



## Authority Meeting Agenda

Thursday, March 20, 2025, 1:00 PM

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, March 20, 2025, be adopted as presented.*

### 3. Declaration of Pecuniary Interest

### 4. Adoption of Minutes

#### 4.1 Authority meeting – February 20, 2025

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

### 5. Staff Introductions

### 6. New Business

#### Corporate Services

- 6.1 GM-2025-07: SVCA Operational Plan – Erik Downing
- 6.2 COR-2025-08: Finance Report – Adam Chalmers
- 6.3 GM-2025-08: Program Report – Erik Downing
- 6.4 Executive Committee Minutes, February 7, 2025 - For information
- 6.5 Correspondence – None at this time

#### Water Resources

- 6.6 WR-2025-02: Advancing Technologies to Improve Community Resiliency to Natural Hazards – Jody Duncan
- 6.7 Verbal report: Flood/runoff update – Jody Duncan

## **Environmental Planning and Regulations**

6.8 EPR-2025-03: Permits Issued for Endorsement – Matt Armstrong

*THAT SVCA permit applications from 25-018 to 25-025 as approved by staff, be endorsed.*

6.9 EPR-2025-04: 2024 Permitting Statistics – Matt Armstrong

## **7. Adjournment**

*THAT the meeting be adjourned.*



## Saugeen Valley Conservation Authority

### Minutes – Board of Directors Meeting

Date: Thursday February 20, 2025, 1:00 PM

Location: Virtual via Zoom

Chair: Tom Hutchinson

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

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

**1. Land Acknowledgement** – read by 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 remove item #5 (Staff presentation).

**Motion #G25-23**

Moved by Dave Myette

Seconded by Steve McCabe

THAT the agenda for the Saugeen Valley Conservation Authority meeting, February 20, 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 – January 17, 2025**

**Motion #G25-24**

Moved by Barbara Dobreen

Seconded by Greg McLean

THAT the minutes of the Saugeen Valley Conservation Authority meeting, January 17, 2025, be adopted as circulated.

**Carried**

**5. Staff Presentation: Canceled**

**6. New Business**

**6.1 GM-2025-03: SVCA Operational Plan**

The GM/S-T presented the 2025 SVCA Workplan, noting the completion of several items. Erik will be revising the report to remove day-to-day and ongoing tasks.

**6.2 COR-2025-05: Finance Report**

Adam Chalmers presented the financial report for month ending September 2024.

**6.3 GM-2025-04 Programs Report**

The Directors requested an update on the frazil ice status in Durham, which was provided by the GM/S-T. He informed the Board that conditions have significantly improved. Staff continue to monitor the situation and collaborate with municipal personnel. Additional funding sources are being sought to help cover the substantial expenses associated with the frazil ice.

**6.4 Correspondence – none at this time**

**6.5 COR-2025-03: SVCA Committee Appointments**

**Motion #G25-25**

Moved by Barbara Dobreen

Seconded by Jennifer Prenger

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

**Forestry Committee:** Barbara Dobreen, Moiken Penner, Sue Paterson, and Bud Halpin

**Property and Parks Committee** Moiken Penner, Paul Allen, Larry Allison, Kevin Eccles, and Jennifer Prenger

**Water Resources Committee:** Greg McLean, Bill Stewart, Mike Niesen, and Barbara Dobreen

**Agricultural Advisory Committee:** Dave Myette, Steve McCabe, Jennifer Prenger, and Mike Niesen.

**Carried**

**6.6 EPR-2025-01: Hearing Guidelines Report**

The Hearing Guidelines have been revised to incorporate the recent amendments to the *Conservation Authorities Act*. Training sessions will be scheduled for the Board of Directors to familiarize them with the updated Hearing Guidelines for Section 28 Hearings.

**Motion #G25-26**

Moved by Jennifer Prenger

Seconded by Kevin Eccles

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

**Carried**

**6.7 EPR – 2025-02: Permits Issued for Endorsement**

**Motion #G25-27**

Moved by Larry Allison

Seconded by Sue Paterson

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

**Carried**

**6.8 WR-2025-01: Special Benefitting Apportionment**

Special benefitting applies to capital projects that provide direct benefits to a municipality. Maintenance costs are allocated with a 60/40 split between the benefitting municipality and the general cost apportionment, while capital costs are charged entirely (100%) to the benefitting municipality.

