



Board of Directors Meeting

A G E N D A

December 14, 2017

2:00 p.m.

LTVCA Administration Building

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4. Approval of Board of Directors Meeting Minutes – October 19, 2017



Board of Directors Meeting

MINUTES

A meeting of the Lower Thames Valley Conservation Authority's Board of Directors was held at the LTVCA Administration Building in Chatham, commencing at 2:00 P.M. on Thursday, October 19, 2017. The following directors were in attendance: L. McKinlay, H. McDonald, J. Kavelaars, R. Doane, S. Caveney, G. Bogart, D. McKillop, T. Thompson, M. Smibert, S. Pinsonneault and L. Leclair.

1. Call to Order

2. Adoption of Agenda

1. R. Doane – S. Caveney

Moved that the agenda be adopted.

CARRIED

3. Disclosures of Conflict of Interest

None Declared.

4. Approval of Minutes of Previous Meeting (Previously circulated)

2. D. McKillop – G. Bogart

Moved that the minutes of the Board of Directors Meeting of August 24, 2017 be approved as circulated.

CARRIED

5. Business Arising From the Minutes

None noted.

6. Business for Approval

6.1) 2018 Preliminary Budget and Levy

3. J. Kavelaars – M. Smibert

Moved that the 2018 preliminary budget totalling \$3,179,437 be adopted, and that the member municipalities be advised of the budget and their share of the proposed levy as calculated; it being noted that the Authority is required to provide 30 days' notice of its intention to adopt a final budget

and levy.

CARRIED

6.2) Budget vs Revenue and Expenditures for the period ending September 30, 2017

4. S. Pinsonneault – H. MacDonald

Moved that staff be directed to report to the Board of Directors on the Levy payment history of the Authority's member municipalities and to bring forward any recommendations, including charging interest after a certain period to ensure payments are remitted within a reasonable time frame; and That the Board of Directors accept the Budget vs Actual Revenue and Expenditures report for the period ended September 30, 2017.

CARRIED

6.3) CM Wilson Conservation Area – Seasonal Camping Update

5. D. McKillop – T. Thompson

Moved that the Board of Directors approve the **proposed** changes to the Lower Thames Valley Conservation Authority *Seasonal Camping Regulations-CM Wilson Conservation Area* as set out below:

1) Trailers:

- a) All trailers must be professionally manufactured by a trailer manufacturing company for the purpose of camping. All trailers must have permanent wheel carriage and be safe and road worthy.
- b) Maximum trailer size is 40 feet long x 12 feet wide.
- c) All trailers must have hitch to the road and parked on right side of the campsite.
- d) All existing and prospective trailers must be in good physical condition, be approved by the District Supervisor and meet our age and quality standards.
- e) Trailers deemed to be derelict or that do not meet current age standard will not be granted camping permits.
- f) Storage of utility trailers on campsites is prohibited.
- g) New seasonal camper trailers must have been manufactured in the last 15 years. All trailers must be in proper operating condition, be well-maintained, and aesthetically pleasing. Trailers must not be rusted, have deflated tires, be wrecked or partly wrecked, or be dismantled or partly dismantled.
- h) Current seasonal campers will be "grandfathered" in.
- i) All sites must be aesthetically pleasing and kept in a neat and clean condition at the discretion of the Western District Supervisor. This policy includes trailers, decks, sheds and any other items that may be on site.
- j) Removal of items on the site may be requested at any time due to maintenance and/or safety concerns.
- k) Permanent underground grey water or sewage tanks are prohibited. Portable sewage holding tanks must be used and properly disposed of at the campground dumping station.

CARRIED

7. Business for Information

7.1) Water Management

6. T. Thompson – D. McKillop

Moved that the agenda items 7.1.1) to 7.1.4) be received for information.

CARRIED

7.2) Drinking Source Water Protection

7. S. Caveney – R. Doane

Moved that the agenda items 7.2) be received for information.

CARRIED

7.3) Regulations and Planning

8. S. Pinsonneault – M. Smibert

Moved that staff be directed to correspond with the Town of Lakeshore recommending that the municipality apply its powers under the Building Code to deal with the construction of sheds on docks adjoining lots within the Holding Zone areas; inasmuch as it is the most appropriate and cost effective tool to deal with this issue.

CARRIED

9. J. Kavelaars –H. MacDonald

Moved that the agenda items 7.3.1) to 7.3.4) be received for information.

CARRIED

7.4) Conservation Areas

10. G. Bogart – D. McKillop

Moved that the agenda items 7.4.1) to 7.4.4) be received for information.

CARRIED

7.5) Conservation Services

11. S. Pinsonneault – J. Kavelaars

Moved that the Board of Directors support CA staff efforts with the Bee Habitat “Pollinative” program, and that agenda items 7.5.1) to 7.5.3) be received for information.

CARRIED

7.6) Community Relations

12. S. Pinsonneault – S. Caveney

Moved that the Board of Directors support a program to recognize exemplary volunteer service in support of the Authority’s programs; and that agenda items 7.6.1) to 7.6.5) be received for information.

CARRIED

7.7) Conservation Authority Education

13. R. Doane – M. Smibert

Moved that the agenda items 7.7.1) to 7.7.5) be received for information.

CARRIED

7.8) Wheatley Two Creeks Association minutes

Moved that the agenda item 7.8) was received for information.

7.9) GM's Report

14. J. Kavelaars – G. Bogart

Moved that the Board of Directors confirm the appointment of Mr. Mark Peacock as the new LTVCA General Manager/Secretary-Treasurer, to start employment on December 11th, 2017.

CARRIED

15. J. Kavelaars – D. McKillop

Moved that agenda item 7.9) be received for information.

CARRIED

8. Correspondence

8.1) Conservation Ontario, Comments on Schedule 3 of Bill 139

8.2) Conservation Ontario, Response to Federal Discussion Paper

8.3) Conservation Ontario, Leave to Appeal to the Supreme Court of Canada

16. D. McKillop – S. Pinsonneault

Moved that agenda items 8.1) to 8.3) be received for information.

CARRIED

9. Events Calendar

Agenda item 9) Events Calendar was received for information.

10. Other Business

10.1) Correspondence from the Canadian Cancer Society – letter of appreciation for the use of CM Wilson Conservation Area on September 16, 2017 for the Mudmoisselle Run, which raised over \$32,000 and involved 325 participants.


11. Adjournment

17. J. Kavelaars – M. Smibert

Moved that the meeting be adjourned.

CARRIED

Linda McKinlay
Chair



Don Pearson
General Manager/Secretary-Treasurer

5. Business Arising from the Minutes

5.1) Levy Payment Analysis and Policy Proposal

Background:

At the last meeting of the Board, staff were directed to report on the Levy payment history of the Authority's member municipalities and to bring forward any recommendations, including charging interest after a certain period to ensure payments are remitted within a reasonable timeframe. Data for the period 2014 to 2017 are presented:

LTVCA Levy payment analysis 2014 to 2017

- 2014
 - 8 paid one installment; 4 March, 2 April, 1 May, 1 June
 - 2 paid "quarterly" last 2 September, December
- 2015
 - 8 paid one installment; 1 March, 5 April, 2 June
 - 1 paid two installments (July, September)
 - 1 paid quarterly
- 2016 (year of significant levy increase)
 - 6 paid one installment; 2 March, 4 April
 - 2 paid two installments; May, June; July, October
 - 2 paid quarterly, final January 2017
- 2017
 - 6 paid one installment; 3 March, 1 April, 1 June, 1 October
 - 1 paid two installments; August, October
 - 3 paid quarterly; 1 bi-monthly (September), 2 final payment outstanding

Analysis

- One municipality has consistently made quarterly payments over the four year period
- One paying quarterly in 2014 has paid in one installment beginning 2015
- Beginning in 2016, one municipality went to quarterly from single in 2014, 2015
- Another quarterly beginning 2017 (formerly one installment)
- One paid two installments 2015 to present, trending later initial, final
- One paid two installments 2016 only, one prior and since
- Some fully paid before others begin

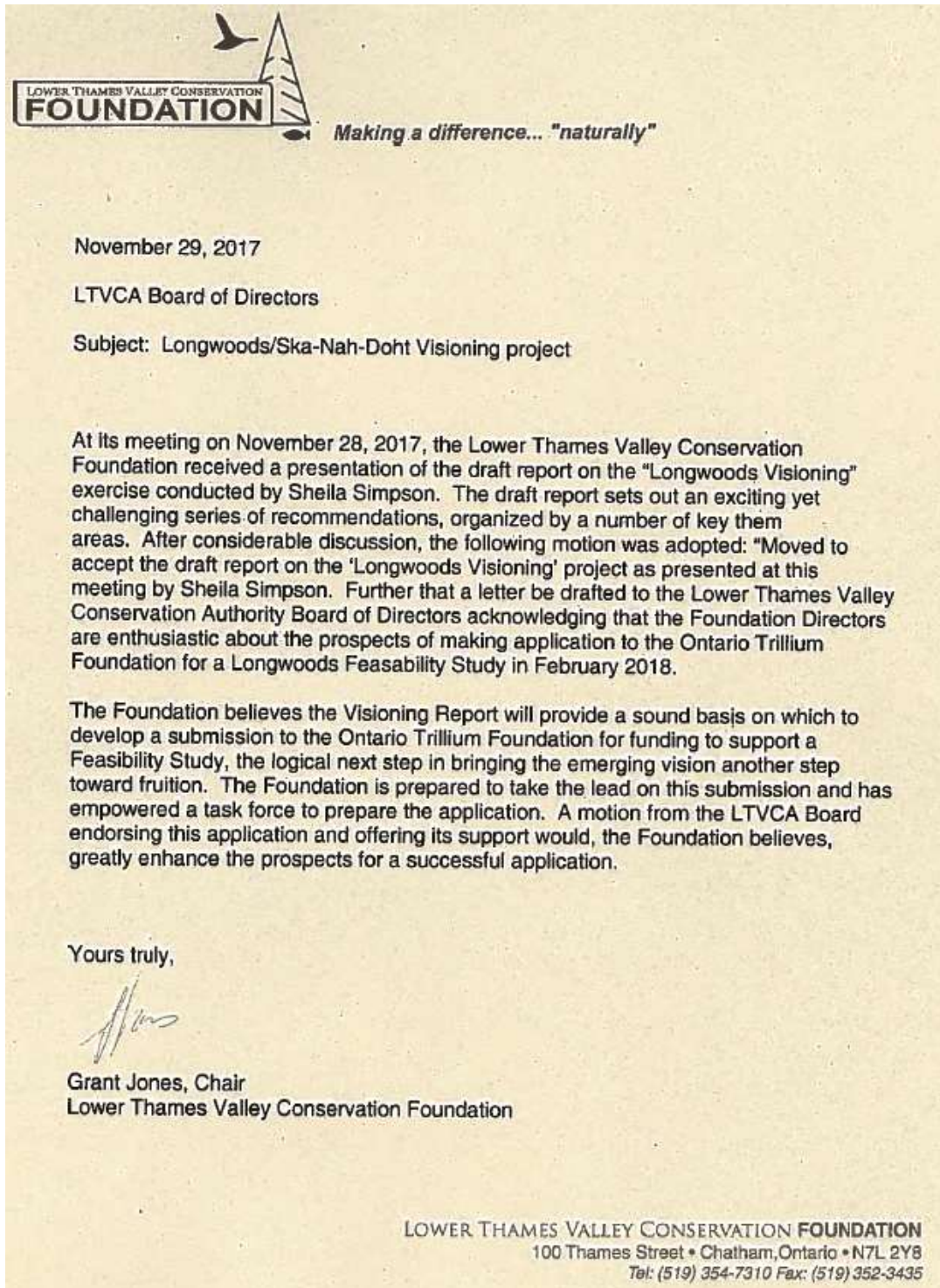
Discussion

- 80% of 2017 levy received by April
- 8 of 10 have made at least one payment by end of April 3 of 4 years
- Last 3 years from 1 quarterly payer to 3 quarterly payers
- Might become a trend, impacting cash flow in future
- Issue of fairness – levy is apportioned based on share of Current Value Assessment

Recommendation

- Provided invoices are issued by March 1 (budget approved at AGM by 3rd quarter February):
 - Invoices emailed with Open/Read receipt to confirm delivery
 - Indicate invoices due in full by April 30, unless arrangement for installment made prior to due date; 1st installment due by April 30
 - Balance outstanding after April 30 assessed interest at prevailing borrowing rate per month at CKLAG rate
 - LTVCA Finance to contact immediately following due date unless arrangements made
 - No interest charged if full payment received by May 31 following contact.

5.2) Correspondence from the LTVCF Re: Longwoods/Ska-Nah-Doht Visioning Project



Recommendation: "That the LTVCA Board accept the report on the Longwoods/Ska-Nah-Doht Visioning Project, and endorse an application by the Lower Thames Valley Conservation Foundation to the Ontario Trillium Foundation to fund a Feasibility Study to examine in greater detail the recommendations from the Visioning Project and investigate options for implementation."

