



## Saugeen Valley Conservation Authority

### Minutes – Board of Directors Meeting

Date: Thursday May 16, 2024, 1:00 p.m.

Location: Formosa Administrative Office

Chair: Barbara Dobrean

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

Staff present: Matt Armstrong, Erik Downing, Janice Hagan, Donna Lacey, Elise MacLeod, Laura Molson, Mike Oberle, Jennifer Stephens

Chair Dobrean called the meeting to order at 1:00 p.m.

#### **1. Land Acknowledgement**

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

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

The following items were added to the agenda:

- i. Report 8.12 (GM-2024-09) Hiring Committee for new General Manager/Secretary-Treasurer
- ii. Report 8.20 (EPR-2024-18) Review of the Proposed Policies for a new Provincial Planning Policy Instrument
- iii. Report 8.22 (LAN-2024-02) Endorsement of the Greenock Swamp as a Wetland of Distinction

#### **Motion #G24-46**

Moved by Dave Myette

Seconded by Gregory McLean

THAT the agenda for the Saugeen Valley Conservation Authority meeting, March 21, 2024, be adopted as amended.

**Carried**

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

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

Peter Whitten joined the meeting at 1:09 p.m.

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

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

###### **Motion #G24-47**

Moved by Sue Paterson

Seconded by Larry Allison

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

**Carried**

##### **4.2 Section 28 Hearing – March 21, 2024**

###### **Motion #G24-48**

Moved by Larry Allison

Seconded by Mike Niesen

THAT the minutes of the Section 28 Hearing, March 21, 2024, be adopted as presented.

**Carried**

#### **5. Staff Introductions**

New staff were unable to attend the meeting; therefore, introductions were postponed to a future meeting.

#### **6. Delegations**

##### **6.1 2023 Audited Financial Statements**

John Bujold, Baker Tilly LLP reviewed the draft financial report and noted that it is the opinion of Baker Tilly that the financial statements of SVCA present fairly the financial position as of December 31, 2023, and are in accordance with Canadian public sector accounting standards.

###### **Motion #G24-49**

Moved by Kevin Eccles

Seconded by Paul Allen

THAT the 2023 Audited Financial Statements, as prepared by Baker Tilly SGB LLP be approved as presented.

**Carried**

##### **6.2 Children's Safety Village Contract/Update**

Al Leach, Vice President of the Saugeen Valley Children's Safety Village (SVCSV), provided a presentation to the Board of Directors regarding updates to SVCSV programming. In 2020, SVCSV secured a five-year rent-free lease with SVCA for the Sulphur Spring Resources Centre, set to expire in fall 2025. The current lease agreement requires the Tenant to notify the Authority in writing of their intention to renew the lease at least one year before it expires. Mr. Leach has asked the Board of Directors to consider renewing the lease beginning in 2025. The Board directed staff to negotiate with the SVCSV and bring a recommendation to the Board at the July meeting.

###### **Motion #G24-50**

Moved by Dave Myette

Seconded by Bill Stewart

THAT the Saugeen Valley Children’s Safety Village lease agreement be referred to Staff for discussion; and further

THAT a recommendation be brought to the July Authority meeting for approval.

**Carried**

**7. Matters arising from the minutes – None at this time**

**8. New Business**

Jennifer Stephens submitted her resignation April 29, 2024, indicating that her last working day would be May 31, 2024. She informed the Board that, due to her accrued vacation days, her actual final day would be May 16<sup>th</sup>. The Board expressed their gratitude for her contributions as the General Manager/Secretary-Treasurer.

**Corporate Services**

**8.1 GM-2024-05: General Manager’s Report and Operational Plan**

The Directors discussed the G/M report and the Operational Plan.

Steve McCabe joined the meeting at 1:09 p.m.

**8.2 GM-2024-08: Program Report**

There was no discussion.

**8.3 COR-2024-07: Finance Report – Laura Molson**

There was no discussion.

**8.4 Correspondence**

Correspondence from Carl Kuhnke, Chair, Source Protection Committee (SPA), written to The Hon. Sylvia Jones, Minister of Health, regarding the plan to discontinue free private drinking water testing, was noted. Chair Dobreen advised that the Minister’s reply was favourable, and that private water testing will continue to be provided at no cost. She congratulated the SPA, and all municipalities that had submitted correspondence to the Ministry of Health.

**8.5 Approved Committee Minutes**

- 8.5.1 Executive Committee – February 23, 2024
- 8.5.2 Property and Parks Committee – September 7, 2023
- 8.5.3 Forestry Committee -October 11, 2023

There was no discussion.

**8.6 News Report**

There was no discussion.

**8.7 COR-2024-08: Accessibility Policy**

There was no discussion.

**Motion #G24-51**

Moved by Bill Stewart

Seconded by Mike Niesen

THAT the Saugeen Valley Conservation Authority approve the proposed Accessibility Policy.

**Carried**

**8.8 COR-2024-09: Records Retention Policy**

There was no discussion.

**Motion #G24-52**

Moved by Paul Allen

Seconded by Larry Allison

THAT the Saugeen Valley Conservation Authority approve the proposed Records Retention Policy.

**Carried**

**8.9 COR-2024-10: Conservation Ontario 2023 Annual Report**

There was no discussion.

**Motion #G24-53**

Moved by Greg McLean

Seconded by Mike Niesen

THAT the Board of Directors of Saugeen Valley Conservation Authority receives Conservation Ontario's 2023 Annual Report.

**Carried**

**8.10 COR-2024-11: MFIPPA 2023 Annual Report – Jennifer Stephens**

There was no discussion.

**Motion #G24-54**

Moved by Jennifer Prenger

Seconded by Sue Paterson

THAT the Board of Directors of the Saugeen Valley Conservation Authority received the SVCA's Municipal Freedom of Information and Protection of Privacy Act 2023 Annual Report.

**Carried**

**8.11 COR-2024-12: Final Programs and Services Inventory**

There was no discussion.

**Motion #G24-55**

Moved by Tom Hutchinson

Seconded by Steve McCabe

THAT the Board of Directors of Saugeen Valley Conservation Authority approval the attached Programs and Services Inventory (Final version dated April 1, 2024) and direct staff to provide a copy to all member municipalities to complete the Transition Period outlined in Ontario Regulation 687/21.

**Carried**

**8.12 GM-2024-09: Hiring Committee for New General Manager/Secretary-Treasurer**

The SVCA Executive Committee has endorsed a procedure in which Grey County Human Resources will assist in recruiting a new GM/S-T. A Hiring Committee, appointed by the Board, will facilitate the procedure, draft the job posting, conduct candidate screenings and interviews, and then put forward recommendations to the full Board.

**Motion #G24-56**

Moved by Paul Allen

Seconded by Bill Stewart

THAT the Board of Directors appoint Larry Allison, Bud Halpin, and Jennifer Prenger to join Barbara Dobreen, Tom Hutchinson, Paul Allen, and Greg McLean to form the Hiring Committee for SVCA's new General Manager/Secretary-Treasurer; and

THAT the Hiring Committee be delegated the responsibility of finding a suitable candidate to fill the position of General Manager/Secretary-Treasurer; and

THAT the Hiring Committee engage the Grey County Human Resources Director to facilitate the recruitment process; and

THAT the Hiring Committee be authorized to engage third party support as required; and FURTHER THAT the Hiring Committee propose a viable candidate for the position of General Manager/Secretary-Treasurer to the Board of Directors at a future meeting.

**Carried**

**Environmental Planning and Regulations**

**8.13 EPR-2024-11: Permits Issued for Endorsement – Erik Downing**

**Motion #G24-57**

Moved by Bill Stewart

Seconded by Sue Paterson

THAT the Development, Interference with Wetlands and Alterations to Shorelines and Watercourse applications (#24-032, 24-038, 24-040 to 24-059, 24-061 to 24-065, 24-069, 24- 072 to 24-074, and 24-076), pursuant to Ontario Regulation 169/06, as approved by staff, be endorsed; and further

THAT the Prohibited Activities, Exemptions and Permits applications (#24-060, 24- 066, 24-067, 24-070, 24-071, 24-074, and 24-077), pursuant to Ontario Regulation 41/24, as approved by staff, be endorsed.

**Carried**

**8.14 EPR-2024-12: Permit Application and Template – Erik Downing**

**Motion #G24-58**

Moved by Larry Allison

Seconded by Kevin Eccles

THAT the Board of Directors approve the use of the permit and permit application template prepared to comply with Ontario Regulation 41/24.

**Carried**

**8.15 EPR-2024-13: Annual Reporting – Permits Issued in 2023**

**Motion #G24-59**

Moved by Mike Niesen

Seconded by Dave Myette

THAT the Board of Directors of the Saugeen Valley Conservation Authority receive the SVCA's annual reporting on 2023 permit timelines.

**Carried**

**8.16 EPR-2024-14: Stop Work Order Standard Operating Procedure and Template**

**Motion #G24-60**

Moved by Jennifer Prenger

Seconded by Bill Stewart

THAT the Board of Directors endorse the Stop Order Standard Operating Procedure and template for use by SVCA Provincial Offences Officers.

**Carried**

**8.17 EPR-2024-15: Violations Ranking Changes**

**Motion #G24-61**

Moved by Moiken Penner

Seconded by Bill Stewart

That the violation ranking system approved in the 2021 Violations Strategy be revised in accordance with this report.

**Carried**

**8.18 EPR-2024-16: Status of Active Violations**

Staff are managing 19 fewer violation files now compared with November 2023, largely due to a significant reduction in violations that rank as Category 3. Many of these violations were resolved over the past 6 months and several more were downgraded to Category 2 after partial remediation was completed. One violation file is presently in Provincial Offences Court and could proceed to trial.

**8.19 EPR-2024-17: Regulation detailing new Minister's Permit and Review Powers under the *Conservation Authorities Act***

On April 1st, 2024, new regulations under the *Conservation Authorities Act* granted the Minister additional powers. These powers allow the Minister to either prevent a conservation authority from issuing a permit or potentially override a permit refusal by the conservation authority. Staff provided comments to Conservation Ontario that reflected SVCA concerns.