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

**Motion #G25-28**

Moved by Bud Halpin

Seconded by Steve McCabe

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.

**Carried**

During the closed session, the Authority discussed matters relating to identifiable individuals and negotiations to be carried out by staff on behalf of the Authority.

**Motion #G25-32**

Moved by Steve McCabe

Seconded by Larry Allison

THAT the Authority, from the Workplace Culture Review Response – Phase 1 Health and Safety proposal, be awarded to Ward and Uptigrove – Human Resource Solutions, Listowel, in the amount of \$32,205 including taxes.

**Carried**

**8. Adjournment**

With no further business to discuss, the meeting was adjourned at 3:10 PM, following a motion by Sue Paterson and Kevin Eccles.

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Tom Hutchinson  
Chair

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Janice Hagan  
Recording Secretary

GM-2025-07: SVCA Operational Plan  
March 20, 2025

All Departments

Significant Activity	Operational Task	Updated Target Completion Date	Target Completion Date	Responsible for Deliverables
2023 Performance Evaluations	In Progress		March 2025	E. Downing
Content Management System	In Progress		Officially in initial use, Beta available to staff	M. Armstrong
Administration	2025 Annual Report		August 2025	E. Downing, A. Richards
Mapping Working Group	In Progress	December 2025	March 2025	E. Downing
October 6, 2024, Formosa Lightning Response	Office Restored, Insurance Finalization	2025	Reopening Complete	E. Downing

## Department: Corporate Services

Significant Activity	Operational Task	Updated Target Completion Date	Target Completion Date	Responsible for Deliverables
Administration	Continue to develop and / or renew health and safety policies		Waiting on Workplace Culture Assessment Plan	J. Hagan
Administration	Negotiate Category 2 Agreements with municipalities		Ongoing	D. Moss
Administration	Submission of MFIPPA reporting for 2024		March 2025	J. Hagan
Human Resources	Modernize SVCA's Personnel Policy		Waiting on Workplace Culture Assessment Plan	E. Downing
Human Resources	Code of Conduct		Waiting on Workplace Culture Assessment Plan	J. Hagan
Human Resources	Volatile Client Plan	August 2025	March 2025	J. Hagan
Human Resources	Emergency Communication Plan	August 2025	March 2025	J. Hagan
GIS/IT	Critical Failure Information Technology Plan	May 2025	March 2025	R. Kleinecke
Administration	Public Consultation: <i>Accessibility for Ontarians with Disabilities Act</i>		October 2025	J. Hagan
Administration	Professional Development Strategy Planning	March 2025	February 2025	A. Chalmers

Significant Activity	Operational Task	Updated Target Completion Date	Target Completion Date	Responsible for Deliverables
Administration	2024 Audit		May 2025	A.Chalmers

### Completed Items:

Significant Activity	Operational Task	Updated Target Completion Date	Target Completion Date	Responsible for Deliverables
Administration	Annual 2023 SVCA Report		Complete	A.Richards
Administration	Accessibility policy development		Complete	J.Hagan
Finance	2023 Audit		Complete	A.Chalmers
Administration	Document Retention policy		Complete	E.Downing
Administration	Compensation policy		Complete	E.Downing
Administration	Revenue Generation Strategy		Complete	A.Richards
Human Resources	Job Descriptions for Market Compensation Review		Complete	E. Downing



## Department: Environmental Planning and Regulations

Significant Activity	Operational Task	Updated Target Completion Date	Target Completion Date	Responsible for Deliverables
Section 28 of <i>Conservation Authorities Act</i>	Continue implementation of the Violations Strategy to resolve outstanding violations	Ongoing	Ongoing	M. Armstrong
Regulatory Mapping	Update regulation limits on mapping	December 2025	Complete (online)	M. Armstrong
Environmental Planning	Completion of Environmental Planning and Regulations Policy Manual Revisions	May 2025	February 2025	M. Armstrong
Environmental Planning	Update Planning Service Agreements to reflect Bill 23 changes		2025	M. Armstrong
General	Board of Directors Hearing Training – Section 28	May 2025	March 2025	M. Armstrong
General	Landowner Recognition Program Brainstorming		March 2025	M. Armstrong
General	Amish and Mennonite Outreach Strategy Planning		March 2025	M. Armstrong, A. Richards
General	Professional Development Strategy Planning		March 2025	M. Armstrong

