



## Authority Meeting Agenda

Thursday, February 20, 2025, 1:00 p.m.

Formosa Administrative Office

### 1. Land Acknowledgement

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

### 2. Adoption of Agenda

*THAT the agenda for the Saugeen Valley Conservation Authority meeting, February 20, 2025, be adopted as presented.*

### 3. Declaration of Pecuniary Interest

### 4. Adoption of Minutes

4.1 Authority meeting – January 16, 2025

*THAT the minutes of the Saugeen Valley Conservation Authority meeting, January 16, 2025, be adopted as presented.*

### 5. Staff Presentation (verbal) – Voyageur Canoe Race – Jim Leask

### 6. New Business

#### Corporate Services

6.1 GM-2025-03: SVCA Operational Plan – Erik Downing

6.2 COR-2025-05: Finance Report – Adam Chalmers

6.3 GM-2025-04: Program Report – Erik Downing

6.4 Correspondence

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

(Item deferred from the previous meeting.)

*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 \_\_\_\_\_.*

## **Environmental Planning and Regulations**

6.6 EPR-2025-01: Hearing Guidelines Report – Matt Armstrong

*THAT the draft amendments to the SVCA’s Hearing Guidelines be approved by the SVCA.*

6.7 EPR-2025-02: Permits Issued for Endorsement – Matt Armstrong

*THAT SVCA permit applications 24-263 to 24-293, and 25-001 to 25-017 as approved by staff, be endorsed.*

## **Water Resources**

6.8 WR-2025-01: Special Benefitting Apportionment – Katie Thomas

### **7. Closed Session – to discuss personal matters about identifiable individuals (Organizational review)**

*THAT the Authority move to Closed Session, In Camera to discuss matters relating to identifiable individuals; and further*

*THAT Erik Downing and Janice Hagan remain in the meeting.*

### **8. Adjournment**

*THAT the meeting be adjourned.*



## Saugeen Valley Conservation Authority

### Minutes – Board of Directors Meeting

- Date: Friday January 19, 2025, 1:00 PM.
- Location: 1078 Bruce Rd 12, Formosa, ON
- Chair: Tom Hutchinson
- Members present: Paul Allen, Larry Allison, Barbara Dobreen, Kevin Eccles, Bud Halpin (virtual), Greg McLean, Mike Niesen, Sue Paterson, Moiken Penner, Jennifer Prenger, Peter Whitten
- Members absent: Steve McCabe, Dave Myette, Bill Stewart
- Staff present: Matt Armstrong, Adam Chalmers, Erik Downing, Jody Duncan, Janice Hagan, Kyle Hope, Darren Kenny, Donna Lacey, Mike Oberle, Katie Thomas, Brandi Walter, Lee Watson
- Others present: Special guests and members of the public.

Due to technical difficulties, the meeting was called to order at 1:15 PM.

#### **1. Land Acknowledgement – read by Chair Barbara Dobreen**

*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**

The agenda was amended to include presentation Flood Response update and debrief (Item 9.2).

#### **Motion #G25-01**

Moved by Paul Allen

Seconded by Sue Paterson

THAT the agenda for the Saugeen Valley Conservation Authority meeting, January 19, 2025, be adopted as amended.

**Carried**

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

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

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

##### **4.1 Authority meeting – November 21, 2024**

##### **Motion #G25-02**

Moved by Tom Hutchinson

Seconded by Larry Allison

THAT the minutes of the Saugeen Valley Conservation Authority meeting, November 21, 2024, be adopted as circulated.

**Carried**

#### **5. Introduction of guests**

Greetings were brought to SVCA from the following dignitaries and special guests:

Ben Lobb, M.P. Huron-Bruce Riding

Lisa M. Thompson, M.P.P, Huron/Bruce Riding (in absentia, via correspondence)

Kim Wingrove, CAO, Grey County

Kenneth Craig, Mayor, Municipality of Kincardine

Dave Turton, Mayor, Township of Minto

Luke Charbonneau, Mayor, Township of Saugeen Shores

Mark Goetz, Mayor, Municipality of South Bruce

Angela Coleman, General Manager, Conservation Ontario

Robert Uhrig, Chair, Grey Sauble Conservation Authority

Ed McGugan, Chair, Maitland Valley Conservation Authority, Municipality of Huron-Kinloss

Tim Lanthier, CAO, Grey Sauble Conservation Authority

Phil Beard, General Manager, Maitland Valley Conservation Authority

Chris Cosset, President, Bruce County Federation of Agriculture

Monica Morrison, Bruce County Planning

Chad Richards Nuclear Innovation Institute

Carl Seider, Lead, Drinking Water Source Protection

##### **5.1 Presentation: Director and Staff Recognition**

The following Staff were presented service awards:

- 15-Year Service Award: Rene Kleinecke, GIS Coordinator
- 10-Year Service Award: Janice Hagan, Legislative Services Coordinator, Mike Oberle, Environmental Planning Technician
- 5-Year Service Award: Jim Leask, Park Superintendent, Bluffs Campground, Brandi Walter, Environmental Planning Coordinator, Lee Watson, Park Superintendent, Durham Campground

The following Authority Members were presented service awards:

- 10-Year Service Award: Barbara Dobreen, Steve McCabe, Sue Paterson

#### **6. Chair's Address**

The following address was given by Chair Dobreen:

As we gather today for Saugeen Conservation's Annual General Meeting, I can't help but reflect on a year defined by perseverance, progress, and adaptation. Despite significant transitions across our organization, Saugeen Conservation has continued to deliver important programs and services to our communities.

Our Environmental Planning and Regulations Department has demonstrated outstanding resilience this year. Permits and planning comments were processed in a timely fashion despite personnel changes. In partnership with municipalities, we completed new floodplain mapping for Saugeen Shores, West Grey, and Huron-Kinloss, laying the groundwork for improved community planning and safety. The department navigated major changes to provincial legislation, including the Conservation Authorities Act, Regulation 41/24, and the Provincial Planning Statement. Draft revisions to the Environmental Planning and Regulations Policies Manual were completed, with public consultation ensuring our processes remain transparent and accountable.

Innovation was a hallmark of this department, with CA Core—a new content management system—developed to efficiently manage digital Planning and Regulation files, ready for implementation in early this year. Accessibility improvements continued, including the development of clearer, AODA-compliant communications. The 293 permits and 367 Planning Act comments reflect the department’s ability to thrive through change.

The Forestry and Lands Department has had a remarkable year, planting over 40,000 trees and selling an additional 22,000, reinforcing our commitment to local environmental improvement and sustainability. Four staff achieved chainsaw certification, which enhances safety and expertise in forest management.

This year also saw the successful opening of exciting new recreational opportunities. Durham Conservation Area hosted a grand opening for its disc golf course and welcomed visitors to winter camping. Saugeen Bluffs held its first annual River Run Canoe and Kayak Races, receiving glowing feedback from participants, while a new orienteering course has been established, adding to its offerings. Additionally, Stoney Island ash tree removal was completed, and Mildmay Carrick and Allan Park reopened, welcoming residents and visitors back to cherished green spaces.

Despite challenges, all campgrounds enjoyed successful seasons, supported by a highly dedicated team. Staff worked tirelessly, particularly in response to a lightning strike at the office, where they rallied to assess and secure the building, and shared the required round-the-clock shifts to maintain operations. We are thrilled to be meeting here at Formosa today with the office fully opened for operations.

The department’s hard work and tenacity were further recognized through successful grant applications that will enable continued enhancements to our lands and services.

The Water Resources Department. Before I speak to the 2024 accomplishments, I would be remiss not to thank Jody Duncan and the Water Resources Team for tirelessly working through the ongoing frazil ice situation in West Grey. It has required countless hours and a coordinated effort with the West Grey staff and contractors to manage this challenge. A Flood Outlook is still in place for West Grey as these cold temperatures continue. We appreciate your continuous effort in mitigating impacts to public safety and keeping information flowing.

Now back to our annual review. The Water Resources team were successful in securing funding through the Water and Erosion Control Infrastructure (WECI) Program for critical projects in 2024, including Paisley Dyke Improvements, tree remediation at the Hanover Dam and Walkerton Flood Control Works, and public safety signage across key sites. Maintenance activities, such as vegetation removal, safety signage installations, and minor repairs, continued to safeguard infrastructure.

The department played an essential role in flood forecasting and monitoring, issuing timely flood messages, performing stream gauge maintenance, and calibrating precipitation gauges.

Notable accomplishments included defining flood damage centres to improve forecasting and updating stream gauge rating curves. Significant investments were made in replacing equipment at the Chesley, Aberdeen, and Ripley stream gauge stations, while the inoperational Greenock station was decommissioned. Saugeen Conservation also released a comprehensive Water Quality Report analyzing data from 2002-2023.

In Corporate Services, we prioritized growth and strategy. Staff pursued professional development in public sector leadership, payroll processing, and accessibility. GIS and IT played a crucial role in supporting the CA Core system's development. Our commitment to improving organizational culture led to a Workplace Culture Review, and a new Pay Policy was implemented, ensuring fairness and alignment with our organizational goals.

A new property guide for the Authority was published, while a document retention strategy was finalized to modernize our operations. Significant GIS updates to our mapping have improved accuracy and accessibility, strengthening our internal systems.

Finally, we welcomed a new General Manager as well as departmental managers for Water Resources, Environmental Planning and Regulations, and Corporate Services, positioning us for strong leadership in the years ahead.

Through every challenge and adjustment, SVCA's staff has remained steadfast in their commitment to their work. Significant changes in personnel and external circumstances could have undermined our efforts, but instead, they highlighted the strength of this organization.

As we look back on this year of transitions, we also look forward with optimism. SVCA has proven its resilience, creativity, and ability to deliver critical programs and services for the communities we serve.

Thank you to our dedicated staff, our Board, and all those in our communities who are committed to ensuring the sustainability of our watershed well into the future.

It has been an honor to serve as Saugeen Conservation's Chair these past two years. I am proud of the progress we have made together and the groundwork we have laid for 2025 and beyond.

We are stronger together; and together we will continue to manage our natural resources to ensure resilient communities in the face of environmental change.

## **7. General Manager/Secretary Treasurer Address**

The following address was given by GM/S-T Erik Downing:

Good afternoon MPs, MPPs, Mayors, Councillors, representatives of many partners and organizations, staff, press, and public attendees,

First off, thank you for being here today. As we look back on the past year, I'd like to start by saying how proud I am to be part of Saugeen Conservation. In 2024 I started as General Manager/Secretary-Treasurer at the SVCA after many years in Environmental Planning and Regulations at the SVCA, and it's been both a challenge and a privilege to work with such a resilient and dedicated team. I can't overstate how much has been accomplished under some pretty unusual circumstances.

The watershed doesn't take a day off, and neither did our staff. We faced record turnover across almost every department this year, with changes at all levels, including new managers and frontline team members. Despite this, the work didn't just get done—it got done well. Permits were issued, trees were planted, flood messages went out on time, and visitors continued to enjoy our conservation areas. Above and beyond a typical year as well the completion of the NWMO Environmental Baseline Monitoring Program at the SVCA brought the SVCA exceptional resources, knowledge, and Data that will assist the work of the SVCA in the for a long time. Conservation Authorities Act 2024 deliverables were also all completed on time. None of that happens without a team that digs in and gets the job done, no matter what challenges come their way.

The lightning strike at our office could have thrown us completely off course, but it didn't. Staff pivoted to working remotely, which isn't always easy or ideal, but the public wouldn't have known the difference. Services continued, deadlines were met, and quality never slipped. That's a testament to the professionalism and dedication of everyone here.

We all know it's been a year of change—new faces, new systems, new challenges—but the core of what we do hasn't changed. Our mission remains to protect and enhance the watershed, and this team has proven they can do that under just about any conditions. I think that says a lot about the people working here and the culture of this organization.

