Reporting Procedure**.

**E. Supervisors**

- I. When advised of a situation where an *Officer* believes a SO should be issued/served, supervisors or their designate should consult with the *Officer* to determine the circumstances of the case and provide approval for the issuance/service of the SO.
- II. Where approval has been given to an *Officer* to issue a SO immediately (e.g., served personally), the supervisor or their designate will communicate the following to the *Officer*:
  - (i) The SO must contain the appropriate information according to section 6(C) of this procedure; and,
  - (ii) The *Officer* must issue/serve the SO according to section 7(B) and (C) of this procedure.
- III. Where it is determined that a SO will be issued by registered mail, supervisors or their designate should work with the *Officer* to ensure the required details and procedures outlined in 7(E)(II) are met.

- IV. Upon learning from an *Officer* that a person has failed to comply with a SO, the supervisor or their designate should:
- (i) Ensure the *Officer* documents the actions occurring which are in contravention of the SO (e.g., observations in notebook, photos, etc.);
  - (ii) If the SO situation involves someone who is agitated, aggressive, or hostile, ensure *Officer* safety, including following the **Dealing with Agitated, Abusive, Aggressive and Hostile Individuals Procedure**, and/or advising the *Officer* to leave the location, as appropriate;
  - (iii) Ask the *Officer* for details of the case;
  - (iv) Consult with legal counsel and senior staff to consider pursuing charges relating to any *violations*, continued *violations*, and refusal to stop the *activities*; and,
  - (v) Advise the *Officer* on how to proceed with the file.

## 8. ADMINISTRATION

*Administered by the Regulations Coordinator and reviewed by the Manager, Environmental Planning and Regulations.*

*This will detail the revision cycle associated with this SOP, who is responsible for the revision and details surrounding the revisions, date completed etc.*

<b>Review Schedule:</b>	As needed and at least annually	<b>Next Review Date:</b>	May 2025
<b>Supersedes (if applicable):</b>			
<b>Revision History</b>			
<b>Version Number</b>	<b>Version Date</b>	<b>Description</b>	
2024-1	May 16, 2024	Approval of SOP	



## **APPENDIX A: Conservation Authorities Act Excerpts**

### **Stop Order**

#### Section 30.4

(1) An officer appointed under section 30.1 may make an order requiring a person to stop engaging in or not to engage in an activity if the officer has reasonable grounds to believe that,

- (a) the person has engaged in, is engaging in or is about to engage in the activity and, as a result, is contravening or will contravene,
  - (i) subsection 28 (1), 28.1.2 (19) or 28.1.2 (19.1) or a regulation made under section 28.5, or
  - (ii) the conditions of a permit issued under section 28.1, 28.1.1 or 28.1.2 or issued under a regulation made under clause 28.5 (1) (c);
- (b) the activity has caused, is causing or is likely to cause significant damage and,
  - (i) the damage affects or is likely to affect the control of flooding, erosion, dynamic beaches or unstable soil or bedrock, or
  - (ii) in the event of a natural hazard, the damage will or is likely to create conditions or circumstances that might jeopardize the health and safety of persons or result in damage or destruction of property; and
- (c) the order will prevent or reduce the damage described in clause (b).

### **Information to be included in the order**

(2) The order shall,

- (a) specify the provision that the officer believes is being or is about to be contravened;
- (b) briefly describe the nature of the contravention and its location;
- (c) briefly describe the nature of the damage being caused or likely to be caused by the activity; and
- (d) state that a hearing on the order may be requested in accordance with this section.

### **Service of order**

(3) An order under this section shall be served personally or by registered mail addressed to the person against whom the order is made at the person's last known address.

### **Registered mail**

(4) An order served by registered mail shall be deemed to have been served on the fifth day after the day of mailing, unless the person served establishes that the person did not, acting in good faith, through absence, accident, illness or other cause beyond the person's control, receive the order until a later date.

### **Effective date**

(5) An order under this section takes effect when it is served, or at such later time as is specified in the order.

### **Right to hearing**

(6) A person who is served with an order under this section may request a hearing before the authority or, if the authority so directs, before the authority's executive committee by mailing or delivering to the authority, within 30 days after service of the order, a written request for a hearing that includes a statement of the reasons for requesting the hearing.

### **Powers of authority**

(7) After holding a hearing, the authority or executive committee, as the case may be, shall,

- (a) confirm the order;
- (b) amend the order; or
- (c) remove the order, with or without conditions.

**Reasons for decision**

(8) The authority or executive committee, as the case may be, shall give the person who requested the hearing written reasons for the decision.

**Appeal**

(9) Within 30 days after receiving the reasons in subsection (8), the person who requested the hearing may appeal to the Minister or to a body prescribed by the regulations and, after reviewing the submissions, the Minister or the prescribed body may,

- (a) confirm the order;
- (b) amend the order; or
- (c) remove the order, with or without conditions.

**Offences**

## Section 30.5

- (1) Every person is guilty of an offence if the person contravenes,
- (a) subsection 28 (1), 28.1.2 (19) or 28.1.2 (19.1);
  - (b) a regulation respecting activities permitted under subsection 28 (3), (4) or (4.1) or a regulation made under section 28.5;
  - (c) the conditions of a permit that was issued under section 28.1, 28.1.1 or 28.1.2 or under a regulation made under clause 28.5 (1) (c); or
  - (d) a stop order issued under section 30.4.

**APPENDIX B: Stop Order Form (next page)**



# STOP ORDER

Pursuant to Section 30.4(1) of the Conservation Authorities Act, 1990 (CA Act)

Order #:	Effective Date: (Date Order Issued)
Address to Which Order Applies:	Application/Permit #: or <input type="checkbox"/> No Application/permit on file with SVCA
Order Issued to (name and address):	
Service Method: <input type="checkbox"/> Personally to above named person <input type="checkbox"/> Registered mail to above named person and address	
Detail Other Address if Applicable:	

Activity occurring or about to occur on or about \_\_\_\_\_ (date) at the above referenced address is believed to be in contravention of the CA Act or its regulations as indicated below:

- Section 28(1)                       Section 28.5  
 Section 28.1.2(19)               Conditions of a permission issued under section 28.1, 28.1.1, 28.1.2, or 28.5.1(c)  
 Section 28.1.2(19.1)

Description of the nature of the contravention(s) and location:

And the activity has caused, is causing or is likely to cause significant damage and,  
(i) the damage affects or is likely to affect the control of flooding, erosion, dynamic beaches or unstable soil or bedrock, or,  
(ii) in the event of a natural hazard, the damage will or is likely to create conditions or circumstances that might jeopardize the health and safety of persons or result in damage or destruction of property

Description of the damage being caused or likely to be caused by the activity:

And I believe this Order will prevent or reduce the damage as described.

Name of Officer Issuing Order (Print):	
Signature:	
Telephone:	Email:

**Note:**

- You may request a hearing about this Stop Order in accordance with section 30.4(6) of the CA Act
- Failure to comply with a Stop Order is an offence under the CA Act according to section 30.5(1)(d) and upon conviction, may result in a penalty including fines and/or imprisonment as detailed in Section 30.5(2)

## Report #EPR-2024-15

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

**From:** Matt Armstrong, Regulations Coordinator, Environmental Planning and Regulations (EPR)

**Date:** May 16, 2024

**Subject:** Changes to SVCA's Violation Strategy Ranking System

**Purpose:** To revise SVCA's Violation Strategy to reflect updated legislation and to reduce both staff and landowner time dealing with lower-ranking violations.

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### Recommendation

That the violation ranking system approved in the 2021 Violations Strategy be revised in accordance with this report.

### Background

The 2021 Violations Strategy introduced a new ranking approach to guide how Regulations Officers manage violation files at Saugeen Valley Conservation Authority (SVCA). The ranking system assigns a score of 1 (lowest), 2, 3 or 4 (highest) to each violation based on several factors and outlines the typical actions staff would take with landowners to resolve these violations. This Strategy and its corresponding ranking system was developed in accordance with the *Conservation Authorities Act* and regulations that were in place at that time (Ontario Regulation 169/06, as amended). The legislative and regulatory changes enacted on April 1, 2024, and a desire to soften SVCA's approach to lower ranking violations necessitates changes to the Violations Strategy.

### Analysis

Table 1 lists the existing and proposed descriptions for violations that rate a 1, 2, 3, or 4. The proposed changes largely reflect the following:

- The loss of the "Conservation of Land" test of the regulation.
- The re-phrasing of the word "development" to "development activities" in the Ontario Regulation 41/24.
- The ability to issue Stop Orders.
- The desire to place more emphasis on education for lowest ranking violations.
- The desire to soften the language used in correspondence for unresolved violations that score a "2".

Table 1 Existing and Proposed Violation Descriptions

Ranking	Existing Violation Description	Proposed Violation Description
<p><b>1</b> <b>(Low)</b></p>	<p><b>Trivial and not worth pursuing beyond initial contact.</b> e.g., inconsequential site alteration; certain types of vegetation removal, etc. Typical staff action:</p> <ul style="list-style-type: none"> <li>- Send a letter to the landowner describing the violation, SVCA’s Regulation, and any suggested remediation, if applicable.</li> <li>- Unlikely to bring the matter before the SVCA Board of Directors to consider pursuing legal action.</li> </ul>	<p><b>Trivial activities not worth pursuing beyond initial contact to educate.</b> e.g., inconsequential site alteration; certain types of vegetation removal, etc. Typical staff action:</p> <ul style="list-style-type: none"> <li>- Send an education letter describing the activity, Ontario Regulation 41/24, and any suggested remediation if applicable.</li> <li>- Address landowner questions and then close the file.</li> </ul>
<p><b>2</b></p>	<p><b>Unlikely to pose a significant risk to life, or property, or the conservation of land.</b> e.g., watercourse cleanouts; development located outside a hazard, etc. Typical staff action:</p> <ul style="list-style-type: none"> <li>- Seek to resolve matter through cooperation with landowner on site remediation and/or obtaining SVCA approval after the fact.</li> <li>- If a resolution cannot be reached, staff will send a final letter explaining that the violation will remain with the property and all future owners until it is resolved.</li> <li>- Staff are unlikely to bring the matter before the Board of Directors to consider pursuing legal action.</li> </ul>	<p><b>Activities are unlikely to cause significant damage affecting the tests of the Regulation, the health and safety of persons, or property.</b> e.g., development or alteration activities that usually comply with the EPR Policies Manual. Typical staff action:</p> <ul style="list-style-type: none"> <li>- Send Notice of Violation seeking voluntary resolution, which could include site remediation and/or obtaining a Compliance Approval (approval after the fact).</li> <li>- Staff will request that any ongoing work cease until a Compliance Approval is obtained.</li> <li>- Staff are unlikely to bring the matter before the Board of Directors to consider legal action.</li> <li>- If legal action is not taken and a resolution cannot be reached, staff will issue a letter to the landowner advising that SVCA will not be pursuing the matter further and to contact SVCA should they choose to voluntarily resolve the violation in the future. The violation on the property will remain on file at SVCA.</li> </ul>

Ranking	Existing Violation Description	Proposed Violation Description
3	<p><b>Likely to pose a significant risk to life, or property, or the conservation of land.</b>  e.g., most wetland or watercourse alterations; development located in a hazard, etc.  Typical staff action:</p> <ul style="list-style-type: none"> <li>- Seek to resolve as described in #2.</li> <li>- If a resolution cannot be reached, staff is likely to bring the matter before the Board of Directors to consider pursuing legal action.</li> </ul>	<p><b>Activities are likely to cause significant damage affecting the tests of the Regulation, the health and safety of persons, or property.</b>  e.g., development or alteration activities that usually do not comply with the EPR Policies Manual without a favourable outcome from a technical report.  Typical staff action:</p> <ul style="list-style-type: none"> <li>- Send Notice of Violation seeking voluntary resolution, which could include site remediation and/or obtaining a Compliance Approval should the activity comply with the EPR Policies Manual.</li> <li>- Stop Order issuance will be considered.</li> <li>- If a resolution cannot be reached, staff are likely to bring the matter before the SVCA Board of Directors to consider legal action.</li> </ul>
4 (High)	<p><b>A violation that poses imminent and significant risk to life, property, or the conservation of land.</b>  e.g., major alterations to wetlands or watercourses; development located in a hazard, etc.  Typical staff action:</p> <ul style="list-style-type: none"> <li>- Seek to resolve the situation in a timely manner.</li> <li>- If landowner refuses to comply, staff will bring the matter before the Board of Directors to consider pursuing legal action.</li> </ul>	<p><b>Activities are very likely to cause imminent and significant damage affecting the tests of the Regulation, the health and safety of persons, or property.</b>  e.g., development or alteration activities that do not comply with the EPR Policies Manual, are not likely to be supported by a technical report and require immediate corrective action.  Typical staff action:</p> <ul style="list-style-type: none"> <li>- Stop Order likely to be issued.</li> <li>- Send Notice of Violation seeking immediate voluntary resolution.</li> <li>- If not resolved immediately, staff will bring the matter before the Board of Directors to consider legal action.</li> </ul>

## Discussion

Removal of the Conservation of Land test of the Regulation is likely to downgrade the severity of some current wetland and watercourse alteration violations.

Changes in how staff manage low-ranking violations should reduce the amount of time spent on these files without eroding the public's faith in our role as regulators.

If the Board is supportive of the proposed changes, staff will amend the violation ranking scale and begin implementing the changes immediately.

## Strategic Plan Linkages

A1.6 – Watershed Management Planning

C1.3 - Communications Planning, Campaigns, and Action

C1.8 – Violations Decrease

Prepared By:

<[Original Signed By:]>

Matt Armstrong, Regulations Coordinator, Environmental Planning and Regulations

Approved By:

<[Original Signed By:]>

Erik Downing, Manager, Environmental Planning and Regulations

Approved By:

<[Original Signed By:]>

Jennifer Stephens, General Manager/Secretary-Treasurer



## Report #EPR-2024-16

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

**From:** Matt Armstrong, Regulations Coordinator, Environmental Planning and Regulations (EPR)

**Date:** May 16, 2024

**Subject:** Status of Active Violations

**Purpose:** To provide an update on the status of violations under Ontario Regulation 169/06, as amended and Ontario Regulation 41/24.

### Background

By Board Motion #G21-84, staff are directed to provide updates to the Board of Directors on the number of active violation files.

### Analysis

SVCA staff are presently managing 59 violation files and have ranked them in accordance with the categories in the table below. Statistics from the previous reporting period (November 2023) are included for comparison:

Violations Ranking and Description	May 2024	Nov. 2023
<p><b>(1) Trivial and not worth pursuing beyond initial contact.</b></p> <p>e.g., inconsequential site alteration; certain types of vegetation removal etc.</p> <p>Typical staff action: Send letter to offender describing the violation, the regulation, and any suggested remediation if applicable. Staff are very unlikely to bring the matter before the Board of Directors to consider pursuing legal action.</p>	<b>2</b>	<b>1</b>
<p><b>(2) Unlikely to pose a significant risk to life, or property, or the conservation of land.</b></p> <p>e.g., watercourse cleanouts; development located outside a hazard, etc.</p> <p>Typical staff action: Seek to resolve matter through cooperation with the landowner by on site remediation and/or obtaining SVCA approval after the fact. If a resolution cannot be reached, staff will send a final letter explaining</p>	<b>35</b>	<b>30</b>

Violations Ranking and Description	May 2024	Nov. 2023
that the violation will remain with the property and all future owners until it is resolved. Staff are unlikely to bring the matter before the Board of Directors to consider pursuing legal action.		
<p><b>(3) Likely to pose a significant risk to life, or property, or the conservation of land.</b></p> <p>e.g., most wetland or watercourse alterations; development located in a hazard, etc.</p> <p>Typical staff action: Seek to resolve as described in #2. If a resolution cannot be reached, staff are likely to bring the matter before the Board of Directors to consider pursuing legal action.</p>	<b>22</b>	<b>47</b>
<p><b>(4) A violation that poses imminent and significant risk to life, property, or the conservation of land.</b></p> <p>e.g., major alterations to wetlands or watercourses; development located in a hazard, etc.</p> <p>Typical staff action: Seek to resolve in a timely manner. If landowner refuses to comply, staff will bring the matter before the Board of Directors to consider pursuing legal action.</p>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>59</b>	<b>78</b>

## Discussion

Staff are managing 19 fewer violation files now compared with November 2023, largely due to a significant reduction in violations that rank as Category 3. Many of these violations were resolved over the past 6 months and several more were downgraded to Category 2 after partial remediation was completed. With the “conservation of land” being removed as a test of the regulation, it is possible that there will continue to be more Category 2 violations than Category 3 violations.

Staff continue to resolve violations through compliance approvals and site remediation where possible.

One violation file is presently in Provincial Offences Court and could proceed to trial.

## Strategic Plan Linkages

A1.6 – Watershed Management Planning

E1.5 – Liability Assessment and Action

C1.8 – Violations Decrease

Prepared by:

<*[Original Signed by:]*>

Matt Armstrong, Regulations Coordinator

Approved by:

<*[Original Signed by:]*>

Erik Downing, Manager, Environmental Planning and Regulations

Approved by:

<*[Original Signed by:]*>

Jennifer Stephens, General Manager/Secretary-Treasurer

## Staff Report #EPR-2024-17

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Jennifer Stephens, General Manager/Secretary-Treasurer  
**Date:** May 16, 2024  
**Subject:** Environmental Registry of Ontario Posting (ERO #019-8320)  
**Purpose:** To advise the Board of Directors of the proposed regulation detailing new Minister's Permit and Review powers under the Conservation Authorities Act.

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### Recommendation

THAT the Board of Directors of Saugeen Valley Conservation Authority receive this report on the proposed regulation detailing new Minister's Permit and Review powers under the *Conservation Authorities Act*.

### Background

On April 1st, 2024, previously unproclaimed provisions in the Conservation Authorities Act (CA Act) and associated regulations came into effect. Provisions under sections 28.1, 28.1.1, and 28.1.2 of the Act provide the Minister new powers to:

1. Make an order to prevent a conservation authority (CA) from issuing a permit to an individual (or individuals) to engage in an activity (or class of activities), that would be prohibited under section of the Act;
2. Where an order is made, assume the responsibility for the permitting process in the place of the CA, where the criteria under section 28.1 of the *Act* concerning natural hazards and public safety can be satisfied; and
3. Review (and potentially alter) CA permit decisions at the request of the applicant (where the Authority has refused a permit or assigned conditions to the permit that the applicant objects to).

The Ministry of Natural Resources and Forestry is proposing a regulation which would set out the circumstances under which these powers could be used. Details on this proposed regulation were posted on Ontario's Environmental Registry between April 5th and May 6th, 2024.

### Analysis

#### 1. Permits Issued by the Minister

Existing requirements under the *Conservation Authorities Act* regarding permits issued by the Minister under section 28.1.1 include:

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- The Minister may issue an order directing a conservation authority not to issue a permit to a specific individual to engage in a specified activity, or to persons who may wish to engage in a certain type of activity, that would be prohibited under section 28 without a permit.
- The Minister's decision to issue an order is discretionary, and it may be issued either before or after an application for a permit has been submitted to the relevant conservation authority.
- Notice of any order must be provided to affected conservation authorities, any person who applied for the permit in question prior to the order and be posted on the Environmental Registry of Ontario (ERO) within 30 days.
- If an order is made, the Minister has the power to issue a permit in place of the conservation authority. When making a permitting decision, the Minister is required to satisfy the same criteria concerning natural hazards and public safety that are considered by conservation authorities. This includes whether the activity is likely to affect the control of flooding, erosion, dynamic beaches, or unstable soil or bedrock. It also must consider whether the activity is likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property.
- The Minister may refuse the permit or issue a permit subject to such conditions as the Minister determines are appropriate.

Proposed additional requirements that would be set out in regulation include:

- The Minister may make an order to prevent a conservation authority from making a permitting decision and take over the permitting process only if the development activity or type or class of permits pertains to or supports a specified provincial interest, including:
  - Housing (community, affordable, and market-based)
  - Community services (health, long-term care, education, recreation, socio-cultural, security and safety, environment)
  - Transportation infrastructure
  - Buildings that facilitate economic development or employment
  - Mixed use developments
- If a proponent wishes to petition the Minister to issue an order, the proponent must submit a request to the Minister that would include information on:
  - Overview of the proposed development.
  - Why the Minister's involvement is requested (e.g., development of provincial interest; timing/urgency; permitting process to date, if applicable; other barriers) and preferable to the standard process in the *Conservation Authorities Act*.
  - Indication of whether the local municipality has endorsed the project and the request for Minister's involvement (e.g., by municipal letter or resolution).

- Status of other required project approvals including the extent of any engagement with the conservation authority in the permitting process that the applicant has had to date.

## **2. Permits Reviewed By the Minister**

Existing requirements under the *Conservation Authorities Act* relating to requests for review under section 28.1.2 regarding permits where there is an order made by the Minister of Municipal Affairs and Housing under sections 34.1 or 47 of the *Planning Act* and section 28.1 regarding all other conservation authority permits include:

- An applicant who has been refused a permit or had conditions attached to a permit by a conservation authority to which the applicant objects can, within 15-days of receiving reasons for the authority's decision. Alternatively, an applicant also has the option to appeal the authority's decision to the Ontario Land Tribunal.
- After receiving a request, the Minister has 30-days in which to decide whether or not they intend to conduct a review. If the Minister decides to conduct the review, a notice shall be posted on the ERO within 30-days of a reply indicating the Minister intends to review the decision by the authority. If the Minister does not reply within 30-days of the request, this is deemed to indicate that the Minister does not intend to conduct a review.
- After conducting a review, the Minister may confirm or vary the authority's decision or make any decision that the Minister considers appropriate, including issuing the permit subject to conditions.
- The Minister is required to base the decision on the same criteria concerning natural hazards and public safety that are considered by conservation authorities. This includes whether the activity is likely to affect the control of flooding, erosion, dynamic beaches, or unstable soil or bedrock. It must also consider whether the activity is likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health and safety of persons or result in the damage or destruction of property.

Proposed additional requirements that would be set out in regulation include:

- The Minister may conduct a review of a conservation authority permit decision only if the development activity pertains to or supports a development of specified provincial interest, including:
  - Housing (community, affordable, and market-based)
  - Community services (health, long-term care, education, recreation, socio-cultural, security and safety, environment)
  - Transportation infrastructure
  - Buildings that facilitate economic development or employment
  - Mixed use developments

Note: These criteria would not apply to permit reviews under section 28.1.2 regarding permits where there is an order made by the Minister of Municipal Affairs and Housing under sections 34.1 or 47 of the *Planning Act*.

- The request submitted to the Minister for a review would include information on:
  - Overview of the proposed development.
  - If the request relates to conditions imposed by the conservation authority to which the applicant objects, identification of the specific conditions that are subject to the request for review, the changes requested to the conditions and the rationale in support of the requested changes.
  - If the request relates to an authority's decision to refuse a permit, the rationale in support of requesting that the Minister varies the decision and issues the permit.
  - Why the Minister's involvement is requested (e.g., development of provincial interest; timing/urgency; permitting process to date; other barriers) and preferable to alternative mechanisms in the *Conservation Authorities Act*.
  - Indication of whether the local municipality has endorsed the project and/or the request for the Minister's involvement (e.g., by municipal letter or resolution).
  - Status of other required project approvals.

## Discussion

While many of the legislative and regulatory changes released by the Province are positive and have already been implemented by Saugeen Valley Conservation Authority, the proposed regulation introduced through ERO #019-8320 could result in unintended consequences if the scope and process are not clarified. Proposed recommendations to the Ministry associated with this posting include:

- Pause implementing the regulation and engage with Conservation Ontario (and CAs) to discuss proposed requirements, implementation details (*i.e.*, enforcement), and public guidance.
- Establish a multi-disciplinary technical advisory committee to provide decision recommendations to the Minister.
- The Ministry will need to be fully responsible and accountable for losses or damages arising from Minister's decisions on permits.

