



Authority Meeting Agenda

Thursday, September 19, 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, September 19, 2024, be adopted as presented.

3. Declaration of Pecuniary Interest

4. Adoption of Minutes

4.1 Authority meeting – July 18, 2024

THAT the minutes of the Saugeen Valley Conservation Authority meeting, July 18, 2024, be adopted as presented.

5. Matters Arising from the Minutes – none at this time.

6. New Business

Corporate Services

6.1 GM-2024-11: SVCA Operational Plan – Erik Downing

6.2 GM-2024-12: Program Report – Erik Downing

6.3 Correspondence none at this time.

6.4 COR-2024-15: Confidentiality Policy– Erik Downing

THAT the Board of Directors approves the Confidentiality policy as presented.

6.5 COR-2024-16: Artificial Intelligence (AI) Policy – Erik Downing

THAT the Board of Directors approves the Artificial Intelligence policy as presented.

6.6 COR-2024-17: Fundraising Strategy – Erik Downing

THAT the Saugeen Valley Conservation Authority approve the proposed Fundraising Strategy as presented.

6.7 COR-2024-18: Pay Policy – Erik Downing

THAT the Saugeen Valley Conservation Authority approve the proposed Pay Policy as presented.

6.8 COR-2024-19: SVCA Annual Report – Erik Downing

THAT the Saugeen Valley Conservation Authority (SVCA) endorse the 2023 Annual Report as presented.

Environmental Planning and Regulations

6.9 EPR-2024-20: Permits Issued for Endorsement – Matt Armstrong

THAT Development, Interference with Wetlands and Alterations to Shorelines and Watercourse applications and Prohibited Activities, Exemptions and Permits applications #24-068, 24-078 to 24-129, and 24-131 to 24-151, as approved by staff, be endorsed.

Forestry and Lands

6.10 LAN-2024-05: Land Acquisition Policy – Erik Downing

THAT the Saugeen Valley Conservation Authority approve the proposed Land Acquisition Policy.

7. Closed Session – to discuss a litigation matter and personal matters about identifiable individuals

THAT the Authority move to Closed Session, In Camera to discuss a litigation matter; and further THAT, Erik Downing, Matt Armstrong, Madeline McFadden, and Janice Hagan remain in the meeting as required.

8. Adjournment

THAT the meeting be adjourned.



Saugeen Valley Conservation Authority

Minutes – Board of Directors Meeting

Date: Thursday July 18, 2024, 1:00 p.m.

Location: Formosa Administrative Office

Chair: Barbara Dobreen

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

Members absent: Larry Allison

Staff present: Matt Armstrong, Jody Duncan, Alex Duszczyszyn, Erik Downing, Darcy Frook, Janice Hagan, Kyle Hope, Donna Lacey, Rick Southcote

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

1. Land Acknowledgement – read by Member Paul Allen

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

2. Adoption of Agenda

Motion #G24-76

Moved by Peter Whitten

Seconded by Sue Paterson

THAT the agenda for the Saugeen Valley Conservation Authority meeting, July 18, 2024, be adopted as circulated.

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 – May 16, 2024

Motion #G24-77

Moved by Greg McLean

Seconded by Kevin Eccles

THAT the minutes of the Saugeen Valley Conservation Authority meeting, May 16, 2024, be adopted as presented.

Carried

4.2 Section 28 Hearing – May 16, 2024

Motion #G24-78

Moved by Moiken Penner

Seconded by Mike Niesen

THAT the minutes of the Section 28 Hearing, May 16, 2024, be adopted as presented.

Carried

5. Staff Introductions

The following staff were introduced to the Board of Directors:

Alex Duszczyszyn, Forestry Technician

Darcy Frook, Resources Information Technician

Kyle Hope, Capital Water Infrastructure Coordinator

Rick Southcote, Environmental Technician

6. Matters Arising from the Minutes – none at this time

7. New Business

Corporate Services

7.1 GM-2024-05: General Manager’s Report and Operational Plan

There was no discussion.

7.2 GM-2024-08: Program Report

There was no discussion.

7.3 Correspondence

There was no submitted correspondence.

7.4 Approved Committee Minutes

7.4.1 Executive Committee – June 6, 2024

7.4.2 Agricultural Advisory Committee – March 8, 2024

There was no discussion.

7.5 COR-2024-13: Bylaw Amendments

There was no discussion.

Motion #G24-79

Moved by Paul Allen

Seconded by Bud Halpin

THAT the Board of Directors of the Saugeen Valley Conservation Authority approves the recommended Administrative Bylaw amendments as presented in this report.

Carried

7.6 COR-2024-14: Grey County Prosecution Agreement

In 2023, SVCA initiated a pilot project with Grey County Legal Services but has not yet utilized their services. Given the positive feedback from Grey Sauble Conservation regarding the support they received, SVCA staff recommend signing the new agreement with Grey County Legal Services.

Motion #G24-80

Moved by Tom Hutchinson

Seconded by Steve McCabe

THAT SVCA signs Grey County Legal Services agreement, following the 2023 pilot project, to acquire legal services assistance from Grey County on Section 28 and Section 29 Conservation Authority's (CA) Act items.

Carried

Environmental Planning and Regulations

7.7 EPR-2024-18: Permits Issued for Endorsement

There was no discussion.

Motion #G24-81

Moved by Greg McLean

Seconded by Kevin Eccles

THAT Development, Interference with Wetlands and Alterations to Shorelines and Watercourse applications and Prohibited Activities, Exemptions and Permits applications #24-068, 24-078 to 24-129, and 24-131 to 24-151, as approved by staff, be endorsed.

Carried

7.8 EPR-2024-19: Southampton Two Zone Floodplain

Report EPR-2024-19 was submitted to the Authority for their information.

Forestry and Lands

7.9 Verbal Update: Varney Pond

Staff have received response from the Department of Fisheries and Oceans (DFO), stating "DFO is requesting that Saugeen Valley Conservation Authority consider an alternative plan for the future swim pond operation, due to potential impacts to fish and fish habitat."

Staff have received a verbal response from the Ministry of Natural Resources and are awaiting a written response.

Staff have received a written response from the Ministry of Environment stating "the ministry does not issue any type of instrument to release pond water in the way you described. To protect downstream receivers, the water needs to be released in a slow, controlled manner. The park opened as usual this spring except for filling of the pond.

The Directors discussed the verbal report and directed staff to continue exploring options.

7.10 LAN-2024-05: Approval for Consultation – Conservation Areas Strategy

Staff presented the draft Conservation Areas Strategy and sought approval for public consultation. According to the *Conservation Authorities Act*, the final Strategy must be completed by December 31, 2024.

Motion #G24-82

Moved by Bud Halpin
Seconded by Paul Allen

THAT the Board of Directors approve the Conservation Areas Strategy draft to support the next step of public consultation, as required by Section 21.1 (1) of the *Conservation Authorities Act* and Ontario Regulation 686/21 (9) (10).

Carried

7.11 LAN-2024-06: 2025 Campground Fees

Motion #G24-83

Moved by Mike Niesen
Seconded by Bud Halpin

THAT camping and associated rates be increased as proposed for the 2025 camping season.

Carried

Bill Stewart joined the meeting at 1:42 p.m.

Water Resources

7.12 WR-2024-05: Flood Forecasting and Warning – Hydrometric Network Update

There was no discussion.

Motion #G24-84

Moved by Dave Myette
Seconded by Greg McLean

THAT the Board of Directors endorse the proposed plan for improvements to SVCA's hydrometric network; and further

THAT the Board of Directors support decommissioning the Teeswater River at Bruce Road 20 (Greenock) stream gauge station

Carried

7.13 WR-2024-06: Information sharing with Municipal Partners

Staff recommend that the Board support full transparency with applicable municipal partners through the sharing of all available documents and reports, related to water and erosion control infrastructure that is designated as special benefitting.

Motion #G24-85

Moved by Jennifer Prenger
Seconded by Bill Stewart

THAT the Board of Directors support transparency with the applicable municipal partners through the sharing of all available documents, drawings, and reports, both historic and current, related to water and erosion control infrastructure that is deemed special benefitting.

Carried

7.14 WR-2024-07: Walkerton Hydro Dam – Next Steps

The Walkerton Hydro dam is in poor condition according to the 2022 D.M. Wills Assessment. Engineering recommendations include complete removal and restoration of the creek channel. After discussion the following resolution carried:

Motion #G24-86

Moved by Greg McLean

Seconded by Moiken Penner

THAT the SVCA Board of Directors support staff in pursuit of removal of the Walkerton Hydro Dam; and further

THAT the SVCA Board of Directors endorses initiation of the Walkerton Hydro Dam Environmental Assessment, Phase 1 in 2024, pending a successful WECl application.

Carried

7.15 WR-2024-08: Watershed Resource Based Management Strategy

Conservation authorities are required under the *Conservation Authorities Act* Regulation, to develop a watershed-based resource management strategy, following guidelines outlined in subsections 12(4) to 12(9). A draft of the strategy has been prepared for public consultation.

Motion #G24-87

Moved by Jennifer Prenger

Seconded by Sue Paterson

THAT the Board of Directors approve the Watershed Based Resource Management Strategy draft to support the next step of public consultation, as required by Section 21.1 of the *Conservation Authorities Act* and Ontario Regulation 686/21 (Appendix A).

Carried

7.16 WR-2024-09: Ice Management Plan

An Ice Management Plan was presented to the Board to fulfill a mandated deliverable of the *Conservation Authorities Act*. The plan addresses the fundamentals of river ice processes, outlines current issues, and proposes preventive measures to mitigate risks.

Motion #G24-88

Moved by Tom Hutchinson

Seconded by Bill Stewart

THAT the Board of Directors endorses the Ice Management Plan, as required by Section 21.1 of the *Conservation Authorities Act* and Ontario Regulation 686/21 (Appendix A).

Carried

7.17 WR-2024-10: Durham Upper Dam (DUD) – A Historical Summary

The Board had an in-depth discussion about staff's recommendations concerning the DUD, focusing on the current safety concerns stemming from its structural condition and ongoing deterioration. A safety inspection by D.M. Wills revealed both structural, operational, and public safety issues.

Motion #G24-89

Moved by Bill Stewart

Seconded by Steve McCabe

THAT the Board of Directors directs staff to address all operator and public safety recommendations, as detailed in the June 7, 2024, D.M. Wills letter, titled *Durham Upper Dam, Operator and Public Safety Review*; and further

THAT the Board of Directors support fulsome public consultation as it relates to past and current history of ice operations at the Durham Upper Dam.

Amendment: #G24-90

Moved by Jennifer Prenger

Seconded by Kevin Eccles

That Motion G24-89 be amended to remove “past and current history of” in the second clause.

Carried

Amendment: (2nd) #G24-91

Moved by Bill Stewart

Seconded by Steve McCabe

That Motion G24-89 be amended to include “public consultation through the EA process” in the second clause.

Carried

Amendment (3rd) #G24-92

Moved by Paul Allen

Seconded by Dave Myette

Add “THAT the decision regarding winter operation be deferred to a future meeting.”

Carried

Motion #G24-89 (amended)

Moved by Bill Stewart

Seconded by Steve McCabe

THAT the Board of Directors directs staff to address all operator and public safety recommendations, as detailed in the June 7, 2024, D.M. Wills letter, titled *Durham Upper Dam, Operator and Public Safety Review*; and further

THAT the Board of Directors support fulsome public consultation through an EA process as it relates to operations at, and future of the Durham Upper Dam, and

THAT the decision regarding winter operation be deferred to a future meeting.

Carried

8. Closed Session – to discuss a litigation matter and personal matters about identifiable individuals

Motion #G24-93

Moved by Moiken Penner

Seconded by Bud Halpin

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

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

Carried

Motion #G24-96

Moved by Gregory McLean

Seconded by Kevin Eccles

THAT the Authority adjourn from closed session and rise and report.

Carried

Chair Dobreen declared that only those topics for which the Authority went into Closed Session were discussed.

9. Adjournment

There being no further business, the meeting adjourned at 4:24 p.m. on the motion of Peter Whitten and Kevin Eccles.