Looking ahead, 2025 marks an extraordinary milestone for Saugeen Conservation: our 75th Anniversary. This July, we will celebrate 75 years of dedication to conservation in the Saugeen Valley watershed. As part of this celebration, we are excited to launch the "Explore SVCA Program," designed to engage our community and raise awareness about the vital conservation efforts happening across the watershed. This program aims to encourage even greater participation and visitation to our conservation areas, highlighting the natural beauty and significance of these lands.

The 75th Anniversary event which will occur in July, will not only honor our history but also spotlight our ongoing projects and future endeavors in water management, land conservation, and environmental planning. It will be a chance for all of us to come together, connect with key stakeholders, and showcase the exceptional work SVCA continues to deliver. I warmly encourage all of you to attend and celebrate this momentous occasion with us.

As I look to the year ahead, I'm excited for what's coming. We've got strong leadership in place across departments, and I have no doubt we'll keep finding ways to improve, innovate, and deliver for the watershed and the people who depend on it.

It's an honor to be part of this team, and I'm looking forward to what we'll achieve together in 2025. Thank you, and let's keep at it.

## **8. Election of Officers**

### **8.1 Appointment of Chair Pro Tem**

#### **Motion #G25-03**

Moved by Kevin Eccles

Seconded by Jennifer Prenger

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

**Carried**

Chair Pro Tem McGugan declared all offices vacant and called for a motion to appoint two scrutineers, in the event of an election count.

### **8.2 Appointment of Scrutineers**

#### **Motion #G25-04**

Moved by Paul Allen

Seconded by Barbara Dobreen

THAT Phil Beard and Carl Seider be appointed as scrutineers for the purposes of conducting the election of officers for 2025.

**Carried**

### **8.3 Election of Chair**

Chair Pro tem McGugan called for nominations for the position of Chair for 2025. Paul Allen nominated Tom Hutchinson. No further nominations were received.

#### **Motion #G25-05**

Moved by Barbara Dobreen

Seconded by Greg McLean

THAT the nominations for the position of Chair of the Saugeen Valley Conservation Authority for 2025 be closed.

**Carried**

Tom Hutchinson accepted his nomination and was acclaimed Chair for 2025.

### **8.4 Election of Vice Chair**

Chair McGugan called for nominations for the position of Vice Chair for 2025. Tom Hutchinson nominated Paul Allen. No further nominations were received.

#### **Motion #G25-06**

Moved by Sue Paterson

Seconded by Moiken Penner

THAT the nominations for the position of Chair of the Saugeen Valley Conservation Authority for 2025 be closed.

**Carried**

Paul Allen accepted his nomination and was acclaimed as Vice Chair for 2025.

### **8.5 Election of 2<sup>nd</sup> Vice Chair**

Chair McGugan called for nominations for the position of 2<sup>nd</sup> Vice Chair for 2025. Jennifer Prenger nominated Greg McLean. There were no further nominations.

#### **Motion #G25-07**

Moved by Tom Hutchinson

Seconded by Larry Allison



THAT the nominations for the position of 2<sup>nd</sup> Vice Chair of the Saugeen Valley Conservation Authority for 2025 be closed.

**Carried**

Greg McLean accepted his nomination and was acclaimed as 2<sup>nd</sup> Vice Chair for 2025.

### **8.6 Election of Member-at-Large**

As Chair Barbara Dobreen will continue as an accredited Member of the Authority, she will assume the role of Past Chair, eliminating the requirement for an election for the Member-at-large position.

## **9. New Business**

### **9.1 Formosa Administration Office (verbal report)**

Erik Downing, GM/S-T, provided an update to the Board regarding the status of the SVCA administration building following the lightning strike on October 7, 2024. The shattered windows and front door have been replaced, and the panel and internal lighting have been repaired. Inspections, including structural and environmental assessments, have been completed, confirming no evidence of asbestos. Soffit repairs are ongoing. Staff have returned to working in the office.

### **9.2 Presentation: January 6 – 17 Flood Response update and debrief**

Katie Thomas, Manager of Water Resources, delivered a presentation on the flooding event in Durham, Ontario, from January 5 to 11, 2025. The event led to significant frazil ice accumulation, necessitating continuous monitoring at various sites. Katie informed the Board that the SVCA Flood Event Operation Centre effectively managed the emergency flooding situation and noted the success of the close working relationship with municipal staff for an efficient response. Member Eccles proposed an advocacy partnership between SVCA and the Municipality of West Grey to secure provincial funding for dam repairs, aiming to prevent future emergency events.

### **9.3 GM-2025-01: SVCA Workplan**

The GM/S-T presented the SVCA Workplan for 2025 and highlighted that some of the items that have been completed. There was no discussion.

### **9.4 GM-2025-02 Programs report**

There was no discussion on the Programs report.

### **9.5 Correspondence**

- Correspondence from the Municipality of West Grey regarding the decision to discontinue winter operations at the Durham upper dam was noted. The Members discussed collaborating with West Grey staff on provincial negotiations and on drafting a joint letter to the Minister to elevate the concerns with Emergency Measures Ontario.

### **Motion #G25-08**

Moved by Barbara Dobreen

Seconded by Greg McLean

*THAT a letter be sent, in collaboration with the Municipality of West Grey, to the Minister of*

*Environment, Conservation, and Parks, and the Minister of Natural Resources, requesting an urgent meeting, as well as the allocation of necessary provincial resources, to address the frazil ice emergency in Durham.*

**Carried**

- Correspondence from the Ministry of Natural Resources regarding the extension of an EPR fee freeze from January 1, 2025, to December 31, 2025, was noted and filed.
- Correspondence from the Municipality of South Bruce indicating that appointed municipal representative has been directed to vote against the SVCA budget was noted and filed.

**9.6 COR-2025-01: 2025 Budget update**

**Motion #G25-09**

Moved by Paul Allen

Seconded by Barbara Dobreen

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.

A recorded, weighted vote was taken for the 2025 budget with the following results:

<b>Municipality</b>	<b>Director</b>	<b>Vote</b>
Arran-Elderslie	Moiken Penner	In favour
Brockton	Greg McLean	In favour
Chatsworth	Peter Whitten	In favour
Grey-Highlands	Paul Allen	In favour
Hanover	Sue Paterson	In favour
Howick	Mike Niesen	Not In favour
Huron-Kinloss	Larry Allison	Not In favour
Kincardine	Jennifer Prenger	In favour
Kincardine	Bill Stewart	Absent
Minto	Steve McCabe	Absent
Morris-Turnberry	Mike Niesen	Not In favour
Saugeen Shores	Bud Halpin	In favour
Saugeen Shores	Dave Myette	Absent
South Bruce	Mike Niesen	Not In favour
Southgate	Barbara Dobreen	In favour
Wellington North	Steve McCabe	Absent
West Grey	Kevin Eccles	Not In favour
West Grey	Tom Hutchinson	Not In favour

The result of the vote was 69.4% of the weighted average of those present in favour. Therefore, **Motion #G25-09 was carried.**

**Carried**

#### **9.7 COR-2025-02 -Bylaw Amendments**

Amendments to the SVCA Bylaw incorporate updated terminology from Ontario Regulation 402/22 of the *Conservation Authorities Act*. These changes are crucial for aligning the bylaws with the revised legislative framework and ensuring compliance with the new regulatory requirements. (Changes to the Bylaws require a 2/3 majority vote.)

##### **Motion #G25-10**

Moved by Mike Niesen

Seconded by Barbara Dobreen

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.

**Carried**

#### **9.8 COR-2025-03: SVCA Committee Appointments**

##### **Motion #G25-11**

Moved by Barbara Dobreen

Seconded by Jennifer Prenger

THAT Report #COR-2025-03 - SVCA Committee Appointments be deferred to the next scheduled Authority meeting.

**Carried**

#### **9.9 COR-2025-04: Statutory Administrative Approvals**

##### **Motion #G25-12**

Moved by Barbara Dobreen

Seconded by Larry Allison

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.

**Carried**

#### **9.10 Appointment of Auditor**

##### **Motion #G25-13**

Moved by Sue Paterson

Seconded by Greg McLean

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

**Carried**

### **9.11 Appointment of Solicitor**

#### **Motion #G25-14**

Moved by Kevin Eccles

Seconded by Mike Niesen

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.

### **9.12 EPR-2024-24: Request for endorsement: Permits issued – Matt Armstrong**

(Deferred from Authority meeting, November 21, 2024)

#### **Motion #G25-15**

Moved by Bud Halpin

Seconded by Barbara Dobreen

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.

**Carried**

### **9.13 EPR-2024-23: Violation Strategy Update**

(Deferred from Authority meeting, November 21, 2024)

There was no discussion.

**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).

#### **Motion #G25-16**

Moved by Paul Allen

Seconded by Larry Allison

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.

**Carried**

#### **Motion #G25-21**

Moved by Barbara Dobreen

Seconded by Moiken Penner

THAT Staff proceed as directed in the Closed Session.

**Carried**

### **10. Adjournment**

With no further business to discuss, the meeting was adjourned at 4:50 PM, following a motion by Peter Whitten and Mike Niesen.

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Tom Hutchinson  
Chair

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Janice Hagan  
Recording Secretary

GM-2025-03: SVCA Operational Plan  
February 20, 2025

**All Departments**

Significant Activity	Operational Task	Updated Target Completion Date	Target Completion Date	Responsible for Deliverables
2023 Performance Evaluations	In Progress	February 2025	January 2025	E. Downing
Job Descriptions for Market Compensation Review	In Progress	To be removed	Complete	E. Downing
Job Hazard Analysis – Creation of Task Lists	In Progress	February 2025	February 2025	Managers
Content Management System – Beta System ready with EPR information	In Progress	Officially in Use	Beta available to staff	M. Armstrong
Annual 2023 SVCA Report	In Progress	March 2025	February 2025	A. Richards, E. Downing
Staff Training	Ongoing	To be removed	NA	Managers
Mapping Working Group	In Progress	March 2025	March 2025	E. Downing
October 6, 2024, Formosa Lightning Response	In Progress	To Be Removed	Complete	E. Downing

**Department: Corporate Services**

Significant Activity	Operational Task	Updated Target Completion Date	Target Completion Date	Responsible for Deliverables
Communications	General support to all departments (marketing, document preparation, social media, website maintenance).	Ongoing	Ongoing	A. Richards
GIS	Update regulation and hazard mapping with new information.	Ongoing	Ongoing	R. Kleinecke
Finance	Day-to-day processing of payables and receivables	Ongoing	Ongoing	J. Hagan, K. Porter
Administration	Continue to develop and / or renew health and safety policies.	Waiting on Workplace Culture Assessment Plan	Waiting on Workplace Culture Assessment Plan	J. Hagan
Administration	<i>Accessibility for Ontarians with Disabilities Act</i> Compliance.	Ongoing	Ongoing	J. Hagan
Administration	Negotiate Category 2 Agreements with municipalities.	Ongoing	Ongoing	K. Thomas
Administration	Submission of MFIPPA reporting for 2024.	March 2025	March 2025	J. Hagan
Human Resources	Modernize SVCA's Personnel Policy.	Waiting on Workplace Culture Assessment Plan	Waiting on Workplace Culture Assessment Plan	E. Downing
Human Resources	Accessibility Policy Development.	To be Removed	Complete	J. Hagan

