



## Authority Meeting Agenda

Thursday, July 17, 2025, 1:00 p.m.

Formosa Administrative Office

<https://us02web.zoom.us/j/83827970578?pwd=jYjKLueen1G8AAea9zQ43voh64CWej.1>

### 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

*Recommendation: THAT the agenda for the Saugeen Valley Conservation Authority meeting, July 17, 2025, be adopted as presented.*

### 3. Declaration of Pecuniary Interest

### 4. Adoption of Minutes

#### 4.1 Authority meeting – May 15, 2025

*Recommendation: THAT the minutes of the Saugeen Valley Conservation Authority meeting, May 15 2025, be adopted as presented.*

### 5. Delegation – Varney Conservation Area, Dan Timbers

*Dan Timbers to give delegation to SVCA Board of Directors about the value of the Varney Conservation Area to the community. The purpose of the delegation is information only.*

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

### 7. New Business

#### Corporate Services

- 7.1 Correspondence – Town of Puslinch Council Resolution, Bill 5, May 28, 2005; Town of Parry Sound Council Resolution, Bill 5, June 3, 2025.
- 7.2 GM-2025-12: SVCA Operational Plan – Erik Downing
- 7.3 GM-2025-13: Program Report – Erik Downing
- 7.4 Ward and Uptigrove Health and Safety – Erik Downing

## **Environmental Planning and Regulations**

### **7.5 EPR-2025-08: Request for Endorsement: Permits Issued – Matt Armstrong**

*Recommendation: THAT SVCA permit applications 25-047 to 25-101 as approved by staff, be endorsed by the SVCA Board of Directors.*

## **Forestry and Lands**

### **7.6 LAN-2025-05: Forest Management Plan – Donna Lacey**

*Recommendation: THAT staff be directed to draft an updated 20-year Forest Management Plan; AND THAT, staff be directed to gather stakeholder and public feedback on the draft plan; AND FURTHER THAT, staff bring a revised draft to the Authority for consideration and approval.*

## **Water Resources**

### **7.7 WR-2025-04: Collaborative Water Data Viewer Presentation and Demonstration – Jody Duncan**

*To present and demonstrate the online Collaborative Water Data Viewer.*

## **8. Other Business**

## **9. Closed Session**

*Recommendation: THAT the Authority move to Closed Session to discuss a potential litigation matter affecting the Authority and plans to be applied to negotiations carried on or to be carried on by or on behalf of the Authority; AND THAT Erik Downing, Donna Lacey and Ashley Richards remain in the meeting.*

## **10. Adjournment**

*Recommendation: THAT the meeting be adjourned.*

## **Public Notice:**

Please email [publicinfo@svca.on.ca](mailto:publicinfo@svca.on.ca) for the complete agenda package. Saugeen Valley Conservation Authority (SVCA) is committed to providing accessible information and communications in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). If the format of this document interferes with your ability to access the information, please contact us at [www.saugeenconservation.ca/access](http://www.saugeenconservation.ca/access), email [accessibility@scva.on.ca](mailto:accessibility@scva.on.ca) or call 519-364-1255. We will provide or arrange for the provision of an accessible format or communication support, at no additional cost, in a timely manner.



## Saugeen Valley Conservation Authority

### Minutes – Board of Directors Meeting

Date: Thursday May 15, 2025, 1:00 PM

Location: 1078 Bruce Rd 12, Formosa, ON, N0G 1W0

Chair: Tom Hutchinson

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

Members absent: Peter Whitten, Steve McCabe

Staff present: Adam Chalmers, Erik Downing, Donna Lacey, Don Moss, Matt Armstrong, Darren Kenny, Ashley Richards, Kelly Ray, Brandi Walter, Karleigh Porter

The meeting was called to order at 1:00 PM.

#### **1. Land Acknowledgement** – read by Greg McLean

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

#### **2. Adoption of Agenda**

##### **Motion #G25-41**

Moved by Bill Stewart

Seconded by Mike Niesen

THAT the agenda for the Saugeen Valley Conservation Authority meeting, May 15, 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 – March 20, 2025**

##### **Motion #G25-42**

Moved by Dave Myette

Seconded by Greg McLean

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

**Carried**

**5. Staff Introductions:**

A new staff member was introduced to the Board, specifically a Regulations Officer who joined SVCA on an 8-month contract.

**6. Matters Arising from the Minutes – none**

**7. New Business**

**7.1 GM-2025-05: SVCA Operational Plan**

The General Manager/Secretary-Treasurer (GM/S-T) presented the 2025 SVCA Workplan, noting the red in the legend indicates new items, or changes to existing items. Director Dobreen inquired as to the status of the Workplace Culture Assessment; GM/S-T indicated that phase 1 is underway and that the Joint Health and Safety Committee is in the process of reviewing draft policies related to health and safety.

**7.2 GM-2025-06 Program Report**

The Board received a comprehensive Programs Report outlining recent activity across departments. During the reporting period, SVCA staff participated in numerous strategic meetings and initiatives, including training with Conservation Ontario, municipal delegations on floodplain mapping, and leadership development programs. Staff presented to West Grey Council, attended the Grey-Bruce Federation of Agriculture's Politicians Day, and supported multiple watershed and government relations efforts. A meeting with MPP Paul Vickers focused on SVCA agriculture collaboration, and the annual Arbour Day Tree Sale drew significant public turnout. Additionally, Conservation Ontario discussions included legislative updates following the provincial Throne Speech.

Corporate Services completed year-end reporting requirements and continues to support organizational priorities including summer student recruitment, signage planning for SVCA's 75th anniversary, and campground preparations. Forestry staff advanced forest inventory work and tree planting and welcomed a new Forestry Technician to the staff. Environmental Planning launched the CA Core content management system and finalized the updated Policies Manual. Water Resources progressed on dam safety projects, frazil ice response planning, and flood forecasting. Communications saw strong digital engagement from January to May 2025, with nearly 1 million views across platforms.

Director Eccles inquired whether the meeting with MPP Paul Vickers included an opportunity to request additional funding. Chair Hutchinson confirmed that this matter was raised during the discussion. The General Manager/Secretary-Treasurer added that the meeting was primarily intended as a relationship-building opportunity. Director Dobreen inquired whether a meeting had been requested with the Minister of the Environment, Conservation and Parks. Chair Hutchinson responded that a meeting has not yet been requested but confirmed that one will be pursued.

**7.3 Correspondence – none**

**7.4 COR-2025-13: 2024 Audited Financial Statements**

Corporate Services Manager Chalmers introduced John Bujold, B.Sc., CPA, CA from Baker Tilly SGB, LLP. The audited financial statements of Saugeen Valley Conservation Authority for the year ended December 31, 2024, were prepared in accordance with Canadian public sector accounting standards and received an unqualified opinion from the external auditors, Baker Tilly SGB LLP. The audit confirmed that the financial statements fairly present the Authority's financial position, operations, and cash flows for the year. The Authority ended the year with an annual surplus of \$468,710, bringing its accumulated surplus to \$14,052,631. The audit emphasized management's responsibility for internal controls and noted no material misstatements.

The Authority reported total revenues of \$6,123,013 and total expenses of \$5,654,303, with higher-than-budgeted revenues primarily from special programs and investment income. Significant reserves were maintained across operational areas, and capital assets remained a major component of the Authority's financial position. The auditors found no remeasurement gains or losses and confirmed compliance with ethical and professional standards throughout the audit process.

**Motion #G25-43**

Moved by Paul Allen

Seconded by Barbara Dobreen

THAT the draft financial statements from Baker Tilly, SGB, LLP, be approved as presented.

**Carried**

**7.5 EPR-2025-05: Environmental Planning and Regulations Policy Manual**

Manager Armstrong presented the final draft of the updated Environmental Planning and Regulations Policies Manual, which incorporated feedback from a public consultation period held between December 2024 and February 2025. A total of 218 comments were received and reviewed, resulting in substantial improvements to the manual's clarity, alignment with legislation, and accessibility. The revised manual reflects SVCA's regulatory responsibilities under Ontario Regulation 41/24, includes technical and formatting updates, and is recommended for immediate implementation.

Director Dobreen inquired whether the document could be considered a "living document," and Manager Armstrong confirmed that it is. He explained that as regulations evolve, the document will be updated accordingly, with significant changes requiring consultation and other revisions made at the direction of the SVCA Board of Directors.

**Motion #G25-44**

Moved by Larry Allison

Seconded by Bud Halpin

THAT the Saugeen Valley Conservation Authority approve the updated draft Environmental Planning and Regulations Policies Manual and direct staff to begin using the manual.