5.3) Correspondence to the Town of Lakeshore Re: Sheds and Dock Boxes on Docks

Staff corresponded with the Town of Lakeshore regarding rules and regulations around sheds and dock boxes in Lighthouse Cove on November 6, 2017 as directed by the Board of Directors (correspondence attached).



06 November 2017

VIA E-MAIL ONLY – 1 PAGE

Town of Lakeshore
419 Notre Dame Street
Belle River, Ontario, NOR 1A0

Attn: Steven Salmons, Kim Darroch, and Morris Harding

Re: **Rules and Regulations Regarding Sheds and Dock Boxes on Docks in Lighthouse Cove**

Over the last two years, the Lower Thames Valley Conservation Authority (LTVCA) has received multiple complaints regarding sheds being built on docks in zones where the holding symbol is applied in Lighthouse Cove. It is understood that the Town of Lakeshore's building department has not required building permits for these structures and that the majority of these structures have been built without obtaining permission from the LTVCA. It has since come to our attention that some of the "sheds" are being utilized for living space equipped with window-mounted air conditioning units. Local residents have reported that the people who live in these "sheds" dump their sewage directly into the canals. It has also been brought to the attention of the LTVCA that the Town of Lakeshore owns the canals themselves and that, therefore, some of the sheds are on municipal property.


On 19 October 2017, LTVCA staff provided the LTVCA's Board of Directors (the "Board") with an overview of this issue. At that Board meeting, staff were directed to not allow any closed-in structures (such as sheds) on docks with the exception of dock boxes. Dock boxes, up to maximum dimensions of 28" x 75" by 48" in height, can be permitted provided they are secured to the docks. All other closed-in structures must meet existing setback requirements from the top-of-bank of the canal system. In addition, the Board directed staff to contact the Town of Lakeshore to request it to apply its powers under the Ontario Building Code, the Planning Act, and its own property ownership rights to deal with the sheds currently being constructed and those which have already been constructed on docks on lots which have the Holding Zone applied. The Town of Lakeshore has the most appropriate and cost effective tools to deal with the issues brought up by Lighthouse Cove residents.

In summary, the LTVCA is requesting a meeting with the Town of Lakeshore's building department and planning department to discuss this matter and how we will be jointly moving forward. We would like to have the meeting at our Chatham office. Please contact us to arrange a date.

If you have any questions or require more information, please contact the LTVCA office at 519-354-7310. We look forward to working with the Town of Lakeshore to improve our processes and oversight in ensuring that development within Lighthouse Cove meets our regulatory standards in the most efficient way possible.

Yours truly,


Jason Homewood, P.Geo.
Water Resources and Regulations Technician


Jason Wintermute
Water Management Supervisor

c.c. Don Pearson, Lower Thames Valley Conservation Authority
Linda McKinlay, Lower Thames Valley Conservation Authority (Chairperson, Board of Directors)

100 Thames Street, Chatham, ON N7L2Y8 • www.ltvca.ca
Phone: 519-354-7310 • Fax: 519-352-3435 • E-mail: admin@ltvca.ca

The Town of Lakeshore has responded and said they are doing some legal research on their authority in the area and will be getting in touch with LTVCA staff in January to schedule a meeting.

5.4) Awards for Volunteer Heroes

Our volunteers continue to play a huge role with the LTVCA. From helping with special events to trail work, we are very grateful for their support most recently at the 'Season's Greetings' event at Longwoods. A draft Volunteer Award program is attached for review.

Lower Thames Valley Conservation Authority (LTVCA)

DRAFT

'Awards for Volunteer Heroes'

Do you know of an individual, family, group or business that has volunteered their services in the LTVCA watershed for conservation in the past year? If so, we want to hear about them! Many do it without recognition, satisfied with the legacy they leave for future generations. We think they deserve to be recognized!

The LTVCA is calling for nominations for its annual 'Awards for Volunteer Heroes.' These awards honour and recognize those in the community for their outstanding volunteer time and services towards conservation activities that educate about or improve our natural environment, and ultimately the health and quality of life in the Lower Thames watershed and region.

The LTVCA's 'Awards for Volunteer Heroes' recognize people and organizations from across the LTVCA watershed whose time, energy and resources help the LTVCA make the Lower Thames watershed a great place to live. We wish to celebrate and recognize their **volunteerism** at activities which could include but are not limited to:

- environmental education
- special events
- Board and Committee work

The LTVCA is extremely pleased to thank all those who volunteer toward achieving this goal at our Annual General Meeting each February. Certificates and customized pins are awarded to people for their years of service.

The Nomination Application Form for the LTVCA Volunteer Award can be found online here: [Awards for Volunteer Heroes Nomination Form](#). The nominations close on the second Friday of each December. Please note that past winners of the LTVCA's 'Awards for Volunteer Heroes' are not eligible to receive this award a second time but will be recognized on our Honour Roll Award (presented for a sustained record of environmental achievement over an extended period of time). Recipients will also gain the opportunity to be nominated for local, provincial and national volunteer awards.

Nominations may be made by the general public, LTVCA Directors and staff.

Nominations are reviewed and evaluated by the 'Awards for Volunteer Heroes' Committee. Up to four nominations are selected each year. 'Awards for Volunteer Heroes' recipients will be notified.

LTVCA 'Awards for Volunteer Heroes' Nomination Form

DRAFT

Submission Deadline: December 8, 2017 by 12:00:00 noon

Please refer to the 'Awards for Volunteer Heroes' Criteria below for complete details.

LTVCA 'Awards for Volunteer Heroes' Criteria

Criteria: Nominees for this award should have demonstrated extensive volunteerism over an extended period of time in areas of conservation service within the Lower Thames Valley Conservation Authority's watershed and region.

Eligibility:

- Nominees must be 14 years of age or older.
- Nominees must be a resident from one of the 10 member municipalities of the Lower Thames Valley Conservation Authority. (Chatham-Kent, Lakeshore, Leamington, Dutton Dunwich, West Elgin, Southwold, Middlesex Centre, Strathroy-Caradoc, Southwest Middlesex, London)
- Nominations must include details on the volunteerism of the organization, or individual and duration of service in an area of conservation in the LTVCA watershed and region.

Name of Nominating Individual or Group: _____

Address: _____

Phone Number: _____

Email: _____

Name of Nominee: _____

Address: _____

Phone Number: _____

Email: _____

Nominations can be submitted: In Person:

Mail: Lower Thames Valley Conservation Authority, 100 Thames Street, Chatham, Ontario N7L 2Y8

Email: info@ltvca.ca

Fax: 519-352-3435

Website: Nomination Forms are available for download or online submission on the Lower Thames Valley Conservation Authority website at www.ltvca.ca .

DRAFT

Please tell us why this nominee should be chosen for the above award. (Attach any letters of support or news clippings)

Include:

List Nominee's volunteer accomplishments to the conservation community:

How long has the Nominee been volunteering in this capacity:

Describe how the Nominee's volunteerism helped to inspire youth and adults in conservation:

Describe a project or accomplishment of the Nominee that demonstrated leadership:

Date: Signature of Nominator _____

Signature of Nominator #2 _____

6. Business for Approval

6.1) Budget vs Revenue & Expenditures for the period ending October 31, 2017

Background:

Review the 2017 Budget to the Revenue and Expenditures for the 10 months ended Oct 31st, 2017.

Current Situation and Discussion:

REVENUE	2017 BUDGET	2017 BUDGET OCT PROJECTED	2017 ACTUAL TO OCT 31	\$ VARIANCE TO PROJECTED
GRANTS	546,900	455,750 *	1,306,601	850,851
GENERAL LEVY	1,367,352	1,367,352 ^	1,348,359	(18,993)
DIRECT SPECIAL BENEFIT	205,000	205,000 ^	205,000	0
GENERAL REVENUES	934,174	778,478 *	871,712	93,234
FOUNDATION GRANTS & REVENUES	17,000	14,167 *	10,000	(4,167)
RESERVES	26,602	22,168 *	0	(22,168)
CASH FUNDING	3,097,028	2,842,915	3,741,672	898,757
OTHER	0	0	547,760	547,760
TOTAL FUNDING	3,097,028	2,842,915	4,289,432	1,446,517

*-based on a 10 of 12 month proration of the budget

^-based on cash received to November 28th, 2017

Grant income is greater than budget because of a number of additional grants received. Some of the larger grants are the Rondeau Monitoring and Rondeau Bay Project, Various Wetland Projects, SKA-NAH-DOHT Village and Species at Risk.

Note: For this report grant income is based on funds received/invoiced and not matched to expenses, meaning there maybe expenses outstanding and not recognized in the attached expense statement. At year-end, each grant will be reviewed individually and unspent funds will be reduced from grant income and deferred for future expenditures.

Levy revenue is shown on a cash basis. The following municipalities are paid in full as of November 21st, 2017: Chatham-Kent, Dutton/Dunwich, Lakeshore, Leamington, London, Middlesex Centre, Southwest Middlesex and Strathroy-Caradoc.

General Revenue is slightly higher than the expected budget due to the following factors:

- Planning and regulations fees being greater than budget from increased permit demands;
- Conservation Area revenues higher then budget due to a successful year of camping at Big Bend and Wilson, Devereux and Skakel being rented in the current year and several one-time donations for projects at McGeachy and Devereux

This is slightly offset by Conservation education and SKA-NAH-DOHT Village revenue being slightly below the prorated budget balances due to the seasonal nature of these programs.

Foundation Grants and Revenues is slightly below budget as there is normally a settlement for the memorial tree programs at the end of the year.

Reserves are zero as this account is used to balance the accounts at year-end if expenses are greater than revenues. The large 'Other Revenue' item is due to the generous donation of a parcel of land.

EXPENSES	2017 BUDGET	2017 BUDGET OCT PROJECTED	2017 ACTUAL TO OCT 31	\$ VARIANCE TO PROJECTED
WATER MANAGEMENT				
FLOOD CONTROL STRUCTURES	254,889	212,408	116,295	(96,113)
EROSION CONTROL STRUCTURES	13,268	11,057	5,681	(5,376)
FLOOD FORECASTING AND WARNING	201,666	168,055	123,910	(44,145)
TECHNICAL STUDIES	28,970	24,142	50,452	26,310
PLANNING & REGULATIONS	196,865	164,054	160,370	(3,684)
WATERSHED MONITORING (PGMN)	76,860	64,050	83,001	18,951
SOURCE PROTECTION	22,768	18,973	27,364	8,391
THAMES MOUTH DEBRIS REMOVAL	1,602	1,335	0	(1,335)
Water Management Subtotal	796,888	664,074	567,073	(97,001)
CONSERVATION & RECREATION PROPERTIES				
CONSERVATION AREAS	562,961	469,134	607,691	138,557
COMMUNITY RELATIONS AND EDUCATION				
COMMUNITY RELATIONS	154,337	128,614	135,002	6,388
CONSERVATION EDUCATION	95,766	79,805	77,281	(2,524)
SKA-NAH-DOHT VILLAGE	239,394	199,495	201,296	1,801
Community Relations & Education Subtotal	489,497	407,914	413,579	5,665
CONSERVATION SERVICES/STEWARDSHIP				
CONSERVATION SERVICES (FORESTRY)	133,849	111,541	159,752	48,211
CHATHAM-KENT GREENING PROJECT	837,225	697,688	823,696	126,008
PHOSPHORUS REDUCTION	276,608	230,507	387,138	156,631
COMMUNITY TREES INITIATIVE	0	0	0	0
Conservation Services/Stewardship Subtotal	1,247,682	1,039,736	1,370,586	330,850
CAPITAL/MISCELLANEOUS				
ADMINISTRATION BUILDING				
REPAIRS/UPGRADES	0	0	3,842	3,842
UNION GAS CENTENNIAL PROJECT	0	0	0	0
EMPLOYMENT PROGRAMS (FED/PROV)	0	0	0	0
Capital/Miscellaneous Subtotal	0	0	3,842	3,842
TOTAL EXPENDITURES	3,097,028	2,580,858	2,962,771	381,913

Water Management

Flood Control Structures, Erosion Control Structures, Flood Forecasting and Warning expenses are below budget as there are several projects planned for the current year that were deferred to a future period.

Technical Studies are above budget due to a full-time GIS Co-op and some one-time GIS contract work performed by Upper Thames.

Planning and Regulations is comparable to budget.

Watershed Monitoring is above budget because of the increased costs associated with the Provincial Water Quality Monitoring Network (PWQMN) grant.

Note: There are \$21,000 of capital asset expenditures for the PWQMN grant not included in this amount. They will be capitalized and amortized over the life of the assets.

Source Protection is above budget due an increase in funding and the increase in related expenses.

Conservation Areas

Conservation area expenses are greater than budgeted due to the associated expenses from the increased camping revenues, land rentals and grants received during the current year.

Note: There are \$11,000 of capital asset expenditures related to the acquisition of the new conservation area. These expenditures will be capitalized to the cost of this property.

Community Relations

Community Relations, Conservation Education and SKA-NAH-DOHT Museum and Village are comparable to budget.

Conservation Services

Conservation Services (Forestry) and Chatham-Kent Greening expenses are above budget due to another successful spring planting season, the expenses for a large MTO job and the costs associated with the Rondeau Bay Project, Various Wetland Projects and Species at Risk grants noted above.

