

LOWER THAMES VALLEY CONSERVATION AUTHORITY



BOARD OF DIRECTORS  
MEETING  
AGENDA

Longwoods Road Conservation Area  
8348 Longwoods Road  
Mount Brydges, Ontario  
Thursday, June 25, 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**

(a) Administration Building Parking Lot Draft Plan

5. **Business for Approval**

(a) Contract for Parking Lot Design – Staff Report

6. **Committee Meetings**

(a) Joint Health & Safety Committee Minutes, April 27, 2015

(b) Joint Health & Safety Committee Minutes, May 6, 2015

<b>RECOMMENDATION:</b> That the committee meeting agenda items 6 (a) through to 6 (b) be received for information.
--

7. **Correspondence**

None

8. **Business for Information**

- (a) Water Related Issues, Initiatives & Activities – Staff Report
  - i. Flood event
  - ii. Low Water Monitoring
  - iii. Watershed monitoring
    - a. Benthic Sampling



- iv. Watershed planning
  - a. Phosphorus Reduction - Environment Canada meeting notes
  - b. Thames Clearwater Revival
- v. Communications
  - a. Flood Presentation to the Rotary Club, Chatham-Kent

(b) Biannual Lake St. Clair Conference – Staff Report

(c) Authority Regulations

- i. Applications for Permission under Ontario Regulation 152/06 (CA Act) – Staff Report

(d) Conservation Services – Staff Report

- i. Grants
- ii. Prairie
- iii. Wetlands
- iv. Greenhouse
- v. Natural Heritage Implementation Strategy
- vi. New Agricultural Specialist
- vii. Weather Station Installation at McLean property

(e) Conservation Areas – Staff Report

(f) Community Relations – Staff Report

(g) Conservation Authority Education – Staff Report

(h) Summer Student Positions – Staff Report

(i) Wheatley Two Creeks Association – Report

(j) GM's Report

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

**9. Business for Approval**

(a) CM Wilson Conservation Area, Barn Facilities – Staff Report

(b) Section 28 Regulations, additions to Policy Section

- i. Lake Erie Bluff, Additional Allowance – Staff Report
- ii. Minor Changes to Applications on Existing Executive Hearing Committee Decisions – Verbal Report

(c) NDMP National Disaster Mitigation Plan – Staff Report



Re: Administration Building Parking Lot Draft Plan

The official ribbon cutting and reveal of the new parking lot concept drawings was held on June 4<sup>th</sup>, 2015. Royal Bank representatives were available for the RBC Blue Water Day cheque presentation for the Low Impact Development (LID) proposal as designed by Dillon Consulting, who's staff were also in attendance.





# 112 Thames Street



Lower Thames Conservation Chatha RBC

**Re: Contract for Parking Lot Design**

Dillon Consulting has provided the LTVCA with their revised pricing for the proposed Low Impact Design Parking Area for 100 and 112 Thames Street. The report is attached for review.

**Recommendation:** That Dillon Consulting be retained in accordance with the proposal to undertake the required design, approval, tendering and contract management for the proposed parking facility.

June 17, 2015

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

Attention: Mr. Don Pearson  
General Manager/Secretary-Treasurer

*REVISED PRICE - Low Impact Design Parking Area  
Lower Thames Valley Conservation Authority  
Thames Street, Chatham*

Dear Sir:

Dillon Consulting Limited (Dillon) is pleased to provide our proposal for professional services to complete engineering services related to the design of a parking area at 112 Thames Street in Chatham for the Lower Thames Valley Conservation Authority (LTVCA). The subject property is currently covered by deteriorated pavement. The offices of the LTVCA are directly south of the subject property and the Thames River runs along the eastern boundary.

#### BACKGROUND

The subject property was acquired by the LTVCA with the intention of improving their existing site by incorporating a parking lot. Dillon understands that the LTVCA endeavors to be a leader in protecting and enhancing the environment, and that the preferred design will incorporate low impact design (LID) features. Our workplan demonstrates our ability to complete the described scope of work and meet your objectives. During our design, we will endeavor not to contravene any conclusions or increase environmental risk based on the background information provided by the LTVCA. Our mitigation will include limiting excavation and using reasonable means to protect the environment by managing existing conditions.

#### SCOPE OF PROFESSIONAL SERVICES

The new parking design for the newly acquired LTCVA property on Thames Street provides an immense opportunity to improve the integrity of the Thames River shoreline and water quality, enhance the public realm, and design for accessibility and on-site management of stormwater runoff. The connectivity and cohesion of the streetscape edge improvements will enhance the built and landscape features. Significant views across the Thames River, gateways and opportunities for demonstration projects will be utilized to strengthen the design of this catalyst restoration project for the LTCVA.



10 Fifth Street South  
Chatham, Ontario  
Canada  
N7M 4V4  
Telephone  
519.354.7802  
Fax  
519.354.2050





Below is an outline of the design process to complete this work.

#### **PHASE 1000 – Background Information Review and Topographic Survey**

This task will include the following:

- Start-up meeting with the LTVCA to introduce project team, define objectives for the project and gather relevant background information.
- Review and assess the existing drawings, sketches and/or documents.
- Complete topographic survey of the site.
- Coordination of removals of existing facilities from site.
- Preparation of site grading plan showing existing elevations and proposed elevations.
- Client meetings to discuss progress on Phase 1000 tasks

#### **PHASE 2000 – Landscape Architecture Conceptual Design**

This task will include the following:

- *Envisioning* - Dillon will hold a meeting or teleconference call to discuss LTVCA's existing restoration efforts, future plans and parking needs. Other site reconnaissance information will be collected, as well as digital site data set (Arc GIS, AutoCAD, etc.).
- *Concept Options* - two concept options will be initially explored and evaluated to maximize the number of parking spaces, application of LID measures, tree planting opportunities and the public realm interface along Thames Street. The concepts will also explore the improvement of vehicular and pedestrian circulation and connection to the LTVCA building site.
- *Visionary Illustration* - an illustrative panorama will be developed to showcase the 'before' and 'after' condition of the parking lot and adjacent LTVCA lands. The preferred concept will be digitized with a photo-realistic rendering approach.
- *Refine Preferred Concept* - the preferred concept will be further refined to integrate geotechnical information, restorations plans, LTVCA building entrance landscape plan, stormwater management, lighting, materials, site furnishings and gateway design. This concept will move forward into detailed design in Phase 3000. It is our understanding that the Municipality has already pre-approved the proposed land use.



Below is an outline of the design process to complete this work.

#### **PHASE 1000 – Background Information Review and Topographic Survey**

This task will include the following:

- Start-up meeting with the LTVCA to introduce project team, define objectives for the project and gather relevant background information.
- Review and assess the existing drawings, sketches and/or documents.
- Complete topographic survey of the site.
- Coordination of removals of existing facilities from site.
- Preparation of site grading plan showing existing elevations and proposed elevations.
- Client meetings to discuss progress on Phase 1000 tasks

#### **PHASE 2000 – Landscape Architecture Conceptual Design**

This task will include the following:

- *Envisioning* - Dillon will hold a meeting or teleconference call to discuss LTVCA's existing restoration efforts, future plans and parking needs. Other site reconnaissance information will be collected, as well as digital site data set (Arc GIS, AutoCAD, etc.).
- *Concept Options* - two concept options will be initially explored and evaluated to maximize the number of parking spaces, application of LID measures, tree planting opportunities and the public realm interface along Thames Street. The concepts will also explore the improvement of vehicular and pedestrian circulation and connection to the LTVCA building site.
- *Visionary Illustration* - an illustrative panorama will be developed to showcase the 'before' and 'after' condition of the parking lot and adjacent LTVCA lands. The preferred concept will be digitized with a photo-realistic rendering approach.
- *Refine Preferred Concept* - the preferred concept will be further refined to integrate geotechnical information, restorations plans, LTVCA building entrance landscape plan, stormwater management, lighting, materials, site furnishings and gateway design. This concept will move forward into detailed design in Phase 3000. It is our understanding that the Municipality has already pre-approved the proposed land use.



#### **PHASE 3000 – Design Using LID Features**

Dillon understands that the LTVCA endeavors to be a leader. Conventional impervious parking areas can contribute to an increased rate and quantity of stormwater runoff and decreased water quality. Low Impact Design (LID) is a stormwater management approach designed to treat stormwater at the source by promoting infiltration. LID features that can be incorporated into our design include:

- Permeable pavers
- Rain gardens
- Bioswales

The work that will be completed during this phase includes:

- Meet with utility companies to discuss proposed work and any conflict points and obtain relocation estimates as appropriate.
- Develop a preliminary cost estimate during the early stages of the design to gauge the overall cost of the project and ensure the project fits within the budget allocations.
- Drawing preparation including site plan, rendering, integration with existing parking lot, proposed lighting, pedestrian walkways, LID features and landscaping, efforts will be made to minimize the development of specialized items and specification development every effort will be made to use off the shelf solutions for features.
- Technical memo summarizing design calculations, sizing of LID features and hydraulic modelling of existing and proposed conditions.
- Dillon will meet with the LTVCA to review issues that have come up during detailed design and review early stage cost estimates. A consensus will be established as to the preferred final details of the design and following this meeting, the design will move forward. Dillon will also contact the Municipality to confirm site plan application requirements.

#### **PHASE 4000 – Tender, Contract Administration and Site Observation**

- Prepare tender documents, including providing a recommendation of preferred contractor
- Dillon will prepare contract drawings and submit to the LTVCA for review at 90% completion along with detailed cost estimates. We will also coordinate the submission of permit application to the necessary reviewing agencies for comment and approval at 90% completion (additional fees for permits or approvals and any additional scope will be discussed if identified and required at that meeting). Any submission costs associated with these reviews are not included in our workplan and will be the responsibility of the LTVCA.



- The final submitted tender documents will be provided to the LTVCA for issue. The final tender package will consist of:
  - Construction drawings complete with tender quantities, materials list, specifications, special provisions and information to bidders in the LTVCA's standard format. This tender package will be coordinated with the LTVCA's procurement department as required. Again every effort will be made to simplify design elements and recommend standard "off the shelf" items to minimize specification development.
  - A PDF of tender documents.
- During the tender process, Dillon will support the LTVCA in addressing any questions or concerns raised by bidding parties and will aid in the preparation of addenda as required.

Following close of the tender, Dillon will provide a recommended budget for contract administration and construction observation services, these services have been excluded from this proposal until an agreed upon schedule and effort can be understood, it is expected this will occur after the procurement process. His will allow for LLTVC resourcing considerations into the work plan.

#### PROJECT TEAM

The following team members are committed and available to work on the LTVCA project:

##### *Scott Prall, C.E.T., B.Comm. – Client Liaison and QA/QC*

Scott is a Certified Engineering Technologist, with a Bachelor of Commerce Degree. He is a resident of Chatham and former General Manager of the Chatham-Kent PUC (2004-2008), Water & Wastewater Service. Scott is knowledgeable about the subject property and the LTVCA's intended outcomes for the project. Scott will liaise with the LTVCA and the project team regularly to monitor the budget, timeline and project deliverables.