**Completed Items:**

Significant Activity	Operational Task	Updated Target Completion Date	Target Completion Date	Responsible for Deliverables
General	Website updates		Complete	M. Armstrong, A. Richards
General	Revise complete application checklist and post online		Complete	M. Armstrong
Regulatory Mapping	Update regulation limits on online mapping		Complete	M. Armstrong

## Department: Water Resources

Significant Activity	Operational Task	Updated Target Completion Date	Target Completion Date	Responsible for Deliverables
Water and Erosion Control Infrastructure	Complete database of existing easements and identify additional easement requirements, if needed		Ongoing	D. Moss, K. Hope
Water and Erosion Control Infrastructure	Confirmation of infrastructure ownership		Ongoing	D. Moss, K. Hope
Flood Forecasting and Warning	Flood watch training		Internal – Complete External – Ongoing	J. Duncan
Water and Erosion Control Infrastructure	Apply for Water and Erosion Control Infrastructure (WEI) funding		Complete, prepare for next intake/administer projects	D. Moss
Ontario Low Water Response	Creation of Low Water Response Committee	April 2025	Ongoing	J. Duncan
Water Quality	Completion of SVCA Water Quality Report		Presentations to be booked	E. Williamson
Flood Forecasting and Warning	Launch “Flood Watch” program for public involvement, complete with information sessions for municipal partners	June 2025	February 2025	J. Duncan
General	Working In and Around Water Policy	May 2025	March 2025	D. Moss
General	Professional Development Strategy Planning		March 2025	D. Moss

Significant Activity	Operational Task	Updated Target Completion Date	Target Completion Date	Responsible for Deliverables
General	Risk Evaluation Planning		March 2025	D. Moss
Water and Erosion Control Infrastructure	Complete an operational plan for SVCA structures		Ongoing	D. Moss, K. Hope
Water and Erosion Control Infrastructure	Complete draft 10-year capital working plan for SVCA water and erosion control structures that were inspected in 2022, 2023		March 2025	D. Moss, K. Hope

#### Completed Items:

Significant Activity	Operational Task	Updated Target Completion Date	Target Completion Date	Responsible for Deliverables
General	Watershed-based Resource Management Strategy		Complete	
Water and Erosion Control Infrastructure	Asset Management plan for SVCA structures		Complete	
NWMO Special Project	NWMO Environmental Monitoring Baseline Program years 1 through 3 final reports		Complete	
Water and Erosion Control Infrastructure	Ice management plan for SVCA watershed		Complete	

## Department: Forestry and Lands

Significant Activity	Operational Task	Updated Target Completion Date	Target Completion Date	Responsible for Deliverables
Lands Management	Varney Pond – Working with regulatory agencies to provide necessary information to support the application submitted		Ongoing	D. Lacey
Lands Management	Civic Address Assignment for SVCA Properties		March 2025	D. Lacey, A. Richards
General	Professional Development Strategy Planning		March 2025	D. Lacey

## Completed Items

Significant Activity	Operational Task	Updated Target Completion Date	Target Completion Date	Responsible for Deliverables
Lands Management	Kincardine Cross Country Ski agreement		Complete	D.Lacey
Lands Management	Land Acquisition and Disposition Policies		Complete	D.Lacey
Lands Management	Ash hazard tree removal from Stoney Island properties		Complete	D.Lacey
Lands Management	Conservation Areas Strategy for SVCA		Complete	D.Lacey
Lands Management	Conservation Lands Inventory for SVCA		Complete	D.Lacey

## Report #COR-2025-08

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

### General Apportionment Programs

For unaudited YTD and month ended November 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	1,033,586	847,373	81.98%
Environmental Planning and Regulations	1,094,300	981,835	761,297	77.54%
Water Resources	893,851	799,412	656,473	82.12%
Forestry and Lands	526,925	453,673	415,434	91.57%
<b>Total Revenues</b>	<b>3,658,976</b>	<b>3,268,508</b>	<b>2,680,577</b>	<b>82.01%</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	1,026,204	961,366	93.68%
Environmental Planning and Regulations	1,094,300	1,002,871	867,831	86.53%
Water Resources	878,541	786,371	647,675	82.36%
Forestry and Lands	526,925	484,100	338,933	70.01%
<b>Total Expenses</b>	<b>3,643,666</b>	<b>3,299,546</b>	<b>2,815,805</b>	<b>85.34%</b>

## Non-General Levy Programs

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

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

Revenues	Approved Budget	YTD Budget	YTD Actual	YTD % Actual/ Budget
Forestry and Lands	805,300	783,190	547,138	69.86%
Campgrounds	1,000,800	984,200	943,693	95.88%
Capital Projects	293,000	193,000	252,635	130.90%
Other	0	0	857,338	0.00%
<b>Total Revenues</b>	<b>2,099,100</b>	<b>1,960,390</b>	<b>2,600,804</b>	<b>132.67%</b>

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

Expenses	Approved Budget	YTD Budget	YTD Actual	YTD % Actual/ Budget
Forestry and Lands	825,200	782,539	539,248	68.91%
Campgrounds	979,600	938,945	972,861	103.61%
Capital Projects	293,000	293,000	156,921	53.56%
Other	0	0	424,371	0.00%
<b>Total Expenses</b>	<b>2,097,800</b>	<b>2,014,484</b>	<b>2,093,401</b>	<b>103.92%</b>

## Programs Report # GM-2025-08

March 20, 2025

### Corporate Services (CS)

#### General Manager's Report

February 11 – The GM/S-T and the Manager of Corporate Services presented a delegation to Brockton Council regarding the 2025 SVCA budget. The Council expressed concern with the increase in the apportionment and the mayor indicated that a high apportionment increase for 2026 will not be acceptable.

February 18 – The GM/S-T and the Manager of Water Resources presented a delegation to West Grey Council regarding Durham Upper Dam and Frazil Ice. There were questions about the dam and strong support for collaboration to address this problem.

February 21 and 28 – The GM/S-T and the Manager of Water Resources met with West Grey staff regarding Durham Frazil Ice planning. Potential avenues to proceed with ministry contact, and EA planning/funding 2025 were discussed.

February 21, and March 7 – Conservation Ontario training. Political advocacy and lobby topic discussed and presented.

February 26 – Attended Maitland Valley Conservation Authority Annual meeting representing the SVCA.

March 3 – A replacement Water Resources Manager started to accommodate a leave of absence.

March 3 – Conservation Ontario General Managers meeting occurred. Floodplain 'spill' policies, CET Association presentation, and other matters discussed.

#### CS Manager's Report

For the past month, Corporate Services has remained focused on key administrative and financial priorities, ensuring the efficient operation of the organization. Regular financial management, communications, GIS and IT support, and administrative tasks have continued, reinforcing our commitment to strong internal processes.

Preparations for the upcoming audit remain a primary focus, with the team diligently ensuring that all financial records and documentation are in order.

As part of our commitment to accessibility and workplace ergonomics, a new accessible and ergonomic desk has been installed at reception, enhancing both functionality and staff well-being. This improvement aligns with our ongoing efforts to create an inclusive and efficient work environment.



Corporate Services continues to monitor open job postings, which currently include 12+ summer positions within the Lands department and a new Environmental Planning & Regulations (EPR) Officer contract position. Ensuring timely and effective recruitment remains a key priority to support operational capacity across departments.

Looking ahead to the 2025 season, preparations for conservation lands signage are underway, as we strive to install clear, consistent and effective signage across SVCA properties.

Additionally, Corporate Services staff have taken CA Act Hearing Guidelines training to support the Authority in navigating regulatory requirements.

The department continues to manage Requests for Proposals (RFPs) and Freedom of Information (FOI) requests, ensuring compliance and transparency in all organizational matters. Corporate Services has also been actively supporting the consultation process for the EPR policy manual.

Year-end reviews for the campground booking system have concluded, with assessments being conducted to enhance efficiency and user experience. In addition, marketing support for the campgrounds has been a focus as staff ready for the 2025 camping season.

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

## **Water Resources**

### **Capital Projects**

Staff are working towards completing capital projects that have been approved by WECl funding including 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 project has run into complications regarding weather and with the stability of the slope if excavation were to occur at this time of year close to the spring freshet. Delays with the excavation plan have resulted in pushing the final completion date of the project to outside of the WECl funding window and the fish timing window. In coordination with the municipality, we have agreed it would be best to push phase 1 of the project to the next WECl cycle in 2026. We are working towards getting everything we can out of the contractor before the current WECl cycle is complete.

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. Signed contract and will begin installation when weather permits at the Durham Lower Dam, Sulphur Spring Dam, and the Glenelg Dam.
- Staff have begun working on RFPs for works upcoming this year to put out to tender as soon as funding is confirmed and WECl has allocated funding.