Phosphorous Reduction is above budget due to the new Rondeau Monitoring and other smaller grants that were not included in the budget, as well as, some expenses related to the Great Lakes and St. Lawrence Cities Initiative.

Note: There are \$43,000 of capital asset expenditures for the GLASI program not included in this amount. They will be capitalized and amortized over the life of the assets.

Administration

Administration building is higher than budget do to some finishing touches on the parking lot.

Summary:

	2017 BUDGET	2017 BUDGET OCT PROJECTED	2017 ACTUAL TO OCT 31	\$ VARIANCE TO PROJECTED
TOTAL CASH FUNDING	3,097,028	2,842,915	3,741,672	898,757
TOTAL EXPENDITURES	3,097,028	2,580,858	2,962,771	381,913
OPERATING SURPLUS (DEFICIT)	0	262,057	778,901	516,844
LESS: ACQUISITION OF CAPITAL ASSET	0	0	(75,000)	(75,000)
NET CASH FUNDING SURPLUS (DEFICIT)	0	262,057	703,901	441,844

Note: The difference between the projected budget funding and projected budget expenditures is due to the recognition of the full General Levy and Special Levy versus all other income and expenses are prorated for the period.

At October 31st, 2017, LTVCA's operating surplus is quite favourable with \$704k available for future expenditures; however, there are several things to consider. A significant portion of the income for the year has been accounted for, there is potential for outstanding expenses or deferred revenue in the grant income and there are still two months of wages and benefits or approximately \$320k until the end of the year.

Recommendation: That the Board of Directors receives the Budget vs Revenue and Expenditures report for the period ended October 31st, 2017.

6.2) Conservation Area Lands Review

Recommendation: That the Board of Directors approves of the following Conservation Area lands initiatives:

1. Focus on High and Medium Use properties that can generate revenue and represent LTVCA objectives
2. Further investigate tax relief programs (CLTIP, MFTIP)
3. Look into alternative sources of income: selective harvest of forest; other permitted uses on specific properties to generate funds for upgrades on High and Medium Use_ properties
4. Look into potential to sell properties that came with no obligations – e.g. Crane, Colborne St.

6.3) Bobolink Habitat, Chatham-Kent

Recommendation: That the Board of Directors approves that the Myslik Nature Preserve be registered with the Ministry of Natural Resources and Forestry as Bobolink Habitat, and that staff be authorized to work with the Municipality of Chatham-Kent to develop and implement any necessary habitat improvements and an appropriate management plan for the property to ensure a net increase in habitat for this protected species.

7. Business for Information

7.1) Water Management

7.1.1) *Flood Forecasting and Operations*

Since the last Board of Director's meeting there has been frequent flooding along Erie Shore Drive in Chatham-Kent. There have been 5 Watershed Condition Statements issued during this time period, 1 of those being a Safety Bulletin and 4 being Flood Outlooks. There have also been 10 Flood Watches issued during this time period. Every one of the Flood Watches and Flood Outlook statements was associated with a distinct flood event where at least 3 properties experienced localized flooding. It is anticipated that at least one more advisory will be issued between the drafting of this report and the actual date of the December Board meeting. The flooding along Erie Shore Drive is the subject of a presentation at this Board meeting.

In addition to the advisories mentioned above, there have been 2 advisories issued for the watershed. On November 4th at Watershed Condition Statement - Flood Outlook was issued for the watershed. Forecasts were predicting that the watershed could see region could see up to 50 mm of rainfall, having received 35 mm of rainfall a few days earlier. There was a possibility that the Indian-McGregor Creek Diversion Channel would need to be operated. As it turned out, the anticipated rainfall did not appear and the Diversion did not need to be operated.

On November 19th, a Watershed Condition Statement – Safety Bulletin was issued after the Indian-McGregor Creek Diversion had been operated the night before. While the watershed received the anticipated 50 mm of rainfall, the rain was not spread out over the day as was anticipated and rather came as two heavy events. The Diversion channel was operated late that evening. In the end, flows on McGregor Creek just barely reached the criteria for operations and by the morning when the statement was issued, water levels were already on the decline.

Under the Emergency Management & Civil Protection Act, members of municipal Emergency Control Groups must undergo training every year. This training includes an exercise where a hypothetical emergency occurs and the group works their way through dealing with it. This year both Elgin and Middlesex County municipalities chose flooding for the emergency exercise. Conservation Authorities in Middlesex and Elgin worked together with county Emergency Management Coordinators to run these sessions. LTVCA staff attended half-day sessions for this training on November 22nd, 27th, 28th and 29th.

7.1.2) *Water Control Structures*

Construction at the interchange of Highways 40 and 401 continues. Construction has proceeded to the point where the new gauge house for McGregor Creek is being installed. Water Survey of Canada and LTVCA staff anticipates installing some of the equipment into the new structure on December 7th. The equipment monitored from the gauge house will include: water levels, air temperature, water temperature and precipitation, as well as contain an automated ISCO water quality sampler. The installation of the new rain gauge will take a bit longer to complete as construction crews will need to be out of the area before it gets installed. The rain gauge was formerly on Provincial property but is now on Chatham-Kent property. The final agreements between Chatham-Kent and the LTVCA for the encroachment were finalized on November 1st.

The annual cleaning of the 6th Street Dam gates by divers from Watech Services is scheduled to be conducted on December 19th.

7.1.3) Low Water Response Program

During September and October, the Lower Thames Watershed was in a declared Low Water Level One Condition as the portions of the watershed from Ridgetown eastward seemed to have received only around 60 to 70% of the expected 3 month average rainfall. In October, the rainfall and river flows situation improved and the Low Water Condition was lifted in early November. As the watershed's demands for water are significantly less over the winter, Low Water Condition Reports are not anticipated to be generated again until the spring.

7.1.4) Watershed Monitoring

The annual water quality sampling for 7 wells, as part of the Provincial Groundwater Monitoring Network (PGMN) program, was conducted between October 2nd and November 15th. The regular collection of groundwater levels and maintenance of the wells continues throughout the year.

Staff continues to collect surface water quality samples throughout the Lower Thames watershed at 22 sites. The Provincial (Surface) Water Quality Monitoring Program (PWQMN) program has now completed for the year, so all funding for this sampling is now coming from a Ministry of the Environment and Climate Change (MOECC) grant until the PWQMN program starts up in the spring.

7.2) Regulations and Planning

7.2.1) Planning and Regulations Policy Update

Policy and Procedure Manual, for the LTVCA Regulations and Municipal Plan Review

Staff sent out a Draft copy of the LTVCA Regulations and Planning Policy Manual on October 30th to our Municipal members (planning, building department & drainage superintendents), county planners within our watershed and our four surrounding Conservation Authorities (Essex, St. Clair, Upper Thames and Kettle). We have received only a handful of responses back to date and had a meeting with a local landowners association known as the Lake Erie North Shore Landowners Association (LENSLA) on November 28th. Comments received so far will be reviewed and accommodated where possible with a summary sheet made available explaining how the comments were addressed. The Policy and Procedure Manual will then be circulated to a broader audience, e.g. contractors, consultants, general public, etc. in the first weeks of December. The document and summary sheet will be placed on our website and notice will be placed on our Facebook and twitter account, with ads placed in local papers throughout the watershed.

7.2.2) Section 28 Regulations Update

As of 30 November 2017, staff have reviewed a total of 260 permit applications with respect to Section 28 of the Conservation Authorities Act and Ontario Regulation 152/06. In 2014, 2015, and 2016, staff had reviewed a total of 185, 179, and 252 permit applications, respectively, in the same time period. Of the 260 permit applications, all but two were able to be approved by staff. One of the applications which was not approved by staff was refused by the Executive Committee in an April hearing and the other was related to a municipal drain proposal which was not designed to be compliant with wetland conservation policies and has been sent back to the engineer by the municipality for revision.

With the numerous and on-going wind events on Erie Shore Drive in Chatham-Kent, permit applications for breakwall and groyne repairs and replacements are high. A public information meeting about the Erie Shore Drive situation was hosted by the Municipality of Chatham-Kent on 29 November 2017 in Blenheim. One of the concerns expressed at the meeting was the amount of government agencies involved in the permitting process and how long it can take to obtain a permit from those agencies. The agencies specified were the LTVCA, Ministry of Natural Resources and Forestry, and the Department of Fisheries and Oceans through Fisheries and Oceans Canada. LTVCA staff responded with how we do our best to ensure permits are processed in a timely manner, that we haven't denied a single permit on Erie Shore Drive yet this year, and how the other agencies have other laws they have to look at. The LTVCA can't control the pace that the other agencies move at.

To date in 2017, the LTVCA has received nine complete permit applications from residents on Erie Shore Drive. All applications have been approved within 0 to 3 business days of receipt of the complete application. The average 2017 turnaround time for a permit from the LTVCA office for Erie Shore Drive is 1.5 business days. Other agencies' turnaround time seems to be anywhere between a couple of weeks to many months according to what staff have observed and heard from the residents.

Another comment that has been heard by staff is with respect to the permit application fee for breakwall repairs/replacements. The LTVCA's current fee schedule indicates that the application fee for repairs or replacement ranges between \$300 and \$500 depending on the level of complexity. Staff have compared the LTVCA's fees with those of the surrounding conservation authorities with respect to these repairs and replacements and have summarized the results below. The LTVCA's fees appear to be in-line, if not below, those of the neighbouring conservation authorities.

Conservation Authority	Application Fee
Lower Thames Valley Conservation Authority	\$300 to \$500
Essex Region Conservation Authority	\$150 to \$800
St. Clair Region Conservation Authority	\$300 to \$600

Upper Thames River Conservation Authority	\$400 to \$750
Kettle Creek Conservation Authority	\$400 to \$600

Below are some quick statistics for 2017 Section 28 regulations as of 30 November 2017:

- 67% of applications have been within the Municipality of Chatham-Kent;
- 57% of applications have been for private property owners (including habitat/stewardship projects);
- 39% of applications have been for municipal projects (drainage or infrastructure);
- 21 habitat/stewardship applications have been received/approved with their fees waived; and,
- Total of permit application and hearing fees = \$54,225.00

7.2.3) Enforcement – Section 28

MEU was involved with four Section 28 Case files - only one is still active at this point according to MEU records.

Thirty one Section 28 enforcement / complaint issues have arisen so far in 2017 which is six more than what was reported at the last board meeting. Staff have been too busy to appropriately address most of the recent and on-going issues. A summary of some of the recent and ongoing issues is below:

Location	Description of Violation / Complaint	LTVCA Action Details
Hodovick Road Chatham-Kent	Complaint received regarding dumping of fill over the bluff.	LTVCA staff advised MNRF conservation officers who conducted a site visit. MNRF to issue a letter to landowner asking for the removal of the debris within the water. LTVCA has yet to issue a notice of violation but will when time is available.
Skunk's Misery Chatham-Kent	Destruction and site grading of ~25 acres of woodlot including interior provincially significant wetland.	Most of violation occurred in SCRCA's jurisdiction. The LTVCA is discussing the situation with SCRCA staff to decide how to proceed. Investigation is on-going.
King Street West Chatham Chatham-Kent	Complaint about substantial bank work being done along the Thames River. No permit issued for the work.	MEU inspected the site and issued a notice of violation. Landowner has contacted the LTVCA and is working on obtaining a Violation Clearance.
King Street East Chatham Chatham-Kent	Renovation garbage dumped at the top of the bank of the creek.	MEU inspected the site and issued a notice of violation. Landowner has contacted the LTVCA and will bring in a roll-off bin to put the garbage in and remove it from the property.
River Line Chatham-Kent	Substantial volume of fill dumped down the river bank and into the floodway.	Staff have corresponded with an Environment Canada enforcement officer and have visited the site for an initial survey with the landowner. Landowner told to stop until further notice. Investigation is on-going.
Curran Crescent Chatham Chatham-Kent	Complaint received about trucks entering the property full and coming out empty with concerns with respect to dumping of fill and construction	MEU inspected the site and issued a notice of violation. Landowner told to stop dumping in the area and contact LTVCA staff. LTVCA staff met with the landowner and completed an initial survey of the property. Investigation is on-going.

	debris in the floodway.	
Riverview Line Chatham-Kent	Municipality advised that a structure had been erected in a regulated area without obtaining a building permit. No permit was obtained from the LTVCA as well.	Chatham-Kent's building inspector was advised that the structure does not have a permit from the LTVCA and is considered illegal. The structure is located too close to the dyke and would not have been permitted by the LTVCA. Building official to deal with it through their processes.

