



Executive Committee Agenda

Tuesday, April 8th, 2025, 9:00 a.m.

Location: Virtual (Microsoft Teams)

1. Adoption of agenda

That the agenda of the Executive Committee Meeting, April 3, 2025, be adopted as circulated.

2. Declaration of pecuniary interest

3. Adoption of minutes

4. Executive Committee – March 6, 2025

That the minutes of the Executive Committee meeting March 6, 2025, be adopted as circulated.

5. Closed Session

6. New Business

- 6.1 COR-2025-08: GM Workplan – Erik Downing
- 6.2 COR-2025 -09: Organizational Chart – SVCA - Erik Downing
- 6.3 Discussion: Parking Fees – SVCA Properties – Donna Lacey
- 6.4 COR-2025-10: 2024 Year End Financials – Adam Chalmers
- 6.5 Discussion: 2025 Budget Vote Calculation – Adam Chalmers
- 6.6 Discussion: SVCA Reserves – Adam Chalmers

7. Adjournment

THAT the Executive Committee meeting be adjourned.

Public Meeting Notice:

To view the Executive Committee meeting, please contact publicinfo@svca.on.ca or call 519-364-1255.

Accessibility Notice:

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Saugeen Valley Conservation Authority

Executive Committee Meeting

Minutes

Date: Thursday March 6, 2025, 9:00 a.m.
Location: Electronic via Zoom
Chair: Tom Hutchinson
Members present: Paul Allen, Barbara Dobreen, Greg McLean, Kevin Eccles
Others present: Adam Chalmers, Erik Downing, Janice Hagan

Chair Hutchinson called the meeting to order at 9:01 a.m.

Adoption of Agenda

Motion #EC25-05

Moved by Barbara Dobreen

Seconded by Paul Allen

THAT the agenda for the Executive Committee meeting, March 6, 2025, be adopted as circulated.

Carried

Declaration of Pecuniary Interest

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

Approval of Minutes

Executive Committee – February 12, 2025

Motion #EC25-06

Moved by Paul Allen

Seconded by Barbara Dobreen

THAT the minutes for the Executive Committee meeting, February 12, 2025, be adopted as circulated.

Carried

New Business

GM2025-06: SVCA Operational Workplan

The General Manager/Secretary-Treasurer (GM/S-T) summarized the items on the 2025 workplan and highlighted the completed items. He noted the progress made and added that staff are actively working towards achieving the remaining goals.

Discussion: SVCA's involvement in the Walkerton Water Crisis Commemoration

Director Greg McLean inquired about SVCA's planned involvement in the 25-year commemoration of the Walkerton Water Crisis. He emphasized that the situation is sensitive for Walkerton residents and stressed the importance of choosing language carefully. The GM/S-T assured the Committee that SVCA's participation will be limited to supporting Conservation Ontario and Drinking Water Source Protection in their consultation with the Municipality of Brockton.

COR-2025-07: Transitioning SVCA Agenda Practices for Accessibility Compliance and Organizational Efficiency

Adam Chalmers, the Manager of Corporate Services, proposed publishing only the Order of Business section of the agenda on the public website, while continuing to circulate the full agenda package to the Board of Directors to save preparation time. He explained that ensuring document accessibility in accordance with the *Accessibility for Ontarians with Disabilities Act* (AODA) is a time-consuming process. This approach would bypass the need to make the entire content accessible. However, the Committee was not in favour of this approach, expressing concerns about transparency and the inability of the public to provide feedback to their appointed members prior to the meeting. The Committee directed staff to explore various meeting software options that could help save time.

Other Business

Kevin Eccles asked for a report to be presented at the next Executive Committee meeting that details the budget vote process. He emphasized the importance of clarity and transparency in understanding the voting procedures. Additionally, he requires clarification on the passing of the budget in January

Adjournment

There being no further business, the meeting was adjourned at 10:15 AM with a motion from Barbara Dobreen and Kevin Eccles.

Tom Hutchinson
Chair

Janice Hagan
Recording Secretary

GM-2025-08: SVCA Operational Plan
April 3, 2025

All Departments

Significant Activity	Operational Task	Updated Target Completion Date	Target Completion Date	Responsible for Deliverables
2023 Performance Evaluations	In Progress	April 2025	March 2025	E. Downing
Content Management System	In Progress		Beta available to staff	M. Armstrong
Administration	2025 Annual Report		August 2025	E. Downing, A. Richards
Mapping Working Group	In Progress		December 2025	E. Downing
October 6, 2024, Formosa Lightning Response	Office Restored, Insurance Finalization		2025	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
Human Resources	Modernize SVCA's Personnel Policy		Waiting on Workplace Culture	E. Downing

