

**SAUGEEN VALLEY CONSERVATION AUTHORITY  
EXECUTIVE COMMITTEE MEETING**

Thursday July 16, 2020      1:00 p.m.  
Electronic

**AGENDA**

1. Adoption of Agenda
2. Declaration of Pecuniary Interest
3. Approval of Minutes
  - a. Minutes of Executive Committee Meeting – February 6, 2020 – **attached**
4. New Business
  - a. Novel Coronavirus (COVID-19) Pandemic Response Update – Jennifer Stephens – **attached**
  - b. Creation of SVCA Strategic Action Plan – Jennifer Stephens – **attached**
5. In Camera Session – To discuss matters relating to identifiable individuals
6. Other Business

**Adjournment**

# SAUGEEN VALLEY CONSERVATION AUTHORITY

# MINUTES

Conservation through Cooperation

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MEETING: EXECUTIVE COMMITTEE  
DATE: Thursday February 6, 2020  
TIME: 10:00 a.m.  
LOCATION: Township of Arran-Elderslie Municipal Office

CHAIR: Dan Gieruszak

MEMBERS PRESENT: Maureen Couture, Mark Davis, Barbara Dobreen

ABSENT WITH REGRETS: Cheryl Grace

OTHERS PRESENT: Grant McLevy, Grey County Senior Manager, Human Resources

The meeting was called to order at 9:55 a.m.

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

### **Motion #E20-01**

Moved by Barbara Dobreen  
Seconded by Maureen Couture  
THAT the agenda be adopted as presented.

**Carried**

## **2. Declaration of pecuniary interest**

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

## **3. Approval of Minutes**

### **a. Minutes of Executive Committee Meeting – July 25, 2019**

### **Motion #E20-02**

Moved by Mark Davis  
Seconded by Barbara Dobreen  
THAT the minutes of the Executive Committee meeting, July 25, 2019 be approved as circulated.

**Carried**

**b. Minutes of Executive Committee Meeting – October 18, 2019**

**Motion #E20-03**

Moved by Maureen Couture

Seconded by Mark Davis

THAT the minutes of the Executive Committee meeting, October 18, 2019 be approved as circulated.

**Carried**

**c. Minutes of Administrative Review – Hymers – December 5, 2019**

**Motion #E20-04**

Moved by Maureen Couture

Seconded by Barbara Dobreen

THAT the minutes of the Administrative Review - Hymers, December 5, 2019 be approved as circulated.

**Carried**

**d. Minutes of Section 28 Hearing – Yake/Mulhall – December 5, 2019**

**Motion #E20-05**

Moved by Barbara Dobreen

Seconded by Mark Davis

THAT the minutes of the Section 28 Hearing – Yake/Mulhall, December 5, 2019 be approved as circulated.

**Carried**

**4. New Business**

**a. Review of Position Description for General Manager/Secretary-Treasurer**

The current Position Description for the GM/S-T was discussed. Dick Hibma noted that there were several responsibilities inappropriately ascribed to the GM/S-T, i.e. organization and administration of the Land Management program and other related items. He recommended future consideration of eliminating these items in order to focus on strategic and operational plans.

**b. Review and approval of advertisement content**

Grant McLevy reviewed the hiring process, and draft print and online advertisements for the GM/S-T position were presented and discussed and several changes made.

**Motion #E20-06**

Moved by Barbara Dobreen

Seconded by Mark Davis

That the use of the 2019 Position Description for the General Manager/Secretary-Treasurer be approved as amended; and further

THAT the draft Internet advertisement and draft print media ad for the recruitment of the new GM/S-T of SVCA be approved as amended.

**Carried**

A short break was called at 11:25 a.m. and the meeting was called back to order at 11:30 a.m.

**c. Next Steps and Timing**

- i. Immediately - Advertisements published with a closing date of March 20<sup>th</sup>. Resumes would be received by Grant directly from the candidates.
- ii. March 25 - Binder with resumes to be forwarded to the Executive Committee.
- iii. March 31 - Executive Committee members to review and submit top ten resumes by email to Grant.
- iv. April 2 – Scheduled Executive Committee meeting – meet with Grant in Formosa at 10:00 a.m. to determine top five candidates.
- v. April 16<sup>th</sup> & 17<sup>th</sup> – Interviews at a location to be confirmed. (Walkerton Clean Water Centre was suggested).
- vi. June 1<sup>st</sup> – start date for new GM/S-T.

Grant left the meeting at 11:44 a.m.

**5. Other Business**

**a. MECP consultations – Barrie Session**

Barbara Dobreen reported that she and Steve McCabe had attended the MECP consultations on January 31<sup>st</sup>. She noted that the main message received from attendees is the lack of consistency between conservation authorities. Other topics of discussion at the meeting included concern regarding the Drinking Water Source Protection program being transferred to municipal jurisdiction.

**b. February 14 Consultation re Conservation Authorities Act Changes**

It was noted that Dan Gieruszak, Bill Stewart and Dick Hibma plan to be in attendance.