**Carried**

## **7.6 EPR-2025-06: Status of Active Violations**

Regulations Coordinator Kenny presented an update on the status of active violations under Ontario Regulation 169/06 and Ontario Regulation 41/24. As of April 28, 2025, SVCA staff are managing 54 active violation files, a reduction of 14 since the previous update in November 2024. Most files fall into categories where the activities are either compliant or resolvable through technical reporting, with no violations currently rated as posing imminent and significant damage. Two files remain before Provincial Offences Court, with one decision rendered in SVCA's favour and the other pending trial.

Director Stewart inquired whether SVCA can benefit from court fees through the litigation process. Regulations Coordinator Kenny responded that while the presiding Justice determines the awarding of court fees, SVCA can advocate for their recovery but does not have the authority to dictate the outcome. Director Myette asked how violations are brought to the attention of SVCA staff. Coordinator Kenny confirmed that most violations are reported by neighbouring landowners, though some are self-reported or identified by municipal building officials. He added that on occasion, staff become aware of violations while performing their regular duties but are not actively seeking them out.

## **7.7 EPR-2025-07: Permits Issued for Endorsement**

### **Motion #G25-45**

Moved by Bud Halpin

Seconded by Sue Paterson

THAT SVCA permit applications 25-026 to 25-046 as approved by staff, be endorsed by the SVCA Board of Directors.

**Carried**

## **7.8 LAN-2025-02: Fencing at Durham Conservation Area**

Manager Donna Lacey informed the Board about the installation of a section of fence at Durham Conservation Area. The fence is intended to support enforcement of Ontario Regulation 688/21 by restricting unauthorized access during posted closure hours and ensuring compliance with designated day-use requirements. Ongoing issues such as nighttime trespassing, unpaid access, and informal use as a thoroughfare have prompted this response, with the aim of improving safety, reducing environmental impacts, and protecting SVCA's operational integrity.

The fence will help deter vandalism, theft, and littering, clarify expectations for law enforcement and visitors, and support staff safety. Fees for access remain modest compared to other conservation authorities, and a new initiative will see three free annual passes made available at local libraries to help remove financial barriers for community members.

To ensure transparency and community understanding, SVCA has launched an outreach and communication campaign, which has included a letter to West Grey Council, and will encompass neighborhood flyers, local media releases, social media posts, and updates to signage and the SVCA website. The initiative reflects a balanced approach to public access, regulatory compliance, and responsible land management.

### **7.9 LAN-2025-03: Options for Future Management of Varney Conservation Area**

At its May 5, 2025 meeting, the SVCA Property and Parks Committee unanimously recommended Option 4, disposal of the Varney Conservation Area, as the preferred course of action for the management of Varney Conservation Area. This decision followed long standing concern about the property's safety risks, structural deficiencies, and unsustainable financial demands. External engineering assessments confirmed serious infrastructure issues, including past drownings, safety hazards, and regulatory compliance barriers. Given that Varney is a non-revenue property with no viable cost recovery mechanism, the committee determined that disposal is in SVCA's best long-term interest.

The GM/S-T reviewed SVCA's Land Acquisition Policy to ensure the proposed disposal aligns with SVCA's mandate and current procedures. The policy outlines three conditions for disposal: a recommendation from the Property and Parks Committee (fulfilled), a review of the original purchase agreement to determine if conservation conditions exist (none found), and confirmation that the disposal is consistent with SVCA's objectives and long-term purpose. All requirements have been met.

During the meeting, Director Dobreen, through a point of order, reminded the Board that discussions related to the review process, including any questions about potential municipal interest in acquiring the property, will take place in-camera to ensure confidentiality and compliance with governance protocols.

During the discussion, two motions were withdrawn as the Board worked collaboratively to develop a final motion. The first was a motion from Director Myette, seconded by Director McLean, to identify Option 4 as the direction for SVCA staff to pursue. The second was a motion from Director Dobreen, seconded by Director Prenger, to amend the language from "proceed" to "explore."

The Board of Directors ultimately approved a final motion directing staff to proceed with exploring the disposal of Varney Conservation Area. Next steps will include a comprehensive review process involving legal counsel, an updated property appraisal, coordination with relevant regulatory agencies, and the development of a public communications plan that includes public meetings to ensure transparency and engagement.

#### **Motion #G25-46**

Moved by Moiken Penner

Seconded by Jennifer Prenger

THAT the SVCA Board of Directors receive the recommendation of the SVCA Property and Parks Committee; and FURTHER THAT staff be directed to proceed with exploring disposal of the Varney Conservation Area in whole, or in part.

**Carried**

### **7.10 LAN-2025-04: Staff Provincial Offences Officer Designation**

Staff recommended, and the Board approved, the designation two SVCA staff as Provincial Offences Officers for the enforcement of Section 29 of the Conservation Authorities Act. Both staff

members meet the required training and experience criteria, and the designations carry no new financial implications beyond previously incurred costs.

**Motion #G25-47**

Moved by Barbara Dobreen

Seconded by Bud Halpin

THAT SVCA Assistant Park Superintendent, Saugeen Bluffs, Mary Lyness and Lands Technician, Nicholas Kunkel be designated by the SVCA Board of Directors as Provincial Offences Officers for the purpose of enforcing Section 29 of the Conservation Authorities Act.

**Carried**

**8. Adjournment**

With no further business to discuss, the meeting was adjourned at 3:20 PM, following a motion by Sue Paterson and seconded by Jennifer Prenger.

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Tom Hutchinson  
Chair

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Ashley Richards  
in lieu of Recording Secretary

## Administrative Bylaws of Saugeen Valley Conservation Authority

### 11. Delegations

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

A delegation request must include:

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

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

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

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

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

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

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

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

Speakers shall only address the Chair and shall be respectful at all times.

Speakers shall not:

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

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

## Varney Pond – Dan Timbers

- Had a community meeting with a wide turnout of residence support.
- Park does not look inviting when you're looking at it.
- Community members interested in volunteering their time to improve and maintain the property.
- In the process of starting a committee initiative to possibly purchase the property below market value cost with the understanding it will continue to be a park like setting.















Hon. Doug Ford  
Premier of Ontario  
VIA EMAIL:  
[premier@ontario.ca](mailto:premier@ontario.ca)

Hon. Rob Flack  
Minister of Municipal Affairs  
and Housing  
VIA EMAIL:  
[rob.flack@pc.ola.org](mailto:rob.flack@pc.ola.org)

Township of Puslinch  
7404 Wellington Road 34  
Puslinch, ON N0B 2J0  
[www.puslinch.ca](http://www.puslinch.ca)

June 18, 2025

Hon. Todd McCarthy  
Minister of the  
Environment, Conservation  
and Parks  
VIA EMAIL:  
[todd.mccarthy@pc.ola.org](mailto:todd.mccarthy@pc.ola.org)

MPP Joseph Racinsky  
Wellington-Halton Hills  
VIA EMAIL:  
[joseph.racinsky@pc.ola.org](mailto:joseph.racinsky@pc.ola.org)

RE: Bill 5: Protecting Ontario by Unleashing Our Economy Act 2025

Please be advised that Township of Puslinch Council, at its meeting held on May 28, 2025 considered the aforementioned topic and subsequent to discussion, the following was resolved:

**Resolution No. 2025-167:**

Moved by Councillor Sepulis and  
Seconded by Councillor Hurst

**That the Consent Agenda item 6.9 and 6.10 be received for information; and**

**Whereas the Government of Ontario has introduced Bill 5: Protecting Ontario by Unleashing Our Economy Act, 2025, which proposes substantial changes to environmental planning legislation, including the repeal of the Endangered Species Act and the creation of “Special Economic Zones” that may override local planning authority; and**

**Whereas the Township of Puslinch supports increasing housing supply and economic growth, but believes this must be achieved without undermining environmental protections or compromising the integrity of municipal planning processes; and**



**Whereas Bill 5, as proposed, risks weakening safeguards for Ontario's natural heritage and reducing the role of municipalities in managing growth in a responsible and locally informed manner;**

