



Board of Directors Meeting

AGENDA

December 17th, 2015

2:00 p.m.

Board Room, Administration Building

1. Call to Order	
2. Adoption of Agenda	
3. Disclosure	
4. Approval of Previous Meeting Minutes (Previously circulated)	
5. Business Arising From the Minutes	
6. Presentations	
7. Business for Approval	4
7.1) 2016 Fee Schedule.....	4
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8.1) Water Management	19
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8.3) Conservation Areas.....	22
8.4) Community Relations	22
8.5) Conservation Authority Education	26
8.6) GMs Report.....	27
9. Correspondence.....	31
9.1) Letter regarding Conservation Ontario Appointments	31
9.2) Letter from Dutton Dunwich regarding 2016 Proposed Levy	32
9.3) WTCA December Meeting Minutes.....	33
10. Other Business	
11. Adjournment	

LOWER THAMES VALLEY CONSERVATION AUTHORITY



BOARD OF DIRECTORS MEETING MINUTES

A meeting of the Conservation Authority's Board of Directors was held at the Administration Building in Chatham at 2:00 P.M. on Thursday, October 22, 2015. The following directors were in attendance:- J. Kavelaars, L. McKinlay, T. Thompson, S. Pinsonneault, D. McKillop, S. Caveney and G. Bogart.

1. Adoption of Agenda

1. S. Pinsonneault – S. Caveney

Moved that the agenda be adopted.

CARRIED

2. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

3. Minutes of the Last Meeting (Previously Circulated)

2. L. McKinlay – G. Bogart

Moved that the minutes of the meeting of August 27, 2015 be approved as circulated.

CARRIED

4. Business Arising From the Minutes

- (a) Building Renovation

Don Pearson gave a brief update on the progress of the renovations being undertaken on the Lower Thames Valley Conservation Authority's Administration Building.

3. T. Thompson – S. Caveney

Moved that the report be received for information.

CARRIED

5. Committee Meetings

Ska-Nah-Doht Committee Bus Tour, September 17, 2015
Karen Mattila, Village Curator, gave a verbal and Power Point Presentation on the bus tour of the Halton Regions visitor and interpretation centre.

6. Correspondence

- (a) Chatham-Kent correspondence to Minister of Natural Resources & Forestry – Provincial Endangered Species Act – Effects on Municipal Drains
- (b) Municipality of West Elgin correspondence to Lower Thames Valley Conservation Authority – Proposed Budget Levy Increase
- (c) Municipality of Chatham-Kent correspondence to the Lower Thames Valley Conservation Authority – Proposed Budget

7. Business for Information

- (a) Water Related Issues, Initiatives & Activities
- (b) Source Protection Plan Approved
- (c) Authority Regulations
 - i. Divisional Court Decision – Graham vs NVCA
 - ii. Applications for Permission under Ontario Regulation 152/06 (CA Act)
- (d) Conservation Services
- (e) Conservation Areas
- (f) Community Relations
- (g) Conservation Authority Education
- (h) Wheatley Two Creeks Association
- (i) GM's Report

Business for Information items 5, 6 (a, b & c) and 7 (a) through to 7 (i) were received for information.

8. Business for Approval

(a) Strategic Plan, Steve Sauder, Kayak Consulting

4. L. McKinlay – D. McKillop

Moved that the Strategic Plan be adopted as a guide for the LTVCA program for the next five years.

CARRIED

(b) Elgin County Shoreline Management Plan

5. D. McKillop – S. Caveney

Moved that the Elgin County Shoreline Management Final Report be adopted and incorporated as the Elgin County Shoreline Management Plan and sent to the County of Elgin for adoption; and further,

That the Elgin County Shoreline Management Plan be adopted as the Lower Thames Valley Conservation Authority's Shoreline Management Plan for that portion of the Authority's jurisdiction within Elgin County for the purposes of enacting Ontario Regulation 152/06; and finally,

That the TAC established for the purposes of the development of the Elgin County Shoreline Management Plan remain in place to collaboratively consider how the plan's recommendations may be carried out.

CARRIED

6. 2016 Proposed Budget and Levy

6. S. Pinsonneault – D. McKillop

Moved that the decision on the 2015 preliminary budget and levy be deferred to the next Board of Directors meeting on December 17, 2015.

7. L. McKinlay

Moved that the meeting be adjourned.

CARRIED

John Kavelaars
Chair



Don Pearson
General Manager/Secretary-Treasurer

7. Business for Approval

7.1) 2016 Fee Schedule

Date: December 7, 2015
Memo To: LTVCA Board of Directors
Subject: Proposed 2016 Fee Schedules
From: Todd Casier, Financial Services Specialist

Background

An annual review of the various fee schedules at the Conservation Authority is performed with the new fee schedules to be brought before the Board of Directors for approval prior to the applicable year.

Current Situation

The 2015 fee schedules were reviewed by their respective departments and all suggested modifications brought forward to the Board of Directors Agenda planning meeting held November 25th, 2015.

Discussion

All fee schedules were presented by their respective department and reviewed by management at the meeting.

There were no changes recommended or made to the Regulation Fees, Planning and Technical Review Fees or Conservation Services Fees.

The fees for the Education Programs were still under review and have not been determined as of the date of this report. Changes are normally implemented at the beginning of the school year in September so will be brought forward at a future meeting.

The Conservation Areas Fee schedule, as well as the fees had a number of modifications. The schedule was completely reformatted to make it easier to reference. In doing so several fees had to be aligned between the various locations that offered the same services. By location and service the changes were as follows:

Longwoods Road C.A.

Group Camping was changed from \$25 per night plus \$3 per person plus \$15 per night for hydro to \$10 person with a \$50 reservation fee that is non-refundable without 24 hours' notice.

The Pavilion and Site Servicing fee were increased from \$100 with parking to \$150 with parking or \$100 without parking.

The security deposit for the above services was increased from \$100 to \$150 consistent with Big Bend and Wilson.

C.M. Wilson C.A.

Group Camping was changed from \$8 per person for pre-booked groups and \$10 for off season to \$10 person with a \$50 reservation fee that is non-refundable without 24 hours' notice.

An unserviced weekly camping rate for a single site was created and set at \$180 due to prior enquiries for this rate.

An unserviced weekly camping rate for a single site was created and set at \$180 due to prior enquiries for this rate.

Single Site camping reservation fee was increased from \$10 to first night's stay, non-refundable without 24 hours' notice

Pavilion rental was increased from \$75 with parking to \$150 with parking or \$100 without parking. Area rental was also added to services available with the same rate as the pavilion rental.

The Barn Pavilion rental was increased from \$200 with parking to \$400 with parking or \$250 without parking.

A Reservation Fee of \$100, non-refundable without 30 days' notice was created for the pavilion rentals.

Firewood increased from \$6.90 per bundle (10 pieces) to \$10 and \$40 per bucket (1/2 face cord) to \$50.

Big Bend C.A.

Day use fees were changed from \$3.50 per person and \$10 per vehicle to \$4 for up to an hour and a half, \$8 up to three hours and \$12 maximum per day to match Longwoods Road and CM Wilson Conservation Areas.

Group Camping was changed from \$8 per person for pre-booked groups and \$10 for off season to \$10 person with a \$50 reservation fee that is non-refundable without 24 hours' notice.

The one week single site camping rate was changed from \$200 to \$225 for a hydro & water site, \$210 for a hydro only and \$180 for an unserviced site.

The per month camping rate was increased from \$550 to \$575 to match CM Wilson's rate. The Half Season (10 week) camping rate was increased from \$850 to \$900 to match CM Wilson's rate. The Full Season hydro & water camping rate was increased from \$1,500 to \$1,600 to match CM Wilson's rate and the Full Season unserviced camping rate was increased from \$1,350 to \$1,450.

The Site Servicing fee was increased from \$100 with parking to \$150 with parking or \$100 without parking.

E.M. Warwick C.A.

This Conservation Area is typically booked months in advance for one or two days each weekend during the peak season but has no other usage during the week and little usage during the off peak-season. Based on these factors a variable rate fee schedule was created. It includes considerations for peak and off-peak season and one day, weekend, mid-week and weekly rates.

The original per night fee was \$250 per night no matter the day of week or time of year. The new fees are as follows:

	<i>Weekends/night</i>	<i>Fri & Sat bundle</i>	<i>Sun-Thurs/night</i>	<i>Weekly</i>
Peak Season (May-Oct)	300.00	550.00	200.00	1000.00
Off Season (Nov-Apr)	250.00	450.00	150.00	750.00

We also encountered late cancellations that did not allow us time to fill the vacancy prior to the available date. Due to this we have changed the \$25 cancellation fee to a \$100 reservation fee that is non-refundable without 30 days' notice.