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

On March 4<sup>th</sup>, 2025, SVCA issued a Watershed Condition Statement – Water Safety statement due to above freezing temperatures and accompanying rainfall of 20-25 mm. The statement advised the public to avoid local watercourses due to unstable snow along riverbanks, weakening ice, and the potential for ice jams.

### **Spring Freshet**

SVCA Flood Forecasting and Warning staff remain diligent in monitoring weather forecasts and watershed conditions as spring approaches. Water content within the snowpack is well above the historical average, and thick river ice has formed due to an extensive period of cold temperatures in January and February. These conditions leading into spring can lead to significant flooding in areas of the watershed.

### **Network Upgrades**

SVCA is actively participating in a free beta test of the machine learning-based streamflow forecast, HydroClimateSight. By participating in the beta test, SVCA has been provided access to an additional resource for assessing flood potential in the watershed.

### **Past and Upcoming Meetings**

- On March 3<sup>rd</sup>, SVCA Water Resources staff met with Bruce County staff and Triton Engineering to discuss the spring freshet as it relates to the Durham Street Rehabilitation project in Walkerton. SVCA staff advised that the current watershed conditions could lead to significant flooding that would result in inundation of the hanging work platform, though this will be dependent on the rate at which the snowpack depletes and the amount of accompanying rainfall.
- Also on March 3<sup>rd</sup>, Water Resources staff met with the Huron-Kinloss Community Emergency Management Coordinator (CEMC) to provide an overview of SVCA's flood forecasting and program, as well as an assessment of current watershed conditions.
- SVCA staff will be participating in Grey County's Emergency Resource Coordination Workshop on October 22<sup>nd</sup>.
- On April 8<sup>th</sup>, SVCA Flood Forecasting and Warning staff will be attending the Southwestern Ontario Flood Forecasting Alliance (SWOFFA) meeting. SWOFFA is comprised of numerous Conservation Authorities in southwestern Ontario that meet twice annually to discuss various aspects of flood forecasting and warning.

## **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. Winter well maintenance for Provincial Groundwater Monitoring Program wells will take place this month, as well as preparation for the spring sampling season.

## **Forestry and Lands**

As in January, February saw many hours of staff time clearing snow to keep areas open for staff and visitors. Snow has been removed from many of the campground's and other CA building's roofs.

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.

New office construction began, and stud walls are now in-place awaiting windows and doors to move forward with the completion of the project.

Department staff and volunteers held the first Candlelight Winter Hike at Sulphur Spring CA. This walk was well received by participants. There have been many requests for more events to take place within our parks.

At Durham CA, staff and volunteers offered activities as a part of the Municipal Frazzlefest on Family Day. The park was free for all visitors for the day, there was hot chocolate, children's activities, free snowshoe rental, and a disc golf short course for people to try disc golf. This event was well attended and received many thanks for offering the opportunities.

Saugeen Bluffs CA staff have planned their Trails and Tunes, and River Run Weekend events again for 2025. These events have been very well received. The campground reservation system successfully re-opened on February 1<sup>st</sup>, which is the typical starting date for most campgrounds.

Two trucks have been purchased to add to the fleet. The two trucks that will now be surplus will be sold in as is condition.

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

### **Department News**

#### **Content Management System**

Work continues with Central Lake Ontario Conservation Authority (CLOCA) staff on the new Content Management System. New workflows are being developed, and GIS integration is in progress. A Spring rollout is anticipated.

#### **Policies Manual Update**

Over 200 comments were received from stakeholders during the consultation period, which closed February 28, 2025. Staff are working to review and consolidate comments for Authority consideration at the May Board of Directors meeting. The consultation period was extended from 1-month to 2.5 months to accommodate stakeholders.

EPR staff held an online meeting for Municipal and County planning and building department staff to go over the key changes to the manual.

#### **Staffing**

A 10-month Regulations Officer contract was posted February 28, 2025, and is scheduled to close March 10, 2025, to fill a parental leave vacancy.

#### **Conservation Authority Coastal Network Workshop**

On March 4, 2025, EPR staff attended a workshop in Vaughan, ON, to discover how CO's *Adapting to Coastal Hazards Across the Great Lake* pilot project leads are navigating the 2001 and draft 2023 Ministry of Natural Resources technical guidelines to advance coastal hazard mapping studies, among other topics.