Significant Activity	Operational Task	Updated Target Completion Date	Target Completion Date	Responsible for Deliverables
Human Resources	Code of Conduct.	Waiting on Workplace Culture Assessment Plan	Waiting on Workplace Culture Assessment Plan	J. Hagan
Finance	Complete 2023 Audit.	Remove	Complete	A. Chalmers
Administration	Document Retention Policy.	Remove	Complete	E. Downing
Human Resources	Compensation Policy.	Remove	Complete	E. Downing
Human Resources	Volatile Client Plan.	March 2025	January 2025	J. Hagan
Human Resources	Emergency Communication Plan.	March 2025	January 2025	J. Hagan
GIS/IT	Critical Failure Information Technology Plan.	March 2025	January 2025	R. Kleinecke
Administration	Civic Address Assignment for SVCA Properties.	March 2025	February 2025	A. Richards
Administration	Public Consultation: <i>Accessibility for Ontarians with Disabilities Act</i>	October 2025	May 2025	J. Hagan
Administration	Professional Development Strategy Planning.	March 2025	February 2025	A. Chalmers
Administration	Revenue Generation Strategy.	September 2024	Complete	E. Downing



**Department: Environmental Planning and Regulations**

Significant Activity	Operational Task	Updated Target Completion Date	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
<i>Section 28 of Conservation Authorities Act</i>	Continue implementation of the Violations Strategy to resolve outstanding violations.		Ongoing	M. Armstrong
<i>Section 28 of 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.	To be removed	Complete	M. Armstrong
General	Website Updates.	To be removed	Complete	M. Armstrong, A. Richards
Environmental Planning	Completion of Environmental Planning and Regulations Policy Manual Revisions.	March 2025	February 2025	M. Armstrong
Environmental Planning	Update Planning Service Agreements to reflect Bill 23 changes.	2025	2025	M. Armstrong
General	Board of Directors Hearing Training – Section 28.	March 2025	March 2025	M. Armstrong
General	Landowner Recognition Program Brainstorming.	March 2025	March 2025	M. Armstrong

Significant Activity	Operational Task	Updated Target Completion Date	Target Completion Date	Responsible for Deliverables
General	Amish and Mennonite Outreach Strategy Planning.	March 2025	March 2025	M. Armstrong, A. Richards
General	Professional Development Strategy Planning.	March 2025	March 2025	M. Armstrong

## Department: Water Resources

Significant Activity	Operational Task	Updated Target Completion Date	Target Completion Date	Responsible for Deliverables
Water Resources Committee	Conduct meetings to discuss matters requiring direction.	As needed	As needed	K. Thomas
Flood Forecasting and Warning	Flood and low water monitoring, forecasting, and communication.	Ongoing	Ongoing	J. Duncan
Program Funding	Research and apply for program funding (where applicable).	Ongoing	Ongoing	K. Thomas
Water and Erosion Control Infrastructure	Complete database of existing easements and identify additional easement requirements, if needed.	Ongoing	Ongoing	K. Thomas, K. Hope
Water and Erosion Control Infrastructure	Confirmation of infrastructure ownership.	Ongoing	Ongoing	K. Thomas, K. Hope
Flood Forecasting and Warning	Flood watch training.	Internal – Complete External - Ongoing	Internal – Complete External - Ongoing	J. Duncan
Water and Erosion Control Infrastructure	Apply for Water and Erosion Control Infrastructure (WECI) funding.	Complete, Prepare for next intake	Complete	K. Thomas
NWMO	Environmental Monitoring Baseline Program – Year 2 Final Report.	Project Complete, to be removed	May 2024/ Ongoing with NWMO	B. Walter
Ontario Low Water Response	Creation of Low Water Response Committee.	Ongoing	Ongoing	J. Duncan

Significant Activity	Operational Task	Updated Target Completion Date	Target Completion Date	Responsible for Deliverables
Water Quality	Completion of SVCA Water Quality Report.	Presentations to be booked	Complete	E. Williamson
Flood Forecasting and Warning	Launch "Flood Watch" program for public involvement, complete with information sessions for municipal partners.	March 2025	February 2025	J. Duncan
General	Working In and Around Water Policy.	February 2025	January 2025	K. Thomas
General	Professional Development Strategy Planning.	March 2025	March 2025	K. Thomas
General	Risk Evaluation Planning.	March 2025	December 2024	K. Thomas
Ice Management Plan	Complete Ice Management Plan for SVCA watershed.	To be removed	Complete	K. Thomas, J. Duncan
Ontario Benthos Biomonitoring Network	Collection of benthic macroinvertebrates to assist in the characterization of surface water quality.	Ongoing	Ongoing	E. Williamson
Provincial Groundwater Monitoring Network	Monitoring of groundwater quality and quantity.	Ongoing	Ongoing	E. Williamson
Surface Water Quality Characterization	Monthly collection of water quality samples from Provincial Water Quality Monitoring Network sites and SVCA sites.	Ongoing	Ongoing	E. Williamson
NWMO	Environmental Monitoring Baseline Program Years 1 through 3 Final Report.	Project Complete, to be removed	Complete	B. Walter
Water and Erosion Control Infrastructure	Complete an operational plan for SVCA structures.	Ongoing	Ongoing	K. Thomas, K. Hope
Water and Erosion Control	Complete an asset management plan for	To be removed	Complete	K. Thomas, K.

Significant Activity	Operational Task	Updated Target Completion Date	Target Completion Date	Responsible for Deliverables
Infrastructure	SVCA structures.			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	March 2025	K. Thomas, K. Hope
Watershed Management	Complete a watershed-based resource management strategy.	To be removed	Complete	K. Thomas, R. Southcote

**Department: Forestry and Lands**

Significant Activity	Operational Task	Updated Target Completion Date	Target Completion Date	Responsible for Deliverables
Forestry Committee	Conduct meetings to discuss matters requiring direction.	As needed	As needed	D. Lacey
Property and Parks Committee	Conduct meetings to discuss matters requiring direction.	As needed	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	Ongoing	D. Lacey, Forestry Technician
Tree Planting	Plant trees on private properties.	Ongoing	Ongoing	D. Lacey, Forestry Technician
Lands Management	Varney Pond – Working with regulatory agencies to provide necessary information to support the application submitted.	Ongoing	Ongoing	D. Lacey
Lands Management	Complete Kincardine Cross Country Ski Agreement.	To be removed	Complete	D. Lacey
Lands Management	Develop Land Acquisition and Disposition Policies.	To be removed	Complete	D. Lacey
Forestry	Complete ash hazard tree removal from Stoney Island properties.	To be removed	Complete	D. Lacey
Lands Management	Complete Conservation Areas Strategy for SVCA.	To be removed	Complete	D. Lacey
Lands Management	Complete Conservation Lands Inventory	To be removed	Complete	D. Lacey, Lands

Significant Activity	Operational Task	Updated Target Completion Date	Target Completion Date	Responsible for Deliverables
	for SVCA.			Technician
Lands Management	Civic Address Assignment for SVCA Properties.	March 2025	Ongoing	D. Lacey
General	Professional Development Strategy Planning.	March 2025	March 2024	D. Lacey

## Report #COR-2025-05

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Adam Chalmers, Manager, Corporate Services  
**Date:** February 20, 2025  
**Subject:** Finance Report

### General Apportionment Programs

For YTD and month ended September 30, 2024, with the % Actual budgeted funds.

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

Revenues	Approved Budget	YTD Budget	YTD Actual	YTD % Actual/Budget
Corporate Services	1,143,900	815,434	696,379	85.40%
Environmental Planning and Regulations	1,094,300	832,397	595,280	71.51%
Water Resources	893,851	661,488	546,765	82.66%
Forestry and Lands	526,925	377,687	341,213	90.34%
<b>Total Revenues</b>	<b>3,658,976</b>	<b>2,687,006</b>	<b>2,179,637</b>	<b>81.12%</b>

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

Expenses	Approved Budget	YTD Budget	YTD Actual	YTD % Actual/Budget
Corporate Services	1,143,900	827,928	772,285	93.28%
Environmental Planning and Regulations	1,094,300	810,643	705,418	87.02%
Water Resources	878,541	651,007	526,372	80.86%
Forestry and Lands	526,925	393,825	281,258	71.42%
<b>Total Expenses</b>	<b>3,643,666</b>	<b>2,683,403</b>	<b>2,285,333</b>	<b>85.17%</b>



## Non-General Levy Programs

For YTD and month ended September 30, 2024, with the % Actual budgeted funds.

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

<b>Revenues</b>	<b>Approved Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD % Actual/ Budget</b>
Forestry and Lands	805,300	653,510	461,908	70.68%
Campgrounds	1,000,800	917,200	918,921	100.19%
Capital Projects	293,000	169,750	252,635	148.83%
Other	0	0	850,571	0.00%
<b>Total Revenues</b>	<b>2,099,100</b>	<b>1,740,460</b>	<b>2,484,035</b>	<b>142.72%</b>

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

<b>Expenses</b>	<b>Approved Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD % Actual/ Budget</b>
Forestry and Lands	825,200	701,191	438,463	62.53%
Campgrounds	979,600	803,540	838,241	104.32%
Capital Projects	293,000	228,000	131,705	57.77%
Other	0	0	340,472	0.00%
<b>Total Expenses</b>	<b>2,097,800</b>	<b>1,732,731</b>	<b>1,748,881</b>	<b>100.93%</b>

## Programs Report # GM-2025-04

February 20, 2025

### Corporate Services (CS)

#### General Manager's Report

January 13, the GM/S-T presented the SVCA 2025 Budget at Wellington North Council meeting. The council was happy to receive the information and happy to hear that the SVCA Formosa office had emerged from lightning strike prolonged closure. No comments or concerns were provided regarding the SVCA budget.

January 15, the GM/S-T and the Water Resources Manager, and SVCA's Durham Upper Dam (DUD) Engineering Consultant met with West Grey staff to discuss DUD engineering inspections and reports that informed SVCA November 21, 2024, decision to cease winter ice operation at the DUD. Public works staff and the CAO had a greater understanding of the decision having heard directly from the expert engineer on the subject that the design, condition, and operator safety considerations of the dam are significant issues with regards to winter operation/configuration. SVCA staff confirmed that recommendations to the Authority relied on this expert advice and assessment which guided the decision of the SVCA Board. A return to more classic winter conditions locally has highlighted the need for West Grey and the SVCA to investigate all potential tools, together, in managing the natural Saugeen River conditions of West Grey that have a propensity to generate frazil ice, and deposit in troublesome areas in Durham. All staff agreed that collaboration and the two agencies working together will address the issue on the ground most appropriately and have the best chance of receiving assistance from the Ministry.

January 16, GM/S-T participated in the Durham Creek Flooding meeting with Environmental Planning and Regulations Manager and West Grey Staff. SVCA will provide detailed modelling to West Grey for their work with it to better understand flows timing, location issues, etc.

January 20, Durham Frazil Ice Flood Event Centre debrief with involved SVCA staff from the Flood Forecasting and Warning Coordinator.

January 22, GM/S-T attended the Grey Sauble Conservation Authority Annual General meeting.

January 23, GM/S-T met with Lake Huron Centre for Coastal Conservation staff. A letter of support, and a Council role for SVCA staff were discussed, as SVCA had previously been involved in these capacities in recent years, but not in later part of 2023 or 2024.

January 30, GM/S-T participated in Grey County Climate Adaptation Plan: Risk Assessment Workshop. Impacts of climate change forecasted for Grey County are being assessed against many social, environmental, and economic potential impacts, specific to Grey County.

January 31, the GM/S-T met Kincardine Cross Country Ski Club President at Stoney Island Conservation Area and received the signed 2025-2027 Stoney Island Conservation Area User Agreement. The Club and SVCA staff are eager to move forward on the property and 2025 ski season is appreciating the significant snow.

### **CS Manager's Report**

Throughout the month of February, internal tasks within Corporate Services have continued as usual, ensuring smooth operations across the department. Regular administrative functions, financial management, communications and IT support have been maintained without interruption, supporting the overall efficiency of the organization.

Since January, our IT systems have been successfully relocated from Sulphur Springs to the administration office in Formosa. This transition has strengthened our internal infrastructure, providing improved accessibility, security, and efficiency for staff working within our network. The relocation process was completed with minimal disruption, ensuring that all necessary services remained operational throughout.

Corporate Services is now back to full complement, with the team fully staffed and functioning at capacity. This has allowed us to focus on key financial and administrative responsibilities, reinforcing our commitment to effective corporate governance and internal operations.

One of our primary focuses has been working towards getting our financial statements up to date. This is a critical component of our financial reporting obligations, and efforts are being made to ensure accuracy and completeness in preparation for the upcoming audit.

Looking ahead, we have scheduled our audit for the week of March 10th. The team is diligently preparing for this review, ensuring that all required documentation and financial records are in order. This process remains a key priority as we continue to uphold transparency and accountability in our financial management.

As we move forward, Corporate Services remains dedicated to supporting the broader objectives of the organization and ensuring that all administrative and financial processes continue to run efficiently.

### **Communications**

#### **Saugeen Valley Conservation Authority Website Trends, 2024**

##### **Background**

This program report highlights the annual website performance for saugeenconservation.ca during the period from January 1 to December 31, 2024. The primary focus is on user engagement trends, including key traffic drivers and the most visited pages, to help the Board of Directors appreciate the effectiveness of Saugeen Valley Conservation Authority's (SVCA) online presence.

Per the January 25, 2025, communications metrics summary report to the Board of Directors, the SVCA website had 210,492 views and 628,598 events from 66,214 unique users during the aforementioned period. Please note that this report covers only the trends seen on the SVCA website; social media trends were noted in the high-level January report.

##### **Top Pages**

A breakdown of the most visited pages reveals notable trends related to recreational activities, permits, and conservation programming. Key traffic patterns show that users were primarily

interested in exploring SVCA’s conservation areas, planning recreational visits, and accessing important administrative or informational resources.

1. The **Saugeen Bluffs Conservation Area** page was the most visited, with 18,187 views from 11,130 users. As one of SVCA’s premier recreational destinations, this page’s popularity confirms its importance in attracting online and on-site visitors. The page experienced spikes in traffic during the late spring and summer, coinciding with the camping season.
2. The **SVCA home page** recorded 17,932 views from 12,359 users, indicating that many visitors used it as a gateway to access more specific information on camping, permits, and recreation. Its stable performance throughout the year reflects a steady interest in SVCA’s overall activities.
3. **Durham Conservation Area** attracted 10,801 views and 7,223 users, showing its continued relevance among site visitors. The consistent engagement is linked to its recreational offerings, including hiking and outdoor exploration, which remained popular year-round.
4. **Camping-related pages** collectively accounted for a significant portion of website traffic, with 6,049 unique users viewing the general camping information page and 3,653 users accessing the campsite reservation page. The interest in camping surged during early summer, supporting the potential for seasonal marketing campaigns.
5. Administrative sections also saw strong engagement. For example, the **Careers page** drew 5,126 views from 4,645 users, reflecting a healthy level of public interest in employment opportunities with SVCA.
6. Other key **recreational sites**, such as Bruce Dale Conservation Area (3,643 users) and Sulphur Spring Conservation Area (3,123 users), highlighted the geographic diversity of public engagement across the watershed. These locations attracted users during warmer months when outdoor activities were in full swing.
7. **GIS Mapping Tool** was accessed by 2,910 users, reflecting the public’s need for navigation and planning tools when visiting conservation areas.
8. **The event calendar page** received 662 users, illustrating that SVCA’s events and scheduled activities remain important to online visitors, particularly those interested in tree sales, hiking events, and community outreach.

The Bell’s Lake page saw engagement from 2,118 users, and the fishing page had 2,022 users, demonstrating interest in both recreational fishing and lesser-known conservation areas.

### **Trends and Insights**

2024 SVCA website data confirms several important trends that reflect seasonal user behavior and public engagement priorities. Traffic peaked between May and September, driven largely by interest in outdoor activities such as camping, hiking, and fishing. This seasonal spike emphasizes the importance of optimizing the website’s recreational content during these periods to capitalize on public interest.

A steady baseline of user engagement on pages related to permits, regulations, and planning services (with 1,784 users visiting the “Permits and Planning” section) underscores the website’s role as a resource hub for compliance and regulatory information. This trend is consistent with SVCA’s broader mandate to provide recreational conservation spaces to the public.

Event-based pages, including the Arbour Day Tree Sale (1,234 users) and the Saugeen Bluffs Trails and Tunes Weekend (1,965 users), showcased the importance of community engagement initiatives. These events drew significant online attention, suggesting opportunities for further promotion and expansion in the coming years.

The Careers page's strong performance indicates ongoing interest in working with SVCA. With 4,645 individual users visiting the page, this trend reflects SVCA's ability to attract talent, likely boosted by its reputation in conservation and regional presence.

### **Challenges and Opportunities**

The sustained interest in event-related pages, coupled with strong performance in camping and recreational areas, presents an opportunity for SVCA to leverage seasonal marketing strategies. Targeted promotions and outreach efforts could increase on-site visitation and generate revenue through camping and program registrations.

### **Conclusion**

The website's performance in 2024 highlights its essential role in facilitating public engagement with SVCA's conservation programs and services. The trends observed, particularly the strong focus on recreational activities and community initiatives, suggest that with strategic content updates and improved navigation, the website can continue to grow as a vital tool for promoting conservation and community involvement.

## **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 17<sup>th</sup>, 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 15<sup>th</sup>, 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 2<sup>nd</sup>, 2024, indicated a deep, low-density snowpack throughout the watershed, which was partially depleted before the December 16<sup>th</sup>, 2024, snow surveys. Despite the snowpack depletion, water content within the snowpack was still relatively high on December 16<sup>th</sup>, 2024, relative to historical average.

## **Ice Monitoring**

Monitoring of frazil ice in Durham commenced on December 1<sup>st</sup>, 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 17<sup>th</sup>, 2024. This information is used to inform ice breakup and jamming potential, which can lead to flood conditions.

## **Meetings**

On December 18<sup>th</sup>, 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)**

### **Capital Projects**

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. The Safety Fencing project contract has been signed, and supplies are being ordered to start work as soon as weather permits. The Paisley Dyke Improvement Phase 1 has started progressing with a pre-construction meeting at the end of January, the project is scheduled to start on February 17<sup>th</sup>. Category 2 end of year financials are being worked on and will be finished early in the new year.

Internal inspection reports have been completed for 2024 with updated inspection forms going into this inspection cycle. Staff have begun work on standardizing operating procedures for infrastructure maintenance and works. Staff are continuing to follow inspection requirements for the various structures across the Saugeen Valley Watershed and Category 2 agreements responsibilities are underway.

### **Request for Proposals and Quotations (RFPs and RFQs)**

SVCA staff have issued or working on the following RFPs:

- Fencing Project RFQ – To install and improve fencing at 3 different SVCA projects for public safety and comply with dam safety standards/Ontario building code. The contract has been

signed, and instillation will begin when weather permits at the Durham Lower Dam, Sulphur Spring Dam, and the Glenelg Dam.

- Paisley Dyke Improvement Phase I – RFP to address the toe erosion along the Paisley Dyke – Pre-construction meeting complete with expected start date of February 17<sup>th</sup> and a proposed completion date of March 21<sup>st</sup>.
- Staff have begun working on RFPs for WECl funded works for the 2025-2026 WECl cycle. Tenders will be put out soon after the cycle begins (after April 1 2025) and WECl has allocated the funding.
- This includes the Phase 2 of the Class EA for the Durham Upper Dam (in depth geotechnical and environmental assessment of the dam and dyke infrastructure) which has been approved by WECl for funding and is supported by West Grey for 2025.
- Phase 3 of the Class EA, which will explore potential options for remediation or removal of infrastructure at the Durham Upper Dam will be an additional cost of \$80,000. West Grey and SVCA are exploring alternative funding sources to offset this cost.

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

Numerous flood statements have been issued since the last update to the Board of Directors, as summarized below:

- On December 29<sup>th</sup>, 2024, a Watershed Condition Statement (WCS) – Water Safety was issued for the entire watershed advising of unsafe conditions around local watercourses due to warm air temperatures and melting of the snowpack. This statement expired on January 3<sup>rd</sup>, 2025.
- On January 3<sup>rd</sup>, 2025, a WCS – Flood Outlook was issued for the Municipality of West Grey advising of the potential for frazil ice due to an extended forecast of extreme cold air temperatures. This statement was replaced by the following.
- On January 5<sup>th</sup>, 2025, a Flood Watch statement was issued advising of a partial blockage of the channel below the Durham Upper Dam, resulting in increased water levels immediately below McGowan Falls. This statement was updated by the following.
- On January 7<sup>th</sup>, 2025, a Flood Watch Update statement was issued advising that conditions had improved below the Durham Upper Dam and water levels were receding. However, this improvement had coincided with changing conditions downstream of the Durham Lower Dam which was resulting in increased water levels in this area. This statement was replaced by the following.
- On January 13<sup>th</sup>, 2025, a WCS – Flood Outlook was issued for the Municipality of West Grey. While conditions in the Saugeen River had stabilized extreme cold air temperatures were forecast to return and persist for several days, creating the potential for frazil ice. This message expired on January 27<sup>th</sup>, 2025.

### **Durham Frazil Ice Event**

In response to the accumulation of frazil ice in the Saugeen River, SVCA's Flood Event Operation Centre (FEOC) was activated on January 7<sup>th</sup>, 2025. The FEOC was put on standby on January 11<sup>th</sup>, 2025, before being terminated on January 27<sup>th</sup>, 2025. In SVCA's capacity as a flood forecasting and warning agency, staff diligently monitored and documented conditions throughout Durham on a 24-hour basis and were available to provide advice and recommendations to municipal staff.

## **Workshops and Meetings**

From January 27<sup>th</sup> to 29<sup>th</sup>, 2025, Flood Forecasting and Warning staff attended a workshop hosted by Credit Valley Conservation that covered the use of WATFLOOD for flow forecasting. Through participation in this workshop, staff now have access to a streamflow forecasting model that is in the process of being implemented internally.

Staff will be making a delegation to West Grey Council on February 18, 2025, to provide an overview of the engineering concerns related to the Durham Upper Dam and will outline potential plans and financial strategies for the next steps related to the dam.

## **Water Quality (WQ)**

Water quality staff continue to work on data analysis and writing of the 2024 Annual Water Quality Report. Benthic macroinvertebrate samples continue to be processed and analyzed by an external consultant; this data will be used in the annual report to enhance the understanding of water quality in our watershed. Over the next several months, staff will continue working on the 2024 Annual Report and begin preparation for the 2025 sampling season.

## **Forestry and Lands**

January has added to the snow load at all our properties resulting in many hours of staff time clearing snow to keep areas open for staff and visitors.

Forestry and Lands staff have been working on inventorying our forests in preparation for our Forest Management Plan update. This work will continue throughout the year.

Office reorganization and lightning strike response work has been ongoing at Formosa.

Many staff from this department have been heavily involved in monitoring the frazil ice situation at Durham throughout this month.

Winter camping at Durham continues to be well received. Staff are planning activities within the park as part of the Municipal Frazzlefest on Family Day.

Staff are planning a Winter Hike, Snow Moon Edition on February 12<sup>th</sup> at the Sulphur Spring CA from 7 PM to 8:30 PM.

## **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



# Risk Management Office

237897 Inglis Falls Road, RR4

Owen Sound ON N4K 5N6

Telephone. 519-470-3000

Email. [c.seider@greysauble.on.ca](mailto:c.seider@greysauble.on.ca)

January 31, 2025

Mr. Tom Hutchinson, Chair  
Saugeen Valley Source Protection Authority  
PO Box 150, Formosa ON N0G 1W0

Mr. Erik Downing, General Manager/Secretary - Treasurer  
Saugeen Valley Conservation  
PO Box 150, Formosa ON N0G 1W0

Dear Mr. Hutchinson and Mr. Downing:

**Re: 2024 Risk Management Annual Reporting**

Under Section 81 of the *Clean Water Act* and Section 65 of O.Reg. 287/07, the Risk Management Official (RMO) for each municipality must submit an Annual Report to the appropriate Source Protection Authority (SPA) by February 1<sup>st</sup> of each year. Once all RMO reports have been received and consolidated, a summary report will be presented to the Saugeen Valley Source Protection Authority at an upcoming meeting on April 23, 2025. Also, the Source Protection Committee for the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region will review Annual Reporting documents at its upcoming meeting on March 28, 2025.

Grey Sauble Conservation has been designated as Risk Management Official (RMO) or Risk Management Inspector (RMI), for the municipalities in the watershed included in Table 1. This table below provides a summary of RMO/RMI activities completed in 2024. Detailed records of these activities are maintained in separate spreadsheets for annual reporting purposes. Please note that all required Risk Management Plans have been completed for municipalities within the 5-year implementation timeline under the local Source Protection Plan.

Staff continue to update records in the Property Tracking System (risk management database) on behalf of participating municipalities to meet long term data management requirements. Overall, in 2024 risk management staff renewed 24 and negotiated 2 new Risk Management Plans and completed 30 Land Use Screenings in the Saugeen Valley Source Protection Area.

**Table 1: Summary from January 2024 – December 2024**

<b>Municipality (Saugeen Valley SPA)</b>	<b>Risk Management Plans (Renewed)</b>	<b>Risk Management Plans (New)</b>	<b>Sec. 62 Inspections</b>	<b>Sec. 59 Notices</b>
Arran Elderslie (Chesley)	0	1-salt	0	0
Brockton	15	0	0	0
Chatsworth	0	0	0	1
Grey Highlands (Markdale)	1	1-salt	0	3
Kincardine	3	0	0	5
Saugeen Shores	2	0	0	17
South Bruce	0	0	0	1
West Grey	3	0	0	3
<b>TOTAL</b>	<b>24</b>	<b>2</b>	<b>0</b>	<b>30</b>

\*Numbers as of December 31, 2024

If you have any questions or concerns regarding the attached materials, please feel free to contact me directly.

Respectfully submitted,



Carl Seider, Risk Management Official

---

**From:** Susan Glasauer <glasauer@uoguelph.ca>  
**Sent:** February 8, 2025 12:55 PM  
**To:** Erik Downing <E.Downing@SVCA.ON.CA>  
**Subject:** Re: SVCA Motion

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

Hi Erik,

Last year the Board approved the Society of Wetland Scientists Canada to propose the Greenock Swamp as a Wetland of Distinction. The application was approved; the committee at the central SWS body has just been slow to move the approval through their ranks as they're undergoing a bit of reorganization. Would you please pass this on to the Board, with sincere thanks from me for their support? I will send the link to the online site at SWS for the Greenock, once its posted.

SWS Canada is interested in adding signage (likely a small metal plate) at the trailhead to the Greenock about the designation. We would pay for this, and I'm happy to discuss once SWS has the link up and running.

Best,  
Susan

---

**From:** Erik Downing <[E.Downing@SVCA.ON.CA](mailto:E.Downing@SVCA.ON.CA)>  
**Sent:** Tuesday, June 4, 2024 3:19 PM  
**To:** Susan Glasauer <[glasauer@uoguelph.ca](mailto:glasauer@uoguelph.ca)>  
**Subject:** RE: SVCA Motion

**CAUTION:** This email originated from outside of the University of Guelph. Do not click links or open attachments unless you recognize the sender and know the content is safe. If in doubt, forward suspicious emails to [IThelp@uoguelph.ca](mailto:IThelp@uoguelph.ca).

OK Great Susan,

The SVCA Board of Directors Motion of May 16, 2024:

*Moved by Bud Halpin*

*Seconded by Greg McLean*

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

We'll wait to hear word from you on next steps.

Regards,

**Erik Downing**

*General Manager/Secretary-Treasurer (Acting)*

Saugeen Valley Conservation Authority

1078 Bruce Rd. 12, PO Box 150, Formosa ON N0G 1W0

519-364-1255 Ext. 241

[e.downing@svca.on.ca](mailto:e.downing@svca.on.ca)

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



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**From:** Susan Glasauer <[glasauer@uoguelph.ca](mailto:glasauer@uoguelph.ca)>  
**Sent:** Monday, June 3, 2024 5:22 PM  
**To:** Erik Downing <[E.Downing@SVCA.ON.CA](mailto:E.Downing@SVCA.ON.CA)>  
**Subject:** Re: SVCA Motion

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

Hi Erik,

Thanks for taking the time to let me know. That is news that really makes my day. I'm meeting with the SWS board this week, and I'll get back to you after that with a game plan.

best,

Susan

---

**From:** Erik Downing <[E.Downing@SVCA.ON.CA](mailto:E.Downing@SVCA.ON.CA)>

**Sent:** Monday, June 3, 2024 1:00 PM

**To:** Susan Glasauer <[glasauer@uoguelph.ca](mailto:glasauer@uoguelph.ca)>

**Subject:** SVCA Motion

**CAUTION:** This email originated from outside of the University of Guelph. Do not click links or open attachments unless you recognize the sender and know the content is safe. If in doubt, forward suspicious emails to [Thelp@uoguelph.ca](mailto:Thelp@uoguelph.ca).

Hello Susan,

A bit of a whirlwind here at the SVCA as of late. I am Acting GM again...

In any case the SVCA Board did pass a motion to support your Application for the Greenock swamp to be recognized as a wetland of distinction. Let me know the next steps.

Thanks,

**Erik Downing**

*General Manager/Secretary-Treasurer (Acting)*

Saugeen Valley Conservation Authority

1078 Bruce Rd. 12, PO Box 150, Formosa ON N0G 1W0

519-364-1255 Ext. 241

[e.downing@svca.on.ca](mailto:e.downing@svca.on.ca)

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



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## 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.

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### 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.

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### **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, 1<sup>st</sup> 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, 1<sup>st</sup> 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 had 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 #EPR-2025-01

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Matt Armstrong, Manager, Environmental Planning and Regulations  
**Date:** February 20, 2025  
**Subject:** Draft Amendments to SVCA Hearing Guidelines  
**Purpose:** To seek approval for the draft amendments to the SVCA's Hearing Guidelines

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### Recommendation

THAT the draft amendments to the SVCA's Hearing Guidelines be approved by the SVCA.

### Background

The *Conservation Authorities Act* (CA Act) requires that an applicant for an SVCA permit be provided with an opportunity for a hearing by the local Conservation Authority Board, before applications can be refused or approved with contentious conditions. Hearing guidelines are intended to provide a step-by-step process to conducting hearings required under Section 28.1 of the CA Act. They promote consistency across the SVCA's proceedings and with other Conservation Authorities, while ensuring that hearings meet the legal requirements of the *Statutory Powers Procedures Act* without being unduly legalistic or intimidating to participants.

### Analysis

Changes to the *Conservation Authorities Act* (CA Act) necessitate amendments to SVCA's Hearing Guidelines. The amendments include updating references to CA Act section numbers, changing the deadline to appeal to the Ontario Land Tribunal from 30 to 90 days, and removing guidance for hearings under the S. 28.0.1 of the CA Act (Minister's Zoning Order), which has since been repealed.

### Strategic Plan Linkages

R1.5 Policy Manual Updates

Prepared by:

< [Original signed by:] >

Matt Armstrong, Manager, Environmental Planning and Regulations

Approved by:

< [Original signed by:] >

Erik Downing, General Manager / Secretary-Treasurer

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# Hearing Guidelines

*Section 28.1 Conservation Authorities Act*

**Saugeen Valley Conservation Authority (SVCA)**

**1078 Bruce Rd 12, Formosa, ON N0G 1W0**

February 20, 2025

Revision No. 5.0

## Hearing Guidelines – Summary of Revisions

Last Amended February 20, 2025

<b>Revision No.</b>	<b>Date</b>	<b>Comments</b>	<b>Approval Authority</b>
<b>0</b>	October, 2005	Guidelines prepared as an update to the October 1992 hearing guidelines.	Ministry of Natural Resources Conservation Ontario Council
<b>1</b>	May, 2018	Housekeeping amendments made reflecting changes to appeal process as a result of the <i>Building Better Communities and Conserving Watersheds Act, 2017</i> and subsequent Order in Council.  Note: changes to appeal process are no longer valid	Conservation Ontario Staff
<b>2</b>	September, 2020	Amendments made to incorporate the use of electronic hearings.	Conservation Ontario Council
<b>3</b>	September, 2021	Amendments made to incorporate hearings under 28.0.1 and update references to the Ontario Land Tribunal (OLT)	Conservation Ontario Council
<b>4</b>	May, 2023	References to the Executive Committee being the Hearing Board and replaced with the Board of Directors per the SVCA Administrative Bylaws.	SVCA Board of Directors
<b>5</b>	February, 2025	Updated references to <i>CA Act</i> section numbers and O. Reg 41/24; changed deadline to appeal to OLT from 30 to 90 days; removed guidance for hearings under 28.0.1 (repealed).	SVCA Board of Directors

# 1. Purpose of Hearing Guidelines

This SVCA Hearing Guideline was prepared to be consistent with the Hearing Guidelines prepared for all conservation authorities by Conservation Ontario.

The *Conservation Authorities Act* requires that the applicant be provided with an opportunity for a hearing by the local Conservation Authority Board, (sitting as a Hearing Board) as the case may be, for an application to be refused or approved with contentious conditions. The SVCA's Board of Directors acts as the Hearing Board and will be referred to as the Hearing Board or Authority henceforth. Further, a permit may be refused if in the opinion of the Authority the proposal adversely affects the control of flooding, pollution, conservation of land, erosion and/or dynamic beaches. The Hearing Board is empowered by law to make a decision, governed by the *Statutory Powers Procedures Act*.

The Hearing Rules are adopted under the authority of Section 25.1 of the *Statutory Powers Procedures Act* (SPPA). The SPPA applies to the exercise of a statutory power of decision where there is a requirement to hold or to afford the parties to the proceeding an opportunity for a hearing before making a decision. The SPPA sets out minimum procedural requirements governing such hearings and provides rule-making authority to establish rules to govern such proceedings.

The Hearing Board shall hear and decide whether the application will be approved with or without conditions or refused.

These hearing guidelines at the SVCA have been prepared as an update to the October 1992 hearing guidelines and are intended to provide a step-by-step process to conducting hearings required under Section 28.1 of the *Conservation Authorities Act*. Similar to the 1992 guidelines, it is hoped that the guidelines will promote consistency across the SVCA's proceedings, and consistency with other Conservation Authorities; as well as ensure that hearings meet the legal requirements of the *Statutory Powers Procedures Act* without being unduly legalistic or intimidating to the participants.

## 2. Prehearing Procedures

### 2.1 Role of the Hearing Board

In considering the application, the Hearing Board is acting as a decision-making tribunal. The tribunal is to act fairly. Under general principles of administrative law relating to the duty of fairness, the tribunal is obliged not only to avoid any bias but also to avoid the appearance or reasonable apprehension of bias. The following are three examples of steps to be taken to avoid apprehension of bias where it is likely to arise.

- a) No member of the Authority taking part in the hearing should have prior involvement with the application that could lead to a reasonable apprehension of bias on the part of that member. Where a member has a personal interest, the test is whether a reasonably well-informed person would consider that the interest might have an influence on the exercise of the official's public duty. Where a member is a municipal councillor, the *Municipal Conflict of Interest Act* applies. In the case of a previously expressed opinion, the test is that of an open mind, i.e. is the member capable of

persuasion in participating in the decision making.

- b) If material relating to the merits of an application that is the subject of a hearing is distributed to Hearing Board members before the hearing, the material shall be distributed to the applicant at the same time. The applicant may be afforded an opportunity to distribute similar pre-hearing material. These materials can be distributed electronically.
- c) The applicant will be given an opportunity to attend the hearing before a decision is made; however, the applicant does not have to be present for a decision to be made.

Board approved SVCA Guidelines with regard to complete permit applications (to be completed), Administrative reviews (policies manual), permit approvals (policies manual), and enforcement matters (policies manual) are available via the SVCA's website for public access.

## 2.2 Application

The right to a hearing arises where staff is recommending refusal of an application or where conditions are being applied to the approval of an application where the applicant opposes such conditions. The applicant must request the hearing. The applicant is entitled to reasonable notice of the hearing pursuant to the *Statutory Powers Procedures Act*.

## 2.3 Notice of Hearing

The Notice of Hearing shall be sent to the applicant within sufficient time to allow the applicant to prepare for the hearing. To ensure that reasonable notice is given, it is recommended that prior to sending the Notice of Hearing, the applicant be consulted to determine an agreeable date and time based on the SVCA Board of Directors' availability.

The Notice of Hearing must contain or append the following:

- a) Reference to the applicable legislation under which the hearing is to be held i.e., *the Conservation Authorities Act*.
- b) The time, place, and the purpose of the hearing, OR for Electronic Hearings:  
The time, purpose of the hearing, and details about the way the hearing will be held.

Note: for electronic hearings the Notice must also contain a statement that the applicant should notify the Authority if they believe holding the hearing electronically is likely to cause them significant prejudice. The Authority shall assume the applicant has no objection to the electronic hearing if no such notification is received.

- c) Particulars to identify the applicant, property and the nature of the application which are the subject of the hearing.

Note: If the applicant is not the landowner but the prospective owner, the applicant must have written authorization from the registered landowner.

- d) The reasons for the proposed refusal or conditions of approval shall be specifically stated. This should contain sufficient detail to enable the applicant to understand the issues so he or she can be adequately prepared for the hearing.

It is sufficient to reference in the Notice of Hearing that the recommendation for refusal or

conditions of approval is based on the reasons outlined in previous correspondence or a hearing report that will follow.

- e) A statement notifying the applicant that the hearing may proceed in the applicant's absence and that the applicant will not be entitled to any further notice of the proceedings.

Except in extreme circumstances, it is recommended that the hearing not proceed in the absence of the applicant.

- f) Reminder that the applicant is entitled to be represented at the hearing by a representative such as legal counsel, if desired. The conservation authority may be represented at the hearing by legal counsel or staff.
- g) A copy of the Authority's Hearing Guidelines.

It is recommended that the Notice of Hearing be directed to the applicant and/or landowner by registered mail. Please refer to **Appendix A** for an example Notice of Hearing.

## 2.4 Pre-submission of Reports

It is the practice of the SVCA to submit reports to the Hearing Board members in advance of the hearing (i.e., inclusion on a Board of Directors meeting agenda), the applicant shall be provided with the same opportunity. The applicant shall be given two weeks to prepare a report once the reasons for the staff recommendations have been received. Subsequently, this may affect the timing and scheduling of the staff hearing reports as the staff report would need to be made available at least four weeks from the hearing date and the applicant's report available two weeks from the hearing date.

## 3. Hearing

### 3.1 Public Hearing

Pursuant to the Statutory Powers Procedure Act, hearings, including electronic hearings, are required to be held in public. For electronic hearings, public attendance should be synchronous with the hearing. The exception is in very rare cases where public interest in public hearings is outweighed by the fact that intimate financial, personal or other matters would be disclosed at hearings.

### 3.2 Hearing Participants

The *Conservation Authorities Act* does not provide for third party status at the hearing. The hearing, however, is open to the public. Any information provided by third parties should be incorporated within the presentation of information by, or on behalf of, the applicant or Authority staff as appropriate.

### 3.3 Attendance of Hearing Board Members

In accordance with case law relating to the conduct of hearings, those members of the Authority who will decide whether to grant or refuse the application must be present during the full course of the hearing. If it is necessary for a member to leave, the remaining members can continue with the hearing and render a decision.

### 3.4 Adjournments

The Hearing Board may adjourn a hearing on its own motion or that of the applicant or Authority staff where it is satisfied that an adjournment is necessary for an adequate hearing to be held.

Any adjournments form part of the hearing record.

### 3.5 Orders and Directions

SVCA is entitled to make orders or directions to maintain order and prevent the abuse of its hearing processes. A hearing procedures example has been included as **Appendix B**.

### 3.6 Information Presented at Hearings

- a) *The Statutory Powers Procedure Act*, requires that a witness be informed of their right to object pursuant to the *Canada Evidence Act*. The *Canada Evidence Act* indicates that a witness shall be excused from answering questions on the basis that the answer may be incriminating. Further, answers provided during the hearing are not admissible against the witness in any criminal trial or proceeding. This information should be provided to the applicant as part of the Notice of Hearing.
- b) It is the decision of the hearing members as to whether information is presented under oath or affirmation. It is not a legal requirement. The applicant must be informed of the above, prior to or at the start of the hearing.
- c) The Hearing Board may authorize receiving a copy rather than the original document. However, the Hearing Board can request certified copies of the document if required.
- d) Privileged information, such as solicitor/client correspondence, cannot be heard. Information that is not directly within the knowledge of the speaker (hearsay), if relevant to the issues of the hearing, can be heard.
- e) The Hearing Board may take into account matters of common knowledge such as geographic or historic facts, times, measures, weights, etc or generally recognized scientific or technical facts, information or opinions within its specialized knowledge without hearing specific information to establish their truth.

### 3.7 Conduct of Hearing

#### 1. Record of Attending Hearing Board Members

#### 2. Opening Remarks

The Chairperson shall convene the hearing with opening remarks which generally; identify the applicant, the nature of the application, and the property location; outline the hearing procedures; and advise on requirements of the Canada Evidence Act. Please reference Appendix C for the Opening Remarks model. In an electronic hearing, all the parties and the members of the Hearing Board must be able to clearly hear one another and any witnesses throughout the hearing.

#### 3. Presentation of Authority Staff Information

Staff of the Authority presents the reasons supporting the recommendation for the refusal or conditions of approval of the application. Any reports, documents, or plans that form part of the presentation shall be properly indexed and received. Staff of the Authority should not submit new technical information at the hearing as the applicant will not have had time to review and provide a professional opinion to the Hearing Board.

Consideration should be given to the designation of one staff member or legal counsel who coordinates the presentation of information on behalf of Authority staff and who asks questions on behalf of Authority staff.

#### 4. Presentation of Applicant Information

The applicant has the opportunity to present information at the conclusion of the Authority staff presentation. Any reports, documents or plans which form part of the submission should be properly indexed and received.

The applicant shall present information as it applies to the permit application in question. For instance, does the requested activity affect the control of flooding, erosion, dynamic beach, conservation of land, or pollution? The hearing does not address the merits of the activity or appropriateness of such a use in terms of planning.

- The applicant may be represented by legal counsel or agent, if desired
- The applicant may present information to the Hearing Board and/or have invited advisors to present information to the Hearing Board
- The applicant(s) presentation may include technical witnesses, such as an engineer, ecologist, hydrogeologist etc.

The applicant should not submit new technical information at the hearing as the Staff of the Authority will not have had time to review and provide a professional opinion to the Hearing Board.

#### 5. Questions

Members of the Hearing Board may direct questions to each speaker as the information is being heard. The applicant and /or agent can make any comments or questions on the staff report.



Pursuant to the Statutory Powers Procedure Act, the Hearing Board can limit questioning where it is satisfied that there has been full and fair disclosure of the facts presented. Please note that the courts have been particularly sensitive to the issue of limiting questions and there is a tendency to allow limiting of questions only where it has clearly gone beyond reasonable or proper bounds.

## 6. Deliberation

After all the information is presented, the Hearing Board may adjourn the hearing and retire in private to confer. The Hearing Board may reconvene on the same date or at some later date to advise of the Hearing Board's decision. The Hearing Board members shall not discuss the hearing with others prior to the decision of the Hearing Board being finalized.

## 4. Decision

The applicant must receive written notice of the decision. The applicant shall be informed of the right to appeal the decision within 90 days upon receipt of the written decision to the Ontario Land Tribunal.

It is important that the hearing participants have a clear understanding of why the application was refused or approved. The Hearing Board shall itemize and record information of particular significance which led to their decision.

### 4.1 Notice of Decision

The decision notice should include the following information:

- a) The identification of the applicant, property and the nature of the application that was the subject of the hearing.
- b) The decision to refuse or approve the application. A copy of the Hearing Board resolution should be attached.

It is recommended that the written Notice of Decision be forwarded to the applicant by registered mail. A sample Notice of Decision and cover letter has been included as Appendix D.

### 4.2 Adoption

A resolution advising of the Hearing Board's decision and particulars of the decision should be adopted.

## 5. Record

The Authority shall compile a record of the hearing. In the event of an appeal, a copy of the record should be forwarded to the Ontario Land Tribunal. The record must include the following:

- a) application for the permit;
- b) Notice of Hearing;
- c) any orders made by the Hearing Board (e.g., for adjournments);
- d) all information received by the Board;
- e) attendance of Hearing Board members;
- f) the decision and reasons for decisions of the Hearing Board;
- g) the Notice of Decision sent to the applicant.

DRAFT

# Appendix A – Notice of Hearing

## IN THE MATTER OF

*The Conservation Authorities Act,*

R.S.O. 1990, Chapter 27

**AND IN THE MATTER OF** an application by (APPLICANT NAME)

### **For The Permission of Saugeen Valley Conservation Authority**

**TAKE NOTICE THAT** a Hearing before the Board of Directors of the Saugeen Valley Conservation Authority will be held under Section 28.1 (5) of the *Conservation Authorities Act* at the offices of the said Authority, 1078 Bruce Road 12, Formosa, Ontario, at the hour of **(TIME)**, **on the day of (Month/Day), 20XX**, [for electronic hearings, include details about the manner in which the hearing will be held] with respect to the application by **(NAME)** to engage in an activity regulated by the authority in an area regulated by the Authority on Lot/Con / Plan/Lot , Street) in the Municipality of, County of

**TAKE NOTICE THAT** you are invited to make a delegation and submit supporting written material to the Board of Directors for the meeting of **(meeting number)**. If you intend to appear [For electronic hearings: or if you believe that holding the hearing electronically is likely to cause significant prejudice], please contact **(name)**. Written material will be required by **(date)**, to enable the Committee members to review the material prior to the meeting.

**TAKE NOTICE THAT** this hearing is governed by the provisions of the *Statutory Powers Procedure Act*. Under the Act, a witness is automatically afforded a protection that is similar to the protection of the *Ontario Evidence Act*. This means that the evidence that a witness gives may not be used in subsequent civil proceedings or in prosecutions against the witness under a Provincial Statute. It does not relieve the witness of the obligation of this oath since matters of perjury are not affected by the automatic affording of the protection. The significance is that the legislation is Provincial and cannot affect Federal matters. If a witness requires the protection of the *Canada Evidence Act* that protection must be obtained in the usual manner. The Ontario Statute requires the tribunal to draw this matter to the attention of the witness, as this tribunal has no knowledge of the effect of any evidence that a witness may give.

**AND FURTHER TAKE NOTICE** that if you do not attend at this Hearing, the Board of Directors of the Conservation Authority may proceed in your absence, and you will not be entitled to any further notice in the proceedings.