**Now therefore be it resolved that the Council of the Township of Puslinch:**

- **Opposes the provisions in Bill 5 that would reduce environmental protections or override municipal planning authority;**
- **Urges the Province of Ontario to advance housing and infrastructure growth through policies that respect sound environmental planning principles and uphold the planning tools available to local governments;**
- **Opposes the use of Bill 5 that may reduce a municipality's ability to enforce its local by-laws (planning and other affected by-laws);**
- **Opposes the potential use of Bill 5 to supersede Ministry jurisdiction to require proper approvals such as ARA licences or ECAs; and**
- **Opposes the potential use of Bill 5 to apply a SEZ to lands that are already licenced through provincial approvals such as an ARA licence or ECA to supersede requirements under those licenses or approvals.**
- **Directs that this resolution be forwarded to:**
  - 1. The Honourable Doug Ford, Premier of Ontario**
  - 2. The Honourable Rob Flack, Minister of Municipal Affairs and Housing**
  - 3. The Honourable Todd McCarthy, Minister of the Environment, Conservation and Parks**
  - 4. MPP Joseph Racinsky**
  - 5. The Association of Municipalities of Ontario (AMO)**
  - 6. All Ontario municipalities for their awareness and consideration.**
  - 7. All Conservation Authorities in Ontario**
  - 8. Conservation Ontario**

**CARRIED**

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,

Justine Brotherston  
Municipal Clerk

## Monika Farncombe

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**From:** Jennifer E. Willoughby <jwilloughby@shelburne.ca>  
**Sent:** Wednesday, May 14, 2025 9:50 AM  
**To:** rob.flack@pc.ola.org; sylvia.jones@pc.ola.org; premier@ontario.ca; todd.mccarthy@pc.ola.org  
**Cc:** policy@amo.on.ca; Minister (MMAH); romachair@roma.on.ca; Alice Byl  
**Subject:** Town of Shelburne - Responsible Growth and Opposition to Elements of Bill 5

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Good Morning

At the May 12, 2025, meeting of Shelburne Town Council, the following resolution was passed unanimously

Moved By: Councillor Len Guchardi  
Seconded By: Councillor Lindsay Wegener

Whereas the Government of Ontario has introduced Bill 5: Protecting Ontario by Unleashing Our Economy Act, 2025, which proposes substantial changes to environmental planning legislation, including the repeal of the Endangered Species Act and the creation of “Special Economic Zones” that may override local planning authority;

And Whereas the Town of Shelburne supports increasing housing supply and economic growth, but believes this must be achieved without undermining environmental protections or compromising the integrity of municipal planning processes;

And Whereas Bill 5, as proposed, risks weakening safeguards for Ontario’s natural heritage and reducing the role of municipalities in managing growth in a responsible and locally informed manner;

Now Therefore Be It Resolved That Council for the Town of Shelburne:

- Opposes the provisions in Bill 5 that would reduce environmental protections or override municipal planning authority;
- Urges the Province of Ontario to advance housing and infrastructure growth through policies that respect sound environmental planning principles and uphold the planning tools available to local governments;
- Urges the Province to support municipalities through ensuring responsible growth through infrastructure projects designed to ensure protection of sensitive wildlife and natural resources;

And Directs that this resolution be forwarded to:

- The Honourable Doug Ford, Premier of Ontario,

- The Honourable Rob Flack, Minister of Municipal Affairs and Housing,
- The Honourable Todd McCarthy, Minister of the Environment, Conservation and Parks,
- Sylvia Jones, MPP for Dufferin–Caledon,
- The Association of Municipalities of Ontario (AMO),
- All Ontario municipalities for their awareness and consideration,
- All Conservation Authorities in Ontario,
- Conservation Ontario

CARRIED; Mayor Wade Mills

Thank You

Jennifer Willoughby, Director of Legislative Services/Clerk

Phone: 519-925-2600 ext 223 | Fax: 519-925-6134 | [jwilloughby@shelburne.ca](mailto:jwilloughby@shelburne.ca)

Town of Shelburne | 203 Main Street East, Shelburne ON L9V 3K7

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



## Resolution

**Meeting Date:** May 12, 2025

**Resolution No.** 2025-093

**Moved:** Councillor Prendergast

**Seconded:** Councillor Andrews

### **Responsible Growth and Opposition to Elements of Bill 5**

Whereas the Government of Ontario has introduced Bill 5: Protecting Ontario by Unleashing Our Economy Act, 2025, which proposes substantial changes to environmental planning legislation, including the repeal of the Endangered Species Act and the creation of “Special Economic Zones” that may override local planning authority; and

Whereas the Town of Orangeville supports increasing housing supply and economic growth, but believes this must be achieved without undermining environmental protections or compromising the integrity of municipal planning processes; and

Whereas Bill 5, as proposed, risks weakening safeguards for Ontario’s natural heritage and reducing the role of municipalities in managing growth in a responsible and locally informed manner;

Now therefore be it resolved that Council for the Town of Orangeville:

- Opposes the provisions in Bill 5 that would reduce environmental protections or override municipal planning authority;
- Urges the Province of Ontario to advance housing and infrastructure growth through policies that respect sound environmental planning principles and uphold the planning tools available to local governments;
- Directs that this resolution be forwarded to:
  - The Honourable Doug Ford, Premier of Ontario
  - The Honourable Rob Flack, Minister of Municipal Affairs and Housing
  - The Honourable Todd McCarthy, Minister of the Environment, Conservation and Parks
  - The Honourable Sylvia Jones, Deputy Premier, Minister of Health and MPP for Dufferin–Caledon
  - The Association of Municipalities of Ontario (AMO)
  - All Ontario municipalities for their awareness and consideration.

**Result:** Carried Unanimously



THE CORPORATION OF THE TOWN OF PARRY SOUND  
RESOLUTION IN COUNCIL

NO. 2025 – 067

DIVISION LIST

YES NO

DATE: June 3, 2025

Councillor **G. ASHFORD**  
Councillor **J. BELESKEY**  
Councillor **P. BORNEMAN**  
Councillor **B. KEITH**  
Councillor **D. McCANN**  
Councillor **C. McDONALD**  
Mayor **J. McGARVEY**

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MOVED BY:

SECONDED BY:

CARRIED: ☒ DEFEATED: \_\_\_\_\_ Postponed to: \_\_\_\_\_

Whereas the Government of Ontario has introduced Bill 5: Protecting Ontario by Unleashing Our Economy Act, 2025, which proposes substantial changes to environmental planning legislation, including the repeal of the Endangered Species Act and the creation of “Special Economic Zones” that may override local planning authority;

And Whereas the Town of Parry Sound supports increasing housing supply and economic growth, but believes this must be achieved without undermining environmental protections or compromising the integrity of municipal planning processes;

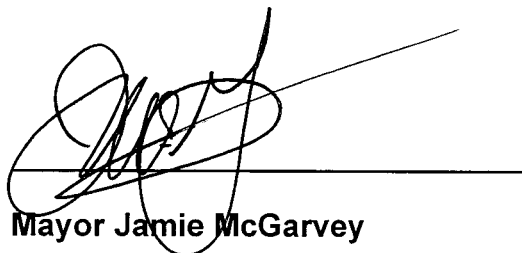
And Whereas Bill 5, as proposed, risks weakening safeguards for Ontario’s natural heritage and reducing the role of municipalities in managing growth in a responsible and locally informed manner;

Now Therefore Be It Resolved That Council for the Town of Parry Sound supports the Town of Shelburne and the Town of Orangeville's resolutions which

- Oppose the provisions in Bill 5 that would reduce environmental protections or override municipal planning authority;
- Urge the Province of Ontario to advance housing and infrastructure growth through policies that respect sound environmental planning principles and uphold the planning tools available to local governments;
- Urge the Province to support municipalities through ensuring responsible growth through infrastructure projects designed to ensure protection of sensitive wildlife and natural resources;

And Directs that this resolution be forwarded to:

- The Honourable Doug Ford, Premier of Ontario,
- The Honourable Rob Flack, Minister of Municipal Affairs and Housing,
- The Honourable Todd McCarthy, Minister of the Environment, Conservation and Parks,
- Graydon Smith, MPP Parry Sound-Muskoka
- The Association of Municipalities of Ontario (AMO),
- All Conservation Authorities in Ontario,
- Conservation Ontario



Mayor Jamie McGarvey

## GM-2025-12: SVCA Operational Plan July 17, 2025

**Legend:** Text in Red indicates new or updated item

### All Departments

Significant Activity	Operational Task	Updated Target Completion Date	Target Completion Date
Administration	2025 Annual Report		August 2025
Mapping Working Group	In Progress		December 2025
October 6, 2024, Formosa Lightning Response	Office Restored, Insurance Finalization		2025
2024 Performance Evaluations	In Progress	July 2025	
General	Landowner Recognition Program Brainstorm	August 2025	