Barbara Dobreen
Chair

Janice Hagan
Recording Secretary

GM-2024-11: SVCA Operational Plan September 2024

All Departments

Significant Activity	2024 Operational Task	Target Completion Date	Responsible for Deliverables
2023 Performance Evaluations	In Progress	September 2024	E. Downing
Job Descriptions for Market Compensation Review	In Progress	Report to September Board Meeting	E. Downing
Job Hazard Analysis – Creation of Task Lists	In Progress	December 2024	Managers
Content Management System – Beta System ready with EPR information	In Progress	Beta Available to staff	M. Armstrong
Annual 2023 SVCA Report	In Progress	Report in September Board Meeting	A.Richards, E.Downing
Staff Training	Ongoing	December 2024	
Mapping Working Group	In Progress	December 2024	E.Downing

Department: Corporate Services

Significant Activity	2024 Operational Task	Target Completion Date	Responsible for Deliverables
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	Ongoing	WR Manager
Administration	Submission of MFIPPA reporting for 2023	Complete	J. Hagan
Human Resources	Modernize SVCA's Personnel Policy	September 2024	E. Downing
Human Resources	Accessibility Policy Development	Complete	J. Hagan
Human Resources	Code of Conduct	Report in September Board Meeting	J. Hagan
Finance	Complete 2023 Audit	Complete	Corporate Services Manager
Administration	Document Retention Policy	Complete	E. Downing
Human Resources	Compensation Policy	Report in September Board Meeting	E. Downing
Human Resources	Volatile Client Plan	October 2024	J. Hagan

Significant Activity	2024 Operational Task	Target Completion Date	Responsible for Deliverables
Human Resources	Emergency Communication Plan	October 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	Corporate Services Manager
Administration	Revenue Generation Strategy	December 2024	E. Downing

Department: Environmental Planning and Regulations

Significant Activity	2024 Operational Task	Target Completion Date	Responsible for Deliverables
Environmental Planning	Plan review of applications and pre-consultation meetings/site visits.	Ongoing	M. Armstrong
Environmental Planning	Review of Comprehensive Planning Documents (Official Plans, Comprehensive Zoning By-Laws)	Ongoing	M. Armstrong
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	M. Armstrong
Regulatory Mapping	Update regulation limits on mapping.	Complete	M. Armstrong
General	Revise Complete Application Checklist and post online.	Complete	M. Armstrong
General	Website Updates	Complete	M. Armstrong, A. Richards
Environmental Planning	Completion of Environmental Planning and Regulations Policy Manual Revisions	November 2024	M. Armstrong
Environmental Planning	Update Planning Service Agreements to reflect Bill 23 changes	October 2024	M. Armstrong
General	Board of Directors Hearing Training – Section 28	October 2024	M. Armstrong
General	Landowner Recognition Program Brainstorming	December 2024	M. Armstrong
General	Amish and Mennonite Outreach Strategy Planning	December 2024	M. Armstrong, A. Richards
General	Professional Development Strategy Planning	December 2024	M. Armstrong

Department: Water Resources

Significant Activity	2024 Operational Task	Target Completion Date	Responsible for Deliverables
Water Resources Committee	Conduct meetings to discuss matters requiring direction.	As needed	Water Resources Manager
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	Water Resources Manager
Water and Erosion Control Infrastructure	Complete database of existing easements and identify additional easement requirements, if needed.	Ongoing	WR Manager, K. Hope
Water and Erosion Control Infrastructure	Confirmation of infrastructure ownership.	Ongoing	WR Manager, K. Hope
Flood Forecasting and Warning	Flood watch training	Internal – Complete External - Ongoing	J. Duncan
Water and Erosion Control Infrastructure	Apply for Water and Erosion Control Infrastructure (WECI) funding	Complete	WR Manager
NWMO	Environmental Monitoring Baseline Program – Year 2 Final Report	May 2024	B. Walter
Ontario Low Water Response	Creation of Low Water Response Committee	June 2024	J. Duncan
Water Quality	Completion of SVCA Water Quality Report	Complete	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	Water Resources Manager

Significant Activity	2024 Operational Task	Target Completion Date	Responsible for Deliverables
General	Professional Development Strategy Planning	December 2024	Water Resources Manager
General	Risk Evaluation Planning	December 2024	Water Resources Manager
Ice Management Plan	Complete Ice Management Plan for SVCA watershed.	December 2024	Water Resources Manager, 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	B. Walter
Water and Erosion Control Infrastructure	Complete an operational plan for SVCA structures.	December 2024	Water Resources Manager, K. Hope
Water and Erosion Control Infrastructure	Complete an asset management plan for SVCA structures.	December 2024	Water Resources Manager, 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	Water Resources Manager, K. Hope
Watershed Management	Complete a watershed-based resource management strategy.	December 2024	Water Resources Manager, R. Southcote

Department: Forestry and Lands

Significant Activity	2024 Operational Task	Target Completion Date	Responsible for Deliverables
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, Forestry Technician
Tree Planting	Plant trees on private properties.	Ongoing	D. Lacey, Forestry Technician
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	October 2024	D. Lacey
Lands Management	Develop Land Acquisition and Disposition Policies	Report in September Board Meeting	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, Lands Technician
Lands Management	Civic Address Assignment for SVCA Properties	December 2024	D. Lacey
General	Professional Development Strategy Planning	December 2024	D. Lacey

Programs Report # GM-2024-12

September 19, 2024

General Manager

Department News

- July 25, GM/ST met with Kincardine CAO and Mayor to talk about Kincardine-SVCA relationship, CA Act Changes, SVCA initiatives and updates.
- August 9, NWMO Project Coordinator resigned. The position has been filled by SVCA staff recalled from a secondment with Conservation Ontario.
- August 25, Durham Conservation Area had a grand opening of Disc Golf and Winter Camping initiatives. SVCA Chair, GM/ST(A), Mayor of West Grey, and the Durham CA Superintendent spoke to the over 200+ attendees about these exciting new offerings at the park.
- Hiring process for Manager of Corporate Services and Manager of Water Resources moved through interview process with candidates, GM/ST, and other SVCA managers in August. Viable candidates were identified, were interviewed, and successful candidates in the interview process for each position have accepted the positions.
- Starting September 30th, the Water Resources Manager will start. This individual has a PhD in Aquatic Sciences, with experience at Environment Canada in Water Management, as well as significant experience in private sector, managing and budgeting large projects including grant applications and staff management. Currently living in the Paris Ontario area, they plan to move to the area as soon as possible.
- The Corporate Services Manager as of September 30th is a Certified General Accountant and Chartered Professional Accountant with more than ten years of progressive accounting and management experience in a healthcare setting and private sector accounting. They are also active locally in community groups and are a volunteer fire fighter.

Corporate Services

Administration

- Organized the financial planning for Durham's winter camping.
- Onboarded Brucedale to the new camping software.
- Successful implementation of seasonal invoicing in the new software.

GIS:

- Working on web mapping for EPR public consultation starting at the end of the month

- Updated Lake Huron 100-year flood line using new Lidar data
- Working on updating related shoreline layers (wave uprush, dynamic beach, regulation limit)
- Updated hazard/approximated screening areas to include LSW's that should be included in those layers
- Fulfilled various data requests from outside organizations including providing Grey County with trail data for Sulphur Spring, Allan Park and Durham CA to use in the printed publications
- Day to day data maintenance

Communications:

- Social media campaign continues
- Posting for public comment on Water Resources Management Strategy and Conservation Areas Strategy has opened and closed. Sorting and summarizing comments received for staff review.
- Assisted with materials for Durham Conservation Area event.

Environmental Planning & Regulations (EPR)

Department News

- EPR organized a valuable three-day wetland training session for SVCA staff, alongside colleagues from Maitland Valley CA. The program covered topics like hydric soils, hydrophytic plants, and wetland evaluation.
- Staff continue to work with Central Lake Ontario Conservation Authority (CLOCA) staff on the new content management system. Staff were recently granted access to test a beta version of the system and early impressions are positive.
- EPR staff participated in a workshop with the Shared Path Consultation Initiative to hear perspectives on the rights and interests of Indigenous communities in Ontario planning practice.
- An update to the Environmental Planning and Regulations Policies Manual continues to be drafted by staff.
- Updated floodplain mapping in Southampton and Huron-Kinloss related to the FHIMP program is now 'live' and in use by EPR staff.
- One Planning Technician position remains vacant related to the GM/S-T staff shuffle.

Forestry and Lands

The department has bid farewell to our Lands Technician and Forestry Technician. We have hired a new Forestry Technician who will be starting in November. Interviews for the Lands Technician position are currently underway, and the job posting for the second Forestry Technician position

has been released. The department is still experiencing staff shortages and hopes to have everyone back and positions filled soon.

Managed forest plans are being written and submitted for many landowners.

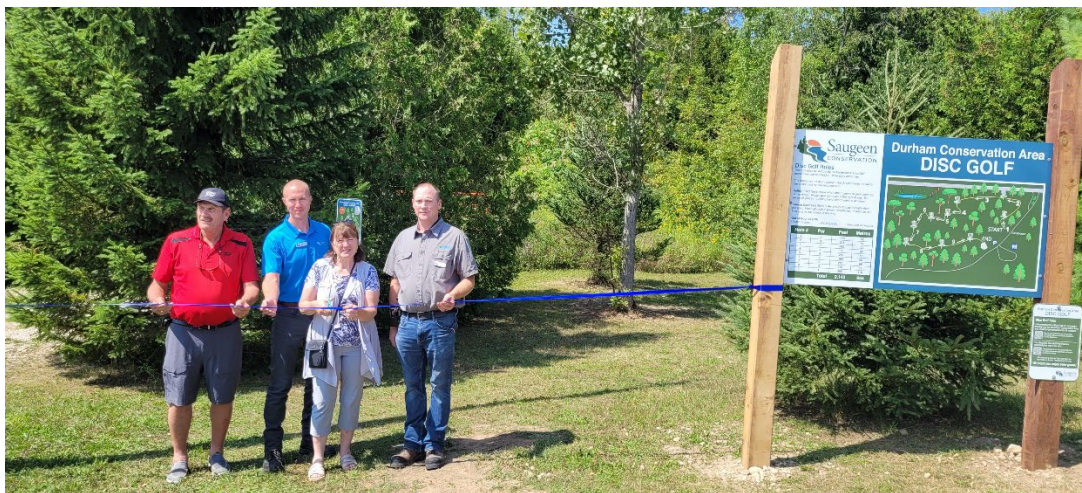
Our Campgrounds are running smoothly.

Sulphur Spring CA was one of the locations for the Walk for Alzheimer's. For the second year, this walk brought many visitors to the park to raise funds and walk the Sulphur Spring trail

Allan Park CA hosted two Bluewater District School Board Mountain Bike race days.

Schmidt Lake hosted another tour run by the Cargill Greenock Swamp Promotional Association.

Staff are continuing to maintain trails, properties, and infrastructure.



Ribbon cutting for the grand opening Disc Golf and winter camping at Durham Conservation Area/Campground. (From left to right: Kevin Eccles, Mayor, Municipality of West Grey, Erik Downing, GM/S-T (Acting), Barbara Dobreen, Deputy Mayor, Township of Southgate, Lee Watson, Superintendent, Durham Campground.)

Water Resources

Water Quality

SVCA staff have completed work on the 2023 Annual Water Quality Report. The report will be released publicly and promoted by SVCA, including through presentations to member municipalities. Surface water sampling for the Provincial Water Quality Monitoring Network and SVCA's internal program continues to take place monthly throughout the fall. Benthic macroinvertebrate sampling was completed in May, the samples are being processed and will be sent for analysis imminently, data will be used in future reports to enhance the understanding of water quality in our watershed. Groundwater sampling for the Provincial Groundwater Monitoring Network begins this month and will continue throughout the fall.

Flood Forecasting and Warning (FFW)

No flood messages have been issued since the last Board of Directors meeting. Stream flows are currently within their seasonal range throughout the watershed.

Funding Applications

Staff are pleased to announce that a funding application to RBC's Tech for Nature grant was successful. Funding will be used to complete upgrades to SVCA's hydrometric network, a critical component of the flood forecasting and warning system. As a result of this funding, all remaining stations requiring equipment upgrades are scheduled for completion by the end of 2024.

Presentations:

SVCA Flood Forecasting and Warning staff, alongside EPR staff, will be providing a presentation to Town of Hanover on September 18th, in advance of a scheduled mock emergency management exercise. Flood Forecasting and Warning staff will also be participating alongside Town of Hanover staff in the mock exercise, scheduled for October 2nd.

Water Resources Technician

SVCA's Water Resources Technician, a position supported through Canada Summers Job, concluded their 4-month contract on August 30th. The Water Resources Department wishes to thank this staff member for their hard work this summer. The support of this position allowed for the completion of a large amount of much-needed fieldwork this summer, amongst other tasks.

Rain and Snow Dashboards

SVCA's public rain and snow dashboards have been updated on their biannual schedule. The rain dashboard has been updated with data through the end of July 2024, while the snow dashboard has been updated with data from the 2023/24 snow survey season.