Recommendation That the 2016 Regulation Fees, Planning and Technical Review Fees, Conservation Services Fees and Conservation Areas Fee Schedules be adopted as presented.

**Lower Thames Valley Conservation Authority
2016 Conservation Areas Fee Schedule**

ALL PRICES INCLUDE HST

	Longwoods Road	Big Bend	CM Wilson	EM Warwick
Camping (Single Sites [‡])		✓	✓	
Group Camping (5 person min.)	✓	✓	✓	✓
Seasonal Camping		✓	✓	
Seasonal Day Use Permits	✓	✓	✓	
Pavilion Rental	✓		✓	

<u>Day Use Fees</u>	<1.5 hrs	<3 hrs	Max per day	Yearly Pass	Bus
	4.00	8.00	12.00	60.00	110.00

<u>Camping</u>	Nightly	Weekly	Monthly	Half Season (10 weeks)	Season (Victoria Day – Thanksgiving)
Hydro & Water	38.00	225.00	575.00	900.00	1600.00
Hydro Only	36.00	210.00			
Unserviced	30.00	180.00			1450.00
Reservation Fee*	Fee equals first night's stay (Non-refundable without 24 hours notice)				
Group Camping	10.00 per person (Pre-Booked; Subject to \$50 reservation fee*, Non-refundable without 24 hours' notice)				

<u>Warwick†</u> (Includes all buildings)	Weekends/night	Fri & Sat bundle	Sun-Thurs/night	Weekly
Peak Season (May-Oct)	300.00	550.00	200.00	1000.00
Off Season (Nov-Apr)	250.00	450.00	150.00	750.00
Reservation Fee*	100.00 (Non-refundable without 30 days' notice)			

<u>Pavilion Rental†</u>	Per day, includes parking	Per day, excludes parking (Guests must use Pay & Display machine)
Pavilion/Area Rental	150.00	100.00
Barn (CM Wilson)	400.00	250.00
Reservation Fee*	100.00 (Non-refundable without 30 days' notice)	

<u>Firewood</u>	Bundle (~10 pcs)	Bucket (½ face cord)
	10.00	50.00

Other Fees:

Extra Overnight Vehicle	10.00 per night
Non-Camper Sewage Disposal	15.00 (C.M. Wilson Only)

Seasonal Camping:

Extra Refrigerator	125.00 per season
Electric Golf Cart	60.00 per season
Extra Vehicle	60.00 per season
Grass Cutting	40.00 per cut
Utility shed (max 4'x4')	50.00 per season
Winter Trailer Storage	200.00 per unit

[‡] Includes one vehicle per site; limit 4 persons per site unless family unit

† Requires \$150 Cash Security/Key Deposit, to be refunded if applicable

* Reservation fee applied to total bill

7.2) 2016 Proposed Budget and Levy

Date: December 7, 2015
Memo To: LTVCA Board of Directors
Subject: 2016 Proposed Budget and Levy
From: D. R. Pearson, General Manager

Background

At the August Board meeting staff presented an outlook for 2016, identifying some major challenges facing the LTVCA, with respect to the Authority's limited capacity to deliver needed programs and services throughout the watershed. In our Strategic Planning process it was universally acknowledged that the large geographic area coupled with limited financial and staff resources required a new approach. The Board supported in principle the addition of staff in 3 key areas – stewardship/ecology, water management and conservation area operations, financed by selectively increasing the levy to nine municipalities to balance the "greening levy" which Chatham-Kent has been providing in part for the past nine years, thereby generating an additional \$230,000. A preliminary budget incorporating this levy was presented at the October meeting of the Board. Due to limited, but negative feedback from some of the affected municipalities, the decision was deferred until the December meeting. At the present time, 3 municipalities have indicated by letter that they do not support the additional levy increase. A verbal update on the status of the municipal response will be provided at the December 17 meeting of the Board.

Current Situation

The proposed 2016 budget has been redrafted but has maintained the concept of increasing the levy outside of Chatham-Kent to enable a rebalancing of the Authority's program to better provide services to all residents and to address key areas of risk for the Authority. Specifically, the flood control and Conservation Area operations have been identified as needing greater investment to meet standards of public safety and to increase potential for revenue generation. The resulting levy increase of \$215,226 or 16.25% on average ranges from \$23,676 or 2.5% for Chatham-Kent to just over \$15,783 or 54% for Dutton-Dunwich; to \$53,121 or 53% for the City of London. The impact for each municipality is shown on the levy table which accompanies the budget.

Discussion

In redrafting the 2016 budget, a new summary page was developed to better identify programs and components, to provide greater clarity on both expenses and revenue sources. Several programs have historically overstated revenue projections and as a result have, at year end, depended on surpluses in other program areas to balance expenditures. To improve transparency and to put a greater focus on the need to develop new revenue streams, these programs - Conservation Areas, Community Relations, Conservation Education and the Ska-Nah-Doht Museum and Village depict a more accurate impact on the municipal levy - \$318,532 and \$330,857 respectively. As valuable as these programs are, it is noted that the combined total represents 42% of the levy. Two Conservation Areas – CM Wilson and Longwoods Road, consume 75% of the Conservation Areas levy (Longwoods half, Wilson one-quarter). While all municipalities benefit from the Community Relations program and the education programs, the location of the Resources Centre at Longwoods is more accessible to the eastern portion of the watershed. It is submitted that the new levy improves the balance of the cost and benefit of specific programs that are dependent to a large extent on the levy.

Recommendation

That the 2016 proposed budget totalling \$3,026,022 be adopted as presented, 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 at the Annual General meeting scheduled to take place on February 18, 2016.

2016 PROPOSED BUDGET LOWER THAMES VALLEY CONSERVATION AUTHORITY

F U N D I N G S O U R C E S

PG. NO.	2015 BUDGET	2016 BUDGET	2016 GRANTS	MATCHING GENERAL LEVY	DIRECT		NON		FOUNDATION GRANTS & REVENUES	RESERVES
					SPECIAL BENEFIT LEVY	GENERAL LEVY	MATCHING GENERAL LEVY	GENERAL REVENUES		
WATER MANAGEMENT										
2	250,217	152,044	13,522	13,522	125,000					
2	31,536	31,438	15,719	15,719		0				
2	249,217	267,026	128,566	128,566		9,894				
3	52,000	37,689	0	13,500		5,689				18,500
3	142,681	207,139	0	0		157,139		50,000		0
3	14,000	64,162	0	0		64,162				
3	25,000	24,900	23,000							
3	20,000	20,000		0						20,000
	784,652	804,397	180,807	171,307	125,000	238,783	50,000	50,000	0	38,500
3	520,246	488,532	0	0	0	318,532	165,000	5,000	5,000	0
CONSERVATION & RECREATION PROPERTIES										
CONSERVATION AREAS										
COMMUNITY RELATIONS AND EDUCATION										
4	165,000	166,047	0	0		166,047				
4	119,509	90,578	0	0		75,578	15,000		0	
4	249,645	172,223	22,992	22,992		89,231	60,000		0	
	534,154	428,849	22,992	0	0	330,857	75,000	0	0	0
CONSERVATION SERVICES/STEWARDSHIP										
5	274,636	39,268	0	0			39,268		0	
5	350,000	849,124	141,000	0	75,000	245,000	388,124		0	0
5		315,852	315,852	0	0	0	0		0	0
5	15,000									
	639,636	1,204,244	456,852	0	75,000	245,000	427,392	0	0	0
CAPITAL/MISCELLANEOUS										
5	200,000	100,000	0	0	0	50,000	0	0	0	50,000
5	6,000									
5	100,000	0	15,000	-15,000						
	306,000	100,000	15,000	0	0	35,000	0	0	0	50,000
	2,784,687	3,026,022	675,651	171,307	200,000	1,168,171	717,392	5,000	5,000	88,500