**DATED** the (DAY) of (MONTH), 20XX

The Board of Directors of Saugeen Valley Conservation Authority

Per:

General Manager/Secretary-Treasurer

## Appendix B – Hearing Procedures

1. Motion to sit as a Hearing Board.
2. Roll call followed by the Chairperson’s opening remarks. For electronic hearings, the Chairperson shall ensure that all parties and the Hearing Board are able to clearly hear one another and any witnesses throughout the hearing.
3. Staff will introduce to the Hearing Board the applicant/owner, his/her agent and others wishing to speak.
4. Staff will indicate the nature and location of the subject application and the conclusions.
5. Staff will present the staff report included in the Authority agenda.
6. The applicant and/or their agent will present their material
7. Staff and/or the conservation authority’s agent may question the applicant and/or their agent if reasonably required for a full and fair disclosure of matters presented at the hearing.<sup>12</sup>
8. The applicant and/or their agent may question the conservation authority staff and/or their agent if reasonably required for full and fair disclosure of matters presented at the hearing.<sup>13</sup>
9. The Hearing Board will question, if necessary, both the staff and the applicant/agent.
10. The Hearing Board will move into deliberation. For electronic meetings, the Hearing Board will separate from other participants for deliberation.
11. Members of the Hearing Board will move and second a motion.
12. A motion will be carried which will culminate in the decision.
13. The Hearing Board will move out of deliberation. For electronic meetings, the Hearing Board will reconvene with other participants. The Chairperson or Acting Chairperson will advise the owner/applicant of the Hearing Board decision.
14. If decision is "to refuse" or "approve with conditions", the Chairperson or Acting Chairperson shall notify the owner/applicant of his/her right to appeal the decision to the Ontario Land Tribunal within 90 days of receipt of the reasons for the decision.
15. Motion to move out of the Hearing Board and sit as the Board of Directors.

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<sup>12</sup> As per the *Statutory Powers Procedure Act* a tribunal may reasonably limit further examination or cross-examination of a witness where it is satisfied that the examination or cross-examination has been sufficient to disclose fully and fairly all matters relevant to the issues in the proceeding.

<sup>13</sup> As per the *Statutory Powers Procedure Act* a tribunal may reasonably limit further examination or cross-examination of a witness where it is satisfied that the examination or cross-examination has been sufficient to disclose fully and fairly all matters relevant to the issues in the proceeding.

## Appendix C – Chairperson’s Remarks

We are now going to conduct a hearing under section 28.1 of the *Conservation Authorities Act* in respect of an application by: (APPLICANT NAME), for permission to: (DESCRIPTION OF ACTIVITIES).

In accordance with Part 6 of the *Conservation Authorities Act* and Ontario Regulation 41/24, permission is required from the Authority to engage in development and alteration activities within an area regulated by the Authority.

Staff have reviewed the proposed activities and prepared a staff report, a copy of which has been given to the applicant and the Board. The applicant was invited to file material in response to the staff report, a copy of which has also been provided to the Board.

Under section 28.1 (5) of the *Conservation Authorities Act*, the person requesting permission has the right to a hearing before the Authority Board of Directors.

In holding this hearing, the SVCA Board of Directors is to determine whether or not a permit is to be issued, with or without conditions. In doing so, we can only consider the application in the form that is before us, the staff report, such evidence as may be given and the submissions to be made on behalf of the applicant. Only information disclosed prior to the hearing is to be presented at the hearing.

The proceedings will be conducted according to the *Statutory Powers Procedure Act*. Under section 5 of the *Canada Evidence Act*, a witness may refuse to answer any question on the ground that the answer may tend to incriminate the person, or may tend to establish his/her liability to a civil proceeding at the instance of the Crown or of any person.

The procedure in general shall be informal without the evidence before it being given under oath or affirmation unless decided by the hearing members.

If the applicant has any questions to ask of the Hearing Board or of the Authority representative, they must be directed to the Chairperson of the Board.

## Appendix D – Notice of Decision

(Date)

By Registered Mail

(name) (address)

Dear:

RE: Notice of Decision

**Hearing Pursuant to Section 28.1 of the *Conservation Authorities Act***

Proposed (e.g. residential development, watercourse alteration etc.)

**(LOT/CON/PLAN/ Municipality of) (Application #)**

In accordance with section 28.1 (7) of the *Conservation Authorities Act*, the Saugeen Valley Conservation Authority provides the following Notice of Decision:

On (**meeting date and number**), the Hearing Board refused/approved your application/approved your application with conditions. A copy the Boards/Committee's resolution # has been attached for your records. Please note that this decision is based on the following reasons: ***the proposed (full description of activities) (is / is not) likely to adversely affect the control of flooding, erosion, dynamic beaches or unstable soil or bedrock; and (is / is not) likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property.***

In accordance with section 28.1 (20) of the *Conservation Authorities Act*, an applicant who has been refused permission or who objects to conditions imposed on a permission may, within 90 days of receiving the reasons under section 28.1 (7), appeal to the Minister who may refuse the permission, or grant permission, with or without conditions. Through Order in Council 332/2018 the responsibility for hearing the appeal has been transferred to the Ontario Land Tribunal. For your information, should you wish to exercise your right to appeal the decision, a letter by you or your agent/counsel setting out your appeal must be sent within 90 days of receiving this decision addressed to:

Ontario Land Tribunal  
655 Bay Street, Suite 1500  
Toronto, Ontario M5G 1E5

A carbon copy of this letter should also be sent to the Saugeen Valley Conservation Authority. Should you require any further information, please do not hesitate to contact (**staff contact**) or the undersigned.

Yours truly,

General Manager/Secretary-Treasurer

## Report #EPR-2025-02

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Matt Armstrong, Manager, Environmental Planning and Regulations  
**Date:** February 20, 2025  
**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 24-263 to 24-293, and 25-001 to 25-017 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 48 permits issued between November 5, 2024 and February 10, 2025.

Permit	Location	Address	Proposed Works
25-017	Brant	Multiple Locations	For the alteration of watercourses by horizontal directional drill using only water, and works within floodplain and adjacent to wetland by plow and horizontal directional drill, consisting of the installation of fibre optic cable, with related excavation and grading.
25-016	Brant	Multiple Locations	For the alteration of watercourses by horizontal directional drill using only water, and works within floodplain and adjacent to wetland by plow and horizontal directional drill, consisting of the installation of fibre optic cable, with related excavation and grading.
25-015	Brant	Near 2018 Bruce Road 19, Lot 27, Con 15	Like-for-like replacement of an existing road culvert on Bruce Road 19 (Culvert # 30163) with related excavation, filling and grading.

Permit	Location	Address	Proposed Works
25-014	Neustadt	456 Jacob Street, Pt Lot 2 Jacob St W, Con 13 RP 17R924 Part 2	Construction of an addition to an existing building.
25-013	Proton	Unassigned Civic Address, Part of Lots 225-226, Concession 2	Site alteration required for Glenelg Residential Development, Township of Southgate.
25-012	Greenock	Bruce Road 15, approx. 277 metres west of Greenock-Brant Townline	To replace an existing 22.76m long, 450mm diameter CSP culvert, with a 22.76m long, 450mm diameter HDPE culvert, with related excavation, filling and grading
25-011	Brant	Bruce Road 19, approx. 814 metres east of Sideroad 25	To replace an existing 22.19m long, 450mm diameter CSP culvert, with a 22.19m long, 450mm diameter HDPE culvert, with related excavation, filling and grading.
25-010	Kincardine Township	72 Upper Lorne Beach Road, Pt Lot 54, Con A, RP 3R1922; PART 1	To convert an existing carport into a 448 square foot garage.
25-009	Kincardine Township	9 Haney Lane, Pt Lot 25, Con A	To construct a 1333 square foot dwelling with covered porch, and septic system, with associated excavation, filling and grading.
25-008	Saugeen	Shoreline adjacent to North Shore Road between 84 and 124 North Shore Road	To replace 385 linear metres of an armour stone shore revetment and a multi-use trail, with related excavation, filling and grading.
25-007	Kincardine Town	948 Saugeen Street, Lot 32, Plan M3	To demolish an existing 105.35 square metre dwelling, with associated excavation and grading.
25-006	Kincardine Town	360 Goderich Street, Pt Goderich St Pt Railway Reserve, RP 3R6519 Parts 7, 8, 10 and 11	To construct an armour stone revetment and stairway.
25-005	Huron	Bruce Road 6, Near 839 Sideroad 25, Pt Lt 26, Con 7 & 8	Like- for-like replacement of an existing road culvert on Bruce Road 6 (Culvert # 10227) with related excavation, filling and grading
25-004	Southampton	486 Eckford Avenue, Lot 22 and 23, Plan 318	To demolish the existing house and construct a 3275 square foot two-storey house and basketball court, with related excavation, filling and grading
25-003	Hanover	780 7th Avenue – Hanover Town Park Con 1 NDR Pt Lot 73 Pt Lot 7	To construct a 274 square metre splash pad, paving stone overlook and non-slip concrete platforms, 20.81 square metre timber frame pavilion, gravel parking lot, asphalt laneway, concrete sidewalks, and swale; install a



Permit	Location	Address	Proposed Works
			splash pad control manifold, water metre chamber, Norweco Bio-Dynamic' De-chlorination unit, storm sewer mains, and MUNICIPEX water service; place armour stones and rip-rap; replace an existing hydro panel and sanitary sewer pipe; and remove asphalt and stairs, with related excavation, filling and grading.
25-002	Walkerton	130 Jackson Street South, N Pt Lot 73 N Pt Lot 74, Plan 7	To demolish 19.58 square metres of an existing dwelling; construct a 57.59 square metre addition to an existing dwelling, which is required for the proposed change of use from dwelling to dentistry clinic; demolish an existing shed and place 44.96 cubic metres of fill; and construct a retaining wall, ramp, porch, and stairs, with related excavation, filling and grading.
25-001	Huron	173 Bell Drive, Pt Lot 23, Con A	Installation of a prefabricated 288 square foot detached storage shed with related filling and grading.
24-293	Southampton	222 Shore Road, Lot 21, Plan 1620	To construct a 15 x 20-foot flagstone patio and a 20 x 3-foot river boulder retaining wall and replace the existing flagstone walkway, with related excavation, filling and grading
24-292	Huron	70 Boiler Beach Road, Pt Lot 60, Con A	Replace an existing timber slope retaining wall with an armour stone retaining wall, with related excavation, filling and grading
24-291	Huron	93 Bruce Beach Rd (Unit 2), Pt Lot 41 and Pt Lot 42, Con A, RP 3R9769 PARTS 3 TO 9 12; TO 17	Construction of additions to an existing cottage consisting of an art studio, screened porch, and deck all on helical piles
24-290	Minto	6431 16th Line, Lot 13, Con 16	Construction of an addition to an existing greenhouse and rear addition and deck to a single bunkie with related excavation, filling and grading
24-289	Saugeen	8 Bell Drive, Lot 44 Plan 497	Construction of an 11 foot by 24-foot addition to the west side of the existing dwelling.
24-288	Culross	Concession 14 approximately 1.56km east of Sideroad 25 N, Lot 20, Con 15, Culross	Alteration of a watercourse consisting of the reconstruction of Bridge 0016 on Concession Road 14 and related excavation, filling and grading.