Capital Projects

The Water and Erosion Control Infrastructure (WECI) program, administered by the Ministry of Natural Resources (MNR), application period has opened and closed with SVCA requesting \$900,000 in funding for several studies, repairs, and safety projects around the watershed. The WECI review process has been completed and provided funding for eight SVCA projects including: Fencing improvements at Durham Lower Dam, Sulphur Spring, Glenelg Dam, and Hanover Dam, Paisley Dyke Improvement Phase I, Tree Remediation Assessments at Walkerton Flood Control Works and Hanover Dam, and safety signage along Neustadt Creek. Staff are currently drafting RFPs for the work with the fencing RFQ currently up for bidding and closing on September 20th.

Annual inspections of nine (9) SVCA dams and the subsequent reports have been completed and reviewed with no significant change since last year's inspections. SVCA staff have continued infrastructure inspections in accordance with SVCA internal inspection frequency. An external inspection was completed by Pearson Engineering for the Inverhuron culvert to determine condition and any recommended actions. The inspection report is expected to be completed by the end of September.

Staff are working on Durham Upper Dam (DUD) climate analysis to determine frazil ice generation over the last 30 years in Durham as well as safety stipulations laid out in the last board meeting. Staff are consulting with D.M. Wills regarding the proper procedure and installation of a new safety boom at the DUD.

Category 2 Agreements responsibilities are underway with grass cutting and vegetation control.

Request for Proposals and Quotations (RFPs and RFQs)

SVCA staff have issued or working on the following RFPs:

- Tree Remediation Assessment – WECl funding has been awarded for the Hanover Dam and Walkerton Flood Control Project. Staff are currently working with D.M. Wills on adjusting RFP to undertake the two funding by WECl and negotiate more SVCA projects if possible.
- Fencing Project RFQ – To install and improve fencing at four (4) different SVCA projects for public safety and comply with Dam Safety Standards/Ontario Building Code.
- Paisley Dyke Improvement Phase I – Drafting the RFP to address the toe erosion along the Paisley Dyke to potentially start in October.

Report #COR-2024-15

Report To: Chair and Directors, Saugeen Valley Conservation Authority
From: Erik Downing, General Manager/Secretary-Treasurer
Date: September 19, 2024
Subject: Confidentiality Policy
Purpose: To seek approval for the implementation of the Confidentiality Policy

Recommendation

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

Background

The Saugeen Valley Conservation Authority (SVCA) continues to evaluate its policies to ensure they meet current needs and legislative standards. The latest outcome of this ongoing initiative is the development of a Confidentiality Policy. This newly established policy is designed to safeguard sensitive information, ensuring that all data is handled with the utmost discretion and in compliance with relevant regulations. SVCA employees upon hiring will sign a confidentiality clause currently.

Analysis

The Confidentiality Policy is instrumental in building a foundation of trust within the organization. The policy addresses the confidentiality of records including any data, reports, records, plans, or other materials (in any form) related to Saugeen Conservation and its clients that are not publicly available, ensuring that all such data is managed with the highest level of integrity and in accordance with legal and regulatory requirements. This not only protects the privacy of individuals but also upholds the organization's reputation for transparency and ethical conduct. Adhering to this policy will help cultivate a culture of mutual respect and integrity, ultimately contributing to the long-term success and sustainability of SVCA.

Strategic Plan Linkages

R1.0 Development of a robust, stable and adaptable organization
R1.3 Document Management and Retention Policy and Action
E1.6 Internal Training and Policy

Prepared by:

[Original Signed By]

Janice Hagan, Executive Assistant/Legislative Services Coordinator

Approved by:

[Original Signed By]

Erik Downing, General Manager/Secretary-Treasurer

Confidentiality Policy DRAFT

Intent

The purpose of this policy is to ensure that all confidential information related to SVCA, and its clients, is protected and used appropriately. Confidentiality is essential to maintaining the trust of our clients, partners, and the public, and to safeguarding the integrity and reputation of SVCA.

Scope

This policy applies to all employees of SVCA, as well as contractors, volunteers, and any other individuals engaged in activities on behalf of SVCA. It encompasses all work-related activities, whether conducted on SVCA premises, off-site locations, or through electronic communications including virtual meetings. It encompasses all confidential information, including that shared internally among staff, unless expressly directed otherwise by authorized SVCA personnel.

Guidelines

In recognition of the responsibility to protect sensitive information, all individuals covered by this policy agree to the following terms:

Confidential Information

Confidential information includes, but is not limited to, any data, reports, records, plans, or other materials (in any form) related to Saugeen Conservation and its clients that are not publicly available.

Non-Disclosure

Individuals agree not to disclose any confidential information to any third party without prior written consent from SVCA, except as required in the performance of their duties or as expressly authorized by the Administration. This includes refraining from discussing or sharing any client or internal information with other SVCA staff members unless specifically directed. Even within the organization, information should only be shared on a need-to-know basis, ensuring confidentiality is maintained at all levels.

Use of Information

Confidential information must only be used for the purpose of fulfilling responsibilities at SVCA. It must not be used for personal gain or in any manner that could be detrimental to SVCA or its clients.

Protection of Information

All reasonable care and caution must be exercised to protect printed, written, or electronic confidential information from casual observation, unauthorized access, loss, theft, or other forms of misuse. This includes adhering to any security protocols and procedures established by SVCA, such as secure storage and proper disposal of sensitive materials.

Reporting Breaches

Any unauthorized use, disclosure, or breach of confidential information must be reported immediately to the appropriate authority within SVCA. Prompt reporting ensures that appropriate measures can be taken to mitigate any potential harm.

Consequences of Breach

Violation of this confidentiality policy may result in disciplinary action, including immediate dismissal from the position and potential legal action. Breaches may also lead to the loss of pay and other associated benefits. The severity of the disciplinary action will correspond to the nature and impact of the breach.

Post-Employment

The obligation to maintain the confidentiality of information continues even after an individual's association with SVCA has ended. Any breach of confidentiality post-employment will be subject to the same legal consequences as breaches during employment.

Review

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

Effective Date

Policy approved on:

Policy amended on:

Report #COR-2024-16

Report To: Chair and Directors, Saugeen Valley Conservation Authority
From: Erik Downing, General Manager/Secretary-Treasurer
Date: September 19, 2024
Subject: Artificial Intelligence Policy
Purpose: To seek approval for the implementation of the Artificial Intelligence Policy

Recommendation

THAT the Saugeen Valley Conservation Authority approve the proposed Artificial Intelligence Policy.

Background

The Saugeen Valley Conservation Authority (SVCA) continues to evaluate its policies to ensure they meet current needs and legislative standards. The latest result of this ongoing process is the development of an Artificial Intelligence (AI) policy. This new policy is designed to support the responsible use of AI tools, ensuring data security and confidentiality while promoting efficiency and innovation across the organization.

Analysis

This policy is essential as it highlights SVCA's commitment to responsible and secure use of emerging technologies in the workplace. It reinforces the organization's dedication to protecting sensitive data and ensuring that AI tools are used effectively. By establishing clear guidelines on confidentiality and accuracy, this policy helps prevent potential data breaches and misuse, safeguarding both SVCA's information and its reputation. It will provide staff with the necessary framework to leverage AI for productivity while maintaining the highest standards of data security and integrity.

Strategic Plan Linkages

R1.0 Development of a robust, stable and adaptable organization
E1.6 Internal Training and Policy

Prepared by:

[Original Signed By]

Ashley Richards, Communications Coordinator

Approved by:

[Original Signed By]

Erik Downing, General Manager/Secretary-Treasurer

Artificial Intelligence Policy DRAFT

Intent

The purpose of this policy is to establish guidelines for the responsible use of Artificial Intelligence (AI) technologies within Saugeen Valley Conservation Authority (SVCA). While AI tools such as Co-pilot can enhance productivity, it is essential to ensure that no confidential information, including personal identifiers or sensitive data, is used or disclosed through AI platforms. This policy promotes secure and efficient AI usage.

Scope

This policy applies to all employees of SVCA, as well as contractors, volunteers, and any other individuals engaged in activities on behalf of SVCA. It governs the use of any AI tools, including but not limited to Co-pilot, in all work-related activities, whether conducted on SVCA premises, off-site, or through electronic communications. This policy prohibits the use of any confidential information, personal identifiers, or sensitive data in all AI platforms.

Background

Artificial Intelligence technologies offer valuable tools for enhancing productivity, streamlining workflows, and improving decision-making in a corporate work environment. AI can assist in tasks like drafting documents or automating routine processes. However, as AI platforms rely on data input, it is crucial to ensure that the information provided does not compromise confidentiality or privacy, making clear guidelines essential for their responsible use at SVCA.

Guidelines

In recognition of the responsibility to protect sensitive information, all individuals covered by this policy agree to the following terms:

Confidential Data Protection

Employees, contractors, and volunteers are prohibited from inputting any confidential, personal, or sensitive information, including but not limited to names, contact details, financial data, or proprietary information, into AI tools. Instead, staff should use anonymized or placeholder data when necessary for the purpose of completing tasks, ensuring that no identifying or sensitive details are disclosed.

Review Before Sharing

Any output generated by AI must be carefully reviewed to ensure its accuracy and that it contains no confidential information or sensitive data before being shared internally or externally.

Training and Awareness

Employees using AI should participate in available training on the appropriate use of AI technologies, including any available updates on confidentiality practices and the potential risks associated with AI use.

Incident Reporting

Any suspected misuse of AI tools involving the unauthorized disclosure of confidential or sensitive information must be reported immediately to management for investigation.

Review

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

Effective Date

Policy approved on:

Policy amended on:

Report #COR-2024-17

Report To: Chair and Directors, Saugeen Valley Conservation Authority
From: Erik Downing, General Manager/Secretary-Treasurer
Date: September 19, 2024
Subject: Fundraising Strategy
Purpose: To seek approval for the implementation of the Fundraising Strategy

Recommendation

THAT the Saugeen Valley Conservation Authority approve the proposed Fundraising Strategy as presented.

Background

As environmental and financial challenges grow, SVCA recognizes the need for a sustainable fundraising strategy to support its conservation efforts. This strategy will focus on diversifying revenue streams, building strong donor relationships, and adapting to evolving philanthropic trends to support the long-term financial stability and operational success of the organization.

Analysis

This fundraising strategy aims to create a sustainable revenue stream that supports SVCA's conservation efforts. By diversifying funding sources, optimizing current activities, and exploring new methods to engage donors, the strategy focuses on building financial resilience. It will align with SVCA's mandate, ensuring fundraising efforts are adaptable and capable of supporting the organization's initiatives in any economic climate.

Strategic Plan Linkages

R.1.1 Revenue Generation Planning and Action

C1.5 Stewardship Gifts and Funding

Prepared by:

[Original Signed By]

Ashley Richards, Communications Coordinator

Approved by:

[Original Signed By]

Erik Downing, General Manager/Secretary-Treasurer



Fundraising Strategy

Policy approved on: September 19, 2024

Next review date: September 2026

Policy amended on: N/A

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Fundraising Strategy

Introduction

Saugeen Valley Conservation Authority (SVCA) recognizes that as environmental, development and political challenges intensify, the need for financial sustainability and independence has grown. The development of a sustainable fundraising approach is essential for SVCA to continue its vital work in conservation. This strategy must be adaptive and forward-thinking, leveraging both traditional and emerging fundraising avenues to secure the financial health and operational stability of the organization.

In an era where competition for donor attention is fierce, SVCA recognizes the need to strategically position itself to capture and retain the support of a diverse donor base. This involves not only understanding the motivations of current and potential donors but also continuously adapting to the evolving dynamics of philanthropy. By focusing on building lasting relationships with donors, securing grants, and exploring new revenue streams, SVCA aims to enhance its capacity to safeguard the region's natural resources effectively.

Objective

This fundraising strategy's main objective is to establish a long-term, sustainable revenue stream that supports the overarching mandate of Saugeen Valley Conservation Authority. This strategy seeks to diversify the sources of funding, optimize existing fundraising activities, and introduce innovative methods to engage with potential donors and partners. The focus is on ensuring that the financial mechanisms in place are resilient, adaptable, and capable of assisting SVCA's initiatives, regardless of the external economic conditions.

To achieve this, the strategy will concentrate on a blend of frontline fundraising tactics aimed at both high-volume small donations and significant legacy gifts, along with strategic corporate partnerships and rigorous grant procurement. These efforts will be underpinned by an understanding of donor behaviours, preferences, and trends in philanthropy, particularly in the environmental sector. The strategy will also entail a thorough internal assessment of financial needs, informed by ongoing organizational strategic planning. This approach will ensure that all fundraising activities are aligned with SVCA's mandate, enhancing its capacity to manage and protect the region's natural assets effectively while fostering community involvement and awareness.