**2016 PROPOSED BUDGET
LOWER THAMES VALLEY CONSERVATION AUTHORITY**

F U N D I N G S O U R C E S

	2015 BUDGET	2016 BUDGET	2016 GRANTS	MATCHING GENERAL LEVY	DIRECT SPECIAL BENEFIT LEVY	NON MATCHING GENERAL LEVY	FOUNDATION GRANTS & REVENUES	GENERAL REVENUES	RESERVES
<u>WATER MANAGEMENT</u>									
<u>FLOOD CONTROL STRUCTURES</u>									
WAGES AND BENEFITS	126,000	80,732							
ADMINISTRATION OVERHEAD	33,217	17,312							
OPERATIONS	31,000	19,000							
ROUTINE MAINTENANCE	40,000	23,000							
PREVENTATIVE MAINTENANCE	20,000	12,000							
TOTAL FLOOD CONTROL STRUCTURES	250,217	152,044	13,522	13,522	125,000 (CHATHAM-KENT)				
<u>EROSION CONTROL STRUCTURES</u>									
WAGES AND BENEFITS	21,000	25,064							
ADMINISTRATION OVERHEAD	5,536	5,374							
ROUTINE MAINTENANCE	5,000	1,000							
TOTAL EROSION CONTROL STRUCTURES	31,536	31,438	15,719	15,719		0			
<u>FLOOD FORECASTING AND WARNING</u>									
WAGES AND BENEFITS	126,000	191,883							
ADMINISTRATION OVERHEAD	33,217	41,143							
DATA COLLECTIONS	32,000	12,000							
FLOOD FORECASTING	10,000	4,000							
COMMUNICATIONS	12,000	6,000							
OPERATIONS CENTRE (RENT)	21,000	7,000							
FLOOD RESPONSE AND MONITORING	15,000	5,000							
TOTAL FLOOD FORECASTING & WARNING	249,217	267,026	128,566	128,566		9,894			

**2016 PROPOSED BUDGET
LOWER THAMES VALLEY CONSERVATION AUTHORITY**

F U N D I N G S O U R C E S

	2015 BUDGET	2016 BUDGET	2016 GRANTS	MATCHING GENERAL LEVY	DIRECT SPECIAL BENEFIT LEVY	NON MATCHING GENERAL LEVY	GENERAL REVENUES	FOUNDATION GRANTS & REVENUES	RESERVES
<u>TECHNICAL STUDIES</u>									
ADMINISTRATION OVERHEAD	0	563				563			
AERIAL PHOTOGRAPHY	11,000	5,000							5,000
MAPPING	27,000	27,000		13,500					13,500
GEOGRAPHICAL INFORMATION SYSTEMS (GIS)- DATA MANAGEMENT	14,000	5,126				5,126			
TOTAL TECHNICAL STUDIES	52,000	37,689		13,500		5,689			18,500
<u>REGULATIONS AND PLAN REVIEW</u>									
WAGES AND BENEFITS	105,000	158,215							
ADMINISTRATION OVERHEAD	27,681	33,924							
OPERATING-MATERIALS, SUPPLIES, AND EXPENSES	10,000	15,000							
TOTAL REGS. & PLAN REVIEW	142,681	207,139				157,139	50,000		0
<u>WATERSHED MONITORING (PGMN)</u>									
WAGES AND BENEFITS		30,952							
ADMINISTRATION OVERHEAD		6,637							
OPERATING-MATERIALS, SUPPLIES, AND EXPENSES	14,000	5,000							
TOTAL REGS. & PLAN REVIEW	14,000	64,162				64,162			
<u>SOURCE PROTECTION</u>									
THAMES MOUTH DEBRIS REMOVAL	25,000	24,900	23,000			1,900			
TOTAL SOURCE PROTECTION	25,000	24,900	23,000			1,900			20,000
<u>CONSERVATION & RECREATION PROPERTIES</u>									
WAGES AND BENEFITS	257,390	254,057							
ADMINISTRATION OVERHEAD	67,856	54,475							
OPERATING- MATERIALS & SUPPLIES, STORAGE, RENTALS, INSURANCE, ETC.	195,000	180,000							
TOTAL CONS. & RECREATION PROPERTIES	520,246	488,532				318,532	165,000	5,000	

**2016 PROPOSED BUDGET
LOWER THAMES VALLEY CONSERVATION AUTHORITY**

F U N D I N G S O U R C E S

	2015 BUDGET	2016 BUDGET	2016 GRANTS	MATCHING GENERAL LEVY	DIRECT SPECIAL BENEFIT LEVY	NON MATCHING GENERAL LEVY	GENERAL REVENUES	FOUNDATION GRANTS & REVENUES	RESERVES
<u>COMMUNITY RELATIONS AND EDUCATION</u>									
<u>COMMUNITY RELATIONS</u>									
WAGES AND BENEFITS	100,000	117,791							
ADMINISTRATION OVERHEAD	36,000	25,257							
OPERATING- MATERIALS & SUPPLIES,									
SERVICES, RENTALS, INSURANCE, ETC.	29,000	23,000							
TOTAL COMMUNITY RELATIONS	165,000	166,047				166,047			
<u>CONSERVATION EDUCATION</u>									
WAGES AND BENEFITS	74,000	70,468							
ADMINISTRATION OVERHEAD	19,509	15,110							
OPERATING- MATERIALS & SUPPLIES,									
SERVICES, RENTALS, INSURANCE, ETC.	26,000	5,000							
TOTAL CONSERVATION EDUCATION	119,509	90,578				75,578	15,000		
<u>SKA-NAH-DOHT VILLAGE</u>									
WAGES AND BENEFITS	139,000	126,170							
ADMINISTRATION OVERHEAD	36,645	27,053							
OPERATING- MATERIALS & SUPPLIES,									
SERVICES, RENTALS, INSURANCE, ETC.	74,000	19,000							
TOTAL IROQUOIAN VILLAGE	249,645	172,223	22,992			89,231	60,000		

**2016 PROPOSED BUDGET
LOWER THAMES VALLEY CONSERVATION AUTHORITY**

F U N D I N G S O U R C E S

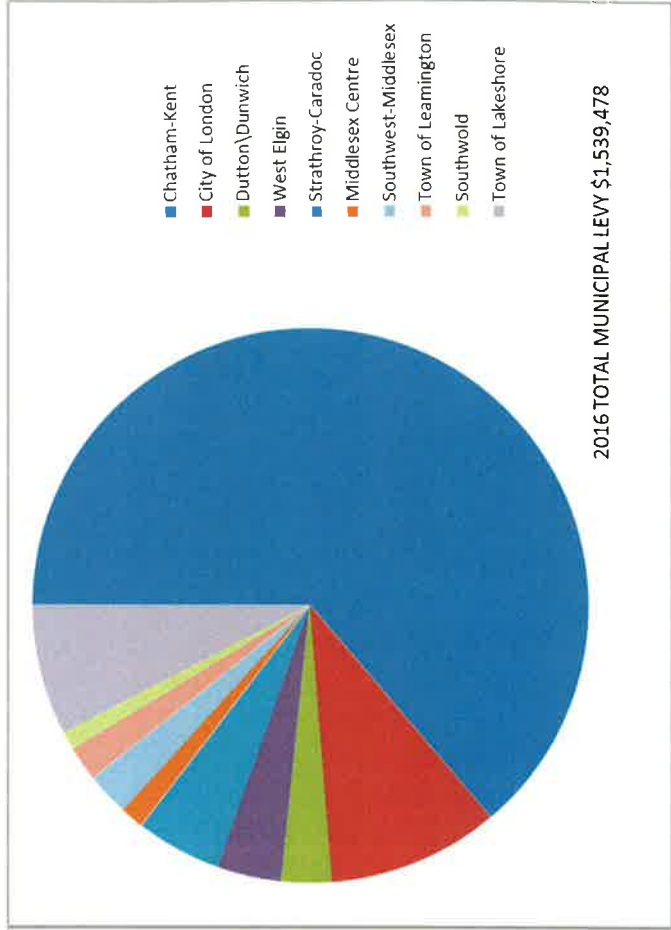
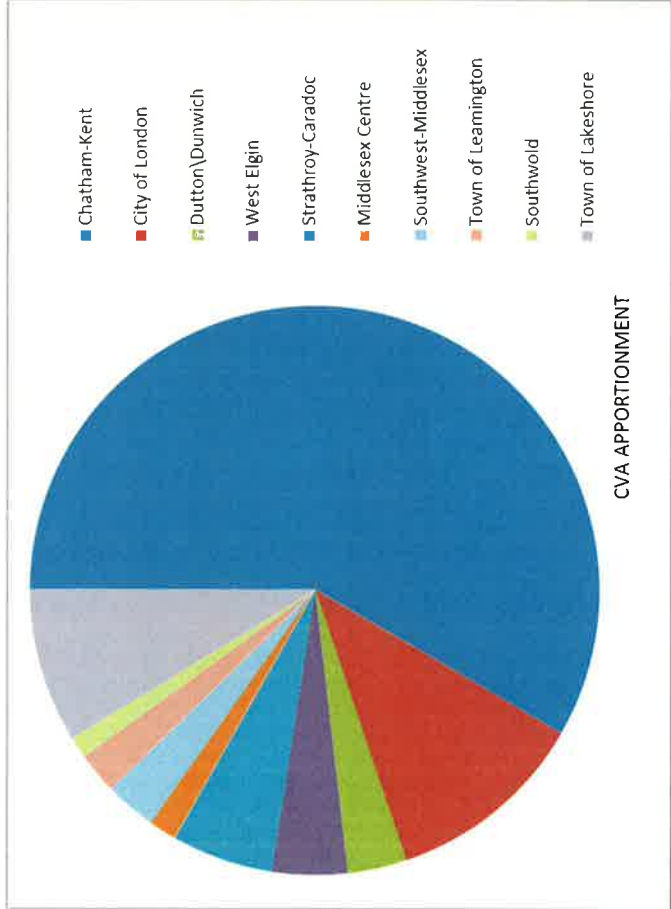
	2015 BUDGET	2016 BUDGET	2016 GRANTS	MATCHING GENERAL LEVY	DIRECT SPECIAL BENEFIT LEVY	NON MATCHING GENERAL LEVY	GENERAL REVENUES	FOUNDATION GRANTS & REVENUES	RESERVES
<u>CONSERVATION SERVICES</u>									
<u>FORESTRY</u>									
WAGES AND BENEFITS	120,000	28,218							
ADMINISTRATION OVERHEAD	31,636	6,050							
OPERATING- MATERIALS & SUPPLIES, STORAGE, RENTALS, INSURANCE, ETC.	123,000	5,000							
TOTAL CONS. SERVICES	274,636	39,268					39,268		
<u>PHOSPHORUS</u>									
WAGES AND BENEFITS		126,978							
ADMINISTRATION OVERHEAD		27,227							
OPERATING- MATERIALS & SUPPLIES, STORAGE, RENTALS, INSURANCE, ETC.		161,647							
TOTAL CONS. SERVICES	0	315,852	315,852						
<u>CHATHAMKENT GREENING PROJECT</u>									
WAGES AND BENEFITS	350,000	369,826							
ADMINISTRATION OVERHEAD		79,298							
OPERATING- MATERIALS & SUPPLIES, STORAGE, RENTALS, INSURANCE, ETC.		400,000							
TOTAL CONS. SERVICES	350,000	849,124	141,000		75,000	245,000	388,124		
<u>COMMUNITY TREES INITIATIVE</u>									
	15,000								
<u>CAPITAL/MISCELLANEOUS</u>									
UNION GAS CENTENNIAL PROJECT	6,000								
ADMINISTRATION BUILDING REPAIRS/UPGRADES	200,000	100,000				50,000		50,000	
EMPLOYMENT PROGRAMS (FED/PROV)	100,000		15,000			-15,000			