### Department: Corporate Services

Significant Activity	Operational Task	Updated Target Completion Date	Target Completion Date
Administration	Continue to develop and / or renew health and safety policies		Waiting on Workplace Culture Assessment Plan
Administration	Negotiate Category 2 Agreements with municipalities		Ongoing
Human Resources	Modernize SVCA's Personnel Policy		Waiting on Workplace Culture Assessment Plan
Human Resources	Code of Conduct		Waiting on Workplace Culture Assessment Plan
Human Resources	Volatile Client Plan		August 2025
Human Resources	Emergency Communication Plan		August 2025
GIS/IT	Critical Failure Information Technology Plan	July 2025	May 2025

Significant Activity	Operational Task	Updated Target Completion Date	Target Completion Date
Administration	Public Consultation: <i>Accessibility for Ontarians with Disabilities Act</i>		October 2025
Administration	Professional Development Strategy Planning		Workplace Culture Review Response

### Completed Items:

Significant Activity	Operational Task	Completion Date	Target Completion Date
Administration	Annual 2023 SVCA Report		Complete
Administration	Accessibility policy development		Complete
Finance	2023 Audit		Complete
Administration	Document Retention policy		Complete
Administration	Compensation policy		Complete
Administration	Revenue Generation Strategy		Complete
Human Resources	Job Descriptions for Market Compensation Review		Complete
Administration	Office Reopening – Lightning Strike	January 13, 2025	Complete
Administration	Submission of MFIPPA reporting for 2024	March 2025	Complete
Content Management System	Complete	April 2025	Officially in initial use
2023 Performance Evaluations	Complete	April 2025	April 2025
Administration	2024 Audit	May 2024	May 2025

## Department: Environmental Planning and Regulations

Significant Activity	Operational Task	Updated Target Completion Date	Target Completion Date
Section 28 of <i>Conservation Authorities Act</i>	Continue implementation of the Violations Strategy to resolve outstanding violations	Ongoing	Ongoing
Environmental Planning	Update Planning Service Agreements to reflect Bill 23 changes		2025
General	Board of Directors Hearing Training – Section 28	July 2025	June 2025
General	Amish and Mennonite Outreach Strategy Planning		May 2025
General	Professional Development Strategy Planning		Workplace Culture Review Response

## Completed Items:

Significant Activity	Operational Task	Completion Date	Target Completion Date
General	Website updates		Complete
General	Revise complete application checklist and post online		Complete
Regulatory Mapping	Update regulation limits on online mapping		Complete
General	Landowner Recognition Program Brainstorming	May 2025	May 2025
General	Completion of Environmental Planning and Regulations Policy Manual Revisions	May 2025	May 2025

## Department: Water Resources

Significant Activity	Operational Task	Updated Target Completion Date	Target Completion Date
Water and Erosion Control Infrastructure	Complete database of existing easements and identify additional easement requirements, if needed		Ongoing
Water and Erosion Control Infrastructure	Confirmation of infrastructure ownership		Ongoing
Flood Forecasting and Warning	Flood watch training		Internal – Complete External – Ongoing
Water and Erosion Control Infrastructure	Apply for Water and Erosion Control Infrastructure (WECl) funding		Complete, prepare for next intake/administer projects
Ontario Low Water Response	Creation of Low Water Response Committee	July 2025	April 2025
Water Quality	Completion of SVCA Water Quality Report		Presentations to be booked
Flood Forecasting and Warning	Launch “Flood Watch” program for public involvement, complete with information sessions for municipal partners	TBD	June 2025
General	Working In and Around Water Policy		May 2025
General	Professional Development Strategy Planning		Workplace Culture Review Response
General	Risk Evaluation Planning		June 2025
Water and Erosion Control Infrastructure	Complete an operational plan for SVCA structures		Ongoing
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	August 2025	June 2025

### Completed Items:

Significant Activity	Operational Task	Completion Date	Target Completion Date
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
Lands Management	Varney Pond – Working with regulatory agencies to provide necessary information to support the application submitted		Ongoing
General	Professional Development Strategy Planning		Workplace Culture Review Response
Forestry	Forest Inventory		December 2025
Forestry	20 Year Management Plan		December 2025

### Completed Items

Significant Activity	Operational Task	Completion Date	Target Completion Date
Lands Management	Kincardine Cross Country Ski agreement		Complete
Lands Management	Land Acquisition and Disposition Policies		Complete
Lands Management	Ash hazard tree removal from Stoney Island properties		Complete

Significant Activity	Operational Task	Completion Date	Target Completion Date
Lands Management	Conservation Areas Strategy for SVCA		Complete
Lands Management	Conservation Lands Inventory for SVCA		Complete

## Program Report # GM-2025-13

July 17, 2025

### **General Manager/ Secretary-Treasurer's (GM/S-T) Report**

April 29, 2025 – GM/S-T met with Freshwater Canada (Trout Unlimited) Director and staff.

May 3, 2025 – SVCA Staff Volunteered at a river clean up event around Brockton River Trails in Walkerton.

May 17, 2025 – Community Tree Plant event hosted at Stoney Island Conservation Area by Forestry and Lands Manager.

SVCA's 75th Anniversary planning ongoing for July 29, 2025 event.

May 24, 2025 – Saugeen Bluffs CA hosted a river race/boating event.

June 6, 2025 – GM/S-T invited to Lake Huron Coastal Conservation Board Meeting as a new potential Director.

June 12, 2025 – All SVCA staff Health and Safety event hosted at Formosa. Part of the Phase 1 response to the Workplace Culture Assessment.

June 13, 2025 – GM/S-T and Manager of Forestry and Lands met on Stoney Island Conservation Area to investigate trail works underway.

June 17, 2025 – Resilient Grey Workshop – Climate Change meeting attended by GM/S-T.

June 20, 2025 – SVCA Agricultural Advisory Committee Meeting.

June 23, 2025- GM/S-T, SVCA Chair, and Vice Chair participated in Conservation Ontario Council Meeting (Digital).

June 24-25, 2025 – GM/S-T at Conservation Authorities General Manager's Summit. AI, Provincial and Federal Political updates, Case Law Review.

June 27, 2025 – Property and Parks Committee Meeting at Stoney Island CA.

## **Corporate Services**

Corporate Services has maintained consistent operations throughout the month of July, with routine administrative, financial, and IT functions continuing smoothly. The department remains focused on supporting all organizational units with timely communications, responsive financial services, GIS and IT support, and effective internal coordination.

There are no major updates or changes to report this month. While the Legislative Services Coordinator/Payables remains on leave, the team has redistributed responsibilities to ensure continuity of service. Staff remain responsive and adaptive, with a continued emphasis on sustaining business-as-usual functions.

Corporate Services continues to support the broader objectives of the organization and remains committed to operational success across all areas of responsibility.

## **Communications**

### **January 1, 2025 – July 1, 2025, Communications Metrics**

From January through June, Communications Saugeen Valley Conservation Authority (SVCA) continued to deliver accessible, engaging, and locally relevant content through social media and web platforms. Growth in reach and interaction reflects ongoing interest in camping, conservation, and land use messaging.

Key highlights from the reporting period include targeted public outreach on invasive species, with a particular focus on garlic mustard and phragmites. The team also delivered both paid and organic promotions to boost awareness of camping reservations and day-use memberships. Communications supported community engagement around water safety messaging, summer trail use, and property care. In addition, content development continued for SVCA's 75th anniversary initiatives, upcoming event marketing, and recruitment campaigns.

## Social Media Metrics

Between January 1 and July 1, 2025, SVCA saw notable growth in social reach and audience size, particularly on Facebook and Instagram. Key data:

### ***Overall Reach and Views:***

- Total Views: 1.3M
- Reach: 325,100
- Impressions: 1.25M
- Total Followers: 13,404

### ***Facebook:***

Facebook performance was especially strong with a total reach of 974,307 and impressions exceeding 1.056M. SVCA gained 800 new followers on this platform since January 1<sup>st</sup> 2025, bringing the page total to 9,523.

Top content by reach and views included:

- Phragmites invasive species awareness post (97.2K views)
- Candlelit Night Hike – Snow Moon Edition (83.5K views)
- 2025 Planting Season: Black Walnut highlight (52.3K views)
- SVCA 75th Anniversary launch (49.4K views)
- Trails and Tunes post (43.5K views)

Average engagement rate for Facebook content during the reporting period was 2.63%.

### ***Instagram:***

On Instagram, SVCA gained 157 new followers during the reporting period, with a total reach of 44,852 and 77,409 impressions. The platform continued to see high engagement, averaging a 4.7% post engagement rate, SVCA's strongest across all platforms.

Top-performing posts included a reminder about the Candlelit Night Hike – Snow Moon Edition, a 2025 Grassroots Extreme Cowboy event schedule announcement, and a water safety statement issued in early spring. Booking reminders and camping content also remained strong performers heading into the summer season.