Methods

1. Objectives and Needs Assessment

Ensure that all fundraising efforts align with SVCA's organizational mandate, inventory of programs and services, strategic plan and/or the findings from the internal financial needs assessment. The fundraising strategy will be overseen by a working group comprised of the Manager of Corporate Services, the communications coordinator, and a staff member from each department.

SVCA is committed to ensuring that all fundraising efforts are aligned with its overarching mandate and strategic objectives.

1.1 Internal Financial Needs Assessment and Strategic Plan Assessment

The initial step in this process is an in-depth internal financial needs assessment. This assessment serves to identify and quantify the specific financial requirements necessary to meet SVCA's short-term and long-term goals. By understanding these needs, SVCA can tailor its fundraising strategies to target the areas of greatest necessity and potential impact.

The financial needs assessment will be annually updated and integrated into the broader strategic planning efforts of SVCA. This ongoing integration is crucial for several aspects of organizational management and

strategic direction. Firstly, it enables the precise allocation of resources to programs and services that are essential to SVCA's mandate, ensuring that funds raised are spent in the most efficient and effective manner possible.

Having a continually updated financial needs assessment allows SVCA to remain agile, adjusting its fundraising strategies promptly in response to shifts in internal priorities or changes in the external economic and political landscape.

The assessment will provide clear insights to assist with setting realistic financial goals in SVCA's fundraising campaigns. By ensuring that financial strategies are not only reflective of but also actively contributing to SVCA's mandate driven strategic priorities, the organization can more effectively achieve their goals.

1.2 Alignment with SVCA's mandate

In ensuring that all fundraising activities are closely aligned with SVCA's mandate, a multi-faceted approach will be adopted. Central to this strategy is mandate-centric messaging, where all fundraising communications will explicitly convey how contributions directly support SVCA's priorities, thereby reinforcing the connection between donor impact and organizational goals. Moreover, the development of engagement strategies that resonate with the values and interests of potential donors likely to support environmental conservation is crucial. These strategies will be crafted to reflect SVCA's mandate and public image, ensuring they strike a chord with the target audience.

Feedback and adjustments form another critical component. SVCA will endeavor to regularly collect feedback from stakeholders to refine and adjust fundraising strategies, ensuring they remain aligned with both donor expectations and organizational needs. This process is vital for maintaining the relevance and effectiveness of the fundraising efforts.

Additionally, transparency and regular reporting are emphasized to keep donors and the public informed about how funds are being utilized. Reporting on the outcomes of funded projects not only highlights the tangible results of donor contributions but also builds trust and encourages continued support.

Lastly, collaborative efforts across different departments within SVCA are encouraged to ensure that all aspects of the organization are coordinated during fundraising efforts. This internal collaboration ensures that fundraising strategies are informed by insights from within the organization, enhancing the overall strategic alignment and effectiveness of the initiatives.

The strategic alignment of SVCA's fundraising efforts ensures that every dollar raised is a step towards substantial outcomes, aligning donor intentions with organizational needs and fostering a sustainable funding model that supports the SVCA's enduring commitment to protect and enhance the region's natural resources.

2. Define Goals

SVCA is committed to outlining specific financial goals crucial for achieving its conservation objectives. This task involves setting clear and measurable targets that are both ambitious and attainable, reflecting the organization's priorities and the estimated costs associated with each initiative. The financial goals will be distinguished between immediate, short-term needs and broader, long-term objectives, enabling focused efforts and efficient resource allocation. Each financial goal will be closely tied to expected outcomes, ensuring funds are used efficiently to achieve maximum impact.

3. Stewardship of Past Gifts

3.1 *Recognizing and Honoring Previous Contributions*

At the core of a successful fundraising strategy is the principle of stewardship—respectfully managing and acknowledging the gifts received. For SVCA, this begins with a comprehensive review and celebration of past contributions, which have laid the foundation for ongoing and future conservation efforts. Acknowledging these gifts not only honors the generosity of donors but also reinforces their trust in SVCA as a worthy custodian of their investments. This trust is crucial for fostering long-term relationships and encouraging repeat contributions, which are often more sustainable and less costly than acquiring new donors.

3.2 *Investigating and Managing Bequeathments and Major Gifts*

An integral component of our stewardship of past gifts involves a meticulous approach to managing bequeathments and large donations. SVCA is committed to ensuring that all such contributions impact is maximized within the scope of our objectives. To facilitate this, SVCA will establish a dedicated system for tracking and reporting on how these gifts are utilized, providing transparency and accountability. This system will not only help in managing current bequeathments and significant donations but also in strategizing the acquisition of future large gifts. By demonstrating diligent oversight and impactful use of these funds, SVCA strengthens its appeal to potential major donors who wish to see their contributions make a tangible difference.

3.3 *Digital Wall of Recognition*

To further our stewardship efforts, SVCA plans to create a digital wall of recognition. This platform will serve as a testament to the generosity of our donors, displaying the critical role they play in our conservation work. The digital wall will be featured prominently on our website, providing continuous acknowledgment that can reach a wider audience. This digital recognition serves as a public appreciation and a tool to engage community interest and inspire further donations. The digital wall will include interactive features such as stories about the projects funded through donations, the impact of these projects on conservation efforts, and could eventually include personal testimonials from donors about their motivations and experiences.

3.4 *Ensuring a Legacy of Care*

By being excellent stewards of past gifts, SVCA not only upholds its reputation among current supporters but also enhances its credibility with prospective donors and partners. This initial step in our fundraising strategy is critical; it sets the tone for the type of relationships we intend to build and maintain. Through careful management, transparent communication, and public recognition of contributions, SVCA will commit to a legacy of care that honors the past, supports the present, and plans for the future of conservation.

4. Fundraising Methods

SVCA will enhance its fundraising efforts through a comprehensive strategy that includes high-volume frontline fundraising, a structured legacy giving program, targeted corporate partnerships, and a detailed database of grant opportunities. This multifaceted approach aims to diversify revenue sources, educate potential donors, and secure sustainable funding to support SVCA's mandated activities and strategic goals.

4.1 *Frontline Fundraising*

Implement high-volume fundraising tactics through regular communications and small donations that could potentially convert into larger legacy donations.

4.2 *Legacy Donations*

Develop a structured legacy giving program, including a print campaign to educate potential donors on the benefits of legacy donations.

4.3 *Corporate Partnerships*

Actively seek corporate sponsorships from both large companies and small-to-medium enterprises (SMBs) that share environmental conservation values.

4.4 *Grants*

Build a comprehensive database of relevant grant opportunities, including timelines for application to secure additional funding.

5. Donor Management and Engagement

SVCA recognizes the importance of donor management and engagement as pivotal components of its fundraising strategy. Effective management and thoughtful engagement of donors are crucial for building lasting relationships, ensuring sustained support, and maximizing the impact of each contribution. By enhancing these areas, SVCA aims to cultivate a loyal donor base and secure the necessary resources to advance its goals.

5.1 *Donor Management Software*

Invest in donor management software to track and analyze donor information, demographics, and interactions to enhance engagement and relationship management.

5.2 *Recognition Programs*

Establish a partnership recognition program to acknowledge and appreciate corporate and individual contributors, thereby fostering long-term relationships.

5.3 *Events*

Calculate return on investment (ROI) for potential annual events to align with fundraising campaigns, creating engaging and financially beneficial opportunities.

6. Marketing and Promotion

In the realm of marketing and promotion, SVCA will implement a multifaceted strategy to amplify its presence and engage with a wider audience. By capitalizing on the recent uptick in online giving, SVCA will optimize its website with strategically placed Calls to Action (CTAs). This initiative is designed to not only increase donations but also to simplify the process for supporters to contribute, thus fostering a more donor-friendly online environment.

Also, SVCA would seek to partner with agencies and influencers to launch a promotional series aimed at increasing visibility and engaging a broader audience. Collaborations would highlight SVCA's key initiatives and success stories, reaching out to potential donors who are passionate about environmental conservation but may not yet be aware of SVCA's efforts and organizational purpose.

Further enriching its promotional activities, SVCA is committed to maintaining a vigorous and engaging presence on social media and other communication channels. Regular updates featuring stories of impact, announcements of upcoming events, and highlights of donor contributions are planned. These communications are crucial for keeping the community informed and engaged, serving to not only retain existing supporters but also attract new donors by demonstrating the tangible outcomes of their

contributions. Through these strategic marketing and promotion efforts, SVCA aims to build stronger connections with the community, supporting its conservation goals more effectively.

7. Revenue Diversification

In its commitment to revenue diversification, SVCA will implement strategic initiatives that expand its financial base beyond traditional fundraising methods. A crucial component of this strategy is the optimization of asset utilization. SVCA plans to conduct a comprehensive asset assessment from a tourism perspective, aiming to identify opportunities where site-specific resources can be leveraged. The goal is to develop pay-per-use programs that not only enhance the visitor experience but also generate additional revenue. Such programs might include specialized tours, educational workshops, or exclusive access events that align with SVCA's conservation goals while appealing to a broader audience.

Alongside this, SVCA will begin to plan for the launch of a significant capital campaign over a defined period. This campaign will be designed to fund major conservation projects or enhancements that are critical to the long-term sustainability of the authority's conservation areas. By setting a clear timeline and specific financial targets, the capital campaign will focus on garnering support for substantial, impactful projects. This approach will not only ensure that funds are raised in a concentrated effort but also will help to communicate the urgency and importance of these projects to potential donors, thereby enhancing their engagement and commitment to SVCA's conservation mission. Through these efforts in revenue diversification, SVCA will aim to establish a more robust and resilient financial foundation, enabling it to pursue its objectives with greater confidence and capability.

8. Professional Development

Encourage staff to pursue professional development opportunities through memberships in organizations like the Canadian Association of Gift Planners (CAGP) and the Toronto chapter of the Association of Fundraising Professionals (AFP) to stay informed on best practices in fundraising.

9. Implementation and Monitoring

In the implementation and monitoring phase of its fundraising strategy, SVCA will be focused on creating a comprehensive action plan. The plan will detail the expected return on investment (ROI), the timeline for implementation, and the staff time required for each fundraising avenue.

To ensure the strategy remains relevant and effective, SVCA will be committed to a rigorous process of monitoring and evaluation. This will involve regularly reviewing the fundraising activities against performance metrics to gauge success and identify areas for improvement. Additionally, the strategy will be adjusted in response to external factors that might affect fundraising outcomes, such as economic shifts or changes in donor behavior. Through a proactive approach to implementation and monitoring, SVCA aims to maintain a dynamic fundraising strategy that will not only assist with its current financial needs but also help the organization to adapt to future challenges and opportunities.

Conclusion

This fundraising strategy aims to establish a long-term, consistent revenue stream for SVCA, aligning with its strategic goals and enhancing its ability to fulfill its conservation mission. Through a mix of traditional and innovative fundraising approaches, along with strong donor relationships and strategic use of digital platforms, SVCA can achieve a sustainable fundraising model.

Report #COR-2024-18

Report To: Chair and Directors, Saugeen Valley Conservation Authority
From: Erik Downing, General Manager/Secretary-Treasurer
Date: September 19, 2024
Subject: Pay Policy
Purpose: To seek approval for the implementation of the Pay Policy

Recommendation

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

Background

The Saugeen Valley Conservation Authority (SVCA) continues to evaluate its policies to ensure they meet current needs and legislative standards. The latest result of this ongoing process is the development of a pay policy.

This new policy aims to reflect implemented policies over the last number of years at the SVCA addressing staff feedback, and realities of competitive workplace environment amongst CAs, Municipalities, etc. Without this pay policy it is not clear to staff how, or if they will ever, have input into their positions evaluation with regards to pay, how to progress to job rate, when these considerations occur, and the workplan for the follow year. Numerous staff leaving the SVCA have referenced the lack of this pay policy as a contributing factor in their decision to leave.

Analysis

This policy is crucial as it reflects SVCA's commitment to all members of staff to be recognized fairly and equitably within the SVCA, and comparable workplaces such as municipalities and other CAs with regards to salary. It underscores the organization's focus on attracting, recognizing, and retaining staff. By clearly defining how staff position's pay rate has been set, will be reviewed, and how individuals working at the SVCA will interact with job rate, the policy helps clarify what currently is not defined, fostering a fair and transparent atmosphere.

Financial Implications

While of course there are financial implications of staff progressively proceeding to job rate in potentially all positions at the SVCA where in the past this did not occur as a policy decision and was more or a piecemeal, non-transparent, annual decision by managers, the financial costs of loss of productivity in the constant loss of staff, and recruitment and training of new staff is well documented as far exceeding equitable pay costs.