## Saugeen Valley Conservation Authority

### Executive Committee Meeting

#### Minutes

**Date:** Wednesday February 12, 2025, 9:00 AM  
**Location:** Electronic via Zoom  
**Chair:** Tom Hutchinson  
**Members present:** Paul Allen, Barbara Dobreen, Greg McLean, Bill Stewart  
**Others present:** Adam Chalmers, Erik Downing, Janice Hagan, Katie Thomas

Chair Hutchinson called the meeting to order at 9:00 a.m.

#### 1. Adoption of Agenda

##### Motion #EC25-01

Moved by Greg McLean

Seconded by Paul Allen

THAT the agenda for the Executive Committee meeting, February 12, be adopted as circulated.

**Carried**

#### 2. Declaration of Pecuniary Interest

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

#### 3. Approval of Minutes

##### 3.1. Executive Committee – November 7, 2024

##### Motion #EC25-02

Moved by Barbara Dobreen

Seconded by Paul Allen

THAT the minutes for the Executive Committee meeting, November 7, 2024, be adopted as circulated.

**Carried**

#### 4. New Business

##### 4.1. GM2025-03: SVCA Operational Workplan

The GM/S-T reviewed the 2025 plan and highlighted that the workplan would be reformatted to list more current items. The discussion focused on the proposal to keep completed items on the plan, enabling the Board to track and recognize accomplishments. Ongoing day-to-day business items are not required to be listed.

#### **4.2. 2025 Executive Committee Meeting Schedule**

In accordance with the previous year's schedule, the Executive Committee will convene as needed on the first Thursday of each month. Calendar invites, including the Zoom link, will be sent to each committee member, and a schedule will be prepared to include a fifth Director.

#### **Motion #EC25-03**

Moved by Greg McLean

Seconded by Paul Allen

THAT the Executive Committee shall convene a meeting on the first Thursday of each month as required.

**Carried**

#### **4.3. Workplace Culture Assessment Phase 1 RFP**

The GM/S-T provided an update on the published RFP for Phase 1 of the Workplace Culture Assessment Review, which focuses on the Health and Safety component of the review. The closing date is February 12th, and the results will be presented to the full board at the February 20th Authority meeting for a decision.

#### **4.4. Durham Frazil Ice/ Durham Upper Dam**

Katie Thomas, Manager of Water Resources, reviewed the issues related to the Durham frazil ice situation. Staff are committed to ensuring the safety and stability of the affected areas and continue to monitor water levels and the types and amounts of ice onsite once a day. Katie will be presenting an update to the Municipality of West Grey on February 18th.

#### **4.5. Budget Communications to Member Municipalities**

Erik reported that budget presentations had been made to several municipalities who requested delegations. The committee discussed the EPR fee freezes, noting that Minister Graydon Smith (MNR) has indicated that the decision would not be reversed any time soon. Adam stated that apportionment correspondence and invoicing will be sent out to the municipalities shortly.

#### **4.6. COR-2025-05: Procedural Bylaw Development**

The committee deliberated on the necessity of a procedural bylaw and offered support by providing examples of municipal bylaws from their individual municipality.

#### **Motion #EC24-58**

Moved by Barbara Dobreen

Seconded by Bill Stewart

Whereas the Executive Committee recognizes the importance of having a comprehensive Procedural Bylaw to ensure effective governance and effective meeting management;

THAT the Executive Committee directs staff to develop a Procedural Bylaw according to the proposed implementation plan; and

THAT the Executive Committee shall oversee the development of the Procedural Bylaw; and further

THAT the final draft of the Procedural Bylaw shall be presented to the Board of Directors for approval.

**Carried**

**5. Adjournment**

There being no further business, the meeting was adjourned at 9:55 AM with a motion from Barbara Dobreen and Bill Stewart.

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Tom Hutchinson  
Chair

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Janice Hagan  
Recording Secretary

## **Staff Report #WR-2025-02**

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority

**From:** Jody Duncan, Flood Forecasting and Warning Coordinator

**Date:** Thursday, March 20, 2025

**Subject:** Advancing Technologies to Improve Community Resiliency to Natural Hazards

**Purpose:** To provide the Board with an update on the successful implementation of the RBC Tech for Nature-funded project and its impact on SVCA's Flood Forecasting and Warning System.