##### *Ron Antuma, BSCE, PE – Project Manager*

Ron has over 24 years of municipal engineering experience, including site plans, low impact design and LEED site design initiatives on a townhome site condominium development as part of a pilot project for the Upper Thames River Conservation Authority. Ron recently completed a LID for Warren Sinclair Homes which included rain gardens and bioswales.



***Martina Braunstien , BES (Planning), MLA, OALA (Associate), OPPI (Provisional)***

Martina has worked with Dillon since 2008 on projects with core climate change resiliency and ecological design parameters, including streetscape and open space design. She worked on the city-wide strategic and policy planning, urban design, sustainability guidelines and graphic representation for the City of Vaughan's North Employment Lands Urban Design Guidelines, Town of Oakville's North Oakville Urban Forest Strategic Management Plan, Toronto Region Conservation Authority's Sustainable Neighbourhood Retrofit Action Plan (SNAP) in Brampton and the London Thames Valley Corridor Plan. Martina was also the project coordinator, urban and landscape designer, and community consultation planner for the Meaford Waterfront Strategy and Master Plan, Port Credit Harbour West Parks Environmental Assessment and the Burnhamthorpe Sustainable Neighbourhood Retrofit Action Plan (SNAP) in Mississauga.

Martina holds a degree in Environmental Studies, Urban Planning, with a specialization in urban design from University of Waterloo, and a Masters of Landscape Architecture from University of Toronto. She continues to instruct urban design studios at the University of Waterloo and is frequently invited to senior design studios at the John H. Daniels Faculty of Architecture, Landscape and Urban Design, University of Toronto. She was also a key member on Dillon's award-winning team for the Urban Land Institute International Design Competition for Toronto's Central Waterfront (2014).

***Mary Sunstrum, MES, ISA Certified Arborist***

Mary has a Master's degree in environment and sustainability and is a certified arborist. She is currently working with Ron to coordinate LID initiatives with the Upper Thames River Conservation Authority. She will assist Ron and Catherine with the planning of the LID features on the site.





## FEES FOR PROFESSIONAL SERVICES

A summary of fees by phase are shown below:

Table 1: Fees

Phase	Description	Fee
1000	Background Information Review and Topographic Survey	\$5,100.00
2000	Design Using LID Features	\$11,000.00
3000	Tender, Contract Administration and Site Observation	\$10,300.00
4000	Landscape Architecture Conceptual Design	\$5,100.00
	<b>TOTAL</b>	<b>\$31,500.00</b>

Our time and material based fee, including expenses, to complete the scope of professional services outlined in this proposal is \$31,500.00, plus applicable taxes. This fee includes routine expenses.

Our proposed scope of work *does not* include:

- Environmental site assessment or remediation
- On site Construction observation services (to be developed at a later date)
- Detailed design, specifications and tender documents on the river bank restoration work

Dillon assumes the inclusion of the LTVCA's work on the river bank restoration in the overall master plan, but that information will need to be provided by the LTVCA to Dillon. Dillon would be happy to provide these services as an additional scope, providing assistance to the LTVCA or leading the detailed design of the river bank restoration if required but understands the LTVCA plans to undertake this work at a future time.

## SCHEDULE

We are prepared to begin work on this project immediately after receiving authorization to proceed. At that time, we will establish a project timeline and detailed schedule.

## AUTHORIZATION

In accordance with our company procedures, we require a written authorization to proceed. If you agree with this offer of services, please sign the *attached Acceptance of Offer of Services and Authorization to Proceed* form and return one copy to us for our files.



## INVOICING

Our invoices are issued monthly and are due upon receipt. Overdue invoices will be subject to monthly interest charges. All applicable taxes are extra.

## CLOSING

We appreciate the opportunity of offering our services and look forward to assisting you on this project.

Yours sincerely,

**DILLON CONSULTING LIMITED**

Scott Prail, CET, B.Comm.  
Partner

**sup:ld**

**Our file: Proposal**

### Commercial Confidential

*This document contains trade secrets or scientific, technical, commercial, financial and labour or employee relations information which is considered to be confidential to Dillon Consulting Limited ("Dillon"). Dillon does not consent to the disclosure of this information to any third party or person not in your employ. Additionally, you should not disclose such confidential information to anyone in your organization except on a "need-to-know" basis and after such individual has agreed to maintain the confidentiality of the information and with the understanding that you remain responsible for the maintenance of such confidentiality by people within your organization. If the head or any other party within any government institution intends to disclose this information, or any part thereof, then Dillon requires that it first be notified of that intention. Such notice should be addressed to: Dillon Consulting Limited, 235 Yorkland Boulevard, Suite 800, Toronto, Ontario, M2J 4Y8, Attention: President*



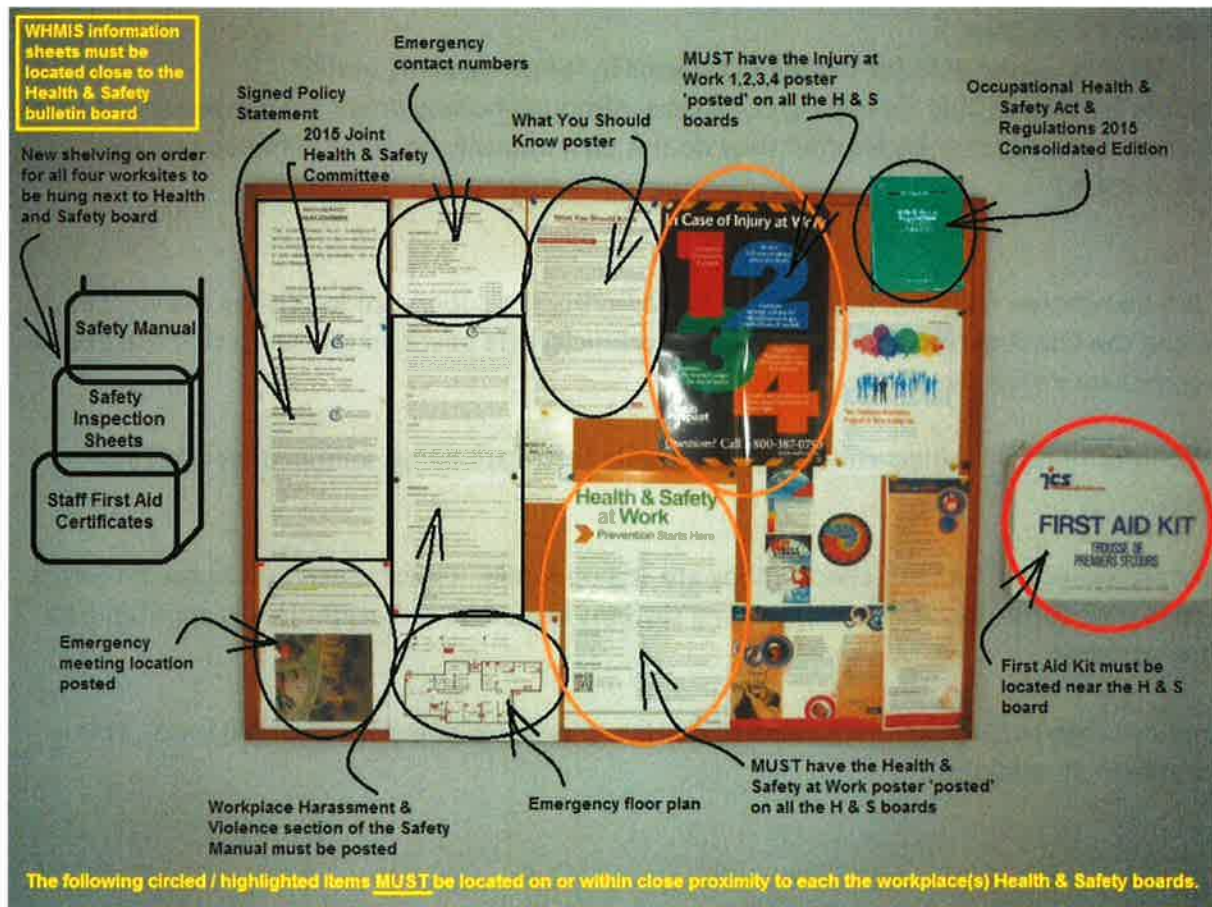
LOWER THAMES VALLEY CONSERVATION AUTHORITY

JOINT HEALTH AND SAFETY COMMITTEE  
MINUTES

April 27, 2015

A meeting of the Lower Thames Valley Conservation Authority's (LTVCA) Joint Health and Safety Committee (JHSC) was held Monday, April 27, 2015. Committee members present were: R. Dysarz, V. Towsley, T. Casier and A. Vriends.

The picture below contains the requirements for a Health and Safety Board. All boards are to be updated so as to meet these requirements.



All first aid kits are to contain Regulation 1101. Val is to update western end kits and Agnes eastern end kits.

Update on CO2 detectors for rental dwelling units, from the:

**Ministry of Community Safety and Correctional Services  
Carbon Monoxide Alarm Questions and Answers**

**Application**

**17. Do all existing residential buildings require CO alarms?**

Existing residential occupancies that contain at least one fuel-burning appliance (e.g., gas water heater or gas furnace), fireplace or an attached garage, require the installation of a CO alarm.

[Div. B, 2.16.1.1.(1)]

**Responsibilities**

**25. Who is responsible for installing CO alarms in rental dwelling units?**

The landlord of the building is responsible for the installation of the CO alarms.

[Div. B, 2.16.1.2.]

**26. Who is responsible for maintaining CO alarms in rental dwelling units?**

The landlord is responsible for the maintenance of CO alarms. The landlord is also responsible for providing the tenant with CO alarm maintenance instructions.

[Div. B, 6.3.4.2., 6.3.4.4.]

**27. Who is responsible for testing CO alarms in rental dwelling units?**

Landlords are responsible for testing CO alarms. Although homeowners are not required to test their alarms, it is recommended that they do this on a monthly basis for enhanced safety.

[Div. B, 6.3.4.8.]

The JHS Committee recommends that the Western District Supervisor look after the west end units and the Construction and Maintenance Technician the east end to ensure that the LTVCA is in compliance with the above.

Vehicle information booklets containing applicable forms are being compiled for all LTVCA vehicles.

Fall Arrest Systems – Need to check if they are still operable. Check legislation to see if there is an expiry date for these. If needed, existing systems should be replaced. This is applicable to both workshops.

Helmets – Large stock of helmets, need to check expiry dates and dispose of old ones. This is applicable to all worksites.

Site inspections of C.M. Wilson, McGeachy, Rondeau Bay Marshes, Sinclair's Bush, Stirling and Devereux were conducted. See completed Workplace Inspection Records for details.



LTVCA Joint Health and Safety Committee  
**Workplace Inspection Record**

Inspection Location: C.M. Wilson Date/Time of Inspection: April 27, 2015 9:45 a.m.