Strategic Plan Linkages

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

R1.9 – Human Resource Improvements

Prepared by:

[Original Signed By]

Erik Downing, General Manager/Secretary-Treasurer



SVCA Pay Policy

Policy approved on: September 19, 2024

Next review date: September 2026

Policy amended on: N/A

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Intent

To attract and retain qualified employees through an internally equitable and externally competitive pay program. To comply with applicable the *Ontario Pay Equity Act* and promote the concept of equal pay for work of equal value. To comply with applicable employment standards statutes including the *Ontario Human Rights Code* and *Employment Standards Act, 2000*. To establish and maintain a pay banding system. To set out how staff can earn annual pay increase through both step movements and the annual adjustment. To establish and maintain updated job descriptions and a consistent job evaluation process. To describe all significant pay administration procedures.

Scope

This policy applies to all full time and part time employees of SVCA immediately upon hire. Certain Casual, Contract, Seasonal and Student positions are excluded.

Accountability for this policy:

The General Manager/Secretary-Treasurer (GM) and Management Team will implement, administer and monitor this policy. The SVCA Board of Directors (the “Board”) will approve any changes to this policy.

Pay Band System

All SVCA positions, except casual, contract, seasonal and student positions are evaluated and scored out of 1,000 using the job evaluation tool. Based on the score, each position will be placed in a certain pay band. Each pay step is expressed as an hourly rate within a pay band.

There are 16 pay bands, in 50-point increments, starting at 100 points. Each pay band has seven (7) steps.

All staff are always at a full step except as approved by the GM. All hourly staff are paid the rate at their assigned step. All salary staff are paid an annual salary equal to the rate at their assigned step times the standard hours per their employment agreement. New staff will normally be hired at step 1. If the new hire has experience and qualifications in the position, the individual can be hired at a higher rate subject to GM/S-T approval. No staff should be hired at a rate below step 1 or above job rate.

Supervisors and Department Heads shall not promise any starting pays or pay increases to prospective staff or existing staff until approved by the GM.

Job Evaluation Process for New Positions:

If a new position is created the following procedures are followed:

- A Job Description (JD), in the standard SVCA format, is created by the Department Head.
- The new JD is then submitted to the GM for consideration and approval.
- The job evaluation (score) of the position will be determined by the GM, with assistance as required from an external consultant.
- The new position will be placed in the appropriate pay band based on the job evaluation.

Job Evaluation Process for Existing Positions:

If the duties/responsibilities of an existing job changes substantially the following procedures are followed:

- A JD, in the standard SVCA format, is updated by the Department Head.
- The revised JD is then submitted to the GM for consideration and approval.
- The incumbent in the existing job and the department head will sign the JD and the signed copy will be placed in the incumbent's personnel file.
- The job evaluation (score) of the position will be reviewed by the GM, with assistance as required from an external consultant.
- The revised position will be placed in the appropriate pay band based on the new score. GM approval is required. Any Pay Band movement will be approved by the Board through the annual budget process.
- Every employee has the right to review the evaluation of their position and placement in the SVCA Pay Bands. To initiate a review, the employee should contact their supervisor or Department Head.

Job Description:

A complete and accurate job description will be maintained for all positions. The job description will be reviewed and updated each year during the annual performance review. All changes to a job description will be approved by the affected staff member, the appropriate supervisor, the department head and the GM/S-T. A copy of the signed job description will be kept in the staff member's personnel file.

Major changes in job descriptions may initiate a scoring review. Current approved job descriptions will be used to evaluate all positions for statutory pay equity and pay banding purposes.

Performance Reviews

Wage reviews are conducted at same time as annual performance reviews.

All pay increases (either step movement or annual adjustment) require at least satisfactory performance. Employees with performance issues may have their pay increase (step movement or annual adjustment) held back and a performance improvement plan (PIP) implemented. The affected employee will not receive their pay increase until their performance improves. Any subsequent pay increase will not be retroactive.

Pay Band Annual Adjustment

Each year on January 1st, the entire pay band grid may move by a percentage using an established formula. The formula is the annual Statistics Canada Ontario CPI for July each year. SVCA Motion #G19-51, Date: July 16, 2019 - THAT the annual salary increase be based on the CPI from July to July each year.

The job rate will increase by the annual adjustment and steps will be calculated as a percentage of job rate. Pay increases, due to an annual pay band adjustment, are not automatic each year.

Approval depends on Authority finances and affordability. If the formula in a given year results in a negative percentage, the pay band grid will remain the same as the previous year. In the following year the negative percentage will be netted against a positive percentage.

Pay Band Step Movements

In addition to the annual pay band adjustments discussed above, staff are eligible for, subject to Board overall budget approval and satisfactory individual job performance, step movements (merit increases) through the pay band for their position based on the criteria below.

Satisfactory performance is defined as individuals achieving:

- Their annual goals as approved by the immediate supervisor.
- Satisfactory performance on their key measurables as arranged with the immediate supervisor.

New staff on probation are not eligible for a step movement. Once a new staff member successfully completes their probation, and one full calendar year of work has occurred, a step movement may be possible. All employment contracts are approved by the GM.

It is expected that the longer staff members work at their SVCA job the more effective and efficient they become in their position. As a result, it is standard practice, subject to Board overall budget approval and satisfactory individual job performance, to award one step movement per year of active employment until the staff member reaches the job rate in their pay band.

Part time staff members will earn a step movement in their pay band after cumulating 1,820 or 2,080 (depending on area and full-time equivalent hours) of hours actually worked from their previous step movement. For example, if a part time employee starts at step 1 on January 1, 2021, and works 607 hours per year, they will move to step 2 in their pay band on January 1, 2024. This practice has been adopted to ensure consistency in step movements between full and part time staff. Individual circumstances will be considered.

Active employment is defined to mean actually working on the job. Time spent on any leave is deemed inactive employment and does not count towards qualifying for a pay band step movement. Examples of leaves are pregnancy, parental, short term disability, or long-term disability. For example, an individual on a medical leave for one year (and no other leaves such as secondments) could achieve the job rate in their pay band within six years of their initial full year at the SVCA. This rule of active employment may not apply to other SVCA compensation entitlements such as vacation.

All step movements take place on January 1 or thereabouts.

After probation, to be eligible for the next step movement, the staff member must have at least 12 months employment in the old step. If a staff member gets a step movement during the year normally, they will have to wait until the January 1 of the next following year to be eligible for their next step movement.

Market Check

Every 7th year the entire pay band grid will be compared to “the market” to ensure SVCA is

paying employees fairly and achieving external equity. Normally the median or 50th percentile of the comparators will be used. This comparison may involve using a purchased pay survey of the compensation of benchmark positions at comparable conservation authorities in the area or other methods. The overall pay band grid may increase, decrease or remain the same as the result of this comparison. No employee's pay will be reduced because of this exercise. However individual pays may be frozen until the pay band for their position catches up to their current pay. The Board will approve the market check and the implementation of the results. Pay adjustments due to the market check are not automatic. Approval depends on Authority finances and affordability. Pay increases due to a market check, if approved, may be phased in over several years.

Statutory Pay Equity

The SVCA annual pay band grids will be reviewed, at least annually, to ensure compliance with the Ontario Pay Equity Act is maintained. This will be done internally by the GM supplemented by external expertise.

Temporary Market Adjustments

Occasionally, due to labour market conditions for certain skilled positions, a temporary market adjustment in addition to the pay at the appropriate step may be required. Temporary market adjustments will be awarded for one year only. All temporary market adjustments will be reviewed annually to see if they are still appropriate. The temporary nature & related procedures of these market adjustments will be clearly communicated in writing to the staff members receiving such a pay award. All temporary market adjustments must be approved by the Board.

Promotions

Employees promoted to a different position that is evaluated at a higher pay band than their present job, shall move to a step which reflects their degree of proficiency for the new position as recommended by the Supervisor and approved by the GM. Pay shall not exceed the job rate without the permission of the Board of Directors. The employee's new pay will not be less than their pay at the old position.

Demotions

Employees demoted to a different position that is evaluated at a lower pay band than their present job, shall move to a step which reflects their degree of proficiency for the new position as recommended by the Supervisor and approved by the GM & Board. The employee's new pay may be less than their pay at the old position however sufficient working notice at the old rate of pay will be required before the lower rate of pay is implemented.

Casual, Contract, Seasonal & Student Employees

Casual, contract, seasonal and student employees will receive pay increases according to the terms of their contract. Attempts will be made to make these dates and pay increases consistent with SVCA's other pay administration procedures and the pay band model when practical.

Other Compensation Policies

Other compensation policies such as bereavement leave, employee benefits, hours of work, overtime, statutory holidays, vacation etc. are covered elsewhere in the SVCA Employee Manual and Terms and Conditions of Employment By-law.

Report #COR-2024-19

Report To: Chair and Directors, Saugeen Valley Conservation Authority
From: Erik Downing, General Manager/Secretary-Treasurer
Date: September 19, 2024
Subject: 2023 Annual Report
Purpose: To Seek endorsement of the Board for the 2023 Annual Report

Recommendation

THAT the Saugeen Valley Conservation Authority (SVCA) endorse the 2023 Annual Report.

Background

Annual reports from the SVCA, summarizing and updating the SVCA Board and public on SVCA undertakings from a calendar year was a regular occurrence up to 2019. Since that time an annual report has not been produced.

Analysis

The 2023 annual report outlines activities of the SVCA in 2023 as well as statistics since the last Annual Report to be able to identify trends and patterns within the SVCA operations and activities with our clients, municipalities, and watershed. This annual report will be posted on the SVCA website for public access.

Strategic Plan Linkages

C1.3 Communications Planning, Campaigns, and Action

Prepared by:

[Original Signed By]

Ashley Richards, Communications Coordinator

Approved by:

[Original Signed By]

Erik Downing, General Manager/Secretary-Treasurer

2023

Saugeen Valley Conservation Authority
ANNUAL REPORT



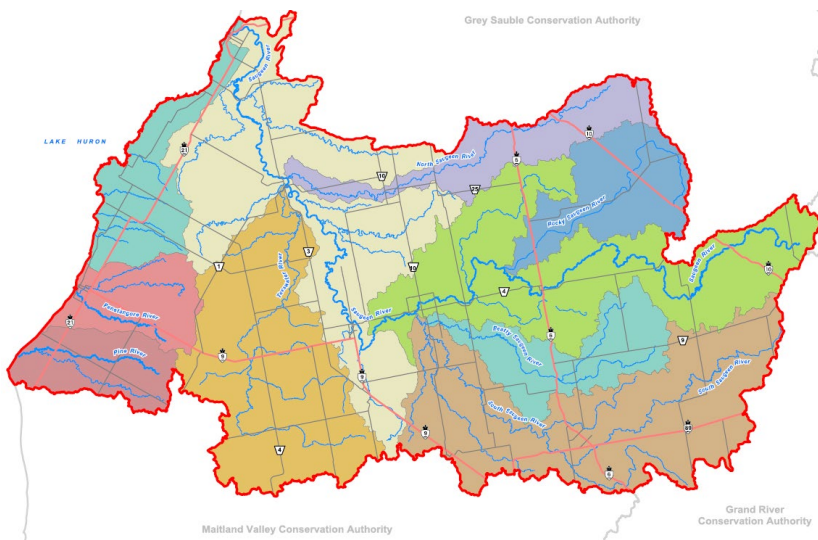
September 19th, 2024

Saugeen Valley Conservation Authority

We are one of 36 Conservation Authorities across Ontario. SVCA watershed spans 4,675 square km, and includes 15 municipalities, 5 counties, 118km of shoreline, and south-western Ontario's largest forested wetland.