### ***Twitter/X:***

Twitter content generated 21,959 impressions, reaching approximately 2,600 followers. Follower count continued to decline during the reporting period, reflecting the broader trend of users leaving the platform. Despite this, engagement remained strong, with top-performing posts including the Stoney Island planting event, a garlic mustard invasive species alert, and a repost of the spring flood outlook notice, each achieving engagement rates above 10%. Overall engagement held steady at 2.49%, even as audience size gradually shrinks.

While Twitter/X is seeing reduced public-sector engagement, it still maintains a far larger active user base than emerging alternatives. As of mid-2025, Twitter/X reports approximately 250 million monthly active users, compared to an estimated 50 million on Threads and fewer than 5 million on Bluesky.

### **Website Metrics**

SVCA's website remained a key touchpoint for the public, with steady traffic across service-related and seasonal content:

- Unique Visitors: 35,607
- Page Views: 106,081
- Interactions: Over 320,138 interactions, primarily from mobile devices (58%).

#### ***Top Pages:***

- Saugeen Bluffs Conservation Area
- Durham Conservation Area
- Homepage
- Careers
- Camping information and camping reservations
- Arbour Day Tree Sale
- Bruce Dale and Sulphur Spring Conservation Areas

#### ***Traffic Sources:***

- Organic Search: 19,000 sessions
- Direct Visits: 11,000 sessions
- Social Referrals: 6,900 sessions
- Paid Social: 890 sessions
- OntarioConservationAreas.com referred 1,800 sessions by 1,300 users, averaging 1 minute and 9 seconds each. The average time engagement for other traffic sources is under 1 minute.

#### ***User Geography:***

- Predominantly Canadian visitors (89%), with contributions from the U.S., Ireland, Sweden and China.
- Top cities: Toronto (8.6K), London (1.1K), Port Elgin (970), Kitchener (892), Hamilton (740), Kincardine (737), Hanover (732).

### **Summary**

From January to July 2025, SVCA's Communications continued to achieve a strong upward trajectory in social media reach and website engagement. Key messaging around invasive species, conservation land use, summer recreation, and seasonal updates resonated with the public. Both paid and organic reach contributed to growth, and continued efforts around accessibility and awareness ensured SVCA maintained a visible and valued presence in the watershed.

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

### **Amish and Mennonite Outreach Initiative**

A contact list for the leaders of the several Amish and Mennonite communities within the SVCA watershed is being created. Various outreach strategies are being considered (in-person meetings, letter/mapping mailouts, etc.), to raise awareness about EPR's regulations and permitting program.

### **Permitting Timelines Press Release and News Article**

SVCA's May 13, 2025 press release regarding EPR's timely permit review stats was published in an online news article by CKNX on June 16, 2025.

### **Huron-Kinloss Regulation Mapping Updates**

SVCA's EPR and GIS staff are working on draft updates to the regulation mapping in Huron-Kinloss for the areas where new floodplain mapping was recently updated/created through the Flood Hazard Identification Mapping Program. The draft maps will be made available for public review and commenting at least 30 days before a future SVCA Board meeting when the proposed mapping updates will be on the agenda.

## **Forestry and Lands**

### **Forestry Report**

Staff completed another tree planting season before the end of May. The season started a little later than usual, but staff worked quite hard to get the trees in the ground in a timely fashion. May and June have seen favourable amounts of rain, and the plantings are fairing well. Tree planting is carried out with multiple departments working together. Forestry and Lands would like to thank our SVCA colleagues for all their assistance and understanding during this very hectic season.

A community tree planting was held at Stoney Island Conservation Area. This event was very well attended and resulted in over 2,000 trees being planted in addition to the 3,000 already planted by SVCA staff.

Staff planned and ran the second annual river clean-up in partnership with Brockton. The support of our colleagues at SVCA and the lone staff member from Brockton was greatly appreciated as the number of participants from the public was quite low. Two full truckloads of refuse were properly disposed of.

Managed forest tax incentive plans are being written, approved, and submitted for many landowners.

Our Campgrounds are running smoothly, with most serviced sites fully booked for weekends at all campgrounds. Feedback on the camping experience has been positive.

Trail improvements were completed at Sulphur Spring CA, with the boardwalk that leads to the Sulphur Spring being replaced and extended. The next step will be to replace the boardwalk and railing that surround the spring.

Sulphur Spring CA was one of the locations for the Walk for Alzheimer's. For the third year, this walk brought many visitors to the park to raise funds and walk the Sulphur Spring property. Unfortunately, the heavy rains that preceded the event left the trails too wet for participants to enjoy, and the park roadways were used.

Staff attended the two Grey County Forest Management By-law open houses.

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

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

## **Water Resources**

The Water Resources department has been working on a Risk Evaluation planning strategy that identifies inherent risk scores for various structures operated by the SVCA and will also determine risk associated with Flood Forecasting and determining development near watercourses. Once completed this tool will also inform staff on strategies to be applied to updates with the 10-year asset management plan.

The document for Working In and Around Water Policy has been adjusted in the draft Health and Safety Handbook document recently provided by Ward Uptigrove.

Water Resources staff have made a formal application to Transport Canada for approval of the safety boom proposed for the Durham Upper Dam. Part of this application included details for shifting the swimming area a further 25 metres away from the dam.

## **Capital Projects**

First quarter invoice for the current WECI cycle was submitted in June. This invoice also included a re-scoping of the Paisley Dyke Improvement project phase 2 from the existing raising of the dyke to design elevation to a CCTV inspection of the storm sewers that run through the dyke. Currently the re-scoping is being discussed by the WECI committee and hopefully have answers soon before moving forward with the project. Staff are continuing work on capital projects that have been approved by WECI. Currently safety fencing at Mount Forest has begun last week, safety signage has been ordered for Sulphur Spring Dam, Mount Forest Dam, Allan Park Dam, with additional signs ordered for the Durham Upper Dam and Glenelg Dam.

Additional projects completed/ ongoing are digging out the gravel bar near Moffat's Hole in Durham, rock relocation below the Durham Upper Dam to reinforce erosion protection and working with Transport Canada to get approvals for the debris boom at the Durham Upper Dam.

Staff are continuing to 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:

- Public Safety Plan for Hanover Dam RFQ – To identify and propose solutions to improve safety at the Hanover Dam. The RFQ has closed, and the kickoff meeting occurred last week. Site visit is scheduled for mid-July and estimated project completion by mid-September. This will allow for signage to be ordered and installed before the end of the year.

### **Past Meetings**

- On June 8<sup>th</sup>, a presentation was delivered to the council at Arran-Elderslie regarding the contract terminated for Phase 1 of the repair to the Paisley Dyke. Water Resources are presently working with Arran Elderslie staff to refocus the phasing of the work to include CCTV inspections. This proposal is being considered by the WECl program.

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

No flood messages have been issued since the last BOD meeting. Streamflows and rainfall amounts are within seasonal ranges.

### **Hydrometric Network**

- SVCA staff continue to work at annual maintenance tasks on the hydrometric network, which is critical to maintaining the network's reliability and accuracy of data. This work will continue throughout the summer months. Staff are also continuing to work on the update of rating curves, which allow for the calculation of streamflow at each station based on collected water level data. SVCA field operations staff have fabricated equipment that will now allow staff to collect streamflow measurements during high water when streams are not wadeable.
- Major hydrometric network upgrades scheduled for this summer include the installation of a new weather station in Port Elgin in partnership with the Town of Saugeen Shores and bringing the Bells Lake Weather Station and Teeswater River at Greenock stream gauge station back into operation. All upgrades will be made with previously procured equipment, approved budget, or grant funding where available.

### **Streamflow Forecasting**

SVCA staff are actively working on improving streamflow forecasting methods. Staff are actively working to implement the WATFLOOD model, developed by Dr. Nicholas Kouwen at the University of Waterloo, and develop an internal spreadsheet-based method.

### **Summer Student Position**

In May, SVCA onboarded a summer student to the Water Resources Department. The primary responsibility of this position will be to assist with field and office duties related to the operation of

our Flood Forecasting and Warning program and to support other activities within the Water Resources Department.

**Past Meetings**

- On June 20<sup>th</sup>, a presentation on SVCA's Flood Forecasting and Warning program was delivered to the Agricultural Advisory Committee.

**Water Quality (WQ)**

Water quality staff continue to work on data analysis and writing of the 2024 Annual Water Quality Report. Benthic macroinvertebrate sampling for 2025 has been completed, samples will be sorted over the following weeks and sent for analysis. This data will be used in annual reporting to enhance the understanding of water quality in our watershed. Spring groundwater sampling and well maintenance for the Provincial Groundwater Monitoring Network has been completed. Surface water sampling for both internal and provincial programs is ongoing and will be completed monthly through to November.