There being no further business the meeting adjourned at 11:58 a.m. on motion of Barbara Dobreen and Maureen Couture.

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Dan Gieruszak  
Chair

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Janice Hagan  
Recording Secretary



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**TO:** Chair and Executive Committee Members, Saugeen Valley Conservation Authority

**FROM:** Jennifer Stephens, General Manager/Secretary-Treasurer

**DATE:** July 10, 2020

**SUBJECT:** NOVEL CORONOVIRUS (COVID-19) PANDEMIC RESPONSE UPDATE

**PURPOSE:** To acquire support for an action plan to re-open the Administration Centre

### **BACKGROUND**

The Authority received a report at their last meeting held on June 4, 2020, documenting the COVID-19 Pandemic Response to date at Saugeen Valley Conservation Authority (SVCA). At that time, camping sites at Brucedale, Durham, and Saugeen Bluffs Conservation Areas had been opened to seasonal campers. These seasonal campers were able to live self-contained without the use of our washroom facilities. In addition to the three campgrounds, day-use conservation areas had been opened for passive use. At all conservation areas, signage was posted encouraging social distancing and advising which facilities were open for use. All social media channels, as well as the SVCA website were used to communicate changes relating to access and use of our conservation areas.

### **ANALYSIS**

Informed by public health advice and workplace safety guidance, and supported by the willingness of businesses, workers and families to make the changes necessary to limit potential spread of COVID-19, the Province of Ontario moved into the second phase of opening the province on June 12, 2020. Discussions with staff took place through the month of June to determine the capacity for SVCA campgrounds to accommodate transient campers as well as the increased requirements for sanitation at our frequently used facilities once opened. The Superintendents of the three campgrounds also had discussions with seasonal campers to ascertain the degree of comfort with introducing transient campers.

It was decided that a phased opening of our campgrounds to transient campers would be the best course of action. On June 26, 2020, some transient camping sites were opened at Durham and Saugeen Bluffs Conservation Areas. It was decided, on the recommendation of the campground superintendent, Brucedale Conservation Area would remain closed to transient campers for the 2020 season. Limited washroom facilities were opened at all three campgrounds in accordance with Public Health Ontario guidelines (i.e., mandatory cleaning twice daily). Revised signage was posted advising which facilities would continue to be closed and those which would not be available. The facilities which would remain unavailable for use include showers, play structures, as well as the pool and splash pad at the Saugeen Bluffs campground.

Following a week of limited washroom availability and transient camper access, Saugeen Bluffs and Durham campgrounds resumed normal operations on July 3<sup>rd</sup>, except for the facilities listed above. Additional



### **Watershed Member Municipalities**

Municipality of Arran-Elderslie, Municipality of Brockton, Township of Chatsworth, Municipality of Grey Highlands, Town of Hanover, Township of Howick, Municipality of Morris-Turnberry, Municipality of South Bruce, Township of Huron-Kinloss, Municipality of Kincardine, Town of Minto, Township of Wellington North, Town of Saugeen Shores, Township of Southgate, Municipality of West Grey

washroom facilities and transient sites are now available. Some transient sites are expected to remain closed for the majority of the 2020 season to assist in the practice of physical distancing.

The Formosa Administrative Office remains closed to the public and staff continue to work remotely. A small number of field staff continue to use the Administration Office as their base of operation. Other staff come into the office infrequently to access hard copy materials. Staff are required to wear a non-medical mask when away from their desk and physical distancing continues to be exercised. To open the Administrative Office to the level where a small proportion of staff are working from their desks regularly, several health and safety practices will need to be put in place. These practices include:

1. Establishment of an infectious disease protocol,
2. A schedule outlining which staff would be in the office at any given time, and
3. Increased cleaning of frequently touched areas (i.e., restrooms).

Staff have begun work on the protocol referenced above. A draft protocol and schedule will be shared with the Joint Health and Safety Committee, as well as other staff in advance of the materials being put before the Authority for approval at the August 6, 2020 meeting. Options for addressing increased cleaning of frequently touched areas are also being discussed and are expected to be resolved in the next three weeks.

Among the steps outlined above to make the Administration Office safe for use by SVCA staff, the installation of a plexiglass barrier will need to be installed at both the Environmental Planning and Regulations and Front Reception desks. The installation of these barriers is expected to be carried out by staff. With these actions above remaining to be addressed, it is recommended that the Administration Office be kept closed until Tuesday, September 8<sup>th</sup>.

**COMMUNICATIONS PLAN:**

The General Manager/Secretary-Treasurer will advise staff of the plans to re-open the Administration Office in September with new health and safety practices in place. Text on the SVCA website will be updated to advise the public of intentions to open the Administration Office on September 8, 2020. Correspondence will be issued to member municipalities advising that the Administration Office will be opened in September.