Permit	Location	Address	Proposed Works
24-287	Port Elgin	76 McVicar Street, PLAN 375 PT LOT 17	Completion of the North Shore Park Redevelopment (Tender No. 02-740-86526), with related excavation, filling and grading.
24-286	Huron	Right-of-Way between 922 and 924 Parkplace, Lot 55, Lake Range	Completion of improvements to an existing stormwater drainage swale west of Parkplace including installation of a 150mm diameter sub-drain with connection to an existing catchbasin, swale excavation and re-grading, and lining of swale with riprap .
24-285	Culross	1398 Concession 14 West, N Pt Lot 31 Lot 32 Pt Road Allow, Con 15	Alteration of a watercourse consisting of the removal of two beaver dams on the Black Creek Municipal Drain.
24-284	Minto	Multiple Locations	For the alteration of watercourses and works in a floodplain and adjacent to wetland consisting of the installation of fibre-optic cable by horizontal directional drill and plow, with related excavation and grading
24-283	Saugeen	Multiple Locations	For the alteration of a watercourse and works within the floodplain and the Lake Huron shoreline flooding and erosion hazard consisting of the installation of fibre-optic cable by horizontal directional drill and plow, with related excavation and grading
24-282	Egremont; Proton	Multiple Locations	Replacement of 9 existing road culverts on Grey Road 9 between Grey Rd 23 and Southgate Side Road 7 with related excavation, filling, and grading.
24-281	Proton	085351 Grey Road 14, Lot 11 Concession 5	Construction of an addition to the west side of the existing dwelling, installation of a sewage disposal system, with related excavation, filling and grading, all within the adjacent lands to floodplain of a watercourse.
24-280	Proton	Southgate Sideroad 75 approximately 740m east of Southgate Road 24, Lots 214 and 215, Con 3 SWTSR	Installation of a NPS 2 PE IP and NPS 4 PE IP gas pipeline by horizontal directional drill and associated excavation, filling, and grading
24-279	Bruce	39 Institute Road, Lots 11-12 Plan 485	Construction of additions to the existing dwelling, and related excavation, filling, and grading, all within the adjacent lands to Lake

Permit	Location	Address	Proposed Works
			Huron and its related flood and erosion hazards.
24-278	Elderslie	Sideroad 25, 350 metres south of Concession 2, Lot 25, Con 2	Watercourse alteration consisting of the completion of emergency repairs to the Priebe Bridge
24-277	Glenelg	Northline Rd between Glenelg Rd 23 and Sideroad 40, Lot 33 Con 3 NDR	Watercourse alteration consisting of the replacement of Bridge Structure 44 over the Saugeen River with related excavation, filling and grading
24-276	Kincardine Town	330 Durham Market S, Lot 8	To demolish an existing 8470 square foot building, with related excavation, filling and grading.
24-275	Egremont; Proton	Multiple Locations	Watercourse alteration consisting of the installation of fibre optic cable by horizontal directional drill using water, and by trench and horizontal directional drill within wetland and floodplain and associated excavation, filling and grading (projects CONN 101b and 102)
24-274	Carrick	Multiple Locations	For the alteration of watercourses by plow, and works within floodplain by plow, vac trench, and horizontal directional drill, consisting of the installation of fibre optic cable, with related excavation and grading.
24-273	Carrick	Multiple Locations	For the alteration of watercourses by plow, vac trench, and horizontal directional drill using only water, and works within floodplain and adjacent to wetland by plow, vac trench, and horizontal directional drill, consisting of the installation of fibre optic cable, with related excavation and grading.
24-272	Egremont	312853 Highway 6, Div 2 Pt Lot 5 Div 3 Pt Lot 5, Con 1, RP 17R1094 PART 1	Construction of a 4 to 6 metre high noise attenuation berm and associated filling and grading.
24-271	Proton	285366 Artemesia-Southgate Townline, N Pt Lot 9, Con 19	Construction of an addition to an existing residence consisting of a 440 square foot single story addition and 414 square foot raised deck on helical piles.
24-270	Huron	54 Bell Drive, Pt Lot A, Raglan St, Pt Lake St.	To demolish an existing cottage and construct a new 2,823 sq. ft., partial two-story single detached residence with decking

Permit	Location	Address	Proposed Works
			and patio on a concrete slab and associated excavation and grading
24-269	Saugeen	300 Concession 8 W, Lot A, Concession 9 and 10	To construct three additions to the main lower building, a 1344 square foot addition to the shop and an access laneway to the field along the eastern side of the main lower building, with related excavation, filling and grading
24-268	Howick	45741 Huron-Bruce Road, Lots 25 and 26, Con 18	Alteration of a watercourse including enclosure of 545 metres of an existing municipal drain and cleanout of an additional 100 metres for creation of the Weber No. 7 Municipal Drain 2024
24-267	Bruce	887 Concession 10 , Pt Lot 15, Con 10, RP 3R1398;PART 2	To demolish an existing dwelling addition, and construct a 43.41 square metre dwelling addition, with related excavation, filling and grading.
24-266	Carrick	208 Council Road, Pt Lot 38 and 39, Plan 285	Installation of a residential gas service line by directional bore and related excavation, filling, and grading.
24-265	Arthur	9570 Concession 6 N, Part Lot 2 and 3, Concession 7	To construct a 12 x 110 foot liquid manure tank with related excavation and grading
24-264	Proton	772720 Highway 10, Pt Lot 207, Con 1 SWTSR	Removal of an existing fill berm adjacent to a watercourse and grading for the creation of an emergency truck turn-around for pond access
24-263	Southampton	280 Morpeth Street	Construction of a detached additional dwelling unit within the adjacent lands to floodplain.

### 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

Approved by:  
[Original Signed by:]  
Erik Downing, General Manager/Secretary-Treasurer

## Staff Report #WR2025-01

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Katie Thomas, Manager of Water Resources  
**Date:** February 20, 2025  
**Subject:** Special Benefitting Billing  
**Purpose:** To inform the SVCA Board of Directors about the *Conservation Authority Act* process related to Special Benefitting billing

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### Background

#### **Conservation Authorities Act R.S.O. 1990, c. C.27**

Objective of authorities is to provide, 20.1:

- (a) mandatory programs and services (Category 1)
- (b) municipal programs and services (Category 2)
- (c) any other programs and services that may be provided under the Act (Category 3)

Powers of authorities, 21.1(h):

- For the purposes of accomplishing its objectives, an authority has the power to:
  - To determine the proportion of the total benefit afforded to all the participating municipalities that is afforded to each of them

Conservation authorities carry out programs and services that serve provincial and municipal interests. Each conservation authority was established so that municipalities in a common watershed could work together on local resource management.

#### **Types of Billing Through O. Reg. 402/22: Budget and Apportionment**

General Levy, now to be called Cost Apportionment

- Cost apportionment calculation divided over all 15 watershed municipalities through the Modified Current Value (MVCA) method. (This means a method of apportioning an authority's operating expenses and capital costs that is based on the modified current value assessment of the properties within the authority's area of jurisdiction)

Special Benefitting – Maintenance

- For projects owned by a Conservation Authority that directly benefit a municipality
- 60/40 split between the benefitting municipality and general levy (cost apportioning) for maintenance projects only

## Special Benefitting – Capital Projects

- For projects owned by a Conservation Authority that directly benefit a municipality
- At 100% to the municipality
- Should grant funding be available, funding is split between grant and the municipality (i.e., WECl funding at 50/50 between the municipality and the Province of Ontario)

## MOUs, Category 2 & 3 Agreements

- Category 2 – for projects owned by municipalities that SVCA assists in maintaining; billed 100% to the participating municipality (these are optional, 5-year transitional agreements)
- Category 3 – for programs or services run by SVCA, paid for through the cost apportionment process, via 5-year agreements

## Defining Special Benefitting

Under the *Conservation Authorities Act*: (2) subject to the regulations made under subsection (16), after determining the approximate maintenance costs for the succeeding year, the authority shall apportion the costs to the participating municipalities according to the benefit derived or to be derived by each municipality, and the amount apportioned to each such municipality shall be levied against the municipality. R.S.O. 1990, c. C.27, s.27 (2); 1996, c. 1, Shed. M, s. 47 (1).

Special benefiting includes maintenance and capital works projects performed for a municipality that is for the direct benefit of that municipality (e.g., flood infrastructure to prevent flooding in a localized area such as a town). Historic records of the authority supporting the explicit function of special benefit billing of member municipalities date back to the 1950s. This process was confirmed by SVCA staff with Conservation Ontario in June 2024.

### Maintenance work

Maintenance work is billed through a 60/40 split between the municipality and cost apportionment. This split is performed through 2011 SVCA motion #G11-82, “Whereas funding from the Province of Ontario is insufficient to meet the needs of the Authority in 2012, therefore be it resolved that the portion of the maintenance costs of projects that is charged to special benefiting municipalities be 60%”, where it had previously ranged from 100% to the benefiting municipality to 25% to the benefiting municipality. Early motions stipulate that the benefiting municipality would “assume all of the Authority’s share” of the costs of the project consistently.

### Capital Work

Capital work is billed 100% to the benefiting municipality, ideally offset by funding opportunities through the province or federal governments.

The historic practice of defining payment for capital works was reaffirmed and redefined through the Building Better Communities and Conserving Watersheds Act of 2017, Bill 139. Sections 24 to 27 of the Act were repealed and replaced with new sections allowing authorities to recover their capital costs with respect to projects that they undertake and their operating expenses from their participating municipalities.

## **Capital Special Benefitting Funding Options**

Special benefitting projects occur on SVCA owned infrastructures and easements where the work conducted benefits a specific municipality.

As Conservation Authorities have been tasked by the province to help in watershed resource management, CAs are able to support benefitting municipalities in applying for grant funding from the province and the federal government. Some of these sources are the Water and Erosion Control Infrastructure program (WECI), or the Flood Hazard Identification and Mapping Program (FHIMP).

As an example, in the case of WECI funds, the conservation authority works with the local municipality to identify projects of interest, apply for and then manage works being completed and reporting criteria. These funding sources help to alleviate the total cost of a special benefitting project for municipalities, in the case of WECI, it will cover 50% of approved projects, while the municipality covers the remaining 50%.

### **An example – Durham Upper Dam**

The Durham Upper Dam (DUD) is a prime example of the importance of special benefitting projects in watershed management, illustrating the collaborative investment required to protect communities from flooding and erosion. This piece of infrastructure, owned by SVCA, has played a significant role in mitigating flood risks in the Municipality of West Grey. Currently, SVCA and the Municipality of West Grey are collaboratively undertaking an Environmental Assessment to define new, sustainable courses of action for the dam and ice management.

The maintenance of the Durham Upper Dam reflects a cooperative funding model: both West Grey and all member municipalities within the watershed contribute to the ongoing maintenance costs, with expenses shared under a 60/40 split. This model demonstrates the interconnected nature of watershed responsibilities, where the health and protection of one community inherently contribute to the resilience of the entire system.

Importantly, while the ongoing maintenance is distributed across the watershed, capital works for the dam are funded 100% by the Municipality of West Grey, reinforcing the localized benefits of this infrastructure. As conservation authorities were created by the province to support municipalities in managing natural hazards, SVCA is positioned to help secure grants and funding to reduce the financial burden of major capital projects on local governments.

This ability to leverage external funding ensures that critical infrastructure like the Durham Upper Dam can continue to be maintained and improved without placing an overwhelming burden on individual municipalities. For this reason, when funding opportunities arise, it is essential to act quickly, projects like the Durham Upper Dam are clear examples of the long-term value that comes from shared responsibility and proactive investment in watershed protection.

Moving forward, any long-term solutions will require sustained collaboration, clear financial planning, and adherence to the lessons learned from past studies, particularly the importance of dynamic ice conditions and their impact on flooding and dam safety.



Additional funds have been requested from West Grey to complete the Phase 3 of the Class EA alongside the Phase 2 within the 2025 fiscal year. The Class EA Phase 3 falls under capital works and therefore West Grey would be responsible for the authority share of the costs outside of additional funding. West Grey and SVCA staff are collaboratively exploring alternative funding sources to offset the cost of these additional funds and see the successful completion of the full EA within the 2025 fiscal year to give a more fulsome picture of how to move forward with the dam and ice management.

Prepared by:

*[Original signed by: ]*

Katie Thomas, Water Resources Manager

Approved by:

*[Original signed by:]*

Erik Downing, General Manager / Secretary-Treasurer