



Authority Annual Meeting Agenda (Amended)

Friday, January 17, 2025, 1:00 p.m.
Formosa Administrative Office

1. Land Acknowledgement

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

2. Adoption of Agenda

That the agenda of the Authority Meeting, January 17, 2025, be adopted as amended.

3. Declaration of Pecuniary Interest

4. Approval of Minutes of Authority Meeting – November 21, 2024

That the minutes of the Authority Meeting, November 21, 2024, be adopted as circulated.

5. Introductions of Guests

6. Director and Staff Service Recognition

7. Chair's Address – Barbara Dobreen

8. General Manager's Address – Erik Downing

9. Election of officers

9.1 Appointment of Chair Pro Tem

THAT _____ be appointed as Chair Pro Tem for the purposes of conducting the election of officers for 2025.

9.2 Appointment of Scrutineers

THAT _____ and _____ be appointed as scrutineers for the election of officers as conducted on January 19, 2025.

9.3 Election of Chair

9.4 Election of Vice Chair

9.5 Election of 2nd Vice Chair

9.6 Election of Member-at-Large

10. New Business

- 10.1 Verbal Report – Formosa Administration Office update: Erik Downing, Donna Lacey
- 10.2 Presentation: January 6 – 17 Flood Response update and debrief: Erik Downing, Katie Thomas

Meeting Recess

Corporate Services

- 10.3 GM-2025-01: SVCA Workplan – Erik Downing
- 10.4 GM-2025-02: Program report
- 10.5 Correspondence
- 10.6 COR-2025-01 -2025 Budget update – Erik Downing, Adam Chalmers

THAT the apportionment amount of \$2,785,664 for Category 1 operating expenses and capital costs be approved in accordance with Ontario Regulation 401/22, Section 27(4) of the Conservation Authorities Act.

THAT the Saugeen Valley Conservation Authority adopt the 2025 Budget in the amount of \$6,592,410 as approved in principle, November 21, 2024; and further

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

THAT cost apportioning payments shall be due from member municipalities in two equal instalments on March 31 and June 30, 2025, and that late payments shall be subject to the Authority’s standard late payment charge of 1.50% per month thereafter.

- 10.7 COR-2025-02 -Bylaw Amendments – Janice Hagan

THAT the Board of Directors of the Saugeen Valley Conservation Authority approve the recommended Administrative Bylaw amendments as presented in the report on January 17, 2025.

- 10.8 COR-2025-03: SVCA Committee Appointments – Erik Downing

THAT the following Directors be appointed as members to the SVCA committees for 2025:

Forestry Committee: _____, _____, _____, and _____

Property and Parks Committee: _____, _____, _____, and _____

Water Resources Committee: _____, _____, _____, and _____.

Agricultural Advisory Committee: _____, _____, _____, and _____.

- 10.9 COR-2025-04: Statutory Administrative Approvals – Erik Downing

THAT the Saugeen Valley Conservation Authority Board of Directors re-affirm for 2025 the Health and Safety Policy; and further,

THAT the Saugeen Valley Conservation Authority Board of Directors Re-Affirm for 2025 the Workplace Violence, Harassment, and Sexual Harassment Policy.

- 10.10 Appointment of Auditor

THAT Baker Tilly SGB LLP be confirmed as the auditor to the Authority for the year 2025.

10.11 Appointment of Solicitor

THAT Beard Winter LLP, Loucks and Loucks LLP, and Mathews, Dinsdale & Clark LLP be appointed solicitors to the Authority for the year 2025 for general operations, with the option to engage the services of other local solicitors, as necessary.

Environmental Planning and Regulations

10.12 EPR-2024-24: Request for endorsement: Permits issued – Matt Armstrong
(Deferred from Authority meeting, November 21, 2024)

THAT SVCA permit applications 24-010, 24-075, 24-237 to 24-255, and 24-257 to 24-262 as approved by staff, be endorsed.

10.13 EPR-2024-23: Violation Strategy Update – Darren Kenny
(Deferred from Authority meeting, November 21, 2024)

11. Closed Session – to discuss a litigation matter and personal matters about identifiable individuals (Deferred from Authority meeting, November 21, 2024), and to discuss information explicitly supplied in confidence to the Authority by Canada (Federal Government).

THAT the Authority move to Closed Session, In Camera to discuss a litigation matter, and information supplied in confidence by the Canadian Federal Government; and further

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

12. Adjournment

THAT the meeting be adjourned.



Saugeen Valley Conservation Authority

Minutes – Board of Directors Meeting

Date: Thursday November 21, 2024, 1:00 PM.

Location: Remote via Zoom

Chair: Tom Hutchinson

Members present: Paul Allen, Larry Allison, Barbara Dobreen, Kevin Eccles, Bud Halpin, Greg McLean, Dave Myette, Mike Niesen, Moiken Penner, Jennifer Prenger, Bill Stewart, Peter Whitten

Members absent: Sue Paterson, Steve McCabe

Staff present: Matt Armstrong, Adam Chalmers, Erik Downing, Janice Hagan, Darren Kenny, Donna Lacey, Katie Thomas, Brandi Walter

Vice Chair Tom Hutchinson assumed the role of Chair and called the meeting to order at 1 PM.

1. Land Acknowledgement – read by Bud Halpin

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 Nations, Métis, and Inuit peoples.

2. Adoption of Agenda

Motion #G24-127

Moved by Peter Whitten

Seconded by Kevin Eccles

THAT the agenda for the Saugeen Valley Conservation Authority meeting, November 21, 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 – October 17, 2024

Motion #G24-128

Moved by Bill Stewart

Seconded by Dave Myette

THAT the minutes of the Saugeen Valley Conservation Authority meeting, October 17, 2024, be adopted as presented.

Carried

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

6. New Business

6.1 Formosa Administration Office: Lightning Strike update

Erik Downing, GM/S-T, reported that staff have been in communication with the insurance company and the general contractor to address the damage caused by the lightning strike. While the timeline for resuming on-site work remains uncertain, significant progress has been made.

6.2 GM-2024-13: SVCA Operational Plan

The Directors reviewed several items outlined in the plan, and the GM/S-T provided clarifications. Chair Barbara Dobreen joined the meeting at 1:20 PM.

6.3 GM-2024-14: Program Report

The Directors requested additional details on various program report projects, and the GM/S-T provided further information.

6.4 Correspondence

There was no submitted correspondence.

6.5 COR-2024-25: 2025 Authority Meeting Schedule

The GM/S-T presented the proposed meeting schedule for 2025, and the Directors requested that Janice Hagan distribute the meeting dates via calendar invite.

Motion #G24-129

Moved by Barbara Dobreen

Seconded by Greg McLean

THAT the 2025 SVCA Authority meeting and Section 28 Hearing schedules be adopted as presented.

Carried

6.6 COR-2024-26: 2025 Budget Presentation

Staff presented the proposed 2025 budget and reviewed the accomplishments of 2024, as well as the goals for 2025. It was noted that the budget is based on the anticipated continuation of the Environmental Planning and Regulations (EPR) fee freeze mandated by the provincial government since 2022. The budget request is 17.6%, which includes a 12% increase in staff salaries as previously approved by the Board, and a significant withdrawal from reserve funds.

Greg McLean left the meeting at 3:42 PM.

Barbara Dobreen called for a recorded vote for the following motion:

Motion #G24-130

Moved by Bill Stewart

Seconded by Barbara Dobreen

THAT the SVCA Board of Directors approve the 2025 draft budget in principle; and further

THAT staff be authorized to forward the draft budget to the Authority’s watershed municipalities for a 30-day review and commenting period and include the offer of a delegation if requested.

| | |
|------------------|-----------|
| Moiken Penner | In favour |
| Peter Whitten | In favour |
| Paul Allen | In favour |
| Larry Allison | In favour |
| Jennifer Prenger | In favour |
| Bill Stewart | In favour |
| Bud Halpin | In favour |
| Dave Myette | In favour |
| Mike Niesen | Opposed |
| Barbara Dobreen | In favour |
| Kevin Eccles | Opposed |
| Tom Hutchinson | In favour |

Carried

Due to time constraints, Barbara Dobreen requested that Agenda items 6.8, EPR-2024-23: Violation Strategy Update, 6.9 EPR-2024-24: Permits Issued for Endorsement, and 7.0 Closed Session be deferred to the next meeting.

Motion #G24-131

Moved by Barbara Dobreen

Seconded by Kevin Eccles

THAT Agenda Items 6.8, 6.9, and 7.0 be deferred to the next scheduled Authority meeting.

Carried

6.7 Christmas Office Closure

Erik proposed that staff receive regular salaried pay for the three days, December 27, 30, 31st during the time the Administration office is closed for the Christmas holidays. There was no discussion.

Motion #G24-132

Moved by Barbara Dobreen

Seconded by Jennifer Prenger

THAT the SVCA approves that the SVCA be closed between Christmas and New Years in 2024; and further

THAT all eligible staff be allowed to have this time off one time with pay and without use of vacation or overtime.

Carried

6.8 EPR-2024-23: Violation Strategy Update

Deferred to next Authority meeting

6.9 EPR-2024-18: Permits Issued for Endorsement

Deferred to next Authority meeting

6.10 EPR-2024-25: Schedule A Environmental Planning and Regulations Fee

Staff presented the recommended 2025 EPR fee rate for the Board's consideration. These fees will be implemented if the 2024 rates are not suspended by the provincial government.

Motion #G24-133

Moved by Larry Allison

Seconded by Paul Allen

THAT Fee Schedule A, Environmental Planning and Regulations be approved as presented.

Carried

6.11 WR-2024-10: Durham Upper Dam

Staff recommend suspending winter operations at the Durham Upper Dam (DUD) due to its significant deterioration and unsafe conditions. The Board reviewed the 1997 incident where frazil ice buildup led to flooding in some areas of the Town of Durham; however, it was noted that the dam could fail if the winter operations continue. Staff confirmed that WECl funding has been approved for 50% of the project and that the benefitting municipality would cover the remaining 50%.

Jennifer Prenger left the meeting at 4:30 PM.

Motion #G24-134

Moved by Barbara Dobreen

Seconded by Bill Stewart

THAT the SVCA Board of Directors approve the cessation of winter operations at the Durham Upper Dam, as recommended based on ongoing engineering reports, with a provision for annual re-evaluation; and further

THAT staff proceed with Phase 2 of a Class Environmental Assessment for the Durham Upper Dam, pending Water and Erosion Control Infrastructure (WECl) funding; and further

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

Paul Allen requested that the Question be divided as the resolution contains two different subjects.

Barbara Dobreen requested a recorded vote for the first part of the Resolution:

Motion #G24-135

Moved by Barbara Dobreen

Seconded by Bill Stewart

THAT the SVCA Board of Directors approve the cessation of winter operations at the Durham Upper Dam, as recommended based on ongoing engineering reports, with a provision for annual re-evaluation.

| | |
|-----------------|-----------|
| Moiken Penner | In favour |
| Peter Whitten | Opposed |
| Paul Allen | Opposed |
| Larry Allison | In favour |
| Bill Stewart | In favour |
| Bud Halpin | In favour |
| Dave Myette | In favour |
| Mike Niesen | In favour |
| Barbara Dobreen | In favour |
| Kevin Eccles | Opposed |
| Tom Hutchinson | Opposed |

Carried

Barbara Dobreen requested a recorded vote for the second part of the Resolution:

Motion #G24-136

Moved by Barbara Dobreen

Seconded by Bill Stewart

THAT staff proceed with Phase 2 of a Class Environmental Assessment for the Durham Upper Dam, pending Water and Erosion Control Infrastructure (WECI) funding; and further

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

| | |
|-----------------|-----------|
| Moiken Penner | In favour |
| Peter Whitten | Opposed |
| Paul Allen | In favour |
| Larry Allison | In favour |
| Bill Stewart | Opposed |
| Bud Halpin | In favour |
| Dave Myette | In favour |
| Mike Niesen | In favour |
| Barbara Dobreen | In favour |
| Kevin Eccles | Opposed |
| Tom Hutchinson | Opposed |

Carried

6.12 NWMO-2024-01: Nuclear Waste Management Organization (NWMO) Update

There was no discussion on the report.

Motion #G24-137

Moved by Bud Halpin

Seconded by Larry Allison

THAT the Saugeen Valley Conservation Authority Board of Directors receive the NWMO-SVCA Environmental Media Baseline Program update for information.

Carried

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

Deferred to next Authority meeting.

8. Adjournment

With no further business to discuss, the meeting was adjourned at 5:07 PM, following a motion by Dave Myette and Peter Whitten.

Tom Hutchinson
Chair

Janice Hagan
Recording Secretary

Debrief



2025 Frazil Ice Event – Municipality of West Grey
Erik Downing, Katie Thomas
Saugeen Valley Conservation Authority
Friday, January 17th, 2025





Flood Forecasting and Warning at SVCA

- Conservation Authorities have been delegated the responsibility of flood forecasting and warning at the local scale
- SVCA is responsible for assessing watershed and river conditions, determining flood potential, and communicating this to appropriate agencies
- Involves monitoring of weather forecasts, operation of monitoring networks, data collection, flood forecasting, flood communications and flood operations and documentation
- Goal is to reduce the risk of property damage, injury and loss of life through advance warning of flooding

Primary Flood Damage Centres



- Flood Damage Centres are communities in the watershed most susceptible to flooding
- Informed by historical records, floodplain mapping, and other information sources
- Monitored more intensely when the possibility of flooding exists
- Include Durham, Neustadt, Walkerton and Paisley
- Flooding can and does occur in other areas of the watershed

Causes and Seasonality of Flooding

| Description | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
|---|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|
| Rapid snowmelt | | | | | NIL | NIL | NIL | NIL | NIL | NIL | NIL | |
| Combined rainfall and snowmelt | | | | | NIL | NIL | NIL | NIL | NIL | NIL | NIL | |
| Localized ice jams | | | | NIL | NIL | NIL | NIL | NIL | NIL | NIL | NIL | |
| Moderate rainfall on saturated or frozen ground | NIL | NIL | | | | | NIL | NIL | NIL | NIL | NIL | NIL |
| Extreme localized rain | NIL | NIL | NIL | NIL | NIL | | | | NIL | NIL | NIL | NIL |
| Severe widespread rain | NIL | NIL | NIL | NIL | NIL | | | | | | | NIL |
| Lake Huron storm surge* | | | | | NIL | NIL | NIL | NIL | NIL | NIL | | |

*Most likely during the months indicated but can occur at any time of year.

Watershed vs Localized Response

The recent event in West Grey is an example of a localized response from SVCA. Localized responses are different from our general watershed response:

- Impacted areas are specific
- Heavily influenced by the immediate watershed geography, including watercourses, gradients, channel characteristics
- Often accompanied by severe weather
- Requires staff with localized knowledge and strong working relationships with impacted municipality



Event Summary



The event was preceded by a major melt (removing all surface ice from the headwaters) and then began with a rapid decline in temperature; from 12°C to -22 °C in short period of time. The event was:

- From Sunday, January 5th to Saturday, January 11th, 2025
- Dynamic and rapidly changing
- Required intensive monitoring (up to 24 hour coverage)
- Excavators ran for approximately three days removing accumulated ice from the lower channel of the Saugeen River





Areas of Concern

Multiple locations are prone to ice accumulation and increased water levels in the Municipality of West Grey. The Saugeen River from Priceville to Durham is characterized by a particularly steep slope and turbulent waters, which can contribute to the **formation** of frazil ice.

The area of interest is located where the river flattens, and water velocities are reduced, which can contribute to the **accumulation** of frazil ice.



Upper Dam

Frazil ice build up occurred on January 5th, resulting in a brief but significant increase in water levels.



Lower Dam

Accumulation of frazil ice below the dam increased throughout the event, until channel blockages were removed.



Durham Creek Culvert

Water levels continuously fluctuated in this area throughout the event. Required diversion of the outlet.



Ice Management Channel

Experienced the most significant frazil ice build up. Ice removal efforts focused on this area.



Moffatt's Hole

This deep, slow-moving section of the watercourse is where frazil ice begins to collect. Significant quantities of ice were removed from this area.