**Motion #G24-61**

Moved by Paul Allen

Seconded by Dave Myette

THAT the Board of Directors of Saugeen Valley Conservation Authority receive this report on the proposed regulation detailing new Minister's Permit and Review powers under the Conservation Authorities Act.

**Carried**

**8.20 EPR-2024-18: Review of Proposed Policies for a New Provincial Planning Policy Instrument**

After discussion the following motion carried:

**Motion #G24-62**

Moved by Bill Stewart

Seconded by Bud Halpin

THAT the Board of Directors receive the staff report outlining the proposed policies for a new Provincial Planning Policy Instrument

**Carried**

**Forestry and Lands**

**8.21 LAN-2024-01: Varney Pond Update**

An application submitted to the Department of Fisheries and Oceans by SVCA is still pending, awaiting a decision regarding water diversion. The estimated total cost associated with reopening and operating the pond at Varney Conservation Area is \$800,500. Staff recommend that with consideration to the costs associated addressing structural deficiencies, public safety concerns, permitting and general remediation, disposal of the property should be explored.

**Motion #G24-63**

Moved by Bill Stewart

Seconded by Jennifer Prenger

THAT the Board of Directors receive the Varney Conservation Area Update.

**Carried**

**8.22 LAN-2024-02: Endorsement of the Greenock Swamp as a Wetland of Distinction**

After discussion the following motion carried:

**Motion #G24-64**

Moved by Bud Halpin

Seconded by Greg McLean

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

**Carried**

**8.23 LAN-2024-03: Provincial Offences Officer Designation – Donna Lacey**

There was no discussion.

**Motion #G24-65**

Moved by Mike Niesen

Seconded by Bill Stewart

THAT Alex Duszczyszyn (Forestry Technician) be designated by the SVCA Board of Directors as a

Provincial Offences Officer for the purpose of enforcing Section 29 (O. Reg. 688/21) of the *Conservation Authorities Act*.

**Carried**

#### **8.24 LAN-2024-04: Durham Campground Improvements**

SVCA Staff have explored strategies to boost revenue at the Durham Campground. Based on a 2024 poll of seasonal staff, they identified interest in introducing winter camping. After assessing costs, they recommend proceeding with the project with a budget of no more than \$35,000, sourced from the campground reserve fund. After further discussion, the following motion carried:

##### **Motion #G24-66**

Moved by Larry Allison

Seconded by Jennifer Prenger

THAT the Saugeen Valley Conservation Authority Board of Directors approve the use of \$35,000 from campground reserves to fund the proposed campground improvements at Durham Conservation Area for the purposes of making the site compatible for winter camping.

**Carried**

#### **Water Resources**

#### **8.25 WR-2024-03: Durham Upper Dam – Hazard Classification – Elise MacLeod**

D.M. Wills Associates has reviewed the condition of the Durham Upper Dam as part of the Phase 1 Class Environmental Assessment (EA) and has reported that the dam is in poor condition. The report concludes that the dam does not have sufficient hydraulic capacity to convey the inflow design flood and the dam and dyke will overtop. D.M. Wills recommends that an Emergency Preparedness and Response Plan be developed and implemented in coordination with the Municipality of West Grey.

##### **Motion #G24-67**

Moved by Bill Stewart

Seconded by Greg McLean

THAT the Board of Directors receive Staff Report #WR-2024-03, dated May 16, 2024, regarding the Durham Upper Dam Hazard Potential Classification for information.

**Carried**

Tom Hutchinson left the meeting at 4:14

#### **8.26 WR-2024-04: Dam Public Safety Plans – Elise MacLeod**

##### **Motion #G24-68**

Moved by Moiken Penner

Seconded by Peter Whitten

THAT the Board of Directors authorize SVCA's General Manager/Secretary-Treasurer to endorse the Durham Lower Dam and Glenelg Dam public safety plans, as presented.

**Carried**



**9. Closed Session – to discuss a litigation matter and personal matters about identifiable individuals (interim coverage of GM/Secretary-Treasurer position)**

**Motion #G24-69**

Moved by Bill Stewart

Seconded by Paul Allen

THAT the Authority move to Closed Session, In Camera to discuss a litigation matter and personal matters about identifiable individuals; and

THAT Jennifer Stephens, Erik Downing, Matt Armstrong, Madeline McFadden, and Janice Hagan remain in the meeting as required.

**Carried**

**Motion #G24-75**

Moved by Greg McLean

Seconded by Sue Paterson

THAT the Board of Directors adjourn from Closed Session, In Camera, and rise and report.

**Carried**

Chair Dobreen reported that only the items pertaining to the reasons for the Closed Session were discussed.

**10. Adjournment**

There being no further business, the meeting adjourned at 4:51 p.m. on the motion of Kevin Eccles and Jennifer Prenger.

---

Barbara Dobreen  
Chair

---

Janice Hagan  
Recording Secretary