



Executive Committee Agenda

October 2nd, 9:00 a.m.

Zoom Meeting

<https://us02web.zoom.us/j/81746808598?pwd=QnOZcJi9l0uM5TY725RO8uBEaFAaBw.1>

1. Adoption of agenda

Recommendation: That the agenda of the Executive Committee Meeting, October 2nd, 2025, be adopted as circulated.

2. Declaration of pecuniary interest

3. Adoption of minutes, Executive Committee – August 21, 2025

Recommendation: That the minutes of the Executive Committee August 21, 2025, be adopted as circulated.

4. New Business

4.1 GM-2025-20: SVCA Operational Plan – GM/S-T

4.2 Discussion: Sharing EPR permit information with SVCA Directors – Matt Armstrong

5. Closed Session

Recommendation: That the Executive Committee proceed into closed session, in camera, to discuss a litigation matter and THAT the GM/S-T, Manager of Environmental Planning and Regulations, and a Regulations Officer join as required.

6. Other Business

7. Adjournment

Recommendation: That the Executive Committee meeting be adjourned.

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Saugeen Valley Conservation Authority

Executive Committee Meeting Minutes

Date: August 21, 2025, 9:00 a.m.
Location: Electronic via Teams
Chair: Tom Hutchinson
Members present: Paul Allen, Barbara Dobreen, Greg McLean, Moiken Penner
Members absent: n/a
Staff present: Erik Downing

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

1. Adoption of Agenda

Motion #EC25-35

Moved by Gregory McLean

Seconded by Barbara Dobreen

THAT the agenda for the Executive Committee meeting, August 21, 2025, be adopted as circulated.

Carried

2. Declaration of Pecuniary Interest

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

3. Adoption of Minutes

Motion #EC25-036

Moved by Paul Allen

Seconded by Moiken Penner

THAT the minutes of the Executive Committee meeting July 4, 2025, be adopted as presented.

Carried

4. Closed Session

Motion #EC25-37

Moved by Moiken Penner

Seconded by Gregory McLean

THAT the Executive Committee proceed into closed session, in camera, to address matters relating to an identifiable individual(s) and THAT the GM/S-T join as required.

Carried

Rise and Report: The Committee rose from closed session at 10:12 a.m. and reported only items indicated in amended closed agenda were discussed in closed being associated with an identifiable individual and a legal matter and staff were provided with direction.

5. Adjournment

With no further business to discuss, the meeting was adjourned at 10:13 a.m. following a motion moved by Paul Allen and seconded by Moiken Penner.

Next meeting date of the SVCA Executive Committee, September 4st, 2025.

Tom Hutchinson
Chair

Erik Downing
in lieu of Recording Secretary

GM-2025-20: SVCA Operational Plan October 2, 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		December 2025
Mapping Working Group	In Progress		December 2025
October 6, 2024, Formosa Lightning Response	Office Restored, Insurance Finalization		2025
General	Landowner Recognition Program Brainstorm	November 2025	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		November 2025
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		October 2025
Human Resources	Emergency Communication Plan		October 2025
GIS/IT	Critical Failure Information Technology	October 2025	September 2025

Significant Activity	Operational Task	Updated Target Completion Date	Target Completion Date
	Plan		
Administration	Public Consultation: <i>Accessibility for Ontarians with Disabilities Act</i>		October 2025

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
2024 Performance Evaluations	Complete	September 2025	July 2025
Administration	Professional Development Strategy Planning	In effect	Workplace Culture Review Response

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	Amish and Mennonite Outreach Strategy Planning		Executing/Underway

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
General	Board of Directors Hearing Training – Section 28	July 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		December 2025/ January 2026
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		WRC Meeting Fall 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
General	Working In and Around Water Policy	November 2025	Drafted
General	Risk Evaluation Planning		December 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		October 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
Forestry	Forest Inventory		December 2025
Forestry	20 Year Management Plan		December 2025
Lands Management	Saugeen Valley Children's Safety Village Agreement	October 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
Lands Management	Conservation Areas Strategy for SVCA		Complete
Lands Management	Conservation Lands Inventory for SVCA		Complete
Lands Management	Durham CA Fence installation		Complete