

LOWER THAMES VALLEY CONSERVATION AUTHORITY



BOARD OF DIRECTORS
MEETING
AGENDA

Administration Building
Chatham, Ontario
Thursday, April 23, 2015
2:00 P.M.

1. **Adoption of Agenda**

2. **Disclosure of Pecuniary Interest & General Nature Thereof**

3. **Minutes of the Last Meeting (Previously circulated)**

4. **Business Arising From the Minutes**

5. **Business for Approval**

(a) Washroom quotes for accessibility modifications – reports to be provided at meeting

(b) Other structural upgrades– reports to be provided at meeting

(c) Status of parking lot – reports to be provided at meeting

(d) Proposal for new LTVCA logo design

6. **Committee Meetings**

(a) Personnel & Finance / Executive Committee Meeting & Hearing Minutes, April 2, 2015

(b) Source Water Protection Minutes, February 19, 2015

(c) Joint Health & Safety Committee Minutes, April 1, 2015

(d) Ska-Nah-Doht Advisory Committee Minutes, April 16, 2015

RECOMMENDATION: That the committee meeting agenda items 6 (a) through to 6 (d) be received for information.

7. **Correspondence**

None

8. Business for Information

- (a) Water Related Issues, Initiatives & Activities – Staff Report
 - i. Flood event
 - ii. Watershed monitoring
 - a. Groundwater station installations (3)
 - b. Surface water program
 - c. Vandalism at the Chatham gauge
 - iii. Watershed planning
 - a. Thames River Clearwater Revival – verbal presentation
 - b. Cyanobacteria Working Group
- (b) Applications for Permission under Ontario Regulation 152/06 (CA Act) – Staff Report
- (c) Conservation Services – Staff Report
- (d) Conservation Areas – Staff Report
- (e) Community Relations – Staff Report
- (f) Conservation Authority Education – Staff Report
- (g) Wheatley Two Creeks Association – Report
- (h) GM’s Report

RECOMMENDATION: That agenda items 8 (a) through to 8 (h) be received for information.

Re: **Business for Approval**

5(a) Accessibility upgrades

In regard to the modifications to the front entranceway and washrooms to meet accessibility requirements, 3 quotations have been received and copies have been provided to the Board. Staff are recommending the lowest quotation of the three, provided by Vertec Contractors Limited at \$73,715 plus HST. As Vertec has already been awarded the contract for replacing windows, insulating the exterior and siding, the additional work will be more easily coordinated with a single contractor.

By way of additional information, an application will be submitted for a grant of up to \$50,000 for these modifications, making the net cost to the Conservation Authority more affordable.

Recommendation: That the LTVCA accept the quotation of Vertec Contractor's Limited for modifications to the entranceway and washrooms, in the amount of \$73,715 plus HST, and that staff be authorized to submit an application for funding of the modifications.

VERTEC

CONTRACTORS LTD.

Item #5 (a) & #5(b)

Phone (519) 351-2886

Fax (519) 351-2929

www.vertec.ca

300 National Rd.

R.R. #5, Chatham, Ontario

N7M 5J5

April 21, 2014

Lower Thames Valley Conservation Authority
100 Thames Street
Chatham, Ontario
Canada

RE: Barrier Free Entrance/Washroom

ATTN: Don Pearson

Dear Sir,

We are pleased to submit our quotation of Seventy Three Thousand Seven Hundred Fifteen Dollars (\$73,715.00), Plus HST for the above mentioned project

In the following attached pages you will find a complete breakdown of our proposed scope of work.

The above price will remain in effect for a period of 30 days after which time will be subject for review.

Trusting that the above meets with your approval. We look forward to working with you on this project.

Respectfully submitted,



Stephen Barnier
President
Vertec Contractors Ltd.

GENERAL CONTRACTORS

PERMITS, FEES & TAXES

Harmonized Sales Tax is extra to the quoted amount. Any increase or change in this or any other tax after the date of the quotation will be added to our price.

We have included for a building permit. We have not included for any levies and / or development fees in this quotation.

This quotation is subject to local building department approval. Any changes required by the building department will be the responsibility of the Owner.

Vertec Contractors Ltd. carries a five million dollar Liability Insurance policy.

JOB MOBILIZATION

It is our intent to erect a project sign identifying our participation on the project.

Sanitary facilities for the workers will be provided by Vertec Contractors Ltd. for the duration of the project.

DEMOLITION

Supply all labour, material and equipment for the following demolition work:

- Removal of block wall at existing washroom.
- Removal of existing interior and exterior entrances.
- Removal of existing terrazzo base.

EXCAVATION & BACKFILL

Supply all labour and equipment to excavate for base slab and haul excess material off site, including removal of landscaping box.

The removal of surface storm water from excavated areas as incurred on site is included in our proposal. If any underground water is encountered and dewatering is required it will be considered as an extra to our base proposal.

Supply all labour, material and equipment required to compact 8" of granular 'A' to 98 % proctor density ready for landing and ramp area.

Supply and installation of 3" thick S.M. Styrofoam insulation over approx. 28' x 15' area.

Backfill and compact gravel to build up landings and ramp.

CONCRETE WORK

Supply all labour, material and equipment required to pour base slab on top of SM complete with 15mm rebar 12" on centre each way.

Supply all labour, material and equipment required to form and pour 56' knee walls complete with 15mm dowels 12" on centre.

Supply all labour, material and equipment required to pour and broom finish landings and ramp 4" thick complete with welded wire mesh approx 372 sq. ft.

Form and pour 3 steps.

HAND RAILS

Supply all labour, material and equipment required for installation of new railing system for new stairs and handicap ramp.

GLAZING

Supply all labour, material and equipment required to install a new interior vestibule including a pair of 6'-4" x 7'-0" aluminum doors with standard hardware and (1) automatic operator. The glazing will be 6mm clear tempered glass. Installation of 2'-0" x 3'-0" frosted glass window for storage room.

DRYWALL AND ACOUSTICS

Supply all labour, material and equipment required to complete the following drywall and acoustics as per the following:

- Remove existing acoustic tile ceilings and salvage for re-use in existing woman's washroom and existing entry.
- Install ½" plywood on 6" metal studs with R-20 batt insulation in stud wall cavities, covered with 6 mil poly vapour barrier and ½" drywall for exterior walls of storage area.
- Install 3-5/8" metal studs with sound insulation in wall cavities covered with ½" drywall both sides of new wall for the handicapped washroom.
- Install metal studs and drywall bulkheads with wood blocking and insulation above glazed partitions in vestibule area.
- Suspended drywall ceilings in vestibule.
- Tape and sand drywall ready for paint.
- Re-install and re-work lay in acoustic tile ceilings to suit new lay-out.
- New acoustic tile- ceiling in universal bathroom

PAINTING

Supply all labour, material and equipment required to prime and paint new drywall surfaces, (2) new hollow metal doors and frames. Also to apply rust paint to the new railings on the front steps and ramp.

FLOORING

Supply all labour, material and equipment required to complete the following tile work;

- New ceramic tile and base in new entrance, waiting area and into the enlarged washroom.
- Patch tile walls to match existing in washroom.

HOLLOW METAL DOORS

Supply all labour, material and equipment required for the complete installation of (2) hollow metal frames and doors complete with all hardware.

PLUMBING and HVAC

Supply all labour, material and equipment to complete the following plumbing work:

- Removal of existing fixtures in woman's washroom
- Installation of new waterlines as required
- Tie into existing waterlines as required
- Install new drains, waste and vents
- Tie into existing drainage
- Supply and installation of new fixtures
- Rework existing return air grill for new washroom layout
- Reuse existing exhaust vent
- Run new ductwork to storage room.

ELECTRICAL

Supply all labour, material and equipment to complete the following electrical work:

- Relocate vestibule electric heater
- Remove baseboard heater
- Relocate existing switches and receptacle at front entrance
- Relocate existing outside receptacle
- Wire (2) new door operators with hardwiring for (4) push buttons
- (2) new 2x4 4 lamp fixture
- (2) new switches
- (2) new receptacles
- (4) new 6" LED pot lights

EXCLUSIONS

The following is a list of items that are not included as part of our base proposal;

- Any stamped drawings
- Any Development fees if required
- Testing and / or inspections
- All work is to be completed during regular working hours
- No work to be completed in existing men's washroom.

VERTEC CONTRACTORS LTD.

MASTER ESTIMATE SHEET

PROJECT	LTVCA	ESTIMATE NO.	APR 21 2015	AREA:	SQ.F.T			
NAME :		EST.(REV.#)		EST.REV. DATE	S.M.			
PROJECT	CHATHAM ON	ESTIMATE BY:	TH	GRAND TOTAL:	\$73,715.40			
LOCATION :		NOTE: TAXES, Exclude HST		# PER SF				
				#DIV/01				
DIV.	DESCRIPTION	SUBTRADE	NOTES	SUBTRADES QUOTE	TOTAL	PROJECT COST/SF	BUDGETED COSTS	DIFFERENCE
DIV. 1 GENERAL REQUIREMENTS								
	PERMIT			\$1,095.00	\$1,095.00			
	GENERAL CONDITIONS							
	ENGINEERING	Chet		\$2,525.00	\$2,525.00			
DIV. 2 DEMOLITION								
	DEMOLITION	VERTEC		\$2,090.00	\$2,090.00			
DIV. 3 CONCRETE								
	CONCRETE PACKAGE	VANTEL		\$25,123.00	\$25,123.00			
		PRECISION						
DIV. 4 MASONRY								
DIV. 5 METALS								
	HANDRAILSTAIRS	CDN		\$3,355.00	\$3,355.00			
	LINTELS	CDN						
DIV. 6 WOOD & PLASTICS								
	ROUGH CARPENTRY - LAB & MAT	VERTEC						
DIV. 7 THERMAL AND MOISTURE								
	MISC CAULKING	VERTEC						
	GLAZING	ERIE GLASS		\$5,571.00	\$5,571.00			
	DRYWALL AND ACOUSTICS	RAVATA		\$10,840.00	\$10,840.00			
DIV. 8 DOORS & WINDOWS								
	MAN DOORS	TREMBLAR		\$915.00	\$915.00			
		VERTEC INSTALL		\$200.00	\$200.00			

VERTEG CONTRACTORS LTD.

MASTER ESTIMATE SHEET

PROJECT	LTVCA	ESTIMATE NO.	ORIG. EST. DATE:	APR 21 2015	AREA:	S.Q.F.T		
NAME :		EST (REV.#)	EST.REV. DATE			S.M.		
PROJECT	CHATHAM ON <th>ESTIMATE BY:</th> <td>TH</td> <td></td> <td></td> <td></td>	ESTIMATE BY:	TH					
LOCATION :		NOTE: TAXES: Exclude HST						
DIV.	DESCRIPTION	SUBTRADE	NOTES	SUBTRADES QUOTE	TOTAL	PROJECT COST/SF	BUDGETED COSTS	DIFFERENCE
DIV. 9 FINISHES								
	FLOORING	COLAUTTI		\$4,800.00	\$4,800.00			
	PAINTING	PETER MILEC		\$2,790.00	\$2,790.00			
DIV. 10 SPECIALTIES								
DIV. 11 EQUIPMENT								
DIV. 12 FURNISHINGS								
DIV. 13 SPECIAL CONSTRUCTION								
DIV. 14 CONVEYING SYSTEMS								
DIV. 15 MECHANICAL								
	PLUMBING / HVAC	PROTRADES		\$4,740.00	\$4,740.00			
DIV. 16 ELECTRICAL								
	ELECTRICAL	DALE		\$2,970.00	\$2,970.00			
<i>Construction sub total</i>					\$67,014.00			
<i>OVERHEAD & PROFIT</i>					\$-			
<i>Project Subtotal</i>					\$6,701.40			
<i>HST</i>					\$73,715.40			
GRAND TOTAL					\$9,583.00			
GRAND TOTAL					\$83,298.40			

Lower Thames Valley Conservation Authority
100 Thames Street
Chatham, Ontario

April 22, 2015

PROJECT: Barrier Free Entrance and Washroom
ATTN: Don Pearson

Sir,

Belanger Contracting delighted to submit this estimate for the proposed Barrier Free Entrance and Washroom project in the amount of:

\$ 79,239.00 *plus HST*

Seventy-Nine Thousand Two Hundred Thirty Ninie Dollars

The following is a list of tasks to be completed - as per scope of work

Commencement

- ~ Building permit.
- ~ Sanitary facilities.
- ~ Set-up hoarding fence at periphery of construction area in coordination of municipal construction acts.

Demolition

- ~ Labour and equipment to remove required existing block of washroom wall - dispose off site.
- ~ Labour and equipment to remove of existing terrazzo floor - dispose off site.
- ~ Labour and equipment to remove interior and exterior entrances - dispose off site.

Excavation

- ~ Labour and equipment to remove of existing materials to prepare for new concrete slab base.
- ~ Labour and material to install compact 8" of granular 'A' to 98% proctor at landing ramp.
- ~ Labour and material to install of insulation - 3" SM foam to underslab 15' x 28'.
- ~ Labour and material to install of backfill to required build up areas at landing ramp - compact gravel.

Concrete

- ~ Labour and material to pour base slab over 3" SM foam insulation complete with 15mm rebar installed 12" on center in two directions perpendicular to each other.
- ~ Labour and material to pour knee walls with 15mm dowel pinning 12" on center.
- ~ Labour and material to pour concrete - 4" thick complete with reinforcing welded wire including steps.

Hand Rails

- ~ Labour and material to install hand rails for small stair and handicap ramp.

Glazing

- ~ Labour and material to install of 6 mm clear tempered glass.
- ~ Labour and material to install new vestibule
- ~ Labour and material to install to install two 6'-4" x 7'-0" aluminum doors.
- ~ Labour and material to install frosted window to storage room 2'-0" x 3'-0" .

Drywall and Acoustics

- ~ Labour and equipment to remove existing storage ceiling tile and saved/stored to reuse in ceiling of womans washroom and entry area.
- ~ Labour and material of 1/2" plywood on 6" metal studs, R20 fiberglass batt insulation, vapour barrier, tape, acoustic seal caulk, + 1/2" drywall to exterior walls of storage area.
- ~ Labour and material to install 3 5/8" metal studs complete with sound batt insulation to interior wall cavities 1/2" drywall to all walls of handicap washroom.
- ~ Labour and material to install metal studs 1/2" drywall to box and conceal creating bulkheads - also included blocking support it interior of wall cavity, as well as sound batt insulation install at cavity areas above vestibule's partition glazing.



354 Wallace St.,
Wallaceburg, ONT
N8A 1M3
(519) 809-0097

Lower Thames Valley Conservation Authority
100 Thames Street
Chatham, Ontario

April 20, 2015

Quote: Barrier Free Entrance - WSR
Contact: Don Pearson

As per scope of work we would like to submit this estimate in the amount of:

PRICE: \$ 78,800.00 *plus HST*

Please see attached breakdown of included duties, tasks and responsibilities.

It is with great pleasure that Labadie Construction provides you with this quote.
Please review the quote and should you have any questions or concerns please do not hesitate to contact us at your convenience.
Thank you very much for the opportunity and we look forward to hearing from you in the near future.

President

A handwritten signature in black ink, appearing to be the initials 'ML' or similar, written in a cursive style.

Re: Proposal for New LTVCA Logo Design

As the Conservation Areas signage has a fresh new look, along with the LTVCA redesigned website, it is a prime opportunity to consider a redesign of the LTVCA's corporate logo.

Below is a picture of the new signage at the Big 'O' Conservation Area, just recently installed. It is distinctive, readable and puts emphasis on the name of the area, while tying it in to the province wide Conservation Area system using the familiar stylized "C" that has been used for the past fifteen years.

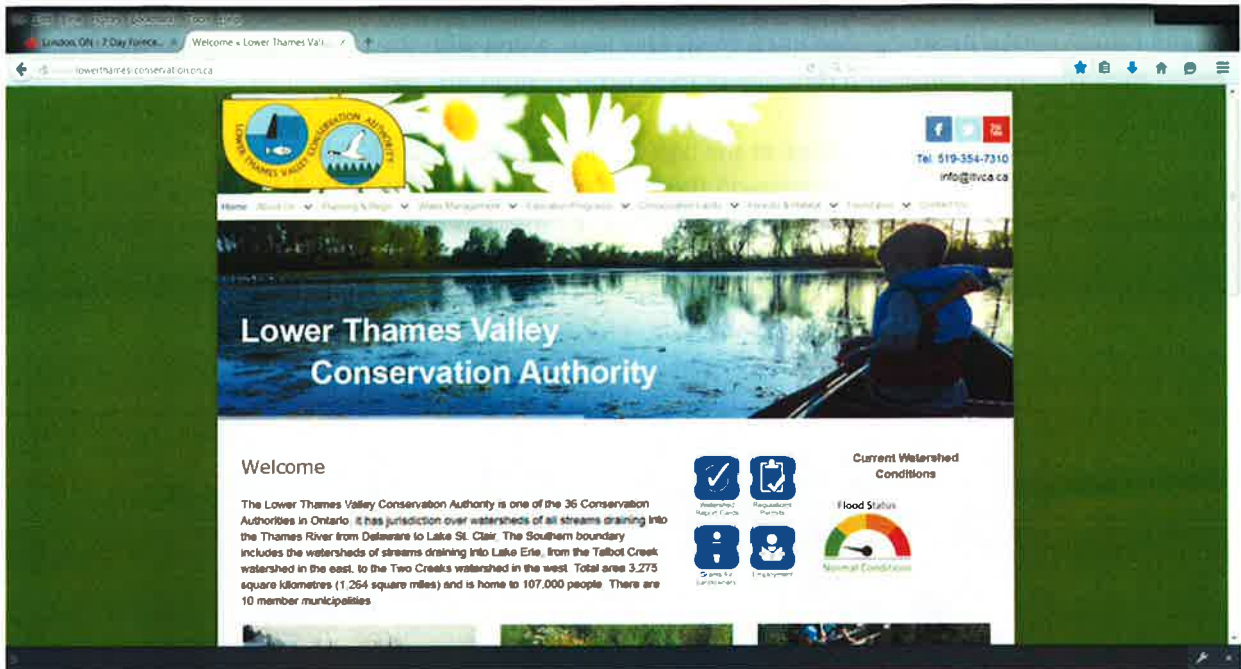


Our newly redesigned website, a screen capture of which is seen on the following page, still features our corporate logo, which was implemented in 1974. At the bottom of this page is a proposal for a new logo for your consideration. The logo is used on all Conservation Authority publications, vehicles, letterhead, social media, advertising, displays etc. Adoption of this new logo would effectively tie all of the Lower Thames Valley Conservation Authority's programs and activities together with our land base, one of the key aspects of the LTVCA which the public identifies us with. It also puts the emphasis on "Conservation" rather than "Authority", which connotes a more cooperative rather than coercive relationship with our community.

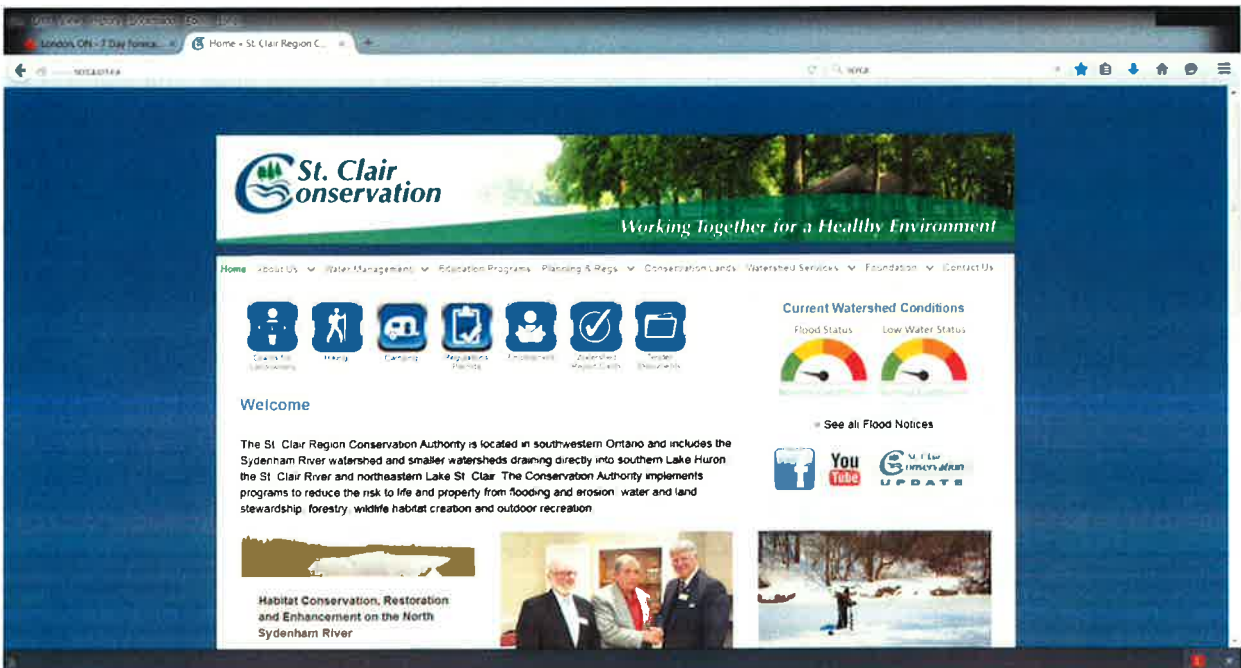


RECOMMENDATION: That the LTVCA Board of Directors adopt the proposed design as the new logo for use in all purposes as appropriate.

New LTVCA Website featuring existing logo:



Neighbouring Conservation Authority Website featuring "new look" logo:



LOWER THAMES VALLEY CONSERVATION AUTHORITY

PERSONNEL & FINANCE/EXECUTIVE COMMITTEE

MINUTES

THURSDAY, APRIL 2, 2015

A meeting of the Personnel & Finance/Executive Committee of the Lower Thames Valley Conservation Authority was held on Thursday, April 2, 2015 at the Authority's Administration Building at 100 Thames Street, Chatham, Ontario at the hour of 3:30 PM. A roll call was held with the following committee members present: J. Kavelaars, L. McKinlay, H. MacDonald, S. Caveney & R. Doane.

Also present were the following staff members: Don Pearson, Jason Wintermute & Valerie Towsley.

Chair John Kavelaars called the meeting of the Personnel & Finance/Executive Committee to order at 3:30 PM. He requested the members to disclose any conflicts of interest. None were declared.

1. Hearing #1/14 – CA Application No. 25-2014 – Watterworth

Jason Wintermute, Water Management/GIS Specialist provided the Committee with an update on the Watterworth file noting that the pretrial date had been set for May 24th, 2015.

2. Hearing #3/13 – CA Application No. 87-2013 – Drexler

Jason also informed the members that the Drexler file that went before the Hearing Committee for a change in the house plan layout was submitted to the Mining and Lands Commission by the proponent in objection to the Hearing Committee's decision on January 27th, 2015 to not approve the roofline extension towards Lake Erie. Staff are in the process of gathering files and information for submission to the Mining and Lands Commissioner.

3. Hearing #1/13 – CA Application No. 3-2013 – Neufeld

The Hearing Committee was given a brief update on the modifications proposed by Mr. Neufeld to his house plan layout that was approved by the committee on September 17th, 2013.

1. R. Doane – L. McKinlay

Moved that the modifications as submitted by Mr. Neufeld on January 30th, 2015 to reduce the overall footprint of the structure and to raise the basement floor to a higher elevation be approved.

CARRIED

4. Decision by staff on submissions with prior approval from the Executive Hearing Committee

Occasionally a proponent will return to staff with alterations to their proposals that had originally gone before the Executive Hearing Committee for approval. In most circumstances the alteration is minor in nature and would not impact the outcome of the Hearing Committee decision as the hazard would not be increased by the proposed change. It is staff's position that if the change is minor in nature, does not intrude further into the hazard in question, or lessens the potential of the hazard i.e. reduced foot print, raising a structure higher than originally proposed, or moving further away from the hazard, then it can be dealt with at staff level instead of the issue being brought back before the Hearing Committee.

2. S. Caveney – H. MacDonald

Moved that if proponents come forward with an amendment to a prior Hearing Committee approved application, that the amended application can be approved at staff level so long as the modifications proposed by the proponent result in the reduction and/or elimination of the hazard risks.

CARRIED

5. Other Business

None declared.

3. L. MacKinlay – S. Caveney

Moved that the meeting be adjourned.

CARRIED

John Kavelaars
Chair



Don Pearson
General Manager/Secretary-Treasurer



Thames – Sydenham and Region
Source Protection Authority
Minutes

Source Protection Authority: Lower Thames Valley

Meeting Date: February 19, 2015

Meeting Time: Directly before the Annual Meeting of the Board of Directors

Meeting Location: Willson Hall, Ridgetown Campus, U of G, Ridgetown, Ontario

A meeting of the LTV Source Protection Authority was held at the Willson Hall, Ridgetown Campus, U of G, Ridgetown, Ontario at 2:00 P.M. on Thursday, February 19, 2015 with the following directors present: - J. Kavelaars, L. McKinlay, R. Doane, S. Pinsonneault, T. Thompson, H. MacDonald, M. Smibert, D. McKillop.

1. Adoption of the Agenda

1. L. McKinlay – R. Doane
Moved that the agenda be adopted.

CARRIED

2. Minutes of the Last Meeting – November 27, 2014

2. S. Pinsonneault – D. McKillop
Moved that the minutes be approved.

CARRIED

3. Business Arising from the Previous Minutes

None.

4. Source Water Protection Update

3. R. Doane – L. McKinlay
Moved the information provided in the Source Water Protection highlights of the year be received for information.

CARRIED



5. **Business for Information**

2. T. Thompson - H. MacDonald

Moved that the information in items 5 a) and b) be received for information.

CARRIED

5. **Other Business**

None declared.

6. **Adjournment**

4. S. Pinsonneault – L. McKinlay

Moved that the meeting be adjourned.

CARRIED

John Kavelaars
Chairman



Don Pearson
General Manager/Secretary-Treasurer

LOWER THAMES VALLEY CONSERVATION AUTHORITY

**JOINT HEALTH AND SAFETY COMMITTEE
MINUTES**

April 1, 2015

A meeting of the Lower Thames Valley Conservation Authority's (LTVCA) Joint Health and Safety Committee (JHSC) was held Wednesday, April 1, 2015. Committee members present were: R. Dysarz, V. Towsley, M. Bутtenham and A. Vriends.

1. Working at heights

- Currently no training providers
- Current employees are grandfathered until 2017 (Bruce, Mike, Russ & Gary)
- New employees need to take the course before they are allowed to climb heights
- Jason and water sampling crew? Not sure they need it or not (falling into water Section 26)
- Height minimum required – falling more than 3 metres
- Bruce would be the competent person for training staff as per Section 26.2 of O.Reg. 213/91

2. Who is a Supervisor under OHSA

- The definition has been clarified in greater detail
- LTVCA followed the new model for training so are covered
- Staff need to reinforce who the site supervisor is for summer student positions
Site Supervisor - Someone has to be in charge at a worksite. e.g. 2 JCP working on own or 2 summer students working on own. At the start of the day, they must determine who the site supervisor is for that day.
MOL – can ask an employee at any time who is
 - the Site Supervisor and
 - who is your Direct Supervisor

Supervisor vs Site Supervisor

- TWO different things.

3. Expanded definition of worker under OHSA

- Unpaid students, learners and trainees **MUST** receive the Basic OH&S Awareness Training for Workers
- Volunteers participating in one-off projects / events are not currently included in this definition

4. Proposed Amendments to OHSA and R.R.O. 1990, Regulation 860, Workplace Hazardous Materials Information System (WHMIS)

- June 1st commencement
- June 2017 is when we need to be completely compliant with all our materials

- WHMIS sheets need to be obtained and kept in the shop, in the hazardous materials building and in the field (in vehicle)
 - Need to ensure all staff who handle chemicals have the proper safety equipment
 - Need to update task procedure sheets accordingly
- 5. Committee Membership/Makeup**
- Worksites
 - C.M. Wilson Conservation Area
 - Administration Office
 - Longwoods Road Conservation Area
 - Chatham-Kent Greening Partnership
 - 2015 Committee
 - C.M. Wilson Conservation Area - Russ Dysarz
 - Administration Office - Valerie Towsley
 - Administration Office - Todd Casier
 - Longwoods Road Conservation Area - Agnes Vriends
 - Chatham-Kent Greening Partnership – Ag Specialist – to be filled
 - Need to redo wall signs, training forms (workers/supervisor sheets), etc.
 - Need to refer to OHSA - Section 8. (5.1)(5.2) once the amendment has been enacted
- 6. JHSC certification**
- It is anticipated that the 2014 JHSC Certification Training Standards would come into effect in late 2015.
 - If certified under the 1996 standards you would continue to be certified under 2014 standards. Current certified members would not need to retake certification training under the 2014 standards.
 - One member representing management and one representing workers should be certified
 - Agnes is certified
 - Need someone from management to take the course (Todd?)
- 7. 2015 Pocket Reg's**
- Need new pocket guides
 - Available the end of April from PSHSA
 - Need to order 6, one for each H&S board plus one for Agnes and Admin
- 8. Spraying licenses**
- Greg will be obtaining his Pesticide Operators License for LTVCA
 - Clarify if Randall has license / training (need paperwork for files if he has completed any training)
 - Technician status must be renewed every two years
 - How long can you be a trainee? need to confirm if there is a time limit before certification is needed
 - Chemical shed at Longwoods, have concerns with the structural integrity of the structure
 - Greg wants all the chemicals in the Longwoods shed to be relocated to Wilson if he's going to hold the Operator's License for LTVCA

9. **Medical marijuana use at work**
 - Equivalent to alcohol, should not be allowed during work hours
 - Must be by prescription only!
 - How is the prescription disclosed to the employer? Sunlife?
 - Look into this with new web package

10. **Office ergonomics**
 - Online free version, as well as our written document
 - Need to check work stations in conjunction with our document

11. **CO2 Detectors**
 - Buildings with a furnace (gas/oil) should have them, recommended in October 2014 JHSC minutes
 - Debated by committee members whether they are required in the workplace as no overnight accommodation/sleeping quarters
 - Install 2 joint detector / smoke alarm to replace the ones at the ends of the hall in the admin building and install in the 2 workshops

12. **Prior minutes**
 - Reviewed 2014 workplace inspection records and highlighted items that are yet to be completed
 - Recommend that management draft a letter to staff and renters about personal items being stored at various CA locations, CA liability
 - October 2014 minutes: Sharon Creek rope swing – committee highly recommends that this issue is dealt with as soon as possible due to liability concerns

13. **2015 JH&S Committee Tour Schedule**
 - April 1 – Area 1
 - Meeting
 - Site Visits: Admin building, Diversion Channel (all access points, disposal site, dam and pump station), Miller, Colborne

 - April 27th - Area 2
 - Wilson, McGeachy, Rondeau, Sinclair, Stirling and Devereaux (meet at Wilson 8:30 a.m.)
 -

 - Wed May 6th - Area 5
 - Longwoods, Millstream, Crane, Delaware and Sharon (meet at Longwoods 8:30 a.m.)

 - September - Area 4
 - Feasby, Warwick, Dutton, Big Bend, Ekfrid and Skunk's Misery

 - October - Area 3
 - Two Creeks, Merlin, Rowsom, Big O and Lighthouse

 - December – year end meeting – new regulations/topics of discussion, etc.

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

LTVCA Joint Health and Safety Committee
Workplace Inspection Record

Inspection Location: See Below Date/Time of Inspection: April 1, 2015 – 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 along bank	Admin Building - height of tree stumps	12 p.m. - cut flush to ground	Rep to review with GM by April 30, 2015	This is not a publicly accessible area, what is the purpose?		
wood chip trail to water's edge	- slope gradient slip/trip hazard - no railing	- is it remaining? If it is fix gradient, add railing	May 15, 2015	Eliminate trail to water's edge.		
bank	- missing 2nd rail	- check for stability - install one	May 15, 2015	Too general, need specifics. Suggest using vertical slats to match deck railing, Don to discuss with Russ before proceeding		
LOCATION bank of creek	Colborne - pile of concrete blocks on bank - stability issues	1:59 p.m. - check property line - if on our property address dumping issue with neighbour at 144 Colborne	May 15, 2015			
LOCATION post- T Bar - 2nd one in	Miller - rotted	- remove post and wire fence	May 31, 2015			

LTVCA Joint Health and Safety Committee
Workplace Inspection Record

Inspection Location: See Below Date/Time of Inspection: April 1, 2015 – see below

Item/ location	Hazards Observed	Recommended Action	GIM Response		Action Taken/ Required to Repair	Completed By (Date/initials)
			Complete by (date)	Alternative Action		
LOCATION NW side of dam structure	Dam and Pumping Station - steel wall starting to lean out into channel	- inspection needed	Summer 2015 by Jason			
LOCATION bank and bottom	Diversion Channel (DC) - holes in ground, other? - brush/woody vegetation throughout	- inspect entire length, both sides - remove	Summer 2015 by Jason Summer 2015 by Jason			
LOCATION gate NE neighbour	DC - Mouth of DC - loose/missing wire - vehicle tracks from neighbours property onto bank of channel	- repair or replace gate - extend fence or plant trees along property line	Summer 2015 by Jason			

LTVCA Joint Health and Safety Committee
Workplace Inspection Record

Inspection Location: See Below Date/Time of Inspection: April 1, 2015 – see below

Item, location	Hazards Observed	Recommended Action	GM Response		Action Taken/ Required to Repair	Completed By (Date/initials)
			Complete by (date)	Alternative Action		
NW neighbour	- trimmed cedars and tossed tops down diversion channel	- send note indicating that they are not to trim LTVCA trees and dispose of anything in the diversion channel	April 30, 2015 by Jason			
gabion stone at mouth	- stones have moved	- push stones back to steel wall	Summer 2015 by Jason			
LOCATION	DC - Park Ave					
NW corner gate	- broken gate, fence and support posts	- remove and install new	Summer 2015 by Jason			
SE & NE bank	- erosion from tile outlets	- install gabion stone/baskets for erosion protection at outlets	Summer 2015 by Jason			
LOCATION	DC - Indian Creek Road					
NE tile grate inlet	- eroding around catch basin	- contact M. Demers D.S. to fix/repair	Jason May 15, 2015			Apr 2/NT

LTVCA Joint Health and Safety Committee
Workplace Inspection Record

Inspection Location: See Below

Date/Time of Inspection: April 1, 2015 – 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	Disposal Site					
	- none noted					
LOCATION	DC - Rivards					
	- none noted					



LOWER THAMES VALLEY CONSERVATION AUTHORITY



**SKA-NAH-DOHT ADVISORY COMMITTEE
MEETING MINUTES**

Thursday, April 16, 2015

A meeting of the Ska-Nah-Doht Advisory Committee was held at the Resource Centre, Longwoods Road Conservation Area on Thursday, April 16, 2015 at 2:00 p.m. Present were: R. Doane, G. Bogart, D. McKillop, D. Fairbairn, D. Fallon and D. Pearson. Also present were: K. Mattila, B. Carey and A. Vriends.

I Minutes of the Last Meeting

1. D. McKillop – D. Fallon

Moved that the minutes of the November 13, 2014 meeting be adopted.

CARRIED

II Business Arising from the Minutes

BA #1 – School Programs/2014 Statistics

Many schools rescheduled their trips this winter due to the extreme cold. May and June are almost completely booked.

School statistics for the last 10 years were reviewed. Stats by municipality, school year and month will be created.

2. R. Doane – G. Bogart

Moved that the committee receive the report for information.

CARRIED

BA #2 - Employment Programs

Applications have been submitted to 3 summer student programs for 5 positions: Young Canada Works in Heritage (YCW) - 1 position for a Graphic Arts Assistant for 10 weeks. Canada Summer Jobs (CSJ) - 1 position for Agricultural Resource Outreach Assistant and 1 position for a Community Activities Coordinator (10 weeks each) and Summer Experience

Program (SEP) – 2 positions for Heritage Guides (6 weeks). Confirmation has been received that CSJ will be funding one position.

3. D. Pearson – D. McKillop

Moved that the committee receive the report for information.

CARRIED

III Unfinished Business

UB #1 - Ska-Nah-Doht Repairs

The Village Site Committee met April 9, 2015. There is much work to be done this spring including the northern-most longhouse to be dismantled, the back exit gate repaired and the front entrance of the palisade to be finished.

An order has been placed with Runions Hardwoods for elm bark.

4. G. Bogart – R. Doane

Moved that the committee receive the report for information.

CARRIED

UB #2 - Ska-Nah-Doht Fund

A summary of the fund for 2014 was reviewed. The gift shop had another strong year with sales both on and off site increased.

Sales of the logo pins (October 2013) have been slow. To date 76 have been sold including the brisk opening sales at the 40th Anniversary event. There has not been a lot of interest at the current price of \$5.00. The cost price of the pins was \$1.23 per pin.

5. D. McKillop – G. Bogart

Moved that the logo pins be sold for \$2.00 including tax.

CARRIED

UB #3 - Community Museum Operation Grant (CMOG) 2014 and 2015

The CMOG grant is now available and is due June 30, 2015. Correspondence from the Ministry included a review schedule for the next 3 years.

Another message from the email:

“It is important that your museum continue to review and update its policies on a three-year cycle. Additionally, your Strategic Plan must be updated every three to five years. Policies and Strategic Plans should also be updated as needed, should objectives change. Signed

and updated policies and Strategic Plans must be submitted to the Ministry with your application, as required in the Community Museum Operating Grant guidelines.”

6. D. Fallon – R. Doane

Moved that the committee receive the report for information.

CARRIED

IV New Business

NB #1 - Glenn Stott retirement from Advisory Committee

Glenn has formally resigned from the Ska-Nah-Doht Village Advisory Committee.

7. R. Doane – D. Fallon

Moved that the committee accept Glenn’s resignation with regret and with appreciation for his long and dedicated service as founding member, and that a letter be sent to Glenn acknowledging his contribution.

NB #2 - Election of Chair and Vice Chair

8. R. Doane – D. Pearson

Moved that B. Carey be appointed as adjudicator.

CARRIED

B. Carey declared all seats vacant.

Chair

B. Carey called for nominations for Chair of the Ska-Nah-Doht Village Advisory Committee for 2015. R. Doane moved that D. Fairbairn be nominated for the office of Chair. B. Carey called twice more for nominations. There being no further nominations,

9. R. Doane – G. Bogart

Moved that nominations be closed.

CARRIED

D. Fairbairn was declared to be elected as Chair.

Vice Chair

B. Carey called for nominations for Vice Chair of the Ska-Nah-Doht Village Advisory Committee for 2015. D. Pearson moved that D. Fallon be nominated for the office of Vice Chair. B. Carey called twice more for nominations. There being no further nominations,

10. D. Pearson – R. Doane

Moved that nominations be closed.

CARRIED

D. Fallon was declared to be elected as Vice Chair.

NB #3 – Appointments to Subcommittees

1. Village Site

D. Fairbairn, D. Fallon and R. Doane

2. Policy

R. Watts and D. Pearson

3. Education and Marketing

D. McKillop and G. Bogart

K. Mattila to be on all Subcommittees as LTVCA staff representative.

11. D. Pearson – G. Bogart

Moved that the above subcommittees be formed for 2015.

CARRIED

NB #4 – Policy Review and Schedule for Policies

In light of the recent correspondence from the ministry for CMOG 2014/15 (UB#3), the policy and review schedule must be adjusted. In 2015 the ministry will review Physical Plant, Conservation and Human Resources which were last edited in 2011. These policies were not scheduled for review until 2016 but will now be reviewed by the ministry in June. As the Curator has no edits at this time, it is recommended that the Advisory Committee adopt the current policies and submit them as written.

12. R. Doane – D. Fallon

Moved that the committee recommend to the LTVCA Board that Policies #7 Conservation, #8 Physical Plant and #10 Human Resource be accepted and submitted for review.

CARRIED

Schedule approved November 2013:

Year 1 review Policies 1 to 3 - Governance/Finance/Collections starts in 2014

Year 2 review Policies 4 to 6 - Exhibitions/Interpretation & Education/Research 2015

Year 3 review Policies 7 to 9 - Conservation/Physical Plant/Community 2016

Year 4 review Policies 10 to 12 – Human Resources/Filming/Accessibility 2017

Recommended policy schedule from the ministry is as follows:

November 2015 review Policies 9, 4, 11 and 12 –

Community/Exhibits/Filming/Accessibility

November 2016 review Policies 2, 5 and 6 – Finance/Interpretation & Education/Research

November 2017 review Policies 7, 8 and 10 – Conservation/Physical Plant/Human Resources

November 2018 review Policies 1 and 3 – Governance/Collections

13. G. Bogart – D. McKillop

Moved that the committee recommend to the LTVCA Board that the Policy Schedule be adopted as presented.

CARRIED

NB #5 - 2014 Audited Financial Statements

The 2014 Audited Financial Statements for Ska-Nah-Doht were reviewed.

14. D. Fallon – R. Doane

Moved that the committee receive the report for information.

CARRIED

NB #6 - School Fee for 2015/2016

In 2009, there was a change to the school fees structure. An increase of \$0.50 for Half Day to \$6.00 for a Half Day (minimum \$90.00) but there was no change to Full Days, which remained at \$11.00 for a Full Day (minimum \$165.00). In 2011/2012, a charge was implemented for adults but not teachers or their education assistants. Current prices are in-line with “like” facilities and other Conservation Areas.

15. D. McKillop – G. Bogart

Moved that the committee recommend to the LTVCA Board that school fees for 2015/2016 remain at the current rates.

CARRIED

NB #7 - Ska-Nah-Doht Recognition Program

Ideas presented

- open area to the NW of Ska-Nah-Doht Village entrance be utilized
- put in benches
- plaques could be placed in the benches
- plant medicinal trees

Recommendations will be made at the September Committee Meeting.

NB #8 - Next Longwoods Events

- 1) Kids Day First – Friday, April 17 10:00 to 3:00
- 2) Grow Wild Expo – Western Fair Agriplex – Saturday, April 18
- 3) Native Plants Workshop – Sunday, April 19 Noon to 4:00
- 4) Longwoods Heritage Weekend – May 2-3

NB #9 - Proposed Meeting Dates for 2015

Thursday, June 11 – 6:00 pm (due to school programs during the day)

Thursday, September 17 – 2:00 pm

Thursday, November 26 – 2:00 pm

Ivey School of Business Application

Our application has been accepted as a potential project by the Ivey Business School. If selected, students would draft a business plan for Longwoods featuring Ska-Nah-Doht.

16. R. Doane

Moved that the meeting be adjourned

CARRIED

Chair

Re: Water Related Issues, Initiatives & Activities

i. FLOOD EVENT

For the second year in a row, the Lower Thames watershed experienced an unusually cold and snowy winter, followed by a rather orderly spring thaw with no significant flooding events.

On March 13th, ice measurements conducted by the Authority measured around 18 inches of ice thickness at the mouth of the Thames River at Lighthouse Cove and around 15.5 inches at the boat launch at Jeannette's Creek. Ice measurements are also typically taken at Thames Grove in Chatham but on March 13th the ice at that location no longer appeared safe. Previously, on February 11th there was 12.5 inches. Historical records have shown that there typically needs to be around 12 inches of ice at the mouth to create significant ice jams. There was actually more ice on the river this year than during the major flood years of 1981, 1984 and 1985. Consequently, the Authority was preparing for the potential of ice jam related flooding.

On March 14th, a snow melt event caused flows on McGregor Creek to rise enough to require the closing of the Rivard Dam and the operation of the Diversion Channel.

Over the next several days, water levels on the Thames River slowly rose and the ice cover degraded. By the night of the 18/19th the ice began to break up and minor ice jamming caused water levels to rise in the Thamesville area causing flooding of the low lying areas adjacent to the river. By the morning of the 20th, the ice had moved downstream of Prairie Siding and the ice accumulation was causing elevated water levels in the area. Although the Authority received a few phone calls from concerned residents, the flows on the river would not suggest any risk of flooding. On the evening of the 20th, the river opened up all the way to the mouth and the risk of ice jam related flooding passed for the year.

While there had been a significantly greater risk of ice jams and flooding this year, the Thames River watershed experienced ideal weather conditions to minimize the risk. During the melt period, the watershed had no rainfall and while temperatures rose during the day to melt the snow and ice, they dropped back near freezing at night to keep the melt event slow and gradual.

ii. WATERSHED MONITORING

a. Groundwater Station Installations

The Lower Thames Valley Conservation Authority has partnered with the Ontario Ministry of the Environment and Climate Change on the Provincial Groundwater Monitoring Network. Under that partnership, the Ministry provides equipment for the program and water quality analyses while the Conservation Authority provides staffing. Previously, many PGMN stations were equipped with telemetry equipment that allowed the ministry to call up the gauge station to download the data rather than requiring CA staff to drive out to the station and download the data. Due to recent changes in the Bell phone network, that telemetry system ceased to function. As part of a pilot program in partnership with the Ministry of Natural Resources and Forestry, the Ministry of the Environment and Climate Change has provided 3 GOES satellite based telemetry systems. CA staff installed those systems in early April and are just waiting on feedback from the MNRF to ensure the software is properly configured for the satellite uplink.

b. Surface Water Program

For several decades now the Lower Thames Valley Conservation Authority has partnered with the Ontario Ministry of the Environment and Climate Change on the Provincial (Stream) Water Quality Monitoring Network. Under the program, the Conservation Authority provides staffing to conduct sample collection and the Ministry provides the laboratory analysis. The Authority is currently supplementing the existing program by paying for biological analysis at the PWQMN sites. Currently, Jessica Schnaithmann is managing the program for the Authority.

There has been an increased demand recently for increased watershed monitoring in the watershed. The Ministry has asked the Conservation Authority to collect additional samples in order to analyze for pesticides and will be further adding to that program to address neonicotinoids. The current PWQMN program does have enough sites to cover all the subwatersheds in the Watershed Report Cards. There has been recognition that water quality sampling should be conducted when flows are elevated from rainfall events and this would require the Authority to alter its sampling schedule and add additional sampling days. The Ministry of Natural Resources and Forestry has asked to partner with the Authority for increased watershed monitoring in Rondeau Bay. (There are currently no PWQMN stations in the Rondeau Bay watershed.) It has been suggested that watershed monitoring in the Lower Thames needs to be expanded in order to properly assess nutrient loadings from the Thames River as part of Canada's commitment to the Great Lakes Water Quality Agreement. There has also been a suggestion that increased water quality sampling is required to address the Blue-Green Algae issue. In some cases, questions are being asked about the effectiveness of stewardship activities for improving water quality which can only be addressed by water quality monitoring. In addition to its own interests in water quality, the Conservation Authority is seen as an obvious partner by upper levels of government based on previous PWQMN activity. Staff will be reviewing our water quality monitoring program, staff capacity and sources of funding in the near future in light of these developments.

c. Vandalism at the Chatham Gauge

Overnight on April 5/6, the municipally owned property at 300 Grand Avenue East in Chatham was broken into and vandalized. The municipality is no longer using the facilities and has deemed the property surplus so the property isn't as well monitored as it used to be. The Conservation Authority has an interest in this property for several reasons. The Conservation Authority continues to use the greenhouses at the property for their stewardship activities. Also located on that property is a water level gauge used for flood warning and management purposes. It appears that there wasn't any damage to the greenhouse area. However, sometime between 6:00 am and 7:00 am, the gauge itself was vandalized.

The gauge is managed under a partnership agreement between Water Survey of Canada and the Ontario Ministry of Natural Resources and Forestry with the Conservation Authority working under a third party arrangement. Chatham-Kent is not part of the agreement but certainly participates by hosting the gauge and maintaining the property. Under the agreement, Water Survey is responsible for maintenance of the gauge. By the afternoon of April 8th, Water Survey had the gauge back in operation. The only outstanding repair for the gauge itself is a water temperature sensor.

This gauge is very important to the flood warning and management program for the Conservation Authority and the city of Chatham. There has been a gauge at this location since at least 1938 with some records going as far back as 1923. All the major Thames River flood events in the city of Chatham have been recorded at this gauge location. The long term record is very important and even today this gauge is a critical component of the flood warning and management system since observed water levels from the gauge are used in the operations of 6th Street Backwater Flood Control Dam.

iii. WATERSHED PLANNING

a. Thames River Clearwater Revival

Information on the Thames River Clearwater Revival and recent developments to be presented in a PowerPoint presentation by Jason Wintermute, Water Management Supervisor.

b. Cyanobacteria Working Group

Over the last few years, blue-green algae, cyanobacteria, and microcystins have been a major concern for the western and central basins of Lake Erie. In 2012, the Ontario Ministry of the Environment formed a Cyanobacteria Working Group to keep on top of the issue. Since that time, the Lower Thames Valley Conservation Authority has participated in the Working Group. Other participants include the Health Units, Drinking Water Plant operators and other Ministries. On April 16th, the Working Group held a teleconference to update all the parties with plans for the upcoming year. The Ontario Ministry of the Environment and Climate Change will continue its surveillance program this year. Measurements and sampling are conducted every 2 weeks from July to October unless conditions justify beginning earlier. They sample at 3 locations off the shore at Port Glasgow at depth of 4m, 12m and 19m. They sample at 2 locations off the western shore of Pelee Island. They also sample at 3 locations in Lake St. Clair; near the mouth of the Thames River, near the Stoney Point drinking water intake, and near Mitchell's Bay. Not only do they measure for actual algae mass and the presence of cyanobacteria and microcystins, but they are also measuring dissolved oxygen and temperature profiles to assist with predicting potential fish kills from hypoxia. In addition to regular water chemistry samples for nutrients, they have also started to take benthic samples as indicators of ecosystem health.

One objective of the surveillance program is to attempt to provide preliminary results of the monitoring to the Working Group Partners within 24 hours so that they can take any required actions and issue any required advisories.

There are several research studies being conducted into blue-green algae issues. Some relate particularly to drinking water systems and it is probably best to get that information through municipal sources. The Lake Erie Management Unit of the Ministry of Natural Resources and Forestry will be conducting a study on safe fish consumption during and after algae blooms. Another research study will be conducted in an attempt to determine the effects of the Thames River nutrient outputs on Lake St. Clair and Lake Erie.

The U.S. National Oceanic and Atmospheric Administration (NOAA) has a Harmful Algae Bloom website which is useful in tracking and predicting the blooms. <http://oceanservice.noaa.gov/hazards/hab/>
The Ontario Government has also created a 12 Point Plan on its own Blue-Green Algae website. <http://www.ontario.ca/environment-and-energy/blue-green-algae>

The Working Group would also like to remind the public that the local Health Units should be the lead agency in taking reports about observed blue-green algae blooms.

Re: Applications for Permission under Ontario Regulation 152/06 (CA Act)

Staff Report

LTVCA Regulation Log Book 2015

ITEM #8 (B) B.D. 04/23/15

APP#	APPLICANT	LOT	CON/PLAN	TOWN/CITY	MUNICIPALITY	APPLICATION TYPE	DECISION
2014 Files							
223-2014	Levesque, David	4	1	Romney	Chatham-Kent	Construction	Granted: March 27, 2015
224-2014	Kamensky, Martin and Vlasta	190	TRS	Romney	Chatham-Kent	Construction	Granted: April 9, 2015
2015 Files							
14-2015	Township of Southwold c/o Donna Clermont	17&C	184	Southwold	Dutton/Dunwich	Construction	Granted: February 17, 2015
15-2015	Panjer, Myrna	475	421	Harwich	Chatham-Kent	Construction	Granted: February 12, 2015
16-2015	Bus, Bob	2	Front	Howard	Chatham-Kent	Construction	Granted: February 17, 2015
17-2015	Dietrich, Robert & Anita	97	562	Chatham	Chatham-Kent	Construction	Granted: March 2, 2015
18-2015	Vowel, Jason & Debra	A	11	Dunwich	Dutton/Dunwich	Construction	Granted: February 23, 2015
19-2015	Mejalli, John	456-455	1620	Lighthouse Cove	Lakeshore	Construction	Granted: February 12, 2015
20-2015	Watson, Martha	23	1	edar Springs (Raleiq	Chatham-Kent	Construction	Granted: February 12, 2015
21-2015	County of Elgin c/o K. Elgiehart	C	3	Dunwich	Dutton/Dunwich	Construction	Granted: February 23, 2015
22-2015	Union Gas c/o Michelle Landuyt	80	NTR	Howard	Chatham-Kent	Construction	Granted: February 25, 2015
23-2015	Gillier, Mike & Tami	16	5	Harwich	Chatham-Kent	Construction	Granted: February 25, 2015
24-2015	Camp Timken - Scouts Canada c/o Heather	24	9	Dutton	Dutton/Dunwich	Alteration	Granted: March 11, 2015
25-2015	Municipality of Chatham-Kent c/o David Cha	13	9,10	Tilbury East	Chatham-Kent	Construction	Granted: March 11, 2015
26-2015	Municipality of Chatham-Kent c/o Dawn Antl	178,179	TRS	Romney	Chatham-Kent	Construction	Granted: March 11, 2015
27-2015	Municipality of Chatham-Kent c/o Matthew L	1	1	Chatham	Chatham-Kent	Alteration	Granted: March 11, 2015
28-2015	RJ Properties Inc. c/o Joan Pickering		775, Blocks M, N am	Erieau	Chatham-Kent	Construction	Granted: March 11, 2015
29-2015	Dwelsdorf, Gene	7	11M166	Dunwich	Dutton/Dunwich	Construction	Granted: April 15, 2015
30-2015	Greenhill Produce (Thamesville) Ltd. c/o Jus	24	1	Harwich	Chatham-Kent	Construction	Granted: March 11, 2015
31-2015	Municipality of Dutton/Dunwich c/o Laurie Sj	18,19	A	Dutton	Dutton/Dunwich	Alteration	Granted: March 30, 2015
32-2015	County of Elgin c/o K. Elgiehart			Aldborough	Dutton/Dunwich	Alteration	Granted: March 11, 2015
33-2015	Municipality of Chatham-Kent c/o David Cha	18	11 LES	Harwich	Chatham-Kent	Construction	Granted: March 26, 2015
34-2015	Kamensky, Martin & Vlasta	190	TRS	Romney	Chatham-Kent	Construction	Granted: April 9, 2015

APP#	APPLICANT	LOT	CON/PLAN	TOWN/CITY	MUNICIPALITY	APPLICATION TYPE	DECISION
35-2015	Pepper, Jackie & Mark	24	A	Albborough	West Elgin	Construction	Granted: April 9, 2015
36-2015	Municipality of Chatham-Kent ofo Dawn Andl	1,2		Tilbury East	Chatham-Kent	Construction	Granted: April 15, 2015
38-2015	Boucher, Mario	208-211	1624	Lighthouse Cove	Lakeshore	Construction	Granted: April 10, 2015
39-2015	Boucher, Lucille	212-214	1624	Lighthouse Cove	Lakeshore	Construction	Granted: April 10, 2015

Recommendation: That applications: 223-2014, 224-2014, 14-2015 to 36-2015, 38-2015, and 39-2015 be ratified.

Re: Conservation Services

GREENING PARTNERSHIP

i. Grants

1. National Wetland Conservation Fund has been finalized. The final report has been submitted and request for payment of \$84,500 has been made. 8 Wetlands completed
2. RBC Blue Water Program- successful application to Leadership Project-\$100,000 for Low Impact Development at Chatham, Admin. Office
3. Species at Risk Fund- CK Municipal Drain Improvement Project- \$41,000/year for 3 years, human resources.
4. Application is underway to the "Enabling Access Fund" to assist with modifications to the Administration Office building that are required for accessible washrooms, doors and parking area.

ii. Public Events

1. April 22- Union Gas & CKSS Environmental Club- Earth Day Event
2. April 28- South Kent Trails- Blenheim Storm water Ponds
3. May 9th- Union Gas- Thames Grove
4. May 23rd – Maple Leaf Cemetery

iii. Tree Arrival

1. 90,000 tree seedlings will start arriving at our rented cooler-Manitree Fruit Farms in Cedar Springs on April 24, 2015.
2. 275 large stock trees arrive April 16, 2015
3. Seasonal tree planting staff to start when trees arrive
4. University of Guelph-Ridgetown College Coop student Paul Kominek started April 13.

iv. Prairie

Over 40 acres of tall grass prairie restorations are underway and site preparations have already begun. Over 1000 prairie plugs have arrived and are temporarily being stored at the greenhouse facility. Two sub- contractors will assist with drill seeding of the sites.

v. Wetlands

Excavations have ceased until mid-summer when low flow and drier conditions allow for minimal disturbance. The waiting list continues to grow. There are 8 more projects slated to go in during mid-summer.



vi. Greenhouse

1. 500 prairie plugs have been seeded along with over 2000 trees. 300 tree seedlings grown last year will make up a donation for the April 24th CK Non Profit Network Spring Conference to be held at the John D. Bradley Centre in Chatham

vii. Natural Heritage Implementation Strategy

Following Chatham-Kent council direction from July, 2014, the Sustainability Committee has been selected, first meeting TBD.

viii. New Agricultural Specialist

Michael Bутtenham has moved on to his new position. Interviews are underway for his replacement.

RECOMMENDATION: That the report be received for information.

Re: Conservation Areas

2015 Feb.1 – Mar.31 Visitation / Camping

Longwoods Road Conservation Area – 985 people (628 in 2014)
Pay and Display Permits - 139 vehicles (note machine not working Jan. 26-Feb.11)

E.M. Warwick Conservation Area – 210 people (350 in 2014)

Big Bend Conservation Area – 0 people (0 in 2014)

C.M. Wilson Conservation Area – 50 people (260 in 2014)

WESTERN DISTRICT CA'S



Big "O" - New signage

On April 10, 2015 the new Big "O" conservation area sign was installed by the Greening Partnership. A clean up was also done as part of preparations for the scheduled birding event.

Merlin and McGeachy's Pond CA's are next on the list.

Big O birding - see attached brochure

Diversion Channel Naturalizing

Continuing efforts to reduce mowing and restore CA owned property will continue with Hydro One, as they have donated 200 trees and shrubs to the LTVCA for planting.

EASTERN DISTRICT CA'S

Sharon Creek Conservation Area - Tallgrass Prairie Prescribed Burn - April 14, 2015

A \$3,000 grant facilitated through Tallgrass Ontario allowed for the prescribed burn of the 7 acre tallgrass prairie at the Sharon Creek Conservation Area near Delaware. Seeding will follow within the week of the burn to improve the prairie. The \$1,500 of seed was funded through the Lower Thames Valley Conservation Foundation.

The Lower Thames Valley Conservation Authority (LTVCA) owns and manages the Sharon Creek Conservation Area located in the Municipality of Middlesex Centre at 4212 Springer Road. A 3.4 hectare (7 acre) Tallgrass prairie habitat is centrally located in the conservation area. Tallgrass prairies are a fire dependent ecosystem.

A "low complexity prescribed burn" of the Tallgrass prairie was conducted April 14, 2015 to mimic a natural disturbance of a fire dependent ecosystem in a safe, controlled and effective manner that will meet the specific objectives of the Prescribed Burn. This burn at Sharon Creek Conservation Area Tallgrass prairie was deliberately set to burn by a professional prescribed burn team as conditions are perfect to do so.

The major volume of smoke that was seen by residents and 402 drivers was in the upper atmosphere that lasted no longer than a minute as the flames reach their junction zones and collapse. Intermittent smoke impact in the lower landscape lasted as long as the ignition phase. The burn plan restricts burning under certain wind direction and wind speed that could impact local drivers or people who may have their windows open or laundry on the line.

The burn took place when the grass was 70% to 90% cured in mid to late spring. The desired results of the burn are to:

- Reduce the encroachment of shrubs (sumac) and other invasive plants
- Stimulate the growth of native prairie plants
- Remove accumulated litter and surface seed bank, volatilize nitrogen and blacken the soil, which warms the ground so that prairie plants can overtake exotics. By warming the soil, releasing nutrients and reducing the nitrogen content, fire effectively provides conditions that decrease the vitality of most invasive or exotic plants yet encourages native prairie grasses and forbs to grow.
- Enhance prairie plant seed production and improve the health of the prairie habitat
- Stimulate root development of prairies, enhance growth and sequesters carbon resulting in improved air quality

The burn was conducted by the company Wildfire Specialists Inc. A burn plan was developed by Karnerblue32 Consulting – Jack Chapman – a qualified individual certified by the Ontario Ministry of Natural Resource Forest Fire Management Program in cooperation with the LTVCA. Safety is the central focus when planning all prescribed burn operations. All Burn Team members are certified in their capacity of their positions to conduct the burn. Lindsay Bennett is the Land Stewardship Technician with the LTVCA and recently completed her first level of certification for prairie burns. She was able to assist the team and gained great hands-on experience. The burn plan was approved by the LTVCA and the Municipality of Middlesex Centre Fire Department and Delaware Fire Department.



A NOTICE prior to the burn was circulated to all neighbours and posted on the gate at the park entrance. Neighbours to east, south and west of the Sharon Creek Conservation Area were informed of the burn day in advance. The burn was viewed by the Delaware District Fire Chief as well.

RECOMMENDATION: That the report be received for information.



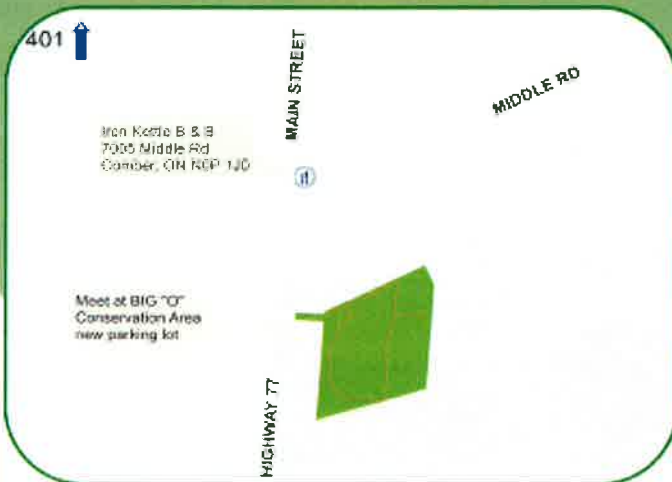
Greening Partnership

Big "O" Birding May 3rd, 2015



Come out May 3rd, at 10am to Big "O" Conservation Area in Comber and experience some of the best birding Southwestern Ontario has to offer. A tour will be led by Paul Pratt, a retired Naturalist from the Ojibway Nature Reserve in Windsor. **Wings Avian Rehabilitation Centre-Essex** will be releasing a wild bird that has been rehabilitated from injury.

A BBQ will follow at the **Iron Kettle B & B** in Comber where the birding log book is available for all Birdwatchers to document bird species they encounter.



Contact Randall Van Wagner for more details. Please RSVP by Monday, April 27th!

519-354-7310 x 230 Randall.VanWagner@ltvca.ca Free Admission!

Thanks to all our sponsors, to make this event possible.



Brookfield

Re: Community Relations

- **Media releases** are written as needed for 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, Ska-Nah-Doht Village Advisory Committee, LTVCA staff, neighbouring Conservation Authorities and Conservation Ontario. They are also posted on the Conservation Authority's website and Facebook pages.

Since Feb.19, 2015, six media releases have been written: Campground Openings, Education Programs, Longwoods Opening, Wilson Opening, Native Plants and Nature Photography Workshop, Longwoods Heritage Weekend. All Directors were emailed a copy of the above media releases.

Local watershed media contacts (daily and weekly print, television and radio stations) database update is ongoing.

- **Displays and Exhibits** are created to update programs and information for the public. April 19 staff attended the Go Wild Grow Wild Expo hosted by the Carolinian Canada Coalition at the Western Fair Complex in London. Two new outdoor display panels for the Carey Carolinian Arboretum and Trail kiosk have been designed and should be on display by the first of May.
- **Advertisements** have been taken out in the tourist guides for Chatham-Kent, Middlesex and Elgin for C.M. Wilson and Longwoods Road Conservation Area.
- **Presentations** are given to community groups upon request. Support is provided to staff for official openings, funder recognition ceremonies and community events upon request.
- **Committees and Meetings:** Staff attended meetings of the Thames-Sydenham and Region Source Protection Region's communications team as they develop communication products for the Source Protection Plan development. During the spring melt, staff attended several flood preparedness meetings. As well, staff attended the Source Protection Committee meetings. Staff participate on planning committees which meet regularly for the Children's Water Festival – Chatham-Kent and Lambton. Staff also attended a meeting of the Communications Committee for the Thames River Clearwater Revival on March 31st. April 2nd staff attended a Strategic Planning meeting with the Directors.
- **The LTVCA's new website and social media (YouTube, Twitter and Facebook)** are updated 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.
- **A Lower Thames Valley Conservation Foundation Directors' Meeting** took place on March 17, 2015. The AGM will be held on April 28, 2015. Preparation underway for the Merlin Memorial Forest Dedication Service May 31 at Merlin Conservation Area.

- **Events** in conservation areas include:
 - April 19 – Native Plants and Nature Photography Workshop at Longwoods Road CA
 - May 2-3 – Longwoods Heritage Weekend at Longwoods Road CA
 - May 3 – Birding Hike at Big 'O' CA
 - June 25 – LTVCA East Watershed Bus Tour
- **Publications:** Community Relations staff assisted with the design layout of 5 new Rural Best Management Practice Factsheets – Buffer Strips, Blue Green Algae, Cover Crops, Rock Chutes and Wind Breaks. Editing of the latest Greening Partnership newsletter was also done.
- **Courses** – A renewal course for Standard First Aid was taken on April 8th by the Community Relations Coordinator. All staff regularly update their certification.

RECOMMENDATION:- That the report be received for information.

Native Plants & Nature Photography Workshop

Longwoods Road Conservation Area

Sunday April 19 Noon - 4 p.m.

Learn about local native plants and biodiversity!
Discover spring birds and wildflowers with nature
photographer Ted Gough on a guided spring hike.

Dress for the Outdoors
& the Weather
Insect Repellent
Don't forget your Camera!

Admission
Pay and Display
machine at entrance of
the park. Coin or credit
card only.

Location

Resource Centre at
Longwoods Road Conservation Area - located at 8348 Longwoods Road
(Middlesex County Rd. 2)
6.5 km west of Delaware or 10 km east of Melbourne

Information

call: 519-264-2420
email: info@ltvca.ca
www.ltvca.ca

Owned and operated by the Lower Thames Valley Conservation Authority



Longwoods Heritage Weekend

May 2nd & 3rd, 2015

Longwoods Conservation Area

5 Km west of Delaware, old Hwy #2

8348 Longwoods Rd, Mt Brydges



Step back in time, as British troops attempt to expel American invaders.

Hear the crack of the musket and the roar of the cannon. Come and Experience life during the War of 1812. Tour the campsites or shop

In the historic village



Join the British Army

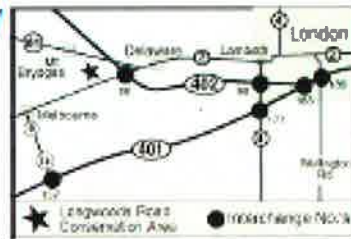
in the Mini Militia

Admission- \$8

Elementary school

kids- FREE

10 AM-5PM Daily



www.royal-scots.com

Re: Conservation Authority Education

Conservation Youth Group Workshops

Workshops are performed at Longwoods Road Conservation Area and LTVCA outreach locations to youth and their leaders. Youth groups work towards badges for various outdoor activities.

Total number from February 1 – March 31, 2015 - 31 (34 in 2014)

Conservation Field Trips for Students

Total number from February 1 – March 31, 2015, 15 students and 2 adult supervisors participated in field trips to Longwoods Road Conservation Area. The extreme cold weather created many cancellations of school groups even though we had great snow conditions for snowshoeing. (112 students and 17 adults in 2014)



Conservation Classroom Programs and Outreach

The “River and Creek Safety Program” was presented by LTVCA staff to grade 2 classes in West-Elgin, Dutton-Dunwich, Southwest Middlesex, Middlesex Centre, Strathroy-Caradoc and Southwold. It is supported by the local service clubs. This year, 210 students and 16 teachers received the program. (286 students and 22 adults in 2014)



Chatham-Kent and Lambton Children's Water Festival

Plans are full speed ahead for the 8th Annual Water Festival held at the C.M. Wilson Conservation Area. This year's festival will be Sept.29, 30 and October 1 with a weather date on October 2. Don Hector, the CK and L Water Festival Coordinator has been working hard fund-raising and preparing for this great event that draws over 1,500 elementary students. High school and community volunteers number over 100 each day to help facilitate the 42 interactive water related centres and multi-media displays. They assist agency staff, ground and surface water experts and other adult volunteers. All activities are linked to the Ontario School Curriculum in ways that help students achieve the desired expectations in Science and Tech, Social Studies, Environment, Math and Physical Ed. Events and Activities are geared to the Grade 4 level. The Festival is design to be hands-on and experiential in order to enhance and personalize learning. One of the goals of attending the Festival is to take the knowledge and newfound respect for water back to their homes, schools and communities.

If you would like to get involved, please let us know!!



Ska-Nah-Doht Village and Museum

Total number from February 1 – March 31, 2015 , 250 students accompanied by 44 adult supervisors attended programs. Again the extreme cold temperatures played havoc with our school bookings even

though we had the snow! April – June on the other hand are becoming fully booked! Pictures below are Byron Somerset grade 2/3 on April 14. They had a great time! (101 students and 17 adults in 2014)



RECOMMENDATION: That the reports on Conservation Authority Education programs be received for information.

Re: Wheatley Two Creeks Association

Minutes of regular meeting held April 2nd, 2015 at Wheatley Legion

Attendance: Rick & Forest Taves, Linda & Lee Pearce, Gerry & Muggs Soulliere, Pauline Sample, Lorna Bell, Joe & Ginette Pinsonneault, Craig Willett, Mariette Preyde, Mike Diesbourg, Ron Haley, Bruce & Marj Jackson. We welcomed two new members David and Sharon Light.

Agenda: Moved by Lorna, sec by Craig Agenda be accepted as outlined (Carried)

Minutes: Moved by Marj, sec by Craig minutes be accepted as printed (Carried)

Memorial Groves: There are still some designated spots for new plantings this year.....should not have to clear any more area.

Property & Equip: Due to inclement weather construction of new storage shed has been slow. From creek dredging there are piles of trees, branches, stumps etc.....will have a control burn. Lee offered a water pump to be on standby at creek if needed.

There are 1200 trees to be planted this Spring as soon as area is cleaned up and weather permits.

Muggs and Ginette volunteered to co-ordinate the school plantings in the fall. (Thanks Girls)

Concerts: All concerts are in place starting with the first Sunday in June through to the end of August. Posters, flyers and buttons are ready.

We have been approved for a \$4000. Grant from Chatham Kent re Community Partnership Fund for Festival and Events 2015 funding.

Environmental Awareness: Nothing to report

Financial Report: Submitted by Ron Haley

Ron passed out copies of the Monthly financial report. He also summarized the result of the HST refund since receiving charitable status 3 years ago and stressed the importance of applying for it. Moved by Linda, sec by Pauline financial report be accepted as presented (Carried)

Old Business: None

New Business: Gerry and Muggs attended a meeting at Point Pelee on behalf of Two Creeks concerning the upcoming 'South Coast Adventure Race' on June 20th, 2015. They filled us in on 'What is expected of Two Creeks' volunteers. They expect to be at our location between 10:30 am to 1 p.m. Complete secrecy of the race course was stressed. (Thanks Gerry and Muggs)

<p><u>RECOMMENDATION:</u> That the reports for the Wheatley Two Creeks Association be received for information.</p>
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Re: GM's Report

Since the Annual General Meeting, staff have focussed efforts on preparing for and initiating the 2015 work plan. A major initiative begun in 2014 is the expansion of the Greening Partnership in conjunction with Chatham-Kent to assist in fulfilling the newly adopted Natural Heritage Implementation Plan. The LTVCA is a key agent in delivering this program and the new program staff that joined us last year are keen and ready to make an impact.

Following another very cold winter, we were again treated to an ideal spring melt which quickly reduced chances of serious, ice-jam related flooding. Once again, preparations began early with meetings with local emergency response personnel and the ice management committee. With the arrival of spring, the focus of water management shifts to water quality monitoring of both surface and groundwater plus the addition of benthic biological monitoring which we were able to initiate in 2014.

Investigations of the environmental conditions at 112 Thames Street have been completed and we are awaiting results at this time. Should this matter proceed, we are planning to implement a low-impact demonstration site and reconfigure parking at our current location to improve safety and traffic flow.

Late last year the Board approved some much needed updates to the exterior of the Administration building and in conjunction with that, at the same time, modifications to the front entranceway and washrooms will be undertaken to meet our accessibility requirements and furnish some secure and badly needed storage space. It is anticipated that most of the work will be completed over the summer.

Staff have successfully pursued external funding for these projects and additional applications are in the works, reducing the impact on our resources while enabling the facilities to meet our needs for the near future. Currently, two staff are undertaking a WSIB course which when completed will qualify the Authority for a 5% reduction in its WSIB premiums.

Finance staff are undertaking a review of our utility and telephone accounts, with a view to achieving cost savings from consolidating or eliminating in some cases accounts which are under- or no longer being utilized. A future report on the impact of this will be provided to the Board.

Finally, eight Board members participated with staff in a Visioning exercise as part of the Strategic Planning process, and all members recently received a copy of the results. Your comments and ongoing input will be sought as we move through this process, to be completed later this summer.

RECOMMENDATION:- That this report be received for information.