**Past Meetings**

- On June 20<sup>th</sup>, a presentation on SVCA's Water Quality monitoring program was delivered to the Agricultural Advisory Committee.



# SVCA Organizational Health and Safety Redevelopment Project

## Report of Final Draft Deliverables

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### Documents

W&U has developed and provided documents, tools, forms, and checklists as per the original workplan and based on communication and consultation with SVCA Staff and Management.

The documents, forms and worksheets are all provided in “final draft” stage for SVCA to officially adopt and share with staff as applicable.

Note that all health and safety documents are considered “live” meaning that they can and should be reviewed and revised regularly in the interest of continual improvement and legislative compliance. The documents need to be revisited regularly to ensure they align with any changes to the workplace operations, equipment, personnel, legislation, and organizational strategies and goals.

### Health and Safety Handbook

- SVCA HS Handbook FINAL DRAFT 2025

We recommend that the JHSC and Management conduct a final review. Once approved, save the Word document in a secure location and publish a PDF version on the intranet site for staff access, ensuring it cannot be altered or overwritten. You may also consider printing one copy for each workplace and posting it on the safety board for workers who do not have internet/intranet access.

Note: all printed copies should include a watermark such as “uncontrolled when printed” to ensure that outdated or obsolete versions are not mistakenly used.

### Content Overview:

- Outlines general procedures, programs, and policies related to workplace health and safety based on SVCA operations and job hazards.
- Provides overall guidance for health and safety direction, including the and development of SOPs (safe operating procedures), risk management strategies to protect worker wellbeing, and clarifies the roles and responsibilities of staff.

### Forms

These are referred to in the handbook for recording health and safety actions and concerns. We recommend saving the original Word version in a secure location. To maintain the integrity of the forms, share only PDF versions with staff, ensuring they cannot be changed, altered, or overwritten.

- Incident & Hazard Report
- Incident Investigation Form
- Confined Space Coordination Document



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- Confined Space Entry Permit
- Confined Space Plan
- First Aid Log – Sample
- Harassment Violence Report Form
- Lockout Removal Form
- Working Along Hazard Assessment
- Working Alone Plan
- Emergency Response Plan
  - We created one for Durham based on the information provided by SVCA staff, it needs a final review by staff to confirm the information and add or revise as applicable.
  - This document can be used as a template for all other workplaces/sites.
- Orientation Checklist
  - This is for management to use when onboarding new staff, **not a staff facing form**.
  - Make this available to management in a separate file.
  - Consider if you want Managers to have the ability to edit, otherwise provide in a PDF or a fillable PDF
  - There are spaces to add additional orientation requirements as per the department or position

### Safe Operating Procedures (SOP)

W&U developed twelve different workplace specific SOPs for SVCA operations. We used information gathered from our site visits and staff consultations, as well as reliable sources such as CCOHS, legislation, and Ontario's Health and Safety System partners (IHSA, WSPS, WSN, PSHSA). Some of these were reviewed in detail by Management and revised by W&U as required.

We suggest further review by Management and saving the original Word versions in a secure file, and PDFs made available to Managers and Supervisors to use as staff "hands on" training and communication.

- SOP 001 Chainsaw Operation DRAFT
- SOP 002 Cutting Delimbing Splitting DRAFT
- SOP 003 Mowing Trimming DRAFT
- SOP 004 Pesticides and Herbicides DRAFT
- SOP 005 Infectious Waste Handling DRAFT
- SOP 006 Roadside Work DRAFT
- SOP 007 Towing and Transporting Equipment DRAFT
- SOP 008 Installing and Removing Boards DRAFT
- SOP 009 Operating Paisley Pump DRAFT
- SOP 010 De-escalation DRAFT
- SOP 011 Provincial Offences Enforcement DRAFT
- SOP 012 Water Sampling Flow Measuring 2<sup>nd</sup> DRAFT

### Resources

W&U has provided additional resources for Management and the JHSC to administer and manage workplace health and safety including training, communication, injuries, etc. We recommend that these are available for



management only to use as needed. The posters/infographics can be printed and placed on safety boards and/or used for safety talks.

- Management Health and Safety Guide
  - For Managers/Supervisors to use in addressing safety issues such as impairment, injury, WSIB claims, chemical handling, disrespect, etc.
  - This is **not a staff facing document**
- CCOHS Mosquitos infographic
- CCOHS Ticks infographic
- CCOHS zoonotic disease infographic
- CCOHS working in the cold infographic
- CCOHS working in the heat infographic
- CCOHS keep your cool infographic
- CCOHS heat illnesses infographic
- WSPS Workplace Safety Tailgate Talks
  - This has some excellent safety talks – you can use them individually as appropriate and applicable for safety talks with staff.
  - We recommend having a quick attendance/sign off sheet for each one and then scan and save to file for record keeping.
  - It has instructions and tips for facilitating the safety talks. Ideally, they are completed in person with staff where the Supervisor can demonstrate and answer questions.
- HS documentation guide
  - A quick reference for Management and the JHSC to understand the different types of documents, their purpose and intended use.

## Assessment Tools

These are tools for Management and the JHSC to use when assessing hazards and risk and to support the development and implementation of hazard controls.

- Workplace Violence Risk Assessment:
  - These are required by legislation, you don't need to post them, but the results should be communicated to staff – this can be done through training or a memo, or safety talk. Typically, the results are communicated as the identified hazards and the controls in place to minimize risk.
  - We developed four separate risk assessments based on the unique circumstances of the workplaces/worksites, and jobs performed:
    - Campgrounds
    - Enforcement, Site Inspections and Visits
    - Formosa Office
    - Parks Trails Forest
  - We suggest that Management reviews these to ensure accuracy and amend as needed.
- Job Hazard Analysis (JHA) Draft
  - This is a tool for Management and the JHSC to use when they want to develop a new or revise an existing SOP.



- Fill out the fields in the form listing all the individual job steps, the potential and actual hazards, and the hazard controls.
  - Follow the format of the new SOPs and include the PPE, procedures, and rules.
- SVCA Risk Assessment Matrix Worksheet
  - This is the master risk assessment for main tasks performed by staff.
  - Each tab is for a different department.
  - W&U generated information based on the site tours, information gathered, and staff consultations.
    - The JHSC and Management should review and revise as necessary, add or delete tasks, revise the current control measures used.
  - This does not need to be posted for staff use, it is for the JHSC and Management to use for understanding and assessing workplace risk and for developing control measures to reduce the risk as much as possible.
  - This sheet has embedded formulas so **be careful not to delete** information.
    - the master tab has the formulas if some are deleted in the department sheets.
  - Refer to the Risk Assessment Methodology tool.
- Risk Assessment Methodology
  - This document explains the process for assessing risk.
  - It is intended as a guide to the JHSC and management for using the risk assessment matrix.

## Joint Health and Safety Committee Tools and Documents

The initial plan was to develop and apply to the Minister of Labour, however upon discussion with staff and Management the preference was to keep one main JSHC for the Formosa Office and elect representatives from the other workplaces, as per legislation.

W&U drafted one Terms of Reference for the JHSC and the HSRs – with the HSRs included as permanent guests at the JHSC meetings. This approach is intended to promote collaboration and facilitate consistent information sharing across departments and worksites.

- JHSC HSR Terms of Reference (TOR) Draft
- JHSC Formal Written Recommendation
- JHSC Meeting Agenda and JHSC Minutes Template
  - These are for the JHSC meetings
  - They are samples of something the committee can consider using in the future
  - This will be part of the outstanding JHSC training/coaching session by W&U
- Workspace Inspection Checklist SAMPLE 1 and Workspace Inspection Checklist SAMPLE 2
  - These are two different types of inspection checklists, W&U will review with the JHSC and make recommendations for their use.
  - The goal is to standardize the checklists across the organization.

## Still Outstanding:

- W&U will meet with the JHSC to review the documents and provide guidance and coaching about the new handbook and the assessment tools.



## Training

W&U developed and delivered a H&S presentation to all staff on June 12, 2025, at the Formosa Office

- This included a general overview of safety roles and responsibilities, some of the new handbook content, and a large focus on respect in the workplace.
- We also provided a video recording to use with staff who were not able to attend in person.