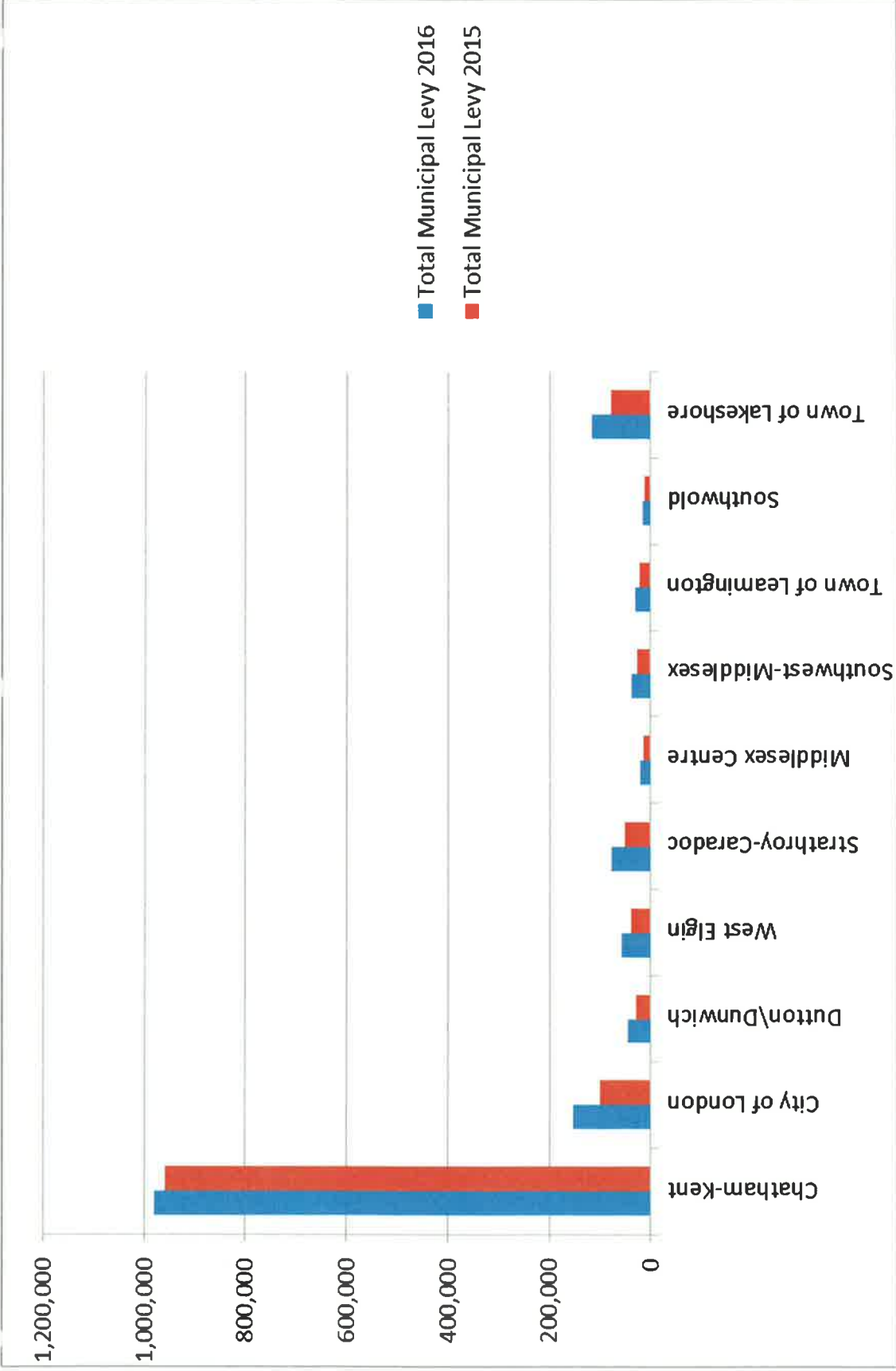
				2015 BUDGET		2016 BUDGET
ADMINISTRATION OVERHEAD						
WAGES AND BENEFITS				205,400		224,817
Employee Health Tax				29,909		
OFFICE OPERATIONS:						
TELEPHONES				4,000		5,000
OFFICE SUPPLIES/EQUIPMENT				18,000		18,000
OFFICE EQUIPMENT RENTALS				3,000		3,000
POSTAGE				3,600		2,000
UTILITIES				11,600		9,000
OFFICE CLEANING/MAINTENANCE				6,000		8,000
INSURANCE				20,000		22,000
AUDIT FEES				9,000		10,000
CONSERVATION ONTARIO LEVY				18,195		22,000
TAXES				6,500		5,000
MEMBER EXPENSES				14,000		14,000
LEGAL EXPENSES				1,000		1,000
TOTAL ADMINISTRATION OVERHEAD				350,204		343,817
BREAKDOWN OF ADMINISTRATION OVERHEAD BY PROGRAM:						
FLOOD CONTROL STRUCTURES				33,217		17,311
EROSION CONTROL STRUCTURES				5,536		5,374
FLOOD FORECASTING AND WARNING-REGULAR				33,217		41,143
FLOOD FORECASTING AND WARNING-RENT				0		0
PLANNING & REGULATIONS				27,681		33,924
TECHNICAL STUDIES				0		0
CONSERVATION SERVICES (FORESTRY,PHOSPHORUS)				31,636		6,050
CONSERVATION & RECREATION PROPERTIES				67,856		54,475
COMMUNITY RELATIONS				26,363		25,257
CONSERVATION EDUCATION				19,509		15,110
SKA-NAH-DOHT VILLAGE				36,645		27,053
GIS						563
SOURCE PROTECTION				5,273		4,396
C-K GREENING				63,271		79,298
WATERSHED MONITORING						6,637
GLASI						13,730
OMAF NUTRIENT						13,497
						0
						0
TOTAL				350,204		343,817

				2015 BUDGET		2016 BUDGET
WAGES & BENEFITS						
ADMINISTRATION				205,400		224,817
FLOOD CONTROL STRUCTURES				126,000		80,732
EROSION CONTROL STRUCTURES				21,000		25,064
FLOOD FORECASTING AND WARNING-REGULAR				126,000		191,883
FLOOD FORECASTING AND WARNING-RENT						
PLANNING & REGULATIONS				105,000		158,215
TECHNICAL STUDIES						
CONSERVATION SERVICES (FORESTRY)				120,000		28,218
CONSERVATION & RECREATION PROPERTIES				257,390		254,057
COMMUNITY RELATIONS				100,000		117,791
CONSERVATION EDUCATION				74,000		70,468
SKA-NAH-DOHT VILLAGE				139,000		126,170
GIS						2,626
SOURCE PROTECTION				20,000		20,504
C-K GREENING				240,000		369,826
WATERSHED MONITORING						30,952
GLASI						64,033
OMAF NUTRIENT						62,946
				1,533,790		1,828,300

LOWER THAMES VALLEY CONSERVATION AUTHORITY
Levy for 2016 using Modified CVA

	Current Value Assessment (Modified CVA)	C-K Flood Control,				Total General Levy 2016	Total Municipal Levy 2016	Total Municipal Levy 2015	% Change from 2015 Levy	% Change from 2015
		% of Levy	Greening Levy 2016	Non-Matching Levy 2016	Matching Levy 2016					
Chatham-Kent	7,153,044,740	58.3666%	200,000	681,822	99,986	781,808	981,808	958,131	23,676	2.47%
City of London	1,404,401,305	11.4595%	0	133,866	19,631	153,497	153,497	100,377	53,121	52.92%
Dutton\Dunwich	409,561,308	3.3419%	0	39,039	5,725	44,764	44,764	28,981	15,783	54.46%
West Elgin	527,706,417	4.3059%	0	50,300	7,376	57,677	57,677	38,072	19,605	51.49%
Strathroy-Caradoc	702,290,290	5.7305%	0	66,942	9,817	76,758	76,758	50,192	26,566	52.93%
Middlesex Centre	192,083,624	1.5673%	0	18,309	2,685	20,994	20,994	13,633	7,362	54.00%
Southwest-Middlesex	355,084,980	2.8974%	0	33,846	4,963	38,810	38,810	25,295	13,514	53.43%
Town of Leamington	287,270,139	2.3440%	0	27,382	4,015	31,398	31,398	20,996	10,402	49.54%
Southwold	149,553,864	1.2203%	0	14,255	2,090	16,346	16,346	10,973	5,373	48.96%
Town of Lakeshore	1,074,380,425	8.7666%	0	102,409	15,018	117,427	117,427	77,602	39,825	51.32%
TOTAL	12,255,377,091	100%	\$200,000	\$1,168,171	\$171,307	\$1,339,478	\$1,539,478	\$1,324,252	\$215,226	16.25%





8. Business for Information

8.1) Water Management

Flood Forecasting

Since the last Board of Directors meeting in October, two Flood Advisories have been issued by the LTVCA. A Flood Watch was issued on October 27th due to very high winds predicted in a direction that may have created lake shoreline flooding and heavy rainfalls predicted over a very short time that may have produced localized flooding. Neither the predicted winds, nor the predicted rainfall appeared. A Watershed Conditions - Safety Bulletin was issued on November 12th, again due to predicted high winds in a direction that could potentially cause some shoreline damage. Those winds did not reach the predicted speeds either. Water Levels on Lake Erie and Lake St. Clair have now dropped to levels making shoreline flooding in the Lower Thames jurisdiction unlikely.

Low Water

A Low Water Level 1 condition has existed in the Lower Thames watershed since October. A Low Water Level condition is declared according to criteria set out in the provincial program. The conditions are declared based on either reduced rainfall or streamflow patterns. For the Lower Thames watershed, streamflows have been sufficiently high as to not trigger a Low Water condition. Long term rainfall (18 month under the program) has also been sufficiently high as to not trigger a Low Water condition. However, the medium term (3 month) rainfall has been between 60% and 80% of normal since October, and this is the criteria that have triggered the Low Water Level 1 condition. A Low Water Response team, made up of provincial ministry and local representation, has been established to guide the response to Low Water conditions. By far, the largest documented water use in the Lower Thames watershed is for agricultural purposes (greater than 80% of all Permits to Take Water issued by the MOECC) and at this time of the year there is essentially no agricultural irrigation occurring. Consequently, the Low Water Response Team has not advised of any actions required regarding the Low Water conditions.

Seasonal Outlook and Ice Jam Risk

All the major weather forecasters seem to agree that overall this winter should be mild for the region. An El Nino condition currently exists which has led to the mild December thus far and is predicted to keep things mild into January. Less certainty exists for February with some suggesting that the jet stream may push south allowing for arctic air to move down and cool off the region. Precipitation patterns are expected to be normal to slightly dryer than normal.

Although actual temperature predictions further out than a few days are notoriously bad, it is interesting to note that such predictions on Accuweather.com don't call for any daytime highs below 0C through mid-January and only has around 10 degree-days of freezing up to that point. If the predictions are correct, there seem to be little risk of any significant ice cover on the Thames River. Even if it turns colder in February, the effects of longer days and increased solar radiation tend to limit the amount of ice accumulation in late February and early March.

Every fall, staff take depth readings at the mouth of the Thames River at Lighthouse Cove. These measurements were originally recommended as part of previous Ice Management Studies. Historical measurements have shown that, regardless of the water surface elevation, the river tends to carve itself down to about 6 foot of depth where it crosses the offshore sand bar. Unfortunately, due to a GPS equipment failure, the depth readings for this fall can't be mapped until we can obtain coordinates for the buoys. However, it should be noted that the shallowest point observed was 6 feet of depth. Based on the depth of the outlet of the Thames River, there does not appear to be any greater risk for ice jamming this year based on the depths at the river mouth.

Based on the forecasts there appears to be little risk of ice jam related flooding for this winter/spring. However, should conditions warrant, a meeting of the Ice Management Committee will be called.

Watershed Monitoring

The LTVCA participates in three watershed monitoring programs which assist with watershed reporting. The Provincial (Surface) Water Quality Monitoring Network (PWQMN) program runs from March to November and has therefore wrapped up for the year. As part of the Provincial Groundwater Monitoring Network (PGMN) water quality sampling in select wells is conducted every fall. The last well was sampled December 7th. The third program is a benthic program for which sampling occurs in the spring.

Drain Sampling

This fall the LTVCA received \$10,000 in funding from the Department of Fisheries and Oceans (DFO) to survey municipal drains throughout the watershed. Sampling started in October and was completed by mid-November. A total of 79 drains were sampled using a backpack electro fisher and 33 fish species were caught. Data has been submitted to DFO and will be used for drain classification purposes.

New Positions

This coming January, the LTVCA will be welcoming three new staff members.

Jessica Schnaithmann has left the LTVCA for the position of Source Protection Policy and Risk Management Advisor at the Upper Thames River Conservation Authority. As the Source Water Protection program is shared program amongst the LTVCA, UTRCA and SCRCA, we expect we'll still be seeing quite a bit of Jessica.

Jason Homewood has accepted an offer of employment as a Water Resources and Regulation Technician, which is a slightly modified version of Jessica's former position. Jason is originally from Chatham and worked for the LTVCA several summers during his university years. Jason is currently registered as a Geoscientist-In-Training but is anticipated to be designated as a Professional Geoscientist shortly.

Utilizing funds obtained from the Great Lakes Agricultural Stewardship Initiative (GLASI) grant, the LTVCA will be welcoming Austin Pratt of London as a Water Quality Specialist. Austin previously worked with the MOECC on their Multi-watershed Nutrient Study. Austin's primary duties will be around watershed and edge of field monitoring for the GLASI project. However, we anticipate Austin will be a great help to the LTVCA's other watershed monitoring programs.

Utilizing funds obtained from an OMAFRA grant, the LTVCA will be taking on an 8 month Cooperative Education student from the University of Waterloo. Michael McKerrall of Chatham will be joining the LTVCA as a GIS Technical Assistant until August. Michael is currently enrolled in a Geography and Environmental Management Joint Honours Earth Science program at Waterloo. Michael will be helping with various projects such as the Rondeau Bay Watershed Erosion Study, data management for the GLASI project, SWOOP 2015 aerial photo quality control checks, and various other projects.