The Saugeen sub-watersheds



- Beatty Saugeen
- Lake Fringe
- Lower Main
- North Saugeen
- Penetangore River
- Pine River
- Rocky Saugeen
- South Saugeen
- Teeswater River
- Upper Main



Vision and Mission



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



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



SVCA Organizational Aspirations

ORGANIZATIONAL EXCELLENCE

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

EMPLOYEE EMPOWERMENT

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

COLLABORATION

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

ACCESSIBILITY & INCLUSIVITY

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

ENVIRONMENTAL ENGAGEMENT

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

FINANCIAL SUSTAINABILITY

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



SVCA Strategic Plan

Deliverables Completed in 2023

ACCESS

- Event Safety Plan
- Permit Updated to be AODA compliant
- Outgoing EPR communications updated
- Hearing Guidelines updated
- Permitted use campaign
- Website updates
- Data accessibility launched through Powerbi
- Update flood communication

EXPERTISE

- Renewal of Ag Committee
- Internal Flood Watch training module
- Watershed Report Card release

CONNECTION

- Category 3 Stewardship Business Case
- Category 3 Water Quality Agreements
- Signage Strategy
- Complete Application Checklist
- Provincial Offences launch

RESILIENCY:

- Budget format compliance for Regs changes
- Onboard to new CMS
- Support Bill 23 transition
- Client services standards commitment
- Fleet management plan
- Communication system for staff
- Flood Watch SOPs
- 2024 WECL and FHIMP



2023 Corporate Services Activities and Staff



- Expanded use of accessible documents
- Completed 10-year strategic plan
- Circulation of policies, job performance evaluations, training
- Support other departments with improved financial reporting, communications, marketing and education, as well as GIS & IT support
- Establish agreements with member municipalities in accordance with CA Act changes
- Implementation of OWL and hybrid meetings
- Agricultural advisory committee re-established
- Staff completed micro-credentials related to accessibility, fundraising and grant writing
- Retirement of long-time educator, and the associated program; over 360,00 students reached

Environmental Planning and Regulations

Statistics

	2023	2022	2021	2020	2019
Municipal plan input	33	26	7	10	12
Municipal plan review	369	463	478	394	423
Files initiated	2151	2295	2645	2212	2260
Administrative reviews	0	0	1	1	3
Section 28 hearings	1	1	0	0	1
Percentage of permits issued w/in timeline	98%	91%	90%	99%	98%
Permit requests	310	322	345	353	331
Permits issued	309	322	345	353	331
Violations	40	69	85	101	110
Violations resolved without prosecution	28	29	75	66	110

2023 Environmental Planning and Regulations Activities and Staff



- Eleven full-time staff; nine permanent, one 12-month contract, one parental leave
- Additional Environmental Planning Coordinator to meet demand (contract)
- Developing a new content management system for internal use
- High number of permits in 2023, static with last few years of high growth locally
- Updates to Environmental Planning and Regulations Policies Manual Continue
- Completed User Fee review to confirm that fees for services rendered are appropriate
- Continued work on Violations Strategy
- Paused establishment of updated Planning Service Agreements as Bill 23 brought major changes to the planning departments commenting role
- Working to improve EPR correspondence to become AODA compliant and support wider comprehension and understanding of SVCA interests

Forestry and Lands

Statistics

	2023	2022	2021	2020	2019
Hectares planted	25	14	14	27	49
Trees planted	43725	24620	24884	47555	85,210
MFTIP	20	26	25	24	29
Hectares under forest management	3247	3247	3247	3247	3585
Conservation areas	11	11	10	10	10
Hectares of conservation areas	680	680	663	456	456
Number of campsites	434	446	446	446	446
KM of recreational trails	53	53	53	53	53

2023 Forestry and Lands Activities and Staff



- Continued improvements to infrastructure
- Removing hazard trees at Brucedale and Saugeen Bluffs
- Installation of internet service at Durham Conservation Area
- Replacement of mower and improved signage
- Tree planting for private landowners
- Managed Forest Tax Incentive Program Plan Preparation
- Tree marking and harvest supervision on SVCA land and private property
- Management activities and maintenance of CA managed forests
- Added 4 x 4 truck to fleet
- Hosted Brad Sprague Fishing Derby
- Continued property and infrastructure maintenance on non-revenue parks
- Planning for future infrastructure improvements
- Enforcement of CA Act by Provincial Offences Officers
- CA Act deliverables

Water Resources

Statistics

	2023	2022	2021	2020	2019
Water safety statements	3	7	8	2	0
Flood outlook statements	2	7	2	0	1
Flood watch statements	2	1	2	0	1
Flood warning statements	1	0	0	0	2
Low water response	0	0	1	0	0
Benthos stations	20	20	20	20	20
PWQMN	14	14	14	14	14
Surface water	15	15	15	15	15
PGMN	23	23	23	23	23

2023 Water Resources Activities and Staff



- One full-time Water Quality staff member through Category 3
- Release of the 2023 Watershed Report Card
- Participation in the PWQMN, the PGMN, and the OBBN
- One full-time flood staff member
- Operation of the flood program and internal improvements
- Replacement of Paisley Saugeen and Beatty Saugeen flow stations
- Installation of new weather station in Point Clark
- Publicly accessible snow and precipitation data
- One full-time water maintenance and capital work staff member and one contract staff member
- Development of inspection and maintenance program
- Completion of 2023 structure inspections
- 3 flood plain mapping projects under FHIMP
- Meux Creek gabion wall repairs
- Paisley dyke improvements
- 2 public safety and risk assessment plans
- Ongoing maintenance and operation of flood and erosion control projects
- Initiated phase one of the Durham Upper Dam EA
- Early draft of ice management plan (CA Act deliverable)
- Development of capital maintenance plan
- Easement and ownership confirmation
- Special project coordination with NWMO, including the Environmental Baseline Monitoring Program

Saugeen Valley Conservation Authority

1078 Bruce Road 12
Formosa, ON N0G 1W0
(519)364-1255
publicinfo@svca.on.ca

For alternate formats please contact:
accessibility@svca.on.ca



Report EPR-2024-20:

Report To: Chair and Directors, Saugeen Valley Conservation Authority
From: Matt Armstrong, Manager, Environmental Planning and Regulations (Acting)
Date: September 4, 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 Development, Interference with Wetlands and Alterations to Shorelines and Watercourse applications and Prohibited Activities, Exemptions and Permits applications #24-130, 24-152 to 24-196, and 24-198 to 24-208, 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 June 28, 2024 and September 4, 2024.

Permit	Location	Address	Proposed Works
24-208	Minto	Wellington County Road 2 between 14th Line and Highway 89	Alteration of a watercourse consisting of the installation of fibre-optic cable by directional bore on the Wellington County Road 2 between 14th Line and Highway 89 (Project 327-1 – Hwy 89 - Drawing 102)
24-207	Brant	196 Lake Rosalind Road 1, Pt Lot 32, Con 4	To remove an 18-foot by 9-foot man-made island, with related excavation.
24-206	Normanby	Pt Lot 75, Con A	To construct catch basin with berm and tile, with related excavation, filling and grading.
24-205	Brant	828 Marl Lake Road 8, Pt Lots 68 and 69, Con 2 NDR	To construct shoreline and landward armour stone retaining walls and steps; and remove an existing 52.39 square foot permanent, wooden dock, with related excavation, filling, and grading.
24-204	Brant	830 Marl Lake Road 8, Pt Lot 68 and 69, Con 2 NDR	To construct a 42.5-foot-long armour stone retaining wall and steps, and construct a 15-foot by 25-foot interlocking brick and armour

Permit	Location	Address	Proposed Works
			stone patio with steps, with related excavation, filling, and grading.
24-203	Neustadt	118 William Street, Pt Lot 3, Con 13, RP 17R1798 Part 1	To construct a 30-foot by 30-foot pole barn, with related excavation, filling, and grading.
24-202	Carrick	Unassigned Civic Address, Sideroad 50 and Highway 9, Pt Lots 49 to 52, Con D	Installation of systematic farm tile drainage with outlet to watercourse and related excavation and grading
24-201	Proton	112772 Grey Road 14, Pt Lot 11 and 12, Con 16	Alteration of a watercourse consisting of a 20 ft (6.1m) extension to an existing 750mm diameter laneway culvert crossing with associated placement of 47 m3 of fill, and related excavation and grading
24-200	Mildmay	municipal road allowance for services to 66 Absalom Street, Park Lot 6 Part Park Lot 7 Absalom E	Installation of replacement sewer pipe, with related excavation, filling, and grading.
24-199	Durham	185 Elizabeth St E Con 1 EGR, Plan 507	Open cut installation of 188m of 2 inch diameter plastic pipe gas line, 0.9 metres below proposed finished grade, with related excavating, grading, and filling
24-198	Bentinck	522574 Welbeck Road, Part Lot 15 Concession 3 EGR	Construction of an addition to the south and west sides of the existing dwelling, including construction of an attached garage; construction of replacement sewage disposal system; and related excavation, filling, and grading.
24-196	Sullivan	McCullough Lake Boat Launch, End of Sideroad 7	to remove an existing 20 foot wide by 30 foot long boat ramp constructed with grated concrete slab in disrepair, for replacement with new grated concrete slab pieces to be placed in a 20 foot wide by 30 foot long formation, at depth of existing structure, and placement of 10 feet of river stone on either side of the launch at the banks of the lake
24-195	Minto	6414 Highway 89, Pt Lot 13 and 14, Con 15	Alteration of a watercourse consisting of the reconstruction of the Minto-Forbes water control structure and related excavation, filling and grading.
24-194	Proton	045663 Southgate Road 04, Lot 19, Con 3	Installation of systematic farm tile drainage with outlet to a watercourse (Arnott Drainage Works),

Permit	Location	Address	Proposed Works
24-193	Brant	2170 Bruce Road 19, Pt Lot 31 and 32, Con 15, RP 3R6865 Part 3	To install systematic tile drainage adjacent to wetland, with one outlet to a watercourse, with related excavation, filling, and grading.
24-192	Neustadt	346 David Winkler Parkway, Pt Lot 124, Plan 163	To construct an 8-foot by 8-foot mudroom, a 28-foot by 32-foot detached garage with vestibule, and a laneway extension, with related excavation, filling, and grading.
24-191	Glenelg	494676 Traverston Road, Part Lot 10 Concession 11	Cleanout of approximately 65 metres of a watercourse, installation of culvert through the municipal road allowance, with related excavation and grading
24-190	Arthur	unassigned civic address; Part of Park Lots 'Q' & 'R' McDonald's Survey Geographic Township of Mount Forest and Part of Lot 2, Division 3 & Part of Lot 2, Division 4, West of the Owen Sound Road	Construction of stormwater management facility outlet channel.
24-189	Elderslie	No Civic Address, Bruce Road 3	The excavation, clean out, and regrading of a roadside ditch, including the construction of an approximate 11.43m sloped rip rap swale adjacent to an existing 2600mm culvert under Bruce Road 3 on an intermittent watercourse channel. No in-water works are proposed.
24-188	Brant	793 Sideroad 30N, Part Lot 30 Concession 10	Installation of underground power line; widening of the laneway at the existing culvert, with related excavation, filling, and grading.
24-187	Huron	176 Bruce Beach Road, Lot 176, Part 17 Plan 3R2313, Part 1 Plan 3R1238	demolition of part of an existing dwelling, construction of an addition to an existing dwelling, replacement of sewage disposal system, and related excavation, filling, and grading
24-186	Normanby	012938 Grey Road 10, Part Lot 1 Concession 18	Demolition of an existing detached accessory building, construction of a new detached accessory building, installation of sewage disposal system, and related excavation, filling, and grading.
24-185	Southampton	TP Pt Lot 13 N Lansdowne, RP 3R3729 Part 1 N/S	To construct a 280 square-foot addition, with the related excavation, filling, and grading.
24-184	Proton	8010 Highway 89	To construct a lean-to.

Permit	Location	Address	Proposed Works
24-183	Bruce	41 Zepf's Drive, Pt Lots 41 to 43	To cleanout approximately 250 metres of a watercourse, with related excavation and grading.
24-182	Minto	Multiple Locations – See Schedule 1 in Permit	To install fiber optic servicing via plow, open trench and horizontal directional drill, with related excavation and grading.
24-181	Artemesia	307056 Centre Line A Lot 75-76, Con 1	to remove overgrown vegetation from the bottom of a watercourse for an extent of approximately 516 metres
24-180	Saugeen	53 Carter Drive Lot 15, Plan 3M196	to convert an existing three-season sunroom into a four-season sunroom, including foundation works and the installation of pier support structures, within the existing footprint and roofline of the dwelling (approx. 400 sq ft)
24-179	Paisley	147 Duke Street Lot 12 E/S Duke St Plan Paisley	to construct a gravel pad with 10 cubic yards of fill for the placement of a 18 foot by 12 foot (216 square foot) garden shed, with related excavation, filling and grading
24-178	Neustadt	Lot 4 Pt Lot 5, Plan 164	The construction of a two-story six plex apartment building with an area of 207.7 square meters with an uncovered deck of 45.7 square meters. There is also a proposed garbage containment area that is to be located at the end of the driveway and in the corner of the parking lot area behind the building. The permit would also cover the related excavation, fill and grading.
24-177	Southampton	140 Grey Street S (works on Grenville St S between Morpeth St and Spence St) TP Lot 20 to 24 West of Grenville, Lots 21 to 24 E of Grey, RP 3R2945 Parts 1 & 6	to install approximately 205.4 metres of new NPS 2" natural gas pipeline by means of horizontal directional drilling within the road allowance, with related excavation, filling and grading
24-176	Southampton	Mikmoben Lane (between Breadalbane St and Grey St S)	to install approximately 193.6 metres of new NPS 2" natural gas pipeline by means of open trench within the road allowance, with related excavation, filling and grading
24-175	Minto	5691-14th Line, Lot 30 Con 14	Construction of a pig barn with under barn liquid manure storage, installation of farm driveway, and related excavation, filling, and grading.