Significant Activity	Operational Task	Updated Target Completion Date	Target Completion Date	Responsible for Deliverables
			Assessment Plan	
Human Resources	Code of Conduct		Waiting on Workplace Culture Assessment Plan	J. Hagan
Human Resources	Volatile Client Plan		August 2025	J. Hagan
Human Resources	Emergency Communication Plan		August 2025	J. Hagan
GIS/IT	Critical Failure Information Technology Plan		May 2025	R. Kleinecke
Administration	Public Consultation: <i>Accessibility for Ontarians with Disabilities Act</i>		October 2025	J. Hagan
Administration	Professional Development Strategy Planning	May 2025	February 2025	A. Chalmers
Administration	2024 Audit		May 2025	A. Chalmers

Completed Items:

Significant Activity	Operational Task	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
Administration	Office Reopening – Lightning Strike	January 13, 2025	Complete	E. Downing
Administration	Submission of MFIPPA reporting for 2024	March 2025	Complete	J. Hagan

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
Environmental Planning	Completion of Environmental Planning and Regulations Policy Manual Revisions		May 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	M. Armstrong
General	Landowner Recognition Program Brainstorming	May 2025	March 2025	M. Armstrong
General	Amish and Mennonite Outreach Strategy Planning	May 2025	March 2025	M. Armstrong, A. Richards
General	Professional Development Strategy Planning	May 2025	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 (WECI) funding		Complete, prepare for next intake/administer projects	D. Moss
Ontario Low Water Response	Creation of Low Water Response Committee		April 2025	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	E. Williamson
Flood Forecasting and Warning	Launch “Flood Watch” program for public involvement, complete with information sessions for municipal partners		June 2025	J. Duncan
General	Working In and Around Water Policy		May 2025	D. Moss
General	Professional Development Strategy Planning	May 2025	March 2025	D. Moss
General	Risk Evaluation Planning	May 2025	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	June 2025	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	

Significant Activity	Operational Task	Updated Target Completion Date	Target Completion Date	Responsible for Deliverables
Water and Erosion Control Infrastructure	Ice management plan for SVCA watershed		Complete	