Insights

- Close working relationship with the Municipality of West Grey was key to an effective and efficient response
- Demonstrated the capability of the SVCA Flood Event Operation Centre and associated training
- Positive community feedback regarding diligent communication with the media and the public

Thank you

Erik Downing, Katie Thomas

Saugeen Valley Conservation Authority

floodcoordinator@svca.on.ca

www.saugeenconservation.ca



GM-2025-01: SVCA Operational Plan
January 17, 2025

All Departments

| Significant Activity | 2024 Operational Task | Target Completion Date | Responsible for Deliverables |
|--|-----------------------|-------------------------|------------------------------|
| 2023 Performance Evaluations | In Progress | January 2025 | E. Downing |
| Job Descriptions for Market Compensation Review | In Progress | Complete | E. Downing |
| Job Hazard Analysis – Creation of Task Lists | In Progress | February 2025 | Managers |
| Content Management System – Beta System ready with EPR information | In Progress | Beta available to staff | M. Armstrong |
| Annual 2023 SVCA Report | In Progress | February 2025 | A. Richards, E. Downing |
| Staff Training | Ongoing | NA | Managers |
| Mapping Working Group | In Progress | March 2025 | E. Downing |
| October 6, 2024, Formosa Lightning Response | In Progress | Complete | 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 | K. Thomas |
| Administration | Submission of MFIPPA reporting for 2024. | March 2025 | J. Hagan |
| Human Resources | Modernize SVCA's Personnel Policy. | Waiting on Workplace Culture Assessment Plan | E. Downing |
| Human Resources | Accessibility Policy Development. | Complete | J. Hagan |
| Human Resources | Code of Conduct. | Waiting on Workplace Culture Assessment Plan | J. Hagan |
| Finance | Complete 2023 Audit. | Complete | A. Chalmers |
| Administration | Document Retention Policy. | Complete | E. Downing |
| Human Resources | Compensation Policy. | Complete | E. Downing |

| Significant Activity | 2024 Operational Task | Target Completion Date | Responsible for Deliverables |
|----------------------|--|------------------------|------------------------------|
| Human Resources | Volatile Client Plan. | January 2025 | J. Hagan |
| Human Resources | Emergency Communication Plan. | January 2025 | J. Hagan |
| GIS/IT | Critical Failure Information Technology Plan. | January 2025 | R. Kleinecke |
| Administration | Civic Address Assignment for SVCA Properties. | February 2025 | A. Richards |
| Administration | Public Consultation: <i>Accessibility for Ontarians with Disabilities Act.</i> | May 2025 | J. Hagan |
| Administration | Professional Development Strategy Planning. | February 2025 | A. Chalmers |
| Administration | Revenue Generation Strategy. | Complete | 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. | February 2025 | M. Armstrong |
| Environmental Planning | Update Planning Service Agreements to reflect Bill 23 changes. | 2025 | M. Armstrong |
| General | Board of Directors Hearing Training – Section 28. | March 2025 | M. Armstrong |
| General | Landowner Recognition Program Brainstorming. | March 2025 | M. Armstrong |
| General | Amish and Mennonite Outreach Strategy Planning. | March 2025 | M. Armstrong, A. Richards |
| General | Professional Development Strategy Planning. | March 2025 | 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 | K. Thomas |
| 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 | K. Thomas |
| Water and Erosion Control Infrastructure | Complete database of existing easements and identify additional easement requirements, if needed. | Ongoing | K. Thomas, K. Hope |
| Water and Erosion Control Infrastructure | Confirmation of infrastructure ownership. | Ongoing | K. Thomas, 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 | K. Thomas |
| NWMO | Environmental Monitoring Baseline Program – Year 2 Final Report. | May 2024/ Ongoing with NWMO | B. Walter |
| Ontario Low Water Response | Creation of Low Water Response Committee. | Ongoing | 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. | February 2025 | J. Duncan |
| General | Working In and Around Water Policy. | January 2025 | K. Thomas |
| General | Professional Development Strategy Planning. | March 2025 | K. Thomas |

| Significant Activity | 2024 Operational Task | Target Completion Date | Responsible for Deliverables |
|---|--|------------------------|------------------------------|
| General | Risk Evaluation Planning. | December 2024 | K. Thomas |
| Ice Management Plan | Complete Ice Management Plan for SVCA watershed. | Complete | K. Thomas, J. Duncan |
| Ontario Benthos Biomonitoring Network | Collection of benthic macroinvertebrates to assist in the characterization of surface water quality. | Ongoing | E. Williamson |
| Provincial Groundwater Monitoring Network | Monitoring of groundwater quality and quantity. | Ongoing | E. Williamson |
| Surface Water Quality Characterization | Monthly collection of water quality samples from Provincial Water Quality Monitoring Network sites and SVCA sites. | Ongoing | E. Williamson |
| NWMO | Environmental Monitoring Baseline Program Years 1 through 3 Final Report. | Complete | B. Walter |
| Water and Erosion Control Infrastructure | Complete an operational plan for SVCA structures. | Ongoing | K. Thomas, K. Hope |
| Water and Erosion Control Infrastructure | Complete an asset management plan for SVCA structures. | Complete | K. Thomas, 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. | March 2025 | K. Thomas, K. Hope |
| Watershed Management | Complete a watershed-based resource management strategy. | Complete | K. Thomas, 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. | Complete | D. Lacey |
| Lands Management | Develop Land Acquisition and Disposition Policies. | Complete | D. Lacey |
| Forestry | Complete ash hazard tree removal from Stoney Island properties. | Complete | D. Lacey |
| Lands Management | Complete Conservation Areas Strategy for SVCA. | Complete | D. Lacey |
| Lands Management | Complete Conservation Lands Inventory for SVCA. | Complete | D. Lacey, Lands Technician |
| Lands Management | Civic Address Assignment for SVCA Properties. | Ongoing | D. Lacey |
| General | Professional Development Strategy Planning. | March 2024 | D. Lacey |

Programs Report # GM-2025-02

January 17, 2025

Corporate Services (CS)

General Manager's Report

Formosa Administration office repairs are almost complete following the October 6 lightning strike. Asbestos testing has come back negative. Structural review by a structural engineer has confirmed no damage to the building. South Bruce Fire Department has closed the case. Electrical repairs are still proceeding to restore exterior lighting, but main parking lots lights have majority working. The front tree is to be removed (epicenter). Broken glass has been replaced. Front doors have been repaired and soffits have been fixed. Office reopening to staff and public is planned for January 13, 2025.

November 25, 2024, the General Manager and SVCA Director McCabe met with Ontario Farm Trust staff to discuss SVCA/OFT opportunities.

Forestry and Lands Manager and General Manager met with Kincardine Cross Country Ski Club (KCCSC) leadership to discuss Stoney Island Conservation Area/ KCCSC agreement late in November as well as December 20, 2024. An agreement was reached December 23, 2024 and signing followed by all parties for a two year agreement on the property.

November 25, 2024, CTV News interview regarding Durham Upper Dam operations and Formosa Lightning Strike.

December 2, Conservation Ontario GM/CAO meeting attended (remote).

December 5, 2024, Interview to Scott Dunn – Sun Times regarding Durham Upper Dam operations.

December 5, 2024, Meeting with West Grey CAO, Public Works Staff and SVCA Water Resources Staff regarding Durham Upper Dam.

December 6, 2024, Meeting with Hanover CAO regarding encampments – follow up letter sent.

December 8, 2024, SVCA's Agricultural Outreach Committee met (remotely due to weather).

December 10, 2024, Conservation Ontario Council meeting attended (remote).

December 19, 2024, – Flood Duty training for all SVCA staff.

CS Manager's Report

The Corporate Services department at SVCA faced a challenging year in 2024, marked by significant transitions and unexpected hurdles. The departure of the previous Manager of Corporate Services in July left the position vacant for the remainder of the summer, with a new

manager joining the team later in the year. In November, the department was further impacted when a staff member began an extended medical leave.

Despite these challenges, the team demonstrated resilience and adaptability. Following a lightning strike earlier in the year, the GIS/IT department successfully relocated all servers to the Resource Center and ensured staff had the tools to work remotely without interruption. This effort underscored the department's commitment to maintaining continuity during difficult circumstances.

Since stepping into the role, the new manager of Corporate Services has guided the department through a demanding budget development process. Initial projections indicated a significant budget increase, but through rigorous review and strategic adjustments, the final budget proposal was refined to a more manageable 17.6% increase. This outcome reflects the team's dedication to fiscal responsibility while addressing the organization's needs.

Progress has been made on several key initiatives, including completing a document retention strategy and producing the framework for fundraising and revenue generation. The department also supported significant organizational developments, such as the implementation of a pay policy, a workplace culture review, and the onboarding of new leadership in key roles, including the General Manager, Water Resources Manager, Environmental Planning and Regulations Manager, and Corporate Services Manager.

Additionally, the department facilitated accessibility improvements, expanded professional development opportunities in payroll and public sector management, and produced a new property guide for the Authority. The GIS team contributed by performing significant updates to mapping resources, enhancing the organization's operational capabilities. These accomplishments were complemented by a comprehensive job performance and salary review.

Looking ahead, the groundwork laid in 2024 positions Corporate Services for continued improvement and innovation in the coming year.

Communications

2024 Communications Metrics

In 2024, the Communications team at Saugeen Valley Conservation Authority (SVCA) played a pivotal role in advancing SVCA's mission through strategic outreach, marketing, and engagement initiatives. Collaborating across departments, the team:

- Supported the successful execution of grant applications and development of key strategies and policies.
- Facilitated public consultation and implemented communication strategies.
- Managed and expanded SVCA's digital presence, including website updates and social media platforms.
- Produced presentation materials for various organizational partners.
- Oversaw marketing efforts for SVCA campgrounds and circulated career opportunities.
- Ensured accessibility compliance external documents and marketing.

Social Media Metrics

From January 1 to December 31, 2024, SVCA maintained an active and engaging presence across multiple social media platforms (Facebook - Saugeen Conservation, Saugeen Bluffs, Durham, Bruce Dale; Instagram; Twitter/X):

- Posts: 1,982 total posts.
- Followers: Increased by 976, reaching a total of 12,620.
- Impressions: 1,106,925 impressions, with a reach of 850,675 users.
- Engagement: 46,092 interactions.

Facebook:

- Daily reach: Saugeen Conservation (1,617), Durham Conservation Area (257), Saugeen Bluffs (238), and Bruce Dale Conservation Area (47).
- Top posts: Hiring announcements, conservation updates, and seasonal highlights.

Instagram:

- 188 new followers, totaling 1,136.
- Top posts: Valentine's Day greetings, conservation area wildlife sightings, and vehicle use reminders.

Twitter:

- 26,000 impressions with notable engagement from regulatory updates, hiring announcements, and environmental campaigns.

Website Metrics

SVCA's website continued to be a crucial platform for engaging the public:

- Unique Visitors: 66,000, with 65,000 new users.
- Interactions: Over 535,000 interactions, primarily from mobile devices (59%).

Top Pages:

- Saugeen Bluffs Conservation Area and Durham Conservation Area.
- Camping-related pages, including reservations and general information.
- Careers page and canoeing/kayaking information.

Traffic Sources:

- Organic Search: 67,000 sessions.
- Direct Visits: 19,000 sessions.
- Social Referrals: 6,200 sessions.

User Geography:

- Predominantly Canadian visitors (60,000), with contributions from the U.S. (4,400) and Poland (427).
- Top cities: Toronto (17,000), London (2,700), Hanover (1,600), and Port Elgin (1,500).

Summary

2024 was a year of growth and impact for SVCA's Communications team, with measurable increases in digital engagement and outreach. Social media and the website proved to be valuable tools for connecting with the community, supporting SVCA's mission, and fostering awareness of conservation initiatives. Looking ahead, the team will continue to build on this momentum to achieve even greater results in 2025.

Water Resources

Capital Projects

2024 Capital Project Update

Staff are working towards completing capital projects that have been approved for WECl funding, including the Paisley Dyke Improvements Phase 1, and Safety Fencing at various structures. RFPs and the awarding of the projects will most likely take place in the new year. We are currently working with municipalities where these projects are located to secure a budget rollover to the new year. Category 2 end of year financials are being worked on and will be finished early in the new year.

2025 Capital Project Plan

Capital budget for 2025 has been mostly finalized and await board approval with the WECl funding secured for the following projects: Mount Forest Safety Fencing Phase 1, Mount Forest Safety Signage and Fall Arrest, Safety Signage at the Hanover Dam, Allan Park Dam and the Sulphur Spring Dam, Paisley Dyke Improvement Phase 2, Public Risk and Safety Plan for the Hanover Dam, and the continuation of the Durham Upper Dam Class EA Phase 2. These projects have been approved by WECl and all that is required for these projects to move forward is confirmation of the 50% municipal funding.

General Capital Project Works

Internal inspections have been completed for the year with inspection reports being completed in early new year. Staff are continuing to follow inspection requirements for the various structures across the Saugeen Valley Watershed and Category 2 agreements responsibilities are underway with maintenance and vegetation control.

All flashboards and stoplogs were removed from the Durham Upper Dam on November 28, 2024.

Flood Forecasting and Warning (FFW)

On December 17th, 2024, SVCA issued a Watershed Condition Statement – Water Safety to advise the public of unsafe conditions in and around watercourses. Other than the ponding of water in low-lying areas, no flooding was experienced.

Snow Surveys

SVCA began conducting annual snow surveys on November 15th, 2024. Snow surveys are completed every two weeks at 14 locations in the watershed. The information collected is used to inform flood potential during snowmelt events. Snow surveys conducted on December 2nd, 2024, indicated a deep, low-density snowpack throughout the watershed, which was partially depleted

before the December 16th, 2024, snow surveys. Despite the snowpack depletion, water content within the snowpack was still relatively high on December 16th, 2024, relative to historical average.

Ice Monitoring

Monitoring of frazil ice in Durham commenced on December 1st, 2024, in response to temperatures trending below freezing. SVCA staff monitor streamflow and ice conditions in Durham daily to document freeze-up of the Saugeen River and frazil ice production. This information is used to assess the flood risk due to frazil ice accumulation in Durham.

Ice monitoring elsewhere on the Main Saugeen River and Teeswater Rivers, as described in SVCA's Ice Management Plan, commenced on December 17th, 2024. This information is used to inform ice breakup and jamming potential, which can lead to flood conditions.

Meetings

On December 18th, 2024, Water Resources and Field Operations staff met with staff from the Municipality of West Grey to discuss frazil ice monitoring in Durham and associated communication between SVCA and municipal staff.

Water Quality (WQ)

Surface Water Program

Water quality staff are beginning to work on quality assurance / quality control of surface water sampling data results, organizing data so it can be analyzed in the new year.

Groundwater Monitoring

Groundwater sampling for the Provincial Groundwater Monitoring Network is now complete. Benthic macroinvertebrate samples continue to be processed and analyzed by an external consultant; this data will be used in future reports to enhance the understanding of water quality in our watershed. Over the next several months, staff will be working on data analysis and preparation of the 2024 Water Quality report.

Forestry and Lands

Staff have continued to work with the contractor to get the restoration of the office building completed following the lightning event of October 6th. Office relocations have been underway. Plans for new office construction have been completed; staff are awaiting the arrival of supplies to begin construction.

It has been several years since we have spent this amount of staff time moving snow in November. Operations staff have done an excellent job keeping our parks open during the heavy snowfalls.

Durham CA has successfully opened for winter camping and is seeing both seasonal and occasional campers enjoying the winter weather in our conservation area. Thankfully the Durham Superintendent was ready for the snowfall prior to its arrival and didn't miss a beat in keeping the park open.

Many Forestry and Lands staff worked very hard to clear and remark trails at Stoney Island CA and successfully reopened them on December 20th to all authorized users. There has been no grooming of the trails.

Staff have spent a bit of time assessing the damage caused to Kinghurst CA by unauthorized users of ATV's. Some remediation will be required in the spring, which may include relocating a destroyed section of trail.

The *Conservation Authorities Act* deliverable of a Conservation Lands Inventory has been completed. This in-house document will be a living document that will likely receive many edits in the future.

Environmental Planning & Regulations (EPR)

Department News

- Work continues with Central Lake Ontario Conservation Authority (CLOCA) staff on the new content management system. GIS integration in progress. Early-2025 rollout is anticipated.
- Public consultation on proposed updates to the EPR Policies Manual is in progress
- Three vacant positions have been filled and we anticipate filling the vacant Regulations Officer position early in 2025
- Department fees have been frozen for a third consecutive year by the Province
- Two staff attended the CA Coastal Working Group workshop in November

December 18, 2024

Erik Downing
General Manager, Secretary-Treasurer
Saugeen Valley Conservation Authority
1078 Bruce Road 12
Box 150
Formosa, ON N0G 1W0

RE: Concerns Over the Decision to Discontinue Winter Operations at the Durham Upper Dam

Dear Mr. Downing,

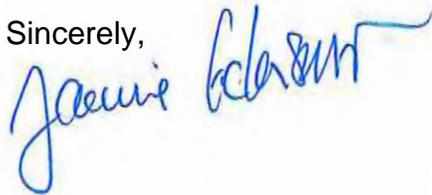
Please be advised that at its meeting held on December 3, 2024, the Council of the Municipality of West Grey considered the above-noted matter and passed Resolution No. R-241203-005 as follows:

“THAT in consideration of correspondence from Saugeen Valley Conservation Authority (SVCA) respecting the cessation of winter operations at Durham Upper Dam to prevent structural failure and ensure public safety, Council directs staff to send a letter to SVCA expressing concerns over the decision to discontinue winter operations at the Durham Upper Dam; and further

THAT the letter be sent to the Minister of Environment, Conservation, and Parks; the Minister of Natural Resources; and all SVCA member municipalities.”

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,



Jamie Eckenswiller, AOMC, AMP (he/him)
Director of Legislative Services/Clerk
Municipality of West Grey

cc. Hon. Andrea Khanjin, M.P.P., Minister of Environment, Conservation, and Parks
Hon. Graydon Smith, M.P.P., Minister of Natural Resources
SVCA Member Municipalities

**Ministry of Natural
Resources**

Office of the Minister

99 Wellesley Street West
Room 6630, Whitney Block
Toronto ON M7A 1W3
Tel: 416-314-2301

**Ministère des Richesses
naturelles**

Bureau du ministre

99, rue Wellesley Ouest
Bureau 6630, Édifice Whitney
Toronto ON M7A 1W3
Tél.: 416 314-2301



December 12, 2024

TO: Conservation authorities as listed in the Attachment A “Extension of Minister’s Direction to Not Change Fees”

SUBJECT: Extension of Minister’s direction for conservation authorities regarding fee changes associated with planning, development, and permitting fees

I am writing with regard to conservation authority fees for the 2025 calendar year. Pursuant to my authority under subsection 21.3 (1) of the *Conservation Authorities Act*, I am issuing a new Direction, attached to this letter as Attachment A, that extends the previous Directions that were in place for the 2023 and 2024 calendar years.