8.2) Regulations and Planning

Staff Report		LTVCA Regulation Log Book 2015					B.D. 12/17/15	
APP#	APPLICANT	LOT	CON/ PLAN	TOWN /CITY	MUNICIPALITY	APP'N TYPE	DECISION	
73-2015	Municipality of CK c/o Justine E.	102	Lake Erie	Harwich	Chatham-Kent	Alteration	Granted: October 20, 2015	
110-2015	Municipality of Dutton/Dunwich c	20 to 21	9 to 10	Dunwich	Dutton/Dunwich	Alteration	Granted: August 7, 2015	
122-2015	O'Brien, Susan	Erie Shore Drive		Harwich	Chatham-Kent	Alteration	Granted: November 26, 2015	
151-2015	Cooper, Paul & Annette	60, 61	1648	Lighthouse Cove	Lakeshore	Construction	Granted: October 8, 2015	
152-2015	Abreu, Paul & Jaimie	23	3	Chatham	Chatham-Kent	Construction	Granted: October 8, 2015	
153-2015	Cadeau, Terra & Denny Jaksic	427	421	Harwich	Chatham-Kent	Alteration	Granted: November 3, 2015	
154-2015	Cousineau, James & Marianne	428, 429	421	Harwich	Chatham-Kent	Alteration	Granted: November 3, 2015	
155-2015	Roth, Rein	429	421	Harwich	Chatham-Kent	Alteration	Granted: November 3, 2015	
156-2015	Houghton, Roger & Deb Vint	429	421	Harwich	Chatham-Kent	Alteration	Granted: November 3, 2015	
157-2015	Kraus, Werner	429	421	Harwich	Chatham-Kent	Alteration	Granted: November 3, 2015	
158-2015	Municipality of Chatham-Kent c/o	11 to 16	5 to 7	Orford	Chatham-Kent	Alteration	Granted: November 3, 2015	
159-2015	Municipality of Chatham-Kent c/o	2 to 6	4, 5	Orford	Chatham-Kent	Alteration	Granted: November 3, 2015	
160-2015	Municipality of Chatham-Kent c/o	21	1	Harwich	Chatham-Kent	Alteration	Granted: November 3, 2015	
161-2015	Municipality of Chatham-Kent c/o	5, 6	10, 11	Howard	Chatham-Kent	Alteration	Granted: November 3, 2015	
162-2015	Pennings, Alberts	5	NNBTR	Southwold	Southwold	Construction	Granted: November 4, 2015	
163-2015	Paulovics, Stephen	79	1606	Lighthouse Cove	Lakeshore	Construction	Granted: November 5, 2015	
164-2015	Bartley, Mario	1	9	Dunwich	Dutton/Dunwich	Construction	Granted: October 22, 2015	
165-2015	Municipality of Chatham-Kent c/o	Matthew Link		Dover	Chatham-Kent	Alteration	Granted: October 22, 2015	
166-2015	Municipality of Chatham-Kent c/o	12, 11	7, 8	Dover	Chatham-Kent	Alteration	Granted: October 20, 2015	
167-2015	Municipality of Chatham-Kent c/o	20	6	Dover	Chatham-Kent	Alteration	Granted: October 20, 2015	
168-2015	Municipality of Chatham-Kent c/o	10 to 12	8, 9	Dover	Chatham-Kent	Alteration	Granted: October 20, 2015	
169-2015	Municipality of Chatham-Kent c/o	12	4	Dover	Chatham-Kent	Alteration	Granted: October 20, 2015	
170-2015	Municipality of Chatham-Kent c/o	12 to 16	6 to 12	Raleigh	Chatham-Kent	Alteration	Granted: October 21, 2015	
171-2015	Bowers, Brad	12	12	Raleigh	Chatham-Kent	Alteration	Granted: October 29, 2015	
172-2015	Municipality of Chatham-Kent c/o	7 to 12	2	Raleigh	Chatham-Kent	Alteration	Granted: October 29, 2015	
173-2015	Municipality of Southwest Middle	1	Range 1	Mosa	SW Middlesex	Alteration	Granted: November 3, 2015	
174-2015	Williscroft, Dave	49	PI 755	Erieau	Chatham-Kent	Construction	Granted: November 26, 2015	
175-2015	Stewart, Marcia & Bill	42	358	Harwich	Chatham-Kent	Construction	Granted: November 3, 2015	
176-2015	Fiddick, Darla	268	1620	Lighthouse Cove	Lakeshore	Construction	Granted: November 3, 2015	
177-2015	Union Gas c/o Alicia Pagaduan	102	Talbot Trail	Howard	Chatham-Kent	Alteration	Granted: November 4, 2015	
178-2015	Powers, Don	Pt 17	1 ED	Dover	Chatham-Kent	Alteration	Granted: November 13, 2015	
179-2015	McArthur, Mary	Pt	1	Chatham, Twp	Chatham-Kent	Construction	Granted: November 20, 2015	
180-2015	Peck, David	Erie Shore Drive		Harwich	Chatham-Kent	Alteration	Granted: November 25, 2015	
181-2015	Municipality of Southwest Middle	Pt 18-21	R 1 N	Ekfrid	SW Middlesex	Alteration	Granted: November 26, 2015	
182-2015	Municipality of Chatham-Kent c/o	Pt 7-9	6	Raleigh	Chatham-Kent	Alteration	Granted: November 26, 2015	
183-2015	Wickham, Bill	23	PI 109	Harwich	Chatham-Kent	Alteration	Granted: November 27, 2015	
184-2015	Landon, Nathan & Tiffany	Pt 2	STRNB	Southwold	Southwold	Construction	Granted: December 3, 2015	
185-2015	Vander Pryt, Eric & Kelly	541 & 542	Pt 1620	Lighthouse Cove	Lakeshore	Construction	Granted: December 3, 2015	
186-2015	Epplert, Mark	140 & 141	PI 384	Wheatley	Chatham-Kent	Construction	Granted: December 4, 2015	
187-2015	Parfet, Bill c/o Dave Ewald Horn	Pt 4 & 5	4	Dover	Chatham-Kent	Construction	Granted: December 3, 2015	
188-2015	Atkinson, Jeff	Pt 9	Front	Howard	Chatham-Kent	Construction	Granted: December 4, 2015	
189-2015	Municipality of West Elgin c/o Pt	Lots 7-11	9	Aldborough	West Elgin	Alteration	Granted: December 7, 2015	
190-2015	Miller, Geoffrey & Shelley	Pt 1	1	Raleigh	Chatham-Kent	Construction	Granted: December 8, 2015	
191-2015	Faubert, William	91	PI 1606	Lighthouse Cove	Lakeshore	Construction	Granted: December 8, 2015	

Recommendation: That applications: 73-2015, 110-2015, 122-2015, 151-2015 to 191-2015 be ratified.

Elgin County Shoreline Management Plan

At the LTVCA's last Board of Directors meeting, the Elgin County Shoreline Management Plan was approved for use as the basis of future administration of Ontario Regulation 152/06: Lower Thames Valley Conservation Authority: Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses. The approving resolution also asked for the report to be forwarded on to Elgin County for approval and incorporation into their Official Plan.

On November 24th, Elgin County Council met to consider the Elgin County Shoreline Management Plan. Elizabeth VanHooren of the Kettle Creek Conservation Authority presented the report. Three delegations of landowners were present who spoke against some element of the plan, the science or the approval process. Some were against the Plan outright while others approved of the Plan in principal but felt that there was not sufficient public input. In the end, Elgin County Council agreed to defer approval of the Plan until their Planner, Steve Evans, could prepare a report detailing how the Shoreline Management Plan's approval as an Official Plan document would affect current policy. Staff from the Elgin County Conservation Authorities met with Mr. Evans on December 9th. It was determined from this meeting that the ECSMP Technical Advisory Committee would meet with the delegations to go over their concerns to see if there were any solutions to their respective issues.

8.3) Conservation Areas

2015 October 1 – October 31 Visitation / Camping Stats

Longwoods Road Conservation Area – 4,211 people (5, 248 in 2014)

(Includes 2 people per pay & display permit (transaction))

Pay and Display Permits - 251 vehicles (198 in 2014)

E.M. Warwick Conservation Area – 2,372 (1,744 in 2014)

Big Bend Conservation Area – 1,508 people (2,055 in 2014)

C.M. Wilson Conservation Area – 1,333 (1,047 in 2014)

(Includes 2 people per pay & display permit (transaction))

Pay and Display Permits – 103 vehicles (61 in 2014)

8.4) 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 October 22, 2015, two media releases have been written (one attached)

- "Season's Greetings"
- The second media release will be forthcoming shortly to announce the GLASI Priority Subwatershed Program for Jeanettes Creek

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

In the works is a media release/article about the LTVCA's monitoring programs. It will overview our new Benthic program and discuss our current Provincial Water Quality Monitoring Network (PWQMN) for surface water and the Provincial Ground Water Monitoring Network (PGMN).

- **Displays and Exhibits** are created to update programs and information for the public. Interpretive signage for the outside of the kiosk is next to explain about the native gardens.\
- **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. 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.
- **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.
- **Soft Launch of new Conservation Authority logo:** Introducing the new Conservation Authority logo continues.
- **Lower Thames Valley Conservation Foundation Directors' Meeting** December 17, 2015.
- **Events** in conservation areas include:
 - "Season's Greeting" at Longwoods Road Conservation Area – over 140 people attended this first time event! A great way to welcome the community to one of our conservation areas!



The Ranger Belgians Wagon Ride was full all afternoon!



Recycling old greetings cards into seasonal crafts was popular with the kids!



At the cabin, families created treats for wildlife to trim an outdoor tree or take home!



Fun on the wagon ride was had by all!



A one of a kind treat for the birds!

The Resource Centre sparkled with stained glass ornaments for sale – unique gifts!



Several guided nature hikes and advice on winter bird feeding were welcomed by many



- **Publications:** Community Relations staff assist Conservation Authority staff with publications as needed. Work on a GLASI brochure, and 2016 Calendar of Events underway.
- **Courses/Certification:** Staff keep current by attending appropriate courses as needed. Staff attended the 3 day Latornell Conservation Symposium this fall.
- **Applications**

Staff applied for funding for an Outreach and Education grant for a GLASI project on the McGregor Creek subwatershed and were successful in obtaining over \$45,000 for the project.



Media Release
For Immediate Release – November 4, 2015

Enjoy An Afternoon Full of Family Activities that will Leave You in the Winter Spirit!
“Season’s Greetings” from Longwoods Road Conservation Area and Ska-Nah-Doht Village and Museum!

The Lower Thames Valley Conservation Authority brings “Season’s Greetings” to you all at Longwoods Road Conservation Area and the Ska-Nah-Doht Village and Museum on Sunday, November 29 from noon until 4 pm. Enjoy an afternoon of family activities that will be sure to leave you in the Winter Spirit! Just \$4 per vehicle! Coin or credit card at the Pay and Display Machine at the Entrance.



Take a Horse Drawn Wagon Ride across the fields and through the woods ... pulled by a team of majestic Belgian and Percheron horses from Ranger Belgians of Mount Brydges!

Recycle those old Greeting Cards into seasonal crafts! Bring out your own old cards or use some of ours! We will have plans and supplies for you in the Resource Centre to design your own unique creation to take home! Great for the kids!

Trim a Tree for the Birds! Don’t forget to share some goodies with the birds at Longwoods! Create tasty wildlife treats inside a cozy log cabin. Materials supplied. Then outside, trim a tree with your goodies for our feathered friends and other wildlife! (a peanut free activity)

Shop in the Resource Centre for that one of a kind Holiday gift! Featuring “The Glass Tree - Stained Glass Designs” by local artist Elvira Pupinski and Longwoods’ “Turtle Trail Gift Shop” - Beadwork, Stained Glass, Leather Craft.

Learn about Feeding Winter Birds Outside at our Feeder Station. Then enjoy a Guided Family Friendly Nature Walk along the Carey Carolinian Arboretum and Trail! Warm up afterwards with a hot chocolate!

For further information call (519) 264-2420.

Longwoods Road Conservation Area is located at 8348 Longwoods Road, 6.5 km west of Delaware, just southwest of Mount Brydges.
info@ltvca.ca www.ltvca.ca



To download a Guide to Conservation Areas in Ontario please visit <http://www.ontarioconservationareas.ca/>.

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8.5) 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 Oct. 1 – Oct. 31, 2015 - 14 (46 in 2014)

Conservation Field Trips for Students

Total number from Oct. 1 – Oct. 31, 2015, 165 students and 14 adult supervisors participated in field trips to Longwoods Road Conservation Area. (317 students and 77 adults in 2014)



Students from The Pines Secondary School in Chatham enjoyed a full day at Longwoods learning about orienteering and playing “predator prey”!

Conservation Classroom Programs and Outreach

There were 0 in-class programs conducted from Oct. 1 – Oct. 31, 2015 – 16 students (0 in 2014)

Chatham-Kent and Lambton Children’s Water Festival

Grants are being applied for now for the 2016 Festival.

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

Total number from Oct.1 to Oct.31, 2015 – 123 students and 21 adult supervisors participated in field trips to Ska-Nah-Doht. (560 students and 89 adults in 2014)

Ska-Nah-Doht Village Group Workshops

Workshops are performed at Ska-Nah-Doht and LTVCA outreach locations for youth and their leaders. Youth groups work towards badges for various outdoor activities.

Total number from Oct. 1 – Oct. 31, 2015 – (15 in 2014)

8.6) GMs Report

Since the last meeting of the Board in October, work has continued on the renovations and upgrades to the Administration Building. Interior painting is at or near completion and following the Board meeting the new flooring will be installed to replace the carpeted surfaces. Furniture replacement has been scheduled to follow the flooring phase since the old furnishings will have been moved to accommodate installation, thereby avoiding moving things twice. It is hoped that the turmoil will have subsided by mid-January, other than a few minor finishing details. Staff have been patient and are looking forward to working in “new” surroundings!

As of the date of writing this report, we are optimistically forecasting that the members will have entered the recently “completed” parking lot at the new location and will appreciate the expanded space and storm water management features. The unseasonal weather has allowed the construction to proceed more or less on schedule. Delays due to weather have been minimal (one day to date since project commencement on November 25) however some discoveries were made during excavation, such as buried concrete, brick, foundations, and steel pipe! The contractor has dealt with these in stride, including the diagnosis and repair of the sanitary sewer from the building, which attempted to defy gravity over a portion of its length! Re-grading the sewer to a uniform fall and new connections should alleviate our semi-annual calls to the plumber to relieve sewage back-up! The contractor has been superb in maintaining safe staff and public access to the building during construction and their efforts are appreciated.

Previous reports covered the review of the Conservation Authorities Act, comments upon which closed on October 19. We are awaiting the next phase which may involve some proposed amendments, and Conservation Ontario approved on December 7 a number of negotiating points that have emerged over the timeframe of this process. The need for increased and targeted Provincial funding has been emphasized; however realization of this goal will take significant effort. It is encouraging that a number of Provincial Ministries have acknowledged the important role played by Conservation Authorities in achieving Provincial objectives. The recent success of the Source Protection Planning effort has made a positive impression, the last of 19 plans having been recently approved.

At its meeting on December 7, Conservation Ontario Council supported a resolution to seek intervenor status at an appeal of a court decision involving an injury on a bike trail owned by the County of Bruce. The attached report to CO Council dated December 7 is provided as background information on this case. Council also received an update on the matter of NVCA vs Gilmore that has significant implications for the administration of our regulations under Section 28. At the present time, NVCA is seeking leave to Appeal and if granted, Conservation Ontario will also be seeking intervenor status due to the potential impact on our ability to provide for public safety if this appeal is denied. The Board will be provided with updates as new information is available.

RECOMMENDATION: That the above reports be received for information.

Vision 2015

The partner of choice
for managing and
adapting to climate
change and growing the
green economy

To: Conservation Ontario Council – Committee of the Whole
From: Conservation Ontario Insurance & Benefits Committee
Date: December 7th, 2015.
Subject: Campbell vs. Bruce County – Intervenor Status Update

Background

In March, 2015, Conservation Ontario Council approved using up to \$7,000 (excl HST) toward a review of the Campbell vs. Bruce County civil liability case, from the Restricted Reserve. This was to be used alongside \$5,000 from the Ontario Snow Resorts Association (OSRA) and \$3,000 from the Ontario Municipal Insurance Exchange (OMEX) to fund legal costs associated with the review.

The Review is now completed and the findings are attached from John Olah of Beard Winter LLP.

In summary, whilst Mr. Olah identifies certain elements of the case that it would not be possible to intervene on the appeal of, he does recommend that an intervention on the appeal of the matter is made, as there are certain points of law or precedent that are established by this matter if left unchallenged, that would impact the provision of recreational facilities of the nature that Conservation Authorities (and indeed others) provide.

Specifically, these are:

- The case establishes the precedent that suggests an owner or occupier has the need to post signage not only advising of the nature of an injury that could be sustained, but also in instructing a user on how to extricate yourself in a dangerous situation. Taken to its natural extreme, this would mean that if you provided a hiking trail, the test of reasonableness under the Owner Occupier Liability Act could now be interpreted as needing to provide a sign instructing on clothing, footwear and equipment that should be carried by a user; not simply advising them that hiking trails may be uneven, and further, a sign advising that should you fall from a cliff, how to extricate oneself from the fall.
- The second key area is of greater concern to those that allow 'riskier' recreational pursuits such as mountain biking, or any activity where progression or stages are provided to allow a user to 'test' their skills on successive levels. The precedent established here suggests that any 'test' of a users skills should be designed to such an extent that failing to complete the 'test' will not result in injury of any sort. This sets an unachievable standard on the owner/operator of such a facility.