## Strategic Plan Linkages

A1.6 – Watershed Management Planning

E1.5 – Liability Assessment and Action

R1.10 - Climate and Environmental Resiliency Planning and Action

Prepared by:

< [Original signed by:] >

Jennifer Stephens, General Manager / Secretary-Treasurer

## Staff Report #EPR-2024-18

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Jennifer Stephens, General Manager/Secretary-Treasurer  
**Date:** May 16, 2024  
**Subject:** Review of Proposed Policies for a New Provincial Planning Policy Instrument  
**Purpose:** To inform the SVCA Board of Directors of Proposed Policies for a new Provincial Planning Policy Instrument

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### Recommendation

THAT the Board of Directors receive the staff report outlining the proposed policies for a new Provincial Planning Policy Instrument.

### Background

The Provincial Policy Statement is issued under the *Planning Act* and is the primary provincial land use planning policy document, applying across Ontario. Under the *Planning Act*, planning decisions shall be consistent with policy statements such as the Provincial Policy Statement and shall conform with provincial plans like the Niagara Escarpment Plan. In 2022, the Province initiated a review on approaches for leveraging the housing supportive policies of the Provincial Policy Statement, removing barriers, and continuing to protect the environment through a streamlined province-wide land use planning policy framework. The feedback received from this review contributed to the development of a proposed Provincial Planning Statement. From April 6 to August 4, 2023, the Province undertook consultation on a draft of the proposed Provincial Planning Statement seeking input on a streamlined province-wide land use planning policy framework that incorporated the housing-focused policies of the Provincial Policy Statement, 2020 and a Place to Grow: Growth Plan for the Greater Golden Horseshow, 2019. Through consultation, the Province elicited feedback on policies grouped under five themes:

1. Generate an appropriate housing supply.
2. Make land available for development.
3. Provide infrastructure to support development.
4. Balance housing with resources.
5. Implementation

### Analysis

Based on feedback received during the previous consultation on the proposed Provincial Planning Statement, the Province is proposing new and updated policies. The updated proposed Provincial Planning Statement consists of policies grouped under five pillars. The

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policies that pertain directly to Saugeen Valley Conservation Authority mandatory and non-mandatory programs and services as outlined in the most recent Inventory of Programs and Services (April 2024), are outlined below.

3. Provide infrastructure to support development

- Require municipalities to plan for water and wastewater infrastructure and water management systems, and require large and fast-growing municipalities, and encourage others, to undertake watershed planning.

4. Balance housing with resources

- Require municipalities to protect water resources and features and require large and fast-growing municipalities and encourage others, to undertake watershed planning in collaboration with conservation authorities.
- Require municipalities to direct development outside of hazardous lands and sites in collaboration with conservation authorities.

### **Strategic Plan Linkages**

A1.6 – Watershed Management Planning

R1.10 - Climate and Environmental Resiliency Planning and Action

Prepared by:

< *[Original signed by:]*>

Jennifer Stephens, General Manager / Secretary-Treasurer

## Staff Report #LAN-2024-01

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Jennifer Stephens, General Manager/Secretary-Treasurer  
**Date:** May 6, 2024  
**Subject:** Varney Conservation Area Update  
**Purpose:** To provide an update to the SVCA Board of Directors on the status of the Varney Conservation Area and communication with other agencies and municipalities.

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### Recommendation

THAT the Board of Directors receive the Varney Conservation Area Update.

### Background

On May 18, 2023, the SVCA Board of Directors passed Motion #G23-60:

“THAT Varney Pond be closed until further notice; and

FURTHER THAT staff be directed to proceed with the communications campaign to advise the public, stakeholders, and the municipality of plans not to fill the pond.”

The pond at Varney Conservation Area has remained unfilled since the 2022 summer season. This decision was made to allow staff to gain insight into the condition of the infrastructure and investigate all applicable environmental approvals.

### Analysis

#### Status of Approvals

SVCA staff initially contacted the Department of Fisheries and Oceans (DFO) in May 2023. The historic operational method was described, and additional information including photographs and maps were provided. In January 2024, SVCA applied to DFO to carry out the diversion from a tributary of Camp Creek to fill Varney Pond. Staff have continued to liaise with DFO to address questions about the application.

Communication has continued with the Ministry of Transportation regarding their knowledge of the inlet system as well as existing approvals for structures within the right-of-way. A review has been assigned.

The Ministry of Natural Resources and Forestry (MNRF), and the Ministry of Environment, Conservation and Parks (MECP) may require review of the process related to the diversion of a tributary of Camp Creek and subsequent release of water from the pond.

Under Ontario Regulation 41/24 and the *Conservation Authorities Act*, additional approval may need to be sought from Saugeen Valley Conservation Authority or another conservation

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authority as it relates to the alteration of watercourses for the diversion, and subsequent remediation activities.

### **Summary of Infrastructure Inspection Findings**

In June 2023, D. M. Wills Associates inspected the water and erosion infrastructure at Varney Conservation Area (Attachment 1). The results are summarized below:

- In general, the structure of the dam was observed to be in good condition with some deficiencies in the control structure and pipes and tree growth on the embankment.
- Public safety concerns:
  - Inadequate railings on the wooden outlet structure.
  - The inlet pipe grading is not locked and has sharp edges.
  - The grate on the downstream headwall is not properly secured.
  - There is no Public Safety Risk Assessment or Public Safety Plan for the Varney Dam, and it is evident that there is a significant public presence at the site.
  - Swimming in the area around the outlet structure is hazardous and appropriate public safety measures are required.
  - Contact local building official, as requirements for controlling access to the swimming area are unclear.
  - The existing configuration of the outlet structure may contribute to public safety hazards at the site.
  - Jumping from the wooden outlet structure is a hazardous activity and should be restricted until the Public Safety Risk Assessment and Public Safety Plan are completed and appropriate public safety measures are implemented.
- Permits from MECP, MNRF, and Saugeen Valley Conservation Authority or another conservation authority may be required.
- No significant operational safety issues.

It was noted that there have been at least two drownings at the site and that in one of those cases, the drowning was the result of someone being sucked into the outlet pipe due to the flow. No drownings have occurred following modifications to the outlet pipe, but flow still exists.

Ontario Regulation 686/21 under the *Conservation Authorities Act* requires development of an operational and asset plan for all natural hazard infrastructure and a Conservation Area Strategy, by December 31, 2024. Varney Conservation Area and its associated infrastructure will be included in these plans. There will be working capital plans included that will detail forecasted costs over the next decade.

## **Municipal Consultation**

On April 29<sup>th</sup>, 2024, SVCA's General Manager/Secretary-Treasurer met with the Municipality of West Grey's Mayor and Deputy Mayor and the Township of Southgate's Mayor and Deputy Mayor to discuss next steps related to the Varney Conservation Area.

There is desire from these municipal officials to open the pond, should DFO issue necessary approvals. It was suggested that immediate work be completed to tidy Varney Conservation Area. It was further suggested that staff consider whether additional permissions are necessary, and if so, begin the process of applying for these approvals. The group also discussed the infrastructure costs to address the recommendations outlined in the D. M. Wills Associates inspection report and which, if any, could be completed in a short timeline.

## **Executive Committee**

The Executive Committee met on May 6, 2024, and passed the following motion:

THAT the Executive Committee direct staff to prepare and issue a press release advising that Varney Pond will remain closed pending a response to SVCA's application to the Department of Fisheries and Oceans, regarding operation of the pond, other regulatory agencies, and financial considerations.

Staff are preparing the Media Release and expect it to be released the week of May 13, 2024.

## **Financial Implications**

### **Water and Erosion Infrastructure**

One key recommendation from the external inspection was to re-evaluate the temporary dam that is used to supply water to the pond, with consideration of other agency approvals that may be required. Additional recommendations from D.M. Wills Associates included:

- Prepare a Public Safety Risk Assessment and Safety Plan (\$15,000); install public safety and dam signage (\$7,500); establish appropriate swimming boundaries; block access to the jumping platform; review the outlet configuration; consult with local building official for swimming and fencing requirements; remove stairs attached to the jumping platform.
- Prepare a dam safety assessment/review (\$75,000)
- Prepare an operations and maintenance manual. (\$7,500)
- Complete CCTV inspection of all underground works (\$15,000)
- Establish ground cover on earthen berm to reduce erosion (\$5,000)
- Repair and/or replace ditch inlet structure, grate into pond, and deteriorated concrete on outlet structure (\$45,000)
- Inspection of the footbridge crossing of the adjacent watercourse (\$7,500)

To address the recommendations outlined in the D.M. Wills Associates report will be a minimum of \$177,500. This estimate does not include SVCA staff time, engineering expenses, permitting, or the costs associated with the implementation of recommendations from the Public Safety Risk Assessment or Public Safety Plan. To accurately account for costs associated with re-opening Varney Pond would require several answers to questions currently unknown. However, staff have attempted to estimate costs that would need to be invested in Varney Conservation Area for the pond to be open including:

- \$177,500 identified in the D. M. Wills Associates Report;
- \$10,000 to purchase a safety boom;
- \$5,000 to remediate the jumping platform;
- \$100,000 to reconfigure structure/outlet;
- \$80,000 for fencing to provincial dam standards;
- \$2,000 for stairs to the jumping platform;
- \$20,000 for the emergency response plan;
- \$5,000 to seal manhole;
- \$30,000 for erosion remediation;
- \$15,000 for vegetation removal;
- \$20,000 for engineering costs;
- \$100,000 to replace footbridge;
- \$40,000 to complete a floodplain study;
- \$40,000 to complete an environmental impact study;
- \$10,000 to establish a continual monitoring program for DFO permit (if authorized);
- \$100,000 to replace concrete weir;
- \$6,000 to complete annual inspections; and
- \$40,000 for staff time

TOTAL: \$800,500.00

There is potential to seek Water and Erosion Control Infrastructure (WECI) funding for select capital and safety projects. The WECI funding matrix prioritizes environmental and public safety as they relate to natural hazards and could fund up to 50% of select items from the recommendations if successful. Even if these estimates are inflated by 50%, the investment in the conservation area would need to be several hundred thousands of dollars.

### **Non-Revenue Parks**

Varney Conservation Area is considered a non-revenue park. SVCA manages four non-revenue parks, and other public spaces in which there is infrastructure requiring maintenance and repair.

The 2024 budget for maintenance and repairs at all non-revenue parks is \$50,000. The 2024 budget does not include any of the above expenses associated with the external engineer recommendations. The 2024 budget reflects the costs needed to remediate priority maintenance at other non-revenue parks, and this includes the allocation of SVCA staff time.

### **Permitting**

Additional studies related to permitting and permit costs are anticipated and unknown. To continue operation in its typical state, an application to review the online pond at Varney Conservation Area would face significant obstacles with every agency, including SVCA.

### **Insurance**

SVCA's insurer has expressed significant concerns related to swimming in the pond at Varney Conservation Area.

### **Next Steps**

The estimated total cost associated with reopening and operating the pond at Varney Conservation Area is \$800,500. With consideration to the costs associated addressing structural deficiencies, public safety concerns, permitting and general remediation, disposal of the property should be explored.

### **Strategic Plan Linkages**

A1.2 - Safety Plans and Action

E1.3 - External Communications; Public, Stakeholders

E1.5 - Liability Assessment and Action

C1.2 - Strengthening Internal Communication and Safety Infrastructure

Prepared by:

< [Original signed by:]>

Jennifer Stephens, General Manager / Secretary-Treasurer

Attachment 1: D. M. Wills Associates Dam Inspection Recommendations

**Table 2 – Dam Inspection Recommendations**

Recommendation	Description of Deficiency	Priority	Estimated Cost	Additional Comments
<b>Dam Safety Management</b>				
1. Complete a Dam Safety Assessment/Review for the Varney Dam prior to, or as part of, any major decisions regarding the management and maintenance of the dam. The Dam Safety Assessment/Review should be completed in accordance with the Lakes and Rivers Improvement Act Technical Bulletins and Best Management Practices (MNR, 2011).	There is no dam safety information available for the Varney Dam. The SVCA may benefit from having updated Dam Safety information available when making decisions related to the future management and maintenance of the Varney Dam.	Medium	\$75,000	The estimated cost assumes that the SVCA would retain the services of a qualified consulting engineering firm to complete a full Dam Safety Review.  The SVCA may want to consider completing Hazard Potential Classification studies for all of their dams before full Dam Safety Reviews so that the full Dam Safety Reviews can be prioritized for the High hazard structures. The cost of completing the Hazard Potential Classification study would be approximately \$30,000 for this structure. The scope of work would include a hydrology study, the development of a hydraulic model, a dam breach assessment and an incremental loss assessment. The price per structure could be reduced if several Hazard Potential Classification studies are completed by the same consultant at the same time.
2. Establish a regular frequency for engineering inspections (i.e. annually) as well as routine inspections by staff (i.e. monthly while the pond is in use).	There were no records of past engineering inspections by a professional consulting engineer. There were records of past routine inspections, including inspection reports from 2004, 2005, 2007, and 2008; however, the only other records were photos taken in 2010. The SVCA would benefit from establishing a regular frequency of engineering inspections (i.e. annually) as well as routine inspections by staff (i.e. monthly when the pond is filled).	High	\$2,500	The estimated cost shown is for the completion of an annual inspection by a qualified consulting engineering firm and assumes that the SVCA would have a number of flood and erosion control structures inspected as part of the same contract. The cost for a standalone dam inspection would be estimated as \$10,000. It is assumed that the routine inspections would be completed by SVCA staff as part of their regular duties.
3. Develop an Operation, Maintenance, Surveillance and Safety Manual for the Varney Dam.	The SVCA does not have an Operation, Maintenance, Surveillance, and Safety Manual for the Dam.	Medium	\$7,500	The estimated cost assumes that the SVCA would retain the services of a qualified consulting engineering firm to prepare the OMSS Manual; however, if staff resources are available, this could be completed by SVCA staff.

Recommendation	Description of Deficiency	Priority	Estimated Cost	Additional Comments
4. Monitor the large woody vegetation on the crest and downstream slopes of the north section of the earth embankment and remove damaged or dead trees. Do not allow additional trees to be planted within 5 m of the toe of the embankment or on the embankment itself and remove existing smaller trees.	There are large trees growing on sections of the embankment. These trees have the potential to cause slope instability and weaken the structure.	Ongoing	\$0	It is assumed that this would be completed by SVCA staff as part of their regular duties.
5. Complete a CCTV inspection of all inlet and outlet pipes to confirm their condition. For the outlet system, the CCTV contractor should be asked to provide a sketch of the outlet system that includes a description of the overflow pipes and how they connect to the main outlet pipe	Some of the inlet/outlet pipes viewed at the ends are in fair condition and a thorough inspection via CCTV camera would better identify the condition of the pipes and identify rehabilitation or replacement recommendations.	Medium	\$15,000	It is assumed that the SVCA would retain a specialized contractor to complete this work; however, the Municipality may have this capability in house which would allow the work to be completed at a lower cost. Depending on the outcome of these inspections, additional work, such as the replacement of the outlet pipes and structure may be required. Complete replacement of the outlet structure could be in the \$75,000 to \$100,000 range, including engineering and permitting.
6. Complete an inspection of the wooden footbridge across the creek and undertake any repairs, or replacement as required, in order to ensure that the bridge is safe for use by members of the public and SVCA staff.	The bridge used to cross the creek and access the dam was not inspected in detail; however, some deterioration and cracking of the timbers and movement of the supporting pier was evident.	Medium	\$7,500	The estimated cost assumes that the SVCA would retain the services of a qualified consulting engineering firm to complete this work.
7. Re-evaluate the use of the temporary dam that is used to supply water to the pond with consideration of other agency approvals that may be required.	When the temporary dam is in place, and water is being diverted, the creek between the temporary dam and pond outlet is almost completely dry. Permits from the Ministry of the Environment, Conservation, and Parks, Ministry of Natural Resources and Forestry, and Conservation Authority may be required to undertake this diversion.	High	\$0	It is assumed that this would be completed by SVCA staff as part of their regular duties.



Recommendation	Description of Deficiency	Priority	Estimated Cost	Additional Comments
<b>Public Safety</b>				
8. Complete a Public Safety Risk Assessment and Public Safety Plan for the Varney Dam/Pond and implement appropriate public safety measures (i.e. railings, fencing, signage, public safety boom/buoys). This work should be completed in accordance with the Best Management Practices for Public Safety Around Dams (MNR, 2011) and the Guidelines for Public Safety Around Dams (CDA, 2011).	There is no Public Safety Risk Assessment or Public Safety Plan for the Varney Dam and it is evident that there is a significant public presence at the site.	High	\$15,000	The cost estimate assumes that the SVCA would retain the services of a qualified consulting engineering firm to complete this work; however, this could be completed by SVCA staff if they have the appropriate knowledge and experience. The appropriate public safety measures and their costs would be identified as part of the Public Safety Risk Assessment.
9. Based on the results of the Public Safety Risk Assessment and Public Safety Plan establish appropriate boundaries for a no swimming zone in relation to the outlet structure and implement the recommended public safety measures to block access to that area.	Swimming in the area around the outlet structure is hazardous and appropriate public safety measures are required.	High	\$0	It is assumed that these recommendations will be provided as part of the Public Safety Risk Assessment and Public Safety Plan. The cost of the actual public safety measures could range from \$2,500 (for a simple buoy line) to \$25,000 for a public safety boom.
10. Continue to block access to the wooden outlet structure until the Public Safety Risk Assessment and Public Safety Plan are completed and the recommended public safety measures are implemented.	Jumping from the wooden outlet structure is a hazardous activity and should be restricted until the Public Safety Risk Assessment and Public Safety Plan are completed and appropriate public safety measures are implemented.	High	\$0	There is no cost associated with this recommendation as it has already been implemented by SVCA staff.
11. Review the configuration of the outlet structure as it relates to public safety.	The existing configuration of the outlet structure may contribute to public safety hazards at the site.	High	\$0	It is assumed that this will be considered as part of the Public Safety Risk Assessment and Public Safety Plan. Any changes to the outlet structure should be considered in conjunction with the results of Recommendation 5.
12. Consult with the local building official regarding the swimming area and fencing requirements.	The requirements for controlling access to the swimming area are unclear.	High	\$0	It is assumed that SVCA staff will complete this as part of their regular duties and incorporated into the Public Safety Risk Assessment and Public Safety Plan.
13. Remove the stairs that are attached to the wooden outlet structure so that people are not swimming in the vicinity of the outlet.	The footings for the stairs are being undermined and accessing the stairs could be a public safety hazard.	High	\$0	It is assumed that SVCA staff will complete this as part of their regular duties.
14. Install additional public safety signage that is consistent with the Best Management Practices for Public Safety Around Dams (MNR, 2011).	The existing public safety signage does not meet the requirements of the Best Management Practices for Public Safety Around Dams (MNR, 2011).	High	\$5,000	Recommendations for additional public safety signage will be provided as part of the Public Safety Risk Assessment and Public Safety Plan.

Recommendation	Description of Deficiency	Priority	Estimated Cost	Additional Comments
<b>Minor Maintenance</b>				
15. Re-establish vegetative ground cover beneath the large trees on the north section of the earth embankment to reduce the risk of erosion. If it is not possible for grass to grow in this area then consider placing gravel along the crest where there is currently exposed soil.	There are exposed soils beneath the large trees on the crest of the earth embankment. This could lead to erosion and potential failure of the earth embankment.	Medium	\$5,000	It is assumed that this work can be completed by SVCA staff as part of their regular duties, with purchased materials.
16. Repair or replace the concrete ditch inlet that serves as the diversion inlet for the pond.	There are large cracks in the ditch inlet that serves as the diversion inlet for the pond.	Medium	\$20,000	The cost estimate assumes that the SVCA would retain a contractor to complete this work. A Conservation Authority permit would be required to work in the water.
17. Replace the grate on the pipe that inlets to the pond. The new grate should fit the pipe properly and have an adequate locking mechanism.	The grate on the end of the inlet pipe is in poor condition and does not properly fit the pipe.	Medium	\$2,500	It is assumed that this work can be completed by SVCA staff as part of their regular duties, with purchased materials.
18. Repair the deteriorated concrete on the upstream side of the outlet structure.	The upstream left end of the outlet headwall is severely spalled, exposing the metal anchors for the wooden outlet structure and steel grating.	Medium	\$20,000	The cost estimate assumes that the SVCA would retain a contractor to complete this work. A Conservation Authority permit would be required to work in the water.
19. Replace the grate on the downstream side of the outlet headwall.	The grate is not connected to the concrete headwall and is in poor condition.	Medium	\$2,500	It is assumed that this work can be completed by SVCA staff as part of their regular duties, with purchased materials.

## Staff Report #LAN-2024-02

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Jennifer Stephens, General Manager/Secretary-Treasurer  
**Date:** May 16, 2024  
**Subject:** Endorsement of the Greenock Swamp as a Wetland of Distinction  
**Purpose:** To endorse the application made by students at the University of Guelph to designate Greenock Swamp as a Wetland of Distinction

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### Recommendation

THAT the Board of Directors direct staff to advise Dr. Glasauer that Saugeen Valley Conservation Authority endorses the University of Guelph application to the Society of Wetland Scientists to designate Greenock Swamp as a Wetland of Distinction.

### Background

On March 21<sup>st</sup>, 2024, the SVCA Board of Directors heard from Dr. Susan Glasauer about a project completed by University of Guelph students. Part of their curriculum required wetland evaluation; Greenock Swamp was chosen. As part of their evaluation, the students chose to concurrently assess Greenock Swamp as a Wetland of Distinction through the Society of Wetland Scientists.

The Wetland of Distinction Initiative catalogues high quality wetlands which provide exemplary ecosystem services to the watershed. Primarily, the initiative is intended to increase public awareness of these critical wetlands and the many benefits they offer to human health and the environment. A Wetland of Distinction is evaluated based on its biology, ecology, and conservation status. There is currently only one Wetland of Distinction in Canada, the Oak Hammock Marsh in Manitoba, Canada.

To be considered a Wetland of Distinction, a wetland must exhibit one or more of the criteria provided in List 1 and one or more of the criteria outlined under List 2.

#### List 1

1. Currently a Ramsar site.
  2. Listed on more than one 'valuable wetland' list by natural resource agencies or non-government organizations.
  3. A rare or unique wetland type within its own biogeographical region. Meeting this criterion would include, but is not limited to, wetlands with unique hydrology or chemistry that make it rare within its own region.
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4. Protects biologically diverse wetland flora, fauna, and/or their habitat.
5. Supports significant numbers of wetland-dependent fauna, such as water birds or fish.

### List 2

1. Self-sustaining system that maintains ecological connectivity/cohesion.
2. Aesthetic/cultural heritage value/provisioning
3. Recreation (birdwatching, ecotourism)
4. Education/Research
5. Aquifer Recharge
6. Storm Abatement
7. Flood Storage/Mitigation
8. Carbon Storage
9. Water Quality Improvement

### **Analysis**

As indicated by the University of Guelph application, the Ministry of Natural Resources and Forestry designated Greenock Swamp as a Provincially Significant Wetland in 1989. Further, it was identified by the same Ministry as a provincially significant life science Area of Natural and Scientific Interest (ANSI) in 1983. The swamp protects biologically diverse wetland flora, fauna, and their habitat. In addition, the swamp supports significant numbers of wetland-dependent fauna. The University of Guelph application supports these criteria; however, it does not reference Greenock Swamp as an ANSI.

On List 2, the University of Guelph application indicates that Greenock Swamp supports aesthetic/cultural heritage value, education/research, flood storage/mitigation, carbon storage, and water quality improvement. It could be argued that it could also be a recreational area and an aquifer recharge area. Numerous tours are conducted in Greenock Swamp, including those accessing SVCA's Schmidt Lake property. In addition, the Saugeen Valley Source Protection Plan indicates numerous significant groundwater recharge areas in the vicinity of the swamp.

The Provincial Policy Statement, 2020 indicates that development or site alteration shall not be permitted in significant wetlands in Ecoregions 5E, 6E and 7E1. Other policies in the current Provincial Policy Statement, 2020 would support the protection of Greenock Swamp, independent of endorsing the Wetland of Distinction nomination.

### **Discussion**

There is no precedent in Ontario with respect to nominating a Wetland of Distinction through the Society of Wetland Scientists. It is clear from research into the initiative that it is meant to drive interest in education and increase knowledge of wetlands. As an agency promoting familiarity with the natural environment, the Board of Directors supporting the University of Guelph application would be a positive step forward to raising local knowledge of this natural heritage asset. As indicated above, the Provincial Policy Statement, 2020 already restricts development and alteration in Greenock Swamp (Ecoregion 6E). Further, the proposed Provincial Planning Statement, 2024, maintains the same restriction policy.

## **Strategic Plan Linkages**

C1.0 – Cultivating strong relationships, increased collaboration.

E1.3 – External Communications; Public, Stakeholders.

Prepared by:

< *[Original signed by:]*>

Jennifer Stephens, General Manager / Secretary-Treasurer

## Wetlands of Distinction Nomination Form

Please submit your completed form to [swswetlandsofdistinction@gmail.com](mailto:swswetlandsofdistinction@gmail.com) as a Word Document, along with photos (jpg, jpeg, or bmp format) of the site and any supporting PDF documents. NOTE: Links or hyperlinks for supporting information may be used as part of information provided.

### Step 1 of 7: General Information

*Name of Wetland:*

*Greenock Swamp*

*Approximate size (ha)*      8094 ha

*(1 ac = 0.404686 ha)*

Applicant Information:

*First Name*      Susan

*Last Name*      Glasauer

*Email Address*      [glasauer@uoguelph.ca](mailto:glasauer@uoguelph.ca)

Co-applicants:

Cory Barstow, Shannon Blake, McKenna Campbell, Olivia Coffield, Vincent Piche Mongeon, Hailey Smith, Jordan Thakar

The co-applicants are graduate and senior undergraduate students at the University of Guelph. We prepared the application after a class field trip (Wetland Biogeochemistry, ENVS 6503, University of Guelph, Ontario) to the Greenock Swamp.

I'm applying on behalf of the students as their instructor, as well as on behalf of the Canada Chapter of SWS (I am the Chapter president).

### Step 2 of 7: Wetland Address and Location

*Please provide the address of the wetland, if available, or the lat/long (deg min sec or decimal deg). If the wetland is indexed on Google Maps as a destination, you may provide the name under which it appears.*

*Please provide the name of the country in which the wetland is located.*

*Please provide your [SWS Chapter](#), if applicable.*

Please provide the State/Province in which the wetland is located.

- Indexed on Google Maps as: Greenock Swamp Wetland Complex
- The Greenock Swamp is located in Ontario, Canada nearest to the town of Chepstow in Bruce County. From Chepstow, head north on Sideroad 5 Greenock. Take the first left and follow Schmidt Lake Road to reach the parking lot for the trailhead. This is the only official access point.
- The SWS Chapter is: Canada

### Step 3 of 7: SWS Wetlands of Distinction Qualification Criteria and Services

A Wetland of Distinction by the Society of Wetland Scientists must exhibit *one (1) or more of the criteria provided below in LIST 1 **AND** one (1) or more of the criteria provided below in LIST 2.*

*LIST 1: A wetland must demonstrate at least ONE (1) of the five (5) criteria provided below (check all that apply):*

- Currently a Ramsar Site
- Listed on more than one (1) “valuable wetland” list by natural resource agencies or nongovernmental organizations
- Protects biologically diverse wetland flora, fauna, and/or their habitat
- Supports significant numbers of wetland-dependent fauna, such as birds or fish
- Rare or unique wetland type within its own biogeographical region. (Meeting this criterion would include, but is not limited to, wetlands with unique hydrology or chemistry that make it rare within its own region)

*Please provide evidence for the criteria chosen in LIST 1.*

*Explain and/or attach up to three (3) pieces of evidence for the chosen criteria under LIST 1 (Examples of evidence include, but are not limited to: published papers, agency or Non-Governmental Organization (NGO) white papers, interview notes from expert witness, link to pertinent agency or NGO websites). Important! At least one (1) type of evidence is required. If you are uploading your evidence, please indicate this by entering “Evidence Attached” in the below text box.*

*Step 3, LIST 2: Evidence for criteria*

#### **Listed on more than one “valuable wetland” list**

Saugeen Valley Conservation Authority: <https://ontarioconservationareas.ca/conservation-areas/schmidt-lake/>

The Ontario Ministry of Natural Resources designated the Greenock Swamp as a Provincially Significant Wetland in 1989. Most of the evaluation file is attached as a scanned pdf; the rest of the file has been lost.

Provincial Significance is a formal designation that restricts use of the wetlands without an exception from the province of Ontario.

### **Protects biologically diverse flora & fauna**

According to a 2015 assessment for the Saugeen Valley Source Protection Area, the Greenock supports 4 species of Trillium and 8 provincially rare plant species, 6 of which are nationally rare and 2 are threatened. The same report identified over 25 mammal species, 17 species of herpetofauna and over 100 bird species. The Greenock provides habitat for 22 different species of orchid and the purple pitcher plant. The wetland flora need the Greenock to survive in this area, as the majority of the surrounding land is developed for agriculture.

Evidence: [http://home.waterprotection.ca/wp-content/uploads/AR/SVCA/SVSPA\\_Ch2\\_2016\\_Final.pdf](http://home.waterprotection.ca/wp-content/uploads/AR/SVCA/SVSPA_Ch2_2016_Final.pdf)

### **Supports significant numbers of wetland dependent fauna such as birds or fish**

Waterfowl species such as Hooded Merganser, Pied-billed Grebe and Wood Duck have been seen at the Schmidt Lake portion of the Greenock. All waterfowl species are protected from hunting at Schmidt Lake.

A 1989 evaluation performed by the Ministry of Natural Resources identified snapping turtles, muskrat, raccoons, beaver, mink, and bullfrog, as observed during the evaluation, exemplifying the array of wetland-dependent biodiversity present in the swamp. Many special features of the Greenock were identified, including use as a breeding and feeding habitat for provincially significant animals like river otter and red shouldered hawk, a known nesting habitat for great blue heron; it was deemed significant for fish spawning, migration of birds, and winter cover for deer (Robinson et al., 1989).

Evidence: <https://www.saugeenconservation.ca/en/outdoors-and-recreation/schmidt-lake.aspx>

*LIST 2: A wetland must go above and beyond in at least ONE (1) of the following services (check all that apply):*

- Maintains ecological connectivity/cohesion
- Aesthetic/cultural heritage value/provisioning
- Recreation (birdwatching, ecotourism)
- Aquifer recharge



- Storm abatement
- Flood storage/mitigation
- Carbon storage
- Water quality improvement
- Education

*Please provide evidence for the criteria chosen in LIST 2.*

*Explain, list websites, and/or attach up to three (3) pieces of evidence for the chosen criteria under LIST 2 (Examples of evidence include, but are not limited to: published papers, agency or NGO white papers, interview notes from expert witnesses, link to pertinent government agency or NGO websites).*

### **Aesthetic/cultural heritage value/provisioning**

Southern Ontario has lost over 80% of its wetlands since settlement by European immigrants over the past several hundred years. This has disproportionately affected large wetland areas, making the Greenock Swamp of special significance in a dominantly agricultural area.

The Greenock is an important part of the traditional territory of the Saugeen Ojibway Nations (SON), which is comprised of the Chippewas of Saugeen and the Chippewas of Nawash Unceded First Nation, which share lands, waters and resources in their territory. The traditional territory of the Saugeen Ojibway Nation occupies over 2 million acres in Southwestern Ontario (SON, 2022). Their Indigenous identity, spirituality, laws, traditions, culture and rights are closely tied to their lands, particularly connection with surface waters including the waters in and around the Greenock (“The Drowned Lands River” <https://saugeentimes.com/welcome-to-cargill-a-bruce-county-historical-gem-part-1/>).

Around 1870, Henry Cargill began to purchase portions of the Greenock Swamp until he had full ownership for the purpose of logging. Logging and use of rivers for electricity generation was continued into the early 20<sup>th</sup> century, when accessible wood had been harvested. The development and prosperity of many towns in the area is closely tied to Cargill’s exploitation of lumber and water in the Greenock. The Cargill and Greenock Swamp Museum and Visitor Centre in the town of Cargill provides visitors with the history of the area.

### **Recreation (birdwatching, ecotourism)**

According to available eBird data, 160 species have been observed with birders submitting 179 checklists (Fink et al. 2022). Users of the platform have submitted their personal historical records to the site back to 1987 suggesting long-term local interest in wildlife watching at the swamp. The eBird website’s data shows that in the last five years, observers have logged 115 bird species present at the wetland during the breeding season months of the

summer, including the Sandhill Crane and Bald Eagle. The large proportion of open water makes the complex an excellent place to observe waterfowl in the fall as they migrate south.

Guided tours are offered by volunteers throughout the summer to visitors for interpreting the biological features and history of the swamp. Visitors are welcome to use the 7 kilometers of trails all year long. The nearby Cargill and Greenock Swamp Visitor Centre and Museum draws attention to the town's history intertwined with the swamp.

### **Carbon Storage**

The vast area of the Greenock Swamp is increasingly credited as a critical local carbon pool for Southern Ontario (Davidson et al., 2022). Using radiocarbon dating, Dazé et al. (2022) provide a detailed analysis of peat accumulation within these temperate swamp soils. Dazé et al. (2022) emphasize that the Greenock Swamp accumulates peat both episodically under the broad-leaf swamp areas in more recalcitrant older forms, and continuously since the Middle Holocene under the needle-leaf swamp soils. This comes as no surprise as mid-latitude swamps, especially mixed swamps (i.e., needle-leaf and broad-leaf trees present), are increasingly recognized for containing important soil carbon stocks (Kolka et al., 2018; Davidson et al., 2022). Further, using areal carbon element analysis, Dazé et al. (2022) report carbon stocks of 60 kg C m<sup>-2</sup> for needle-leaf swamp areas, and 13.5-36.0 kg C m<sup>-2</sup> for broad-leaf swamp areas, which are comparable or exceed mean values for forested wetland types. The large size, diversity of carbon accumulating environments (i.e., needle-leaf and broad-leaf swamps along with small fens and bogs), mix of recalcitrant and labile carbon storage, and rates of accumulation, have made the Greenock Swamp a critical carbon storage area. More areal mapping is needed for this site to distinguish the proportion of different wetland types within the swamp to provide total carbon storage values for the entire area. Thus, this site acts as a valuable research opportunity to characterizing carbon flux mechanisms within mid-latitude swamps that experience significant human alteration, which have been historically ignored compared to assessments of carbon fluxes in boreal and sub-arctic bogs and fens (Daze et al., 2022).

### **Flood Storage and Mitigation**

The Greenock Swamp experiences large amounts of lake-effect snowfall during the wintertime because of its proximity to Lake Huron (Byun et al., 2022). The Greenock Swamp provides storage capacity during times of increased precipitation, which reduces flooding downstream of the swamp (Saugeen Valley Source Protection Area, 2015).

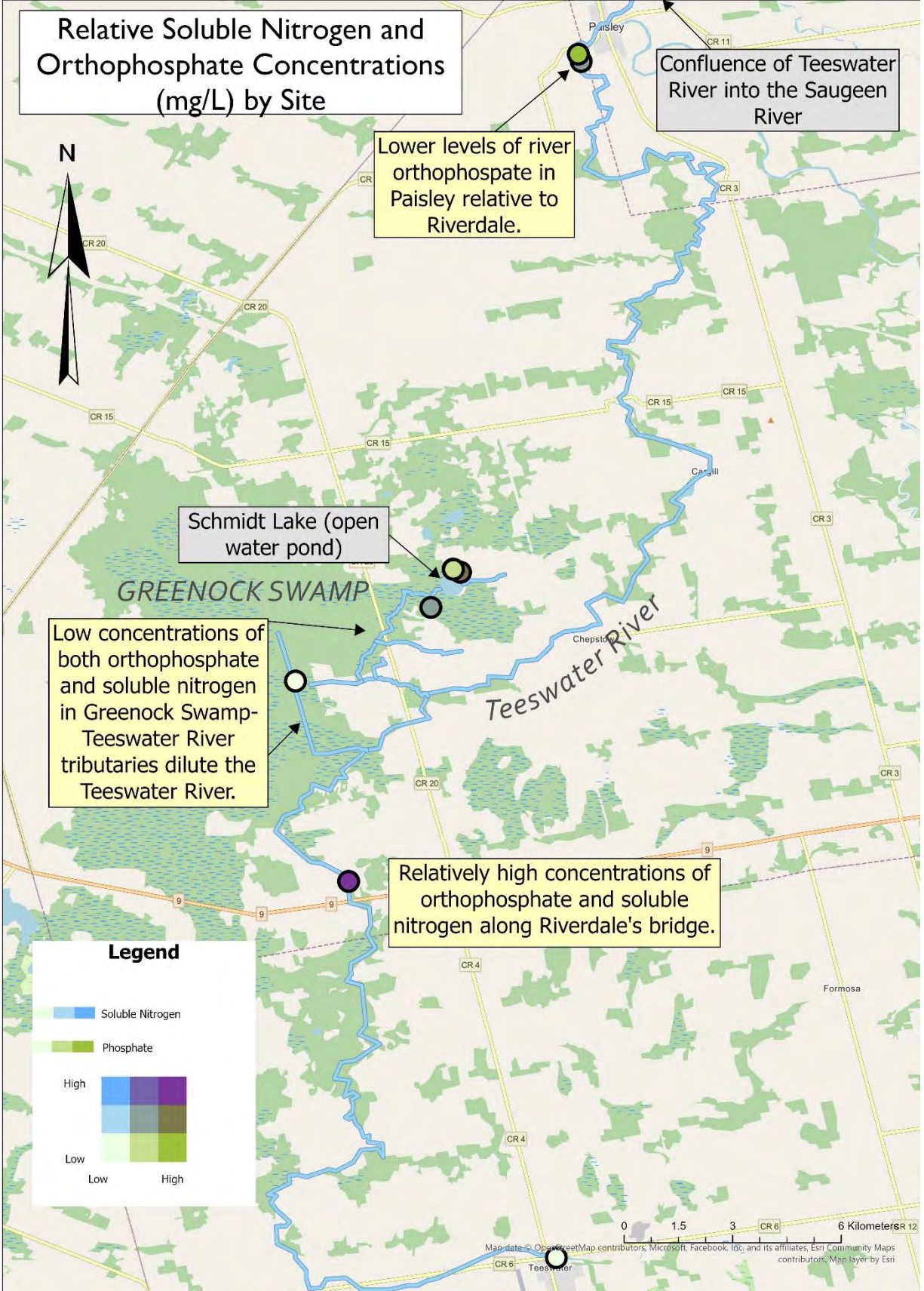
### **Water Quality Improvement**

The Greenock Swamp Wetland Complex improves water quality in the Teeswater River, which flows through the swamp with its tributaries and finally merges with the Saugeen River at the town of Paisley. Water exiting the wetlands to join the river has lower alkalinity, ammonia (NH<sub>3</sub>) and orthophosphate (PO<sub>4</sub><sup>3-</sup>) concentrations, and circumneutral pH. Our research group assessed the water quality of streams within the Greenock Swamp and in the Teeswater River on October

15, 2023. Riverdale, a nearby farming community south of the Greenock, is a large source of  $\text{NH}_3$  and  $\text{PO}_4^{3-}$  into the Teeswater River (Figure 1). At this sampling point, water in the river exceeded the guidelines for Canadian freshwater rivers (according to the Canadian Council of the Ministers of the Environment, CCME) and can be classified as hyper-eutrophic (CCME, 2004; CCME, 2010). However, after the river receives input from the Greenock directly or via tributaries that originate from the swamp, water quality is improved. This difference persists downstream as far as Paisley before the Teeswater River merges with the Saugeen River. For further information on the Greenock's water filtration processes, refer to the Saugeen Conservation Watershed Report Card (2016).

Watershed Report Card (2016) Saugeen Conservation, available online at [https://www.saugeenconservation.ca/en/water-management-and-protection/resources/Watershed-Report-Cards/RPT\\_2018-WRC-Teeswater.pdf](https://www.saugeenconservation.ca/en/water-management-and-protection/resources/Watershed-Report-Cards/RPT_2018-WRC-Teeswater.pdf)

# Relative Soluble Nitrogen and Orthophosphate Concentrations (mg/L) by Site



Confluence of Teeswater River into the Saugeen River

Lower levels of river orthophosphate in Paisley relative to Riverdale.

Schmidt Lake (open water pond)

Low concentrations of both orthophosphate and soluble nitrogen in Greenock Swamp-Teeswater River tributaries dilute the Teeswater River.

Relatively high concentrations of orthophosphate and soluble nitrogen along Riverdale's bridge.

**Legend**

- Soluble Nitrogen
- Phosphate

High	Blue	Purple
Low	Light Blue	Light Green
Low	Lightest Blue	Lightest Green
High	Darkest Blue	Darkest Green

**Figure 1 - Bivariate analysis of soluble nitrogen and orthophosphate concentrations (mg/L) along the Greenock Swamp and Teeswater River in Southern Ontario, Canada.** Nitrate, ammonia, and phosphate measurements were executed in duplicate using the HACH colorimeter methods 8192, 8155, and 8048 respectively (as outlined by the manufacturer) on October 15, 2023. Nitrogen and ammonia concentrations were combined and assumed as total dissolved nitrogen. Histograms were made in ArcGIS Pro using the natural breaks (Jenks) method to rank relative concentrations of both compounds. Note that the Teeswater River is only highlighted as a transect between the sampled sites that traverse through the Greenock Swamp, eventually feeding into the Saugeen River, Ontario, Canada. The direction of water flow in the Teeswater River is generally south to north.

### **Education**

Greenock Swamp provides a wide variety of educational opportunities. The town of Cargill hosts a museum that focuses on the historic significance of Henry Cargill, the village of Cargill and the past logging history (Cargill and Greenock Swamp Museum and Visitor Centre, 2023). The museum provides a glimpse of the past, where one can learn how Henry Cargill purchased a large piece of land, now known as Greenock Swamp, to harvest the large stands of white pines. Cargill established a mill, where the timber was processed, and had large canals excavated in order to float logs out of the wetland. In addition to the museum, the town of Cargill is a place where many people can access guided or self-guided tours about the (Explore the Bruce, 2023). The main street has several historic buildings that have remained unchanged (Brockton, 2022). One can visit the mill dam, blacksmith shop, church, and Henry Cargill's house. Another educational opportunity provided by the swamp is a variety of recreational activities that are focused on nature appreciation (SCA, 2021). In addition to the several kilometers of looping trails, there is also a floating boardwalk through a bog adjacent to Schmidt Lake. In the winter, visitors can also access the trails by snowshoes or cross-country skiing, or move deeper into the swamp, which is otherwise inaccessible due to the high water levels.

### **Step 4 of 7: Describe the wetland's unique and/or exceptional qualities**

*All wetlands are distinctive but tell us why this one is exceptional. Describe the wetland and why you believe it should be considered an SWS Wetland of Distinction (≤300 words).*

The Greenock Swamp stands out against its intensive and encroaching agricultural surroundings. Around 18% of treed swamps and 47% of shrub swamps have been converted to alternative land uses since colonial settlement in Southern Ontario (Byun et al. 2018), a trend that is mirrored in other mid-latitude regions. Despite the surrounding agricultural setting, the Greenock continues to improve water quality within the Teeswater River, which feeds into the Saugeen River and eventually reaches Lake Huron (Saugeen Conservation, n.d.). As described in this application, the large size of the Greenock also acts as a locally and regionally significant refuge for a variety of biota. The substantial carbon stores in mid-latitude swamps like the Greenock are increasingly being recognized but remain poorly considered in climate models due to lack of assessment (Davidson et al., 2022; Dazé et al., 2022). Thus, the diversity of carbon storage mechanisms that are present in the Greenock Swamp, including episodic-recalcitrant carbon accumulation under broad-leaf trees, continuous-deep carbon accumulation under needle-leafed trees, and peat development in small bog and fen patches makes it a critical site to further our understanding of temperate swamp carbon fluxes in response to encroaching land use change (Dazé et al., 2022). Thus, the Greenock Swamp is a multifaceted ecosystem that provides water purification, biota refuge and habitat, carbon storage, and critical research opportunities for knowledge to improve wetland-climate models.

### **Step 5 of 7: Describe the wetland's ecology**

*Please answer the questions below in order to describe the wetland's ecology*

*General wetland characterization. For a definition, see document, “**Ramsar wetland classification**” at <https://www.fao.org/3/x6611e/x6611e03d.htm> and note if the wetland is man-made or significantly altered by human activity.*

#### **Marine/Coastal Wetlands**

- Permanent shallow marine waters less than six meters deep at low tide; includes sea bays and straits
- Marine subtidal aquatic beds; includes kelp beds, sea-grass beds, tropical marine meadows
- Coral reefs
- Rocky marine shores; includes rocky offshore islands, sea cliffs
- Sand, shingle, or pebble shores; includes sand bars, spits, and sandy islets; includes dune systems
- Estuarine waters; permanent water of estuaries and estuarine systems of deltas
- Intertidal mud, sand, or salt flats
- Intertidal marshes; includes salt marshes, salt meadows, saltings, raised salt marshes; includes tidal brackish and freshwater marshes

- Intertidal forested wetlands; includes mangrove swamps, nipah swamps and tidal freshwater swamp forests
- Coastal brackish/saline lagoons; brackish to saline lagoons with at least one relatively narrow connection to the sea
- Coastal freshwater lagoons; includes freshwater delta lagoons

### **Inland Wetlands**

- Permanent inland deltas
- Permanent rivers/streams/creeks; includes waterfalls
- Seasonal/intermittent/irregular rivers/streams/creeks
- Permanent freshwater lakes (over 8 ha); includes large oxbow lakes
- Seasonal/intermittent freshwater lakes (over 8 ha); includes floodplain lakes
- Permanent saline/brackish/alkaline lakes
- Seasonal/intermittent saline/brackish/alkaline lakes and flats\*
- Permanent saline/brackish/alkaline marshes/pools
- Seasonal/intermittent saline/brackish/alkaline marshes/ pools\*
- Permanent freshwater marshes/pools; ponds (below 8 ha), marshes and swamps on inorganic soils; with emergent vegetation water-logged for at least most of the growing season
- Seasonal/intermittent freshwater marshes/pools on inorganic soil; includes sloughs, potholes, seasonally flooded meadows, sedge marshes\*
- Non-forested peatlands; includes shrub or open bogs, swamps, fens
- Alpine wetlands; includes alpine meadows, temporary waters from snowmelt
- Tundra wetlands; includes tundra pools, temporary waters from snowmelt
- Shrub-dominated wetlands; Shrub swamps, shrub-dominated freshwater marsh, shrub carr, alder thicket; on inorganic soils\*
- Freshwater, tree-dominated wetlands; includes freshwater swamp forest, seasonally flooded forest, wooded swamps; on inorganic soils\*
- Forested peatlands; peatswamp forest\*
- Freshwater springs; oases
- Geothermal wetlands
- Subterranean karst and cave hydrological systems

*\* As appropriate, includes: floodplain wetlands such as seasonally inundated grassland (including natural wet meadows), shrublands, woodlands or forest.*

- Man-made wetland (includes significantly altered by human activity)

*Adjacent Waterbody(-ies) (select all that apply):*

- Lake  
 Pond  
 Stream  
 Tidal Systems

*If applicable, please provide the name of the adjacent stream, lake, pond, or tidal waterbody*

There is a pond (Schmidt Lake) in the northeastern part of the swamp. The Teeswater river, which has many smaller tributary streams, flows through the wetlands.

*If adjacent to stream, please provide the stream order, in accordance with Strahler's Stream Ordering System which may be found at:*

[https://cfpub.epa.gov/watertrain/moduleFrame.cfm?parent\\_object\\_id=657&object\\_id=661#661](https://cfpub.epa.gov/watertrain/moduleFrame.cfm?parent_object_id=657&object_id=661#661)

Teeswater River: Stream order – 5

*Approximate average natural buffer width (please select one):*

- |   |                                      |
|---|--------------------------------------|
| <input checked="" type="checkbox"/> No natural buffer | <input type="checkbox"/> 20 – 50 ft  |
| <input type="checkbox"/> <5 ft                        | <input type="checkbox"/> 50 – 100 ft |
| <input type="checkbox"/> 5 – 20 ft                    | <input type="checkbox"/> >100 ft     |

Agricultural land reaches the margins of the Greenock; this includes cattle grazing.

*Soils and geology information:*

*Surficial geology description (Surficial geology is defined as, "the type of unconsolidated materials which are beneath the*



topsoil layers.” It is not the same as bedrock geology. Often maps are available to determine surficial geology.):

Soil type(s) in wetland (see Web Soil Survey at <http://websoilsurvey.sc.egov.usda.gov/App/WebSoilSurvey.aspx> or list from other source):

The Greenock Swamp is dominated by organic soil formed from glacial advance and retreat of the Wisconsin ice sheet (Cowan., 1978; Rowell., 2012). The layer of organic soil is over 1 m thick, and it is classified as the “muck” organic soil class (Byun et al., 2022). Underneath the organic soil are thick sandy glaciolacustrine deposits from proglacial lakes (Byun et al., 2022). During periods of glacial retreat, meltwater deposited high concentrations of clay particles in the area (Cowan., 1978; Rowell., 2012). Glacial action of the Huron lobe and Georgian Bay lobe resulted in the formation of drumlin fields in the South Bruce area (Cowan., 1978; Rowell., 2012). This allowed for swamps to develop in the lower lying areas between drumlins.

During our visit to the Swamp, most of the soil that we observed consisted of either poorly decayed organic matter in sites directly adjacent to Schmidt Lake or deep layers of homogenous organic matter in the birch swamp (Figure A2). The GSCA (1989) reported 100% of the soil to be organic matter within the birch swamp areas. Dazé et al., (2022) reported that cores under needle-leaf trees in Greenock Swamp reveal much deeper peat layers (at least 4 m) that are more homogeneous than cores under broad-leaf trees (18-60 cm); however, both swamp types in the study by Daze et al. were found to contain substantial pools of carbon across the Greenock Swamp.

## **Step 6 of 7: Describe the wetland’s biology**

***Please answer the questions below in order to characterize the wetland’s flora and fauna.***

***Please list dominant flora (list does not have to be exhaustive)***

Northern peat moss (*Sphagnum capillifolium*), red dogwood (*Cornus sericea*), sweet gale (*Myrica gale*), sensitive fern (*Onoclea sensibilis*), shrubby cinquefoil (*Potentilla fruticosa*), swamp loosestrife (*Decodon verticillatus*), marsh ferns (*Thelypteris palustris*), mountain holly (*Ilex mucronata*), narrow-leaved cattail (*Typha angustiflora*), purple pitcher plant (*Sarracenia purpurea*), sweet flag (*Acorus calamus*), water arum (*Calla palustris*), sedge (*Carex tetanica*), wood-reedgrass (*Cinna arundicea*), yellow lady’s

slipper (*c. reginae*), swamp loosestrife (*decodon verticillatus*), Hill's pondweed (*P. hillea*), sugar maple (*Acer saccharum*), red maple (*Acer rubrum*), white cedar (*Thuja occidentalis*), balsam fir (*Abies balsamea*), American elm (*Ulmus americana*), swamp birch (*Betula pumila*), black ash (*Fraxinus nigra*).

***Please list unique flora and/or plant communities (DO NOT list any names of rare, threatened, or endangered species (RTE) but simply note if present (e.g., "RTE species are present")***

Rare, threatened, or endangered flora species are present in the Greenock swamp. Hill's pondweed (*P. hillea*) can be listed as of 'special concern' by COSEWIC. (Government of Canada, 2016) The Nature Conservancy of Canada states that the purple pitcher plant (*Sarracenia purpurea*) is the only pitcher plant found in Canada, making it a unique species in the country.

***Please list dominant fauna (list does not have to be exhaustive)***

Green frog (*Lithobates clamitans*), American bullfrog (*Lithobates catesbeianus*), American toad (*Anaxyrus americanus*) eastern red-backed salamander (*Plethodon cinereus*), common garter snake (*Thamnophis sirtalis*), aurora damsel (*Chromagrion conditum*), turkey vulture (*Cathartes aura*), great blue heron (*Ardea herodias*), black-capped chickadee (*Poecile atricapillus*), barn swallow (*Hirundo rustica*), American robin (*Turdus migratorius*), cedar waxwing (*Bombycilla cedrorum*), American goldfinch (*Spinus tristis*), red-winged blackbird (*Agelaius phoeniceus*), ruffed grouse (*Bonasa umbellus*), common grackle (*Quiscalus quiscula*) blue jay (*Cyanocitta cristata*), wood thrush (*Hylocichla mustelina*) white-throated sparrow (*Zonotrichia albicollis*) downy woodpecker (*Dryobates pubescens*), Canada goose (*Branta canadensis*), barred owl (*Strix varia*), golden-crowned kinglet (*Regulus satrapa*) dark-eyed junco (*Junco hyemalis*), indigo bunting (*Passerina cyanea*), Canada warbler (*Cardellina canadensis*), American kestrel (*Falco sparverius*), northern waterthrush (*Parkesia noveboracensis*), yellow-rumped warbler (*Setophaga coronata*), raccoon (*Procyon lotor*), beaver (*Castor canadensis*), American mink (*Neovison vison*), white tailed deer (*Odocoileus virginianus*)

***Please list unique fauna (DO NOT list any names of rare, threatened, or endangered species (RTE) but simply note if present (e.g., "RTE species are present")***

The cerulean warbler (*Setophaga cerulea*) is a species of Special Concern

Migratory birds listed as Species at Risk Act (SARA) Threatened have been observed by citizen scientists at the Greenock as well as a Species at Risk in Ontario (SARO) Endangered bird species.

**Step 7 of 7: Describe the wetland's conservation status and current threats that may exist**

*Please answer the questions below in order to help portray the conservation status and to identify any current and/or future threats to the wetland.*

*Conservation Status (Please select one):*

- Ramsar Designation
- National Government Protection
- State/Provincial/Regional Protection
- Conservation Easement (or similar)
- Deed Restriction (or similar)
- Agricultural Preservation
- Not identified as protected
- Other (please specify in 30 characters or less):
  - Area of Natural and Scientific Interest (ANSI)
  - Classified as a Class 1 wetland
  - Life Science Candidate Nature Reserve

*Current and/or future threats to quality of wetland (If no threats, please list as “NONE”):*

### **Threats**

There is an overall moderate disturbance with localized sources of water pollution to the wetlands. The main current threat to the site is the presence of roads and utility corridors (MNR, 1989). The presence of farms and cattle fields – with direct cattle access in certain areas – adjacent to the site also poses a threat to potential runoffs of phosphate and nitrates in the wetland complex. In the future, the development of those farms, pastures and nearby residential areas could negatively impact the site by altering the surface water flows and nutrient cycles. Urban development causing the conversion of the wetland by drainage could lead to the loss of peat, causing the loss of an important carbon sink. Further drainage would result in a major release of carbon into the atmosphere (Byun et al., 2022). A potential future threat to the wetland complex is the extraction of sand and gravel. The Greenock Swamp has been characterized as a potentially significant source of sand and gravel resources, making it economically relevant for local contractors. (Rowell, 2012). The extraction of those resources could cause extensive, potentially irreversible, damage to the site and its environmental functions. Several pit/quarry operations in Teeswater and Saugeen River watersheds have permits to take water from surrounding water sources for aggregate extraction. The used water is discharged back into the groundwater or surface water systems with a high content of suspended solids, potentially affecting nearby streams and water systems (SVSPA, 2015). Mining those aggregates would affect local groundwater storage, flow and hydrological regimes, while also destroying topsoil and subsoil materials (Baker et al, 1995).

### **Conservation**

The Greenock Swamp complex is within the jurisdiction of the Saugeen Valley Conservation Authority, which is directly responsible for slightly less than half of the total Swamp area (SVCA, 2018), the remainder is privately owned. The Saugeen Valley Source Protection Area covers all of Saugeen Conservation's jurisdictional area. This includes North Saugeen River, Rocky Saugeen River, Beatty Saugeen River, South Saugeen River and Teeswater River (SVSPA, 2015). Additionally, Fisheries and Oceans Canada, as well as Environment Canada, have agreements and partnerships with Saugeen Conservation to review management and protection of wildlife (SVSPA, 2015). The provincial government declared the area as an Area of Natural and Scientific Interest (ANSI) in 1997 (Ontario Geohub, 2023). Schmidt Lake, located within the wetland complex is listed as a conservation area for provincial protection (Conservation Ontario, 2023). In 1989, the wetland was classified as a class 1 wetland, the highest provincial ranking of a wetland system, and in 1982, the MNR selected the Greenock Swamp as a life science Candidate Nature Reserve (CNR) (Saugeen Conservation, 2015).

*Adjacent land uses (Please select all that apply):*

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Forested wetland                        | <input checked="" type="checkbox"/> Agricultural (crops, orchard, greenhouse) |
| <input type="checkbox"/> Shrub wetland                                      | <input checked="" type="checkbox"/> Ranchland (pasture, grazing)              |
| <input type="checkbox"/> Herbaceous wetland                                 | <input type="checkbox"/> Residential – low density                            |
| <input type="checkbox"/> Emergent wetland                                   | <input type="checkbox"/> Residential – medium density                         |
| <input checked="" type="checkbox"/> Surface water (lake, pond, stream)      | <input type="checkbox"/> Residential – high density                           |
| <input checked="" type="checkbox"/> Upland forest/woodland                  | <input type="checkbox"/> Urban  |
| <input type="checkbox"/> Upland shrubland                                   | <input checked="" type="checkbox"/> Rural residential (non-farm)              |
| <input type="checkbox"/> Upland prairie/meadow/grassland                    | <input type="checkbox"/> Commercial/Industrial/Institutional                  |
| <input type="checkbox"/> Mixed prairie/forest                               | <input type="checkbox"/> Mining   |
| <input type="checkbox"/> Non-vegetated (bare rock, earth, fill)             | <input type="checkbox"/> Recreation   |
| <input checked="" type="checkbox"/> Impervious surface (roads, parking lot) | <input checked="" type="checkbox"/> Transportation (roads, railroads)         |

*Public Access (Please select one):*

- Yes
- No
- Limited (e.g., permission, supervised, etc.)

*How would you rate the wetland's accessibility for approved visitation (e.g., roads, trails, etc.) (Please select one):*

- Easily accessible (vehicle access to site)
- Accessible (ATV trail to site)
- Fairly accessible (walking trail or light hiking to site)
- Inaccessible (no trails and difficult to access site)
- Extremely inaccessible (significant obstacles preventing safe access to site)

There is access to a small portion throughout the year via the developed hiking trails; the rest may be accessed when the ground is frozen.

*Direction to wetland from the most accessible point (e.g., named road):*

### **Other information**

*Attach photos of the site with your application. You must include a minimum of two (2) and a maximum of five (5) high resolution images, defined as being at least 300 pixels per inch (ppi) and a maximum file size of 15 MB per photo.*

*Is there any other information that should be conveyed to support your nomination of this wetland as an SWS Wetland of Distinction?*

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## Staff Report #LAN-2024-03

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Donna Lacey, Manager, Forestry and Lands  
**Date:** May 16, 2024  
**Subject:** Provincial Offences Officer Designation  
**Purpose:** To have Forestry and Lands Staff formally designated as Provincial Offences Officer.

---

### Recommendation

THAT Alex Duszczyzyn (Forestry Technician) be designated by the SVCA Board of Directors as a Provincial Offences Officer for the purpose of enforcing Section 29 (O. Reg. 688/21) of the *Conservation Authorities Act*.

### Background

In March 2024, SVCA staff brought forward a report to the Board of Directors to have specific staff positions appointed as officers by the Authority for the purposes of reviewing and enforcing Section 28 (Ontario Regulation 41/24 - Prohibited Activities, Exemptions, and Permits), as well as enforcement of Section 29 (Ontario Regulation 688/21 - Rules of Conduct in Conservation Areas).

For staff to complete various processes such as issuing tickets or serving summons etc., they are required to be designated as Provincial Offences Officers. Appropriate training and qualifications are required to perform the duties of a Provincial Offences Officer in a professional and competent manner. Legislation and qualifying criteria have been established since 1999 (revised in 2024) to set a professional standard in this regard. Additionally, when before a Justice of the Peace, staff may be asked by the court to provide proof of their designation and training as a confirmation of their credibility as an officer.

### Analysis

The *Provincial Offences Act (POA)*, the *Conservation Authorities Act (CAA)* and the Class Designation from the Ministry of Natural Resources (MNR), sets out how a Provincial Offences Officer is appointed. Specifically:

- Subsection 1(3) of the Provincial Offences Act states “A minister of the Crown may designate in writing any person or class of persons as a provincial offences officer for the purposes of all or any class of offences.

- Subsection 30.1 of the *Conservation Authorities Act* states: An authority may appoint officers for the purposes of ensuring compliance with this Act and the regulations”.
- The Ministry of Natural Resources and Forestry Class Designation was signed by Minister Graydon Smith on March 20, 2024, regarding the appointment of a class of persons as officers under the *Conservation Authorities Act* and the *Trespass to Property Act*.

The following criteria shall be satisfied when appointing an employee as an “officer” for enforcing Section 29 of the *Conservation Authorities Act*:

1. The officer shall provide proof of a clean criminal record check
2. The officer shall be adequately trained\* in the legislation they are to enforce (*i.e.*, *Conservation Authorities Act*, *Provincial Offences Act*, *Trespass to Property Act*).

\*Provincial Regulatory Compliance Foundations Training (or equivalent training) is the most familiar option that has been utilized by Conservation Authorities.

When the qualifying criteria are satisfied, the officer shall be appointed as a Provincial Offences Officer by the Membership of the Conservation Authority, to enforce Section 29 of the *Conservation Authorities Act* for the respective jurisdiction in which the officer has received the appointment.

Saugeen Valley Conservation Authority and Provincial Offences Officer shall each maintain a file of appointments including proof that the “qualifying criteria” have been satisfied, to confirm that staff are properly empowered to enforce the legislation respective to their appointment. The file should be updated on a regular basis to include all relevant training.

## **Discussion**

Alex Duszczyszyn has 2 years of forest management experience and has provided the requisite criteria for designation as a Provincial Offenses Officer.

Prepared by:

< [Original signed by:]>

Donna Lacey, Manager, Forestry and Lands

Approved by:

< [Original signed by:]>

Jennifer Stephens, General Manager / Secretary-Treasurer

## Report #LAN-2024-04

**To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Donna Lacey, Manager, Forestry and Lands  
**Date:** May 16, 2024  
**Subject:** Durham Conservation Area Improvements  
**Purpose:** To improve the visitor experience and increase revenue generation at Durham Conservation Area.

---

### Recommendation

THAT the Saugeen Valley Conservation Authority Board of Directors approve the use of \$35,000 from campground reserves to fund the proposed campground improvements at Durham Conservation Area for the purposes of making the site compatible for winter camping.

### Background

An important business practice for any organization is investigating its practices and examining capital expenses and revenue generation to ensure financial viability. In the absence of a Campground Management Plan for Durham Conservation Area, which has been delayed due to the need to complete *Conservation Authorities Act* deliverables, staff have been investigating ways of increasing revenue at Durham Conservation Area (CA). The ideas which have been proposed have been ranked in order of maximum gain. While Durham CA has seen some minor improvements over the past 5 years, the financial investment in Durham CA has paled in comparison to that of the development of horse camping at Saugeen Bluffs CA. In response to the financial investment made into Saugeen Bluffs CA, there has been a financial return with increased revenue generated.

A report was brought forward at the March 2024 meeting of the Authority's Parks and Property Committee outlining this proposal. Through Motion #PPC24-04, the Committee recommended that this proposal be brought forward to the Board of Directors for their consideration.

### Analysis

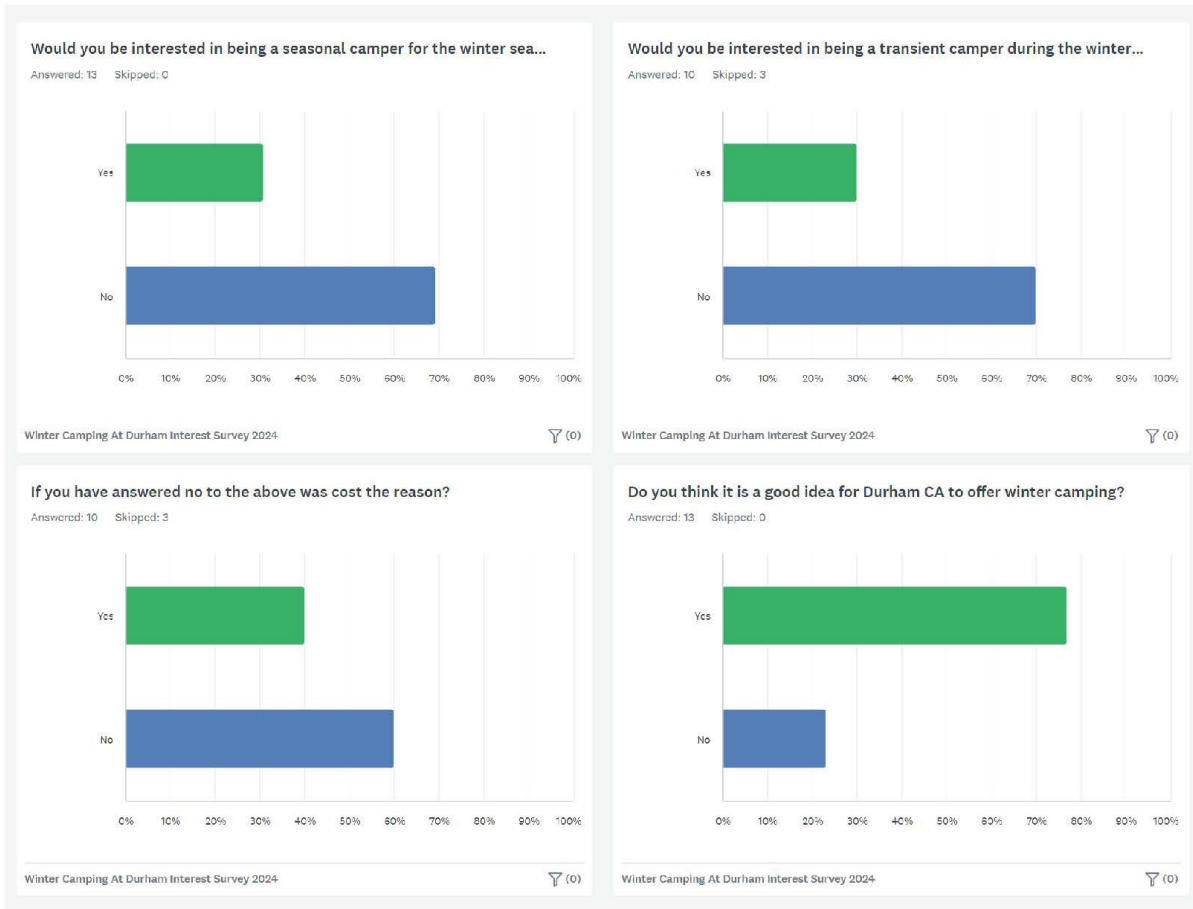
In 2023, with the premise that disc golf will provide an enhanced experience for Durham CA campers, as well as attract more day use visitors, staff purchased 9-disc golf baskets and several beginners sets of discs. The installation of these baskets, signage, and tee sites is anticipated to cost \$5,000.

A poll of 2024 Seasonal Campers at Durham CA has revealed, through limited responses, that there is some interest in becoming a winter seasonal campground. More importantly, more than 70% of seasonal campers agree it is a good idea for Durham Conservation Area to offer

---

winter camping.

### Winter Camping at Durham Interest Survey 2024



The Durham CA Superintendent and Assistant Superintendent are permanent full-time staff. Our campground and its facilities are owned by SVCA and available year-round. Our campground presently closes on the Monday following Thanksgiving (October 14, 2024) and reopens on the last Friday in April (April 26, 2024). To generate more revenue into the campground, staff propose offering winter camping at Durham CA. Winter camping is quickly becoming a popular activity among outdoor enthusiasts, as well as those who simply want to experience the beauty and tranquility of Ontario's four seasons.

Should SVCA decide to transition to winter camping, Durham campground would still be closed for a period in the fall and early spring. Various staffing scenarios have been investigated concluding that two more part-time staff would be required to operate the campground during the winter season. Since the Saugeen Bluffs CA Superintendent and Assistant Superintendent are currently only long-term contract positions, it seems reasonable to take these two positions and make the contracts longer to accommodate the winter season.

To accommodate winter camping at Durham CA, some improvements will need to be made. The existing restroom building requires insulation with siding to cover, a ceiling, new pressure

tanks, insulated doors, and a heat source. Further, signage will need to be purchased and installed. Snow and ice will also need to be managed.

### **Financial Implications**

The improvements as outlined in this report will not exceed \$35,000. The cost for the improvements described above would not exceed \$30,000 and would come from the campground reserve fund. Snow and ice management expenses will be paid for by the campground revenues gained from winter camping and the annual Durham CA maintenance budget. In 2023, Durham CA contributed \$11,000 to the campground reserve fund.

### **Strategic Plan Linkages**

C1.1 - Outreach and Marketing Strategy and Action

R1.1 - Revenue Generation Planning and Action

Prepared by:

< [Original Signed By]>

Donna Lacey

Manager of Forestry and Lands

Approved by:

< [Original Signed By]>

Jennifer Stephens

General Manager / Secretary-Treasurer

### Staff Report #WR-2024-03

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Elise MacLeod, Manager, Water Resources  
**Date:** May 16, 2024  
**Subject:** Durham Upper Dam Hazard Potential Classification  
**Purpose:** To inform the SVCA Board of Directors of the change in Hazard Potential Classification at the Durham Upper Dam.

### Recommendation

THAT the Board of Directors receive Staff Report #WR-2024-03, dated May 16, 2024, regarding the Durham Upper Dam Hazard Potential Classification for information.

### Background

In June 2023, SVCA retained D.M. Wills Associates to undertake Phase 1 of a Class Environmental Assessment (EA) for the Durham Upper Dam, alongside the Durham Creek flood hazard mapping project. Phase 1 of the EA focused on updating the existing dam safety information for the Durham Upper Dam, including the dam Hazard Potential Classification (HPC).

In Ontario, dams are classified using the HPC system which categorizes dams according to the potential hazards presented by the dam. The HPC is an assessment of the consequences of dam failure based on life safety, property losses, environmental losses, and heritage losses. Table 1 identifies the four types of dam classification in accordance with the Technical Bulletin for Classification and Inflow Design Flood Criteria (MNR, 2011).

Hazard Potential	Life Safety	Property Losses	Environmental Losses	Cultural / Built Heritage Losses
<b>Low</b>	No expected loss of life	Very low damage to property	Minimal loss of habitat with high capacity of restoration	Reversible damage to municipally designated cultural heritage sites
<b>Moderate</b>	No expected loss of life	Moderate damage <\$3 million	Moderate loss of habitat with moderate capability of restoration	Irreversible damage to municipally designated cultural heritage sites

Hazard Potential	Life Safety	Property Losses	Environmental Losses	Cultural / Built Heritage Losses
<b>High</b>	Expected loss of life 1-10 persons	Appreciable damage <\$30 million	Appreciable loss of habitat – reversible damage to habitat	Irreversible damage to provincially or nationally designated cultural heritage sites
<b>Very High</b>	Expected loss of life 11 or more persons	Extensive damage >\$30 million	Extensive loss of habitat with no feasibility of recovery	NA

Table 1: Hazard Potential Classification

Please note that the HPC does not consider the risk of dam failure or present-day conditions of the dam.

## Analysis

Dams require two HPCs: one based on dam failure during normal (sunny day) conditions and a second based on dam failure under flood conditions.

Prior to the D.M. Wills report, a similar study was completed in 2009 by OEL Hydrosys / WESA. A comparison of the study results can be found in Table 2 below. The most recent D.M. Wills Associates HPC will govern at the Durham Upper Dam, meaning a change from Low Hazard Classification to High/Very High Classification.

Description	OEL Hydrosys / WESA	D.M. Wills
Year of Study	2009	2024
Applicable Standard	1999 (Draft) Ontario Dam Safety Guidelines	2011 Dam Safety Technical Bulletins (Sections 14 and 16 of the <i>Lakes and Rivers Improvement Act</i> )
Sunny Day HPC	Low	High Due to potential for incremental property damages exceeding \$3 million
Flood Failure HPC	Low	Very High Due to potential incremental loss of life exceeding people
Inflow Design Flood (IDF) <sup>1</sup>	143 m <sup>3</sup> /s (100-year event)	742.1 m <sup>3</sup> /s (Probable Maximum Flood)

Table 2: Comparison of 2009 and 2024 Hazard Potential Classification

<sup>1</sup> The IDF is the most severe inflow flood for which a dam and its associated facilities are designed. The IDF is chosen using the Technical Bulletin for Classification and Inflow Design Flood Criteria (MNR, 2011).

Differences between the two reports are primarily related to failure of the flood dyke. The OEL Hydrosys report only considered the consequences of failure on the Saugeen River (i.e., all overtopping was re-directed back into the Saugeen River). The D.M. Wills Associates report investigated the incremental effects of flooding through the Saugeen River and Durham Creek.

The 2024 D.M. Wills report concluded the following:

- The dam does not have sufficient hydraulic capacity to convey the Inflow Design Flood and the dam and dyke will overtop;
- The dam does not have sufficient freeboard under the Inflow Design Flood condition; and
- The dam has sufficient freeboard under normal operating conditions.

The new Hazard Potential Classification is critical for the next two phases of the Durham Upper Dam EA. Additional consideration will be needed to address insufficient capacity of the dam to convey the Inflow Design Flood; this could result in EA options that include raising the dyke, increasing dam capacity, alterations to channel geometry, or a combination. Approval is unlikely to be granted under the *Lakes and Rivers Improvement Act* for major rehabilitation with the existing Durham Upper Dam configuration given these findings. Additional details regarding future approval requirements will be considered under the remaining EA phases.

A recommendation of the 2024 D.M. Wills Associates report was to develop and implement an Emergency Preparedness and Response Plan for the Durham Upper Dam. This plan would need to be developed in coordination with the Municipality of West Grey and local emergency services.

As part of the Phase 1 EA, D.M. Wills Associates also reviewed the condition of the Durham Upper Dam. In general, the dam was observed to be in fair to poor condition with areas of concrete deterioration (cracking, efflorescence, and scaling) throughout the abutments and piers. Seepage was noted downstream of the right abutment and there was minor erosion identified on the downstream left and right banks. This is consistent with the findings of the 2022 engineering inspection.

### **Financial Implications**

Financial implications are currently unknown. Additional information regarding repair, rehabilitation, or removal will become clearer following completion of Phases 2 and 3 of the EA.

Remaining costs to complete Phase 2 and 3 of the EA are estimated between \$80,000 and \$100,000. This would be considered a capital expense, with the Municipality of West Grey designated as special benefiting.

### **Strategic Plan Linkages**

E1.3 - External Communications; Public, Stakeholders

E1.5 - Liability Assessment and Action

C1.3 - Communications Planning, Campaigns, and Action



R1.8 - CA Act Deliverables

Prepared by:

< *[Original signed by:]*>

Elise MacLeod, Manager, Water Resources

Approved by:

< *[Original signed by:]*>

Jennifer Stephens, General Manager / Secretary-Treasurer

## Report #WR-2024-04

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Elise MacLeod, Manager, Water Resources  
**Date:** May 16, 2024  
**Subject:** Durham Lower Dam and Glenelg Dam Public Safety Plans  
**Purpose:** To seek endorsement of the public safety plans from the Board of Directors

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### Recommendation

THAT the Board of Directors authorize SVCA's General Manager/Secretary-Treasurer to endorse the Durham Lower Dam and Glenelg Dam public safety plans, as presented.

### Background

In July 2023, SVCA staff issued a Request for Quotation to complete public safety risk assessments and public safety plans for the Durham Lower Dam and the Glenelg Dam. These plans were previously recommended in the D.M. Wills Associates 2022 engineering reports and were, in part, funded by the Water and Erosion Control Infrastructure (WECI) program.

The public safety plans were developed to:

- Summarize the hazards associated with the dams and their operation.
- Describe the risks associated with the hazards and recommend control measures that, when implemented, will eliminate, or reduce the risk of public injury or death during normal operations.
- Outline the roles, responsibilities, procedures, and timelines that required for SVCA to demonstrate public safety due diligence.

### Analysis

A summary of findings and recommendations for each dam is provided below:

#### Durham Lower Dam

The Public Safety Risk Assessment for the Durham Lower Dam noted that 33 risks exist: 10 High risks, 14 Medium risks and 9 Low risks. If the recommended reduction measures are implemented, the risks would change to zero High risks, 17 Medium risks and 16 Low risks.

#### Glenelg Dam

The Public Safety Risk Assessment for the Glenelg Dam noted that 25 risks exist: 15 High risks, 9 Medium risks and 1 Low risk. If the recommended reduction measures are implemented, the risks would change to zero High risks, 12 Medium risks, and 13 Low risks.

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Opportunities for improvement at both dams include:

- Installation and replacement of signage;
- Installation of a private hazard buoy or public safety boom in the head pond;
- Installation (Glenelg Dam) and replacement/repair (Durham Lower Dam) of railings and gates across the walkway, ensuring conformance to Ontario Building Code;
- Development of an Operations Manual;
- Development of a formal inspection and maintenance program;
- Implementation of a deficiency and incident reporting program;
- Development and implementation of a public education plan; and
- Development of a record management plan.

Endorsement of these plans re-affirms SVCA's commitment to public safety and supports on-going efforts to address the recommendations identified in each plan.

### **Financial Implications**

Financial implications are unknown; estimates to execute recommendations such as signage and public safety booms/buoys will be incorporated into 10-year capital plans for each structure.

Implementation of these extensive, but necessary, public safety plans are expected to increase staff workload as Operations Manuals, education plans, reporting templates, and record management plans do not currently exist.

### **Strategic Plan Linkages**

A1.2 – Safety Plans and Action

E1.5 - Liability Assessment and Action

Prepared by:

< [Original signed by:]>

Elise MacLeod, Manager, Water Resources

Approved by:

< [Original signed by:]>

Jennifer Stephens, General Manager / Secretary-Treasurer

Attachment 1: Final Public Safety Plan – Glenelg Dam

Attachment 2: Final Public Safety Plan – Durham Lower Dam



**Final Public Safety Plan**

**Gleneig Dam**

**Municipality of West Grey, Ontario**

**D.M. Wills Project Number 23-5618**



**D.M. Wills Associates Limited**

Partners in Engineering, Planning and  
Environmental Services  
Peterborough



**March 2024**

**Prepared for:  
Saugeen Valley  
Conservation Authority**

### Summary of Revisions

Rev. No.	Revision Title	Date	Summary of Revisions
-	Draft PSP	February 5, 2024	Initial Draft for Client Review
1	Final PSP	March 20, 2024	Issued as Final

This report/proposal has been formatted considering the requirements of the Accessibility for Ontarians with Disabilities Act.

## Authorization

This document has been developed to document the public safety measures at the Glenelg Dam in the Municipality of West Grey, Ontario

Prepared by:



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David Green, P.Eng.  
Group Leader, Dam Engineering  
D.M. Wills Associates Limited

Date: March 20, 2024

Approved by:

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Jennifer Stephens  
General Manager/Secretary-Treasurer  
Saugeen Valley Conservation Authority

Date:

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## 1.0 Introduction

D.M. Wills Associates Limited (Wills) was retained by the Saugeen Valley Conservation Authority (SVCA) to complete a Public Safety Plan (PSP) for the Glenelg Dam. This PSP has been prepared in accordance with the Canadian Dam Association (CDA) Guidelines for Public Safety Around Dams (CDA, 2011) and considers the Best Management Practices for Public Safety Around Dams (MNR, 2011).

The PSP utilizes information obtained through a site visit that was completed by Wills and the SVCA on September 20, 2023. The public safety hazards, risk levels and risk reduction recommendations contained in this PSP are a summary, based on information documented within the Final Public Safety Risk Assessment Report dated February 2024.

Electronic copies of this PSP are held in the SVCA's and Wills' files. Hardcopies have not been distributed.

## 2.0 Purpose

This document has been developed for two (2) purposes:

1. Summarize the hazards associated with the dam and its operation, describe the risks associated with the hazards and recommend control measure that, when implemented, will eliminate or reduce the risk of public injury or death during normal operations.
2. Outline the roles, responsibilities, procedures and timelines that are required in order for the SVCA to demonstrate public safety due diligence.

### 2.1 Topics Covered by the Public Safety Plan

The following topics are covered in this PSP:

- Roles and responsibilities of the SVCA.
- A description of the facility to which this PSP applies.
- Risk Assessment summary, including:
  - Public activities in the areas affected by the facility.
  - Hazards to the public that may be present.
  - Safety control measures that are currently employed to protect the public during normal operations.
  - Safety control measures that, when implemented, will address public safety hazards and risks created by normal operation.
- Procedures for inspection, remediation and modification of safety controls.
- Relevant mapping of the component areas.
- Sign index, or future sign index.

- Sign inventory for inspection purposes (example only).
- Public education plan.
- Records management.
- Incident reporting.

## 2.2 Topics NOT Covered by the Public Safety Plan

The following topics are NOT covered in this PSP:

- Areas outside of the component area boundaries.
- Private property.
- Properties under the control of a third party (i.e., properties leased to a third party) that are unaffected by the dam or its operations.
- Property owned by the Crown or others including public roads and provincial, municipal and conservation area lands and facilities that are unaffected by the dam or its operation.

This PSP is applicable throughout the range of **normal operating conditions**. Situations outside of the range of normal operations (e.g.: spilling, summer drawdowns for maintenance) are the subject of separate protocols, which supersede this PSP.

The term "public" does NOT refer to SVCA staff or contractors working for the SVCA. Safety practices for these workers are to be managed in accordance with the requirements of the Occupational Health and Safety Act and its applicable Regulations and the SVCA's health and safety policies.

## 3.0 Roles and Responsibilities

### 3.1 Saugeen Valley Conservation Authority

The SVCA has an obligation to:

- Understand public use within areas affected by the operation of its facilities.
- Identify the hazards and risks involved with public use of areas affected by the SVCA's assets and their operations.
- Take all reasonably appropriate steps to remove or, where that is not possible, to reduce the public safety risks.

### 3.2 Management Staff

SVCA Management Staff are responsible for ensuring that a PSP is prepared, implemented and maintained. Specifically, Management Staff are responsible for ensuring that:

- A PSP is in place and aligns with the requirements of the SVCA's public safety policies.
- Inspections and remedial measures are performed, as required, under the PSP.
- Records are kept of inspections and remedial measures.
- Training is conducted so that staff involved can fulfill their respective roles and responsibilities.
- Safety controls are implemented or modified when changes to the physical structure or operating procedures may create an additional or modified public safety risk.
- Monitoring compliance with the PSP.
- Revisions to the PSP are performed as and when required, and that revised pages are sent for revisions of the digital copy and subsequent updates to PSP websites if applicable.

## 4.0 Site Description

### 4.1 Site Location

The Glenelg Dam is located approximately 6 km east of the Town of Durham on Lot 11, Concession 1 South of Durham in the geographic township of Glenelg, Municipality of West Grey, Ontario. The dam site is accessible via the public roadway system on Camp Oliver Road, just south of Grey Road 4. The address of the property is 473523 Camp Oliver Road and parking is available in a parking lot on the east side of the road. The dam controls discharge from a reservoir into Bell Creek, which is a tributary of the Saugeen River. The primary access to the dam is via foot trail from the parking lot. The location of the dam site is shown in **Figure 1**.

### 4.2 General Site Layout

The Glenelg Dam was originally constructed as an earth embankment dam with a concrete control structure located near the centre. Gabion baskets are situated on the left and right sides of the control structure to form wingwalls. A concrete emergency spillway is located on the left end of the earth embankment and provides additional flow capacity during high flow events. The general site plan for the dam site is provided in **Figure 2**.

The Glenelg Dam site is comprised of the following key elements:

- A parking lot for the Glenelg Conservation Area (**Photo 1**).
- An access trail that starts at the conservation area parking lot located to the east of the dam (**Photo 2**) passes over the right earth embankment (**Photo 6**) and control structure (**Photo 3**), and then extends to the south over the left earth embankment (**Photo 5**).
- A control structure (**Photos 3 and 4**) and left (**Photo 5**) and right (**Photo 6**) earth embankments.

- An emergency spillway (**Photo 7**).
- Access stairs to the Tailrace component area (**Photo 8**).



**Photo 1 – Parking Lot and Conservation Area Entrance**



**Photo 2 – Access Trail**



**Photo 3 – Control Structure, Upstream**



**Photo 4 – Control Structure, Downstream**



**Photo 5 – Left Earth Embankment**



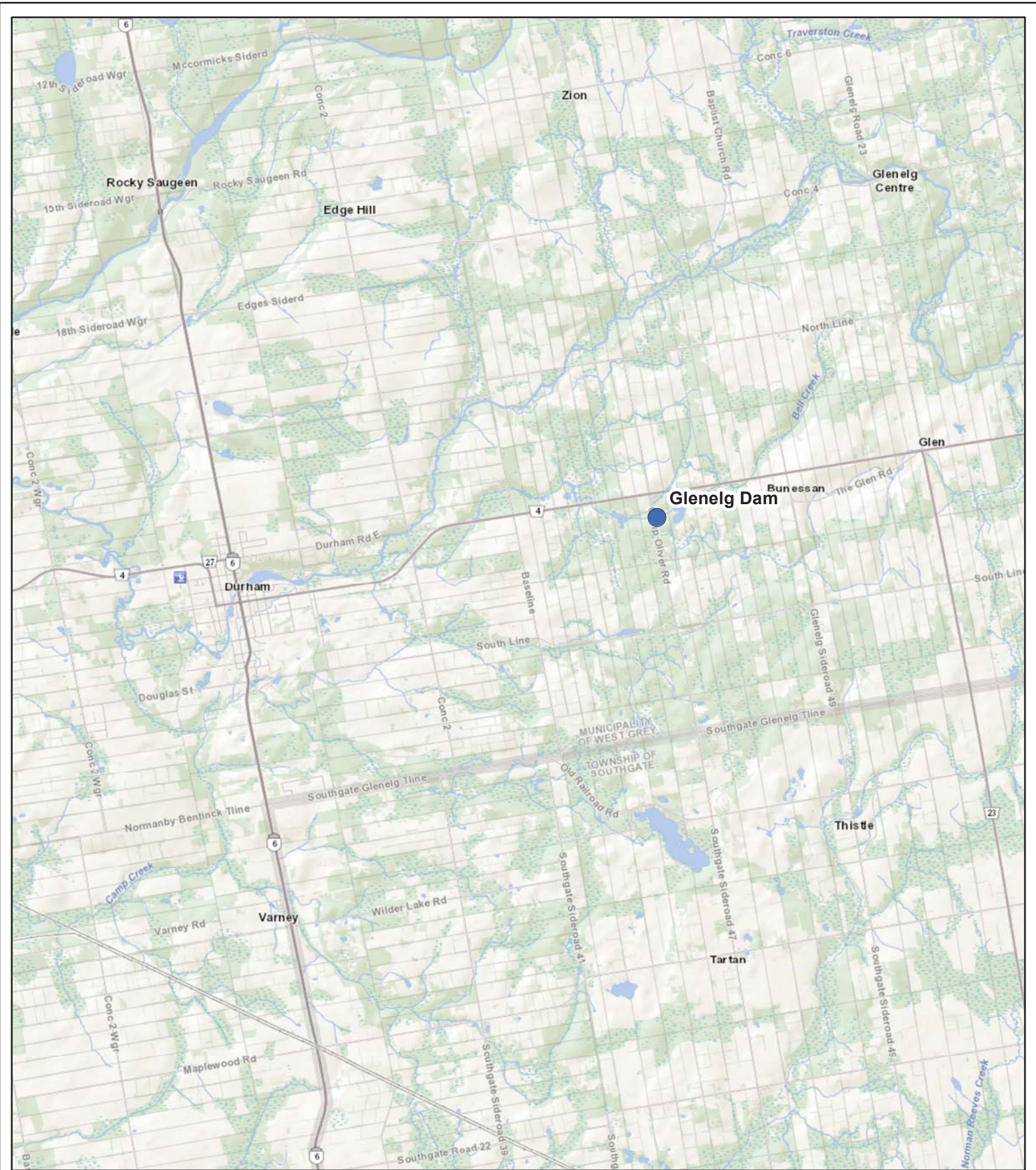
**Photo 6 – Right Earth Embankment**



**Photo 7 – Emergency Spillway**



**Photo 8 – Access Stairway on  
Downstream Side of Earth Embankment**

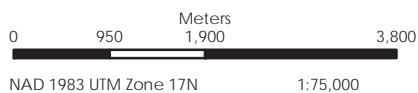


**Legend**

● Site Location



Data Sources  
Land Information Ontario 2024  
Created In: ArcMap 10.7



**Figure 1 - Location Plan**

Drawn By:	SO
Checked By:	DG
Map Date:	2/02/24
Project Number:	23-5618
Map File Number	Figure 1



D.M. Wills Associates Limited  
150 Jameson Drive  
Peterborough, Ontario  
K9J 0B9  
  
P. 705.742.2297  
F. 705.748.9944  
E. wills@dmwills.com  
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**Legend**

- Arterial
- Local

Data Sources  
Land Information Ontario 2024  
Created In: ArcMap 10.7

0 12.5 25 50  
Meters  
NAD 1983 UTM Zone 17N 1:1,000

N

**Figure 2 - Site Plan**

Drawn By:	SO
Checked By:	DG
Map Date:	2/02/24
Project Number:	5618
Map File Number	5618-CA



D.M. Wills Associates Limited  
150 Jameson Drive  
Peterborough, Ontario  
K9J 0B9

P. 705.742.2297  
F. 705.748.9944  
E. wills@dmwills.com  
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### 4.3 Operational Procedures

The Glenelg Dam is managed by SVCA staff; however, no dam operations are required as the stoplogs in the control structure are fixed. Work that may be completed by SVCA staff includes clearing of debris from around the water control structures and maintaining the grounds (i.e., grass cutting).

## 5.0 Risk Assessment Summary

### 5.1 Component Areas

As shown in **Figure 3** and described in the Final Public Safety Risk Assessment Report (Wills, 2024), the dam site has been divided into three (3) main components, namely:

1. **Headpond:** The Headpond component area boundary extends from the upstream side of the dam to a distance of approximately 20 m upstream of the dam and encompasses the reservoir shoreline to a distance of 2 m back from the normal (summer) water's edge.
2. **Structure:** The Structure component area boundary includes the earth embankment sections, the concrete control structure, and the concrete emergency spillway.
3. **Tailrace:** The Tailrace component area boundary extends from the downstream side of the dam to a distance of approximately 15 m downstream.





<p><b>Legend</b></p> <p> <span style="border: 1px solid purple; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Headpond         <span style="border: 1px solid orange; display: inline-block; width: 15px; height: 10px; margin-left: 20px; margin-right: 5px;"></span> Structure         <span style="border: 1px solid blue; display: inline-block; width: 15px; height: 10px; margin-left: 20px; margin-right: 5px;"></span> Tailrace       </p>		<p>N</p>	<p><b>Figure 3 - Component Areas</b></p>											
<p>Data Sources Land Information Ontario 2024 Created In: ArcMap 10.7</p>			<table border="1"> <tr> <td>Drawn By:</td> <td>SO</td> </tr> <tr> <td>Checked By:</td> <td>DG</td> </tr> <tr> <td>Map Date:</td> <td>2/02/24</td> </tr> <tr> <td>Project Number:</td> <td>5618</td> </tr> <tr> <td>Map File Number</td> <td>5618-CA</td> </tr> </table>	Drawn By:	SO	Checked By:	DG	Map Date:	2/02/24	Project Number:	5618	Map File Number	5618-CA	
Drawn By:	SO													
Checked By:	DG													
Map Date:	2/02/24													
Project Number:	5618													
Map File Number	5618-CA													
<p>Meters</p> <p>0      10      20      40</p> <p>NAD 1983 UTM Zone 17N      1:750</p>														

## 5.2 Public Activities and Potential Hazards

**Table 1** lists the known and expected public activities and the potential hazards at the Glenelg Dam.

**Table 1 – Public Activities and Potential Hazards**

Activity Descriptions	Potential Hazards
<b>Headpond</b>	
<b>From Water / Ice</b>	
<ul style="list-style-type: none"> <li>• Fishing from Boat</li> <li>• Canoeing/Kayaking/Rowing</li> <li>• Swimming</li> <li>• Skating</li> <li>• Ice Fishing</li> <li>• Paddle Boarding</li> </ul>	<ul style="list-style-type: none"> <li>• Strong Currents or Undertows</li> <li>• Presence of Spillway with Stoplogs</li> <li>• Presence of Overflow Spillway or Dam</li> <li>• Steep or Slippery Banks</li> <li>• Thin Ice</li> <li>• Open Holes or Tripping</li> </ul>
<b>From Shore/Structure</b>	
<ul style="list-style-type: none"> <li>• Fishing from Shore</li> <li>• Walking</li> <li>• Skiing</li> <li>• Snowshoeing</li> <li>• Biking</li> </ul>	<ul style="list-style-type: none"> <li>• Steep or Slippery Banks</li> <li>• Thin Ice</li> <li>• Open Holes or Tripping</li> </ul>
<b>Structure</b>	
<b>From Shore/Structure</b>	
<ul style="list-style-type: none"> <li>• Fishing from Shore/Structure</li> <li>• Walking</li> <li>• Climbing</li> <li>• Picnicking</li> <li>• ATV / Dirt Biking</li> <li>• Skiing</li> <li>• Snowshoeing</li> </ul>	<ul style="list-style-type: none"> <li>• Strong Currents or Undertows</li> <li>• Presence of Spillway with Stoplogs</li> <li>• Presence of Overflow Spillway or Dam</li> <li>• Steep or Slippery Banks</li> <li>• Inadequate Guardrails for Public</li> <li>• Open Holes or Tripping</li> </ul>

Activity Descriptions	Potential Hazards
<b>Tailrace</b>	
<b>From Water/Ice</b>	
<ul style="list-style-type: none"> <li>• Wading</li> </ul>	<ul style="list-style-type: none"> <li>• Strong Currents or Undertows</li> <li>• Presence of Overflow Spillway or Dam</li> <li>• Presence of Discharge Valve/Pipe</li> <li>• Steep or Slippery Banks</li> <li>• Open Holes or Tripping</li> </ul>
<b>From Shore/Structure</b>	
<ul style="list-style-type: none"> <li>• Fishing from Shore</li> <li>• Walking</li> <li>• Climbing</li> <li>• Hiking</li> </ul>	<ul style="list-style-type: none"> <li>• Strong Currents or Undertows</li> <li>• Presence of Overflow Spillway or Dam</li> <li>• Presence of Discharge Valve/Pipe</li> <li>• Steep or Slippery Banks</li> <li>• Open Holes or Tripping</li> </ul>

### 5.3 Risk Levels

The Public Safety Risk Assessment for the Glenelg Lake Dam identified that twenty five (25) risks exist. These consist of fifteen (15) High risks, nine (9) Medium risks and one (1) Low risk. However, these can be changed to zero (0) High risks, twelve (12) Medium risks and thirteen (13) Low risks if the reduction measures that have been recommended in the Final Public Safety Risk Assessment Report (Wills, 2024) are implemented.

## 6.0 Existing Control Measures and Opportunities for Improvement

### 6.1 Overview of Public Safety Control Measures Purpose

Safety control measures at dams are initiatives designed to protect the public by the installation of physical restraints and by raising awareness of hazards and risks associated with the facility.

Where the risks are high, the consequences severe, a site may be designated a Danger Zone in which unauthorized access is prohibited, and appropriate control measures are implemented. Danger zone risks are generally restricted through the use of restraints and DANGER signs. A restraint is typically defined as a fence, gate, or boom.

Where the risks to life and limb are intermittent or less extreme, a site may be deemed a **Warning Zone** in which the public are alerted to the specific nature of the risk and warned accordingly. Warning zone risks are generally posted through on-site signage and public education. Public education is typically through media advertising, pamphlets, the corporate website and employee awareness.

Selection of the appropriate control measure depends upon the nature and degree of risk each safety hazard represents to the public. The practicality and effectiveness of implementation and the site-specific conditions being addressed will influence the choice of control measure used.

## **6.2 Existing Control Measures**

### **6.2.1 Headpond**

There are no existing public safety measures in place in the Headpond component area at the Glenelg Dam.

### **6.2.2 Structure**

There are no existing public safety measures in place in the Structure component area at the Glenelg Dam.

### **6.2.3 Tailrace**

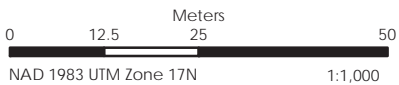
There are no existing public safety measures in place in the Tailrace component area at the Glenelg Dam.



CAMP OLIVER RD

**Legend**

-  Arterial
-  Local



Data Sources  
 Land Information Ontario 2024  
 Created In: ArcMap 10.7

**Figure 4 - Existing Public Safety Measures**

Drawn By:	SO
Checked By:	DG
Map Date:	2/02/24
Project Number:	5618
Map File Number	5618-CA



D.M. Wills Associates Limited  
 150 Jameson Drive  
 Peterborough, Ontario  
 K9J 0B9  
 P. 705.742.2297  
 F. 705.748.9944  
 E. wills@dmwills.com  
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### 6.3 Opportunities for Improvement

A number of opportunities for improvement were detailed within the Final Public Safety Risk Assessment Report (Wills, 2024). The following is a summary of those recommendations:

#### Signage

- Install a new medium (610 mm by 1220 mm) upstream facing public safety sign that reads "DANGER, Dam Ahead, Keep Away". The new sign should be installed in accordance with the Best Management Practices for Public Safety Around Dams (MNR, 2011).
- Install a new medium (610 mm by 1220 mm) downstream facing public safety sign that reads "DANGER, Dam Outflow, Keep Away". The new sign should be installed in accordance with the Best Management Practices for Public Safety Around Dams (MNR, 2011).
- Install new small (600 mm by 600 mm) "WARNING, Dam Area, Use At Own Risk" signs at the entrance to the trail from parking lot, on the approach from the south, and at the emergency spillway. The new signs should be installed in accordance with the Best Management Practices for Public Safety Around Dams (MNR, 2011).
- Install new small (600 mm by 600 mm) "DANGER, No Trespassing, Access Beyond This Point May Result In Drowning" signs on the gate that will be placed at the top of the stairs and on the ends of the fencing around the outlet structure. The new signs should be installed in accordance with the Best Management Practices for Public Safety Around Dams (MNR, 2011).
- Install new "No Swimming" signs in the summer and "No Skating" signs in the winter, with the appropriate pictographs, around the Headpond component area to indicate that there is to be no swimming or skating in this area.

#### Booms and Buoys

- Install a public safety boom in the Headpond upstream of the dam, using floats available from SVCA's supply. The new public safety boom should be installed in accordance with the Technical Bulletin: Booms and Buoys for Public Safety Around Dams (CDA, 2011).

#### Railings

- Install railings around the control structure. The railings should meet the requirements outlined in the Ontario Building Code.

#### Barricades

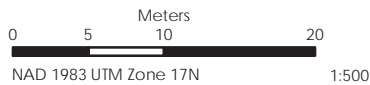
- Install gate at the access to the stairs leading to the Tailrace component area. The gate should meet the requirements outline in the Ontario Building Code.

The proposed public safety measures are shown on **Figure 5**. When implemented, these additional public safety measures will be identified and considered during the next update/review of the PSRA and PSP.



**Legend**

- ▲ Danger Sign
- ▲ Warning Sign
- Proposed Public Safety Boom Anchor
- Proposed Gate
- Proposed Public Safety Boom
- Proposed Railings



Data Sources  
 Land Information Ontario 2023  
 Created In: ArcMap 10.7

**Figure 5 - Proposed Public Safety Measures**

Drawn By:	SO
Checked By:	DG
Map Date:	2/05/24
Project Number:	5618
Map File Number	5618-CA



D.M. Wills Associates Limited  
 150 Jameson Drive  
 Peterborough, Ontario  
 K9J 0B9  
 P. 705.742.2297  
 F. 705.748.9944  
 E. wills@dmwills.com  
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## 7.0 Inspection and Maintenance Program

Although observations by staff or others can provide input at any time during the year, annual inspections of the public safety measures at the Glenelg Dam shall be made and documented on a schedule established by the **Manager, Water Resources**. It is good practice, when weather and access permit, to inspect the facilities early in the year. In doing so, it will provide sufficient time to complete any repairs or public safety enhancements prior to the summer season.

The inspection should be documented on the Safety Control Inspection Report (included in **Appendix A**) and should consider the following, as applicable:

### Booms

- Cables and anchors secure.
- Boom forms a continuous constraint.

### Fences and Gates

- Upright and secure.
- No holes or missing sections.
- No holes under fence.
- No paths established around fence.
- No vegetation overgrowing fence.

### Signs

- All signs are present and accounted for.
- Securely mounted.
- Clear and understandable.
- Visible (limiting factors could include vegetation, size of lettering, snow cover, etc.).
- Condition (defaced, damaged, etc.).

During inspections, the **Inspector** discovering an unsafe condition or an unreliable control device will, if possible, immediately remedy the deficiency. If a safety control device fails, the **Inspector** will complete and file a deficiency report. If the Inspector cannot remedy the deficiency at the time of inspection, it is the responsibility of the **Inspector** to:

1. Implement interim safety measures and notify the **Manager, Water Resources** so that full repair can be properly undertaken.
2. Complete the **Safety Control Deficiency and Remediation Report** (included in **Appendix A**) and forward it to the **Manager, Water Resources** who will file the report to document all remediation measures.



3. Record any breakage, loss, or failure of a safety control due to vandalism, or other causes, including fallen trees, erosion, high water levels, motor vehicle incidents, acts of trespass into Danger zones, etc.
4. If a safety control fails, mark up the appropriate map to show the specific location of the item to be addressed and describe in the comment section of the Safety Control Deficiency and Remediation Report what the issue is.

Regardless of the initiating factor, the prompt and effective remedy of any deficiency in public safety controls is regarded as a priority. Once remedial actions have been concluded, ensure all remediation has been documented and filed appropriately.

It is important to maintain a record of remedial actions in regard to public safety in order to establish due diligence. Chronic maintenance issues that affect public safety could indicate where more attention to some aspects of the PSP is required.

## 8.0 Public Education Plan

The SVCA should implement initiatives that promote public safety and awareness at the site. The initiatives should:

- Inform the public about the risks and hazards related to the dam.
- Communicate roles and responsibilities of the public with respect to following signage and respecting the limits placed by physical control measures.
- Either notify the public or raise their awareness in regard to hazards identified at the site, for example:
  - Safety focused newsletters.
  - Targeted social media advertising.
  - Information made available on the SVCA's website and social media channels.
  - Coordination and communication with local authorities such as the MNRF and OPP, local media and other stakeholders, as appropriate.
- Note how the public can report any concerns about public safety.

Examples of Public Notifications are shown in **Appendix C** for the SVCA's consideration. These types of notifications could be placed in the newspaper, on the radio and on social media prior to spring/summer. Another Public Notification may be used prior to the winter recreation season to include the hazards of thin ice on the reservoir.

## 9.0 Incident Reporting

The SVCA shall document any public safety incidents involving members of the public. An incident is defined as the potential or actual interaction between a member of the public and a hazard associated with the dam or its operation. This documentation should be used to inform the review and update of the Public Safety Risk Assessment

and this PSP. Each incident report should contain, at a minimum, the following information:

- Date and approximate time of incident.
- Location of incident.
- Type of incident.
- Activities and sequence of events that led to the incident.
- Description of any response actions taken.
- Description of any resulting injury.

The Canadian Dam Association Public Safety Incident Report form, included in **Appendix A**, should be used to document any public safety incidents. All incidents should be reported to the **Manager, Water Resources**. Serious incidents should be reported immediately. Other incidents should be reported on a monthly basis.

## 10.0 Record Management

This document, the Glenelg Dam Public Safety Plan, is meant to be a living document and needs to be updated as changes occur at the site. Examples of situations where an update to the Public Safety Risk Assessment and Public Safety Plan may be required include:

- Changes in the degree of public interaction.
- Changes in the potential consequences for a specific public interaction.
- New construction at the site which creates a change in operation.
- Identification of new public interactions.
- Changes in operating procedures.

As a minimum standard, the SVCA should maintain and keep the following documentation up-to-date:

- Public Safety Plan (this document).
- Public Safety Risk Assessment.
- Public safety incident reports.
- Maintenance and inspection reports.

It is recommended that the SVCA review the effectiveness of the PSP on an annual basis, whenever a new issue is observed or whenever a change at the site (as described above) occurs. The SVCA should have the PSP independently reviewed every five (5) years.

The SVCA should retain all records and documents for a minimum of two (2) PSRA/PSP review cycles (i.e. 10 years).

# Appendix A

---

Forms and Reports



# Public Safety Incident Report

<b>1.0 Incident Identification</b>	<b>1.1 Site or Dam Name:</b>	<b>1.2 Incident Date</b> (mm/dd/yy):	<b>1.2 Incident Time:</b> <input type="checkbox"/> AM <input type="checkbox"/> PM	
	<b>1.4 River Name:</b>			
	<b>1.5 Location of Incident:</b> <input type="checkbox"/> Upstream (specific location) <input type="checkbox"/> Penstock <input type="checkbox"/> Authorized public access area <input type="checkbox"/> Headpond <input type="checkbox"/> Spillway <input type="checkbox"/> Boat Ramp(s) <input type="checkbox"/> Dam (e.g. Crest, Roof, Deck) <input type="checkbox"/> Intakes <input type="checkbox"/> Tailrace (designated dangerous area) <input type="checkbox"/> Roadways <input type="checkbox"/> Downstream (specific location) <input type="checkbox"/> Other:			
	<b>1.6 Incident Type:</b> <input type="checkbox"/> Fatality (not a suicide or homicide) <input type="checkbox"/> Trespassing or otherwise entering into a dangerous area <input type="checkbox"/> Injury <input type="checkbox"/> Failure of a physical control measure <input type="checkbox"/> Stranding/rescue <input type="checkbox"/> Failure to follow operating procedures <input type="checkbox"/> Other:			
	<b>1.7 Names of Individuals Involved (if known):</b>		<b>1.8 Names of Eyewitnesses:</b>	
	<b>1.9 Name of First Aid Responder:</b>			
	<b>1.10 Name of Hospital/Clinic:</b>			
	<b>1.11 Name of Responding Police Officer:</b>		<b>1.12 Police Report Number (if applicable):</b>	
	<b>2.1 Incident Description:</b>			
	<b>2.0 Description of Incident</b>			
<b>2.2 Describe the sequence of events leading to the incident and any injuries that resulted:</b> (Include observations by staff at site, resultant discussion with member(s) of the public, if any etc.)				

# Public Safety Incident Report

<b>3.0 Activities</b>	<b>3.1 What was the Persons(s) doing at the time of the injury/incident?</b> From Water / Ice <input type="checkbox"/> Fishing from Boat <input type="checkbox"/> Boating (under power) <input type="checkbox"/> Sailing <input type="checkbox"/> Windsurfing <input type="checkbox"/> Canoeing/Kayaking/Rowing <input type="checkbox"/> Waterskiing <input type="checkbox"/> Swimming <input type="checkbox"/> Jet Ski <input type="checkbox"/> Scuba Diving <input type="checkbox"/> Swimming/Diving <input type="checkbox"/> Skating <input type="checkbox"/> Ice Fishing <input type="checkbox"/> Snowmobiling <input type="checkbox"/> Other: <input type="checkbox"/> Unknown From Shore / Structure <input type="checkbox"/> Fishing from Shore <input type="checkbox"/> Walking <input type="checkbox"/> Climbing <input type="checkbox"/> Picnicking <input type="checkbox"/> ATV / Dirt Biking <input type="checkbox"/> Hiking <input type="checkbox"/> Skiing <input type="checkbox"/> Snowshoeing <input type="checkbox"/> Driving <input type="checkbox"/> Biking <input type="checkbox"/> Scuba Diving <input type="checkbox"/> Swimming/Diving <input type="checkbox"/> Accessing electrical equipment <input type="checkbox"/> Accessing mechanical equipment <input type="checkbox"/> Other: <input type="checkbox"/> Unknown <input type="checkbox"/> Trespassing		
<b>4.0 Control Measures</b>	<b>4.1 Select Physical Control Measures in place at time of the incident:</b> <input type="checkbox"/> Signage <input type="checkbox"/> Public Education (local) <input type="checkbox"/> N/A <input type="checkbox"/> Safety Booms <input type="checkbox"/> Video Surveillance <input type="checkbox"/> Safety Buoys <input type="checkbox"/> Fencing <input type="checkbox"/> Vehicle Barricades <input type="checkbox"/> Visual Danger Signal Device <input type="checkbox"/> Audible Danger Signaling Devices <input type="checkbox"/> Operational Control Procedure <input type="checkbox"/> Security Patrols <input type="checkbox"/> Other:		
<b>5.0 Environmental</b>	<b>5.1 Select the Physical / Environmental Factor(s) relevant to the incident</b> Physical <input type="checkbox"/> Slope Instability <input type="checkbox"/> Rapid Water Rise <input type="checkbox"/> Inaccessible Location <input type="checkbox"/> Steep Slopes <input type="checkbox"/> Sudden Release of Water <input type="checkbox"/> Exposed Equipment <input type="checkbox"/> Uneven Surfaces <input type="checkbox"/> Remote Release of Water <input type="checkbox"/> Sharp Objects <input type="checkbox"/> Slippery Surfaces <input type="checkbox"/> Ramped Release of Water <input type="checkbox"/> Structural Failure <input type="checkbox"/> Strong Currents/Undertow <input type="checkbox"/> Floating Debris <input type="checkbox"/> Energized Equipment <input type="checkbox"/> Failure of Vehicle or Vessel <input type="checkbox"/> Failure of Ice Cover <input type="checkbox"/> Other: Environmental <input type="checkbox"/> Cold Environment <input type="checkbox"/> Windy Conditions <input type="checkbox"/> Other: <input type="checkbox"/> Hot Environment <input type="checkbox"/> Dark, Night Conditions <input type="checkbox"/> Rainy Conditions <input type="checkbox"/> Low Lighting <input type="checkbox"/> Snow/Ice <input type="checkbox"/> Low Visibility		
<b>6.0 Corrective Measures</b>	<b>6.1 Describe any Immediate Action(s) Taken as a result of the incident.</b> (i.e. Corrective actions, warnings issued, charges laid, control measure repaired or upgraded, procedures written I amended)		
<b>7.0 Contact Information</b>	<b>7.1 Contact Person on Site:</b>	<b>7.2 Submitted by:</b>	

## Public Safety Plan Modification Report

**Location:** Glenelg Dam

**Safety Issue:**

**Component:**  Headpond  Structure  
 Tailrace

**Description:** \_\_\_\_\_

**Modifications Required:**

Boom (b)  Fence (f)  Sign (s)  Other: (specify) \_\_\_\_\_

**Modification Description:** \_\_\_\_\_

**Safety Control ID Assigned:** \_\_\_\_\_

**Modification Completed:**

**Notes:** \_\_\_\_\_

**PSP Report Revisions Completed:**

- N/A  Map(s) Revised
- N/A  Sign Index Revised
- N/A  Public Notifications Revised
- N/A  Deficiency and Remediation Report(s) Revised
- N/A  Other: \_\_\_\_\_
- N/A  Revised Page(s) digital copy / web pages updated

**PSP Report Revisions Distributed:**

\_\_\_\_\_  
Completed (Person Responsible for Modification)      Date

\_\_\_\_\_  
Approved (Water Resources Manager)      Date

## Public Safety Measures Inspection Form

<b>Location:</b>	Glenelg Dam
<b>Inspector:</b>	
<b>Inspection Date:</b>	

ID Code	Location/Component	Deficiency Description/Comment
<b>Signs</b>		

## Public Safety Measures Inspection Form

<b>Location:</b>	Glenelg Dam
<b>Inspector:</b>	
<b>Inspection Date:</b>	

<b>ID Code</b>	<b>Location/Component</b>	<b>Deficiency Description/Comment</b>
<b>Fences / Gates / Railings / Barricades</b>		



## Public Safety Measures Inspection Form

<b>Location:</b>	Glenelg Dam
<b>Inspector:</b>	
<b>Inspection Date:</b>	

ID Code	Location/Component	Deficiency Description/Comment
<b>Booms / Buoys</b>		

## Appendix B

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Sign Index



Saugeen Valley Conservation Authority

**Pay Day Use Parking Fees Online:**

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

Pay by Phone: 519-364-1255

**\$5 DAY PARKING FEE**



Single vehicle one day parking at any Saugeen Conservation Area

**\$55 ANNUAL PARKING FEE**



Single vehicle annual parking at any Saugeen Conservation Area

**DAY PARKING ONLY**

This Conservation Area is to be considered closed from dusk 'til dawn



FOR MORE INFORMATION, CONTACT  
Saugeen Conservation  
519-364-1255

**IN CASE OF EMERGENCY**  **CALL 911**

This location is: 473523 Camp Oliver Road  
Glenelg, West Grey



**SAUGEEN  
CONSERVATION**



The following activities (listed below) are permitted on this Saugeen Conservation Property



HIKING, SKIING AND SNOWSHOEING

ALL OTHER ACTIVITIES NOT SPECIFICALLY IDENTIFIED ARE PROHIBITED UNLESS WRITTEN PERMISSION IS OBTAINED FROM SAUGEEN CONSERVATION.

ANY PERSON ENGAGED IN A PROHIBITED ACTIVITY IS TRESPASSING ON THIS PROPERTY AND IS GUILTY OF AN OFFENCE UNDER THE TRESPASS TO PROPERTY ACT.

MAXIMUM FINE \$2,000.00

FOR MORE INFORMATION, CONTACT SAUGEEN CONSERVATION (519) 364-1255

# Appendix C

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## Sample Notifications



### Example Public Notification 1 – Reservoir, Summer

<p><b>Safety on Reservoirs</b> Glenelg Dam</p>
<p><b>Warning</b></p> <p>Play it safe when visiting the Glenelg Dam.</p> <p>The conservation area in the vicinity of the Glenelg Dam can be an enjoyable recreational destination, provided certain safety precautions are observed.</p> <p>Boating, fishing and swimming above or below the dam can be very dangerous. For your own safety and the safety of those with you, obey all warning signs and stay out of all restricted areas.</p> <p>Boaters must comply with all Canadian Coast Guard regulations and practice safe boating at all times.</p> <p><b>When boating please wear your life jacket (personal floatation device, PFD)</b></p> <p><b>Saugeen Valley Conservation Authority</b></p>

### Example Public Notification 2 – Reservoir, Winter

<p><b>Safety on Reservoirs</b> Glenelg Dam</p>
<p><b>Warning</b></p> <p>Play it safe when visiting the Glenelg Dam this winter.</p> <p>The conservation area and the Glenelg Dam can be an enjoyable recreational destination, provided certain safety precautions are observed.</p> <p>Flowing water may cause thin ice in areas immediately upstream of the dam. The ice thickness is not monitored by Saugeen Valley Conservation Authority staff and engaging in activities on the ice could be dangerous.</p> <p>Please stay off the ice.</p> <p><b>Saugeen Valley Conservation Authority</b></p>

## Example Public Notification 3 – Safety Around Dams, General

### **Safety Around Dams**

Gleneig Dam

#### **An important message for visitors**

Saugeen Valley Conservation Authority's dam facilities can be interesting places to visit, provided certain precautions are observed.

Water control structures and dams, and the areas nearby can be dangerous to the unwary or the adventurous. Some hazards are readily apparent but others are not. Some hazards such as water flows immediately upstream of a dam may seem calm and safe to be in, but they are not. Instead, water flow immediately upstream of a water control structure is dangerous and contains strong currents and undertows that can easily cause a person who enters the water to drown.

Visitors should stay well clear of dams, water intake and conveyance structures, powerhouses, discharge channels and all electrical, mechanical and monitoring equipment. Areas of water immediately upstream and downstream of dams and generating facilities are hazardous.

Please respect fenced and gated areas and observe all posted signs. Stay on designated trails and be sure to supervise children closely.

For further information about our operations, please visit our website at [www.saugeenconservation.ca](http://www.saugeenconservation.ca).

Have a safe and informative visit!

**Saugeen Valley Conservation Authority**



**Final Public Safety Plan**

**Durham Lower Dam**

**Municipality of West Grey, Ontario**

**D.M. Wills Project Number 23-5618**



**D.M. Wills Associates Limited**

Partners in Engineering, Planning and  
Environmental Services  
Peterborough



**March 2024**

**Prepared for:**  
**Saugeen Valley**  
**Conservation Authority**



### Summary of Revisions

Rev. No.	Revision Title	Date	Summary of Revisions
-	Draft PSP	February 5, 2024	Initial Draft for Client Review
1	Final PSP	March 20, 2024	Issued as Final

This report/proposal has been formatted considering the requirements of the Accessibility for Ontarians with Disabilities Act.

## Authorization

This document has been developed to document the public safety measures at the Durham Lower Dam in the Municipality of West Grey, Ontario

Prepared by:



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David Green, P.Eng.  
Group Leader, Dam Engineering  
D.M. Wills Associates Limited

Date: March 20, 2024

Approved by:

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Jennifer Stephens  
General Manager/Secretary-Treasurer  
Saugeen Valley Conservation Authority

Date:

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## 1.0 Introduction

D.M. Wills Associates Limited (Wills) was retained by the Saugeen Valley Conservation Authority (SVCA) to complete a Public Safety Plan (PSP) for the Durham Lower Dam. This PSP has been prepared in accordance with the Canadian Dam Association (CDA) Guidelines for Public Safety Around Dams (CDA, 2011) and considers the Best Management Practices for Public Safety Around Dams (MNR, 2011).

The PSP utilizes information obtained through a site visit that was completed by Wills and the SVCA on September 20, 2023. The public safety hazards, risk levels and risk reduction recommendations contained in this PSP are a summary, based on information documented within the Final Public Safety Risk Assessment Report dated February 2024.

Electronic copies of this PSP are held in the SVCA's and Wills' files. Hardcopies have not been distributed.

## 2.0 Purpose

This document has been developed for two (2) purposes:

1. Summarize the hazards associated with the dam and its operation, describe the risks associated with the hazards and recommend control measure that, when implemented, will eliminate or reduce the risk of public injury or death during normal operations.
2. Outline the roles, responsibilities, procedures and timelines that are required in order for the SVCA to demonstrate public safety due diligence.

## 2.1 Topics Covered by the Public Safety Plan

The following topics are covered in this PSP:

- Roles and responsibilities of the SVCA.
- A description of the facility to which this PSP applies.
- Risk Assessment summary, including:
  - Public activities in the areas affected by the facility.
  - Hazards to the public that may be present.
  - Safety control measures that are currently employed to protect the public during normal operations.
  - Safety control measures that, when implemented, will address public safety hazards and risks created by normal operation.
- Procedures for inspection, remediation and modification of safety controls.
- Relevant mapping of the component areas.

- Sign index, or future sign index.
- Sign inventory for inspection purposes (example only).
- Public education plan.
- Records management.
- Incident reporting.

## 2.2 Topics NOT Covered by the Public Safety Plan

The following topics are NOT covered in this PSP:

- Areas outside of the component area boundaries.
- Private property.
- Properties under the control of a third party (i.e., properties leased to a third party) that are unaffected by the dam or its operations.
- Property owned by the Crown or others including public roads and provincial, municipal and conservation area lands and facilities that are unaffected by the dam or its operation.

This PSP is applicable throughout the range of **normal operating conditions**. Situations outside of the range of normal operations (i.e., spilling, summer drawdowns for maintenance) are the subject of separate protocols, which supersede this PSP.

The term “public” does NOT refer to SVCA staff or contractors working for the SVCA. Safety practices for these workers are to be managed in accordance with the requirements of the Occupational Health and Safety Act and its applicable Regulations and the SVCA’s health and safety policies.

## 3.0 Roles and Responsibilities

### 3.1 Saugeen Valley Conservation Authority

The SVCA has an obligation to:

- Understand public use within areas affected by the operation of its facilities.
- Identify the hazards and risks involved with public use of areas affected by the SVCA’s assets and their operations.
- Take all reasonably appropriate steps to remove or, where that is not possible, to reduce the public safety risks.

### 3.2 Management Staff

SVCA Management Staff are responsible for ensuring that a PSP is prepared, implemented and maintained. Specifically, Management Staff are responsible for ensuring that:

- A PSP is in place and aligns with the requirements of the SVCA's public safety policies.
- Inspections and remedial measures are performed, as required, under the PSP.
- Records are kept of inspections and remedial measures.
- Training is conducted so that staff involved can fulfill their respective roles and responsibilities.
- Safety controls are implemented or modified when changes to the physical structure or operating procedures may create an additional or modified public safety risk.
- Monitoring compliance with the PSP.
- Revisions to the PSP are performed as and when required, and that revised pages are sent for revisions of the digital copy and subsequent updates to PSP websites if applicable.

## 4.0 Site Description

### 4.1 Site Location

The Durham Lower Dam and dyke are located within the Town of Durham, Municipality of West Grey, Ontario, on the Saugeen River. The dam and dyke are used to mitigate the risk of flooding within the Town of Durham that is associated with the formation of frazil ice. The primary access to the dam is via the public road system and the dam is generally publicly accessible. A municipal parking area is located to the east of the dam site on Queen Street South. The location of the dam site is shown in **Figure 1**.

### 4.2 General Site Layout

The Durham Lower Dam is approximately 145 m long and was constructed as a concrete control structure with an earth embankment on the left side of the river. The original construction date of the dam is unknown; however, major rehabilitation works, including work on the concrete section of the dam and the installation of erosion protection on the earth embankment, were completed in the early 1980's. The concrete control structure is approximately 40 m wide and includes five 7.7 m wide sluices made up of two abutments and four piers.

The earth embankment was constructed along the left (east) bank of the Saugeen River to prevent floodwater from leaving the reservoir. The dyke is connected to the dam; however, it is unknown if it is keyed into the structure itself. A rip rap, emergency spillway was constructed through the earth embankment in approximately 2005 to direct water back into the river during ice jam events. The general site plan for the dam site is provided in **Figure 2**.

The Durham Lower Dam site is comprised of the following key elements:

- An authorized access trail that starts at the parking lot of Riverside Park on the east side of the dam (**Photo 1**) that passes over the control structure (**Photo 5**) and extends northwest to connect to Countess Street South.
- A 40 m wide concrete control structure (**Photo 2** and **Photo 3**) and an earth embankment (**Photo 4**) on the left (east) side of the structure. The earth embankment is included as part of a marked snowmobile trail by the Ontario Federation of Snowmobile Clubs.
- An emergency spillway (**Photo 6**) was constructed through the earth embankment to direct water back into the river during ice jam events.
- Riverside Park, a municipal park area (**Photo 7**).
- The Saugeen River upstream (**Photo 8**) and downstream (**Photo 9**) of the dam.



**Photo 1 – Access Trail, East Side of Dam**



**Photo 2 – Control Structure, Upstream**



**Photo 3 – Control Structure, Downstream**



**Photo 4 – Earth Embankment**





**Photo 5 – Control Structure, Deck**



**Photo 6 – Emergency Spillway**



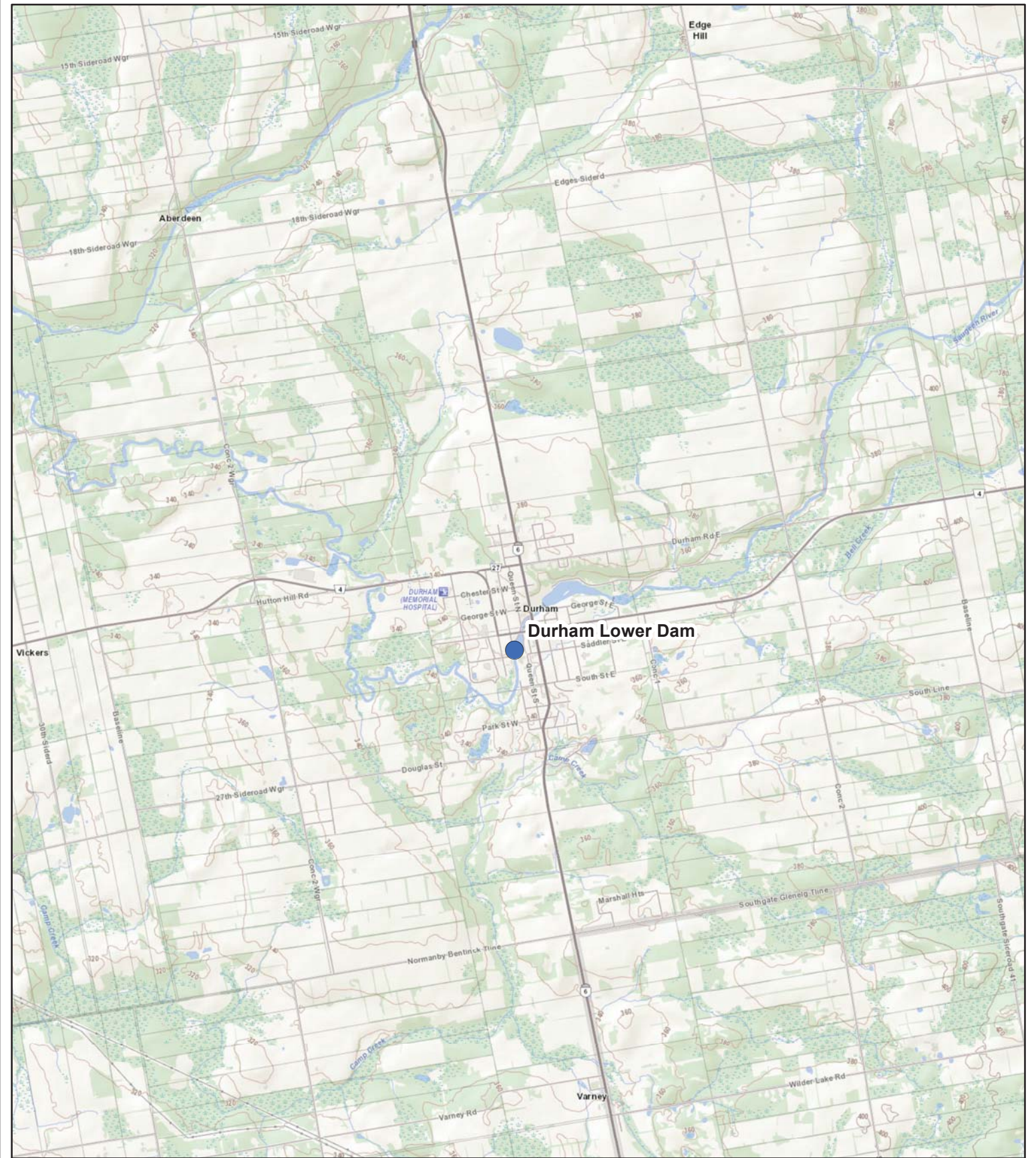
**Photo 7 – Riverside Park**




**Photo 8 – Saugeen River, Upstream**



**Photo 9 – Saugeen River, Downstream**

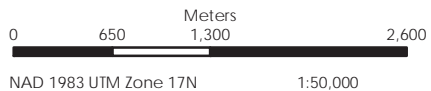


**Legend**

 Dam Location



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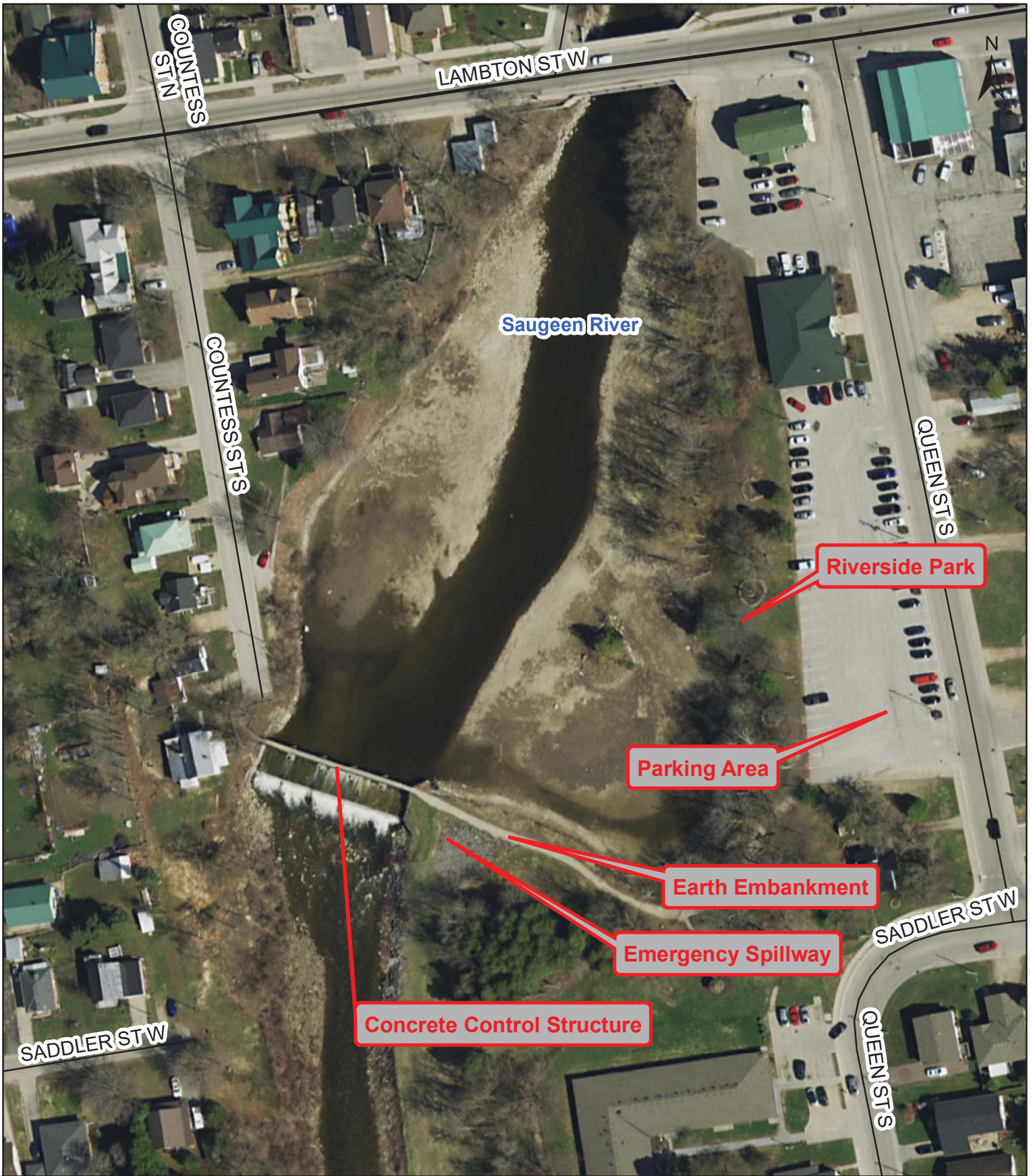


**Figure 1 - Location Plan**

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Checked By:	DG
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Project Number:	23-5618
Map File Number	Figure 1



D.M. Wills Associates Limited  
150 Jameson Drive  
Peterborough, Ontario  
K9J 0B9  
  
P. 705.742.2297  
F. 705.748.9944  
E. wills@dmwills.com  
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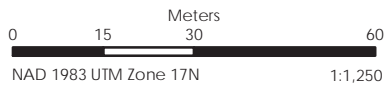


**Legend**

- Arterial
- Local



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**Figure 2 - Site Plan**

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D.M. Wills Associates Limited  
 150 Jameson Drive  
 Peterborough, Ontario  
 K9J 0B9  
 P. 705.742.2297  
 F. 705.748.9944  
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### 4.3 Operational Procedures

The dam is operated by SVCA staff. In general, the types of operations conducted at the site include:

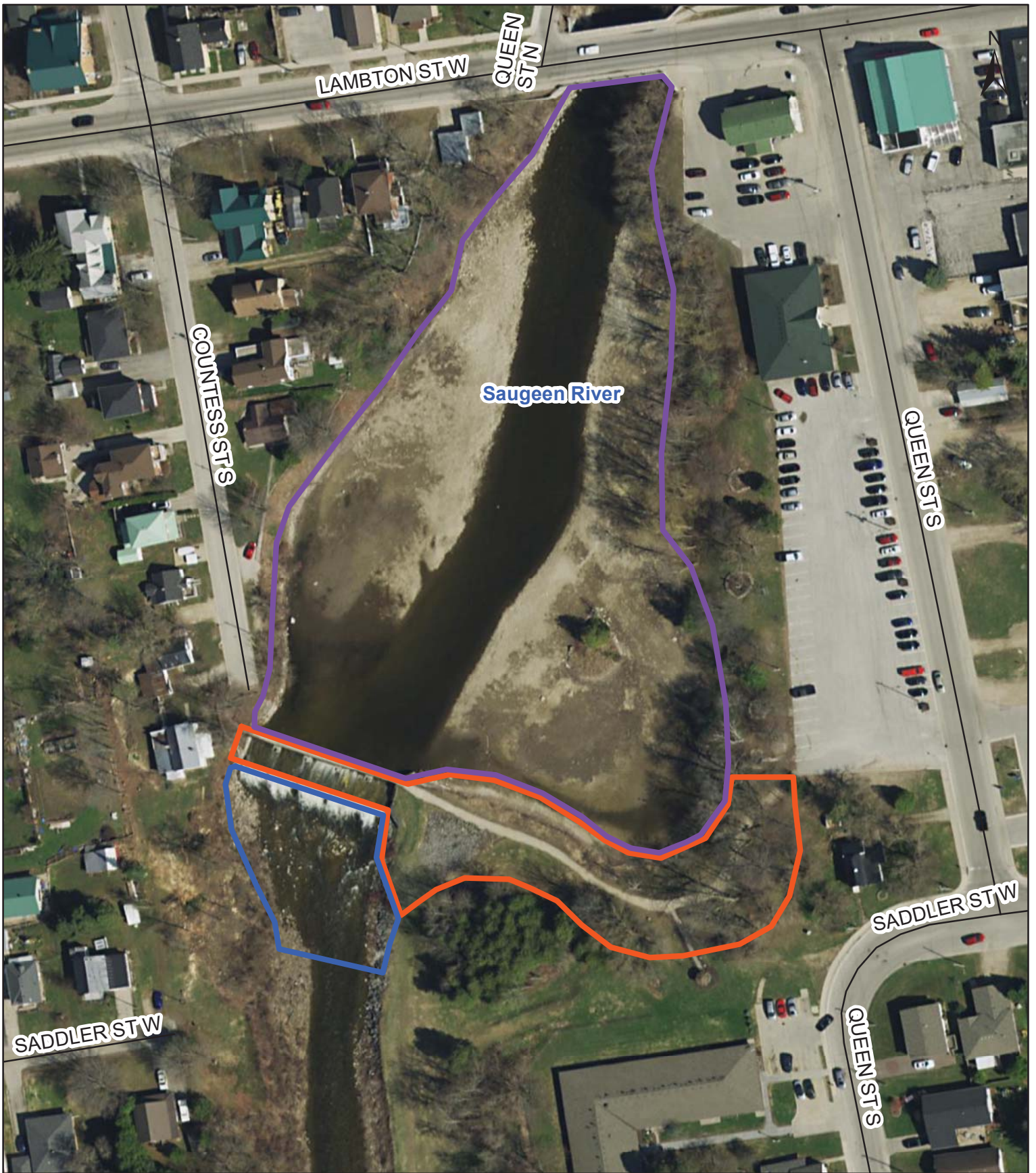
- Seasonal operation of the stoplogs and flashboards using standard operating procedures.
- Operation of stoplogs and flashboards, as required, in response to flood events.
- Removal of debris and ice.

## 5.0 Risk Assessment Summary

### 5.1 Component Areas

As shown in **Figure 3** and described in the Final Public Safety Risk Assessment Report (Wills, 2024), the dam site has been divided into three (3) main components, namely:

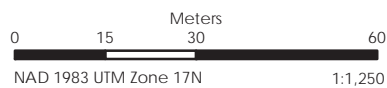
1. **Headpond:** The Headpond component area boundary extends from the upstream side of the dam to a distance of approximately 180 m upstream of the dam and encompasses the reservoir shoreline to a distance of 2 m back from the normal (summer) water's edge.
2. **Structure:** The Structure component area boundary includes the earth embankment section, concrete control structure, and emergency spillway.
3. **Tailrace:** The Tailrace component area boundary extends from the downstream side of the dam to a distance of approximately 40 m downstream.



**Legend**

- Headpond
- Structure
- Tailrace

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**Figure 3 - Component Areas**

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D.M. Wills Associates Limited  
 150 Jameson Drive  
 Peterborough, Ontario  
 K9J 0B9  
 P. 705.742.2297  
 F. 705.748.9944  
 E. wills@dmwills.com  
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## 5.2 Public Activities and Potential Hazards

**Table 1** lists the known and expected public activities and the potential hazards at the Durham Lower Dam.

**Table 1 – Public Activities and Potential Hazards**

Activity Descriptions	Potential Hazards
<b>Headpond</b>	
<b>From Water / Ice</b>	
<ul style="list-style-type: none"> <li>• Fishing from Boat</li> <li>• Canoeing / Kayaking / Rowing</li> <li>• Swimming</li> <li>• Skating</li> <li>• Ice Fishing</li> <li>• Snowmobiling</li> </ul>	<ul style="list-style-type: none"> <li>• Strong Currents or Undertows</li> <li>• Presence of Spillway with Stoplogs</li> <li>• Steep or Slippery Banks</li> <li>• Thin Ice</li> </ul>
<b>From Shore/Structure</b>	
<ul style="list-style-type: none"> <li>• Fishing from Shore</li> <li>• Walking</li> <li>• Climbing</li> <li>• Hiking</li> <li>• Picnicking</li> <li>• ATV / Dirt Biking</li> </ul>	<ul style="list-style-type: none"> <li>• Steep or Slippery Banks</li> <li>• Open Holes or Tripping</li> <li>• Thin Ice</li> </ul>
<b>Structure</b>	
<b>From Shore/Structure</b>	
<ul style="list-style-type: none"> <li>• Fishing</li> <li>• Walking / Hiking</li> <li>• Camping</li> <li>• Climbing</li> <li>• Picnicking</li> <li>• ATV / Dirt Biking</li> <li>• Snowmobiling</li> <li>• Skiing</li> <li>• Snowshoeing</li> <li>• Biking</li> <li>• Swimming / Diving</li> </ul>	<ul style="list-style-type: none"> <li>• Strong Currents or Undertows</li> <li>• Presence of Spillway with Stoplogs</li> <li>• Presence of Overflow Spillway or Dam</li> <li>• Steep or Slippery Banks</li> <li>• Falling from height &gt;3 metres</li> <li>• Inadequate Guardrails for Public</li> <li>• Open Holes or Tripping</li> </ul>

Activity Descriptions	Potential Hazards
<b>Tailrace</b>	
<b>From Water/Ice</b>	
<ul style="list-style-type: none"> <li>• Wading</li> <li>• Fishing from boat</li> <li>• Canoeing / Kayaking / Rowing</li> <li>• Swimming / Diving</li> </ul>	<ul style="list-style-type: none"> <li>• Strong Currents or Undertows</li> <li>• Presence of Spillway with Stoplogs</li> <li>• Presence of Overflow Spillway or Dam</li> <li>• Steep or Slippery Banks</li> <li>• Open Holes or Tripping</li> </ul>
<b>From Shore/Structure</b>	
<ul style="list-style-type: none"> <li>• Fishing from Shore</li> <li>• Walking</li> <li>• Climbing</li> <li>• Picnicking</li> <li>• Hiking</li> </ul>	<ul style="list-style-type: none"> <li>• Strong Currents or Undertows</li> <li>• Presence of Spillway with Stoplogs</li> <li>• Presence of Overflow Spillway or Dam</li> <li>• Steep or Slippery Banks</li> <li>• Open Holes or Tripping</li> </ul>

### 5.3 Risk Levels

The Public Safety Risk Assessment for the Durham Lower Dam identified that thirty three (33) risks exist. These consist of ten (10) High risks, fourteen (14) Medium risks and nine (9) Low risks. However, these can be changed to zero (0) High risks, seventeen (17) Medium risks and sixteen (16) Low risks if the reduction measures that have been recommended in the Final Public Safety Risk Assessment Report (Wills, 2024) are implemented.

## 6.0 Existing Control Measures and Opportunities for Improvement

### 6.1 Overview of Public Safety Control Measures Purpose

Safety control measures at dams are initiatives designed to protect the public by the installation of physical restraints and by raising awareness of hazards and risks associated with the facility.

Where the risks are high, the consequences severe, a site may be designated a Danger Zone in which unauthorized access is prohibited, and appropriate control measures are implemented. Danger zone risks are generally restricted through the use of restraints and DANGER signs. A restraint is typically defined as a fence, gate, or boom.

Where the risks to life and limb are intermittent or less extreme, a site may be deemed a **Warning Zone** in which the public are alerted to the specific nature of the risk and warned accordingly. Warning zone risks are generally posted through on-site signage and public education. Public education is typically through media advertising, pamphlets, the corporate website and employee awareness.

Selection of the appropriate control measure depends upon the nature and degree of risk each safety hazard represents to the public. The practicality and effectiveness of implementation and the site-specific conditions being addressed will influence the choice of control measure used.

## 6.2 Existing Control Measures

### 6.2.1 Headpond

There are a number of public safety measures in place that have the potential to mitigate public safety hazards within the Headpond component area, including:

- **Public Safety Signs** – There is an upstream facing public safety sign (~ 1.5 ft. x 2 ft.) mounted to the railing on the upstream side of the concrete structure. The sign is shown in **Photo 12** and its location is shown in **Figure 4**. The sign is not large enough to be seen from an appropriate distance upstream of the dam, and generally does not meet the current MNRF or CDA recommendations as outlined in the Best Management Practices for Public Safety Around Dams (MNR, 2011).



**Photo 12 – Upstream Facing Public Safety Sign**

### 6.2.2 Structure

There are a number of public safety measures in place that have the potential to mitigate public safety hazards within the Structure component area, including:

- **Public Safety Signs** – There are small (~ 1.3 ft. by 3 ft.) public safety signs installed on the outside of the railings on the left and right sides of the stoplog sluiceway (**Photo 13** and **Photo 14**). These signs generally do not meet the current MNRF recommendations as outlined in the Best Management Practices for Public Safety Around Dams (MNR, 2011).
- **Fencing/Railings** – There is a railing around the top of the sluiceway structure deck and along the tops of the wingwalls (**Photo 15** and **Photo 16**); however, the fencing/railings are beginning to deteriorate and the SVCA reported that there have been incidents of vandalism that have damaged the fencing.



- **Barricades** – There are gates on the left and right sides of the dam deck that are used to block public access to the dam when dam operations are occurring (**Photo 15**). The gates are secured open with locks when the dam is not being operated (**Photo 17**).

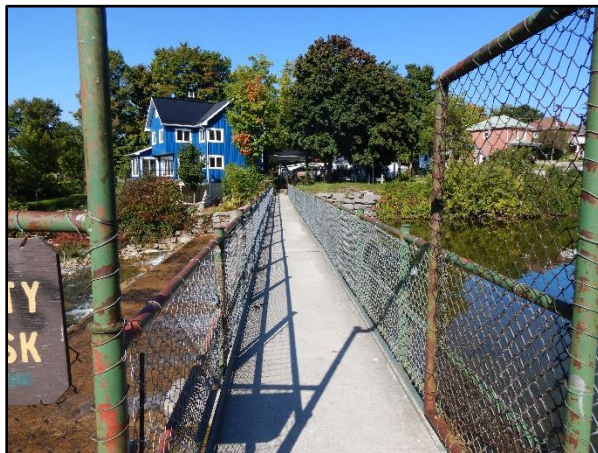
The location of the existing public safety measures are shown in **Figure 4** and the sign index is included in **Appendix B**.



**Photo 13 – Sign on the Left Side of the Structure**



**Photo 14 – Sign on the Right Side of the Structure**



**Photo 15 – Fencing Along the Structure Deck**



**Photo 16 – Fencing along the Left Wingwalls**



**Photo 17 – Lock Securing Gate on the Structure Deck**

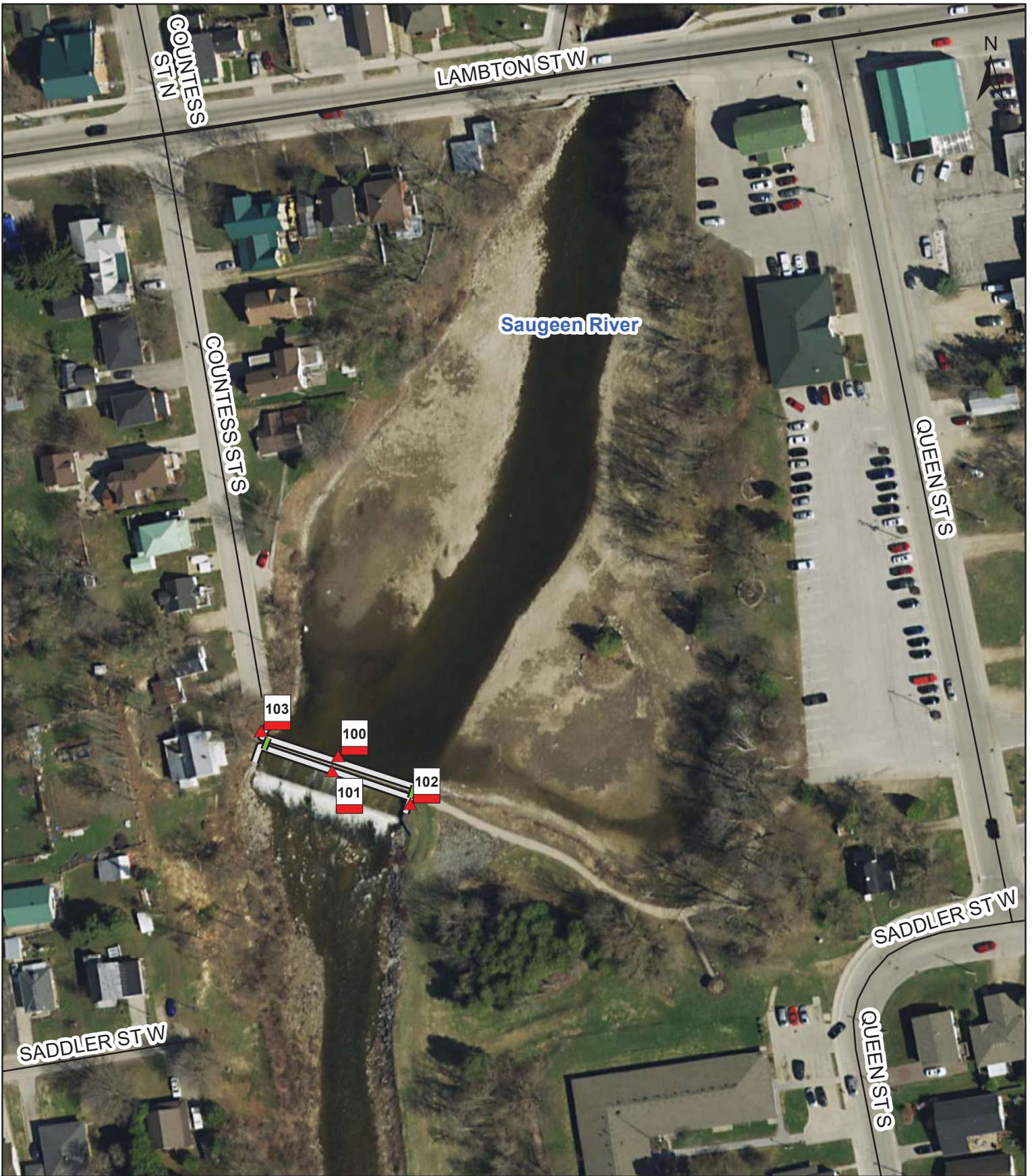
### 6.2.3 Tailrace

There are a number of public safety measures in place that have the potential to mitigate public safety hazards within the Tailrace component area, including:

- **Public Safety Signs** – There is a downstream facing public safety sign (~ 1.5 ft. x 2 ft.) mounted to the railing on the downstream side of the concrete structure. The sign is shown in **Photo 18** and its location is shown in **Figure 4**. The sign is not large enough to be seen from an appropriate distance downstream of the dam, and generally does not meet the current MNRF recommendations as outlined in the Best Management Practices for Public Safety Around Dams (MNR, 2011).



**Photo 18 – Downstream Facing Public Safety Sign**



**Legend**

- ▲ Existing Public Safety Signs
- Existing Gates
- Existing Railings

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0      15      30      60  
 Meters  
 NAD 1983 UTM Zone 17N      1:1,250

**Figure 4 - Existing Public Safety Measures**

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D.M. Wills Associates Limited  
150 Jameson Drive  
Peterborough, Ontario  
K9J 0B9

P. 705.742.2297  
F. 705.748.9944  
E. wills@dmwills.com  
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### 6.3 Opportunities for Improvement

A number of opportunities for improvement were detailed within the Final Public Safety Risk Assessment Report (Wills, 2024). The following is a summary of those recommendations:

#### Signage

- Replace the upstream facing public safety sign with a new large (1220 mm by 2440 mm) “DANGER, Dam Ahead, Keep Away” sign. The new sign should be installed in accordance with the Best Management Practices for Public Safety Around Dams (MNR, 2011).
- Replace the downstream facing public safety sign with a new large (1220 mm by 2440 mm) “DANGER, Dam Outflow, Keep Away” sign. The new sign should be installed in accordance with the Best Management Practices for Public Safety Around Dams (MNR, 2011).
- Install a new small (600 mm by 600 mm) “WARNING, Dam Area, Use At Own Risk” sign at the entrance to the trail from the Queen Street parking lot, on the approach from the right side, and on the approach from the downstream side. The new sign should be installed in accordance with the Best Management Practices for Public Safety Around Dams (MNR, 2011).
- Install new “No Swimming” signs in the summer and “No Skating” signs in the winter, with the appropriate pictographs, around the Headpond component area to indicate that there is to be no swimming or skating in this area.
- Install new small (600 mm by 600 mm) “DANGER, No Trespassing, Access Beyond This Point May Result In Drowning” signs on the fencing at the ends of the wingwalls (upstream and downstream sides of the dam), and on the deck access gates so that they are visible when the gates are closed. The new signs should be installed in accordance with the Best Management Practices for Public Safety Around Dams (MNR, 2011).
- Install a new small (600 mm by 600 mm) “DANGER, No Trespassing, Access Beyond This Point May Result In Drowning” sign on a post at the downstream end of the Tailrace component area. The new sign should be installed in accordance with the Best Management Practices for Public Safety Around Dams (MNR, 2011).
- Replace the “PRIVATE PROPERTY USE AT OWN RISK” signs on the left and right sides of the control structure fencing with a new small (300 mm by 460 mm) “PRIVATE PROPERTY, All Persons Crossing This Dam Do So At Their Own Risk” that includes the dam owner’s name and logo.

#### Booms and Buoys

- Install a private hazard buoy in the Headpond upstream of the dam in accordance with the Technical Bulletin: Booms and Buoys for Public Safety Around Dams (CDA, 2011).

### **Railings**

- Repair, replace, or upgrade the railings/fencing in all publicly accessible areas of the control structure deck and wingwalls. Railings should meet the requirements outlined in the Ontario Building Code.

### **Barricades**

- Repair, replace, or upgrade the gates to the control structure deck.





### **Operational Controls (Procedures)**

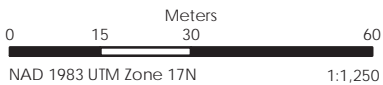
- Develop an Operations Manual that includes the following:
  - a. A clause within the appropriate procedures that indicates the requirement to check the Headpond, Structure and Tailrace component areas for members of the public prior to undertaking any operations.
  - b. Procedures for how to deal with members of the public in the event of their presence when the dam needs to be operated.
  - c. A section for public safety that includes requirement for SVCA staff to record and report public safety activities and incidents. The public safety activities/incidents can be documented using a Microsoft Excel Spreadsheet. The CDA Public Safety Incident Report form should be used to record and document all incidents.

The proposed public safety measures are shown in **Figure 5**. When implemented, these additional public safety measures will be identified and considered during the next update/review of the PSRA and PSP.



**Legend**

-  Proposed Public Safety Buoy
-  Danger Sign
-  Warning Sign
-  Public Information Sign



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**Figure 5 - Proposed Public Safety Measures**

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D.M. Wills Associates Limited  
 150 Jameson Drive  
 Peterborough, Ontario  
 K9J 0B9  
 P. 705.742.2297  
 F. 705.748.9944  
 E. wills@dmwills.com  
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## 7.0 Inspection and Maintenance Program

Although observations by staff or others can provide input at any time during the year, annual inspections of the public safety measures at the Durham Lower Dam shall be made and documented on a schedule established by the **Manager, Water Resources**. It is good practice, when weather and access permit, to inspect the facilities early in the year. In doing so, it will provide sufficient time to complete any repairs or public safety enhancements prior to the summer season.

The inspection should be documented on the Safety Control Inspection Report (included in **Appendix A**) and should consider the following, as applicable:

### Buoys

- Cables and anchors secure.
- Damaged flotation units.

### Fences and Gates

- Upright and secure.
- No holes or missing sections.
- No holes under fence.
- No paths established around fence.
- No vegetation overgrowing fence.

### Signs

- All signs are present and accounted for.
- Securely mounted.
- Clear and understandable.
- Visible (limiting factors could include vegetation, size of lettering, snow cover, etc.).
- Condition (defaced, damaged, etc.).

### Railings

- Structural degradation.
- Signs of corrosion.
- Loose Anchor bolts.
- Vandalism.

During inspections, the **Inspector** discovering an unsafe condition or an unreliable control device will, if possible, immediately remedy the deficiency. If a safety control device fails, the **Inspector** will complete and file a deficiency report. If the Inspector

cannot remedy the deficiency at the time of inspection, it is the responsibility of the **Inspector** to:

1. Implement interim safety measures and notify the **Manager, Water Resources** so that full repair can be properly undertaken.
2. Complete the **Safety Control Deficiency and Remediation Report** (included in **Appendix A**) and forward it to the **Manager, Water Resources** who will file the report to document all remediation measures.
3. Record any breakage, loss, or failure of a safety control due to vandalism, or other causes, including fallen trees, erosion, high water levels, motor vehicle incidents, acts of trespass into Danger zones, etc.
4. If a safety control fails, mark up the appropriate map to show the specific location of the item to be addressed and describe in the comment section of the Safety Control Deficiency and Remediation Report what the issue is.

Regardless of the initiating factor, the prompt and effective remedy of any deficiency in public safety controls is regarded as a priority. Once remedial actions have been concluded, ensure all remediation has been documented and filed appropriately.

It is important to maintain a record of remedial actions in regard to public safety in order to establish due diligence. Chronic maintenance issues that affect public safety could indicate where more attention to some aspects of the PSP is required.

## 8.0 Public Education Plan

The SVCA should implement initiatives that promote public safety and awareness at the site. The initiatives should:

- Inform the public about the risks and hazards related to the dam.
- Communicate roles and responsibilities of the public with respect to following signage and respecting the limits placed by physical control measures.
- Either notify the public or raise their awareness in regard to hazards identified at the site, for example:
  - Safety focused newsletters.
  - Targeted social media advertising.
  - Information made available on the SVCA's website and social media channels.
  - Coordination and communication with local authorities such as the NDMNRF and OPP, local media and other stakeholders, as appropriate.
- Note how the public can report any concerns about public safety.

Examples of Public Notifications are shown in **Appendix C** for the SVCA's consideration. These types of notifications could be placed in the newspaper, on the radio and on



social media prior to spring/summer. Another Public Notification may be used prior to the winter recreation season to include the hazards of thin ice on the reservoir.

## 9.0 Incident Reporting

The SVCA shall document any public safety incidents involving members of the public. An incident is defined as the potential or actual interaction between a member of the public and a hazard associated with the dam or its operation. This documentation should be used to inform the review and update of the Public Safety Risk Assessment and this PSP. Each incident report should contain, at a minimum, the following information:

- Date and approximate time of incident.
- Location of incident.
- Type of incident.
- Activities and sequence of events that led to the incident.
- Description of any response actions taken.
- Description of any resulting injury.

The Canadian Dam Association Public Safety Incident Report form, included in **Appendix A**, should be used to document any public safety incidents. All incidents should be reported to the **Manager, Water Resources**. Serious incidents should be reported immediately. Other incidents should be reported on a monthly basis.

## 10.0 Record Management

This document, the Durham Lower Dam Public Safety Plan, is meant to be a living document and needs to be updated as changes occur at the site. Examples of situations where an update to the Public Safety Risk Assessment and Public Safety Plan may be required include:

- Changes in the degree of public interaction.
- Changes in the potential consequences for a specific public interaction.
- New construction at the site which creates a change in operation.
- Identification of new public interactions.
- Changes in operating procedures.

As a minimum standard, the SVCA should maintain and keep the following documentation up-to-date:

- Public Safety Plan (this document).
- Public Safety Risk Assessment.

- Public safety incident reports.
- Maintenance and inspection reports.

It is recommended that the SVCA review the effectiveness of the PSP on an annual basis, whenever a new issue is observed or whenever a change at the site (as described above) occurs. The SVCA should have the PSP independently reviewed every five (5) years.

The SVCA should retain all records and documents for a minimum of two (2) PSRA/PSP review cycles (i.e. 10 years).

# Appendix A

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Forms and Reports

# Public Safety Incident Report

<b>1.0 Incident Identification</b>	<b>1.1 Site or Dam Name:</b>	<b>1.2 Incident Date</b> (mm/dd/yy):	<b>1.2 Incident Time:</b> <input type="checkbox"/> AM <input type="checkbox"/> PM	
	<b>1.4 River Name:</b>			
	<b>1.5 Location of Incident:</b> <input type="checkbox"/> Upstream (specific location) <input type="checkbox"/> Penstock <input type="checkbox"/> Authorized public access area <input type="checkbox"/> Headpond <input type="checkbox"/> Spillway <input type="checkbox"/> Boat Ramp(s) <input type="checkbox"/> Dam (e.g. Crest, Roof, Deck) <input type="checkbox"/> Intakes <input type="checkbox"/> Tailrace (designated dangerous area) <input type="checkbox"/> Roadways <input type="checkbox"/> Downstream (specific location) <input type="checkbox"/> Other:			
	<b>1.6 Incident Type:</b> <input type="checkbox"/> Fatality (not a suicide or homicide) <input type="checkbox"/> Trespassing or otherwise entering into a dangerous area <input type="checkbox"/> Injury <input type="checkbox"/> Failure of a physical control measure <input type="checkbox"/> Stranding/rescue <input type="checkbox"/> Failure to follow operating procedures <input type="checkbox"/> Other:			
	<b>1.7 Names of Individuals Involved (if known):</b>		<b>1.8 Names of Eyewitnesses:</b>	
	<b>1.9 Name of First Aid Responder:</b>			
	<b>1.10 Name of Hospital/Clinic:</b>			
	<b>1.11 Name of Responding Police Officer:</b>		<b>1.12 Police Report Number (if applicable):</b>	
	<b>2.1 Incident Description:</b>			
	<b>2.0 Description of Incident</b>			
<b>2.2 Describe the sequence of events leading to the incident and any injuries that resulted:</b> (Include observations by staff at site, resultant discussion with member(s) of the public, if any etc.)				

# Public Safety Incident Report

<b>3.0 Activities</b>	<b>3.1 What was the Persons(s) doing at the time of the injury/incident?</b> From Water / Ice <input type="checkbox"/> Fishing from Boat <input type="checkbox"/> Boating (under power) <input type="checkbox"/> Sailing <input type="checkbox"/> Windsurfing <input type="checkbox"/> Canoeing/Kayaking/Rowing <input type="checkbox"/> Waterskiing <input type="checkbox"/> Swimming <input type="checkbox"/> Jet Ski <input type="checkbox"/> Scuba Diving <input type="checkbox"/> Swimming/Diving <input type="checkbox"/> Skating <input type="checkbox"/> Ice Fishing <input type="checkbox"/> Snowmobiling <input type="checkbox"/> Other: <input type="checkbox"/> Unknown From Shore / Structure <input type="checkbox"/> Fishing from Shore <input type="checkbox"/> Walking <input type="checkbox"/> Climbing <input type="checkbox"/> Picnicking <input type="checkbox"/> ATV / Dirt Biking <input type="checkbox"/> Hiking <input type="checkbox"/> Skiing <input type="checkbox"/> Snowshoeing <input type="checkbox"/> Driving <input type="checkbox"/> Biking <input type="checkbox"/> Scuba Diving <input type="checkbox"/> Swimming/Diving <input type="checkbox"/> Accessing electrical equipment <input type="checkbox"/> Accessing mechanical equipment <input type="checkbox"/> Other: <input type="checkbox"/> Unknown <input type="checkbox"/> Trespassing		
<b>4.0 Control Measures</b>	<b>4.1 Select Physical Control Measures in place at time of the incident:</b> <input type="checkbox"/> Signage <input type="checkbox"/> Public Education (local) <input type="checkbox"/> N/A <input type="checkbox"/> Safety Booms <input type="checkbox"/> Video Surveillance <input type="checkbox"/> Safety Buoys <input type="checkbox"/> Fencing <input type="checkbox"/> Vehicle Barricades <input type="checkbox"/> Visual Danger Signal Device <input type="checkbox"/> Audible Danger Signaling Devices <input type="checkbox"/> Operational Control Procedure <input type="checkbox"/> Security Patrols <input type="checkbox"/> Other:		
<b>5.0 Environmental</b>	<b>5.1 Select the Physical / Environmental Factor(s) relevant to the incident</b> Physical <input type="checkbox"/> Slope Instability <input type="checkbox"/> Rapid Water Rise <input type="checkbox"/> Inaccessible Location <input type="checkbox"/> Steep Slopes <input type="checkbox"/> Sudden Release of Water <input type="checkbox"/> Exposed Equipment <input type="checkbox"/> Uneven Surfaces <input type="checkbox"/> Remote Release of Water <input type="checkbox"/> Sharp Objects <input type="checkbox"/> Slippery Surfaces <input type="checkbox"/> Ramped Release of Water <input type="checkbox"/> Structural Failure <input type="checkbox"/> Strong Currents/Undertow <input type="checkbox"/> Floating Debris <input type="checkbox"/> Energized Equipment <input type="checkbox"/> Failure of Vehicle or Vessel <input type="checkbox"/> Failure of Ice Cover <input type="checkbox"/> Other: Environmental <input type="checkbox"/> Cold Environment <input type="checkbox"/> Windy Conditions <input type="checkbox"/> Other: <input type="checkbox"/> Hot Environment <input type="checkbox"/> Dark, Night Conditions <input type="checkbox"/> Rainy Conditions <input type="checkbox"/> Low Lighting <input type="checkbox"/> Snow/Ice <input type="checkbox"/> Low Visibility		
<b>6.0 Corrective Measures</b>	<b>6.1 Describe any Immediate Action(s) Taken as a result of the incident.</b> (i.e. Corrective actions, warnings issued, charges laid, control measure repaired or upgraded, procedures written I amended)		
<b>7.0 Contact Information</b>	7.1 Contact Person on Site:	7.2 Submitted by:	

## Public Safety Plan Modification Report

**Location:** Durham Lower Dam

**Safety Issue:**

**Component:**  Headpond  Structure  
 Tailrace

**Description:** \_\_\_\_\_

**Modifications Required:**

Boom (b)  Fence (f)  Sign (s)  Other: (specify) \_\_\_\_\_

**Modification Description:** \_\_\_\_\_

**Safety Control ID Assigned:** \_\_\_\_\_

**Modification Completed:**

**Notes:** \_\_\_\_\_

**PSP Report Revisions Completed:**

- N/A  Map(s) Revised
- N/A  Sign Index Revised
- N/A  Public Notifications Revised
- N/A  Deficiency and Remediation Report(s) Revised
- N/A  Other: \_\_\_\_\_
- N/A  Revised Page(s) digital copy / web pages updated

**PSP Report Revisions Distributed:**

\_\_\_\_\_  
Completed (Person Responsible for Modification)      Date

\_\_\_\_\_  
Approved (Water Resources Manager)      Date

## Public Safety Measures Inspection Form

<b>Location:</b>	Durham Lower Dam
<b>Inspector:</b>	
<b>Inspection Date:</b>	

ID Code	Location/Component	Deficiency Description/Comment
<b>Signs</b>		





## Public Safety Measures Inspection Form

<b>Location:</b>	Durham Lower Dam
<b>Inspector:</b>	
<b>Inspection Date:</b>	

ID Code	Location/Component	Deficiency Description/Comment
<b>Booms / Buoys</b>		

## Appendix B

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Sign Index



Sign Identification Number - 100  
Durham Lower Dam

Upstream Side of Control Structure, Facing Upstream







Sign Identification Number - 103  
Durham Lower Dam

Right Side of Control Structure, Facing Right

# Appendix C

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## Sample Notifications

### Example Public Notification 1 – Reservoir, Summer

	<b>Safety on Reservoirs</b> Durham Lower Dam and Saugeen River
	<b>Warning</b>  Play it safe when visiting the Durham Lower Dam and Saugeen River.  The Saugeen River in the vicinity of the Durham Lower Dam can be an enjoyable recreational destination, provided certain safety precautions are observed.  Boating, fishing and swimming above or below the dam can be very dangerous. For your own safety and the safety of those with you, obey all warning signs and stay out of all restricted areas.  Boaters must comply with all Canadian Coast Guard regulations and practice safe boating at all times.  <b>When boating please wear your life jacket (personal floatation device, PFD)</b>  <b>Saugeen Valley Conservation Authority</b>

### Example Public Notification 2 – Reservoir, Winter

	<b>Safety on Reservoirs</b> Durham Lower Dam and Saugeen River
	<b>Warning</b>  Play it safe when visiting the Durham Lower Dam and the Saugeen River this winter.  The Saugeen River upstream of the Durham Lower Dam can be an enjoyable recreational destination, provided certain safety precautions are observed.  Flowing water may cause thin ice in areas immediately upstream of the dam. The ice thickness is not monitored by Saugeen Valley Conservation Authority staff and engaging in activities on the ice could be dangerous.  Please stay off the ice.  <b>Saugeen Valley Conservation Authority</b>



## Example Public Notification 3 – Safety Around Dams, General

### **Safety Around Dams**

Durham Lower Dam

#### **An important message for visitors**

Saugeen Valley Conservation Authority's dam facilities can be interesting places to visit, provided certain precautions are observed.

Water control structures and dams, and the areas nearby can be dangerous to the unwary or the adventurous. Some hazards are readily apparent but others are not. Some hazards such as water flows immediately upstream of a dam may seem calm and safe to be in, but they are not. Instead, water flow immediately upstream of a water control structure is dangerous and contains strong currents and undertows that can easily cause a person who enters the water to drown.

Visitors should stay well clear of dams, water intake and conveyance structures, powerhouses, discharge channels and all electrical, mechanical and monitoring equipment. Areas of water immediately upstream and downstream of dams and generating facilities are hazardous.

Please respect fenced and gated areas and observe all posted signs. Stay on designated trails and be sure to supervise children closely.

For further information about our operations, please visit our website at [www.saugeenconservation.ca](http://www.saugeenconservation.ca).

Have a safe and informative visit!

**Saugeen Valley Conservation Authority**