The purpose of this Direction, which is effective from January 1, 2025, to December 31, 2025, is to require a conservation authority not to change the amount of the fee it charges or the manner in which it determines the fee for any program or service related to reviewing and commenting on planning and development related proposals or land use planning policies, or for permits issued by conservation authorities. This Direction is intended to support less costly approvals in order to help increase housing supply and affordability in Ontario.

This Direction applies to the conservation authorities listed in Appendix A, who are encouraged to make the Direction publicly available on the Governance section of their websites.

If you have any questions regarding this Direction, please contact Jennifer Keyes, Director, Development and Hazard Policy Branch, at Jennifer.Keyes@ontario.ca or 705-761-4831.

Sincerely,

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

The Honourable Graydon Smith
Minister of Natural Resources

c: The Honourable Paul Calandra, Minister of Municipal Affairs and Housing

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

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

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

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

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

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

Fee Changes Prohibition

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

Program and Service Fees Impacted

2. This Direction applies to any fee set out in the Fee Schedule of a conservation authority, including without limitation fees for any mandatory program or service (Category 1), municipal program or service (Category 2), or conservation authority recommended program or service (Category 3) related to reviewing and commenting on planning and

development related proposals, applications, or land use planning policies, or for conservation authority permitting.

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

Application

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

Effective Date and Term

6. This Direction is effective from January 1, 2025 (the "**Effective Date**").
7. The term of this Direction is the period from the Effective Date to December 31, 2025 (the "**Term**").

Amendments

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

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



The Honourable Graydon Smith
Minister of Natural Resources
December 12, 2024

APPENDIX A

LIST OF CONSERVATION AUTHORITIES TO WHICH THE DIRECTION APPLIES

Ausable Bayfield CA

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

Cataraqui Region CA

Box 160
1641 Perth Road
Glenburnie ON K0H 1S0
David Ellingwood
dellingwood@crca.ca

Catfish Creek CA

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

Central Lake Ontario CA

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

Credit Valley CA

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

Crowe Valley CA

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

Essex Region CA

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

Ganaraska Region CA

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

Grand River CA

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

Grey Sauble CA

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

Halton Region CA

2596 Britannia Road West
Burlington ON L7P 0G3
Chandra Sharma
csharma@hrca.on.ca

Hamilton Region CA

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

Kawartha Region CA

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

Kettle Creek CA

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

Lake Simcoe Region CA

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

Lakehead Region CA

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

Long Point Region CA

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

Lower Thames Valley CA

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

Lower Trent Region CA

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

Maitland Valley CA

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

Mattagami Region CA

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

Mississippi Valley CA

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

Niagara Peninsula CA

250 Thorold Road West, 3rd Floor
Welland ON L3C 3W2
Leilani Lee-Yates
llee-yates@npca.ca

Nickel District CA

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

North Bay-Mattawa CA

15 Janey Avenue
North Bay ON P1C 1N1
Robin Allen
robin.allen@nbmca.ca

Nottawasaga Valley CA

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

Otonabee Region CA

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

Quinte Region CA

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

Raisin Region CA

PO Box 429
18045 County Road 2
Cornwall ON K6H 5T2
Alison MacDonald
alison.macdonald@rrca.on.ca

Rideau Valley CA

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

Saugeen Valley CA

R.R. #1
1078 Bruce Road #12, Box #150
Formosa ON N0G 1W0
Erik Downing
e.downing@svca.on.ca

Sault Ste. Marie Region CA

1100 Fifth Line East
Sault Ste. Marie ON P6A 6J8
Corrina Barrett
cbarrett@ssmrca.ca

South Nation River CA

38 Victoria Street
P.O. Box 29
Finch ON K0C 1K0
Carl Bickerdike
cbickerdike@nation.on.ca

St. Clair Region CA

205 Mill Pond Crescent
Strathroy ON N7G 3P9
Ken Phillips
kphillips@scrca.on.ca

Toronto and Region CA

101 Exchange Avenue
Vaughan ON L4K 5R6
John MacKenzie
john.mackenzie@trca.ca

Upper Thames River CA

1424 Clarke Road
London ON N5V 5B9
Tracey Annett
annett@thamesriver.on.ca



MUNICIPALITY OF
South Bruce

December 17, 2024

Via Email to e.downing@svca.on.ca

Saugeen Valley Conservation Authority Board
c/o Erik Downing
1078 Bruce Road 12, Box 150
Formosa, ON N0G 1W0

Dear SVCA Board,

Re: Saugeen Valley Conservation Authority

At its regular meeting on December 10, 2024, the Municipality of South Bruce Council received your letter together with the 2025 draft SVCA budget and instructed its municipal representative to vote **against** the budget.

Council considered the draft budget, taking into consideration the pressures the SVCA faces, such as the damage caused to the administration building, the anticipated continued freeze of the development fees, higher operating costs, staff turn over and the need to stay competitive for staff retention.

Council understands the pressures of many of the items listed above, as it faces similar burdens. That said, Council feels the continued increases to budgets are not acceptable and further mitigation efforts must be made to reduce the budget, as these costs are ultimately borne by the ratepayers.

Council encourages SVCA to think outside the box and take an innovative approach to expenses and revenue opportunities. The following comments are offered as potential avenues to mitigate the increase:

- SVCA could review its property holdings and consider additional ways to generate revenue from those lands or dispose of holdings no longer required to be held by legislation.
- SVCA could review the legislative requirements and reduce services accordingly which would also effectively reduce staffing requirements.

South Bruce encourages SVCA to review its mandate, legislated requirements and processes and consider the above comments to reduce their budget. We would appreciate receiving an amended budget with a reduced increase as we all work together to minimize the impact to the residents.

Sincerely,

Mark Goetz
Mayor of the Municipality of South Bruce



2025

Budget Presentation

November 21, 2024

Erik Downing

General Manager /
Secretary-Treasurer

Saugen Valley Conservation Authority

Programs and Services



Category 1:

- Those prescribed as mandatory by the Province

Category 2:

- Those delivered on behalf of a municipality

Category 3:

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

CATEGORY 1: Natural hazards



Protect people and property from the risk of natural hazards, i.e.:

- developing an awareness of hazards
- delineating and mapping hazards
- review and processing permit applications
- administration and enforcement of Section 28 Regulation
- managing related risks, including plan review
- technical studies and policy review of natural hazard management
- flood forecasting and warning
- flood and erosion control infrastructure
- drought or low water response
- ice management
- promoting public awareness and communication

CATEGORY 1: Conservation Authority owned lands



Conservation and management of Conservation Authority (CA) owned lands, i.e.:

- Maintenance of facilities, trails, parking, and other capital assets related to public recreation
- Development of a conservation area strategy, land inventory, land acquisition/disposition policy
- Conservation area enforcement and compliance
- Management of biodiversity, invasive species, diseased/hazard trees
- Restoration and ecological monitoring
- Woodlot management, planting, forestry services

CATEGORY 1: Other



- Participation in the Provincial Groundwater Monitoring Network
- Participation in the Provincial Water Quality Monitoring Network
- Development and implementation of a watershed-based resource management strategy
- Drinking Water Source Protection
- Asset and property management
- Data management, records retention
- Communication and marketing for the organization
- Fleet management and maintenance
- Administration, finance, legal expenses

CATEGORY 2



- Optional 5-year Category 2 Agreements for the inspection and maintenance of flood and erosion control projects on behalf of the affected Municipality have been entered into for the following projects:

- Hanover Dam
- Mount Forest Dam
- Neustadt Dam and Flood Control Wall
- Neustadt Flood Control Works
- Meux Creek Weir
- Walkerton Flood Control Works

All costs associated are borne by the signing municipality, and do not include capital work. Category 2 agreements will expire December 31st, 2028. 2024 agreements were \$66,000.

CATEGORY 3



Category 3 programs and services necessitate cost apportioning agreements between SVCA and each member municipality.

At the direction of the Board, \$100,000 of funding per annum for the Water Quality Program was pursued. It received unanimous support from all fifteen municipalities and agreements were executed starting in 2024.

The Water Quality Program cost apportioning agreements will expire December 31st, 2028. They will require both the support of the SVCA Board of Directors and renewed agreements to continue.

A business case for Stewardship with an annual program cost of \$165,000 did not receive Board direction for staff to pursue.



Corporate Services

2024 accomplishments include: Accessibility, payroll and public sector management professional development credentials. Fundraising and professional development strategy drafts. Document retention strategy complete. Job performance and salary review undertaken. New property guide for the Authority. Workplace Culture Review undertaken. Significant updates to mapping performed by GIS. Pay Policy Implemented. New General Manager, Water Resources Manager, Environmental Planning and Regulations (EPR) Manager, and Corporate Services manager onboarded.

2025 goals include: Asset management plan stemming from completed CA Act Deliverables. DEI and conflict resolution policies, SOPs for major tasks authority wide. Customer service standards review and continued public consultation. Implementation of Workplace Culture Assessment recommendations.



Planning and Regulations

2024 accomplishments include: Permits and planning comments processed in timely fashion. New floodplain mapping in three municipalities. Significant changes to provincial legislation. Updates to Environmental Planning and Regulations Policies Manual. User fee review unable to be implemented. Development of Content Management System. Continued accessibility improvements and AODA progress.

2025 goals include: Begin use of Content Management System and updated Policies Manual. Develop landowner recognition program. Begin a “developers guide to permitting” and other outreach initiatives to partners and groups regularly needing EPR services. Approval and application of revised EPR Policies Manual. Regulatory Mapping updates in new floodplain mapping areas.



Campgrounds

2024 accomplishments include: Hazard tree removal. Disc golf and winter camping at Durham CA. Ash tree removal.

2025 goals include: Continued upgrades to properties. Begin accessibility assessment of specific properties.

Forestry

2024 accomplishments include: Forestry management operations at Stoney Island and Proton. Reopened Mildmay/Carrick trails.

2025 goals include: Forestry management plan.



Non-Revenue Parks

2024 accomplishments include: Hazard Ash tree removal, continued trail maintenance and permitted use enforcement.

2025 goals include: Improvements to Sulphur Spring trail system, continued trail maintenance and permitted use enforcement.

Motorpool

2024 accomplishments include: Maintenance and upkeep of SVCA fleet.

2025 goals include: Two new work trucks to replace vehicles that do not pass safety inspection. Purchase of ATV and sale of SVCA snowmobiles.



Capital Water Infrastructure

2024 accomplishments include:

Submission of funding applications for projects under the Water and Erosion Infrastructure Program (WECI). Ongoing maintenance and operation of flood and erosion control projects and ongoing inspections of flood and erosion structures. Maintenance activities such as: tree and vegetation removal, safety signage installation, and minor repairs. New manager onboarded.

WECI Approved Projects for 2024 included:

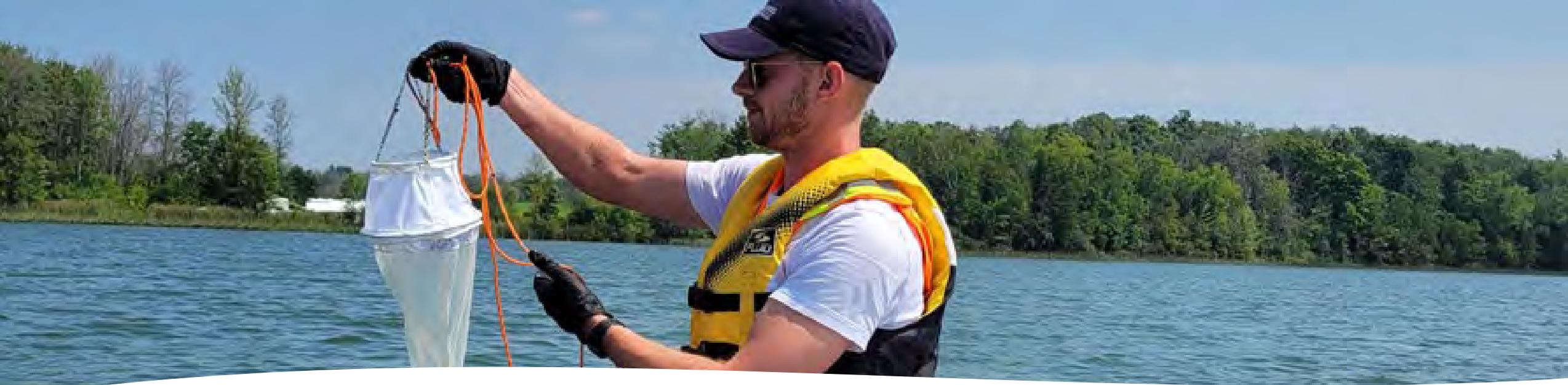
- Paisley Dyke Improvements Phase 1.
- Tree Remediation – Hanover Dam and Walkerton Flood Control Works.
- Public Fencing Improvements – Durham Lower dam, Glenelg Dam, Sulphur Spring Dam, Hanover Dam.
- Public Safety Signage – Neustadt Flood Control Works

2025 goals include:

Continued ongoing maintenance, inspection and operation tasks on flood and erosion control projects

WECI approved projects for 2025 include:

- Public Safety Fencing Phase 1 – Mount Forest Dam
- Safety signage & Fall Arrest System – Mount Forest Dam
- Safety Signage – Hanover Dam, Allen Park Dam, Sulphur Spring Dam
- Paisley Dyke Improvement Phase 2
- Public Risk Assessment & Safety Plan – Hanover Dam
- Class EA Phase 2 – Durham Upper Dam



Water Quality

2024 accomplishments include: Participation in the Provincial Water Quality Monitoring Network, the Provincial Groundwater Monitoring Network, and the Ontario Benthos Biomonitoring Network. Participate in Healthy Lake Huron partnership (Ripley station). Release of the Water Quality Report reviewing and analyzing data from 2002 - 2023.

2025 goals include: Continued participation in the Provincial Water Quality Monitoring Network, the Ontario Benthos Biomonitoring Network and the Healthy Lake Huron partnership. Preparation and release of the 2024 Annual Water Quality Report.



Flood Forecasting and Warning

2024 accomplishments include:

- Monthly maintenance of stream gauge and annual calibration of precipitation gauges. Issuance of flood messages and participation in flood monitoring, low water response, snow survey, and ice monitoring programs. Daily monitoring of weather forecast, watershed conditions, stream response, watershed conditions, etc. Define flood damage centres and thresholds for flooding for improved and targeted flood forecasting. Update stream gauge rating curves. Delivery of flood watch program. Decommission the in-operational Greenock stream gauge station.
- Replacement of equipment at Chesley, Aberdeen, and Ripley stream gauge stations.

2025 goals include:

- Monthly maintenance of stream gauge and annual calibration of precipitation gauges. Issuance of flood messages and participation in flood monitoring, low water response, snow survey, and ice monitoring programs. Daily monitoring of weather forecast, watershed conditions, stream response, watershed conditions, etc. Update and improve daily planning cycle process.
- Evaluate opportunities for the installation of a previously procured weather station.
- Bring Bells Lake Meteorological station back into operation and investigate potential of bringing Hanover Meteorological Station back into operation.
- Continue upgrades to stream gauge rating curves.