Bruce County have started the appeal process. Mr. Olah recommends that based on his review Conservation Ontario should begin seeking leave to intervene on the appeal on these specific areas of precedent which will impact Conservation Authorities in future litigation matters.

Mr. Olah will be present on December 7th at Council for questions.

The intervention on the appeal will, similarly to the investigation to date, be a partnership between multiple organisations. This lends both significant strength to the intervention and the courts will recognize the shared importance of the issue, but will also provide a broader platform for cost sharing. The partners to be included will be a focus of activity between now and the New Year when seeking leave to intervene will need to commence if we are to do so. Unfortunately we have been advised that AMO do not support intervention, either named or funding.

Funding

To date, a consortium funding total of \$15,000 (excluding HST and disbursements) has been agreed and approved between CO, OSRA and OMEX, \$7,000 of which **comes from CO.**

A conservative estimate to intervene on the appeal places the required additional funds at \$40,000 (excluding HST and disbursements). This will be shared amongst what is likely a larger interest group. However, many of those parties that will be interested in supporting have very limited funds based on memberships (Cycle Ontario, for example).

To maintain a strategic influence on the process, it is suggested that Conservation Ontario should continue to support and fund the process into 2016 with a further target of raising \$10,000 toward the intervention process, assuming that partners to share the remaining costs are confirmed by early 2016.

Conclusion

The committee continues to feel that this case demonstrates and sets a precedent that does impact all CA's to a greater or lesser extent, as well as a wide range of other similar sector organisations, and that there is an ability to ensure our voice is heard at an appeal. As such the committee would consider that sharing costs, across all CA's and maximizing the CO representative voice in intervention in the appeal would be the best approach to take.

Given the CO track record, work completed to date, specialization in the field and financial consideration being offered by Beard Winter LLP, the Committee feels that John Olah would be the ideal counsel in guiding the Committee through this matter.

The Committee would like to see Council's support for CO intervention and to identify funding to support intervention. The committee would suggest the following be considered as potential options:

- 1) That CO creates a special project levy, based on the existing levy formula that aims to generate \$10,000 in 2016 to support intervention process for the Campbell vs Bruce County legal case.
- 2) That CO generate the required funds from a selection of Conservation Authorities that are more particularly impacted by these precedents; those that provide more managed recreational areas, those that charge for access, those that provide more specialist recreational facilities. This option would see a selection of authorities funding a legal action of benefit to the CA community as a whole
- 3) That CO fund the intervention through their Unrestricted Reserve to the sum of \$10,000 in 2016. As of December 31, 2015, there was \$209,534 in the Unrestricted Reserve.

Recommendation:

That CO Council approve the allocation of \$10,000 from CO's Unrestricted Reserve to be used for intervention status of the Campbell vs Bruce County appeal;

AND THAT CO Council endorse and support the committee in approving John Olah to commit Conservation Onatrio as an intervening party on the Campbell vs. Bruce County appeal;

AND THAT the funding only be allocated in the instance that additional parties are confirmed as willing and able to support the intervention on the appeal both in name and financial contributions;

AND THAT the Insurance and Benefits Committee bring to CO Council subsequent report/s outlining the status of of the intervention and considerations at the appropriate time;

AND THAT Conservation Halton staff, participating through membership on the Committee, provide the lead in managing the process.

9. Correspondence

9.1) Letter regarding Conservation Ontario Appointments



1100 Fifth Line East
Sault Ste. Marie, ON P6A 6J8
Tel: (705) 946-8530
Fax: (705) 946-8533
Email: nature@ssmrca.ca
www.ssmrca.ca

November 30, 2015

Conservation Ontario
120 Bayview Parkway
Newmarket, Ontario
L3Y 3W3

Dear Mr. Hibma,

Re: Conservation Ontario Governance

This letter is in response to a letter from Art Versteeg, Chair of the Maitland Valley Conservation Authority dated November 16, 2015 regarding Conservation Ontario governance. Of specific concern to the Sault Ste. Marie Region Conservation Authority (SSMRCA) is the consideration of a change to Conservation Ontario by-laws to restrict voting delegates to Board members only.

The SSMRCA, as you are aware, is located eight hours driving time from the City of Toronto and operates on an extremely limited budget. As a result of these factors, representation from the SSMRCA at Conservation Ontario Council meetings is currently infrequent. The costs of driving or flights and accommodation to allow the participation of more than one member, whether staff or Board member is outside of our operating budget.

The idea of altering the by-laws of Conservation Ontario to restrict the voting protocol to Board members only has the potential to leave the SSMRCA at a distinct disadvantage. The SSMRCA Board has confidence in the staff delegate to be non-biased and to represent the best interests of the SSMRCA at Conservation Ontario Council.

The SSMRCA Board would appreciate recognition of the issues identified during any subsequent discussion of this matter.

Sincerely,

Marchy Bruni, Chair
Sault Ste. Marie Region Conservation Authority

cc: Chairs, all Conservation Authorities

9.2) Letter from Dutton Dunwich regarding 2016 Proposed Levy



**Municipality of
Dutton Dunwich**

The Corporation of the Municipality of Dutton Dunwich

November 24, 2015

Lower Thames Valley Conservation Authority
100 Thames Street
Chatham, ON N7L 2Y8

Attention: Don Pearson, General Manager

Dear Mr. Pearson:

At a meeting of Council held to discuss the DuttonDunwich 2016 municipal budget the large increase (41.17%) in the DuttonDunwich levy request in the Lower Thames Valley Conservation Authority 2016 preliminary budget presented to Council has raised some concern.

As you are aware DuttonDunwich is a small municipality with a population of 3150 in the Lower Thames Valley Conservation Authority watershed area. The requested increase raises the per capita levy in 2016 from \$8.26 to \$13.21. This large increase results in a significant financial hardship for all DuttonDunwich residents.

While Council appreciates the LTVCA ongoing challenges (similar to the challenges faced by all public bodies including municipalities) they are requesting LTVCA revisit the proposed 2016 preliminary budget and look at realigning some of the proposed programs and timelines to ensure all their member municipalities are not under such significant financial hardship.

Thank you for your consideration and support of the difficulties we as a municipality are facing with our 2016 budget process.

Regards,

A handwritten signature in black ink that reads "Tiffany Farrell".

Tiffany Farrell, CPA, CA
Treasurer
Municipality of Dutton Dunwich

RECEIVED

NOV 27 2015

**LOWER THAMES VALLEY
CONSERVATION AUTHORITY**

L2 Board.

199 Currie Road, P.O. Box 329 Dutton, Ontario N0L 1J0
P 519.762.2204 F 519.762.2278
www.duttondunwich.on.ca [twitter](#) @DuttonDunwich

9.3) WTCA December Meeting Minutes

WHEATLEY TWO CREEKS ASSOCIATION

Minutes of regular meeting held Dec 3rd 2015 Wheatley Legion

ATTENDANCE: Rick & Forest Taves, Lorna Bell, Gerry & Muggs Soulliere, Ginette Pinsonneault, Mike Diesbourg, Larry McDonald, David Light, Pauline Sample, Linda Pearce, Ron Haley, Bruce & Marj Jackson.

MINUTES: Moved by Marj, sec by Larry minutes be accepted as printed (Carried)

MEMORIAL GROVES: Tree to be planted for Betty Cobby by the Fred Cobby family

PROP & EQUIP: 1) Lumber in place for bridge repair 2) Windsor Industrial Services to donate steel for Hummingbird Bridge, thanks to Mike for pursuing this. 3) 2000 trees have been ordered for Spring planting with the help of our four community schools. 4) Purchased first Aid kit 5) To purchase some fire extinguishers 6) Need to contact Buba or Entegrus with the possibility of getting the hill light back in operation.

Suggestion was made to make a trip to Point Pelee to see what they have for trail trimming.

CONCERTS: Twelve of our fourteen concerts are booked for next summer. Still working on securing Sound System. Concert buttons for 2016 have been ordered.

FINANCIAL REPORT: Ron submitted his monthly financial report. It was moved by Gerry, sec by Larry report be accepted as given. (Carried)

CORRESPONDENCE: Received a 'Thank You' letter and a donation from Essex Area Scouting for their two night campout at our facility in November. There were sixty-one scouts taking part in this outing.

Web Site – David Light volunteered to monitor our web site for requests, e-mails etc. (Thanks David)

OLD BUSINESS: Muggs and Gerry have the Two Creeks float ready for the Christmas Parade on Sunday. (Thank you so much) Anyone available to walk alongside most welcome.

NEW BUSINESS: **NO JANUARY MEETING UNLESS NOTIFIED.** Our February meeting will be held at the Jackson residence unless otherwise notified.

Linda moved for adjournment at 8:10 p.m.

Marjorie Jackson

Secretary