7.2.4) Regulation Log Book

Staff Report

LTVCA Regulation Log Book 2017

B.D. 12/14/17

APP#	LOCATION	COMMUNITY/ TOWNSHIP	MUNICIPALITY	APP'N TYPE	DECISION
218-2017	St. Peter's Church Drain	Tilbury East	Chatham-Kent	Alteration	Granted: Oct 04, 2017
219-2017	28993 Lakeview Line	Dunwich	Dutton Dunwich	Alteration	Granted: Oct 04, 2017
220-2017	14661 Graham Road	Aldborough	West Elgin	Alteration	Granted: Oct 04, 2017
221-2017	Vyn Drain	Howard	Chatham-Kent	Alteration	Granted: Oct 04, 2017
222-2017	10577 Talbot Trail	Harwich	Chatham-Kent	Alteration	Granted: Oct 20, 2017
223-2017	20800 Concession Road 5	Tilbury West	Lakeshore	Alteration	Granted: Oct 06, 2017
224-2017	145 Island Crescent	Lighthouse Cove	Lakeshore	Construction	Granted: Oct 06, 2017
225-2017	36217 Talbot Line	Southwold	Southwold	Alteration	Granted: Oct 06, 2017
226-2017	East Malden Road Drain	Tilbury West	Lakeshore	Alteration	Granted: Oct 05, 2017
227-2017	Pollard Drain	Tilbury East	Chatham-Kent	Alteration	Granted: Oct 11, 2017
228-2017	(Gordon) Hall Drain	Romney	Chatham-Kent	Alteration	Granted: Oct 12, 2017
229-2017	8 Victoria Street	Shrewsbury	Chatham-Kent	Construction	Granted: Oct 20, 2017
230-2017	19130 Bluewater Avenue	Lighthouse Cove	Lakeshore	Construction	Granted: Oct 23, 2017
231-2017	1312 Bluff Line	Romney	Chatham-Kent	Alteration	Granted: Oct 20, 2017
232-2017	Doane Drain	Raleigh	Chatham-Kent	Alteration	Granted: Oct 20, 2017
233-2017	99 Thames Street	Chatham	Chatham-Kent	Construction	Granted: Oct 20, 2017
234-2017	180 Ross Lane	Erieau	Chatham-Kent	Construction	Granted: Oct 31, 2017
235-2017	1232 Bluff Line	Romney	Chatham-Kent	Construction	Granted: Oct 31, 2017
236-2017	7 Hart Place	Chatham	Chatham-Kent	Construction	Granted: Oct 31, 2017
237-2017	Beaver Creek Drain (Upper Portion) & West Branch	Harwich	Chatham-Kent	Alteration	Granted: Nov 03, 2017
238-2017	10th Concession Drain No. 3	Tilbury East	Chatham-Kent	Alteration	Granted: Oct 30, 2017
239-2017	Reaume-Peltier Drain & First Concession Branch	Tilbury East	Chatham-Kent	Alteration	Granted: Oct 30, 2017
240-2017	10 Queensway Drive	Chatham	Chatham-Kent	Construction	Granted: Oct 31, 2017
241-2017	10 Sherman Street	Thamesville	Chatham-Kent	Construction	Granted: Oct 31, 2017
242-2017	8674 Graham Road	Aldborough	West Elgin	Construction	Granted: Oct 31, 2017
243-2017	11014 River Line	Harwich	Chatham-Kent	Construction	Granted: Nov 02, 2017
244-2017	6474 Talbot Trail	Raleigh	Chatham-Kent	Construction	Granted: Nov 02, 2017
245-2017	5807 Grande River Line	Dover	Chatham-Kent	Construction	Granted: Nov 02, 2017
246-2017	Johnston Tinline Drain	Howard	Chatham-Kent	Alteration	Granted: Nov 03, 2017
247-2017	Hogg Drain	Howard	Chatham-Kent	Alteration	Granted: Nov 03, 2017
248-2017	Dawson Drain	Howard	Chatham-Kent	Alteration	Granted: Nov 03, 2017
249-2017	18354 Lagonda Crescent	Rondeau Bay Estates	Chatham-Kent	Construction	Granted: Nov 17, 2017
250-2017	19115 Haven Avenue	Lighthouse Cove	Lakeshore	Alteration	Granted: Nov 21, 2017
251-2017	25515 Crinan Line	Aldborough	West Elgin	Alteration	Granted: Nov 21, 2017
252-2017	Cipu Drain	Aldborough	West Elgin	Alteration	Granted: Nov 22, 2017
253-2017	McCallum Drain	Aldborough	West Elgin	Alteration	Granted: Nov 22, 2017
254-2017	McMaster Drain	Aldborough	West Elgin	Alteration	Granted: Nov 23, 2017
255-2017	18266 Erie Shore Drive	Erie Shore Drive	Chatham-Kent	Alteration	Granted: Nov 29, 2017
256-2017	18490 Erie Shore Drive	Erie Shore Drive	Chatham-Kent	Alteration	Granted: Nov 29, 2017
257-2017	10055 River Line	Harwich	Chatham-Kent	Construction	Granted: Nov 29, 2017
258-2017	Munro Creek Drain	Delaware	Middlesex Centre	Alteration	Granted: Nov 29, 2017
259-2017	10191 Longwoods Road	Delaware	Middlesex Centre	Alteration	Granted: Nov 30, 2017
260-2017	Government #6 Eastern Outlet Drain	Mosa	Southwest Middlesex	Alteration	Granted: Nov 30, 2017

Recommendation:

That permit applications #218-2017 to #260-2017 be received.

7.3) Conservation Areas

7.3.1) Conservation Area Attendance

October 1 – November 30 Visitation / Camping Stats

Longwoods Road Conservation Area – 6,652 people (5,860 in 2016) (Includes 2 people per pay & display permit (transaction) Pay and Display Permits - 414 vehicles (431 in 2016)

E.M. Warwick Conservation Area – 370 people (487 in 2016)

Big Bend Conservation Area – 452 people (350 in 2016)

C.M. Wilson Conservation Area – 3,168 people (4,199 in 2016) (Includes 2 people per pay & display permit (transaction) Pay and Display Permits – 131 vehicles (180 in 2016)

Season's Day Use Permits: sold in 2017 so far: 30 plus 19 second pass no charge (24 sold in 2016 with 12 second pass no charge)

7.3.2) Conservation Areas updates

C.M. Wilson Upgrades

The new gravel turnaround area at the C.M. Wilson Conservation Area workshop has been recently finished with a top coat of Grade M gravel.

11 sites upgraded to 30 AMP service, allowing more seasonal campers.

The roof of the pavilion in day use was repaired and new shingles were installed.

Skunk's Misery

Eastern boundary that borders Middlesex County forest has been clearly marked and signed.

Rowsom

Old pavilion tore down, application for burn permit from Lakeshore approved for third week in December 2017

7.3.3) Conservation Area Events

OCT.21st - CK Ready Mix "Gravel Grinder" mountain bike charity event held at CM Wilson CA

Oct.28 and 29th - CK Safety Village hosted their annual Halloween trick or treat event at CM Wilson CA

Nov.6 - Friends of Sharon Creek meeting held- partners include: *London Canoe Club, Tall Grass Ontario and London Stand Up Paddlers*. Plans to upgrade signage, increase patrols and discussion over the need for a washroom facility was discussed.

Season's Greetings – November 26, 2017

It was a fabulous event with approximately 305 visitors (tripled from 2016) joining in on the festivities including horse drawn wagon rides, A Cappella Quartet carollers, crafters with gifts for sale in the Resource Centre along with a recycling

old Christmas cards into seasonal ornaments for the kids, a natural birdfeeders workshop in the log cabin and outdoor guided nature walks about feeding our winter birds. We couldn't have done it without some very dedicated volunteers! A big thank you to them!

Season's Greetings!

from Longwoods Road Conservation Area & Ska-Nah-Doht Village and Museum

Sunday, November 26, 2017

Enjoy Activities Between Noon and 4 pm!

An Afternoon Full of Family Fun to Leave You in the Winter Spirit!

Two Free Draws at 3:45 pm for a 2018 LTVCA Day Use Permit!



Hot Food Sales ...  Mount Brydges Lions Club!



Take a Horse Drawn Wagon Ride... pulled by a team of majestic Belgian horses from Bar H Ranch of Melbourne! 1-4 pm

Shop in the Resource Centre for that one of a kind Holiday gift! ... local vendors including our own 'Turtle Trail Gift Shop' offering stain glass, soaps, cards and much more!



Listen to the Songs of the Season ... with 'Imagine That' Quartet! 2-3:30 pm

Recycle old Greeting Cards ... into seasonal crafts! Great fun for the kids!



Trim a Tree for the Birds! ... create tasty wildlife treats in a cozy log cabin and trim our trees with your goodies! (peanut free)



Want to Feed Winter Birds? ... learn how on a Guided Nature Walk down the Carey Carolinian Arboretum and Trail!



All this for just \$8 per vehicle!
Coin or credit card at the Pay and Display Machine at the Entrance.

For further information call (519) 264-2420 or info@ltvca.ca
Longwoods Road Conservation Area is located at 8348 Longwoods Road, 6.5 km west of Delaware, just southwest of Mount Brydges.



Enjoy the pics!





7.3.4) Enforcement - Section 29

Mosa Forest (Skunks Missery)

MEU Report: MEU staff were out on patrol in this area the weekend of November 25-26, and had our ATV at the location to check the trails etc., we had great co-operation with OPP Middlesex throughout patrols and were in contact with several members of the public throughout both days.

The activity has slowed down quite a bit but there are still some signs of activity, but as officer Ramos pointed out that most of the trails are blocked by downed trees and there has been some minor activity but they are not getting in to far due to trees and other debris.

As for the stats:

Sixteen Section 29 patrols at various locations - one with use of ATV and Drone - Warnings and education, three cases were turned over to OPP. We did have the burnt out truck, and the plate found which turned out to be reported lost according to MTO, and one case of driving while under the influence plus other criminal matters.

7.4) Conservation Services

7.4.1) Stewardship Update

Large Stock Events & Plantings

Stewardship staff has been well-occupied this fall with large stock tree planting events in collaboration with the Chatham-Kent Health Unit. LTVCA have helped local schools plant over 70 large stock Hackberry, American Sycamore, Red Oak, American Elm and Cucumber Magnolia trees on school yards to help combat skin cancer in Ontario youth while satisfying the Natural Heritage Implementation Strategy recommendations for supporting schools. The schools have been enthusiastic as students were very interested in planting trees and had no hesitation to grab a shovel and help plant the trees.



Calling all landowners!
Attend a FREE Stewardship Night near you!



Learn about FUNDING OPPORTUNITIES for wetland, prairie, reforestation and reptile habitat projects.
7:00 PM – 9:00 PM
Networking opportunities, snacks, and a cash bar.

Friday, November 24 - Dutton Meadows Golf Club
28411 Thomson Line, Dutton, Ontario
Stan Cavenev will present on the 'Ecological/Environmental Benefits of Constructed Wetlands on Retired/Marginal Farmland'.
Larry Cornelis will present on 'Snake Habitat Restoration'.
To RSVP or for more information contact Dan Brinkman,
Land Stewardship Technician, dan.brinkman@ltvca.ca or 519 280 2027

Thursday, November 30 – Willow Ridge Golf and Country Club
439 Chatham Street South, Blenheim, Ontario
Larry Cornelis will present on 'Stewardship and Snake Habitat Restoration'.
To RSVP or for more information contact Liam Laforest,
Land Stewardship Technician, liam.laforest@ltvca.ca or 519 354 7310 x 228



Assistance provided by the Species at Risk Stewardship Fund

Stewardship Nights

There has been two stewardship promotional nights in both the East and West of the watershed, one in Dutton at the Dutton Meadows Golf Course on November 24th, and in Blenheim on November 30th at Willow Ridge Golf and Country Club. These nights are for landowners interested in stewardship to be able to attend and gather more information from staff on various cost share incentives, species at risk knowledge and habitat and nesting structure funding, and talk about past or future projects. Stan Cavenev and Larry Cornelis were both guest speakers, who provided great insight on wetland restoration and the benefits, and turtle and snake nesting and hibernation structure installation. Over 30 people attended the Dutton stewardship night and just over 20 people for the Blenheim meeting, allowing for potential restoration project recruitment in 2018.

Grants

The LTVCA stewardship department is always actively seeking more funding for cost share programs and projects in the watershed. This fall, staff has applied to various grant programs such as Land Stewardship Habitat Restoration Program, GOWILD, The Loblaw Water Fund and Wildlife Habitat Canada. These applications give the chance for the Stewardship department to actively expand on projects and help get as many programs on the ground in the watershed as possible annually.

Partnership Meeting

Over the last decade, LTVCA stewardship have partnered with Elgin Stewardship Council, ALUS, Ducks Unlimited, and Elgin Clean Water Program on restoration projects within the watershed. This has allowed for funding to go the furthest as partnering together allows for landowners to benefit from all the funding programs available, to help offset costs of wetland excavation, tree planting, and tall grass prairie and pollinator restoration. In November the partners sat down and discussed the 2017 year and things to learn from, as well as what can be available in 2018 for potential funding to offer landowners in various parts of the watershed.

Additional partnerships include:

MNRF – continued support for wetlands across the watershed

Enbridge – continued support for Clear Creek Forest restoration projects

MTO – 401 corridor planting and most recently the restoration of the highway 40 interchange.