2025 Saugeen Valley Conservation Authority Budget

| Category of Program or Service – Summary | Levy | Self Generated | Reserves | Cost Apportioning | Special Levy | Other |
|--|--------------------|--------------------|------------------|-------------------|------------------|------------------|
| Category 1: Mandatory Programs and Services | \$2,785,664 | \$1,153,576 | \$290,205 | \$0 | \$250,502 | \$253,950 |
| Category 2: Non-mandated program or service delivered to municipality through an agreement | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Category 3: Programs and services are cost-apportioned with municipalities | \$0 | \$1,298,200 | \$449,200 | \$111,113 | \$0 | \$0 |
| TOTAL | \$2,785,664 | \$2,451,776 | \$739,405 | \$111,113 | \$250,502 | \$253,950 |
| TOTAL 2025 BUDGET | \$6,592,410 | | | | | |

2025 Budget by Municipality

| Municipality | 2024 Levy | 2025 Levy | Levy \$ Change | Assessment % Change | Levy % Change | 2025 Cost Apportioning |
|----------------------------------|--------------------|--------------------|------------------|---------------------|---------------|------------------------|
| Municipality of Arran-Elderslie | \$57,817 | \$69,251 | \$11,434 | 2.07% | 17.71% | \$2,762 |
| Municipality of Brockton | \$199,326 | \$239,920 | \$40,594 | 2.57% | 17.80% | \$9,570 |
| Township of Chatsworth | \$68,978 | \$81,860 | \$12,882 | 1.13% | 17.55% | \$3,265 |
| Municipality of Grey Highlands | \$100,110 | \$119,901 | \$19,791 | 2.06% | 17.71% | \$4,783 |
| Town of Hanover | \$150,613 | \$179,831 | \$29,218 | 1.75% | 17.65% | \$7,173 |
| Township of Howick | \$6,216 | \$7,356 | \$1,140 | 0.84% | 17.49% | \$293 |
| Township of Huron-Kinloss | \$128,710 | \$154,952 | \$26,242 | 2.59% | 17.80% | \$6,181 |
| Municipality of Kincardine | \$404,192 | \$480,746 | \$76,554 | 1.35% | 17.59% | \$19,176 |
| Town of Minto | \$63,151 | \$77,038 | \$13,887 | 3.95% | 18.04% | \$3,073 |
| Municipality of Morris-Turnberry | \$4,425 | \$5,201 | \$776 | 0.16% | 17.37% | \$207 |
| Town of Saugeen Shores | \$490,290 | \$594,050 | \$103,760 | 3.25% | 17.91% | \$23,695 |
| Municipality of South Bruce | \$113,252 | \$134,147 | \$20,895 | 0.94% | 17.51% | \$5,351 |
| Township of Southgate | \$165,185 | \$202,843 | \$37,658 | 4.64% | 18.16% | \$8,091 |
| Township of Wellington North | \$91,182 | \$109,253 | \$18,071 | 2.10% | 17.72% | \$4,358 |
| Municipality of West Grey | \$278,353 | \$329,317 | \$50,964 | 2.36% | 15.94% | \$13,136 |
| TOTAL | \$2,321,800 | \$2,785,664 | \$463,864 | 2.12% | 17.60% | \$111,114 |

2025 Corporate Services

| Program Area | Provision | Description | Legislation | Category | 2024 | 2025 | Agreement |
|-----------------------------|--|---|---|----------|-------------|-------------|-----------|
| Administration, Finance, HR | Corporate services | Administrative, human resources, employee health and safety, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of the CA. | Enabling Service | 1 | \$880,800 | \$886,960 | No |
| | Financial services | Accounting and payroll. | Enabling Service | 1 | | | No |
| | Legal expenses | Costs related to agreements/contracts, administrative by-law updates or other similar legal expenses. | Enabling Service | 1 | | | No |
| | Governance | Supporting CA Board of Directors, Advisory Committees, and the office of the GM/S-T. | Enabling Service | 1 | | | No |
| | Asset management | Asset management planning, facilities, fleet, and property management. | Enabling Service | 1 | | | No |
| Communications | Natural hazards communications, outreach, and education | Promoting public awareness of natural hazards including flooding, drought, and erosion. Inclusive of public events, materials, social media services, and general media relations. | Reg. 686/21 s.1(2) Reg. 686/21 s.1(3)3,4 | 1 | \$127,200 | \$137,100 | No |
| | Communications and marketing | General communications and marketing support for the CA. | Enabling Service | 1 | | | No |
| | Education and community events | Public education, community event development, execution, and support. | Reg. 686/21 s.1(2) Reg. 686/21 s.1(3)3,4 | 1 | | | No |
| | Public awareness and communications | General communications, marketing and awareness campaigns for non-mandatory programs and services (support for private forestry/planting, education, stewardship). | CAA s.21(1)(q) | 3 | \$7,100 | \$7,100 | Yes |
| GIS/IT/IM | Information technology & management / GIS | Data management, records retention. Development and use of systems to collect and store data and to provide geospatial representations of data. | Reg. 686/21 s.1(3) | 1 | \$199,800 | \$195,800 | No |
| | Natural hazards technical Studies and information management | Data collection and study of designs to mitigate natural hazards. Development and use of systems to collect and store data and to provide geospatial representations of data. | Reg. 686/21 s.5(1)1 Reg. 686/21 s.9(1)2 | 1 | | | No |
| | | | | TOTAL | \$1,214,900 | \$1,226,960 | |

| Category of Program or Service – Corporate Services | 2025 Levy Cost |
|---|--------------------|
| Category 1: Mandatory Programs and Services | \$1,049,860 |
| Category 2: Non-mandated program or service delivered to municipality as requested through an agreement or Memorandum of Understanding | \$0 |
| Category 3: Programs and services that are either not receiving any municipal funding or services that are cost-apportioned with municipalities – other than Category 1 or 2 services | \$7,100 |
| TOTAL | \$1,056,960 |

2025 Environmental Planning and Regulations Budget

| Program Area | Provision | Description | Legislation | Category | 2024 | 2025 | Agreement |
|------------------------|--|--|-----------------|----------|-------------|-------------|-----------|
| Environmental Planning | Section 28.1 - permit administration and compliance activities | Reviewing and processing permit applications, associated technical reports, conducting site inspections, communication with applicants, agents, and consultants. Investigation and enforcement of regulatory compliance. | Reg. 686/21 s.8 | 1 | \$1,190,350 | \$1,193,850 | No |
| | Review under other legislation | Input to the review and approval processes under other applicable law, with comments principally related to natural hazards, wetlands, watercourses, and Section 28 permit requirements. | Reg. 686/21 s.6 | 1 | | | No |
| | Municipal plan input and review | Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Condominium, Site Plan Approvals, Consents, Minor Variances, etc.) and input to municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural hazards, on behalf of MNDMNRF. | Reg. 686/21 s.7 | 1 | | | No |
| | Technical studies and policy review | Studies and projects to inform natural hazards management programs including floodplain management, watershed hydrology, regulations areas mapping update, flood forecasting system assessment, floodplain policy, and Lake Huron shoreline management. | Reg. 686/21 s.1 | 1 | | | No |
| TOTAL | | | | | \$1,190,350 | \$1,193,850 | |

| Category of Program or Service – Environmental Planning & Regulations | 2025 Levy Cost |
|---|------------------|
| Category 1: Mandatory Programs and Services | \$458,174 |
| Category 2: Non-mandated program or service delivered to municipality as requested through an agreement or Memorandum of Understanding | \$0 |
| Category 3: Programs and services that are either not receiving any municipal funding or services that are cost-apportioned with municipalities – other than Category 1 or 2 services | \$0 |
| TOTAL | \$458,174 |

2025 Forestry and Lands Budget

| Program Area | Provision | Description | Legislation | Category | 2024 | 2025 | Agreement |
|--------------------|--|--|----------------------|----------|-------------|-------------|-----------|
| Conservation Lands | Strategy for CA owned or controlled lands and management plans | Guiding principles, objectives, including for an authority’s land acquisition and disposition strategy, land use categories on conservation authority owned land, recommended management principles for different land categories. | Reg. 686/21 s.9(1)1 | 1 | \$43,500 | \$43,500 | No |
| | Development and maintenance of a land inventory | Development and maintenance of an inventory of every parcel of land that the Authority owns or controls including, location, surveys, site plans, maps, acquisition date, and how the parcel was acquired. | Reg. 686/21 s.9(1)3 | 1 | \$43,500 | \$43,500 | No |
| | Section 29 Minister’s regulation for CAs | Conservation areas enforcement and compliance. | Reg. 686/21 s.9(1)4 | 1 | \$564,925 | \$717,500 | No |
| | Management, operation, and maintenance of CA owned lands | Management and maintenance of CA owned lands including stewardship, restoration, and ecological monitoring. | Reg. 686/21 s.9(1)2 | 1 | | | No |
| | Passive recreation use, infrastructure and management planning | Management and maintenance of CA owned recreational assets including trails, parking, washroom facilities, pavilions, and other capital assets. | Reg. 686/21 s.9(1)1 | 1 | | | No |
| | Land acquisition and disposition policy | The development of one or more policies governing land acquisitions and land dispositions. | Reg. 686/21 s.9(1)1 | 1 | | | No |
| | Forestry – hazard tree and biodiversity management | Management of hazard/diseased trees and the management of biodiversity and invasive species on CA owned lands. | Reg. 686/21 s.9(1)2 | 1 | | | No |
| | Campgrounds on CA owned land | Management, operation, and maintenance of campgrounds on CA owned land. | CAA s. 21(1)(m) | 3 | \$979,600 | \$1,429,400 | No |
| | Land acquisition and disposition | Acquisition and management of lands containing important natural heritage features or strategically aligned with existing CA land holdings. Disposition of lands considered surplus to the vision, mandate, and strategic goals of the CA. | CAA s.21(1)(c) | 3 | Variable | Variable | Yes |
| | Land lease and agreement management | Management of current and future land leases and property agreements. These leases and agreements help drive land-based revenues to offset the costs associated with management and maintenance of CA land holdings. | CAA s.21(1)(c) & (d) | 3 | \$25,100 | \$30,000 | No |
| Forestry | Forestry – forest management operations on CA owned lands | Forestry services, planting and/or woodlot management on CA owned land. | Reg. 686/21 s.9(1)2 | 1 | \$313,600 | \$282,250 | No |
| | Forestry – for private landowners | Forestry services and/or woodlot management for private landowners. Reforestation, tree sales, management planning, MFTIP, advice, tree marking. | CAA s.21(1)(g) & (o) | 3 | \$215,000 | \$288,000 | No |
| Stewardship | Watershed stewardship and restoration | Apply for and manage external funding, promote private land stewardship, outreach, provide advice and design assistance to property owners. | CAA s.21(1)(g) & (o) | 3 | \$0 | \$0 | Yes |
| Fleet | Fleet | Management and maintenance of CA fleet. | Enabling service | 1 | \$431,500 | \$242,600 | No |
| | | | | TOTAL | \$2,616,725 | \$3,076,750 | |

| Category of Program or Service – Forestry and Lands | 2025 Levy Cost |
|---|------------------|
| Category 1: Mandatory Programs and Services | \$847,550 |
| Category 2: Non-mandated program or service delivered to municipality as requested through an agreement or Memorandum of Understanding | \$0 |
| Category 3: Programs and services that are either not receiving any municipal funding or services that are cost-apportioned with municipalities – other than Category 1 or 2 services | \$0 |
| TOTAL | \$847,550 |

2025 Water Resources Budget

| Program Area | Provision | Description | Legislation | Category | 2024 | 2025 | Agreement |
|---|---|---|--|----------|-------------|-------------|-----------|
| Core Watershed Based Resource Management Strategy | Develop and implement a strategy for the CA | Collate/compile existing resource management plans, watershed plans, studies, and data. Strategy development. Implementation and reporting. | Reg. 686/21 s.8, Reg. 686/21 s.12(1)3, Reg. 686/21 s.12(4) | 1 | TBD | TBD | No |
| Water Management | Ice management plan | Determine how ice within the jurisdiction may increase the risk of natural hazards. Outline risk mitigation. Develop and implement plan. | Reg. 686/21 s. 4 | 1 | TBD | TBD | No |
| | Water and erosion infrastructure asset management plan | Develop and implementation of plan. Annual reporting. | Reg. 686/21 s.5 | 1 | TBD | TBD | No |
| | Flood forecasting and warning | Daily data collection and monitoring of weather forecasts, provincial & local water level forecasts and watershed conditions; including flood event forecasting. Flood warning and communications. Maintenance of equipment. | Reg. 686/21 s.2 | 1 | \$276,050 | \$273,800 | No |
| | Low water response | Conditions monitoring/analysis. Technical & administrative support to the Water Response Team. | Reg. 686/21 s.3 | 1 | \$767,400 | \$737,950 | No |
| | Water and erosion infrastructure operational plan | Develop and implementation of plan. Annual reporting. | Reg. 686/21 s.5 | 1 | | | No |
| | Flood and erosion control infrastructure | Maintenance and inspection on flood and erosion control structures, as required. Including projects dependent on Water and Erosion Control Infrastructure (WECI) funding from the province and from municipal partners. | Reg. 686/21 s.5 | 1 | | | No |
| | Technical studies and policy review | Studies and projects to inform natural hazards management programs including floodplain management, watershed hydrology, regulations areas mapping update, flood forecasting system assessment, floodplain policy, and Lake Huron shoreline management. | Reg. 686/21 s.1 | 1 | | | No |
| | Category 2 programs and services | Programs and services provided by a CA on behalf of a municipality. | Reg. 687/21 | 2 | \$27,790 | \$30,000 | Yes |
| Drinking Water Source Protection | Source protection authority role as set out in the <i>Clean Water Act</i> | Source Protection Area and Region liaison, technical support, support to the source protection committee, preparation of reports and attendance at meetings, activities required by the <i>Clean Water Act, 2006</i> and its regulations. | Reg. 686/21 s.13 | 1 | \$6,450 | \$6,450 | No |
| Watershed Monitoring | Provincial Water Quality Monitoring Network (PWQMN) | 50+ year CA/MECP partnership for stream water quality monitoring. CA takes water samples; MECP does lab analysis and data management. | Reg. 686/21 s.12(1)2, Reg. 686/21 s.12(3) | 1 | \$30,240 | \$25,587 | No |
| | Provincial Groundwater Monitoring Network (PGMN) | 20+ year CA/MECP partnership for groundwater level and quality monitoring. CA maintains equipment, data transfer to MECP, water sampling; MECP provides equipment, standards, data management. | Reg. 686/21 s.12(1)1 Reg. 686/21 s.12(2) | 1 | | | No |
| | SVCA Water Quality Monitoring Network – chemistry | Surface water quality sampling and reporting over 15 sites. | CAA s.21(1)(a) | 3 | \$93,310 | \$104,013 | Yes |
| | SVCA Water Quality Monitoring Network - benthic | Benthic collection and reporting at 20 sites. 20+ year CA/MECP partnership in the Ontario Benthos Biomonitoring Network. | CAA s.21(1)(a) | 3 | | | Yes |
| | Conservation Ontario Watershed Report Cards | A plain language, data driven reporting document released every 5 years describing watershed conditions in a CA. | CAA s.21(1)(a) | 3 | | | Yes |
| TOTAL | | | | | \$1,201,240 | \$1,177,800 | |

| Category of Program or Service – Water Resources | 2025 Levy Cost |
|---|------------------|
| Category 1: Mandatory Programs and Services | \$430,080 |
| Category 2: Non-mandated program or service delivered to municipality as requested through an agreement or Memorandum of Understanding | \$0 |
| Category 3: Programs and services that are either not receiving any municipal funding or services that are cost-apportioned with municipalities – other than Category 1 or 2 services | \$0 |
| TOTAL | \$430,080 |

Report #COR-2025-02

To: Chair and Directors, Saugeen Valley Conservation Authority
From: Janice Hagan, Legislative Services Coordinator
Date: January 17, 2025
Subject: Administrative Bylaws Amendment
Purpose: To update SVCA Bylaws to address legislative changes

Recommendation

THAT the Board of Directors of the Saugeen Valley Conservation Authority approve the recommended Administrative Bylaw amendments as presented in the report on January 17, 2025.

Background

Recent legislative changes to [Ontario Regulation 402/22](#) of the *Conservation Authorities Act* have necessitated amendments to the Saugeen Valley Conservation Authority (SVCA) Bylaws. These changes include:

1. Terminology Update: Regulation 402/22 has revised the budgetary terminology, replacing the word "levy" with "apportionment." This change aims to provide clearer and more precise language and will be used in documentation moving forward.
2. Agricultural Representative: Specific wording regarding the appointment of an Agricultural representative by the Minister has been added. The province has indicated that they can appoint or unappoint a representative at any time without explanation.

Analysis

These changes are reflected in the Bylaws in the following instances

1. Section A: Definitions "Apportionment" added, replacing Levy, "Non-matching levy" deleted, Weighted Majority - word "Vote" added, and Regulation 402/22 replaces 139/96;
2. Section B: Governance subsections 1c) Powers of the General Membership, and Section 12; Section C: Meeting Procedures Sections 12 and 14];
3. [Section B: Governance subsections 1b) Term, 1c) Powers of the General Membership]

Note that a 2/3 majority is required to amend the SVCA Bylaws.

Discussion

These amendments are essential to align the SVCA Bylaws with the updated legislative framework and to ensure compliance with the new regulatory requirements.

Strategic Plan Linkage:

R1.6 Financial Processing Policy and Action

Prepared By:

[Original signed by:]

Janice Hagan, Legislative Services Coordinator

Approved by:

[Original signed by:]

Erik Downing, General Manager/Secretary-Treasurer

Encl. Revised SVCA Bylaw



Administrative Bylaws

Saugeen Valley Conservation Authority

October 16, 2018

Last amended: January 17, 2025

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I Background

Amendments to the Conservation Authorities Act

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

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

19.1(1) An authority may make bylaws,

- (a) respecting the meetings to be held by the authority, including providing for the calling of the meetings and the procedures to be followed at meetings, specifying which meetings, if any, may be closed to the public;
- (b) prescribing the powers and duties of the Secretary-Treasurer;
- (c) designating and empowering officers to sign contracts, agreements, and other documents on behalf of the authority;
- (d) delegating all or any of its powers to the Executive Committee except,
 - (i) the termination of the services of the Secretary-Treasurer,
 - (ii) the power to raise money, and
 - (iii) the power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the authority;
- (e) providing for the composition of its executive committee and for the establishment of other committees that it considers advisable and respecting any other matters relating to its governance;
- (f) respecting the roles and responsibilities of the Members of the authority and of its officers and senior staff;
- (g) requiring accountability and transparency in the administration of the authority including,
 - (i) providing for the retention of records specified in the bylaws and for making the records available to the public,
 - (ii) establishing a code of conduct for the Members of the authority, and
 - (iii) adopting conflict of interest guidelines for the Members of the authority;
- (h) respecting the management of the authority’s financial affairs, including auditing and reporting on the authority’s finances;
- (i) respecting the bylaw review required under subsection (3) and providing for the frequency of the reviews; and
- (j) respecting such other matters as may be prescribed by regulation.

Conflict with other laws

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

Periodic review of bylaws

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

Bylaws available to public

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

Transition

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

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

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

Same

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

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

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

Direction by Minister

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

Compliance

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

Regulation where failure to comply

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

Same

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

II Administrative Bylaw

Introduction

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

Under the Act, municipalities within a common watershed are enabled to petition the province to establish a conservation authority. Members of the Authority are appointed as representatives by the following Participating Municipalities:

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

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

Mandate and Mission

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

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

Powers of Authorities

The *Conservation Authorities Act* specifies the following:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(p) REPEALED

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

A. Definitions

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

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

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

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

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

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

“General Membership” means all of the Members. The General Membership is also the Board of Directors of the Corporation.

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

“Majority” means half of the votes plus one.