**FINANCIAL IMPLICATIONS:**

Preparation of the infectious disease protocol and staff scheduling will continue to be conducted in-house using staff resources. Sanitary cleaning products and the plexiglass barriers will be purchased through the Health and Safety budget under Administration. Additional funding beyond the existing budget for cleaning might be required. Staff will investigate options in advance of the August 6, 2020 Authority Meeting.

**RECOMMENDED RESOLUTION:**

THAT the Administration Office remain closed until September 8, 2020,  
AND THAT the necessary measures to protect the health and safety of staff and visitors be presented to the Board of Directors on August 6<sup>th</sup> for their endorsement.



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**TO:** Chair and Executive Committee Members, Saugeen Valley Conservation Authority

**FROM:** Jennifer Stephens, General Manager/Secretary-Treasurer

**DATE:** July 10, 2020

**SUBJECT:** Proposal to develop Strategic Action Plan

**PURPOSE:** To acquire support for the approach to prepare an updated strategic plan for SVCA

### **BACKGROUND**

Working with the Ministry of Natural Resources and the Association of Conservation Authorities of Ontario (now Conservation Ontario), Saugeen Valley Conservation Authority (SVCA) completed a Strategic Plan that was to be in effect between 1995 and 2000. At the Meeting of the Authority on October 7, 2004, it was agreed that the creation of a business plan would assist in the preparation of annual budgets. The decision to prepare this business plan was also guided by the mounting concern regarding the ability of the conservation authority to obtain municipal financial support. The business plan was in place between 2005 and 2010. More recently, the Authority identified the need for an updated strategic plan during their meetings which took place in 2008.

Working with a consultant, SVCA established a renewed strategic plan in July 2010 that was to come into effect in January 2011 and continue through 2016. With recent changes to the *Conservation Authorities Act, 2019*, it is opportune to review previous strategic actions for SVCA and evaluate their success, while considering the future direction of the conservation authority. Further, preparing a strategic plan while also preparing the budget for the 2021 calendar year will allow the Authority and senior staff to determine priorities for the conservation authority.

### **ANALYSIS**

The strategic planning process allows an organization the opportunity to document and establish its direction. Through this exercise, an organization can assess its current situation, but also where it intends to be in the future. It is expected that this strategic plan will align with the annual report prepared by the conservation authority to identify successes and the degree to which targets were obtained. Further, strategic plan will form linkages with the performance management expectations of staff and to communications with our partners, particularly municipalities.

A short summary of the proposed timeline for the development of the refreshed strategic plan, as well as the necessary steps to allow for stakeholder-based input follows below:



#### **Watershed Member Municipalities**

Municipality of Arran-Elderslie, Municipality of Brockton, Township of Chatsworth, Municipality of Grey Highlands, Town of Hanover, Township of Howick, Municipality of Morris-Turnberry, Municipality of South Bruce, Township of Huron-Kinloss, Municipality of Kincardine, Town of Minto, Township of Wellington North, Town of Saugeen Shores, Township of Southgate, Municipality of West Grey

July 2020	Review with SVCA staff existing Vision and Mission Statements
August 6, 2020	Authority Meeting: Review existing Vision and Mission Statements
August 2020	Hold virtual and where appropriate, in person sessions with staff to discuss previous SVCA strategic priorities and the future of their programs.
September 2020	Hold a virtual forum on the status of programs at SVCA with the Board of Directors. This session will also set the foundation for discussions pertaining to the 2021 budget.
October – November 2020	Hold virtual sessions with each of SVCA’s municipalities to gain feedback on how the conservation authority can meet the needs of the community over a five-year period ranging from 2021-2025. Gather input from municipal staff and government representatives on strategic priorities for SVCA, as well as challenges and opportunities which could improve the relationships with our municipal partners.  Hold a series of virtual public forums to allow watershed residents with the opportunity to provide feedback on SVCA’s activities and input on our vision for the future.
December 3, 2020	Authority Meeting: Review feedback from municipal stakeholders and the public, determine strategic priorities and actions, and an annual monitoring program.
January 2021	Follow up with municipalities and the public on draft strategic action plan. Virtual and in-person open houses expected.
Late February 2021	Annual General Meeting – Endorsement of the strategic action plan for adoption by the Authority.

**COMMUNICATIONS PLAN:**

Communication will be integral to the development of the strategic plan. It will be necessary to use print and on-line media to reach out to the public. Working with our municipalities it will be possible to prepare a social media calendar with posts developed by SVCA which could be shared and re-posted through municipal social media accounts. Along with the SVCA website, there will be opportunity to deliver hard copy flyers directly through landowners.

**FINANCIAL IMPLICATIONS:**

Preparation of the strategic plan will be conducted in-house using staff resources. It is expected that all costs for the completion of the Strategic Plan will be associated with the implementation of a Communications Plan able to reach a vast majority of stakeholders and watershed residents.

**RECOMMENDED RESOLUTION:**

**THAT this report be received for information,  
AND THAT this proposal and a recommended Communications Plan be presented to the Board of Directors on August 6<sup>th</sup>, 2020 meeting for their endorsement.**