ALUS in C-K

The Alternative Land Use Services (ALUS) Program has been a huge benefit to private landowners in Southern Ontario. ALUS provides annual payments to landowners who participate in restoration projects on a per acre plan. Recently the LTVCA has partnered with ALUS to coordinate an outreach night in Chatham-Kent to draw landowners out to learn about the program, provide input on interest in the program coming to Chatham-Kent as well as hear from current program participants on the benefit of the program from a landowner to landowner. ALUS is currently operational in Elgin and Middlesex. ***New Funding Partner***

Lower Thames has worked with Middlesex Federation of Agriculture and interested landowners to help get Alternative Land Use Services started in Middlesex County, a part of the Lower Thames watershed which has fewer project funding opportunities than other counties. LTVCA looks forward to working with director Hillary Heard and dedicated board members to help promote agricultural and environmental stewardship in the Eastern District.



Upcoming Projects

Currently there are over 35 projects and counting planned for 2018 watershed wide. This is meeting the 2017 project total before the New Year has even started. Over 50 acres of restoration is planned for the spring already which varies from large multi cell wetland complexes to large scale tree planting projects.

Canadian Chestnut Council

Following LTVCA staff member Dan Brinkman's discovery of a perfectly sound, blight-free American chestnut on private property in Strathroy-Caradoc (one of only three reported in Middlesex County) Canadian Chestnut Council members Ron Casier and Dragan Galic visited the site to discuss their research efforts to bring back this species, of which fewer than 0.01% of the original 2 million trees have survived the chestnut blight which was introduced a century ago. LTVCA stewardship staff will be working with landowners (with the right site conditions) to include 'gene conservation plantings' in their projects. The first site set to receive a gene conservation planting in the Lower Thames watershed will be Longwoods Road Conservation Area where it will be used for conservation education and for promoting chestnut recovery efforts.

7.4.2) Growing Partnerships with First Nations



The Chippewa's of the Thames First Nation proved itself to be a tremendous partner in conservation this spring when they purchased over 450 large stock trees and nearly 3000 bare root seedlings from LTVCA. Stewardship staff delivered the stock and provided some technical assistance to the community planting crew who then distributed and planted trees throughout their territory in May. Tree planting goals included establishing new forests, a maple syrup bush for production and for environmental education, streambank stabilization, edible landscaping, and benefiting wildlife and biodiversity. For their efforts they were selected for the 'Stewardship Award' in November.

The Oneidas of the Thames First Nation hosted their first environmental summit 'Teyetisni nen Ukinulha - Caring for Our Mother' in November and are planning to host more in the future. LTVCA staff was invited to listen to presentations delivered by Six Nations members in their longhouse and their community hall and even to partake in the Water Ceremony. LTVCA Land Stewardship Technician Dan Brinkman was invited to present on 'Invasive Species in the Thames River Watershed'. LTVCA looks forward to working with the Oneidas of the Thames and other First Nations in the future!

7.4.3) SAR Section 11

Aquatic Species at Risk (SAR)

Vicki McKay and Valerie Towsley met with Fisheries and Oceans Canada representatives on Wednesday, December 6 to continue discussions regarding development of a Section 11 agreement and submission of a federal Habitat Stewardship Program (HSP) funding proposal to support aquatic (fish and mussel) species at risk (SAR) recovery work in Lower Thames Valley watersheds. Vicki is also working to build relationships with First Nation communities along the Thames River and Environment Canada to further support this program. She has submitted a three year funding proposal (2018/19 - 2020/21) to the provincial SAR Stewardship Fund (SARSF) to support a Resource Technician to work on this program.

Reptile SAR Program

LTVCA signed a three year agreement (2017/18 - 2019/20) with the Ministry of Natural Resources and Forestry for SARSF funding to support a Reptile SAR Program in Lower Thames Valley watersheds. As part of our commitments, Larry Cornelis of Return the Landscape and Vicki McKay gave reptile SAR presentations at the Dutton and Blenheim

Stewardship Nights covering species identification, threats and habitat restoration projects that LTVCA can assist landowners with (snake nesting structures and hibernacula and turtle nesting beaches). The presentations were well received and snake, turtle and amphibian identification materials and how-to factsheets regarding construction of the above habitat features were picked up by a large proportion of meeting attendees. Facebook and Twitter posts began in November regarding LTVCA reptile SAR and why these species are at risk. Vicki has since been interviewed by two reporters and contacted by a municipal clerk. An article was published in the Thamesville Herald and another should be published during the holiday season by Post Media in three local newspapers raising awareness about reptiles at risk, why they are at risk and what people can do to help. In addition, 34 "Wildlife Crossing" and "Brake for Snake" signs have been purchased for placement in areas of high reptile mortality. The first have been erected at Longwoods Conservation Area.



Aquatic Species at Risk (SAR)



Reptile SAR Program

7.4.4) OMAFRA and GLASI Jeannettes Creek Priority Subwatershed Project (PSP) Update

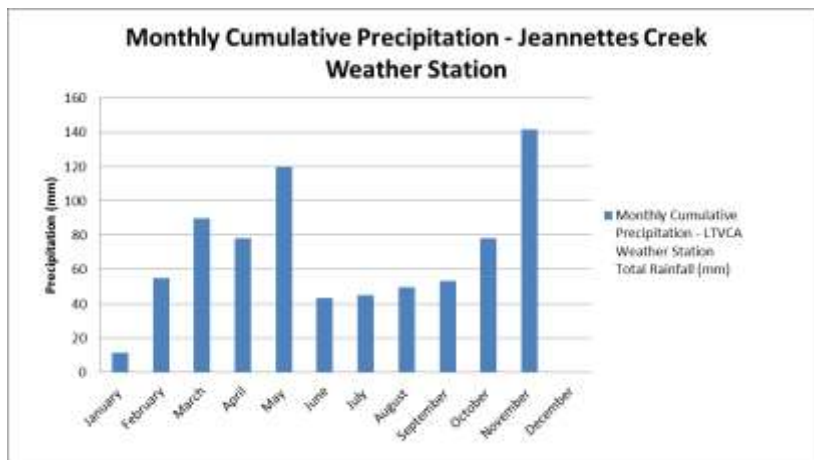
GLASI Jeannettes Creek Priority Subwatershed Project – Initial Agreement Conclusion

The first GLASI Jeannettes Creek Priority subwatershed agreement is set to conclude on March 31st of 2018. LTVCA project staff are currently working to collect, assemble, and quality control check all the collected data sets over the two year duration of the study. Once complete, the LTVCA will transfer this significant amount of data to the University of Guelph modelling team, led by Dr. Ramesh Rudra, who is responsible for creating the SWAT model for the priority subwatershed. Furthermore, the LTVCA is working with the participating project farmers and Yarrow Consulting to perform a cost-benefit analysis surveys to determine the cost-effectiveness of the implemented suite of BMPs at reducing agriculturally sourced phosphorus loads. Reports on both items should be released by March 31st of 2018.

At this time, the LTVCA is not certain of the future of the GLASI Jeannettes Creek PSP, however project staff are actively exploring opportunities to secure funding to continue the research project past the date of March 31st of 2018.

GLASI Jeannettes Creek Priority Subwatershed Project – Monitoring Update

During the months of October and November, the Jeannettes Creek priority subwatershed study area received 78mm and 142mm of rainfall respectively. After an extremely dry summer with minimal flow conditions, the increase in rainfall during the last two months caused multiple flow events that were sampled by LTVCA project staff.



The LTVCA anticipates that flow events will continue to increase in frequency from December 2017 to May of 2018 when precipitation levels are high, evapotranspiration rates are low, and temperature variations will begin to cause continuous freeze thaw conditions throughout southwestern Ontario. LTVCA project staff will be extremely busy during this time period maintaining the monitoring network, collecting data, and sampling flow events.

OMAFRA – BMP Verification Edge of Field Monitoring Sites

Water sampling and data collection continues at the BMP verification edge of field monitoring sites located within the Jeannettes Creek study subwatershed. The sites experienced two subsurface tile drainage flow events during the month of November. Both events were sampled by the LTVCA. This fall/winter/spring the BMP research field is experiencing its first cover crop treatment, as cereal rye was planted on the no-till field during October of 2017.



The LTVCA continues to work with the University of Guelph Ridgetown Campus and University of Waterloo to perform water sample analysis and statistical analyses to compare the effectiveness of the two different cropping systems at retaining nutrients on the two Brookston Clay research fields.

OMAFRA - McLean's Conservation Lands Monitoring Update

The purpose of this monitoring site is to collect baseline data for nutrient loads from a field pump that drains land that is conventionally farmed. In future years, BMPs will be implemented and analyzed to verify their effectiveness at reducing nutrient loads.



The McLean Conservation Lands field pump water quality monitoring station was disabled this summer and remains disabled. The high water levels in Lake Erie have increased the water level in Rondeau Bay, which allowed water to backflow over the dyke that protects the field from flooding. The field is still flooded and likely will be until the Lake water levels recede or the dyke is

repaired. Due to this issue the field pump cannot run to drain the associated field. Since the pump will not be running, there is no water flow from the field, which means LTVCA staff are currently not sampling at the site.

OMAFRA - Communication, Education, & Outreach Update

In partnership with St. Clair Region Conservation Authority (SCRCA) and OMAFRA, the LTVCA is hosting a Soil Health Conference at the John D. Bradley Centre on February 15th, 2018. The SCRCA is leading the organization of the event and is receiving support from the LTVCA to promote the event, acquire local agri-business speakers, and local business sponsorship. The purpose of the event is to provide farmers with a forum to learn about soil health research and proven best management practices. The event will include local farmer led discussion panels to promote peer to peer learning, as well presentations from researchers from across North America. The soil health conference will focus on the topics of soil microbiology, soil compaction, agriculturally sourced phosphorus loading, cover crops, rotational grazing, reduced tillage systems, no-tillage systems, and nutrient management. For more information on the event and speakers refer to the attached conference advertisement below.



Soil Health Conference
Thursday February 15, 2018 8am-5pm
 John Bradley Convention Centre (65 Richmond Street, Chatham, ON)

Come for a jam-packed day to hear the latest findings and experiences of researchers and local farmers on a variety of soil health topics

- ⇒ Farmer led discussion panels
- ⇒ Researchers from across North America
- ⇒ Up-to-date local Ontario Ag research
- ⇒ 6 Soil & Water CEU credits available

Presentations from:

Frank Gibbs (Wetland and Soil Consulting Services, LLC)

- 5th generation Ohio farmer, established WSCS, LLC in 2012 after working for the USDA in Ohio for 36 years
- Extensive background in soil compaction, soil health, cover crops, manure disposal, preferential flow and drainage problems

David Lobb (University of Manitoba)

- Ph.D and Professor in Soil Science
- Recent research on the economics of soil loss through wind, water and tillage erosion

Wendy Taheri (Terra Nimbus, LLC)

- Ph.D. in Ecology and Evolutionary Biology, minor in plant science
- Specialist in arbuscular mycorrhizal fungi (AMF) & plant growth

Dale Cowan (AGRIS and Wanstead Cooperatives)

- Senior agronomist and sales manager, CCA-ON, 4R NMS
- 2016 International Certified Crop Adviser of the Year
- Reviews recommendations on 275,000 acres, mentors 14 CCAs, and focuses on 4R Nutrient Stewardship

As well as talks by Dr. Ivan O'Halloran, Chris Van Esbroeck, and Anne Verhallen

Farmer-led Discussion Panels

- ◆ Reduced tillage
- ◆ Cover crop & rotational grazing
- ◆ Erosion control methods
- ◆ Soil stewards on big acres
- ◆ Planting green
- ◆ Making interseeding work

Bill & Earl Elgie, Matt Smyth, Woody Van Arkel, Mike Belan, Tyler Papple, Kerry Lunn, Mike Strang, Dave McEachren, Brad Glasman, Dave Mackellar, Doug Rogers, Mike Buis, Tim Lehrbass, Bob Kerr, Steve Sauder and more to be announced

\$10 per person
 register online at: scrca.on.ca
 or contact **Laura Biancolin**
lbiancolin@scrca.on.ca, 519-245-3750 x218



7.5 Community Relations

7.5.1) Media releases

Media releases are written as needed to focus attention on Conservation Authority programs and services. They are emailed to local print and radio media, watershed politicians, LTVCA and LTVCF Directors, member municipalities of the LTVCA (Clerks, Councils, CAO's), Ska-Nah-Doht Village Advisory Committee, LTVCA staff, neighbouring Conservation Authorities and Conservation Ontario.

Five media releases were written/distributed between October 18 and December 4, 2017

- LTVCA Announces New General Manager/Secretary-Treasurer– October 17
- Surveillance for Blacklegged Ticks Conducted in Our Conservation Areas”– October 26
- Season’s Greetings at Longwoods Road – November 17
- Mature, Blight-Free American Chestnut Found in Strathroy-Caradoc – November 30
- Chippewas of the Thames First Nations Receives ‘Stewardship Award’ as Valued Tree Planting Partner – December 4

All Directors are emailed a copy of the above media releases and as well, they are posted on our website, Facebook and Twitter accounts. Local watershed media contacts (daily and weekly print, television and radio stations) database update is ongoing.