W&U has created online learning modules for staff that reflect the content of the new handbook as well as legislated workplace safety training:

- Workplace Specific WHIMS
- Accessibility for Ontarians with Disabilities
- Workplace Safety Awareness (includes both Worker and Supervisor)
- Respectful Workplace (workplace violence and harassment prevention)
- Workplace Specific Hazards and Controls

These are all online, asynchronous courses that staff can complete, on their own, as time permits. The system tracks completion, and staff can leave and resume their learning as needed. Certificates of completion are automatically generated by the online system.

W&U recommends that all staff are assigned the modules to get staff up to date and current on all legislated required training. For current staff that attended the safety day they can be exempt from the following:

- Respectful Workplace
- Workplace Safety Awareness

We recommend that all new staff are assigned all the modules to ensure they receive training as required.

An SVCA Staff member is planned to be designated as the administrator of these programs. This individual will be responsible for enrolling staff members as needed, track completion, and download records for SVCA files.

W&U created a training matrix for Management to use for tracking training completion and expiry dates:

- SVCA Training Matrix DRAFT
- W&U used the information collected to draft the training required for each department.
  - There are tabs for each department as well as a master tab.
- The sheet contains formulas so **be careful not to delete information.**
- This is a tool that should be managed by the “owner” of the HS documents and systems.
  - Managers and staff can send training certificates and records of completion to the designated “owner” who inputs into the matrix.
  - The owner also monitors the matrix and alters Managers when training is needs to be renewed.

## Still Outstanding:

- W&U to provide the JHSC with a template and guidance on facilitating the annual safety day in the future – the goal is not to reiterate the online training or the entire HS handbook but to review any



incidents from the past year and the corrective actions, update Staff on changes to H&S, offer reminders about pertinent hazards such as heat illness, and the respective control measures.

## SOPs

The SOPs are for Department Managers to use when training new staff or refreshing current staff on the procedures and requirements. These can be facilitated as one on one practical training (hands on) or as safety talks.

## Postings

These are some of the main postings required in each workplace (where there is an actual building, the main workplace for staff – such as the gate house or workshop). They can be posted electronically if all staff have access to the postings and information.

- Health and Safety Policy
  - Same as the one in the manual, just separated for posting purposes.
  - To be signed and dated by the employer (board chair or GM/ST).
  - Post in the workplace.
  - Review and sign/date annually.
- Respectful Workplace Policy
  - Same as the one in the manual, just separated for posting purposes.
  - To be signed and dated by the employer (board chair or GM/ST).
  - Post in the workplace.
  - Review and sign/date annually.
- WSIB form 82
- MLITSD poster\_prevention

Other required postings include:

- Names and workplaces of JHSC members / Worker Health and Safety Representatives
- Names (certificates) of First Aid Providers
- St. John Ambulance First Aid Manual
- The Ontario Occupational Health and Safety Act (Green Book)
- SDS for controlled substances at that workplace/location
- JHSC Minutes and workplace inspection results

## Report EPR-2025-08

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Matt Armstrong, Manager, Environmental Planning and Regulations  
**Date:** July 17, 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*.

### Recommendation

THAT SVCA permit applications 25-047 to 25-101 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 56 permits issued between May 1<sup>st</sup> and July 2<sup>nd</sup>, 2025.

Permit	Location	Proposed Works
25-047	Huron-Kinloss	Construction of a detached shed, and for site grading of the stockpiles of topsoil to create lawn area in the existing gravel extraction area.
25-048	Kincardine	To construct a 41.62 square metre second storey dormer addition to the existing dwelling, and replace a 25 millimeter diameter, 11.75 metre long waterline, with related excavation and grading.
25-049	Grey Highlands	Construction of dwellings, with related excavation, filling, and grading.
25-050	Grey Highlands	Construction of dwellings, with related excavation, filling, and grading.
25-051	West Grey	To install a 384 square foot prefabricated storage shed on a fill pad.
25-052	West Grey	Installation of agricultural drainage tile with outlet to wetland including related excavation and grading.
25-053	South Bruce	Install fibre optic services by horizontal directional drill and plow in multiple locations (367-1 SA06 - IFA MC (SVCA)), with related excavation, filling and grading.
25-054	Kincardine	To replace three wooden bridges with three wooden bridges on steel beams and concrete footings, with related excavation and filling.
25-055	Saugeen Shores	Site excavation and grading to install a new sanitary sewer.
25-056	South Bruce	Construct a new elevated water storage facility including an armour stone wall along the top of bank and emergency overflow; all with related excavation, filling, and grading.

Permit	Location	Proposed Works
25-057	Southgate	To complete excavation, filling and grading associated with filling in a pond, landscaping, installing a sewage disposal system, and raising a driveway, and to remove the accumulated vegetation from a watercourse.
25-058	Arran-Elderslie	The demolishing of 416/418 Queen Street N and filling the basement(s) with clean sand fill, this includes excavation, fill placement, and grading for the completion of the vehicle lot expansion.
25-059	Huron-Kinloss	Construction of a 1300 square-foot addition and new deck, with related excavation, filling and grading.
25-060	Huron-Kinloss	Alteration of a watercourse and works within floodplain and adjacent to wetland consisting of the installation of fibre-optic cable by horizontal direction drill (Swift Project 7) with related excavation, filling and grading.
25-061	Chatsworth	To construct an addition to a dwelling and an attached covered deck, with related excavation, filling and grading.
25-062	Saugeen Shores	To construct a second floor addition with covered balcony over a porch that is attached to the existing dwelling.
25-063	South Bruce	Watercourse alteration consisting of the installation of fibre-optic cable (Project 367-1-SA06 IFA MC Drawings 1-8) by horizontal directional drill with water and within and adjacent to wetland and floodplain by horizontal directional drill and plow with related excavation and grading.
25-064	Kincardine	To replace Campbell Bridge and regrade the approaches on Concession Rd 5, with related excavation, filling and grading.
25-065	Saugeen Shores	Completion of park improvements at Jubilee Park (Phase 1) including: replacement of an existing shade structure, construction of a new open-air shade structure, new basketball court, pathways, and planting with related excavation, filling, and grading.
25-066	Grey Highlands	Construction of a two-level deck attached to an existing dwelling.
25-067	Brockton	To replace an existing 22.32m long, 450mm diameter CSP culvert, with a 22.32m long, 450 mm diameter HDPE culvert (Culvert #30151); and complete asphalt rehabilitation, with related excavation, filling and grading.
25-068	Brockton	To replace an existing 20.92m long, 450mm diameter CSP culvert, with a 20.92m long, 450mm diameter HDPE culvert (Culvert #30154); and complete asphalt rehabilitation, with related excavation, filling and grading.
25-069	Kincardine	Construction of a building, parking lot work, landscaping, site servicing, and related excavation, filling, and grading.
25-070	Brockton	To replace an existing 20.20m long, 600mm diameter CSP culvert, with a 20.20m long, 600mm diameter HDPE culvert (Culvert #30160); and complete asphalt rehabilitation, with related excavation, filling and grading.
25-071	Arran-Elderslie	To replace an existing 23.48m long, 600mm diameter CSP culvert, with a 23.48m long, 600mm diameter HDPE culvert (Culvert #30161); and complete asphalt rehabilitation, with related excavation, filling and grading.
25-072	Kincardine	To construct an 81 square foot dwelling addition.
25-073	Kincardine	To construct a Retain-A-Rock retaining wall system and deck, with related excavation, filling and grading.
25-074	Arran-Elderslie	Replacing a deck and adding a new covered roof.