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### **Background**

Saugeen Valley Conservation Authority (SVCA) operates a hydrometric network as part of its Flood Forecasting and Warning system and Low Water Response program. Reliable and continuous data collection is essential for issuing timely watershed condition statements and ensuring effective emergency management. However, aging equipment and budget constraints had previously led to service disruptions, reducing SVCA's ability to provide consistent flood and drought monitoring.

To address these challenges, SVCA applied for and successfully secured \$10,000 in funding from RBC Foundation through RBC Tech for Nature. This funding through the Advancing Technologies to Improve Community Resiliency to Natural Hazards program allowed SVCA to acquire new stream gauge equipment to enhance data reliability and improve forecasting capabilities.

The newly installed equipment includes:

- Datalogger
- Water Level Sensor
- Antennae
- 12V Battery
- Cables

### **Analysis**

The upgraded equipment has significantly improved SVCA's ability to collect and analyze real-time hydrometric data. Since installation, seven watershed condition statements have been issued, with additional statements expected during the spring freshet. The upgraded stations

have operated continuously without downtime, ensuring that municipalities, emergency management services, and watershed residents receive accurate and timely information.

Consistent data collection is a foundational pillar of SVCA's Flood Forecasting and Warning System. Reliable data strengthens decision-making processes across the watershed, supporting emergency response efforts and long-term planning. The enhancements to SVCA's hydrometric network position the organization to better predict and respond to flood and drought conditions, increasing overall community resiliency.

### **Financial Implications**

RBC Foundation donated \$10,000, which covered the full cost of the stream gauge equipment. All staff time associated with installation, data integration, and ongoing monitoring was provided in kind by SVCA personnel.

Flooding is the most common and costly natural disaster in Canada, with billions of dollars in damages occurring annually. Effective flood forecasting and early warning systems help mitigate these economic losses by ensuring individuals, businesses, and municipalities have the necessary information to prepare and respond proactively. By reducing the risk of property damage and infrastructure loss, this investment strengthens economic resilience and protects communities from the severe financial impacts of flood events.

### **Strategic Plan Linkages**

A1.1 – Access: Increasing Access

A1.5 – Access: Public and Stakeholder Reporting

E1.3 – Expertise: External Communications

C1.0 – Connection: Cultivating Strong Relationships

R1.0 – Resiliency: Development of a Robust Organization

R1.1 – Resiliency: Revenue Generation

R1.10 – Resiliency: Climate Action

Prepared by:

< [Original signed by:]>

Jody Duncan, Flood Forecasting and Warning Coordinator

Approved by:

< [Original signed by:]>

Erik Downing, General Manager / Secretary-Treasurer



## Report EPR-2025-20

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Matt Armstrong, Manager, Environmental Planning and Regulations  
**Date:** March 20, 2025  
**Subject:** Request for Endorsement: Permits Issued  
**Purpose:** To seek endorsement for permits issued pursuant to Section 28.1 (1) of the *Conservation Authorities Act*.

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### Recommendation

THAT SVCA permit applications from 25-018 to 25-025 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 eight (8) permits issued between February 11<sup>th</sup> and March 2<sup>nd</sup>, 2025.

Permit	Location	Proposed Works
25-025	Brant	To demolish a 1560 square foot existing dwelling; construct a 2032 square foot dwelling with covered porch and patio; install a septic system; and relocate an approximately 32 metre section of Pearl Lake Road 1, a privately owned road, with associated excavation, filling, and grading.
25-024	Huron	To construct a 1300 square-foot addition and new deck, with related excavation, filling and grading.
25-023	Carrick	Installation of fibre-optic cable by plow and directional drill (Project 367-1-SA06-WE-A4 - Concession 14) and associated excavation and grading.
25-022	Durham	To construct a 128 square foot elevated deck on helical piles on the north side of the existing house with a new door to access the deck from the main floor of the house.
25-021	Egremont	Construction of a dwelling, installation of sewage disposal system, and related excavation, and grading.
25-020	Minto	Installation of fibre-optic cable on Highway 9 by horizontal directional drill (Project 327-1-SA07-S28-A3) with related excavation and grading.

Permit	Location	Proposed Works
25-019	Southampton	Reconstruction of curb and gutter, storm sewers and catch basins that service High Street with related excavation, filling and grading.
25-018	Paisley	Alteration of a watercourse consisting of excavation, fill placement, and grading for the completion of toe protection works on the Paisley Dyke.