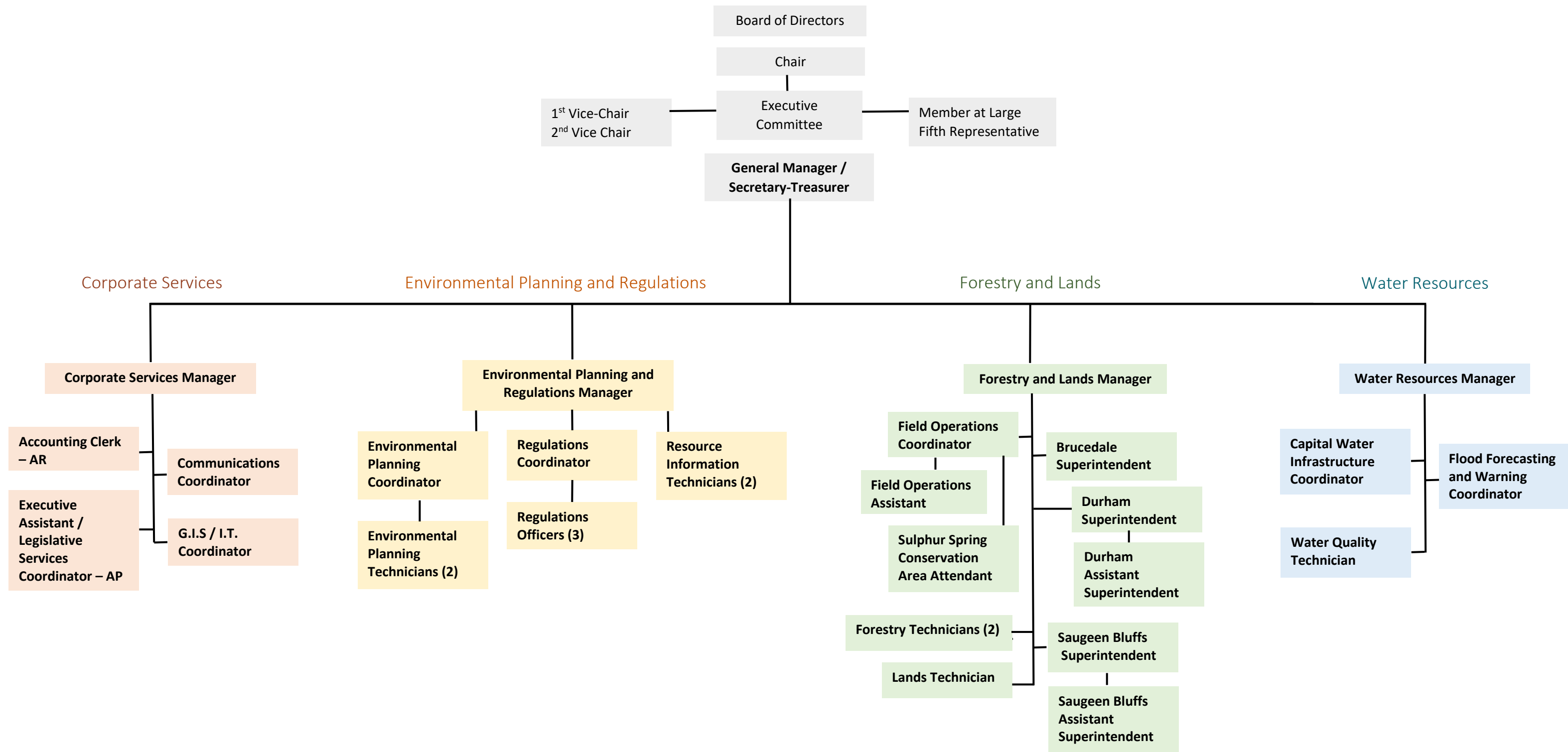
Department: Forestry and Lands

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	Ongoing	March 2025	D. Lacey, A. Richards
General	Professional Development Strategy Planning	May 2025	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

Saugeen Valley Conservation Authority Organizational Chart



Report COR-2025-10

Report To: Executive Committee
From: Adam Chalmers, Manager, Corporate Services
Date: April 3, 2025
Subject: Finance Report

General Apportionment Programs

Draft unaudited Year-To-Date ended December 31, 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	1,143,900	1,117,872	97.72%
Environmental Planning and Regulations	1,094,300	1,094,300	820,518	74.98%
Water Resources	893,850	893,850	788,850	88.25%
Forestry and Lands	526,925	526,925	452,095	85.80%
Total Revenues	3,658,975	3,658,975	3,179,335	86.89%

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	1,143,900	1,110,242	97.06%
Environmental Planning and Regulations	1,094,300	1,094,300	930,833	85.06%
Water Resources	878,540	878,540	704,490	80.19%
Forestry and Lands	526,925	526,925	389,864	73.99%
Total Expenses	3,643,665	3,643,655	3,135,429	86.05%

Non-General Levy Programs

Draft unaudited Year-To-Date ended December 31, 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	830,200	830,300	651,176	78.43%
Campgrounds	1,000,800	1,000,800	960,870	96.01%
Capital Projects	293,000	293,000	336,806	114.95%
Other	0	0	1,197,555	0.00%
Total Revenues	2,099,100	2,124,100	3,146,407	148.13%

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	825,200	557,723	67.59%
Campgrounds	979,600	979,600	1,009,015	103.00%
Capital Projects	293,000	293,000	170,483	58.19%
Other	0	0	471,289	0.00%
Total Expenses	2,097,800	2,097,800	2,208,510	105.28%

Saugeen Valley Conservation Authority
2025 Category 1 Apportionment Vote

Meeting Date: January 17, 2025

CVAM Weighted Vote - 51% of the weight in attendance is required to approve levy

% in Attendance 74.02 **A**

51% of **A** 37.75 **E**

Municipality	Director	2024 Apportionment	Attendance % Value	Nay	Yea	Absent
Arran-Elderslie	Moiken Penner	2.4860	2.4860		2.4860	
Brockton	Greg McLean	8.6127	8.6127		8.6127	
Chatsworth	Peter Whitten	2.9386	2.9386		2.9386	
Grey-Highlands	Paul Allen	4.3042	4.3042		4.3042	
Hanover	Sue Paterson	6.4556	6.4556		6.4556	
Howick	Mike Niesen	0.2640	0.2640	0.2640		
Huron-Kinloss	Larry Allison	5.5625	5.5625	5.5625		
Kincardine	Jennifer Prenger	8.6290	8.6290		8.6290	
Kincardine	Bill Stewart	8.6290				8.6290
Minto	Steve McCabe	2.7655				2.7655
Morris-Turnberry	Mike Niesen	0.1867	0.1867	0.1867		
Saugeen Shores	Bud Halpin	10.6626	10.6626		10.6626	
Saugeen Shores	Dave Myette	10.6626				10.6626
South Bruce	Mike Niesen	4.8156	4.8156	4.8156		
Southgate	Barbara Dobreen	7.2817	7.2817		7.2817	
Wellington North	Steve McCabe	3.9220				3.9220
West Grey	Tom Hutchinson	5.9110	5.9110	5.9110		
West Grey	Kevin Eccles	5.9110	5.9110	5.9110		
		100.00	74.02	22.6508	51.37	25.9791

A

B

C

D

A + D = 100% 100.00

C/A = % in Favour 69.3996%

if C > E Budget Passes

C= 51.37

E= 37.75

Therefore our budget passed with 69.3996% of those present in favour.