7.5.2) Displays and Exhibits

Displays and Exhibits are created to update programs and information for the public.

- The **2018 International Plowing Match** will be held September 18-22, in Pain Court, Chatham-Kent. The LTVCA, St. Clair Region and Essex Region Conservation Authorities will be creating a tent exhibit around the theme “what the CA’s are doing to protect the Great Lakes”. This theme can incorporate components of phosphorus reduction, wetlands, stewardship/BMPS etc. The tent will also incorporate components of the Children’s Water Festival which will not be held as a stand alone festival in 2018 due to obvious conflicts of time and resources.

7.5.3) Advertisements and Marketing

Paid Advertisements are taken out in the local tourist guides for Chatham-Kent, Middlesex and Elgin for C.M. Wilson and Longwoods Road Conservation Area for 2017. New ones are being designed and sent now for 2018. Staff also take out advertisements in the local print media to inform the public about workshops and seminars.

A new **Visual Identity Branding Manual** for the LTVCA is being developed. A Visual Identity Branding Policy is nearing completion for Board Approval in the new year.

7.5.4) Presentations

Presentations are provided to community groups upon request. Support is offered to staff for official openings, funder recognition ceremonies and community events.

Retiring staff Russ Dysarz (Western District Supervisor) and Dave Little (Eastern District Supervisor) were congratulated and presented with gifts of appreciation at a luncheon on October 19th. At the December 14th meeting, Russ will be presented with his 'big gift'!



Staff also attended the **Community Vitality Celebrations** on November 8 sponsored by London Community Foundation at Goodwill Industries in London. The 2017 grants were announced and we received this invitation as the Lower Thames Valley Conservation Authority was a recipient of \$10,000 for Longwoods Road & Ska-Nah-Doht: Future Pathways (Longwoods Visioning project).



7.5.5) Committees and Meetings

Staff attend meetings of the Thames-Sydenham and Region Source Protection Region’s communications team as they develop communication products. Staff also participate on planning committees, which meet regularly for the Children’s Water Festival – Chatham-Kent and Lambton, St. Thomas/Elgin and the Communications Subcommittee for the Thames River Clearwater Revival.

On November 6, staff organized a meeting in Delaware to see if there was community interest in renewing the **Friends of Sharon Creek** Conservation Area. The Stand-Up Paddle Boarders and Tall Grass Ontario attended the meeting. A PowerPoint presentation was given highlighting the volunteer work of the original Friends of Sharon Creek group, current activities at the conservation area, issues we are experiencing and an invitation for community input.

Friends of Sharon Creek (FOSC) ... Revival?



Staff attended the **Carolinian Canada Coalition Conference** in London on November 15 at the Upper Thames River Conservation Authority office.



7.5.6) LTVCA Website and Social Media (YouTube, Twitter and Facebook)

The LTVCA’s website and social media (YouTube, Twitter and Facebook) are updated several times daily with current/relevant Conservation Authority information and events. The website address is www.ltvca.ca. We encourage you to check in with us daily and share with your friends! Updates highlighting LTVCA projects, events and current conservation activities relating to the watershed are posted. Photos and video clips of programs and projects are taken regularly.

7.5.7) Lower Thames Valley Conservation Foundation

Directors met on November 26 and were updated on the Longwoods Visioning project by Sheila Simpson. It is anticipated that a February 2018 Trillium grant application will be submitted by the Foundation for a feasibility study for Longwoods Road Conservation Area. The Visioning Project outcomes will provide the public input towards the application. This project was funded by the Lower Thames Valley Conservation Foundation, the LTVCA, and the London Community Foundation - each contributing \$10,000.

The Foundation’s Bursary of \$500 was also presented to Jillian Ball at this meeting. The next meeting of the Foundation is scheduled for March 6, 2018.



7.5.8) Publications

Community Relations staff assist Conservation Authority staff with publications as needed. Publications are posted on our website for downloading. A series of 12 Aquatic Species at Risk info graphics has been created for the turtles and snakes at risk in the LTVCA watershed. These have been posted to our Facebook page and Twitter and also emailed to our watershed client groups.



7.5.9) Applications

Community Relations staff apply for project funding as grants become available. We are currently applying for a grant from the Ministry of the Environment and Climate Change to cover the costs of the April 2018 Student Conference in Rondeau Bay.

7.6) Conservation Authority Education

7.6.1) Conservation Field Trips for Students

Total number for October and November – 2017, 460 students and 50 adult supervisors participated in field trips to Longwoods Road Conservation Area. (428 students and 64 adults in 2016)

7.6.2) Conservation Classroom Programs and Outreach

Total number for October and December – 2017, 125 students and 8 adult supervisors. (29 students in 2016)

7.6.3) Great Lakes Environmental Special High Skills Major (SHSM) Student Conference

Plans are continuing for the LTVCA to host this event in mid April 2018. A grant from MOECC will cover the majority of costs. The location will be in the Rondeau Bay region with an expected 120 high school students attending. Staff and community members will present as well as local First Nations and there is possibility of the Minister attending.

7.6.4) Ska-Nah-Doht Village and Museum Field Trips for Students

Total number for October and November – 2017, 1,145 students and 236 adult supervisors participated in field trips to Ska-Nah-Doht. (899 students and 188 adults in 2016)

7.6.5) Ska-Nah-Doht Village and Museum Activities

After the success of Taste of Fall on October 1, it was back to business. The fall school programs are busy. We have launched a new program “Balance and Biodiversity” with the Conservation Education department. Teachers really like the format including a species at risk game with a walk in the woods identifying invasive species plus a tour of Ska-Nah-Doht looking along the way at the forest for building materials and medicines. This is offered in a 2 hour program (half day). The theme is all about how we have lost respect for the natural world and how to find that balance again. This is reflected in the First Nations approach to living within the environment – take a tree, plant a tree. Teachers have the option of choosing any other program to stay all day.



On October 21st we participated in International Archaeology Day at the Museum of Ontario Archaeology. Our display featured the *Heritage Build Project* and how archaeological evidence guided our interpretation. We also took our display to the Oneida Environmental Summit on November 16 & 17. Staff participated in a water ceremony and made some great contacts.



7.7) Ska-Nah-Doht Village Committee Minutes



Ska-Nah-Doht Advisory Committee

MINUTES

A meeting of the Ska-Nah-Doht Advisory Committee was held at the Resource Centre in Longwoods Road Conservation Area at 3:00 P.M. on Wednesday, November 29, 2017. The following members were in attendance: Don Fairbairn, Bill Bruinink, Darcy Fallon, Gayle Bogart, Dan McKillop and Stanley Caveney. Also in attendance: K. Mattila, B. Carey and A. Vriends. Guest Presenter: Sheila Simpson.

1. Minutes of the Last Meeting

1. D. McKillop - G. Bogart

Moved that the minutes of the September 21, 2017 meeting be approved.

CARRIED

2. Business for Approval

2.1) Resignation - 2 Community Members

Lynn Chelchowski and Elvira Pupinski have resigned from the committee due to job commitments. They would still like to participate where they can as volunteers or special sub-committee members. This leaves 2 spaces vacant. There are several individuals who have shown interest in this committee. They will be sent an application and upon review they will be sent an invitation asking them to attend the first meeting in 2018.

2. G. Bogart - S. Caveney

Moved that the committee receive the report for information.

CARRIED

PRESENTATION moved forward in agenda

3.1) Longwoods Visioning Update - presented by Sheila Simpson

A PowerPoint presentation was given by Sheila Simpson. This presentation will be given to the LTVCA Board of Directors on December 14.

3. G. Bogart - B. Bruinink

Moved that the committee support the Longwoods Road Conservation Area, including Ska-Nah-Doht Visioning Process and support the next steps for Strategic Planning in 2018.

CARRIED

2.2) Review of Heritage Build Project and Taste of Fall/Canada 150 event

The 2 year Heritage Build Project has come to a successful end. The northern most longhouse including the frame and bark was finished on time for the October event. Some of the interior details such as upper racks and fire pits will be finished by LTVCA staff. The new maze with an overlapping entrance is accessible but still challenging.

The final budget is currently being worked on. It will be circulated when completed.

The Taste of Fall/Canada 150 was a very successful event! The main reason for free admission was to increase attendance and awareness of the facility. It seems to have worked as we hosted 421 people (34 in 2016) and it was closer to 500 with staff, vendors and volunteers. This event was heavily promoted by staff at all the public events from 2016 through 2017. Many in attendance had recently attended other park events.

4. D. Fallon - S. Caveney

Moved that the committee receive the report for information.

CARRIED

2.3) Ska-Nah-Doht Fund

The total in the Ska-Nah-Doht Fund is \$28,738.28. This does not reflect the 2018 expenses related to the Heritage Build Project.

5. D. McKillop - G. Bogart

Moved that the committee receive the report for information.

CARRIED

2.4) Village 3-5 Year Plan

The Village Build Subcommittee will meet in the spring to work on a 3 and 5 year plan. A draft will be available for the first meeting in 2018.

6. D. Fallon - D. McKillop

Moved that the committee receive the report for information.

CARRIED

2.5) Annual Policy Review

An extensive review of the policies and the review schedule is needed. The subcommittee will meet as early as possible in 2018 and have recommendations for the first meeting.

7. S. Caveney - D. Fallon

Moved that the review be postponed until the next committee meeting.

CARRIED

3. Business for Information

3.2) Education Programs

Bookings have been steady this fall. A new program has been developed with the Conservation Education department called "Balance and Biodiversity".

Committee reviewed the 2016-2017 school year stats.

3.3) Community Museum Operation Grant (CMOG) 2017/2018

On October 20, 2017 we received confirmation on the success of our 2017-18 CMOG application. The amount is \$22,992 which includes museum pay equity funding in the amount of \$240.

3.4) Preliminary 2018 Budget Draft

The 2018 LTVCA Preliminary Budget, as it pertains to Ska-Nah-Doht, was reviewed.

3.5) Ska-Nah-Doht Recognition Program

Three ash benches are now located at the Recognition sitting area in front of the village. The benches are made from the cut ash trees due to the Emerald Ash Bore. This is an excellent conservation message. Several trees have been moved to this area to provide shade.

3.6) Nominations for Ontario Volunteer Awards Program

K. Mattila will review the volunteer roster and submit names before the deadline of January 25th, 2018.

8. B. Bruinink - D. Fallon

Moved that the committee receive 3.2 - 3.6 for information.

CARRIED

5. Other Business

After 5 years as General Manager, Don Pearson is retiring. Mark Peacock will begin as General Manager on December 11, 2017. It is hoped that they can attend a tour of Longwoods/Ska-Nah-Doht together if the schedule allows before the end of the year.

6. Next Meeting Date

The LTVCA AGM is being held on February 15, 2018. The next committee meeting will be after this date.

7. Adjournment

9. D. Fallon

Moved that the meeting be adjourned.

CARRIED

Don Fairbairn
Chair

7.8) Joint Health & Safety Committee Minutes

LOWER THAMES VALLEY CONSERVATION AUTHORITY



JOINT HEALTH AND SAFETY COMMITTEE

MINUTES

THURSDAY, NOVEMBER 2, 2017

A meeting of the Lower Thames Valley Conservation Authority's (LTVCA) Joint Health and Safety Committee (JHSC) was held November 2, 2017. Committee members present were: R. Dysarz, V. Towsley and T. Casier. A. Vriends sent regrets.

Site inspections of the Administration Building and grounds, Miller CA, Colborne CA, the Diversion Channel and the Dam and Pumping Station were conducted. See completed Workplace Inspection Records for details.

ITEMS NOTED IN RED and BOLD are considered to need immediate attention.

LTVCA Joint Health and Safety Committee
Workplace Inspection Record

Inspection Location: Administration Building / Miller CA / Diversion Channel / Colborne

Date/Time of Inspection: Nov 2, 2017 9:00 AM – 12:15 PM

Item; location	Hazards Observed	Recommended Action	GM Response		Action Taken/ Required to Repair	Completed By (Date/initials)
			Complete by (date)	Alternative Action		
ADMIN BUILDING	9:00 AM – 9:45 AM					
Back deck	Screws in decking popping up	Go over entire deck and retighten screws back down to flush with the boards	Check it next spring		Bruce	
Furnace room	Items stored / stacked around furnace	Remove items and store / organize remaining items properly, away from furnace and electrical panels	November 10/2017		Todd/Kally/Val	
Storage room	Fire extinguisher	Affix to wall	November 17/2017		Bruce	
Server room	General clutter	Clean room and remove excess boxes / items	December 1, 2017		Jason(s)	
MILLER CA	10:03 AM					
	No concerns					
DIVERSION CHANNEL – RIVARDS	10:15 AM – 10:32 AM					
	Gate left unlocked	Remind staff to ensure all gates / facilities secure upon leaving site	November 30, 2017		Jason W	
	Metal grates sitting on concrete sill cracking due to weight	Remove one of the double grates, patch concrete Do we need to look into hiring an Engineer review of the dam and pump station facilities?				

LTVCA Joint Health and Safety Committee
Workplace Inspection Record

Inspection Location: Administration Building / Miller CA / Diversion Channel / Colborne

Date/Time of Inspection: Nov 2, 2017 9:00 AM – 12:15 PM

Item; location	Hazards Observed	Recommended Action	GM Response		Action Taken/ Required to Repair	Completed By (Date/initials)
			Complete by (date)	Alternative Action		
DIVERSION CHANNEL – CREEK ROAD	10:36 AM – 10:47 AM SW gate Two posts rotten and broken off at base	Replace post and fencing where needed	December 15, 2017		Paul K	
	Grape vine pulling fencing down	Remove grape vine from fencing and treat so it doesn't regrow	Ditto		Paul K	
	NW gate Post rotten	Replace posts where needed	Ditto		Paul K	
LEAF & YARD DEPOT	10:50 AM Did not have the correct keys to enter into the gated yard					
DIVERSION CHANNEL – PARK AVE	10:54 AM – 11:11 AM NE gate White pipe outlet eroding at end of pipe	Call CK municipal drainage department to repair by placing larger <u>armour</u> stone at outlet	Call C-K Drainage by November 17/2017		Jason W	
	Black pipe outlet eroding at end of pipe and caving in around pipe 10' back	Call CK municipal drainage department to repair by placing larger <u>armour</u> stone at outlet and backfilling cave in with suitable materials and reseed – spring work	Ditto – complete a work plan by November 30, 2017 to address all Diversion Channel/Pump house related deficiencies within a reasonable time frame		Jason W	

LTVCA Joint Health and Safety Committee
Workplace Inspection Record

Inspection Location: Administration Building / Miller CA / Diversion Channel / Colborne

Date/Time of Inspection: Nov 2, 2017 9:00 AM – 12:15 PM

Item; location	Hazards Observed	Recommended Action	GM Response		Action Taken/ Required to Repair	Completed By (Date/initials)
			Complete by (date)	Alternative Action		
DIVERSION CHANNEL – PARK AVE CONT. DIVERSION CHANNEL – OUTLET	Farm tile outlet under bridge structure on east side washing out under gabion matting	Redirect tile on top of armouring and repair washout				
	SW gate Wood posts rotted at base	Replace with new posts				
	NW gate Wood posts rotted at base	Replace with new posts				
	Gate in poor repair	Replace with new gate				
	11:14 AM – 11:37 AM					
	NW gate Gate in poor repair	Replace with new gate				
	Posts rotted at base	Replace with new posts				
Blocked drainage grate, erosion of berm	Clear grate and backfill erosion point					
SW gate Erosion of side hill at top ~10-15 feet in length – hazard for grass cutting operations	Inspect area to determine cause of erosion and backfill to equal grade with surrounding slope					
SE gate Fencing cut, posts rotten at base	Repair fencing and replace posts with new					

LTVCA Joint Health and Safety Committee
Workplace Inspection Record

Inspection Location: Administration Building / Miller CA / Diversion Channel / Colborne

Date/Time of Inspection: Nov 2, 2017 9:00 AM – 12:15 PM

Item; location	Hazards Observed	Recommended Action	GM Response		Action Taken/ Required to Repair	Completed By (Date/initials)
			Complete by (date)	Alternative Action		
COLBORNE CA	NE gate Fence and posts in poor repair	Repair fencing and replace posts with new				
	Entire length of channel Washouts alongside of rip-rap channel	Infill washouts with spoil from stockpiled materials				
	11:40 AM – 11:43 AM No concerns					
DIVERSION CHANNEL – PUMP STATION AT TECUMSEH PARK	11:50 AM – 11:53 AM Waste Connections of Canada (519-360- 9435) – green bin (cardboard) and blue bin (gen waste) in front of gen sets	Placement of bins may be an issue at time of emergency use of the pumps. Contact municipality to see who the bins belong to and have them relocated away from gen sets. Currently, practice is to drag them out of the way prior to operating the pumps				
Pump Building	Could not unlock the building, key would not work – something wrong with tumblers	Have Bruce look at the lock (<i>done same day in PM</i>), discussion with JW that a deadbolt be installed with a Water Survey lock / key				
	Woody debris in slews of gate(s)	Needs to be removed prior to freeze up / pump operation				
Done: 12:15 PM						

LOWER THAMES VALLEY CONSERVATION AUTHORITY



JOINT HEALTH AND SAFETY COMMITTEE

MINUTES

THURSDAY, NOVEMBER 9, 2017

A meeting of the Lower Thames Valley Conservation Authority's (LTVCA) Joint Health and Safety Committee (JHSC) was held November 9, 2017. Committee members present were: T. Casier, R. Dysarz, V. Towsley and A. Vriends.

Sample Hazard Tree Policy from Marsh Insurance

Members to review policy to determine if it is appropriate for LTVCA use, with or without modifications. Comments / edits to be submitted to V. Towsley for incorporation into a rough draft document.

A new JH&S representative will be needed for the C.M. Wilson worksite once Russ retires.

T. Casier to find a public sign-off sheet / disclaimer for wording for CA activities held at our parks e.g. for snowshoeing, etc. T. Casier has indicated that Marsh has sample waivers available, to be reviewed by committee.

Discussed the lack of municipal signage on Fargo Road from Horton Line to the entrance of CM Wilson C.A. Committee recommends that CK Roads Department be contacted to see if a 'no exit' or 'dead end' road sign can be installed to stop people from finding alternate ways around the 401 / 40 overpass work. Also, request that the checkered dead end sign at the north end of Fargo be replaced as several people have run their cars off the end of the roadway.

Val has contacted Paul Goldhawk, Roads Super for CK and requested that new dead end and no exit signs be installed. He was unaware that they were missing. He will look into getting them replaced. Contacted November 27, 2017 at 10:50 am.

'Emergency Meeting Location' signs are needed for each office / shop location, of an appropriate size that is visible...5 in total needed.



An emergency meeting location map for CM Wilson Workshop/Gatehouse needs to be created. Location to be by the gatehouse for fire, Mike's basement in the event of a tornado. Map to be posted on the shop Safety Board and in the gatehouse.

The emergency meeting location map for Barn Rentals (plasticized) at C.M. Wilson, for emergency services purposes, needs to be posted in the Barn.

Site inspections of Big Bend, Dutton Dunwich, Crane, E. M. Warwick, Feasby and Skunk's Misery were conducted. See complete Workplace Inspection Recording Forms for details.

ITEMS NOTED IN RED and BOLD are considered to need immediate attention.

LTVCA Joint Health and Safety Committee
Workplace Inspection Record

Inspection Location: see below

Date/Time of Inspection: November 9, 2017 / see below

Item; location	Hazards Observed	Recommended Action	GM Response		Action Taken/ Required to Repair	Completed By (Date/initials)
			Complete by (date)	Alternative Action		
LOCATION 911 sign and # at entrance	Big Bend - not a municipal standard sign	8:30 a.m. - contact the municipality for a proper sign	RW, December 31, 2017			
Pond area	- bolts sticking out of sign	- cut bolts off flush				
Roadway in and around camping area	- 2 steel posts in long grass	- remove				
	- no stop signs at the end of main road	- install stop or yield signs	RW/ML April 30, 2018			
		- remove stop sign on main road in	ditto			
LOCATION	Dunwich - none noted	10:15 a.m.				
LOCATION front entrance & along roadside	Crane - tree stumps	10:55 a.m. - cut flush	RW/ML December 31/17			
poplar tree by monument	- dead	- remove	Ditto			

LTVCA Joint Health and Safety Committee
Workplace Inspection Record

Inspection Location: see below

Date/Time of Inspection: November 9, 2017 / see below

Item; location	Hazards Observed	Recommended Action	GM Response		Action Taken/ Required to Repair	Completed By (Date/initials)
			Complete by (date)	Alternative Action		
LOCATION	E.M. Warwick	12:55 p.m.				
Main Building	- inside and outside building - light bulbs exposed	- cage all lights (look into LED lights - as a replacement for mercury bulbs)	RW/ML Apr 30, 2018			
	- middle bunk bed moveable	- anchor to wall and remove ends that stick out at ground elevation	Ditto			
	- bulletin board emergency contact numbers	- post updated numbers	Ditto			
All Buildings	- are No Smoking signs in all buildings/rooms?	- need to ensure that signs are posted	Ditto			
main fire pit	- ashes and burnt logs are being thrown down bank and against trees	- renters to be told that fires are to be extinguished completely in fire pit - designate an area for ash removal	Ditto			
			Ditto			
east side of driveway	- dead pines	- remove and inspect entire line of pines	Ditto			
flag pole	- concrete is cracking	- regular inspection required - remove when necessary	Monthly ML			

LTVCA Joint Health and Safety Committee
Workplace Inspection Record

Inspection Location: see below

Date/Time of Inspection: November 9, 2017 / see below

Item; location	Hazards Observed	Recommended Action	GM Response		Action Taken/ Required to Repair	Completed By (Date/initials)
			Complete by (date)	Alternative Action		
gate at public parking	- t bar as blockage to vehicles - not substantial enough	- install a rock or tree	RW/ML April 30, 2018			
trail to water	- hazards due to site conditions	- referring to Marsh guidelines, a sign warning of hazards - use at own risk - unstable ground etc. be posted	Ditto			
LOCATION	Feasby	2:32 p.m.				
	- none noted					
LOCATION	Skunk's Misery	3:15 p.m.				
- N entrance into Beattie Tract off of Centreville Drive	- old culvert used to block trail, staked in place with rusty T bars - bars higher than the top of the culvert, potential for scrape / impalement injury	- pound down flush with top of culvert OR find a more suitable option for blocking vehicles to this trail...like a gate or turn-style posts staggered down the trail for ~ 1 m, wide enough for pedestrian traffic, but not accessible to motorized vehicles	RW/ML Dec 31, 2017			
Sassafras Road	- motorized vehicles are finding alternate routes into the property off the side road	- consideration of fencing the entire property or deal with new entryways as they appear (e.g. felled logs)	RW/ML May 31, 2018			

7.9) Wheatley Two Creeks Association

WHEATLEY TWO CREEKS ASSOCIATION

Minutes of regular meeting held on **November 2nd, 2017** at the Wheatley Legion

Attendance: Bruce & Marjorie Jackson, Ron Haley, Gerry Soulliere, Mike Diesbourg, Heather Vannieuwenburg, Dale Whiddon, Lorna Bell, Joe & Ginette Pinsonneault, Larry McDonald, Linda Pearce, Pauline Sample.

Agenda: Moved by Lorna, sec. by Dale agenda be accepted as outlined (Carried)

Minutes: Moved by Phil sec. by Lorna minutes be accepted as read (Carried)

Memorial Groves: The grass in the groves may be cut twice more depending on the weather. David & Sharon donated their cheque they received for doing the music at the Memorial service back to the group, thankyou.

Prop. & Equip. : Bruce has mown the hill to accomodate the tobogganers for the winter. Bruce & Howard have put some reinforcing brackets on some of the support posts in the large pavillion. Crushed stone and 2 poles have been put near a wet area on the McIntosh Trail. Gerhard Epp was one of the names mentioned that could pour our new Dance Pad. Gerhard Taves & Adam Stein were 2 names mentioned that could help us install the new roof on the small pavillion. The Scouts will be camping near the Pavillions this weekend. The North bridge is still fairly stable but needs some attention. Wood chips have been delivered for the gardens. Gerry & Muggs will need help preparing the float for this years Xmas parade.

Concerts: The Concert Committee met at Rick's house last night, next year's lineup was tentavely scheduled. An annual half-day music festival similar to this years 25th anniversary celebration was discussed. Most people thought that it should only be music and food with no vendors, no decision was reached.

Financial Report: Account balance as of Sept. 30 2017 was \$ 27,342.03. Account balance as of Oct. 31 2017 was \$ 25,600.31. Balances were moved by Phil sec. by Larry. The adoption of a " draft " budget was motioned by Mike sec. by Phil. We have received the full C-K Partnership Grant.

Correspondence: None

Old Business: If anyone is interested trees are available for purchase at Craig Willett's old nursery. The Norway Maples near the stage will be removed.

New Business: None

Adjournment: Mike motioned for adjournment at 8:00pm

Phil Humphries, secretary.

7.10) GMs Report

I would like to begin my final report to the LTVCA Board by thanking the members for the opportunity to work with this organization over the past five years. As I reflect on my good fortune to have had the privilege to work directly with many like-minded people in the protection and improvement of the health of the Thames River for some thirty years spanning four decades, it is with a profound sense of appreciation. By listing some of the highlights at the Lower Thames over these past five years, I hope the team will be inspired to meet even greater challenges in the future. I am in no way taking credit for these accomplishments – all of them required effort by many people, perseverance by others, and leadership by many staff who stepped up to offer design suggestions, find funding or manage all or portions of projects.