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

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

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

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

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

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

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

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

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

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

“**Weighted Majority Vote**” means the votes of 51 per cent of those represented after the votes are weighted by the percentage that applies under Ontario Regulation [402/22: Budget and Apportionment. 139/96 for municipal levies.](#)

B. Governance

1. Members

Appointments

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

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

Collectively, the appointed Members for the purposes of this bylaw are also referred to as the General Membership.

Term of Member Appointments

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

Powers of the General Membership

Subject to the Act and other applicable legislation, the General Membership is empowered without restriction to exercise all the powers prescribed to the Authority under the Act. In

addition to the powers of an authority under s.21 of the Act for the purposes of accomplishing its objects, as referenced in Section 1 above, the powers of the General Membership include but are not limited to:

- i. Approving by resolution, the creation of Committees and/or Advisory Boards, the Members thereof and the terms of reference for these Committees and/or Advisory Boards;
- ii. Appointing a General Manager /Secretary-Treasurer;
- iii. Terminating the services of the General Manager /Secretary-Treasurer;
- iv. Approving establishing and implementing regulations, policies and programs;
- v. Awarding contracts or agreements where the approval of the Authority is required under the Authority's purchasing policy;
- vi. Appointing an Executive Committee and delegate to the Committee any of its powers except:
 - i. Appointing a General Manager /Secretary-Treasurer;
 - ii. The termination of the services of the General Manager/Secretary-Treasurer,
 - iii. The power to raise money, and
 - iv. The power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the Authority.
- vii. Approving by resolution, any new capital project of the Authority;
- viii. Approving by resolution, the method of financing any new capital projects;
- ix. Approving details on budget allocations on any new or existing capital projects;
- x. Approving ~~of~~ the total budget for the ensuing year, and approving the ~~levies-~~ apportionment to be paid by the Participating Municipalities;
- xi. Receiving and approving the Financial Statements and Report of the Auditor for the preceding year;
- xii. Authorizing the borrowing of funds on the promissory note of the Authority in accordance with subsection 3(5) of the Act;
- xiii. Approving by resolution, any proposed acquisition of land or disposition of land, subject to the requirements under the Act;
- xiv. Approving permits or refusing permission as may be required under any regulations made under Section 28 of the Act;
- xv. Holding Section 28 Hearings required for the purpose of reviewing permit applications and advising every applicant of their right to appeal the decision to the Minister through the Ontario Land Tribunal.

If a member has been appointed representing the agricultural sector, they do not have a vote on items ix, x, and xi as per S.14 of the Act and S.2 of Ontario Regulation 402/22 Budget and Apportionment.

Member Accountability

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

October 16, 2018, last amended January 17, 2025

financial soundness of the Authority.

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

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

Members are responsible for:

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

Applicable Legislation

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

- Municipal Conflict of Interest Act;
- Municipal Freedom of Information and Protection of Privacy Act ("MFIPPA"); and,
- *Not-for-Profit Corporations Act, 2010*.

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

Relationship Between Members and Staff

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

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

1-2. Officers

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

Chair

- To act as a Member of the Authority;
- Presides at all meetings of the General Membership and Executive Committee;
- Calls special meetings if necessary;
- Acts as a public spokesperson on behalf of the General Membership;
- Serves as signing officer for the Authority, subject to Section 13 below;
- Ensures relevant information and policies are brought to the Authority's attention;
- Keeps the General Membership apprised of significant issues in a timely fashion;
- Performs other duties when directed to do so by resolution of the Authority;
- Directs the General Manager/Secretary-Treasurer in the operation and administration of the Authority and in such matters as have not been decided by regulation or by resolution of the Authority;
- To be "*ex-officio*" Member of all committees, sub-committees, and ad hoc committees with the full right, but not obligation, to participate and vote in the proceedings but does not count towards quorum.
- Represents the Authority as a voting Member of Conservation Ontario.

1st Vice-Chair

- To act as a Member of the Authority;
- Attends all meetings of the Authority and Executive Committee;
- Carries out assignments as requested by the Chair;
- Understands the responsibilities of the Chair and acts as Chair immediately upon the death, incapacity to act, absence or resignation of the Chair until such time as a new Chair is appointed or until the Chair resumes his/her duties;
- Serves as a signing officer for the Authority, subject to Section 13 below;
- Represents the Authority as the first alternate voting Member of Conservation Ontario.

2nd Vice-Chair

- To act as a Member of the Authority;
- Attends all meetings of the Authority and Executive Committee;
- Carries out assignments as requested by the Chair;
- Understands the responsibilities of the Chair and acts as Chair immediately upon the death, incapacity to act, absence or resignation of the Chair until such time as a new Chair is appointed or until the Chair resumes his/her duties;

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

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

General Manager/Secretary-Treasurer

The duties of the General Manager and Secretary-Treasurer are combined and assigned to a single position, and the person will be called the General Manager/Secretary-Treasurer (GM/S-T).

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

- Is an employee of the Authority;
- Attend all meetings of the General Membership, Executive Committee, and all other committees or designates an acting General Manager if not available;
- Work in close collaboration with the Chair and Vice-Chair and keeps them apprised of relevant information and significant issues in a timely fashion;
- Develops a strategic plan for approval by the General Membership and implements short and long-range goals and objectives;
- Is responsible for the management of the operations of the Authority, including all staff and programs of the Authority;
- Ensure resolutions of the Authority are implemented in a timely fashion;
- Fulfill the requirements of the Secretary-Treasurer as defined in the Act;
- Develop and maintain effective relationships and ensures good communications with stakeholders, including Participating Municipalities, federal and provincial government ministries/agencies, indigenous communities, other conservation authorities, Conservation Ontario, community groups, and associations;
- Is the custodian of the Corporate Seal;
- Serves as a signing officer for the Authority, subject to the below Section 13 below;
- Represent the Authority as an alternate delegate to Conservation Ontario;
- Holds Administrative Reviews to determine the completeness of a permit application
- Serve as an Officer for the Saugeen Valley Conservation Foundation; and
- Assist the Saugeen Valley Conservation Foundation in carrying out its programs, attend Foundation meetings as required, and provide input to the Foundation as requested.

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

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

2.4. Maximum Term for Chair and Vice-Chair

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

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

3.5. Representatives to Conservation Ontario Council

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

4.6. Election of Chair and Vice-Chairs

The election of the Chair and one or more Vice-Chairs shall be at the first meeting held each year [Annual Meeting] in accordance with the Authority's Procedure for Election of Officers (Appendix 3). Successors to the positions of Chair and Vice-Chair shall be a Member from a different participating municipality from the incumbent. Upon application by an Authority or a participating municipality, the Minister may grant permission for a Member who was appointed to the Authority by the same participating municipality that appointed the outgoing Chair or Vice-Chair to serve as Chair or Vice-Chair.

5.7. Appointment of Auditor

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

6.8. Appointment of Financial Institution

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

7.9. Appointment of Solicitor

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

8.10. Financial Statements and Report of the Auditor

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

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

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

9.11. Borrowing Resolution

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

10.12. Levy Apportionment Notice

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

11.13. Signing Officers

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

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

12.14. Executive Committee

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

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

13.15. Advisory Boards and other Committees

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

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

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

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

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

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

Examples of current committees:

- Forestry Committee;
- Property & Parks Committee;
- Water Resources Committee; and
- Agricultural Advisory Committee.

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

14.16. Remuneration of Members

The Authority shall establish a per-diem rate from time to time to be paid to Members for attendance at General meetings, Source Protection Authority meetings, Advisory Board or Committee meetings, and at such other business functions as may be from time to time requested by the Chair, through the General Manager/Secretary-Treasurer. In addition, an honorarium may be approved by the Authority for the Chair as compensation for their additional responsibilities. Members will be paid the full day rate for attendance at more than one meeting if they occur consecutively on the same day. The full per diem rate will apply to attendance at Source Protection Authority meetings.

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

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

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

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

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

15.17. Records Retention

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

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

- k. Incidents of personal injury or property damage involving the Authority and members of the public.

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

See the SVCA Records Retention policy and Schedule.

16-18. Records Available to Public

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

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

17-19. Bylaw Review

In accordance with the Act, these bylaws shall be reviewed by the Authority to ensure the bylaws are in compliance with the Act and any other relevant law. The General Membership shall review the bylaws annually to ensure best management practices in governance are being followed.

18-20. Bylaws Available to Public

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

19-21. Enforcement of Bylaws and Policies

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

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

20-22. Indemnification of Members, Officers, and Employees

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

C. Meeting Procedures

The Meeting Procedures below governing the procedures of the Authority shall be observed in Executive Committee, Advisory Board, and Committee meetings, as far as they are applicable. The term Executive Committee, Advisory Board, or Committee may be substituted for the term Authority as may be applicable in this section. When the Authority, as the case may be, is sitting as a Hearing Board, hearings will meet the requirements of the *Statutory Powers and Procedures Act* (SPPA), the details of which are specified in [Saugeen Valley Conservation Authority's Hearing Procedures \(2021\)](https://www.saugeenconservation.ca/en/about-us/resources/By-laws/DOC_20211118_Section28CAHearingGuidelinesFNL.pdf) (https://www.saugeenconservation.ca/en/about-us/resources/By-laws/DOC_20211118_Section28CAHearingGuidelinesFNL.pdf)

1. Rules of Procedure

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

2.1. Electronic and Hybrid Meetings

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

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

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

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

3.1. Notice of Meeting

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

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

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

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

The Chair may, at his/her pleasure or at the request of a member with a majority support of the other members, call a special meeting of the Authority on three calendar days' notice in writing

or email. That notice shall state the business of the special meeting and only that business shall be considered at that special meeting.

The Chair or the General Manager/Secretary-Treasurer may, by notice in writing or email, deliver to the members so as to be received by them at least twelve hours before the hour appointed for the meeting, postpone or cancel any meeting of an Advisory Committee or other committee until the next scheduled date for the specific Advisory Committee or committee affected.

Postponement of a meeting shall not be for any longer than the next regularly scheduled meeting date.

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

4.1. Meetings Open to Public

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

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

5.1. Agenda for Meetings

Authority staff, under the supervision of the Chair and the General Manager/Secretary-Treasurer, shall prepare an agenda for all regular meetings of the Authority that shall include, but not necessarily be limited to, the following headings:

- Matters Arising from the Minutes;
- Reports;
- New Business; and
- Other Business.

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

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

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

6.1. Quorum

At any meeting of the General Membership, a quorum consists of a majority of the Members appointed by the Participating Municipalities. With a 15-Member Authority, 8 Members constitutes a quorum per section 16(2) of the Act. At any Executive Committee, advisory committee or committee meeting, a quorum consists of a majority of the members of the Executive Committee, advisory board, or committee. The Authority Chair as an *ex officio* member of the advisory board or committee with the full right, but not obligation, to participate and vote in the proceedings but does not count towards quorum. Notwithstanding the foregoing, the Member appointed by the Minister to represent agricultural interests is not part of quorum.

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

If during an Authority or Advisory Board or Committee meeting quorum is lost, then the Chair shall declare that the meeting shall stand recessed or adjourned, until the date of the next regular meeting or other meeting called in accordance with the provisions of this bylaw. Agenda items including delegations present may be covered and presented and issues discussed, but no formal decisions may be taken by the remaining members which do not constitute a quorum.

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

7.1. Order of Business

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

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

8.1. Debate

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

- a. A member shall be recognized by the Chair prior to speaking;
- b. Where two or more Members rise to speak, the Chair shall designate the Member who has the floor, who shall be the Member who in the opinion of the Chair was first recognized;
- c. All questions and points of discussion shall be directed through the Chair;
- d. Where a motion is presented, it shall be moved and seconded before debate;

- e. No Member shall speak more than once to the same question without leave from the Chair, except in explanation of a material part of the speech;
- f. No Member shall speak more than three minutes without leave of the Chair;
- g. Any Member may ask a question of the previous speaker through the Chair;
- h. The Member who has presented a motion, other than a motion to amend or dispose of a motion, may speak again to the motion immediately before the Chair puts the motion to a vote;
- i. When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn, or to extend the hour of closing the proceedings; and
- j. When a motion is under consideration, only one amendment is permitted at a time.

9.1. Matters of Precedence

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

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

10.1. Members' Attendance

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

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

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

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

11.1. Delegations

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

A delegation request must include:

- the name of the individual who will be speaking; the name of the organization the individual will be speaking on behalf; a written summary of the issue; a written statement identifying the organization's position on the issue; and any presentation material the speaker wishes to rely on.

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

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

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

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

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

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

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

Speakers shall only address the Chair and shall be respectful at all times. Speakers shall not:

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

The Chair has discretion to end consideration of a delegation and its request where the information offered is inconsistent with the submission materials or is inappropriate in any manner, as may be determined by the Chair acting reasonably. Recurring delegations are not permitted unless the Chair determines new, relevant information on the issue has become available. The Board shall defer any decisions or action on information received from a delegation to a subsequent meeting.

12.1. Annual Meeting

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

13.1. Meetings with Closed “In Camera” Sessions

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

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

- a. The security of the property of the Authority;
- b. Personal matters about an identifiable individual, including employees of the Authority;
- c. A proposed or pending acquisition or disposition of land by the Authority;
- d. Labour relations or employee negotiations;
- e. Litigation or potential litigation, including matters before administrative tribunals (e.g., Ontario Land Tribunal), affecting the Authority;
- f. Advice that is subject to solicitor-client privilege;
- g. A matter in respect of which the General Membership, Executive Committee, Advisory Board or committee or other body may hold a closed meeting under another act;
- h. Information explicitly supplied in confidence to the Authority by Canada, a province or territory or a Crown agency of any of them;
- i. A trade secret or scientific, technical, commercial, financial, or labour relations information, supplied in confidence to the Authority, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j. A trade secret or scientific, technical, commercial, or financial information that belongs to the Authority and has monetary value or potential monetary value; or
- k. A position, plan, procedure, criteria, or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Authority.

The Authority shall close a meeting if the subject matter relates to the consideration of a request under MFIPPA, and the designated “Head” of the Authority for the purposes of MFIPPA is present.

Before holding a meeting or part of a meeting that is to be closed to the public, the members shall state by resolution during the open session of the meeting that there will be a meeting

closed to the public and the general nature of the matter to be considered at the closed meeting. Once matters have been dealt with in a closed meeting, the General Membership shall reconvene in an open session.

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

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

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

Notwithstanding the list enumerated above, a meeting of the Authority, Executive Committee, advisory board, or other committee may also be closed to the public if:

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

14.1. Voting

In accordance with Section 16 of the Act:

- a. Each member, including the Chair, is entitled to one vote, and
- b. A majority vote of the Members present at any meeting, including Authority, committee, and ad hoc meetings is required upon all matters coming before the meeting.

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

If any member abstains from voting, they shall be deemed to be a negative vote. On a tie vote, the motion is lost.

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

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

If a Member present at a meeting at the time of the vote requests immediately before or after the taking of the vote that the vote be recorded, each Member present beginning with the Member that requested that the vote be recorded and thereafter alphabetically by surname,

with the Chair voting last, except a member who is disqualified from voting by any Act, shall announce his or her vote openly answering “yes” or “no” to the question, and the Recording Secretary shall record each vote.

At the meeting of the Authority at which the ~~Non-Matching Levy~~ municipal apportionment is to be approved, the General Manager/Secretary-Treasurer shall conduct the vote to approve ~~of Non-Matching Levy~~ the apportionment by a weighted majority of the members present and eligible to vote, in accordance with Ontario Regulation ~~139/96~~ 402/22 Budget and Apportionment.

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

Except for the election of the Chair and Vice-Chair in accordance with these bylaws, no vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.

15.1. Notice of Motion

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

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

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

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

16.1. Motion to Reconsider

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

17.1. Duties of the Meeting Chair

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

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

18.1. Conduct of Members

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

No Member at any meeting of the Authority shall:

- a. Speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;
- b. Leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared;
- c. Interrupt a member while speaking, except to raise a point of order or a question of privilege;
- d. Speak disrespectfully or use offensive words against the Authority, the Members, staff, or any member of the public;
- e. Speak beyond the question(s) under debate; and
- f. Resist the rules of order or disobey the decision of the Chair on the questions or order or practices or upon the interpretation of the Bylaws.

19.1. Minutes of Meetings

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

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

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

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

October 16, 2018, last amended January 17, 2025

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

D. Appendices to the Administrative Bylaw

Appendix I - Code of Conduct

1. Background

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

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

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

2. General

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

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

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

- a. upholds the mandate, vision and mission of the Authority;
- b. considers the Authority's jurisdiction in its entirety, including their appointing municipality;
- c. respects confidentiality;
- d. approaches all Authority issues with an open mind, with consideration for the organization as a whole;
- e. exercises the powers of a Member when acting in a meeting of the Authority;
- f. respects the democratic process and respects decisions of the General Membership, Executive Committee, advisory boards and other committees;
- g. declares any direct or indirect pecuniary interest or conflict of interest when one exists or may exist; and
- h. conducts oneself in a manner which reflects respect and professional courtesy and does not use offensive language in or against the Authority or against any Member or any Authority staff.

3. Gifts and Benefits

Members shall not accept fees, gifts, hospitality, or personal benefits that are connected directly or indirectly with the performance of duties.

4. Confidentiality

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

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

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

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

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

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

- i. Human Resources matters;
- j. Information about suppliers provided for evaluation that might be useful to other suppliers;
- k. Matters relating to the legal affairs of the Authority;
- l. Sources of complaints where the identity of the complainant is given in confidence;
- m. Items under negotiation;
- n. Schedules of prices in tenders or requests for proposals;
- o. Appraised or estimated values with respect to the Authority's proposed property acquisitions or dispositions;
- p. Information deemed to be "personal information" under MFIPPA. The list above is provided for example and is not exhaustive.