Permit	Location	Proposed Works
25-075	Arran-Elderslie	For minor repairs to an existing bridge (Structure E5).
25-076	Southgate	Emergency replacement of a failed road crossing culvert and ditch clean-out north on the east side road bank within the right-of-way.
25-077	Kincardine	Removal of an existing 25-foot by 30-foot garage, and construction of a 40-foot by 60-foot garage, and related excavation, filling, and grading.
25-078	Arran-Elderslie	Alteration of a watercourse including installation of fibre optic cable by horizontal directional drill using water and works within and adjacent to floodplain by horizontal directional drill and plow and associated excavation, filling, and grading.
25-079	West Grey	To remove the existing building and construct a 1920 square-foot house plus an attached garage, with related excavation, filling and grading, as indicated on the attached permit.
25-080	West Grey	For the alteration of watercourses by horizontal directional drill using water, and works within and adjacent to floodplain by horizontal directional drill, consisting of the installation of fibre optic cable, with related excavation and grading.
25-081	West Grey	For works within and adjacent to floodplain, and adjacent to wetland, by horizontal directional drill and plow, consisting of the installation of fibre optic cable, with related excavation and grading.
25-082	Southgate	Construction of an 8,428 sq. ft. barn and shed, 1,685 sq. ft. single family residence and installation of septic systems for the residence and shop, with related excavation, filling and grading.
25-083	Grey Highlands	Replace two corrugated steel pipe culverts (number 28 and 29) on Johnston's Sideroad with two HDPE culverts 600mm in diameter, including associated excavation and grading.
25-084	South Bruce	Install fibre optic services by horizontal directional drill and plow on Concession 8, Concession 10, B-Line South/East of Formosa in multiple locations (Project 367-2-SA01-A-A5-7 - IFA MC) with related excavation, filling and grading.
25-085	Wellington North	Install fibre optic services by horizontal directional drill and plow on Sideroad 3W and Concession 11 in multiple locations (510-2-SA137-B-A1 - IFA MC), with related excavation, filling and grading.
25-086	West Grey	For the alteration of watercourses by horizontal directional drill using water, and works within and adjacent to floodplain and adjacent to wetland by horizontal directional drill and plow, consisting of the installation of fibre optic cable, with related excavation and grading.
25-087	West Grey	For the alteration of watercourses by horizontal directional drill using water, and works within and adjacent to floodplain and adjacent to wetland by horizontal directional drill and plow, consisting of the installation of fibre optic cable, with related excavation and grading.
25-088	West Grey	For works within and adjacent to floodplain by horizontal directional drill, consisting of the installation of fibre optic cable, with related excavation and grading.
25-089	Brockton	To complete emergency repairs to the Durham Street Bridge.
25-090	Southgate	Replacement of existing road culverts (culverts 308, 309, 311 and 314-316) on Grey Rd 14 between Southgate Rd 08 and Southgate Rd 14 and associated excavation, filling and grading.
25-091	South Bruce	Install fibre optic services by horizontal directional drill and plow in multiple locations (Project HOLY-UG01, HOLY-UG03 to HOLY-UG29) with related excavation, filling and grading, as indicated on the attached permit.

Permit	Location	Proposed Works
25-092	South Bruce	Install fibre optic services by horizontal directional drill and plow on Concession 10, Sideroad 10B, North of Teeswater in multiple locations (Project 392-1-SA05-A-A3-4 - IFA MC), with related excavation, filling and grading.
25-093	Kincardine	To construct a 40-foot by 60-foot storage shed, with related excavation, filling and grading.
25-094	Huron-Kinloss	Construct a new 2,924 square foot two-story house with covered porch (469 square foot), patio, and a septic bed system, with related excavation, filling and grading.
25-095	West Grey	For the alteration of watercourses by horizontal directional drill using water, and works within and adjacent to floodplain and adjacent to wetland by horizontal directional drill and plow, consisting of the installation of fibre optic cable, with related excavation and grading.
25-096	West Grey	For the alteration of watercourses by horizontal directional drill using water, and works within and adjacent to floodplain and adjacent to wetland by horizontal directional drill and plow, consisting of the installation of fibre optic cable, with related excavation and grading.
25-097	Chatsworth	Construction of a new 1,020 sq. ft. shop with 240 sq. ft. overhang with related excavation, filling and grading
25-098	Huron-Kinloss	Road stormwater drainage improvements between 42 and 122 Boiler Beach Road consisting of the installation of 7 new catchbasins and storm water outlets to the Lake Huron shoreline with related excavation, filling and grading.
25-099	West Grey	Reconstruction of South Street from the Saugeen River to Elgin Street including the relocation of the outlet for Durham Creek from the intersection of Queen Street and South Street to the Saugeen River, with related excavation, filling and grading.
25-100	Grey Highlands	Replace two existing corrugated steel pipe culverts (number 243 and 489) on South Line A with two HDPE culverts 900mm and 600mm in diameter respectively including associated excavation, filling and grading.
25-101	Saugeen Shores	Site grading and alteration to a watercourse.

### Strategic Plan Linkages

A1.6 – Accessibility;

E1.7 – Expertise;

R1.3 – Resiliency;

R1.8 – Resiliency;

Prepared by:

[Original Signed by:]

Matt Armstrong

Manager, Environmental Planning and Regulations (Acting)

Approved by:

[Original Signed by:]

Erik Downing

General Manager / Secretary-Treasurer

## LAN-2025-05

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Donna Lacey, Manager, Forestry and Lands  
**Date:** July 17, 2025  
**Subject:** SVCA Forest Management 20-Year Plan Renewal  
**Purpose:** To inform the Authority of the renewal of SVCA's 20-year Forest Management Plan, and to seek direction to engage stakeholders and the public for feedback, incorporate that input into a revised draft, and return it to the Board for consideration

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### Recommendation

THAT staff be directed to draft an updated 20-year Forest Management Plan; FURTHER THAT, staff be directed to gather stakeholder and public feedback on the draft plan; AND FURTHER THAT, staff bring a revised draft to the Authority for consideration and approval.

### Background

The Authority has been operating under 20-year Forest Management Plans since the agreement forest program period. In 2005, following the cessation of the agreement forest program, SVCA approved its first staff-written Forest Management Plan (FMP). The FMP is the guiding document for all forest management activities. The FMP ensures that forest ecosystems are maintained in a diverse, vigorous, and healthy condition while balancing ecological integrity, economic benefit, public use, and long-term stewardship. Applicable legislation, regulations, and other restrictions are clearly written into this guiding document to ensure that all work is compliant.

### Analysis

Staff will prepare a draft Forest Management Plan to support stakeholder and public consultation. All feedback received will be reviewed and, where appropriate, incorporated into a revised version to be presented to the Authority for approval.

### Financial Implications

There are no unbudgeted financial implications expected with this project.

### Strategic Plan Linkages

C1.10 - Strategic Planning and Action  
A1.6 - Watershed Management planning  
A1.5 - Public and Stakeholder Reporting

Prepared by:

< [Original signed by:] >

Donna Lacey, Manager of Forestry and Lands

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Approved by:

< *[Original signed by:]*>

Erik Downing, General Manager / Secretary-Treasurer

## Staff Report WR-2025-04

**Report To:** Chair and Directors, Saugeen Valley Conservation Authority  
**From:** Jody Duncan, Flood Forecasting and Warning Coordinator, Water Resources  
**Date:** July 17, 2025  
**Subject:** Collaborative Water Data Viewer  
**Purpose:** To present and demonstrate the online Collaborative Water Data Viewer

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### Background

Saugeen Valley Conservation Authority (SVCA) collects real-time data on watershed conditions through an extensive hydrometric network. To retrieve and maintain data, SVCA uses a database software called Water Information System by Kisters (WISKI) which is cost-shared with 10 other Conservation Authorities. This partnership, hosted by the Upper Thames River Conservation Authority (UTRCA), is known as the Western Ontario Data Hub.

Until recently, SVCA had no effective means of providing municipal staff and the public with access to this data. In 2023, the UTRCA launched the Collaborative Water Data Viewer (CWDV), an interactive, open-data portal that can be used to access real-time environmental monitoring data. As a member of the Western Ontario Data Hub, SVCA was offered the opportunity to make real-time data available through the CWDV. After working with UTRCA, data from SVCA's hydrometric network, such as water level, air temperature and precipitation, can now be viewed through the CWDV by the public and municipal partners, for no cost.

### Analysis

The CWDV allows users to visualize and interact with data using graphs and tables, as well as download the data in a variety of formats. It is populated with data directly from WISKI, which is the most up-to-date information available. The CWDV promotes open-data and accessibility for member municipalities, the public, and other watershed stakeholders. Public awareness of the CWDV will be fostered through a press release and social media campaign. Training for municipal staff that would benefit from information from SVCA's hydrometric network is also planned for late 2025.

Future opportunities could include making water quality data collected through the Provincial Water Quality Monitoring Network (PWQMN) and Provincial Groundwater Monitoring Network (PGMN) available on the CWDV.

### Financial Implications

UTRCA has provided members of the Western Ontario Data Hub access to the CWDV through the existing cost-sharing agreement. As such, the CWDV comes at no additional cost to SVCA.

## Strategic Plan Linkages

A1.1 – Accessibility; Communication, Data

A1.2 – Accessibility; Safety Plans and Action

A1.6 – Accessibility; Watershed Management Planning

E1.2 – Expertise; External Training

E1.3 – Expertise; External Communications

E1.6 – Expertise; Internal Training

C1.0 – Connection; Increased Collaboration

R1.10 – Resiliency; Climate and Environmental Resiliency

Prepared by:

[Original signed by:]

Jody Duncan

Flood Forecasting and Warning Coordinator

Approved by:

[Original signed by:]

Erik Downing

General Manager / Secretary-Treasurer