Permit	Location	Address	Proposed Works
24-174	Arthur	7489 Highway 89, Part Lot 6 Concession 1	Construction of a pig barn with under barn liquid manure storage, installation of culvert, and top dressing of existing farm driveway, and related excavation, filling, and grading.
24-173	Kincardine Township	municipal right of way between 207-209 Birchwood Avenue, Block K Plan M2	Construction and installation of a staircase to access municipal trail, and related excavation, filling, and grading.
24-172	Kincardine Town	201 Station Beach Road, Lots 7 TO 11 Pt; Lot 12	To install an approximately 30 metre long, MUNICIPEX waterline, with related excavation, filling, and grading.
24-171	Saugeen	Gowanlock Bridge, located over Burgoyne Creek west of 262 Concession 8 East	minor bridge rehabilitation including: asphalt crack sealing, barrier coating repairs, concrete patching, guiderail post replacement, pier water cutter recoating, and debris removal from Pier 1 within the watercourse channel
24-170	Saugeen	Scott Bridge, located over Mill Creek between 194 and 213 Concession 6	minor bridge rehabilitation including: asphalt paving, deck joint seal replacement, concrete patching, guiderail post replacement, and riprap placement (75 cubic metres) with geotextile on east abutment embankment,
24-169	Durham	131 Countess St N Pt Lot 14, Plan 500	to construct a 26 foot by 35 foot (910 sq ft) detached garage, with related excavation, filling and grading
24-168	Bruce	Concession 8, approx. 320 metres east of Sideroad 20	To alter a watercourse consisting of replacing a 1600 millimetre diameter, 24 metre long CSP culvert with a polymer-laminated CSP culvert of the same size and length, with related excavation, filling, and grading.
24-167	Bruce	34 Albert Road, Pt Park Lot 1,	To complete excavation, filling and grading associated with a new residential laneway and dwelling.
24-166	Southampton	419 Huron Street South, Lot 52, W Huron	To complete grading associated with the construction of a dwelling; complete the placement of pea stone and jumbo flagstone to reestablish an at-grade patio; install a Unilock paver driveway; install flagstone walkways and borders; construct a 0.91 metre by 4.83 metre concrete cooking station pad and 8.22 metre long armour stone retaining wall; with associated excavation, filling and grading.

Permit	Location	Address	Proposed Works
24-165	Osprey	Lots 7-8, Con 2 NDR	To construct a 250 square-meter shop and shed with a total of 400 square-meter footprint, with the related excavation, filling and grading.
24-164	Proton	245389 Southgate Road 24, Pt Lt 17 Con 17	Installation of poly plastic pipe via horizontal directional with related excavation and grading under a watercourse and wetland.
24-163	Southampton	Bruce Road 13 Road Allowance, between Ottawa Ave and Walnut St	to excavate approximately 50mm of sediment buildup and vegetation from the bottom of a watercourse while maintaining existing bank grade, for an extent of approximately 135 metres on the eastern side of Bruce Road 13
24-162	Minto	5982-14th Line, Part Lots 22 and 23 Concession 15	filling and grading associated with construction of a new detached shop
24-161	Artemesia	305735 Southline A, Part Lot 33 Concession 2 SDR	construction of a dwelling with attached garage, installation of sewage disposal system, and related excavation, filling, and grading
24-160	Paisley	234 James Street Lot 18N James W/S, RP 3R2107 Part 1	Construction of a 22' by 16' garden shed upon a poured concrete slab with related excavation, grading, and filling
24-159	Paisley	293 James Street, Lot E Water S/S Lot 21 and 22	Installation of a 320 square foot sea container for storage, with installation of earth anchors, excavation, filling, and grading
24-158	Huron	177 Bruce Beach Road, Pt Lot 177, Plan 343	Demolition of an existing 630 sq. ft. single story cottage and construction of a new 630 sq. ft. single story cottage founded on helical piers
24-157	Southampton	291 McNabb Street, Lot 19	Completion of construction of a 1295 sq. ft. single-story detached residence with basement dwelling unit and related grading
24-156	Kincardine Township	175 Upper Lorne Beach Road, Lot 11 Plan 3M 216	Construction of an in-ground pool and related filling and grading.
24-155	Huron	710 Lake Range Drive, Lot 1 Plan 3M215	Filling and grading associated with installation of a sewage disposal system.
24-154	Bentinck	Pt Lot 7, Con 2 WGR, RP 16R9325 Part 1	To construct a 4800 square-foot covered horse-riding area, with related excavation, filling and grading.
24-153	Proton	186606 Grey Road 9, Lot 36, Pt Lot 37, Con 12	Placement of approximately 53 cubic metres of fill consisting of tree stumps/debris and stones within 30 metres of wetland
24-152	Huron	Lake Range Drive and Alice Street	Installation of a new 300 mm storm sewer at the intersection of Lake Range Road and Alice Street with related excavation, filling, and grading.

Permit	Location	Address	Proposed Works
24-130	Glenelg	Unassigned civic address Pt Lot 56, Con 2 EGR	Construction of an expanded driveway, parking area and level pad for the placement of a 21' by 38' habitable structure, the installation of a sewage disposal system, and related excavating, grading, and filling

Strategic Plan Linkages

A1.6 – Accessibility;

E1.7 – Expertise;

R1.3 – Resiliency;

R1.8 – Resiliency;

Prepared by:

[Original Signed by:]

Matt Armstrong

Manager, Environmental Planning and Regulations (Acting)

Approved by:

[Original Signed by:]

Erik Downing

General Manager / Secretary-Treasurer (Acting)

Report #LAN-2024-05

Report To: Chair and Directors, Saugeen Valley Conservation Authority
From: Erik Downing, General Manager/Secretary-Treasurer
Date: September 19, 2024
Subject: Land Acquisition Policy
Purpose: To seek approval for the implementation of the Land Acquisition Policy

Recommendation

THAT the Saugeen Valley Conservation Authority approve the proposed Land Acquisition Policy.

Background

As a corporate entity, SVCA requires a policy to direct land acquisition and disposition decisions.

Analysis

Throughout the existence of SVCA acreages have been both acquired and disposed of for a myriad of reasons. A search for historical policies did not result in any policies that were in existence or adhered to. A search of similar conservation authorities' policies and an internet search provided a great background for the creation of this policy. Staff are confident that this policy will guide the Authority well in future land dealings.

Strategic Plan Linkages

A1.4 SVCA Property ID Updates
E1.6 Internal Training and Policy

Prepared by:

[Original Signed By]

Donna Lacey, Manager of Forestry and Lands

Approved by:

[Original Signed By]

Erik Downing, General Manager/Secretary-Treasurer

Land Acquisition and Disposition Policy

Approved: September 19, 2024

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Objective

This policy and its related documents contained in the appendices guide the Land Acquisition and Disposition for Saugeen Valley Conservation Authority in the conservation of lands through outright acquisition of lands or execution of easements.

Scope

This land acquisition policy applies to the staff and Board members of the Saugeen Valley Conservation Authority. It specifically applies to all outright property acquisitions and to all Authority-led negotiations related to land protection agreements (conservation easements).

Types of Land Acquisition

This land acquisition policy is applicable to all land acquisition types described in this section.

Donation of Land

The Authority may acquire full title to the land, including the transfer of all of the landowner's property rights. The Authority may consider variations to this, such as transfer with restrictions, donation with lease or sale-back, donation with a retained life interest, or donation of land through a bequest.

The Authority may accept the donation of fee simple "trader land." With the agreement of the Board of Directors, the donor may identify the projects to which the proceeds of sale should be directed.

Donation of easements

The Authority may consider accepting the donation of a conservation easement if the land involved and the restrictions within the easement document are in keeping with its mandate.

The Authority may consider accepting a right-of-way easement if the land involved and the restrictions within the easement are in keeping with its mandate.

Purchase of lands or easements

The Authority may consider the purchase of a property, or the acquisition of an easement. In situations where the Board of Directors is interested in buying a property that is offered for sale, the land acquisition process must still be followed, with modifications, as the circumstances require. The Board may only make a final offer on the property after the Manager of Forestry and Lands has completed a site assessment and made its recommendation to the Board and has submitted a review of the financial implications.

Co-Ownership

The Authority may consider co-ownership of land with other organizations (for example, historical or cultural societies). Both organizations must determine that it would be mutually beneficial to enter into such an arrangement.

Governance

The Board of Directors of the Authority holds overall responsibility for land acquisition and ongoing management of Authority lands. The Board has established a committee responsible for effective acquisition and management of lands. The Parks and Property Committee is further described in appendices to this document.

The Board makes all final decisions related to land acquisition and management, including approval of agreements, policies, and plans.

This policy and its appendices may be modified from time to time subject to ratification by the Board of Directors.

Principles

Establish a management framework for land acquisition

The Authority, its committee, and its staff develop, maintain, and ensure access to land acquisition and land management policies and procedures, and ensure continuity of tasks and information from year to year.

Adhere to land acquisition criteria, and Acquisition Process

Land acquisition criteria, as described in Appendix 1, must be followed. The land acquisition process as described in Appendix 2 shall be employed.

Communications

A landowner whose property is being assessed for acquisition must be treated fairly and with respect. The landowner must be informed of the process that SVCA follows in deciding whether or not to acquire a property or an easement on a property.

The landowner must be told the importance of and strongly encouraged to obtain independent legal and financial advice before concluding a land transaction with SVCA.

Orderly Disposal of Properties as Warranted

The Parks and Property Committee may make a recommendation to the Board of Directors to dispose of a property or to reallocate an easement to another organization. The decision to dispose of a property or reallocate an easement rests with the Board of Directors. Disposal must be consistent with the objectives and mandate of SVCA and benefit its long-term purposes.

Land owned by the SVCA in fee simple

When the purchase agreement states the acquisition is for conservation purposes, a reasonable effort must be made to contact the previous landowner to solicit his or her opinion and desires in the current circumstances. The previous landowner should have first option to repurchase the property at the currently appraised value.

Lands under easement

When SVCA is considering the reallocation of a conservation easement, it must send notice to the landowner advising him or her that SVCA no longer wishes to manage the easement. It may ask the landowner for suggestions. It must pass the easement on to another eligible easement holder. The recipient easement holder must play the same role, for the same purposes, as SVCA.

Appendix 1 Land Acquisition Criteria

Principles

In making a recommendation to the Board, the Parks and Property Committee must consider these goals for land acquisition:

- to conserve and protect ecologically significant areas, flora and fauna to conserve and enhance biological diversity to undertake an ecological restoration of a natural environment as appropriate
- to protect areas with unique or representative natural features or ecosystems
- to protect areas that provide habitat to species of special concern or threatened or endangered species identified under provincial or federal laws or by the Committee on the Status of Endangered Wildlife in Canada
- to connect existing protected areas or expand a natural corridor.

Other considerations

In making a recommendation to the Board, the Parks and Property Committee may also take these factors into consideration:

- the eligibility of the property as an EcoGift
- the public profile of the property
- the support for acquisition from neighbours, other land conservation organizations, the municipal governments, and others
- the size of the property
- the importance of the property to water quality
- the financial resources available to acquire and pay expenses for the property
- the likely use of the property if it is not acquired.
- the trade or sale value of the property, if appropriate

The Parks and Property Committee must also assess any difficulties the acquisition of the property may pose with respect to monitoring, public access, liability, future stewardship obligations, and other risks for SVCA.

These are lower priorities for acquisition:

- agricultural lands unless they are to be rehabilitated through a stewardship plan or provide a buffer to an ecologically significant area
- lands with heritage buildings unless another organization is taking responsibility for the buildings.
- any lands containing natural resources that would benefit from SVCA ownership or have the ability to be stewarded to becoming a natural area.

Appendix 2 Land Acquisition Process

The typical process for land acquisition is described below. The full process is often complex and typically takes many months or possibly years but may be shorter or longer depending on the situation. Not all steps listed may apply, and the order of the steps may vary.

Step 1 – Initial discussions with donor / landowners.

Through the assessment the Manager of Forestry and Lands will identify the goals of the donor / landowner and identify any other legal owners and solicit their opinions. Possible options to achieve these goals and the goals SVCA will be presented and discussed. Relevant information about the property will be collected. Arrangements will be made with the landowner about the timing and circumstances of site visits.

The landowner must be informed of the process that SVCA follows in deciding whether or not to acquire a property or an easement on a property.

The landowner must be told the importance of and strongly encouraged to obtain independent legal and financial advice before concluding a land transaction with SVCA.