5. Use of Authority Property

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

~~20.6.~~ Work of a Political Nature

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

~~21.7.~~ Conduct at Authority Meetings

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

22.8. Influence on Staff

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

23.9. Business Relations

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

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

24.10. Encouragement of Respect for the Authority and its Regulations

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

25.11. Harassment

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

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

26.12. Breach of Code of Conduct

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

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

October 16, 2018, last amended January 17, 2025

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

Appendix II - Conflict of Interest

1. Municipal Conflict of Interest Act

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

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

2. Disclosure of Pecuniary Interest

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

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

3. Chair's Conflict of Interest or Pecuniary Interest

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

4. Closed Meetings

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

5. Member Absent

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

6. Disclosure Recorded in Minutes

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

Registry Maintained for Public Inspection

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

- a. a copy of each statement filed under Section 2d) of this policy; and,
- b. a copy of each declaration recorded in the Minutes. The registry shall be available for public inspection.

7. Breach of Conflict-of-Interest Policy

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

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

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

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

Appendix III - Procedure for Election of Officers

1. Voting

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

2. Acting Chair

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

3. Scrutineer(s)

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

4. Election Procedures

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

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

If one Nominee:

- g. If only one nominee, the individual shall be declared into the position by acclamation. If More than One Nominee:
- h. In the event of an election, each nominee shall be permitted not more than three (3) minutes to speak for the office, in the order of the alphabetical listing by surnames.

- i. Upon the acceptance by nominees to stand for election to the position of office, ballots shall be distributed to the Members by the scrutineers for the purpose of election and the Acting Chair shall ask the Members to write the name of one individual only on the ballot.
- j. The scrutineers shall collect the ballots, leave the meeting to count the ballots, return and advise the Acting Chair who was elected with more than 50% of the vote.

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

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

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

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

Appendix IV - Checklist for compliance with Section 19.1

| Proposed Conservation Authorities Act Section 19.1(1) An authority may make by-laws: | Template By-law |
|--|---|
| a. —respecting the meetings to be held by the authority, including providing for the calling of the meetings and the procedures to be followed at meetings, specifying which meetings, if any, may be closed to the public; | Part II Administrative By-law, Section C – Meeting Procedures: Rules of Procedure Notice of Meeting 13. Meetings with Closed “In Camera” Sessions |
| b. prescribing the powers and duties of the secretary-treasurer; | Part II Administrative By-law, Section B – Governance 2. Officers |
| c. designating and empowering officers to sign contracts, agreements and other documents on behalf of the authority; | Part II Administrative By-law, Section B – Governance 1(c) Powers of the General Membership 2. Officers 13. Signing Officers |
| d. delegating all or any of its powers to the executive committee except, the termination of the services of the secretary-treasurer, the power to raise money, and the power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the authority; | Part II Administrative By-law, Section B – Governance 1(c) Powers of the General Membership 2. Officers |
| e. providing for the composition of its executive committee and for the establishment of other committees that it considers advisable and respecting any other matters relating to its governance; | Part II Administrative By-law, Section B – Governance 1(c) Powers of the General Membership Executive Committee Advisory Boards and Other Committees |

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

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

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

Ministry of the Environment,
Conservation and Parks

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

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March 26, 2020

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

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

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

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

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

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

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

Electronic participation, emergencies

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

Meetings open to the public

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

General, emergency measures

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

Publication of information

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

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

Implementation procedure

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

Effective date

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

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

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

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

Sincerely,



Jeff Yurek
Minister of the Environment, Conservation and Parks

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

Ministry of the Environment,
Conservation and Parks

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

Office of the Minister

Bureau du ministre

777 Bay Street, 5th Floor
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September 10, 2020

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

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

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

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

October 16, 2018, last amended January 17, 2025

Effective Date

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

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

Chloe Stuart
Assistant Deputy Minister, Land and Water Division
Ministry of the Environment, Conservation and Parks
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Sincerely,



Jeff Yurek
Minister of the Environment, Conservation and Parks

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

Appendix VI Summaries of Governance-related Amendments to the Conservation Authorities Act

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

Amendments to the *Conservation Authorities Act*, through the Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020, were proclaimed on February 2nd, 2021. Amendments were related to governance of conservation authorities, and included: changes to CA-municipal membership provisions (s.14(1.1)), requirements for CAs to make membership agreements publicly available (s.14(2.2)(2.3)), the Ministers power to appoint a member from the agricultural sector (s.14(4)(4.0.1)), limitations on terms of CA chairs and vice chairs (s.17(1.1)(1.2)(1.3)), minor amendments to the ‘powers of authorities’(s.21(1)), and a requirement for CAs to follow generally accepted accounting principles (s.38(1)(4)).

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

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

| Amendments to the Conservation Authorities Act (February 2 nd , 2021 proclamations) | Template By-law |
|---|---|
| less than 70 per cent of its appointees to an authority from among the members of the municipal council, subject to such conditions or restrictions as the Minister considers appropriate. | |
| <p>Section 14 (2.2)</p> <p>Municipal agreement (2.2) If the participating municipalities of an authority enter into an agreement with respect to the total number of municipally appointed members of the authority and the total number of members each municipality may appoint, the authority shall, within 60 days after the agreement is executed, provide a copy of the agreement to the Minister; and make the agreement available to the public by posting it on the authority’s website and by any other means the authority considers appropriate.</p> <p>Section 14 (2.3)</p> <p>Same, transition (2.3) If an agreement referred to in subsection (2.2) is in force on the day subsection 2 (4) of Schedule 6 to the <i>Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020</i> comes into force, the relevant authority shall provide a copy of the agreement to the Minister within 60 days after that day.</p> | <p>Part II Administrative By-law, Section B - Governance</p> <p>1. Members</p> |
| <p>Section 14 (4)</p> <p>Member from agricultural sector appointed (4) In addition to the members of an authority appointed in accordance with subsections (1) to (2.1), an additional member may be appointed to the authority by the Minister as a representative of the agricultural sector.</p> <p>Section 14 (4.0.1)</p> <p>Limitation on voting (4.0.1) The member of an authority appointed under subsection (4) shall not vote on,</p> | <p>Part II Administrative By-law – Introduction</p> <p>Part II Administrative By-law, Section B - Governance</p> <p>1. Members</p> <p>Part II Administrative By-law, Section C – Meeting Procedures</p> <p>12. Voting</p> |

| Amendments to the Conservation Authorities Act (February 2 nd , 2021 proclamations) | Template By-law |
|--|---|
| <p>a resolution to enlarge an authority’s area of jurisdiction that is presented at a meeting called under section 10; a resolution to amalgamate an authority with another authority that is presented at a meeting called under section 11; a resolution to dissolve the authority that is presented at a meeting called under section 13.1; or a resolution relating to any budgetary matter that is presented at a meeting held under section 16.</p> <p>Section 14 (4.1)</p> <p>Term (4.1) A member shall be appointed for a term of up to four years, as may be determined by the council that appoints the member or, in the case of a member appointed under subsection (4), by the Minister.</p> | |
| <p>Section 15 (2.1)</p> <p>Agenda, minutes to be made public (2.1) Subject to the Municipal Freedom of Information and Protection of Privacy Act, the authority shall, make the agenda for a meeting of the authority or of its executive committee available to the public before the meeting takes place; and make the minutes of a meeting of the authority or of its executive committee available to the public within 30 days after the meeting.</p> <p>Section 15 (2.2)</p> <p>Same (2.2) An agenda for a meeting or its minutes that are to be made available to the public under subsection (2.1) shall be made available by posting them on the authority’s website and by any other means the authority considers appropriate.</p> | <p>Part II Administrative By-law, Section C – Meeting Procedures 19. Minutes of Meetings</p> |
| <p>Section 17 (1.1)</p> <p>Term of chair, vice-chair</p> | <p>Part II Administrative By-law, Section B - Governance</p> |

| Amendments to the Conservation Authorities Act (February 2 nd , 2021 proclamations) | Template By-law |
|---|---|
| <p>(1.1) A chair or vice-chair appointed under subsection (1) shall hold office for a term of one year and shall serve for no more than two consecutive terms.</p> <p>Section 17 (1.2)</p> <p>Representation from each municipality</p> <p>(1.2) An authority in respect of which more than one participating municipality has been designated shall appoint chairs and vice-chairs from among the members appointed to the authority by each participating municipality on a rotating basis so as to ensure that a member appointed to the authority by a particular participating municipality cannot be appointed to succeed an outgoing chair or vice-chair appointed to the authority by the same participating municipality.</p> <p>Section 17 (1.3)</p> <p>Exception</p> <p>(1.3) Despite subsections (1.1) and (1.2), upon application by an authority or a participating municipality, the Minister may grant permission to the authority or participating municipality to, subject to such conditions or restrictions as the Minister considers appropriate, appoint a chair or vice-chair for a term of more than one year or to hold office for more than two consecutive terms; or appoint as chair or vice-chair of the authority a member who was appointed to the authority by the same participating municipality that appointed the outgoing chair or vice-chair.</p> | <p>4. Maximum Term for Chair and Vice-Chair(s)</p> <p>Part II Administrative By-law, Section B - Governance</p> <p>6. Election of Chair and Vice-Chairs</p> |
| <p>Section 21 (1)</p> <p>Powers of authorities</p> <p>For the purposes of accomplishing its objects, an authority has power,</p> <p>a. to research, study and investigate the watershed and to support the development and implementation of</p> | <p>Part II Administrative By-law – Introduction</p> |

| Amendments to the <i>Conservation Authorities Act</i> (February 2 nd , 2021 proclamations) | Template By-law |
|--|-----------------|
| <p>programs and services intended to further the purposes of this Act;</p> <p>for any purpose necessary to any project under consideration or undertaken by the authority, to enter into and upon any land, with consent of the occupant or owner, and survey and take levels of it and make such borings or sink such trial pits as the authority considers necessary;</p> <p>to acquire by purchase, lease or otherwise any land that it may require, and, subject to subsection (2), to sell, lease or otherwise dispose of land so acquired;</p> <p>despite subsection (2), to lease for a term of five years or less land acquired by the authority;</p> <p>to purchase or acquire any personal property that it may require and sell or otherwise deal therewith;</p> <p>to enter into agreements for the purchase of materials, employment of labour and other purposes as may be necessary for the due carrying out of any project or to further the authority's objects;</p> <p>to enter into agreements with owners of private lands to facilitate the due carrying out of any project;</p> <p>to determine the proportion of the total benefit afforded to all the participating municipalities that is afforded to each of them;</p> <p>to erect works and structures and create reservoirs by the construction of dams or otherwise;</p> <p>to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof;</p> <p>to alter the course of any river, canal, brook, stream or watercourse, and divert or alter, as well temporarily as permanently, the course of any river, stream, road, street or way, or raise or sink its level in order to carry it over or under, on the level of or by the side of any work built or to be built by the authority, and to divert or alter the position of any water-pipe, gas-pipe, sewer, drain or any telegraph, telephone or electric wire or pole;</p> | |

| Amendments to the <i>Conservation Authorities Act</i> (February 2 nd , 2021 proclamations) | Template By-law |
|---|--|
| <p>to use lands that are owned or controlled by the authority for purposes, not inconsistent with its objects, as it considers proper;</p> <p>to use lands owned or controlled by the authority for park or other recreational purposes, and to erect, or permit to be erected, buildings, booths and facilities for such purposes and to make charges for admission thereto and the use thereof;</p> <p>(m.1) to charge fees for services approved by the Minister;</p> <p>to collaborate and enter into agreements with ministries and agencies of government, municipal councils and local boards and other organizations and individuals;</p> <p>to plant and produce trees on Crown lands with the consent of the Minister, and on other lands with the consent of the owner, for any purpose;</p> <p>p. Repealed: 2020, c. 36, Sched. 6, s. 7 (4).</p> <p>q. generally to do all such acts as are necessary for the due carrying out of any project or as may be desirable to further the objects of the authority.</p> | |
| <p>Section 38 (1)</p> <p>Annual audit</p> <p>(1) Every authority shall cause its accounts and transactions to be audited annually by a person licensed under the <i>Public Accounting Act, 2004</i> and shall ensure that the annual audit is prepared in accordance with generally accepted accounting principles for local governments recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada, as they exist from time to time.</p> <p>Section 38 (4)</p> <p>Report made publicly available</p> <p>(4) Within 60 days of receiving the auditor’s report, an authority shall make the report available to the public on its website and by any other means that the authority considers appropriate.</p> | <p>Part II Administrative By-law, Section B - Governance</p> <p>10. Financial Statements and Report of the Auditor</p> |

Appendix VII Amendments to the SVCA Administrative Bylaws

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

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

| Date | Motion # | Amendments to the SVCA Administrative Bylaws |
|-------------|----------|---|
| | | <p>vote on a resolution to enlarge the Authority’s area of jurisdiction or a resolution to amalgamate the Authority with another conservation authority, neither can they vote to dissolve the Authority or vote on a resolution related to any budgetary matter. The method of taking a recorded vote was amended such that the Member that requests the vote be recorded shall vote first and thereafter alphabetically by surname.</p> <p>k. Section II – C19 Minutes of MeetingsThe CA Act requires Minutes of the Authority meetings be made available on the Authority website within 30 days of the meeting.</p> <p>l. Appendix 2-7 – Breach of Conflict of Interest Policy - A paragraph was added to include procedures for a member of the public or a municipality that alleges a Member has breached the Conflict of Interest Policy.</p> |
| 18-May-2023 | G23-51 | <p>a. Section II – Introduction – The approved SVCA Mandate and Mission were updated. Powers of Authorities were added.</p> <p>b. Section II – Definitions – “General Membership” and “Members” updated to include directors’ responsibility under the <i>Ontario Not-For-Profit Corporations Act</i>. Definition of Source Protection Authority was added. Reference to “Chief Administrative Officer” was replaced by “General Manager”</p> <p>c. Section II – B1 – Members – sentences added to note that an agricultural sector representative may be appointed by the Minister.</p> <p>d. Section II – B1 – Powers of the General Membership – Added the Administrative Review as a full Board responsibility.</p> <p>e. Section II – B1 - Member Accountability – Added a paragraph noting that members and officers are to act with a view to the best interests of the Authority; additionally, that agricultural representative is required to follow the provincial ethical framework set out for government public appointees.</p> <p>f. Section II – B1 – Applicable Legislation – added the <i>Not-For-Profit Corporations Act, 2010</i> as an applicable legislation.</p> <p>g. Section II – B2 – Officers – The ex-officio member of a committee does not count towards the quorum of the committee proceeding.</p> <p>h. Section II – B4 – Maximum Term for Chair and Vice-Chair – Clarification added that Chairs and Vice-Chairs will be appointed on a rotating basis to ensure that a member appointed to the Authority cannot be appointed to succeed an outgoing chair or vice-chair by the same municipality.</p> <p>i. Section II – B14 – Executive Committee – Items a – g were struck out and returns responsibilities to the full Board, including the holding of Section 28 Hearings and Administrative Reviews.</p> <p>j. Section II – B16 – Remuneration of Members – clarification was added regarding the payment of per diems for multiple meetings on a single day and the payment of per diems for participation in the Source Water Protection Authority meetings. Per diem statements will be provided to each member municipality by January 31st of the following year. Remuneration of the Member appointed by the Minister as a representative of the agricultural sector is at the expense and discretion of the Province.</p> |

| Date | Motion # | Amendments to the SVCA Administrative Bylaws |
|--------------|----------|---|
| | | <p>k. Section II – B19 – Bylaw Review – the SVCA Administrative Bylaws will be reviewed annually.—</p> <p>l. Section II – C2 – Electronic Meetings and Conference calls – The phrase “Closed Session meetings should not be conducted electronically during times when no emergency exists” was struck out. Allowance for Hybrid meetings was added and reference to State of Emergency was removed.</p> <p>m. Section II – C3 – Notice of Meeting – The number of days to submit materials to the GM/S-T was reduced from 12 days to 10 days.</p> <p>n. Section II – C4 – Meetings open to the public – added “Where possible, the Authority will provide for alternative means for the public to participate in meetings electronically.</p> <p>o. Section II – C6 Quorum – Clarification was added regarding the Chair as ex-officio member who has full right to participate and vote, but does not count towards quorum.</p> <p>p. Section II – C7 – Order of Business – “majority” was changed to “two-thirds”.</p> <p>q. Section II – C11 – Delegations – This section was deleted and new information inserted.</p> <p>r. Section II – C16 – Motion to Reconsider – “simple majority” was corrected to “two-thirds majority”.</p> <p>s. Appendix II – Conflict of Interest – The requirement for a registry containing any conflict-of-interest statements and each declaration recorded in the minutes, which shall be available for public inspection.</p> <p>t. Appendix V – “Summaries of Governance-related Amendments to the <i>Conservation Authorities Act</i>” was added to the Bylaws.-</p> |
| 18-Jul-2024 | G24-79 | <p>Deletion of Section B1 xvi - Holding Administrative Reviews to determine the completeness of a permit application and addition of the same to Section B (2) Officers, General Manager/Secretary Treasurer, to reflect the change to the Act.</p> <p>Addition of “Appointing a General Manager /Secretary-Treasurer”; to the list of items for which the Executive Committee does not have power to perform</p> |
| Jan 17, 2025 | G25-xx | <p>Re: O.R. 402/22 Budget and Apportionment [Section A: Definitions “Apportionment” replacing Levy, “Non-matching levy” deleted, “Weighted Vote”; Section B: Governance subsections 1c) Powers of the General Membership, and Section 12; Section C: Meeting Procedures Sections 12 and 14];</p> <p>Re: agricultural representatives appointed by the Minister [Section B: Governance subsections 1b) Term, 1c) Powers of the General Membership]</p> |

These Administration Bylaws were approved by the Saugeen Valley Conservation Authority at its meeting held at Formosa, Ontario, on October 16th, 2018 (Motion G18-82), last amended at its meeting, ~~July 18, 2024~~ [January 17, 2025](#) (Motion G25-xx)

October 16, 2018, last amended January 17, 2025

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Erik Downing
General Manager/Secretary-Treasurer

Report #COR-2025-03

Report To: Chair and Directors, Saugeen Valley Conservation Authority
From: Erik Downing, General Manager/Secretary-Treasurer
Date: January 17, 2025
Subject: SVCA Committee Appointments
Purpose: To appoint Directors to Saugeen Valley Conservation Authority's standing committees.