Item location	Hazard(s) Observed	Recommended Action	GM Response		Action Taken/ Required to Repair	Completed By (Date/Initials)
			Complete by (date)	Alternative Action		
Workshop	- none noted					
Pump Shed	- none noted					
Barn	- protruding nails on outside	- remove or hammer in	Russ (June 30)			
Trail behind barn	- wire exposed	- add gravel	Russ (June 30)			
	- ash tree across trail	- remove	Russ (June 30)			
End of nature trail at camp ground	- red cedar is down creating large root hole	- fill hole	Russ (June 30)			
Site 1	- fencing has jagged edges	- replace	Russ (June 30)			
Camp ground washroom	- 2 holes in soft	- replace piece of soft or cover holes	Russ (June 30)			
Poplar tree west of washroom	- dead	- remove	Russ (June 30)			
Bridge Across Pond	- steel posts have exposed sharp ends	- install caps	Russ (June 30)			

LTVCA Joint Health and Safety Committee  
**Workplace Inspection Record**

Inspection Location: C. M. Wilson Date/Time of Inspection: April 27, 2015 9:45 a.m.

Item location	Hazards Observed	Recommended Action	GM Response		Action Taken/ Required to Repair	Completed By (Date/initials)
			Complete by (date)	Alternative Action		
Around Pond	- critter holes on path	- fill in	Russ (June 30)			
Bench on east side of pond	- rotted	- remove	Russ (June 30)			
Dock on east side of pond	- anchor post is missing	- replace	Russ (June 30)			
Handrail at start of McKinlay trail	- top board rotted	- replace	Russ (June 30)			
Day Use Washroom	- hole in soft	- replace piece of soft or cover holes	Russ (June 30)			
Wildlife Area platform	- none noted					
Gatehouse	- none noted					

LTVCA Joint Health and Safety Committee  
**Workplace Inspection Record**

Inspection Location See Below Date/Time of Inspection See Below

Item location	Hazards Observed	Recommended Action	GM Response		Action Taken/ Required to Repair	Completed By (Date/initials)
			Complete by (date)	Alternative Action		
<b>LOCATION</b> Boardwalk onto site	McGeachy Pond - railing rotted	1:30 p.m. - replace	Russ (June 30)			
Picnic Table	- part of the top is missing	- replace board	Russ (June 30)			
<b>LOCATION</b>	Rondeau Bay Marshes None noted	2:15 p.m.	Russ (June 30)			
<b>LOCATION</b>	Sindair's Bush None noted					
<b>LOCATION</b>	Stirling None noted	3:08 p.m.				
<b>LOCATION</b>	Devereux None noted					



**LOWER THAMES VALLEY CONSERVATION AUTHORITY**

**JOINT HEALTH AND SAFETY COMMITTEE  
MINUTES**

**May 6, 2015**

A meeting of the Lower Thames Valley Conservation Authority's (LTVCA) Joint Health and Safety Committee (JHSC) was held Wednesday, May 6, 2015. Committee members present were: R. Dysarz, V. Towsley, T. Casier and A. Vriends.

**Changes to the Ministry of Labour  
Employment Standards Poster**

**What's New?**

Employers are required to post the most recent version (6.0) of the Employment Standards Poster published by the Minister of Labour in the workplace where it is likely to come to the attention of employees. The poster must be displayed in English. If the majority language of a workplace is a language other than English, and the ministry has published a version of the poster in that language the employer is required to post a copy of the translation next to the English version of the poster.

Changes in the law that come into force on May 20, 2015 also require employers to provide employees who are covered under the ESA with a copy of the most recent version of the Employment Standards Poster.

If an employee requests a copy of the poster in a language other than English and the ministry has published a version of the poster in that language, the employer must provide the translated version in addition to the English copy.

**Who needs to get the poster?**

All employees in Ontario that are covered by the Employment Standards Act, 2000 must receive a copy of the poster from their employer.

Employers must provide all current employees with a copy of version 6.0 of the Employment Standards Poster by June 19, 2015. Any new employees hired after May 20, 2015 must be given a copy within 30 days of their date of hire.

An employer may provide the poster as a printed copy or as an attachment in an email to the employee. In addition, an employer may provide the poster via a link to the document on an internet database, but only if the employer ensures the employee has reasonable access to that database (i.e. must ensure the employee has access to a computer and is able to access a working link to the document) and ensures the employee has access to a printer and that the employee knows how to use the computer and the printer. To comply with the above: an email with the poster attached will be sent to current employees and the poster has been included in the **Basic Occupational Health and Safety Awareness Training for WORKERS.**

Site inspections of the Longwoods Road, Delaware, Sharon Creek and Millstream were conducted. See completed Workplace Inspection Records for details.



LTVCA Joint Health and Safety Committee  
**Workplace Inspection Record**

Inspection Location Longwoods Road Date/Time of Inspection May 6, 2015 8:40 a.m.

Item location	Hazards Observed	Recommended Action	GM Response		Action Taken/ Required to Repair	Completed By (Date/initials)
			Complete by (date)	Alternative Action		
Throughout the property, many located alongside trails	<ul style="list-style-type: none"> <li>- dead ash trees</li> <li>- More urgent removal needed</li> <li>- 4 on the west side of Resource Centre</li> <li>- 3 at the end of the parking lot</li> </ul>	<ul style="list-style-type: none"> <li>- Any dead ash tree within 100' of existing trail and leaning into trail needs to be removed</li> <li>- may be worth hiring an external contractor to remove all dead trees</li> </ul>	Mike Latham to complete or hire contractor by June 30			
Workshop interior	<ul style="list-style-type: none"> <li>- on both levels, a stock pile of unused, old, obsolete items</li> <li>- fire hazard</li> </ul>	<ul style="list-style-type: none"> <li>- dispose of unused / broken / obsolete items</li> <li>- continue housekeeping</li> </ul>	Mike Latham (September 30)			
Workshop Storage Shed	<ul style="list-style-type: none"> <li>- on both levels, a stock pile of old appliances, furniture, signs, tires, etc.</li> <li>- door, pathways obstructed</li> <li>- fire hazard</li> </ul>	<ul style="list-style-type: none"> <li>- dispose of unused / broken / obsolete items</li> <li>- continue housekeeping</li> </ul>	Mike Latham (September 30)			
Chemical Shed	<ul style="list-style-type: none"> <li>- currently no licensed employee onsite</li> </ul>	<ul style="list-style-type: none"> <li>- remove chemicals to Wilson</li> </ul>	Bruce Clark (June 30)			
Front End Loader	<ul style="list-style-type: none"> <li>- no first aid kit or fire extinguisher</li> </ul>	<ul style="list-style-type: none"> <li>- put items in loader</li> </ul>	Mike Latham (June 12)			
Red Tractor	<ul style="list-style-type: none"> <li>- slow moving vehicle sign is missing</li> </ul>	<ul style="list-style-type: none"> <li>- install</li> </ul>	Mike Latham (June 15)			

LTVCA Joint Health and Safety Committee  
**Workplace Inspection Record**

Inspection Location: Longwoods Road Date/Time of Inspection: May 6, 2015 8:40 a.m.

Item location	Hazards Observed	Recommended Action	GM Response		Action Taken/ Required to Repair	Completed By (Date/initials)
			Complete by (date)	Alternative Action		
Workshop Grounds	- unending piles of scrap metal / old machinery / oil tank / junk	- dispose of unused / broken / obsolete items - continue housekeeping	Mike Latham (September 30)			
Tree line on west side of driveway at Irish Drive Entrance	- 2nd and 6th tree from the road are dead	- remove	Mike Latham (June 30)			
Area B – electrical box by ravine	- post is rotted	- replace	Mike Latham (June 30)			
Pavilion	- lights not caged	- install	Bruce Clark (June 30)			
Catch Basins – several throughout the park	- one foot drop from ground to the top of catch basin	- install grate at ground level or mark each with two four foot poles	Mike Latham (September 30)			
Chippewa Cabin	- middle step rotten	- replace	Bruce Clark (September 30)			
Resource Centre downspout cistern	- concrete cracked	- line top with a metal band	Mike Latham (June 30)			
Pond View Trail	- tree across trail	- remove	Mike Latham (September 30)			

L TVCA Joint Health and Safety Committee  
**Workplace Inspection Record**

Inspection Location: Longwoods Road Date/Time of Inspection: May 6, 2015 8:40 a.m.

Item Location	Hazards Observed	Recommended Action	GMI Response		Action Taken/ Required to Repair	Completed By (Date:initials)
			Complete by (date)	Alternative Action		
Millsream Trail - Wheelchair boardwalk	<ul style="list-style-type: none"> <li>- many deck boards are rotted</li> <li>- pole supports have rotted insides, some to the level of the deck</li> <li>- if a rebuild is necessary, the width of the second part of the boardwalk should be checked</li> </ul>	<ul style="list-style-type: none"> <li>- replace</li> <li>- check all for stability</li> </ul>	Mike Latham (September 30) Mike Latham (September 30)			
Millsream Trail from the top of the wetland boardwalk staircase to the end of trail at the park road	<ul style="list-style-type: none"> <li>- throughout this section of trail the following was noted</li> <li>- loose rails</li> <li>- missing second rails</li> <li>- nails sticking out</li> <li>- rotted boards on bridge and boardwalks</li> <li>- broken cage wire fence</li> <li>- stairs not attached to structure</li> <li>- too many dead trees to number</li> </ul>	<ul style="list-style-type: none"> <li>- decommission this section of the trail</li> <li>- remove staircase at wetland boardwalk and all other structures within this area</li> <li>- block entrance to trail at the road</li> </ul>	Mike Latham (September 30) Mike Latham (September 30) Mike Latham (June 30)			

LTVCA Joint Health and Safety Committee  
**Workplace Inspection Record**

Inspection Location	See Below	Date/Time of Inspection	See Below	GM Response		Action Taken/ Required to Repair	Completed By (Date/initials)
				Complete by (date)	Alternative Action		
Item location	Hazards Observed	Recommended Action	Complete by (date)	Alternative Action	Action Taken/ Required to Repair	Completed By (Date/initials)	
<b>LOCATION</b> Delaware		1:38 p.m.					
<b>LOCATION</b> Sharon Creek		1:50 p.m.					
Driveway - 1st tree on north side	- dead	- remove	Mike Latham (June 30)				
Trail to water at back of park	- tree overhanging trail	- remove	Mike Latham (June 30)				
North bank of Springer Lake	- rope swings attached to trees - boards attached to trees to make ladders - rope attached to roots in ground for access to top of bank - ladder in water - bank erosion - large bbbg and stand  NOTE - erosion is more several than at the October 2014 inspection.	- remove the four trees that currently have rope swings attached to the ASAP and all other items associated with the rope swings -vegetate riparian zone with grasses and shrub species to defer (rose bushes and prickly shrubs) - in the future remove trees as rope swings appear in them - remove bbbg	Mike Latham (June 30)				
Driveway by Canoe Club trailer area	- marked catch basin has some gravel in it and no grate	- fill entirely with gravel or install grate	Mike Latham (June 30)				

LTVCA Joint Health and Safety Committee  
**Workplace Inspection Record**

Item location	Hazards Observed	Recommended Action	GM Response		Action Taken Required to Repair	Completed By (Date/initials)
			Complete by (date)	Alternative Action		
<b>LOCATION</b> Hydro Line behind house	<b>Millsstream</b> branches close to line	2:28 p.m. - trim	Mike Latham (June 30)			
Maple Tree at end of driveway	- dead	- remove	Mike Latham (June 30)			
Bridge over stream	- rotted boards	- replace	Mike Latham (September 30)			
Barn	- protruding nails on inside and outside	- remove or hammer in	Mike Latham (June 30)			
Steps from parking lot to CA	- two rotted railway ties for steps - needs a 3rd step	- install a staircase	Mike Latham (September 30)			
<b>LOCATION</b> Resource Centre interior	Longwoods - office clutter	- clean	Bonnie et al (July 31)			
Carey Trail	- dead ash trees	- see note on first page of inspection record	Mike Latham (August 1)			



**Re: Water Related Issues, Initiatives & Activities**

i. FLOOD EVENT

Since the last Board of Directors meeting, there have been three events for which Flooding Advisories were issued.

The first advisory was issued on Sunday May 31st. Between the 30th and 31st, the lower Thames watershed received between 50 and 70 mm of rain. Watershed conditions were actually quite dry before the rain. This heavy rain caused many of the region's smaller watercourses to reach bank full conditions or spill their banks. There was considerable standing water in the fields. West of Chatham seemed to be particularly hard hit with water levels quite high within the dyked areas of the Big Creek watershed. The Rivard Dam was closed at around 5:00 pm on May 31st and the Indian-McGregor Creek Diversion Channel operated until 9:00 am on June 2nd to protect the south end of Chatham from excessive flows in the Indian-McGregor Creek drainage system. For this event, the Thames River only rose about 70 cm above what it was beforehand.

The second advisory was issued on Friday June 12th. While the lower Thames watershed had only received 10-15 mm of rainfall earlier in the week, the upper Thames watershed had received varying amounts from 50 mm to over 80 mm. As a result, water levels rose in the Thames River upstream in London and passed downstream peaking in Chatham on June 11th at about 1 m above what they were before the event. In Chatham, this level was just below that which would flood the low sidewalk along the Thames River downtown. However, the weather forecasts were calling for thunderstorms and another 20-30+ mm overnight followed by an additional 15-25 mm on Sunday/Monday. That amount of rainfall could have caused localized flooding and raised the river in Chatham even further. However, the Friday night rainfall did not appear and water levels in Chatham had dropped substantially by Sunday.

The third set of advisories was issued on Sunday June 14th and Monday June 15th. The watershed was still wet from the previously mentioned event. On the morning of the 14th, the McGregor Creek watershed and City of Chatham area received around 5-10 mm of rain from thundershower activity. That was followed up around 4:00 pm by 15 to 30 mm of rainfall that all fell within a 1 hour period. More thunderstorms were predicted overnight to drop 5-10+ mm and the next day for 5-10 mm again. This extreme amount of rainfall over such a short period triggered the Conservation Authority to issue a Flood Watch. However, it appears that this rainfall was isolated thundershower activity and not representative of the whole watershed as levels on McGregor Creek did not rise nearly as high as expected, and it was not necessary to operate the Diversion Channel. On the morning of the 15th, the Flood Watch was downgraded to a Watershed Conditions Statement – Flood Outlook. The rainfall predicted to follow up never appeared.

ii. LOW WATER MONITORING

The LTVCA participates in the provincial Low Water Response Program. Under the program, Conservation Authorities provide administrative support to a group of local stakeholders and provincial officials with an interest in drought response. Generally, activity is focused in the summer when conditions are dry. When required, LTVCA staff generates a watershed conditions report, generally every month during the summer, more often if low water conditions have been declared. The first report for this year was put out on June 2nd. The report indicated that the lower Thames watershed is not in a low water condition. It should be noted that before the May 31st rainfall event was incorporated into the calculations, the lower Thames watershed would have been well into a Low Water Level I Condition. After incorporating the May 31st rain, there was still a

pocket around the Ridgetown area which showed a 3 month rainfall total less than 80% of the long term average for that period. With the recent rainfall, it is unlikely that this rainfall deficit still exists.

### iii. WATERSHED MONITORING

#### a. Benthic Sampling Program

The LTVCA has successfully completed the second year of sampling for the benthic monitoring program. This program helps determine the quality of water in streams within the watershed by collecting small organisms (Benthic Macroinvertebrates) from the streams' sediment. These small bugs act as indicators of water quality. Some can tolerate pollution while others disappear as pollution increases. Information collected is used to inform various studies and reports including Watershed Report Cards. The program was overseen by staff member Jessica Schnaithmann with the sampling conducted in late May and early June primarily by seasonal staff member Stephanie Johnson with help from other LTVCA staff. We would like to thank Colin Little, Jerry De Zwart, Stephanie Allison and High School Co-op Student Katia Huszka for taking time to help out! After the samples have been collected, the organisms need to be identified and a water quality rating determined using the Family Biotic Index which assigns a number to a family of benthic macroinvertebrates, based on their tolerance to organic pollution. Last year this work was contracted out as LTVCA does not currently have the required equipment, such as sieves and microscopes. This year, Dr. Jan Cibrowski of the University of Windsor has generously offered to let Stephanie use his lab for the identification.



Stephanie Johnson seining in a local watercourse.

iv. WATERSHED PLANNING

a. Phosphorus Reduction, Environment Canada

On June 8th, LTVCA staff attended a Lake Erie Nutrient Reduction Policy Options Charrette. The charrette was hosted by Greenland Consulting and moderated by John Wilkinson on behalf of Environment Canada and an inter-agency steering committee. Conservation Authorities were represented at the charrette by ERCA, LTVCA, UTRCA, GRCA and CO. The agricultural community was represented by OFA and OSCIA. Municipalities were represented by City of London and AMO. Upper level government was represented by OMAFRA, MOECC, MNRF and EC staff. Faculty from the University of Guelph presented some information to the group on policy options. The purpose of the charrette was to get feedback from front line organizations as to what policy options might be the most palatable to the public, technically feasible, cost effective and have the greatest potential for actually reducing phosphorus loadings to Lake Erie. Although Canada-Ontario commitments for phosphorus loading reductions in Lake Erie have yet to be finalized, consensus seems to be that the target will be a 40% reduction and special emphasis will be placed on reducing spring runoff loadings. With such an ambitious target, all policy options are on the table. There was some support around the table for geographically or industry targeted policies on reduction. However, there was also recognition that sufficient watershed sampling may not be in place to make those determinations, especially in the lower Thames River watershed. An assessment of how much financial resources the upper levels of government were able to dedicate was not available, and the charrette organizers wanted comments on policy options without focusing on the financials yet. It is anticipated that there will be more consultation meetings such as this in the near future.

b. Thames Clearwater Revival

The Thames River Clear Water Revival is moving forward with the Water Management Plan. Although discussions around all issues that could be included are still ongoing, it has been decided that in order to meet the 2016 deadline, report writing will need to begin immediately. There is consensus on much of the Background Information that must be included in order to give a clear idea of the current state of the watershed. A draft work plan has been created with timelines and deadlines for draft sections of the report to be completed. The deadline for a draft version for most sections of the report is the end of July, with a first round of edits completed by the end of September. Some of the water quality component deadlines are pushed back a bit in anticipation of phosphorus reduction targets coming out of the Great Lake Water Quality Agreement Annex 4 discussions. Sections allocated to the LTVCA for write-up include: Lower Thames Reservoirs and Water Control Infrastructure, Municipal Pumping Schemes, and Surface Water Quality Monitoring in the Lower Thames, as well as review of almost all sections written by the UTRCA to ensure they are equally descriptive of the state of affairs in the LTVCA. Most of this work will need to be completed directly by the Water Management Supervisor.

The First Nations Engagement Committee has organized a Summer Youth Program to engage First Nations youth. Two program leaders and four high school aged youth have been hired for the summer. In partnership with the MNRF and other Clear Water Revival partners, the First Nations communities are providing a variety of educational and training opportunities to the program participants, such as: health and safety, canoeing, species identification, water quality monitoring, medicinal plants, First Nations history, First Nations culture, and social media. The program participants will canoe down the Thames River visiting the various First Nations communities and documenting each community's perspective on the river. They will document the natural hazard, natural heritage, and cultural heritage of the river as they travel. The group's progress will be documented on social media. If future funding can be obtained, they would like to make it an ongoing program.

v. COMMUNICATION

a. Flood Presentation to the Rotary Club of Chatham-Kent

On June 10th, Jason Wintermute, Water Management Supervisor, made a presentation to the Rotary Club of Chatham, Downtown. The presentation was entitled The Thames River Flood Control System. The presentation was well received and was recorded by the local media.

**RECOMMENDATION: That the report be received for information.**

**Re: Biannual Lake St. Clair Conference**

Every two years a conference is held showcasing the work that has gone into improving conditions on Lake St. Clair. The conference location alternates between the U.S. and Canada and when on the Canadian side, it is organized by the The Lake St. Clair Canadian Watershed Coordination Council headed by Environment Canada and the Ontario Ministry of the Environment and Climate Change. On the Canadian side they attempt to alternate the Conservation Authority jurisdiction in which they hold it. Although planning is still in the early stages, it looks like the conference will be held this year in October at the John D. Bradley Convention Centre in Chatham. It may be a one or two day event as the organizers are trying to determine how to fit a field visit into the agenda.

<b>RECOMMENDATION:</b> <b>That the report be received for information.</b>
--

Re: Authority Regulations

i. Applications for Permission under Ontario Regulation 152/06 (CA Act)

Staff Report		LTVCA Regulation Log Book 2015				ITEM #8 (c) i	B.D. 06/25/15
APP#	APPLICANT	LOT	CON/PLAN	TOWN/CITY	MUNICIPALITY	APPLICATION TYPE	DECISION
172-2014	2014 Files Sinkovitch, Ted	6	10	Dutton Beach	Dutton/Dunwich	Construction	Granted: April 30, 2015
40-2015	2015 Files Jaques, Bruce	218	1620	Lighthouse Cove	Lakeshore	Construction	Granted: April 28, 2015
41-2015	Union Gas c/o Michelle Landuyt	6,7	4	Raleigh	Chatham-Kent	Construction	Granted: May 15, 2015
45-2015	Beaumont, George	21	2	Hanwich	Chatham-Kent	Construction	Granted: April 24, 2015
46-2015	Municipality of Southwest Middlesex c/o Jan	5,6	R2N	Exford	Southwest Middlesex	Construction	Granted: April 30, 2015
47-2015	Municipality of Dutton/Dunwich c/o Laurie Sj	6,7	6	Dunwich	Dutton/Dunwich	Construction	Granted: April 30, 2015
48-2015	Municipality of Dutton/Dunwich c/o Laurie Sj	10, 11, 12, 13	4 & Gore	Dunwich	Dutton/Dunwich	Construction	Granted: April 30, 2015
50-2015	Phillips, Gordon	4,5	SNBTR	Southwold	West Elgin	Construction	Granted: April 30, 2015
51-2015	Healey, Dave & Karen	17, 18	109	Shrewsbury	Chatham-Kent	Construction	Granted: May 15, 2015
54-2015	Lanoue, JP	8	2	Tilbury	Chatham-Kent	Construction	Granted: May 11, 2015
55-2015	Bedell, Jonson	21	624	Morpeth	Chatham-Kent	Construction	Granted: May 11, 2015
56-2015	Marsh, Jennier	17	B Broken Front	Camden	Chatham-Kent	Construction	Rehabilitation Accepted: May 12, 2015
57-2015	Municipality of Leamington c/o J. Dattilo	13	9, 10	Essex	Leamington	Construction	Granted: May 15, 2015
58-2015	Kusch, Richard	7 South	109	Shrewsbury	Chatham-Kent	Construction	Granted: May 15, 2015
59-2015	Willmore, Kent	1	24MB27	Chatham	Chatham-Kent	Construction	Rehabilitation Accepted: May 22, 2015
60-2015	Town of Lakeshore c/o Blaise Chevalier	14-16	11	Tilbury West	Chatham-Kent	Alteration	Granted: May 15, 2015
61-2015	Town of Lakeshore c/o Blaise Chevalier	11, 12	8	Tilbury West	Chatham-Kent	Alteration	Granted: May 15, 2015
62-2015	Town of Lakeshore c/o Blaise Chevalier	42339	MRS	Tilbury West	Chatham-Kent	Alteration	Granted: May 15, 2015
63-2015	Municipality of Chatham-Kent c/o Eric West	1	BDW	Dover	Chatham-Kent	Alteration	Granted: May 12, 2015
64-2015	Van Eldik, Steve	6	PI 109	Shrewsbury	Chatham-Kent	Construction	Granted: May 12, 2015
66-2015	Municipality of Chatham-Kent c/o Steve Pild	10, 12	13	Raleigh	Chatham-Kent	Alteration	Granted: May 15, 2015
68-2015	Roeilofsen, Pete	1	4 RTS	Hanwich	Chatham-Kent	Construction	Granted: May 26, 2015
69-2015	Municipality of Chatham-Kent c/o Larry Ould	41, 42	781	Chatham	Chatham-Kent	Construction	Granted: May 25, 2015
70-2015	Dreghici, Angela	15-17	441	Wheatley	Chatham-Kent	Alteration	Granted: May 26, 2015
71-2015	Parry, David	11, 12	314	Erieau	Chatham-Kent	Construction	Granted: May 27, 2015

**Recommendation:** That applications: 172-2014, 40-2015, 41-2015, 45-2015 to 48-2015, 50-2015, 51-2015, 54-2015 to 64-2015, 66-2015 and 68-2015 to 71-2015 be ratified.



Re: Conservation Services

**GREENING PARTNERSHIP**

i. Grants

1. Cheque received from RBC Blue Water Leadership Grant- \$75,000
2. Habitat Stewardship Program-Prevention Stream- \$93,000 for wetland excavation in Chatham-Kent
3. \$100,000 Eco Action for drain buffer program Rondeau Bay Watershed
4. \$6500 Chatham-Kent Community Foundation for Large Stock Tree Program
5. Species at Risk Fund- CK Municipal Drain Improvement Project- \$41,000/year human resources to hire a SAR Biologist



Amanda Paulin & Paul Kominek - our seasonal tree planters

ii. Prairie

32 acres of tall grass prairie restorations have been planted. There are 26 on private land & 6 on public lands. Over 2000 prairie plugs have arrived and are temporarily being stored at the greenhouse facility for a community supported give away.



Union Gas volunteers at Thames Grove Prairie Planting

iii. Wetlands

12 wetlands completed; 9 more on the list to construct over the dry season 2015.

Funding partners include Great Lakes Guardian, National Wetland Conservation Fund, GDF Suez, and the Habitat Stewardship Fund.



John Skakel at his new wetland project (Botany Line)

iv. Greenhouse

1. Partnering with the Great Lakes Eco group and the Sydenham Field Naturalists - 2000 milkweed plugs were grown by Crowell's Nursery in Bothwell. The LTVCA will be planting 1000 plugs and the other 1000 are up for sale for a suggested donation of \$1/plug. Common and Butterfly are available.



2. The CK Greenhouses are currently being surplused at the 300 Grand Avenue location in Chatham. Therefore we are moving our program elsewhere.

v. Natural Heritage Implementation Strategy

Following Chatham-Kent council direction from July, 2014, the Sustainability Committee has been selected. The first meeting will be held June 24<sup>th</sup> at 7 pm at the LTVCA Administration Office.

vi. New Agricultural Specialist

At the beginning of May, Colin Little joined the LTVCA as the new Agricultural Specialist. Colin graduated from the University of Waterloo with a Bachelor of Environmental Studies in Environment and Business. He grew up in Ridgetown and has experience working within the local agricultural sector on farms and at the University of Guelph Ridgetown Campus performing renewable energy research. As an Agricultural Specialist he will be working throughout the watershed to implement stewardship projects and raise awareness on the environmental challenges farmers are facing and the solutions that are available to mitigate these issues in a cost-effective manner.



vii. Weather Station Installation, McLean Property

Earlier this Spring Richard Brunke (OMAFRA), Stephen Clarke (SCRCA), and Colin Little (LTVCA) installed a Meteorological Station at the McLean Conservation Lands by Rondeau Bay to monitor soil moisture, soil temperature, wind speed, solar radiation, precipitation levels, and the air temperature at the property. The data collected from the meteorological station will be used in support of the OMAFRA research project that is monitoring the level of phosphorus loading occurring in the Rondeau Bay sub-watershed from agricultural practices.



**RECOMMENDATION:** That the report be received for information.

**Re: Conservation Areas**

**2015 April 1 – May 31 Visitation / Camping**

Longwoods Road Conservation Area – 4,230 people

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

(2,594 in 2014)

Pay and Display Permits - 305 vehicles (plus 4 passes pd. Resource Centre) (no stats for 2014)

E.M. Warwick Conservation Area – 122 people (190 in 2014)

Big Bend Conservation Area – 238 people (135 in 2014)

C.M. Wilson Conservation Area – 1962 people (1312 in 2014)

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

Pay and Display Permits - 197 vehicles (no stats for 2014)

---

**WESTERN DISTRICT CA'S**

Nothing new to report

---

**EASTERN DISTRICT CA'S**

**Sharon Creek Conservation Area - Tallgrass Prairie Update 2015**

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 \$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 on April 14. A "low complexity prescribed burn" of the Tallgrass prairie mimics 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.

Seeding followed within the week of the burn to improve the prairie. The \$1,500 of seed was funded through the Lower Thames Valley Conservation Foundation.

On April 28th any remaining sumac was machine cut and a month later on May 28th any new sumac shoots were sprayed. These activities will go a long way to protect the tallgrass prairie from being overcome by this aggressive species.

A more proactive approach to the preservation of this tallgrass prairie habitat will be taken in the future.



April 28 machine cut sumac



May 28 spraying any new sumac shoots

**RECOMMENDATION: That the report be received for information.**

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 April 23, 2015, two media releases have been written: RBC Donates \$75,000 to LTVCA and the Night Hikes and Night Legends at Longwoods/Ska-Nah-Doht. 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. Two new outdoor display panels for the Carey Carolinian Arboretum and Trail kiosk have been designed and are on display at Longwoods. 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. On June 4<sup>th</sup>, a media launch for Blue Water Day Celebration of RBC's \$75,000 grant for Low Impact Development project was held beside the office in Chatham. As well a powerpoint presentation was created for a Green Lane Community Trust Fund application on June 10.
- **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. Staff also attended a meeting of the Communications Committee for the Thames River Clearwater Revival on April 27<sup>st</sup>. June 2<sup>nd</sup> staff attended a Strategic Planning meeting.
- **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](http://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:** Staff initiated the process of introducing the new Conservation Authority logo, beginning with our social media and website, letterhead and

business templates, publications and advertising. Much more to be done in the future, however a good start!

- **Lower Thames Valley Conservation Foundation** Directors' Meeting scheduled for July 7, 2015.
  
- **Events** in conservation areas include:
  - April 19 – Native Plants and Nature Photography Workshop at Longwoods Road CA (35 hikers attended)
  - May 1-3 – Longwoods Heritage Weekend at Longwoods Road CA (2233 attended – includes education day)
  - May 3 – Birding Hike at Big 'O' CA
  - May 16-18 Victoria Day Weekend – opening of C.M. Wilson campgrounds and 7 days a week at Longwoods Road Conservation Area (weekend staff hired at Longwoods)
  - May 31 – McKinlay Memorial Forest Dedication Service at Merlin Conservation Area (40 people attended)
  - June 25 – LTVCA East Watershed Bus Tour (bus route planning and tour booklet being designed)
  - Night Hikes and Night Legends Tuesdays, July 7 – August 25, 7 p.m.- 9 p.m. (Longwoods/Ska-Nah-Doht)
  - Artifact Day Sunday, July 19, 1-4 p.m.
  
- **Publications:** Community Relations staff assist Conservation Authority staff with publications as needed.
  
- **Courses/Certification:** Staff keep current by attending appropriate courses as needed.

<b>RECOMMENDATION:- That this report be received for information.</b>
---



**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 April 1 – May 31, 2015 - 44 (38 in 2014)

---

Conservation Field Trips for Students

Total number from April 1 – May 31, 2015, 356 students and 74 adult supervisors participated in field trips to Longwoods Road Conservation Area. (69 students and 15 adults in 2014)



Conservation Classroom Programs and Outreach

There were no in-class programs conducted from April 1 – May 31, 2015 (145 students and 26 adults in 2014)

---

Chatham-Kent and Lambton Children's Water Festival

Plans are full speed ahead for the 8<sup>th</sup> 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: Summer Student Positions**

The LTVCA received partial funding for five seasonal staff positions for 2015.

Three students are located out of the **Administration office**. Stephanie Johnson of Amherstburg has been brought on to complete this spring's benthic monitoring program. Stephanie graduated from Sir Sanford Fleming College in a Fish and Wildlife Technologist program this June. Funding for Stephanie's position was partly funded by the Ministry of Natural Resources and Forestry's Summer Experience Program and partly through a left over OMAFRA grant that was allocated to our benthic program.

Tyler Doré of Chatham has been brought on as Assistant Water Resources Technician to assist with the water management program. He is currently enrolled in a joint Environmental & Resource Sciences (ERS) and Biology program at Trent University. His position is also partly funded through the MNRF's SEP.

Finally, Jessalyn Chen of Toronto has been hired as a GIS Assistant to support various CA programs. She is currently enrolled at the University of Toronto in an Honours Bachelor of Science in Environmental Geography, Biodiversity and Conservation Biology program with a minor in GIS. Her position was partly funded by the Canada Summer Jobs program.

At **Longwoods** there are 2 summer positions this year. Natalie Barrett, a 3rd year student at Fanshawe College for Graphic Design, will be the Museum Design Assistant. This position was made available through Young Canada Works in Heritage with the Canadian Museum Association. Natalie will be working on creating material resources for visiting schools and using her social media skills to make this material available on the LTVCA website.

Nicole Boere has been hired as the Community Activities Coordinator. This position was funded through Canada Summer Jobs. Nicole worked at Ska-Nah-Doht last summer as part of the Stewardship Rangers team. This year she will be assisting in promoting the summer events at Longwoods as well as highlighting features of all the LTVCA parks while participating at community events.

**Program Grant Funding**

Admin Building	MNRF Summer Career Placement	\$5,978.32	34 days (2 positions-Stephanie/Tyler)
	Canada Summer Jobs	\$2,983.00	8 weeks (Jessalyn)
Longwoods	Young Canada Works	\$3,132.36	10 weeks (Natalie)
	Canada Summer Jobs	\$2,983.00	8 weeks (Nicole)

**RECOMMENDATION:- That this report be received for information.**

**Re: Wheatley Two Creeks Association**

Minutes of regular meeting held **May 7th, 2015** at Wheatley Legion

**ATTENDANCE:** Rick & Forest Taves, Gerry & Margaret Soulliere, Joe & Ginette Pinsonneault, Bill & Karen Robertson, Phil Humphries, Mike Diesbourg, Lorna Bell, Craig Willett, Ron Haley, Larry McDonald, Mariette Preyde, Linda Pearce, Pauline Sample, Bruce & Marj Jackson

**AGENDA:** Moved by Craig, sec by Joe Agenda be accepted as outlined (Carried)

**MINUTES:** Moved by Marj sec by Craig minutes be accepted as printed. (Carried)

Business arising from minutes.....have received \$2000. of the \$4,000. Grant from Chatham Kent re Community Partnership Fund for Festival events 2015.

**MEMORIAL GROVES:** Craig reported two more trees have been purchased, one has been planted.

**PROPERTY & EQUIP:** Bruce reported maintenance has been done on equipment and is ready to use. Ciliska has put the fill in the new storage shed, it has been tamped down and equipment has been moved in. Overhead door has been installed. As soon as the ridge cap has been installed we can get a final inspection done on the building. To send a 'Thank You' card to Howard Walker.

**CONCERTS:** Lorna handed out the concert posters and flyers for distribution. Ron passed a calendar around to sign up for parking and collection at the concerts.

Joe volunteered to MC as needed at the concerts. (Thanks Joe)

**ENVIRONMENTAL AWARENESS:** Joe picked up the 1200 trees today. (Thanks Joe) Muggs has 45 students coming from Old Colony School at 1:00 pm tomorrow (Friday), and students from WAPS coming on Monday weather permitting. Planting areas have been designated (A) Railway Bridge to Harvest Bridge (B) Harvest Bridge to Hike Metal Bridge (C) Hike Metal Bridge to Pembina Bridge (D) Pembina Bridge to Marsh Bridge (E) Marsh Bridge to Flood Plains Bridge (F) Flood Plains Bridge to the North End. For Media coverage Forest volunteered to take pictures. (Thanks Forest)

**FINANCIAL REPORT:** Ron submitted the monthly financial statement. Moved by Craig sec by Marj report be accepted as printed (Carried)

**CORRESPONDENCE:** None

**OLD BUSINESS:** Joe reported all trees designated to come down have been taken care of.

**NEW BUSINESS:** None

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

**UPDATE:** Since our meeting all 1200 trees have been planted and mulched.....Thanks to Muggs for enlisting the help of 45 students from Old Colony School and the help of several Two Creek members.

<p><b><u>RECOMMENDATION:</u> That the report for the Wheatley Two Creeks Association be received for information.</b></p>
---

**Re: GM's Report**

Since the last Board meeting in April, staff have been extremely busy in every aspect of the Authority's program from preparing the Conservation Areas for opening, to planting nearly 90,000 trees as part of the Greening Partnership with Chatham-Kent, to conducting outdoor education and first nations' studies, to monitoring precipitation and flows. Initially water management staff were anticipating the need to issue a low water advisory; but the situation quickly reversed to issuing flood advisories including operation of the Rivard Dam on the Indian and McGregor Creek system. Also with spring comes increased planning and development activity which regulations and planning staff are doing their best to process in a timely manner. Detailed reports on all activities have been provided by program managers in this agenda package.

Staff also participated in a strategic planning session, the results of which are included in this agenda for your information. This session focussed on the development of a number of Strategic Themes, building on the vision, mission and values that resulted from the earlier session with Board members and senior and administrative staff. A further session is planned for late August or early September for the next phase: the development of strategic objectives including success measures, key initiatives and assignment of staff responsibility; all of which will inform the detailed budget preparation for 2016. A final report should be available for the Board's consideration by the October meeting.

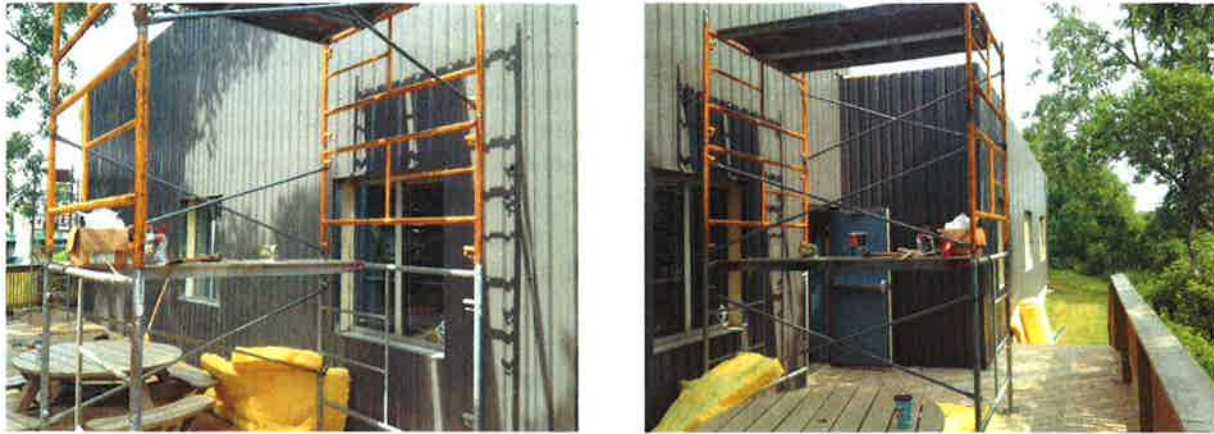
A preliminary draft budget will be presented at the August Board meeting as a number of municipalities are beginning budget deliberations, including the City of London which is developing a multi-year budget to cover the entire term of Council. The Board will be challenged to consider ways of addressing current gaps in our organization capacity, universally identified in the strategic planning process, and consider the implications of the recently announced phosphorus reduction target of 40% in the Western basin of Lake Erie; with the Thames considered a prime contributor on the Canadian side. This topic was considered at a meeting of the Great Lakes-St. Lawrence Cities Initiative at a recent meeting in Sarnia.

Investigations of the environmental conditions at 112 Thames Street have been completed and results were reviewed at a meeting with municipal staff and the consultant. While the report indicated a number of exceedances of hydrocarbons and lead, associated with the previous use of the site as an automotive service centre, all sources of contamination have been removed from the site and a complete record of the site conditions is now available. Nothing in the report would prevent the redevelopment of the site as a parking facility with advanced storm water management capabilities, and the Municipality and the Authority are proceeding to transfer the property on July 8, as approved by Council on June 8.

A very successful media event took place on June 4 as RBC representatives attended to present a leadership grant of \$75,000 to support this project; and an exciting concept for the redevelopment of the site prepared by Dillon Consulting was unveiled. Presently the consultant is preparing a detailed work plan and budget for the design, approval, tendering and project management phase of the undertaking. It is hoped that work can begin later this summer with substantial completion by fall. A progress report will be provided at the August meeting of the Board.

Work is proceeding on recladding the exterior of the Administration building, steel having been applied to the rear (east), north and south elevations. Window installation began June 17 and, pending approval

of the plans by the C-K building department, the accessibility modifications to the front entranceway and washrooms will begin, enabling the front elevation to be completed in conjunction with this work. It is anticipated that the work will be completed over the summer months.



New exterior cladding on the rear of the LTVCA's Administration Building



New windows being installed

**RECOMMENDATION:- That this report be received for information.**



# **Lower Thames Valley Conservation Authority**

## ***Strategic Themes***



***June 2, 2015***

**Table of Contents**

**Approach & Participants** . . . . . 3

**Strategy Purpose & Objectives** . . . . . 3

**Summary of Results** . . . . . 4

**Next Steps** . . . . . 4

**Session Notes** . . . . . 5

    Strategic Theme Possibilities . . . . . 5

    Potential Strategic Theme Categories. . . . . 8

    Worksheets . . . . . 10

# Lower Thames Valley Conservation Authority Strategic Themes

## Approach & Participants

On Tuesday, June 2<sup>nd</sup>, 2015, LTVCA staff collaborated to build LTVCA strategic themes for the next 5 years.

## Participants

### LTVCA Staff

- Don Pearson – General Manager/Secretary-Treasurer
- Bonnie Carey - Community Relations Coordinator
- Jason Wintermute - Water Management Supervisor/GIS Specialist
- Valerie Towsley - Resource Technician
- Todd Casier - Financial Services Specialist
- Kally Casier - Administration and Finance Assistant
- Jessica Schnaithmann - Regulation & Planning Technician
- Greg VanEvery - Environmental Technical Assistant
- Colin Little - Agricultural Specialist
- Lindsay Bennett - Land Stewardship Technician
- Stephanie Allison - GIS/Communications
- Russ Dysarz - Western District Supervisor
- Bruce Clark - Construction and Maintenance Technician
- Karen Mattila - Village Curator
- Rose Nicholas - Village Education Technician
- Jerry De Zwart - Conservation Education Technician
- Mike Latham – Eastern District Lead Hand

### Facilitator

- Steve Sauder, Kayak Consulting

## Strategy Purpose & Objectives

### Strategy Purpose

- Create a strategic plan that provides clear direction for staff, board and watershed residents for 2016-2021

### Session Objectives

- Review vision, mission, values, value proposition table, enablers, and challenges
- Analyze LTVCA programs and services based upon vision, mission, values, value proposition, and survey results
- Develop 4-6 Strategic Themes to guide LTVCA budget and resources for the next 5 years

## **Summary of Session Results**

### **Strategy Themes**

The following strategic themes will be used to build the detailed LTVCA Strategy.

### **Stakeholder Engagement and Partnerships**

Through creativity & collaborative involvement, the LTVCA has established a valuable reputation.

### **What We Do and Why**

We have prioritized programs to be sustainable and connect our community with the natural environment.

### **How We Do It and Making Time**

We prioritized efforts through collaborative methods driving innovation to create change.

### **Corporate Sustainability**

A competent balanced workforce which provides value added services in an efficient, strategic manner with prioritized resources.

### **Communications and Culture**

A strong team culture based on trust and mutual respect; transparent in its processes and inclusive of new ideas.

### **Next Steps**

Building upon the vision, mission, values, value proposition table, and strategic themes, Kayak Consulting will facilitate a session in early September with LTVCA staff to create strategic:

- Objectives (12-15), ownership, measures of success, key initiatives, staff responsibility, and alignment with LTVCA budget



## Session Notes

### Strategic Theme Possibilities

Small teams developed lists of key words that describe what the LTVCA needs to do over the next 5 years to meet the new vision and mission. These lists were then categorized by the full team.

These lists helped to guide the team in developing the LTVCA Strategic Themes.

### Community Engagement

- Community outreach
- Define communities
- Connect with community
- Compromise with varying goals of stakeholders
- Increase presence – public awareness
- Connect east and west for unity
- Public is getting value for their dollar
- Public involvement/enthusiasm
- Get parks & features recognized by the community
- How are we viewed by public
- Positive public opinion/perception
- Fun!
- Valuable assets
- Stewardship east
- Public awareness
- Awareness
- Public awareness of our assets
- Connection
- Education
- Environmental awareness
- Let go
- Collaborate
- Positivity

### Communications

- Communication
- Communicate – 2
- Communicate more & better
- Media strategy
- Branding strategy
- Communication within LTVCA, outside of LTVCA
- Sway mindset
- Build on existing environmental awareness

## **Partnerships**

- Foster partnerships
- Improve partnerships
- Reduce conflicts between user groups (agriculture, economics, environment)

## **Innovation**

- Flexible
- Remain flexible in solutions
- Creative solutions
- Adapt
- Innovative
- Keeping current
- Balance
- Best practises for keeping up with innovation (leading edge)

## **What We Do**

- Program review – value, effective, efficient
- Justify our value and needs
- Prioritize
- Strategically organize resources
- Efficient use of time/resources
- Healthy watersheds

## **How We Do It**

- Organizational review – who does what?
- Specialize vs generalize
- Approachable
- Streamline processes
- Open/cross functional processes
- Coordinate different programs, work together internally & externally
- Dynamic and fluid
- Tell the same story
- Smart spending
- Connect programs, community
- Training

## **Culture**

- Ideas exchange, value input
- Respect
- Open mind

- Cohesiveness
- Transparency
- Facilitate
- Maintain morale
- Government attitude, change
- Remove barriers
- Be, see change
- Approachability
- Team
- Open to new ideas
- One voice to public, unified position
- Trust

### **Why We Do It**

- Area of focus (economy vs environment)
- Bridge groups/ideals
- Long term sustainability (next generation)
- Reconnect public to the natural landscape
- Relevancy
- Link local efforts to global impacts

### **Making Time**

(Making time did not have any other post-its)

### **Corporate Sustainability**

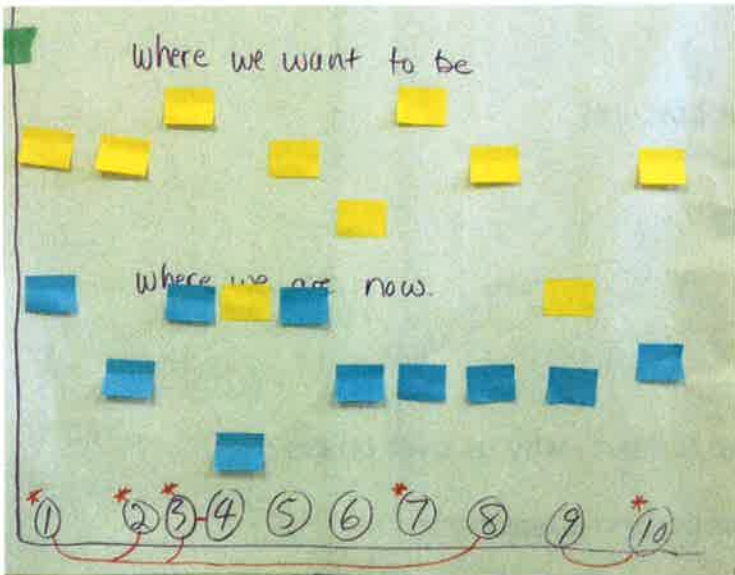
- Sustainability
- Build capacity
- Bang for buck
- Increase funding
- Financially self sufficient
- Funding – expressing needs to funders, why us over others?
- Infrastructure
- Infrastructure review, e.g., property management

### Potential Strategic Theme Categories

LTVCA staff worked together in 3 teams to review the potential strategic theme categories in terms of where the LTVCA is currently and where they hope to be 5 years from now.

The blue post-it notes show where the LTVCA see themselves currently and the yellow post-it notes show where the LTVCA hopes to be 5 years from now for the following potential theme categories (see photos of each group's chart below)

- 1. Community Engagement
- 2. Partnerships
- 3. Communication
- 4. Innovation
- 5. What We Do
- 6. How We Do It
- 7. Culture
- 8. Why We Do It
- 9. Making Time
- 10. Corporate Sustainability



Group 1



Group 2



Group 3

### Prioritized Strategic Theme Categories

After discussing each team's chart, the staff collaborated to prioritize & combine potential strategic themes.

Here is the list of the prioritized theme categories:

- Stakeholder Engagement and Partnerships
- What We Do and Why
- How We Do It and Making Time
- Corporate Sustainability
- Communications and Culture

Note: Innovation will be carried over to objectives at the September session.

## Worksheets

The following worksheet notes were developed as the team worked toward defining the LTVCA Strategic Themes.

### 1. Stakeholder Engagement and Partnerships Worksheet

Potential words that describe what has been accomplished 5 years from now:

- Education, awareness, involvement, community commitment, asset, recognition, fun, opportunity, current, reputation

Key words to include in strategic theme:

- Creativity
- Involvement
- Collaborative
- Reputation

Utilize key words to create a strategic theme:

- Through creativity & collaborative involvement, the LTVCA has established a valuable reputation

### 2. What We Do and Why Worksheet

Potential words that describe what has been accomplished 5 years from now:

- Clear priorities, make a difference (self-evaluation), valuable, sustainable.

Key words to include in strategic theme:

- Priorities
- Sustainability
- Connect

Utilize key words to create a strategic theme:

- We have prioritized programs to be sustainable and connect our community with the natural environment.

### 3. How We Do It and Making Time Worksheet

Potential words that describe what has been accomplished 5 years from now:

- Streamlining, prioritize, innovation, time in motion, patience, outsourcing & outreaching, external information/input.

Key words to include in strategic theme:

- Collaboration
- Prioritization
- Innovation

Utilize key words to create a strategic theme:

- We prioritized efforts through collaborative methods driving innovation to create change.

### 4. Corporate Sustainability Worksheet

Potential words that describe what has been accomplished 5 years from now:

- Strategic operations, competent & balanced workforce, adaptable.

Key words to include in strategic theme:

- Efficient
- Valued service
- Prioritized resources

Utilize key words to create a strategic theme:

- A competent balanced workforce which provides value added services in an efficient, strategic manner with prioritized resources.

### 5. Communications and Culture Worksheet

Potential words that describe what has been accomplished 5 years from now:

- Trust, team, morale, respect, no barriers, positive attitude, open mind, transparency, be/see change, cohesive, awareness.

Key words to include in strategic theme:

- Transparency, open
- Respect, trust
- Strong team mindset
- Positive attitude
- Open to change

Utilize key words to create a strategic theme:

- A strong team culture based on trust and mutual respect; transparent in its processes and inclusive of new ideas.





**Re: CM Wilson Conservation Area – Barn Facilities**

The Chatham-Kent Fire Department inspected the barn at CM Wilson on May 12, 2015 and upon finding the uses associated with the structure, i.e. family gatherings, weddings, receptions, etc. put an Inspection Order on the structure to be completed by June 18<sup>th</sup>, 2015. The order states:

*Appendix A*

*Activities that create a hazard and that are not allowed for in the original design shall not be carried out in a building unless approved provisions are made to control the hazard.*

&

*Appendix B*

*To limit the severity and effects of a fire or explosion the building was not designed as a banquet hall for wedding receptions according to the Building Department, therefore a change of use building permit shall be submitted to the building Department for approval.*

A subsequent site meeting was arranged with the Chief Building Official and the Fire Inspector, along with the Authority's General Manager, the Western District Supervisor and the Resource Technician to discuss the course of action. YC Liu Engineering was engaged to assess the integrity of the structure for the current use.

Mr. Liu attended the site with the District Supervisor on May 29<sup>th</sup>, 2015, and subsequently provided the attached letter. Following a review of the matter with James Wickett, the Authority's Solicitor, the General Manager sent a communication by email to the CBO and the Fire Inspector, as follows:

"Paul, Scott, we have further reviewed the Inspection Order, obtained advice on structural engineering and reviewed the applicable Zoning By-law and offer the following comments thereon:

1. The Inspection Order states that our contravention of the Fire Code relates to "activities that create a hazard and that are not allowed for in the original design" are not allowed in the building unless "approved provisions are made to control the hazard."
2. There are no particulars given in Appendix "A" of the "activities that create a hazard" or the particulars of the "original design" or what would be the "approved provisions" that need to be made to "control the hazard". Rather, it appears that the remedy is encompassed by Appendix "B" whereby we are ordered to seek a change of use building permit for a banquet hall. As indicated in the letter from Chet Liu provided to you by email (attached) this past Tuesday, the requirements for that change in use will be practically impossible to obtain.
3. This building has not and is not intended to be used as a banquet hall but is a structure that has been in existence on the Conservation Area property since prior to 1975, and falls within the

permitted uses of the existing zoning as a structure for a “place of assembly” as set put in the definition of “Park” in the zoning bylaw. Further, the zoning bylaw generally does not apply to legal non-conforming uses existing at the date of the passing of the bylaw. This principle seems to be enshrined in section 2.5 of the bylaw. In our view, the use of the building is in compliance with the provisions of OS1-1130, which is consistent with your (Paul’s) email response to Valerie Towsley yesterday.

4. The building does contain a small kitchen and a form of fireplace. If it is these 2 items which are of concern and therefore led to the Order from to the Fire Department, may we conclude that either removal or rendering these items inoperable will satisfy the concerns of the Fire Department and enable the Order to be rescinded or modified?

In summary, we would seek to clarify what we are required to do by the Order, as it would appear that our use of the property is permitted and that the building can continue to be utilized as place of assembly under the current bylaw. If the Fire Department is concerned about the kitchen and fireplace as posing a danger or hazard then I would like to again meet to discuss what steps should be taken by the Conservation Authority in relation to the kitchen and fireplace.

In view of the June 18 deadline in the Order I would request a meeting or further clarification at the earliest possible opportunity so that we may continue to operate safely and in compliance for the benefit of our park visitors. I am available any time today and tomorrow at your convenience.”

*Don Pearson*

*General Manager/Secretary-Treasurer*

By telephone conversation on June 16, we understand a letter is being prepared by the CBO which may address these points; and that the Fire Department is prepared to work with the Authority to bring this facility into compliance.

Don Pearson, General Manager

<b>RECOMMENDATION:- That staff continue to look into this matter in order to come to an agreeable solution to this situation.</b>
---

Mr. Don Pearson, General Manager  
Lower Thames Valley Conservation Authority  
100 Thames Street  
CHATHAM, ON N7L 2Y8

Mr. Scott Sproule, Fire Inspector  
Chatham-Kent Fire Department  
5 Second Street  
Chatham, ON, N7M 5X2

June 7, 2015

File: 15-110\_CM Wilson

Dear Sirs:

Re: **Review of Existing 34' x 54' Timber Frame Building, 21797 Fargo Road (former Harwich)**  
**Chatham-Kent**

This is to confirm that I have reviewed Chatham-Kent Fire Department's Inspection Order Ref # 15-0213.

I visited the Site on Friday May 29, 2015, and inspected the post-framed timber building.

In Appendix A of the Fire Inspection Order, it is required to obtain approved provisions to control any hazards as noted by the Fire Department.

In Appendix B, you are required to obtain a Change-of-Use building permit to convert the existing structure to a banquet hall.

It is my understanding that the current timber-framed structure was previously relocated to the CM Wilson Conservation site in the mid- 1970's from another farm site. The Barn-type structure is approximately 34' x 54' x 15 eave height (1,836 sf.). A small kitchen area of 176 sf. exist, as well 2 small washrooms with a single water-closet and sink is located in one end of the building.

The Building has been rented out to the public as a central gather place for Weddings, Club Meetings, Birthday Parties, etc.

Over the years, the public have come to appreciate the nature-like surrounding, nice pond setting for picture taking, and the rustic setting of the post-frame structure. The wedding ceremony are small, and the use of the kitchen facility is limited to very basic heating on a single stove.

In my opinion, the task involved in obtaining a Change-of-Use Permit would not be feasible. Some of the items necessary for a change-of-use permit are as listed:

- 1) Current Site is currently Zoned as OS1-1130. The Zoning does not specifically allow a Venue Facility like a banquet hall for weddings & receptions. The Site would need an amendment to the current Zone or a re-Zoning of the existing site;
- 2) In order to change the building to a "Banquet Hall", the building would need a Fire Hydrant within 90m of the main entrance. Since the building would be classified as A-2 (Assembly), the Building Code requires this Post-Frame structure to be protected by a Fire Hydrant, similar to the other buildings on the site currently being used by the public for C-K Safety Village;
- 3) A fire-truck access lane and turn-around radius would need to be constructed per OBC;
- 4) The current washrooms are inadequate for the general public, as well as for new 2015 Barrier-Free Access requirements.
- 5) The Septic System would need to be expanded to suite the new washroom requirements;
- 6) A Fire Alarm System and Emergency lighting would be required

The Building Structure is older and seem to be constructed like all other older barns that I have encountered. The structure is currently stable, and would likely remain in its current condition in years to come. The structure should not be used as a Site for Refuge during severe weather events.

It is my Opinion that C-K Fire Department, and Building Department should provide you some directions as to best satisfy their requirements.

Alternatively, the facility should not be used as directed by the Inspection Order.

I would be glad to meet and discuss any alternatives that would be satisfactory to everyone.

Sincerely,



Chet Liu, P. Eng.  
Y.C. Liu Engineering

**Re: Lake Erie Bluff – Additional Allowance Zone**

Within the LTVCA's shoreline reach along Lake Erie there are many vacant lots of record and a few remnant lots along the Lake St. Clair shoreline where there is little to no room outside of the Total Regulated Area (100 year erosion allowance, plus the 3:1 stable slope allowance, plus the 15 m additional allowance, refer to attached diagram) for new dwellings. At present, when a new dwelling is proposed on a vacant lot along the shoreline, approval from the Hearing Committee is required if development is taking place within the Total Regulated Area. These types of proposed development have led to the majority of applications going before the Executive Hearing Committee. In most cases, where development is within the 15 metre allowance, the committee has typically approved them with specific conditions of approval.

As such, staff undertook a scoped survey of neighbouring bluff shoreline CA's (KCCA & LPRCA) about their policies around what staff can approve and when an application for construction has to go before their Hearing Committees. Both CA's have staff level approval from their board to approve applications where development is proposed within the 15 metre additional allowance zone, so long as all necessary studies / reports are provided with the application (i.e. Ontario Land Survey grade survey of the lot).

For all other applications submitted within the Critically Regulated Area (100 year erosion allowance, plus the 3:1 stable slope allowance), approval will still be required from the Executive Hearing Committee with the following studies required prior to an appeal going before the Committee:

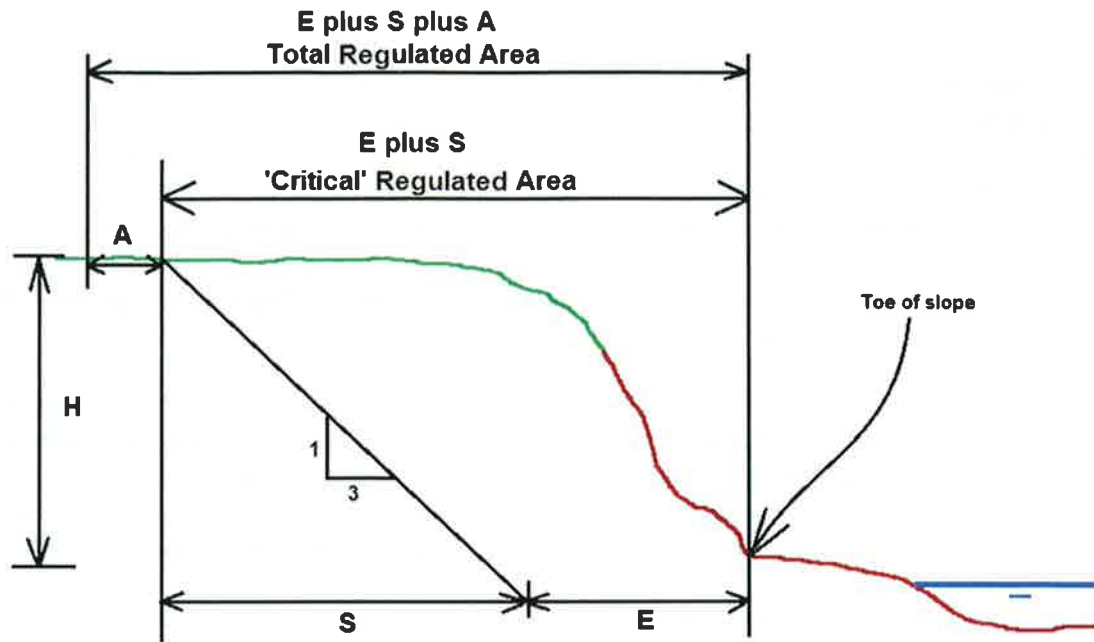
- Ontario Land Survey grade survey of the lot,
- Slope stability study, and where necessary
- A Coastal Engineering study to determine lake processes on the lot in question and the neighbouring lands.

These requirements will be written into the updated Policy for the Section 28 Regulations program.

**RECOMMENDATION:** That staff be permitted to approve development proposed within the 15 metre additional allowance of a shoreline, with an OLS survey of the lot showing the regulation limit lines in support of the application provided by the applicant;  
For development within the Critically Regulated Area, all applications will go before the Authority's Executive Hearing Committee for a decision and must be submitted with all studies / engineering reports in support of the application at the time of the hearing. If new studies are introduced at the time of the hearing, the hearing will be adjourned to provide staff time to review the documents to ensure all required information to support the application is present; and that  
The above requirements will be written into the updated Policy for the Section 28 Regulations program.



## Conceptual Cross Section Applying the CA Regulation to a Lake Bluff or Riverine Embankment



**E** = 100 year Erosion allowance  
**S** = 3:1 Stable slope allowance (3 x H)  
**H** = Height of bluff  
**A** = 15 m Additional allowance

\* All measurements are taken from the current 'toe' of the bluff / bank and measured landward, away from the hazard.

**Re: National Disaster Mitigation Plan (NDMP)**

The National Disaster Mitigation Program is a recently announced federal program designed to reduce the risk of natural hazards. The first 5 years are focused on mitigating flooding. The federal government has allocated \$183 million dollars for 50% cost shared projects with the provinces. Although this federal money must pass through the province, the province is allowed to partner with organizations such as municipalities and Conservation Authorities. In addition, the provincial share does not necessarily need to come from the province but instead could come from the partners. To date, Ontario has not decided how much money it may contribute directly to the program. Projects are evaluated through a nation-wide, competitive, merit-based system and the provinces must rank the projects in their jurisdiction before sending them on to the federal level. Even though the program was established in April of 2015, the deadline for the first year's intake was June 5th, 2015 to the province as their deadline to the federal level is June 30th, 2015. Only \$11.2 million was allocated by the federal level in the first year. The allocation for the 2016-17 year has not been announced. For the 2016-17 funding cycle the province will put out the call for proposals in August 2015, with project ranking from the province due in November and with decisions by the federal level in January of 2016. All funding would need to be spent by March 31, 2017.

There are 4 streams to the program: 1) Risk Assessment, 2) Flood Mapping, 3) Mitigation Planning and 4) Structural and Non-Structural Mitigation.

***Risk Assessments***

This stream provides funding for the completion of risk assessments to inform flood risks. Risk assessments are the foundational step in disaster mitigation. These risk assessments will identify flood hazards; potential impacts; and community and infrastructure vulnerabilities as well as the overall flood risk profile for the area.

***Flood Mapping***

This stream provides funding for the development and/or modernization of flood maps to further address flood risks. A flood map identifies the boundaries of a potential flood event based on type and likelihood and can be used to help identify the specific impacts of a flood event on, for example, structures, people and assets.

***Mitigation Planning***

This stream provides funding for the development and/or modernization of mitigation plans to address flood risks. A comprehensive mitigation plan allows applicants to develop realistic and sustainable mitigation solutions by clearly outlining the plan's objectives, key activities, expected outputs, timelines, and roles and responsibilities.

***Investments in Non-structural and Small Scale Structural Mitigation Projects***

This stream provides funding for other non-structural and small scale structural disaster mitigation projects. Eligible projects would include actions such as the replacement of storm culverts, or projects that improve flood resilience by proactively preventing or mitigating damages and losses. Other examples would include education programs, acquiring properties in high risk areas, relocating structures to safer areas or raising them above the flood-proofing elevation, and hydro flow regulation measures such as diversions.

There is an expectation that projects are implemented in this sequence so that the required evidence is obtained to justifying the need for subsequent projects. An application for a Flood Mapping project would

require a Risk Assessment, and a Mitigation Plan would require both a Risk Assessment and Flood Mapping. As the Risk Assessment forms the foundation for all the other projects, guidance has been provided as to what is required from a Risk Assessment. Public Safety Canada is providing access to a toolbox of risk assessment methodologies and has created a Risk Assessment Information Template outlining the expected outcomes.

The Lower Thames Valley Conservation Authority could make effective use of this program. A recent review of the Authority's flood plain mapping indicated that only 2 mapping projects, the City of Chatham and Rondeau Bay currently correspond to O.Reg. 152/06. Both projects are from the early 1990s. Information for flood levels along the whole of the Thames River is available but has not been mapped to an acceptable standard. Very little background information is on file for these projects. There is an estimated 350 km<sup>2</sup> of floodplain mapping required in the LTVCA with 23% classified as high hazard (according to CO criteria) and 33% as medium hazard. It is clear from the program documentation that the Conservation Authority cannot complete the requirements of a Risk Assessment with our current internal staffing resources. A Risk Assessment requires stakeholder consultation and an assessment of people and societal impacts, environmental impacts, economic impacts, local infrastructure impacts, and public sensitivity impacts. Despite this being a provincially cost share program, it is clear from the community focus of the application that the local municipalities are expected to be highly involved in this process. It is also unclear at this time where funding for either a Risk Assessment or a Floodplain Mapping project may come from.

<p><b>Recommendation:</b> That the Board recognizes a unique funding opportunity for updating critical floodplain mapping and will seek the support of the member municipalities to provide project-specific municipal funding within the 2016 budget.</p>
--