Step 2 – Declaration of interest

When a property comes to the attention of SVCA, the property will be discussed by the Manager of Forestry and Lands with the General Manager to determine the level of interest and the interest in exploring the option of acquisition. This would most likely include at least one visit to the property.

Step 3 – Preliminary recommendation

If the GM/S-T determines that the property is of interest, the property will be presented to the Parks and Property Committee for its consideration, unless timing does not permit a committee discussion. If there is a timing issue the property may be presented to the Board without going through the Parks and Property Committee. A motion from the reviewing Committee or Board, indicating whether the property should be considered for further investigation with a view to possible acquisition must be passed. This is not the final acquisition decision of the Committee or Board but a preliminary step to establish that it is worth investing more time and funds in the possible acquisition.

Step 4 – Recommendation from Land Acquisition Committee to Board.

The Site Evaluation Summary form included in appendices to this document will be completed by the Manager of Forestry and Lands. The completed summary will be reviewed but the total number of “yes” answers is not to be the only determining factor in the Parks and Property Committee’s recommendation. The recommendation must be based on the overall assessment of the property and reflect the majority view of the members of the Committee.

Step 5 – Legal review

While the Manager of Forestry and Lands completes the site assessment, preliminary legal work will be undertaken by SVCA legal council. This work will include:

- a title search
- a survey, if required
- an appraisal by an accredited third party, if required (to be timed appropriately in the case of an Ecogift application)
- a review of possible conditions on the acquisition

Step 6 – Financial review

The Manager of Forestry and Lands will do the necessary research to determine the costs of acquisition and the costs of owning the property or holding the conservation easement. These include the costs of property taxes, insurance, monitoring and land stewardship.

Step 7 EcoGift classification

If the landowner is interested in participating in the Ecological Gifts Program, the Manager of Forestry and Lands will prepare and submit the necessary documents to the Ecological Gifts Program, Environment Canada. The decision to certify a property as an EcoGift is made by Environment Canada.

Step 8 Recommendation to the Board

The Parks and Property Committee will make a recommendation to the Board. The recommendation will include a summary of the results of the site assessment, information about the property's EcoGift status (if necessary), the financial review, and a summary of the stewardship plan required for the property.

Step 9 Decision of the Board

The Board will decide whether or not to acquire the property. When the Board decides to acquire a property or a conservation easement on a property, the Board may establish the conditions for and terms of the acquisition. The Board must pass a motion declaring its interest in exploring the possibilities of acquisition and instructing the Manager of Forestry and Lands to further assess the property and to proceed with acquisition.

Step 10 – Transfer of property or registration of conservation easement

Only the Board of Directors can commit SVCA to acquire a property.

If purchasing a formal written offer (in the case of a donation for a nominal amount or zero) will be sent to the owner, or a conservation easement will be written and registered.

The Manager of Forestry and Lands will work with Legal Council to identify and assign responsibility for all requirements to be met before closing (severance approvals, mortgage postponements, planning approvals). The documents will be signed and registered. Receipts will be issued for donations if applicable.

At any time during the land acquisition process, the Board may decide not to continue and may withdraw the SVCA's expression of interest in acquiring the property or a conservation easement on the property. The Board may make this decision regardless of the classification of the property as an EcoGift or financing offers made with respect to the property.

Step 11 – Thanks, and publicity

In suitable cases the Board will organize an expression of thanks to all those involved with the acquisition, and local publicity about the importance of the conservation of protection of the property.

Appendix 3 Site Assessment Template and Guidelines

Name of Property: *(insert property name here)*

The **site evaluation summary** below is a simple scoring system based on the total number of checks for each category as indicated on the accompanying assessment sheets. *As individual categories may not be of equivalent interest or concern, an overall value for a site should be determined by weighing individual components against the overall mandate for land acquisition.*

Site Evaluation Summary	
<i>Category</i>	<i># of checks</i>
Natural features of primary significance	
Natural features of secondary significance	
Adverse environmental features (damage evident)	
Adverse environmental features (damage potential)	
Aesthetic features	
Historical features	
Administrative considerations	
Agricultural features of primary value	
Agricultural features of secondary value	

<p>Comments on site valuation summary:</p>
<p>Proposed best management/use of property:</p>

Date:

Observer:

Name of Property:

Natural Features of Primary Significance		
#	<i>Note: listed characteristics are not necessarily in order of importance</i>	√
1	Provincially Significant Wetland – (Class 1, 2 or 3 wetland)	
2	Provincial or regionally significant “Area of Natural and Scientific Interest” (ANSI), or part thereof	
3	Occurrence of endangered, threatened or rare species	
4	Presence of important fish or wildlife habitat, e.g., breeding, staging, nesting sites, hibernacula, spawning beds, regionally significant deer yard, etc.	
5	Provincially, or regionally significant bird or butterfly migration area	
6	Mouth of permanent creek or river; junction of aquatic habitats	
7	Important hydrological area – groundwater recharge areas, headwaters, aquifers, seeps or springs	
8	Presence of natural unaltered shoreline on significant water bodies (or parts of) rivers, streams, lakes	
9	High diversity of habitats (number of distinct forest/plant community types, highly varied land form)	
10	Large, contiguous area of habitat present (e.g., >50 hectare mature forest with minimal edge)	
11	Regionally or locally unique biotic community; e.g., mature forest, bog, alvar,	
12	High quality of habitat present (undisturbed, few or no introduced species, low level habitat disturbance, low edge)	
13	Important site of geological interest; e.g., outcrop, blend, nonconformity, fossils, etc.	
14	Other (please indicate)	
Total		

Explanatory comments or additional considerations:

Date:

Observer:

Name of Property:

Natural Features of Secondary Significance		
#	<i>Note: listed characteristics are not necessarily in order of importance</i>	✓
1	Non-Provincially Significant wetlands (must be ≥ 0.5 ha)	
2	Presence of rivers, streams, or lakes with minor-moderate levels of disturbance	
3	Presence of locally rare / uncommon / unusual species	
4	Potentially environmentally significant area (whether previously identified or not)	
5	Property adjacent to or part of a connecting linkage to another protected site of natural significance – e.g., may have the potential to create a public or wildlife corridor	
6	Significant woodlands	
7	Property has educational / research potential	
8	Areas used for long-term scientific study or baseline and benchmark monitoring of biodiversity	
9	Agricultural land (must complete Agricultural Features check sheets)	
10	Managed forest	
11	Areas that have significant current or potential for enhanced ecological values through restoration, remediation, management or geographic proximity to other ecologically significant properties	
Total		

Explanatory comments or additional considerations:

Date:

Observer:

Name of Property:

Adverse Environmental Features or Conditions

Identify any public safety hazards in the comments section below this table

#	Condition or Feature	None evident <input type="checkbox"/>	No potential <input type="checkbox"/>
1	Piping / vents for underground storage tanks		
2	Ditches, pits, ponds, lagoons, clarifiers, oil / water separators, surface impoundments, or sumps on the property		
3	Storage drums		
4	Wells/tanks		
5	Transformers		
6	Mining stakes on property		
7	Mineral/petroleum operations		
8	Evidence of dumping, or significant levels of trash and debris		
9	Stains or odours (unusual or around areas where chemicals are stored / used)		
10	Chemical pollutants on the surface of any water bodies (sheens, etc.)		
11	Dilapidated buildings (<i>i.e.</i> , threat of collapse)		
12	Trail or access road damage (e.g., rutting, erosion, excessive habitat fragmentation)		
13	Excessive algal growth along water's edge (<i>e.g.</i> , possible nutrient loading from septic)		
14	Compacted or trampled soils in forest understory		
15	Significant shoreline or embankment erosion		
16	Presence of high numbers of invasive plant species (garlic mustard, buckthorn, swallowwort, etc.) (<i>provide details below</i>)		
17	High ratio of edge to core habitat (e.g., forest clearings present, narrow lot, etc.)		
18	Recent removal of prime timber		
19	Other (indicate)		
Total			

Explanatory comments or additional considerations:

Date

Observer

Name of Property

Aesthetic Features		
#	<i>Note: listed features are for guidance purposes only. Please add additional features of interest as needed.</i>	√
1	Site has documented aesthetic value to populace, and is regularly used for that purpose (e.g., roadside stop, hiking trail feature)	
2	Significant viewscape present (e.g., distinct outcrop, bluff, bay, sandy beach, rocky shoreline, etc.); but not necessarily visually accessible offsite	
3	Landscape provides seasonal appeal; e.g., wildflowers, fall leaf colours, etc.	
4	Remnant green space property near developed area (walking and cross-country skiing – low impact recreational use)	
5	Harmony of neighbouring uses; e.g., no stark contrasts, conflicts of use / appearance, no intrusive visual objects / noise; e.g. traffic, development, excessive or disturbing human uses	
6	Other (describe)	
Total		

Explanatory comments or additional considerations:

Date

Observer

Name of Property:

Historical Features		
#	Note: <i>listed characteristics are not necessarily in order of importance</i>	√
1	Historic site with naturally significant areas	
2	Archaeological site / ruin / artifacts	
3	Native heritage significance	
4	Century farm	
5	Other (describe)	
Total		

Explanatory comments or additional considerations:

Date

Observer

Name of Property:

Administrative Considerations

#	Note: <i>listed characteristics are not necessarily in order of importance</i>	√
1	Landowner wishes to donate property	
2	Land transaction costs would be minimal	
3	Property is offered with a gift of funds adequate to cover maintenance and / or stewardship costs	
4	No land taxes or property is eligible of an incentive program (e.g., Conservation Land Tax Reduction, Managed Forest Tax Reduction)	
5	Municipal zoning favourable for conservation at this site	
6	Land taxes reasonably low	
7	No immediate maintenance or restoration required	
8	Offer of "partnership" to acquire property; e.g., may be shared costs, or agreement to manage after acquisition, etc.	
9	Land at risk of being developed if not conserved	
10	Property has features underrepresented in local protected sites – value in establishing protected land in this area (contributes to sense of broad geographical distribution)	
11	Project likely stimulate public funding and support	
12	Landowner wishes to donate property for tax receipt, but property would not necessarily meet criteria; however, it is marketable and an agreement to put it up for sale can be arranged with proceeds to other acquisitions	
13	Other (describe)	
Total		

Explanatory comments or additional considerations:

Date

Observer

Name of Property:

Agricultural Features of Primary Value (applicable only for land actively		
#	Note: <i>listed characteristics are not necessarily in order of importance</i>	√
1	Soil capability high: Canada Land Inventory rating of 1, 2 or 3	
2	Agricultural use on > 80% of land base	
3	Size > 40 ha.	
4	Proximate lands compatibility: all or most proximate lands are agricultural	
5	Land and buildings have good lease potential	
6	Can demonstrate conservation tillage practices in excess of 5 years	
7	Has established crop rotation plans aimed at soil improvements	
8	Has established manure/pesticide management plan in excess of 5 years	
9	Has established forest management plan	
10	Site has natural features such as soil or other conditions conducive to the production of speciality crops that are rare in the region	
11	Site contains quality example buildings of historical /architectural significance	
12	Existing buildings in high quality state of repair	
13	Site has significant drainage/irrigation improvements in good repair	
14	Environmental Farm Plan completed in last 5 years by current owner or Soil & Crop Stewardship Award received in last 5 years	
15	Site contains diverse land features such as wetlands, woodlots, streams, etc.	
16	Site conforms to all applicable plans, regulations and codes (<i>i.e.</i> , Agricultural Code of Practice)	
Total		

Explanatory comments or additional considerations:

Date

Observer

Name of Property:

Agricultural Features of Secondary Value (applicable only for land actively		
#	<i>Note: listed characteristics are not necessarily in order of importance</i>	√
1	Soil capability moderate: Canadian Land Inventory rating of 4, 5, or 6	
2	Agricultural use on 50 – 80% of land base	
3	Size 10 - 40 ha.	
4	Proximate lands compatibility: proximate zoning such that conflicts are not anticipated	
5	Land or buildings (not both) have lease potential	
6	Has started conservation tillage within last 5 years	
7	Practices crop rotation based more on market factors	
8	No manure/pesticide management plan but good storage facilities, standard application practices	
9	No forest management plan but can demonstrate good management practices	
10	Speciality crops grown but requires significant capital investment	
11	Site contains buildings of historical/architectural significance requiring repair/renovation	
12	Buildings in good state of repair, limited upgrades required	
13	Site requires repairs/upgrades to existing drainage/irrigation system	
14	Environmental Farm Plan currently being developed	
15	Site has some/limited diversity in habitat types	
16	Conforms to applicable plans, regulations and codes with minor exceptions	
Total		

Explanatory comments or additional considerations: