

# SAUGEEN VALLEY CONSERVATION AUTHORITY

Conservation through Cooperation

## MINUTES

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**Meeting:** Authority Meeting  
**Date:** Thursday, February 17, 2022, 1:00 p.m.  
**Location:** Electronic  
**Chair:** Maureen Couture

**Members present:** Paul Allen, Mark Davis, Barbara Dobreen, Dan Gieruszak, Cheryl Grace, Tom Hutchinson, Steve McCabe, Don Murray, Dave Myette, Mike Niesen, Sue Paterson, Diana Rae, Christine Robinson, Bill Stewart

**Others present:** Jennifer Stephens, General Manager / Secretary-Treasurer  
Erik Downing, Manager, Environmental Planning and Regulations  
Donna Lacey, Manager, Forestry and Lands  
Laura Molson, Manager, Corporate Services  
Matt Armstrong, Regulations Coordinator  
Elijah Wilson, Park Superintendent, Bluffs Campground  
Janice Hagan, Executive Assistant / Recording Secretary

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

### **Land Acknowledgement:**

As we work towards reconciliation with Indigenous people, we begin our meeting today by respectfully acknowledging that we are situated on Traditional Territories and Treaty Lands, in particular those of the Chippewas of Saugeen Ojibway Territory known as the Saugeen Ojibway Nation.

As shared stewards of Ontario's land and water resources – along with the First Nations community – Saugeen Valley Conservation Authority appreciates and respects the history and diversity of the land and its peoples and is grateful to have the opportunity to meet in this territory.

### **1. Adoption of Agenda**

Correspondence from John Mann, Saugeen Shores was added to the Consent Agenda (6c).

#### **Motion #G22-18**

Moved by Diana Rae

Seconded by Bill Stewart

THAT the agenda be adopted as amended.

**CARRIED**

**2. Declaration of Pecuniary Interest**

No persons declared a pecuniary interest relative to any item on the agenda.

**3. Approval of Authority Annual Meeting Minutes – January 20, 2022**

It was noted that the Municipality of West Grey had been left off the list of guests who brought greetings to the Authority in error and it was requested that they be added.

**Motion # G22-19**

Moved by Paul Allen

Seconded by Bill Stewart

THAT the minutes of the Authority meeting held on January 20, 2022, be approved as amended.

**CARRIED**

**4. Staff Recognition**

Staff Recognition awards were presented to the following long-serving employees of SVCA:

5 Year Service Award:

- Matt Armstrong, Regulations Coordinator
- Lauriss Detzler, Scanning Clerk
- Elijah Wilson, Park Superintendent

10 Year Service Award:

- Dale Schaefer, Accounting Clerk

**5. General Manager's Report**

Jennifer Stephens highlighted various details in the General Manager's Report. She noted that changes to the *Conservation Authorities Act* include an appointment to the Board of Directors by a representative from the local agricultural sector which is a 4-year term. Jennifer reviewed the Phase 2 Regulatory and Policy Proposal Consultation Guide and indicated that she would bring a slide presentation to the March Board meeting for further information. Jennifer noted that staff are working on RFPs for the EPR department, including a consultant to update the SVCA Policies Manual, and a consultant to develop an appropriate EPR Fee Schedule. Jennifer is currently in consultation with other conservation authorities to determine appropriate File Tracking and Database systems for use by SVCA. The Directors discussed the NWMO project as a non-mandatory program and service and the GM/ S-T will bring a report to the March meeting to obtain direction on renewal of the current agreement.

**Motion # G22-20**

Moved by Dave Myette

Seconded by Barbara Dobreen

WHEREAS the Board is interested in exploring the feasibility of continuing the fee for service relationship with NWMO,

THAT the GM/S-T bring back a report to the March Authority meeting.

**CARRIED**

**Motion # G22-21**

Moved by Bill Stewart

Seconded by Barbara Dobreen

BE IT RESOLVED THAT this report be received as information.

**CARRIED**

**6. Consent Agenda**

**Motion # G22-22**

Moved by Steve McCabe

Seconded by Bill Stewart

THAT Item 6b – Executive Committee minutes, January 28, 2022, be pulled from the Consent Agenda for discussion.

**CARRIED**

The Directors discussed the ongoing GM/S-T Performance Evaluation process being conducted by the Executive Committee and asked to participate in the survey as had been circulated to senior staff. The scheduling of Executive Committee meetings will be adjusted to allow time for the Directors to respond. Chair Couture noted that the Administrative Bylaws will be amended to clarify the performance evaluation process.

Don Murray left the meeting at 2:00 p.m.

**Motion # G22-23**

Moved by Dave Myette

Seconded by Cheryl Grace

THAT Item 6a – Program Report be pulled from the Consent Agenda for discussion.

**CARRIED**

Director Myette discussed the Flood Forecasting and Warning Program and requested further information on how the Flood warning messages and webpage protocol are managed. The GM/S-T clarified that decisions are based on a variety of information provided by Environment and Climate Change Canada, and the Surface Water Monitoring Centre, MNDMNRF which is supported by SVCA data. The Directors requested that Staff bring a report on the timelines and processes used for Flood Warning messages to the March Authority meeting.

**Motion # G22-24**

Moved by Bill Stewart

Seconded by Steve McCabe

THAT the reports, Minutes, and information contained in the Consent Agenda, [Items 6 c-d], along with their respective recommended motions be accepted as presented.

**CARRIED**

## **7. New Business**

### **a. Administrative By-law Amendments**

The GM/S-T reviewed recommended Administrative By-law amendments and explained that these are required to address the changes to the *Conservation Authorities Act*. The Directors requested that amendments also be made to Voting (Sect. C-14) and Meeting Procedures (Sect. C-2). There was extensive discussion on the allowance of hybrid meetings and staff were directed to research options for conducting future Authority meetings and report on these options at the May or June 2022 meetings

After discussion the following motion carried:

#### **Motion # G22-25**

Moved by Barbara Dobreen

Seconded by Bill Stewart

WHEREAS a number of governance-related clauses were proclaimed in the Conservation Authorities Act, including some amendments which were included in schedule 6 of Bill 229, the Protect, Support and Recover from COVID-19 Act (Budget Measures);

AND WHEREAS undertaking these amendments is a key action identified under the Conservation Ontario Governance Accountability and Transparency Initiative;

BE IT RESOLVED THAT the proposed amendments to the Saugeen Valley Conservation Authority By-Laws be endorsed, and further

THAT staff investigate the establishment of a hybrid participation model for all meetings and report back to the Board; and further

THAT staff reword the clauses with respect to meeting procedures for recorded votes and committee agenda circulation, and report back at the same time.

**CARRIED**

### **b. Inventory of Programs and Services**

Jennifer Stephens explained the process of categorizing the programs and services comprising mandatory (Cat.1), municipal agreements (Cat.2), or non-mandatory (Cat.3). She noted that the document will be submitted to the Ministry of the Environment, Conservation, and Parks by February 28<sup>th</sup> but it is a starting point as consultation with the municipalities is still necessary. SVCA is required to submit comments made by the municipalities and document the changes made to the Inventory based on these comments. Any program or service in Categories 2 or 3 requires agreements with the municipalities to continue delivery. The Directors discussed various programs and services listed in the inventory and requested that services provided to NWMO be added to the list as Category 3. Delegations at municipal council meetings are available if requested.

**Motion # G22-26**

Moved by Bill Stewart

Seconded by Dan Gieruszak

WHEREAS Ontario Regulation 687/21 outlines the requirement for conservation authorities to develop and deliver an inventory of programs and services by February 28, 2022;

BE IT RESOLVED THAT the attached amended inventory with the list of existing Memoranda of Understanding for Category 2 Programs and Services be submitted to the Ministry of the Environment, Conservation and Parks and to watershed municipalities by February 28, 2022.

**CARRIED**

There being no further business, the meeting adjourned at 3:52 p.m. on motion of Sue Paterson and Bill Stewart.

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Maureen Couture  
Chair

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Janice Hagan  
Recording Secretary