Recommendation

THAT the following Directors be appointed as members to the SVCA committees for 2025:

Forestry Committee: _____, _____, _____, and _____

Property and Parks Committee: _____, _____, _____, and _____

Water Resources Committee: _____, _____, _____, and _____.

Agricultural Advisory Committee: _____, _____, _____, and _____.

Background

Saugeen Valley Conservation Authority has four standing committees which support staff and report recommendations to the Board of Directors.

Forestry Committee

The committee is comprised of five members including the Chair, (as "ex-officio"). It deals primarily with reviewing and approving tenders for the sale of timber on SVCA lands. This committee meets 2 3 times per year as needed.

Property and Parks Committee

This committee is comprised of five members including the Chair (as "ex-officio"). It deals with matters regarding land disposition, acquisition, and donation or leasing as well as matters related to the three campgrounds. Meetings are scheduled for March, July, and September as needed.

Water Resources Committee

This committee is comprised of five members including the Chair (as "ex-officio"). It deals with matters primarily associated with water and erosion infrastructure, water quality and quantity. There are four meetings scheduled per year, typically February, May, August, and November as needed.

Agricultural Advisory Committee

This committee is comprised of five members including the Chair (as “ex-officio”) and eight representatives from the agricultural community (appointed biannually). This committee mandate is to improve communications between various agricultural groups and SVCA, and to bring forward recommendations to Authority Members. There are four meetings per year in March, June, September, and December.

Other Committees:

There are three other Committees which require representation from the Authority.

Executive Committee

This committee is comprised of the Chair, 1st Vice-Chair, 2nd Vice-Chair, Past Chair/Member-at-large, and an additional member appointed by the Chair prior to each Executive Committee meeting.

Meetings of the Executive Committee normally meet digitally each month at the discretion of the Chair. This committee may be called upon to address items of an urgent or confidential nature. This committee generally deals with legal matters, personnel matters, and urgent financial matters.

Source Protection Management Committee

This committee is comprised of the Chair, 1st Vice-Chair, and the General Manager/Secretary-Treasurer. This committee represents the interests of SVCA and the Drinking Water Source Protection Program. This committee meets about three times per year.

Conservation Ontario

The Chair, 1st Vice-Chair, and General Manager/Secretary-Treasurer represent SVCA at the four Conservation Ontario council meetings held annually. 2025 meetings have been scheduled for Monday, April 14 (Annual General Meeting), Monday, June 23, Monday, September 22, Monday, December 8.

Analysis

The following Directors have been appointed to Standing Committees for 2024:

Forestry Committee:

Tom Hutchinson, Moiken Penner, Bud Halpin, and Dave Myette

Property and Parks:

Paul Allen, Larry Allison, Moiken Penner, Jennifer Prenger, and Bill Stewart.

Water Resources:

Tom Hutchinson, Greg McLean, Dave Myette, and Bill Stewart.

Agricultural Advisory Committee:

Steve McCabe, Dave Myette, Kevin Eccles, and Mike Niesen

Strategic Plan Linkages:

C1.0 Cultivating strong relationships, increased collaboration
E1.8 Access to Technical Expertise and Professionals

Prepared by:

[Original Signed By]

Janice Hagan, Legislative Services Coordinator

Approved by:

[Original Signed By]

Erik Downing, General Manager/Secretary-Treasurer

Report #COR-2025-04

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

Recommendation

THAT the Saugeen Valley Conservation Authority Board of Directors re-affirm for 2025 the Health and Safety Policy; and further,

THAT the Saugeen Valley Conservation Authority Board of Directors re-affirm for 2025 the Workplace Violence, Harassment, and Sexual Harassment Policy.

Background

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

Analysis

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

1. Health and Safety Policy

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

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

2. Workplace Violence, Harassment, and Sexual Harassment Policy

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

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

Prepared by:

[Original Signed By]

Janice Hagan, Legislative Services Coordinator

Approved by:

[Original Signed By]

General Manager/Secretary-Treasurer

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

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

Health and Safety Policy

Intent

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

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

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

Guidelines

Communication

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

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

Responsibilities

Employers will:

- Supply an effective strategy to manage the occupational health and safety concerns of the company.

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

Managers and supervisors will:

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

Human resources will:

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

Employees will:

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

All staff will:

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

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

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

Reporting Structures

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

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

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

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

Health and Safety Policy

Acknowledgement and Agreement

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

Name: _____

Signature: _____

Date: _____



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SVCA Workplace Violence, Harassment, and Sexual Harassment Policies

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Workplace Violence, Harassment, and Sexual Harassment Policy

Memo

To: SVCA Staff

From: Jennifer Stephens, General Manager/Secretary-Treasurer Date: March 15, 2022

Re: Workplace Violence, Harassment, and Sexual Harassment Policy

Saugeen Valley Conservation Authority is committed to building and preserving a safe work environment free from all forms of violence and harassment. Acts of violence or harassment against or by an employee will not be condoned or tolerated.

To demonstrate this commitment, the Authority has established a Workplace Violence, Harassment, and Sexual Harassment Policy developed in accordance with the requirements of the *Occupational Health and Safety Act* (OHSA). It is available for all employees to review and can be found digitally on SVCA's Corporate Platform (SharePoint) and on the Health and Safety bulletin boards at each SVCA workplace. In Formosa, the bulletin board is in the locker room beside the entrance door.

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

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

Sincerely,



Jennifer Stephens
General Manager / Secretary-Treasurer

Workplace Violence, Harassment, and Sexual Harassment Compliance Statement

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

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

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

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

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

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

Workplace Violence, Harassment, and Sexual Harassment Policy

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

Intent

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

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

Definitions

Complainant:

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

Respondent:

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

Workplace harassment:

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

Workplace sexual harassment:

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

Workplace violence:

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

Guidelines

This policy has been developed in consultation with the SVCA Joint Health and Safety Committee. It will be reviewed annually, or more frequently if necessary to ensure that it

accurately represents the Saugeen Valley Conservation Authority prevention program.

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

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

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

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

Violence Risk Assessment

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

The following factors will be considered during the assessment:

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

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

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

The Authority will disclose information to workers who are likely to encounter a known person with a history of violence in the performance of their job duties, or if there is a potential risk of workplace violence because of interactions with the person with a history of violence.

However, the Authority will only disclose personal information that is deemed reasonably necessary to protect the worker from physical harm.

Workplace Violence, Harassment, Sexual Harassment Program Control

Measures and Procedures

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

Reporting Incidents of Workplace Violence, Harassment and Sexual Harassment

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

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

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

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

Immediate Assistance Procedures

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

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

Investigation Procedures

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

The investigation will include:

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

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

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

The Authority will take all measures to prevent any disclosure of the incident and the

identities of the parties involved, unless the disclosure is necessary for the investigation, for taking corrective action or required by law.

Results of Investigation

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

Control Measures

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

Disciplinary Measures

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

In the event the harasser is the General Manager/Secretary-Treasurer, the Executive Committee shall determine disciplinary action. If the Authority determines that an employee has been involved in an incident of violence or harassment towards another employee, immediate disciplinary action will be taken, up to and including immediate dismissal.

Domestic Violence

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

Recommendations to Victims

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

The Right to Refuse Unsafe Work

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

Fraudulent or Malicious Complaints

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

Record Keeping

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

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

Confidentiality

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

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

Policy Review

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

Workplace Violence, Harassment and Sexual Harassment Policy Acknowledgement and Agreement

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

Name: _____

Signature: _____

Date: _____

Anti-bullying and Cyberbullying Policy

Intent

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

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

Definitions

Bullying:

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

Cyberbullying:

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

Harassment:

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

Workplace harassment:

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

Guidelines

Bullying and Harassment Prohibited

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

Examples of bullying include, but are not limited to:

- Spreading malicious rumours or gossip;
- Using derogatory names towards an employee;
- Intentionally excluding or isolating someone socially;
- Verbal or physical aggression, intimidation, or threats;
- Stealing credit for someone else's work or ideas;
- Making offensive jokes, either verbally or in writing;
- Tampering with personal belongings, work, or workspace;
- Deliberately undermining, belittling, or criticizing a person or their work;
- Constantly changing or removing responsibilities or guidelines without cause;
- Intentionally setting someone up to fail;
- Unwarranted disciplinary action; and
- Purposefully excluding an employee from future promotions. Examples of cyberbullying include, but are not limited to:
 - Sending threatening or damaging messages electronically;
 - Spreading rumors through social media or e-mail;
 - Electronic sabotage, such as sending viruses;
 - Making slanderous remarks about the victim in public discussion areas;
 - Impersonating the victim online by sending a controversial or inflammatory message which causes others to respond negatively to the victim;
 - Sending offensive graphic material or pornography; or
 - Creating a webpage or writing a blog entry that portrays the victim negatively.

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

Roles and Responsibilities

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

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

Management will:

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

Disciplinary Actions

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

Anti-Bullying and Cyberbullying Policy Acknowledgement and Agreement

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

Name: _____

Signature: _____

Date: _____

Dealing with Difficult Clients Policy

Intent

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

Guidelines

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

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

Dealing with Clients

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

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

Dealing with Difficult Clients

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

Avoid Engaging in Conflict

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

Determine the Source of Anger

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

Determine the Client's Needs

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

Observe the Client on Approach

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

Relate to the Client

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

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

Saugeen Valley Conservation Authority Standards

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

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

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

- Being asked to leave on multiple occasions for violating any of the client's behavioural standards outlined above.
- Any kind of physical violence towards anyone on Saugeen Valley Conservation Authority's premises or towards any employee or other clients at any time.
- Any kind of threat of physical violence.
- Willful damage or destruction to Saugeen Valley Conservation Authority property, or employee property.
- Possession of a weapon while on Saugeen Valley Conservation Authority premises.

- The use, possession, sale, manufacture, or dispensation of any illegal drug, alcohol, or paraphernalia associated with either while on Saugeen Valley Conservation Authority premises.

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

General Safety Guidelines for all Employees

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

Calling the Police

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

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

Dealing with Difficult Clients Policy Acknowledgement and Agreement

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

Name: _____

Signature: _____

Date: _____

Weapons Policy

Intent

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

Definition

Weapons:

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

Guidelines

Employee Responsibilities

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

Management Employees

- SVCA Management employees are required to enforce this policy at all times and ensure the ongoing health and safety of our staff, guests, clients and/or visitors.
- SVCA Management employees who become aware of the presence of weapons as advised by any guest, client and/or visitor are required to ensure that the owner is made aware of the weapons policy of Saugeen Valley Conservation Authority. As such, they will be required to remove the weapon from the premises.
- SVCA Management employees will be responsible for communicating this policy to our staff, guests, clients and/or visitors to ensure that they are aware of the policy, and the necessity for compliance.
- SVCA Management employees will be responsible for taking the appropriate measures in the event of any failure to comply with this policy, including the removal of staff, clients, guests and/or visitors, or depending on the severity of the violation, contact the authorities, and potentially implement the Saugeen Valley Conservation Authority Lock Down Policy, and/or evacuation of staff, guests and/or visitors in compliance with the Saugeen Valley Conservation Authority Evacuation Plan.

Guests, Clients and/or Visitors

- Weapons of any sort are prohibited on SVCA premises by guests, clients and/or

visitors.

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

Weapons Policy Acknowledgement and Agreement

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

Name: _____

Signature: _____

Date: _____

Domestic Violence Safety Plan

Intent

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

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

Setting-Up the Plan

It is important to deal with each situation on a case-by-case basis, taking into account the needs of the individuals involved.

The plan outlines increased safety measures and should be created with the individual involved.

| | |
|--|-------|
| Name: | Date: |
| Location: | |
| Aggressor's full name: | |
| Address: | |
| Current relationship status: | |
| Description and photo: | |
| Aggressor's patterns of behaviour and high-risk times (e.g. free hours): | |

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

Additional Safety

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

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

Additional Support

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

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

Privacy

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

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

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

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

Changes

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

Workplace Violence and Harassment Risk Assessment Form

Intent

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

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

Conducting Risk Assessment

Step 1 – Documentation review

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

Step 2 – Workplace audit

Determine the Risks Associated - Similar Workplaces

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

Determine the Risks Associated - Specific Workplace

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

Determine any other prescribed elements that could be Risk factors

Take into consideration any other elements that could arise, such as special and annual events, special assignments, and cross training.

Step 3 – Employee survey and/or interviews

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

Rank the Exposure

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

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

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

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

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

Determine the Probability of Occurrence

- 1 = Unlikely to occur
- 2 = Some chance
- 3 = Could occur 4 = Good chance
- 5 = Will occur if left unattended

Determine Potential Consequences

- 1 = Insignificant: a person receives a very minor injury, no damage to property
- 2 = First aid or minor property damage: a person administers first aid to self
- 3 = Injury results in lost time, seeking medical help or significant property damage
- 4 = Injury results in permanent disability, serious health effects or property damage
- 5 = Injury results in a fatality, or there is major property damage

Add the Numbers to Determine a Total Risk Rating

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

Moderate (6 – 10) means the hazard requires attention. Controls should be put into place. A safe work procedure should be in place prior to the commencement of the job, but could be attended to once the job has commenced. Employees must be aware of the hazard. The safe work procedure must be in place prior to the completion of the job.

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

Hazard Controls

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

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

Engineering Controls

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

Administrative Controls

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

Personal Protective Equipment (PPE)

- Access to alarms
- Communication devices

Violence Incident Report Form

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

1. Name of complainant: _____

2. Address: _____

3. Location of Incident: _____

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

5. Nature of the allegations:

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

7. Did anyone witness the incident?

yes

no

If yes:

Name(s) of witness(es):

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

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

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

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

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

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

Signature of the complainant

Date

Form received By

Date: Time:

Harassment Complaint Form

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

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

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

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

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

Acknowledgement

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

Signature of the Complainant

Date

Form Received By:

Date:

Acknowledgement of Complaint Letter (Violence or Harassment)

Note: The Ontario Occupational Health and Safety Act (OHSA) requires employers to complete workplace investigations in the event of a workplace harassment or workplace sexual harassment complaint within 90 days of the date the complaint was filed.

Depending on the complexity of the complaint, and the individuals involved, the Authority may wish to consider an external investigator, particularly if they are getting close to the 90-day timeline.