### 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

## Report EPR-2025-03

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Matt Armstrong, Manager, Environmental Planning and Regulations  
**Date:** March 20, 2025  
**Subject:** 2024 Permitting Statistics  
**Purpose:** To present *Conservation Authority Act* S. 28.1 permitting statistics for 2024

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### Background

Section 8.1 of O. Reg. 686/21 requires all Conservation Authorities (CAs) to prepare and publish an annual report on permit statistics, including timelines and the level of compliance with O. Reg. 41/24. The new regulatory requirement resulted in the creation of a standardized "Permit Timelines and Compliance Reporting Framework and Template" for use by all CAs.

For the 2024 report only, Conservation Ontario requested details for permits received on or after April 1<sup>st</sup>, 2024, and corresponding decisions made by December 31<sup>st</sup>, 2024. This ensures the first annual report reflects permit applications received, and decisions made pursuant to the amended legislation and regulation. Future annual reports (2025 onward) will include the full annual reporting period (January – December).

### Permitting Statistics for April 1st to December 31st, 2024

Annual Reporting – Permit Statistics	
Total Permits Issued (Overall)	234
Total Major Permits Issued	28
Total Minor Permits Issued	206
Total Applications Subject to Minister's Order (Minister's Review):	0

Annual Reporting – Permit Timelines	
Complete Application Review	230 (98%)
Total complete application reviews completed in 21 days:	Reasons for misses: staff delay
<b>Permit Timelines (Major)</b> Total Major Permits Issued <u>Within</u> Decision Timeline (90 Days):	28 (100%)
<b>Permit Timelines (Major)</b> Total Major Permits Issued <u>Outside</u> Decision Timeline (90 Days):	0
<b>Permit Timelines (Minor)</b> Total Minor Permits Issued <u>Within</u> Decision Timeline (30 Days):	206 (100%)
<b>Permit Timelines (Minor)</b> Total Minor Permits Issued <u>Outside</u> Decision Timeline (30 Days):	0
<b>Variance from Timelines</b> Reason for Variance from Timelines (Optional):	N/A
<b>Permit Timelines (Average – All)</b> Overall Average Permit Review Timeline:	3.69 days
<b>Permit Timelines (Average – Major – 90 days)</b> Average Major Permit Review Timeline:	3.79 days
<b>Permit Timelines (Average – Minor – 30 Days)</b> Average Minor Permit Review Timeline:	3.68 days

Annual Reporting – Compliance with O. Reg. 41/24	
<b>Mapping</b> Are maps of regulated areas available at the CA head office and on the CA website? (ss. 4(1) of O. Reg. 41/24)	Yes
<b>Mapping</b>	Yes

Annual Reporting – Compliance with O. Reg. 41/24	
Has the Authority undertaken an annual review of the mapping and made necessary updates? (ss. 4(2) of O. Reg. 41/24)	
<b>Administrative Reviews</b> Total requests for administrative reviews made to the Authority:	1
<b>Administrative Reviews</b> Total administrative reviews completed within 30 days of the request:	0

## Analysis

There were 234 permits issued between April 1 and December 31, 2024, compared to 251 issued for the same time-period in 2023, for a decrease of 13 permits.

The majority of permits issued meet the definition of a “Minor” permit, meaning not highly complex or required the submission of additional technical reports.

Staff notified applicants regarding the completeness of their applications 98% of the time within the legislated 21 days.

In terms of issuing permits, staff met the 90-day (Major permits) and 30-day (Minor permits) targets 100% of the time. On average, staff issued permits within 3.69 calendar days once all required information was confirmed to have been received.

The Administrative Review that was held during this timeframe was not completed within 30 days. This can be attributed to staff delays and the applicants changing their proposal. In the end, new information was obtained regarding the site that allowed staff to consider their application complete and to issue a permit for the development proposal.

## Financial Implications

Review fees associated with permit applications account for a significant portion of revenue in the EPR department. While there are reasons for optimism that permit numbers will increase in 2025, decreasing permit numbers would have an impact on revenues.

## Strategic Plan Linkages

C1.6 – Customer Service Standards, A1.0 – Enhancing accessibility across the Authority

Prepared by:

< [Original signed by:]>

Matt Armstrong, Manager, Environmental Planning and Regulations

Approved by:

< [Original signed by:]>

Erik Downing, General Manager / Secretary-Treasurer