Upon arriving in January of 2013, and after meeting the staff, many for the first time, I was impressed by the amount of activity and number of programs offered, despite a modest annual budget of just over \$2.1 million dollars. There were, however, some urgent needs that had to be addressed, including upgrades to our information technology, as well as the administration building itself. Fortunately, previous administration had ensured that reserves were sufficiently healthy to undertake the necessary work, in addition to redevelopment of the parking area and expansion onto an adjacent “brownfield” owned by the Municipality of Chatham-Kent. The administration office now features improved energy efficiency, maintenance free steel siding, accessible washrooms and expanded storage, along with cosmetic improvements. The parking lot features storm water control while mitigating an historic contamination issue. Vehicular access has been moved to a safer location with attractive and effective signage. This essential facility is once again a proud symbol of the organization and will support the Conservation Authority’s needs for years to come.

Over five years, our budget has grown by more than 50% to almost \$3.2 million, while maintaining the municipal investment at 50% of the total budget. While growth in public expenditure is often not seen in a positive light, it is worth noting that, given its area of jurisdiction of 3,275 km², only 14 of 36 Conservation Authorities have a larger area to service. And, with a population of just over 100,000, only 14 of 36 have a smaller population. This reality puts a greater financial burden on the local municipalities, although the LTVCA remains in the middle of the pack in terms of total levy (\$1.61 million) and levy calculated as a per person or per capita average (\$16.00). There are obviously limits to what the member municipalities can bear financially, but there now is a realization of the need for a greater role by the provincial government to balance local needs with local capacity. To help set our priorities and maximize the impact of our programs within our fiscal and staff constraints, the Authority staff and Board completed a Strategic Plan in 2015.

So what has changed besides an increase in budget? We are once again able to offer private landowner stewardship services across the entire watershed. In 2017, 130,000 seedling trees were planted, more than double the number planted in 2012. With an investment by the provincial government, we have expanded our water quality monitoring program from nine stations to more than 30, and, in partnership with the University of Windsor added a benthic sampling program. These monitoring programs provide much needed baseline data to measure the impacts of future efforts to reduce nutrient losses to and improving water quality in the Thames River, Lake St. Clair and Lake Erie. Our traditional stewardship focus on reforestation, wetland and prairie habitat creation has been expanded to include research on the effect of various agronomic practices on nutrient losses to the environment. This work will be critical to the major effort required to meet our phosphorus reduction targets within the Thames watershed and for Lake Erie. In addition, we have begun work on a comprehensive program to improve habitat conditions for species at risk, with the financial support of Environment Canada. This work is critical in our jurisdiction as the Thames River and region are home to more rare and endangered species than anywhere else in Canada.

Our core responsibility for protecting life and property from the natural hazards of flooding and erosion requires constant vigilance and better science and technical tools. The Lower Thames has entered into a formal arrangement with the Upper Thames River Conservation Authority to share technology for monitoring stream flows and precipitation, publishing the data on publicly available graphical websites, and archiving historical data making it available for ongoing modeling and analysis, useful for future forecasting and modeling of hazardous areas. The shoreline of Lake Erie is an equally important area of interest for the Authority due to high, erosion prone bluffs and areas where erosion combines

with a flooding hazard, particularly during the current period of higher lake levels. Shoreline studies are critical first steps in developing a long term solution that balances public safety and security of property and infrastructure with the natural process of the Great Lakes Shorelines. The addition of an additional Regulations staff position was critical to ensure timely review of applications and permitting with the increase in the number of development applications. The Board also supported a successful prosecution for a serious violation of the regulation, underscoring the Board's commitment to fulfilling the Authority's regulatory responsibility.

Our Conservation Land holdings were boosted by several hundred acres of significant natural heritage properties, from willing donors impressed by the LTVCA's stewardship program. These donations represent significant monetary value in addition to their contributions to nature, and are testament to the strong relationships developed by program staff. The Authority has also made significant progress in rebranding its Conservation Areas with improved and upgraded facilities and signage, coupled with a review of our maintenance program. In the longer term increased marketing and investment will increase visitation and enhance the visitor experience. The "visioning project" for Longwoods/Ska-Nah-Doht has concluded and will form a strong foundation for the next stage, a feasibility study from which to develop a multi-year plan for renewal of programs and facilities. This bold vision, once fulfilled has great potential to expose many more people annually to a unique natural and cultural experience, leading to greater appreciation of the values and contributions of our indigenous communities to living in harmony with the natural world. These lessons will be important as our society adapts to meet the challenges of a rapidly changing climate while transitioning to a carbon-reduced economy.

An ongoing theme over the past five years has been the review of the Conservation Authorities Act, culminating in revisions to the Act under Bill 139. Introduced into the legislature last June, with Second Reading in September, Third Reading took place on November 23. By the date of this meeting, we will know if the Bill was passed. Optimistically, if passed it will set the stage for an improved relationship between Conservation Authorities and their provincial and municipal partners, improving accountability and ensuring adequate resources for mandated and negotiated responsibilities. It will also underscore the importance of a more integrated approach to watershed management, with the Conservation Authorities continuing to play a vital role in facilitating, coordinating, implementing, monitoring and reporting. I am confident that the Lower Thames Valley Conservation Authority will, under its new leadership continue to rise to these challenges and opportunities, and I wish you every success in the future.

Recommendation: That the above reports be received for information.

8. Correspondence

8.1) Correspondence: City of London



London
CANADA

P.O. Box 5035
300 Dufferin Avenue
London, ON
N6A 4L9

November 15, 2017

London Police Services Board
Covent Garden Market
Eldon House
Kettle Creek Conservation Authority
London Convention Centre
London & Middlesex Housing Corporation
London Public Library
London Transit Commission
Lower Thames Valley Conservation Authority
Middlesex – London Health Unit
Museum London
Upper Thames River Conservation Authority

I hereby certify that the Municipal Council, at its meeting held on November 14, 2017 resolved:
That an invitation BE EXTENDED to all Boards and Commissions to hold their meetings in the Council Chambers at London City Hall in order to:

- a) enable the live streaming of Board and Commission meetings on Youtube, which will enhance public engagement and transparency; and,
- b) provide a venue that members of the public may find more inviting and one which could accommodate more members of the public, should they wish to attend. (2017-CO5) (AS AMENDED)(13/15/CPSC)

C. Saunders
City Clerk
/kmm

cc: M. Salih, Councillor - Ward 3
C. Saunders, City Clerk
List of external cc's on file in the City Clerk's Office

The Corporation of the City of London
300 Dufferin Ave N6A 4L9
P: 519.661.CITY (2489) x 0969 | Fax: 519.661.4892
kimyers@london.ca |
www.london.ca

Paul
RECEIVED

NOV 21 2017

LOWER THAMES VALLEY
CONSERVATION AUTHORITY

8.2) Correspondence: Oneida Nation of the Thames

ONEIDA NATION OF THE THAMES

POLITICAL OFFICE
2210 ELM AVENUE, RR #2
SOUTHWOLD, ONTARIO
N0L 2G0

TELEPHONE: (519) 652-6161

FAX: (519) 652-2174

November 24th, 2017

Lower Thames Valley Conservation Authority
100 Thames Street
Chatham, Ontario
N7L 2Y8
Tel: 519-354-7310
Fax: 519-352-3435

Dear Dan Brinkman:

I would like to extend my gratitude to yourself, as well as, your colleagues from the Lower Thames Valley Conservation Authority for presenting the Oneida Nation of the Thames community members with invaluable information regarding the environment.

Secondly, I thank you for the beautiful stained glass turtle Jenelle has presented me with. The turtle has great significance to the Oneida People. This beautiful piece of art has found a nice home in our office.

It was a pleasure to have you here in the community and I look forward to building a partnership with the LTVCA.

Kind regards,



Elected Chief Randall Phillips,
Oneida Nation of the Thames

“People of the Standing Stone”

8.3) Correspondence: Ministry of Natural Resources & Forestry to CA General Managers & Chief Administration Officers

From: McDougall, Laura (MNRF) [<mailto:Laura.McDougall@ontario.ca>] **On Behalf Of** Woeller, Kathy (MNRF)

Sent: November 30, 2017 1:37 PM

To: bhorner@abca.on.ca; grae@crca.ca; admin@catfishcreek.ca; cdarling@cloca.com; dmartin-downs@creditvalleyca.ca; tim.pidduck@crowevalley.com; rwyma@erca.org; llaliberte@grca.on.ca; jfarwell@grandriver.ca; s.skinner@greysauble.on.ca; hbasit@hrca.on.ca; lisa.burnside@conservationhamilton.ca; mmaichrowski@kawarthaconservation.com; elizabeth@kettlecreekconservation.on.ca; m.walters@lsrca.on.ca; tammy@lakeheadca.com; cevanitski@lprca.on.ca; Don Pearson <Don.Pearson@ltvca.ca>; glenda.rodgers@lrc.on.ca; pbeard@mvca.on.ca; david.vallier@timmins.ca; plehman@mvc.on.ca; Mbrickell@npca.ca; carl.jorgensen@greatersudbury.ca; briant@nbmca.on.ca; dhevenor@nvca.on.ca; dmarinigh@otonabee.com; tmurphy@quinteconservation.ca; richard.pilon@rrca.on.ca; sommer.casgrain-robertson@rvca.ca; w.brohman@svca.on.ca; rbateman@ssmrca.ca; acoleman@nation.on.ca; bmcdougall@scrca.on.ca; jmackenzie@trca.on.ca; wilcoxi@thamesriver.on.ca; kgavine@conservationontario.ca; bfox@conservationontario.ca
Cc: rcatulli@cloca.com; RKhurshid@creditvalleyca.ca; amanda.donald@crowevalley.com; a.armstrong@greysauble.on.ca; mpiggot@hrca.on.ca; s.mckinnon@LSRCA.on.ca; info@lakeheadca.com; dlivingston@mvca.on.ca; sflannagan@nvca.on.ca; dlandry@otonabee.com; sandy.crites@rrca.on.ca; LHutchinson@nation.on.ca; mtolensky@trca.on.ca; kgavine@conservationontario.ca; Woeller, Kathy (MNRF) <kathy.woeller@ontario.ca>; Mikel, Liz (MNRF) <Liz.Mikel@ontario.ca>; Fancy, Rob (MNRF) <rob.fancy@ontario.ca>; Leckie, Rheanna (MNRF) <Rheanna.Leckie@ontario.ca>
Subject: Municipal Levy Apportionment for the 2018 Budget Year

To: Conservation Authority General Managers and Chief Administrative Officers

Good afternoon,

During the fall, we received a couple of inquiries from conservation authorities about the municipal levy apportionment data that we sent in August for the 2018 budget year.

The levy apportionment figures are calculated from assessment data provided by the Municipal Property Assessment Corporation (MPAC) and revised based on the 'Conservation Authority Levies' Regulation (O. Reg. 670/00) of the Conservation Authorities Act.

We investigated those inquiries and found that this year, MNRF received phased-in data from MPAC, which phases in the difference in assessment years over a 4-year period, rather than the actual current value assessment data we normally receive. The phased-in data aligns with assessment information that municipalities receive from MPAC, and provides for more gradual year-over-year increases than the actual current value assessment data. This data is based on the same assessment information, but is phased in differently over time.

We want to assure you that the data you received in August for your budgeting process is accurate and in compliance with the Conservation Authorities Act and O. Reg. 670.00.

If you have any questions about the data provided to you in August, please contact myself or Rheanna Leckie at rheanna.leckie@ontario.ca or (705) 755- 5405.

Sincerely,

Kathy Woeller
Manager
Program Services Section
Ministry of Natural Resources and Forestry
300 Water St., 5 South
Peterborough, ON
K9J 3C7
705-755-1278

Help celebrate Canada's 150th birthday by planting trees to improve air quality, fight climate change and make Ontario a cleaner, greener place to live – track trees you plant in our tree counter today at greenleafchallenge.ca!



This electronic transmission, including any attachments contain information that is confidential. Any distribution or copying by anyone other than the intended recipient(s) is strictly prohibited. Permanently delete the copy you have received. Thank you.

As part of providing [accessible customer service](#), please let me know if you have any accommodation needs or require communication supports or alternate formats.

9. Events Calendar

December 14
2:00-4:30 pm

Board of Directors Meeting
LTVCA Administration Building, Chatham

January 3-4, 2018

Southwest Agricultural Conference - Ridgeway Campus University of Guelph

January 7 – February 25, 2018

Snowshoe Rentals at the Cabin – Longwoods Road Conservation Area

January 24-25, 2018

CK Farm Show – Bradley Centre in Chatham

February 15, 2018
8:00 am – 5:00 pm

Soil Health Conference (Hosted in partnership with the OMAFRA, SCRC, and the LTVCA)
Location: John Bradley Convention Centre (65 Richmond Street, Chatham, ON)

February 19, 2018

Family Day Snowshoe – Longwoods Road Conservation Area

February 24, 2018

Moonlight Winter Family Hike (preregistration only) Longwoods Road Conservation Area

Ongoing Events

First Thursday of month
7:30 pm

Wheatley Two Creeks Association Meetings
Royal Canadian Legion, Erie Street N., Wheatley

7 days a week
9:00 am – 4:30 pm

Ska-Nah-Doht Village & Museum
Longwoods Road Conservation Area

For more information contact:
LTVCA Administration Office: 519-354-7310
Longwoods Road Conservation Area: 519-264-2420
C.M. Wilson Conservation Area: 519-354-8184
www.ltvca.ca