(Date)

(Recipient name) (Title) (Department)

(Phone number, e-mail address) Saugeen Valley Conservation Authority

Dear (Employee name),

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

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

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

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

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

Sincerely,

(Signature) (Name)

(Position, title, and department)

Workplace Violence and Harassment Investigation Checklist

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

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

| Action | Steps to take | Complete |
|----------------------------------|---|----------|
| | <ul style="list-style-type: none"> • If more than one allegation has been made, handle each one separately. • Document all information appropriately. | |
| Confidentiality | <ul style="list-style-type: none"> • Ensure that the complaint, investigation, and all information gathered remain confidential to the extent possible for the investigation. • Do not promise absolute confidentiality, as some information may need to be revealed to the complainant and respondent. • Information should be shared only where necessary, on a need-to-know basis, with appropriate parties. Limit who has access to information and inform them of the need to keep information confidential. • To avoid defamation liability, never use the situation or the results as an example to others or as a training tool. | |
| Interview the complainant | <ul style="list-style-type: none"> • Obtain a full written account of the incident, including a timeline of events and people involved or witnesses, and document all details provided. • Determine possible effects on the complainant, and assess the need for further support, medical care, psychological support, or accommodations while dealing with the incident. • Explain the seriousness of workplace violence accusations, and that a thorough investigation will be conducted before reaching any conclusion or corrective action. • Assure the complainant that they will not be retaliated against for making the complaint. • Determine whether it was an isolated incident or if a pattern of previous episodes exists. • Avoid making any statements about the respondent's character, job performance, or personal life. | |
| Interview the respondent | <ul style="list-style-type: none"> • Inform the respondent of the complaint and allegation against them. • Allow the respondent to tell their side of the situation. • Remain neutral, professional, and do not use harsh interrogation tactics. • Obtain a detailed written statement from the respondent. • Document the areas of disagreement between the testimonies provided by both parties. • Identify any personal and reporting relationships, or hierarchy structures between the respondent and the complainant. | |

| Action | Steps to take | Complete |
|------------------------------|---|----------|
| | <ul style="list-style-type: none"> • If the respondent is in a leadership role, indicate their job title, obtain a copy of their job description, and • determine their specific duties at the time of the alleged harassment. | |
| Interview witnesses | <ul style="list-style-type: none"> • Obtain from any witnesses written statements that either support or deny any of the allegations made. • Assure all witnesses that their cooperation is important, their testimony is confidential, and they will not be retaliated against for testifying. • Clarify any discrepancies among accounts from witnesses, the complainant, and the respondent. | |
| Resolve the complaint | <ul style="list-style-type: none"> • Review all documented accounts, interviews, and any information associated with the incident to prepare for a resolution. • Ensure the decision is strictly based on facts and not personal opinion or emotion. • Provide a written letter communicating the results of the investigation and actions taken to both the complainant and the respondent. Note that only the results and action taken should be communicated in a summary letter. The full investigation report is confidential Authority property. Ensure both parties understand the resolution. Even if they are not in agreement, they must acknowledge they are aware. • If the complainant requires or requests a transfer, obtain their consent, and ensure that it does not negatively affect their employment. • Where disciplinary action is required, determine the level of discipline based on the severity of the incident, previous action taken in similar circumstances, the employee's previous history, and the frequency. Any forms of discipline short of termination should follow Authority policy on discipline and be accompanied by a written warning stating that any reoccurrence of misconduct may result in immediate dismissal. If no discipline is imposed, document the rationale. | |
| After the resolution | <ul style="list-style-type: none"> • Review and revise workplace violence policies where needed. • Communicate the Authority workplace violence policy to all employees. • Provide counselling where appropriate. • Ensure all employees have received training on workplace violence. • Conduct a violence risk assessment to determine the | |

| Action | Steps to take | Complete |
|--------|--|----------|
| | <p>likelihood of an incident occurring again and implement any necessary procedures or precautions to prevent similar incidents from occurring.</p> <ul style="list-style-type: none"> • Carefully and fully document a final report that summarizes the investigation, parties involved, findings of the investigation, the discipline imposed, issues that were not resolved, and any remedial or preventive steps taken. | |

Sexual Harassment Investigation Checklist

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

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

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

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

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

Harassment Investigative Interview Questions

Intent

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

Best Practices

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

Interview the Complainant

- Obtain a full account of the incident, and document all details provided.
- Determine any potential pattern involved, or if the incident was a singular occurrence.
- Determine if the incident was influenced by any contextual factors.
- Identify any reporting relationships or hierarchical structures that may have influenced the incident. Determine a timeline of events associated with the incident, what the job duties of each party were at the time of the incident, and what their expected locations were.
- Examine the potential of a charge made under false pretenses, and any motivating factors that may be involved. Work to rule out these potential elements.
- Inform the complainant that a thorough investigation will take place.
- Obtain a written, signed, and dated statement from the complainant.
- Ensure that the employee is free from retaliation as a result of their coming forward.

Interview the Respondent

- Describe the details of the accusation and ask for clarification on any discrepancies between the two stories.
- Identify any reporting relationships, or hierarchical structures that exist between the parties.
- Determine a timeline of events associated with the incident, what the job duties of each party were at the time of the incident, and what their expected locations were.

- Determine any potential for retaliation or reprisal and inform the accused that this would be unacceptable.
- Document all pertinent details of the interview, including observations of behaviour displayed and their account of the incident.

Interview Witnesses

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

Interview Questions

1. Where and when did the incident occur?

2. Who was involved in the incident?

3. What happened before the incident occurred?

4. What happened during the incident?

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

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

7. How did you react to the incident?

8. If applicable, describe any previous incidents.

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

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

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

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

Follow-Up

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

Harassment Complaint Findings Report

Intent

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

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

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

Background

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

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

| |
|----|
| 1. |
| 2. |
| 3. |

Additional Evidence Gathered

| |
|----|
| 1. |
| 2. |

3.

Summary of Findings

Authorities Contacted (if Applicable)

| Name of Authority: | Contact # of Authority: |
|--------------------|-------------------------|
| | |
| | |
| | |
| | |

Resolution of Complaint

Background

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

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

| |
|----|
| 1. |
| 2. |
| 3. |

Additional Evidence Gathered

| |
|----|
| 1. |
| 2. |
| 3. |

Summary of Findings

| |
|--|
| |
|--|

Authorities Contacted (if Applicable)

| Name of Authority: | Contact # of Authority: |
|--------------------|-------------------------|
| | |
| | |
| | |
| | |

Resolution of Complaint

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

| |
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|--|

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

(Date)

(Recipient Name) (Title) (Department)

(Phone Number, Email Address) Saugeen Valley Conservation Authority Dear (Recipient Name),

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

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

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

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

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

(Provide a Brief Summary of Action Taken)

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

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

Sincerely, (Signature) (Name)

(Position, Title, and Department)

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

(Date)

(Recipient Name) (Title) (Department)

(Phone Number, Email Address) Saugeen Valley Conservation Authority Dear (Recipient Name),

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

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

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

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

Complaint Investigation Form

Harassment Complaint Findings Report

Violence Investigation Follow-Up Form

Violence Incident Report Form Choose:

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

OR

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

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

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

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

Sincerely, (Signature) (Name)

(Position, Title, and Department)

Violence, Harassment, or Sexual Harassment Investigation Letter - Respondent – Complaint Validated

(Date)

(Recipient Name) (Title) (Department)

(Phone Number, Email Address) Saugeen Valley Conservation Authority Dear (Recipient Name),

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

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

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

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

Complaint Investigation Form

Harassment Complaint Findings Report

Violence Investigation Follow-Up Form

Violence Incident Report Form

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

(Provide a Brief Summary of Action Taken)

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

Thank you for your cooperation in this matter. Sincerely,

(Signature) (Name)

(Position, Title, and Department)

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

(Date)

(Recipient Name) (Title) (Department)

(Phone Number, Email Address) Saugeen Valley Conservation Authority Dear (Recipient Name),

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

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

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

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

Complaint Investigation Form

Harassment Complaint Findings Report

Violence Investigation Follow-Up Form

Violence Incident Report Form Choose:

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

OR

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

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

Thank you for your cooperation in this matter. Sincerely,

(Signature) (Name)

(Position, Title, and Department)

Violence Investigation Follow-Up Form

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

Harassment Follow-Up Form

| | |
|--|---------------------------------|
| Complainant Employee's Name | Complainant Employee's Position |
| Alleged Harasser's Name | Alleged Harasser's Position |
| Date of the Incident(s) | Date of Formal Allegation |
| Accusation Received By: <input type="checkbox"/> Supervisor <input type="checkbox"/> JHSC | |
| Brief Description of allegations: | |
| Investigation completed: <ul style="list-style-type: none"><input type="checkbox"/> Yes<input type="checkbox"/> No | |
| Was harassment found as defined in the Workplace Violence, Harassment, Sexual Harassment Policy? <ul style="list-style-type: none"><input type="checkbox"/> Yes<input type="checkbox"/> No | |

| |
|--|
| Was corrective action required? <ul style="list-style-type: none">• <input type="checkbox"/> Yes• <input type="checkbox"/> No |
| Were the results of the investigation communicated to both complainant and respondent? <ul style="list-style-type: none">• <input type="checkbox"/> Yes• <input type="checkbox"/> No |
| Date investigation completed: |
| Findings (results) from investigation: <i>*Note: If the results exceed the limits of this page, additional pages will be attached to this form.</i> |
| Actions taken: <i>*Note: If the actions taken exceed the limits of this page, additional pages will be attached to this form.</i> |
| Date Form Completed: |
| Form Completed By: |

Report #EPR-2024-24

Report To: Chair and Directors, Saugeen Valley Conservation Authority
From: Matt Armstrong, Manager, Environmental Planning and Regulations (Acting)
Date: November 21, 2024
Subject: Request for Endorsement: Permits Issued
Purpose: To seek endorsement for permits issued pursuant to Ontario Regulation 169/06, as amended, and Section 28.1 (1) of the *Conservation Authorities Act*.

Recommendation

THAT SVCA permit applications 24-010, 24-075, 24-237 to 24-255, and 24-257 to 24-262 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 includes the 27 permits issued between October 1, 2024, and November 5, 2024.

| Permit | Location | Address | Proposed Works |
|--------|----------|---|--|
| 24-262 | Huron | 30 Bell Drive, PLAN 2A LOT 8 S PT LOT 9 RAGLAN W/S RP 3R3308 PART 13 CL 3536 | Completion of maintenance dredging of the mouth of the Pine River from Lake Huron (in an area of approximately 30 feet wide by 100 feet long, no deeper than four (4) feet and the temporary placement of spoil on the existing driveway for dewatering. |
| 24-261 | Huron | 529 Lighthouse Road, HURON CL 3595 PT BED LAKE HURON IN FRONT OF CON A PT LOTS 7 AND 8 LO 9996 | Completion of maintenance dredging of the Point Clark Marina from Lake Huron and the temporary placement of spoil adjacent to the existing breakwater for dewatering. |
| 24-260 | Hanover | 819-18th Street, Lot 70 Plan 16M95 | Installation of a wood fence, and a chain link fence. |

| Permit | Location | Address | Proposed Works |
|--------|-------------|--|--|
| 24-259 | Durham | Multiple locations - Park St. West from east of 511 to 300; 174 Elizabeth St. W to 192 Elizabeth St. E; 378-497 Garafraxa St. S; Park St. E; Elm St. E; 482 Albert St. S to Elm St. E. | Installation of fibre optic cable by horizontal directional drill and plow as part of Durham Phase 4 and related excavation, filling, and grading. |
| 24-258 | Walkerton | 77 Griffith Street, Lot H Lot I Pt Lot G and K, Plan 88 | To construct a 20-foot by 16-foot three-season room; construct a 40-foot by 16-foot in-ground fibre glass pool, with an at-grade paver-style patio; construct a 16-foot by 16-foot pergola; and replace a wooden retaining wall with an armour stone retaining wall, with related excavation, filling and grading. |
| 24-257 | Bruce | 95C John Street, Plan 372 Pt Lot 18; Inverhuron | To decommission an existing septic system and install a new septic system, with related excavation, filling and grading. |
| 24-255 | Southampton | 302 Albert Street South Lot 45, Plan M61 | To construct a two-storey addition (515 square foot footprint) with crawl space, and a 48 square foot deck, with related excavation, filling and grading |
| 24-254 | Durham | Riverside Park, 196 Queen St., Part Lot 11 & 12 Plan 500 | Construction of a 375 square foot open-walled pavilion. |
| 24-253 | Egremont | 183520 Grey Road 9, Lot 2 Concession 15 | Construction of a 150-foot (east-west) by 80-foot (north-south) barn, with related excavation, filling, and grading, all within the adjacent lands to wetlands/swamps. |
| 24-252 | Turnberry | Multiple Locations - Huron-Bruce Rd, County Rd 4, Gilmour Line | Alteration of a watercourse and works within floodplain and adjacent to wetland consisting of the installation of fibre optic cable by directional drill and plow, with related excavation, filling and grading (Universal Broadband Fund Project 00297). |

| Permit | Location | Address | Proposed Works |
|--------|---------------------|--|---|
| 24-251 | Culross | 1112 Concession 10, Part Lot 17, Con 11 | The construction of a dwelling with related excavation, filling and grading and alterations to a gravel driveway including re-grading and the installation of two, 12-inch diameter balancing culverts. |
| 24-250 | Kincardine Township | 31 Red Cedar Drive North, Pt Lot 53, Con A, RP 3R7154 Parts 1 & 2 | To dredge a 50-metre long, by 12-metre wide, by 2-metre-deep channel, with related excavation. |
| 24-249 | Normanby | Multiple Locations – See Schedule 1 in Permit | For the alteration of a watercourse and works within/adjacent to wetland consisting of the installation of fibre-optic cable by horizontal directional drill and plow, with related excavation and grading. |
| 24-248 | Kincardine Township | 2559 Bruce Road 15, and No Civic Address; Pt Lot 6, Con 12, and Pt Lot 7, Con 12 | To complete an approximately 809-metre-long vegetation-only watercourse cleanout. |
| 24-247 | Southampton | 480 Eckford Avenue, Lots 25 and 26, Plan 318 | to construct a single detached dwelling (footprint of 3,264 square feet, including attached double garage) with basement, attached deck (704 square feet), and to relocate an existing cottage (footprint 780 square feet) with crawl space and attached deck (300 square feet), including related excavation, filling and grading. |
| 24-246 | Artemesia | 280399 Road 190, Lot 189, Pt Lot 190, Con 1 NETSR | to install systematic tile drainage (catchment area of 152,125 square metres), and 12" drain outlet with temporary rock flow check dam and sediment trap, with related excavation, filling and grading. |
| 24-245 | Saugeen | 40 Miramichi Bay Road, Part Lot 52, Lake Range | To demolish the existing dwelling and construct a new 3600 square foot dwelling and septic system, with related excavation, filling and grading. |

| Permit | Location | Address | Proposed Works |
|--------|-----------|---|--|
| 24-244 | Artemesia | 257 Saugeen Street, Lot 10, Plan 816 | For the demolition of the existing mobile home and construction of a new 1400 square foot dwelling, with related excavation, filling and grading. |
| 24-243 | Egremont | Multiple locations along Southgate Sideroad 49 between Grey Road 9 and Southgate Road 8 | For the replacement of 8 culverts along Southgate Sideroad 49 between Grey Road 9 and Southgate Road 8, and the removal and installation of a new culvert in the intersection of Southgate Sideroad 49 and Southgate Road 10 with related excavation, filling and grading. |
| 24-242 | Greenock | Watercourse within Sideroad 20 Road Allowance between Con Rd 10 and Con Rd 6 | To remove accumulated sediment and vegetation debris from the bed of a watercourse, with related excavation, filling and grading. |
| 24-241 | Proton | Multiple Locations - See Schedule 1 in permit | For the alteration of watercourses and works adjacent to wetland consisting of the installation of fibre-optic cable by horizontal directional drill and plow with related excavation and grading. |
| 24-240 | Egremont | 044493 Southgate Road 04, Lot 22 Concession 6 | Construction of a covered manure storage yard, and related excavation, filling, and, grading. |
| 24-239 | Durham | Bruce St. N. from 266 to Lambton St.; Saddler St. W.; Bruce St. S. from 250 to Saddler St. W.; George St. W. from College St. N. to Bruce St. N.; Lambton St. W. from 585 to Bruce St. N.; 168-242 College St. N. | Installation of fibre optic cable by horizontal directional drill and plow as part of Durham Phase 2 and related excavation, filling, and grading. |
| 24-238 | Huron | 305 Hunt Club Drive, CON A PT LOT 12 PLAN 3M-127; LOT 21 | Construction of a new detached 113 square metre (1216 sq. ft.) garage. |

| Permit | Location | Address | Proposed Works |
|--------|-----------|--|---|
| 24-237 | Euphrasia | 685391 Sideroad 19, Pt Lot 19, Con 10 | To expand an existing driveway entrance with the placement of 50 cubic metres of gravel fill, and install a 450mm diameter HDPE culvert 15.0m in length, with related excavation, filling and grading |
| 24-075 | Carrick | 1405 Highway 9, Pt. Lot 10, Con 12 | Alteration of a watercourse consisting of the installation of fibre-optic cable by directional bore (Project 367-1-SO6-W-A1) |
| 24-010 | Proton | Unassigned Civic Address, Southgate Road 10, Part Lot 5 Concession 6 | Construction of a driveway through wetlands and/or floodplain of the South Saugeen River, and related excavation, filling, and grading. |

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

Report #EPR-2024-23

Report to: Chair and Directors, Saugeen Valley Conservation Authority
From: Darren Kenny, Regulations Coordinator (Acting)
Date: November 4, 2024
Subject: Status of Active Violations
Purpose: To provide an update on the status of violations under Ontario Regulation 169/06, as amended and Ontario Regulation 41/24.

Background

By Board Motion #G21-84, staff are directed to provide updates to the Board on the number of active violation files.

Analysis

SVCA staff are presently managing 68 active violation files and have rated them in accordance with the categories in the table below. Statistics from the previous reporting period (April 2024) are included for comparison:

| Violation Rating and Description | Nov 2024 | Apr 2024 |
|---|----------|----------|
| (1) Trivial activities not worth pursuing beyond initial contact to educate. e.g., inconsequential site alteration; certain types of vegetation removal, etc. | 1 | 2 |
| (2) Activities unlikely to cause significant damage affecting the tests of the Regulation, the health and safety of persons, or property. e.g., development or alteration activities that usually comply with the EPR Policies Manual. | 36 | 35 |
| (3) Activities likely to cause significant damage affecting the tests of the Regulation, the health and safety of persons, or property. e.g., development or alteration activities that usually do not comply with the EPR Policies Manual without a favourable outcome from a technical report. | 31 | 22 |
| (4) Activities very likely to cause imminent and significant damage affecting the tests of the Regulation, the health and safety of persons, or property. | 0 | 0 |

| Violation Rating and Description | Nov 2024 | Apr 2024 |
|---|----------|----------|
| e.g., development or alteration activities that do not comply with the EPR Policies Manual, are not likely to be supported by a technical report and require immediate corrective action. | | |
| TOTAL | 68 | 59 |

Discussion

Staff are managing nine more violation files now compared with April 2024.

Staff continue to resolve violations through compliance approvals and site remediation where possible.

Two violation files are presently in Provincial Offences Court. A decision has been rendered on one of these files in the SVCA’s favour, but remediation by the landowner is still pending.

Strategic Plan Linkages

- A1.6 – Accessibility
- E1.5 – Liability Assessment and Action
- C1.8 – Violations Decrease

Prepared by:

[Original Signed by:]

Darren Kenny
 Regulations Coordinator (Acting)

Approved by:

[Original Signed by:]

Matt Armstrong
 Manager, Environmental Planning and Regulations (Acting)

Approved by:

[Original Signed by:]

Erik Downing
 General Manager/Secretary-Treasurer