



Board of Directors Meeting

A G E N D A

Annual General Meeting 2018

February 15th, 2018

2:00 p.m.

Willson Hall, University of Guelph Ridgetown Campus

1.	Call to Order	
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13. Adjournment	

6. Approval of Previous Minutes



Board of Directors Meeting

MINUTES

A meeting of the Lower Thames Valley Conservation Authority's Board of Directors was held at the LTVCA Administration Building in Chatham, commencing at 2:00 P.M. on Thursday, December 14, 2017. The following directors were in attendance: L. McKinlay, J. Kavelaars, R. Doane, S. Caveney, G. Bogart, D. McKillop, and T. Thompson.

1. Call to Order

Chair, L. McKinlay gave seasons greetings to those in attendance and welcomed Mark Peacock to the LTVCA.

2. Adoption of Agenda

D. Pearson provided two additional items to the correspondence section, the first dealing with the passing of Bill 139 correspondence from Conservation Ontario, the second correspondence from the Office of the Mining and Lands Commissioner.

1. J. Kavelaars – R. Doane

Moved that the agenda, as amended, be adopted.

CARRIED

3. Disclosures of Conflict of Interest

None noted.

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

2. G. Bogart – T. Thompson

Moved that the minutes of the Board of Directors Meeting of October 19, 2017 be approved as circulated.

CARRIED

5. Business Arising From the Minutes

5.1) Levy Payment Analysis and Policy Proposal

G. Bogart noted that the LTVCA is the only corporate body that the Township of Southwold deals with that requires all of the lump sum payment by April. All other agencies bill quarterly.

3. D. McKillop – T. Thompson

Moved that the Board of Directors approve the recommendations regarding the levy policy, which assumes invoices are issued by March 1 following budget approval at AGM by 3rd quarter February:

- o Invoices emailed to each municipality with Open/Read receipt to confirm delivery; indicating invoices are due in full by April 30, unless arrangement for installments are made prior to due date
- o Balance outstanding after April 30 assessed interest at prevailing at CKLAG monthly borrowing rate
- o LTVCA Finance to contact municipality immediately following due date if payment not received, unless prior arrangements have been made
- o No interest will be charged if full payment is received by May 31 following reminder contact

CARRIED

5.2) Longwoods/Ska-Nah-Doht Visioning Project

4. G. Bogart – S. Caveney

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

CARRIED

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

The Board of Directors received the report for information.

5.4) Awards for Volunteer Heroes

5. D. McKillop – J. Kavelaars

Moved that the Board of Directors support the Awards for Volunteer Heroes initiative in principle, on the understanding that further details on the selection process will be developed.

CARRIED

6. Business for Approval

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

6. J. Kavelaars – T. Thompson

Moved that the Budget vs Revenue and Expenditures for the period ending October 31, 2017 be received.

CARRIED

6.2) Conservation Area Lands Review

7. S. Caveney – J. Kavelaars

Moved that the Board of Directors approves recommendations 1 to 4 as presented under the Conservation Area land management initiatives:

1. Focus on High and Medium Use properties that can generate revenue and represent LTVCA objectives
2. Further investigate tax relief programs (CLTIP, MFTIP)
3. Look into alternative sources of income: selective harvest of forest; other permitted uses on specific

- properties to generate funds for upgrades on High and Medium Use properties
4. Look into potential to sell properties that came with no obligations – e.g. Crane, Colborne St.

CARRIED

There was discussion on the need to develop a policy regarding conditions for accepting small parcel donations (under 10 acres), such as donors being agreeable to the LTVCA selling the parcel in order to generate revenues if there is no environmental significance to the parcel.

6.3) Bobolink Habitat, Chatham-Kent

8. D. McKillop – R. Doane

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

CARRIED

7. Business for Information

J. Homewood provided a Power Point Presentation on potential Ice conditions for the 2017-2018 season, as well as a presentation on the impacts the 2017 weather conditions are having on Erie Shore Drive.

9. J. Kavelaars – R. Doane

Moved that the Board of Directors support staff in continuing to make decisions on shoreline works being proposed on Erie Shore Drive, unless the proposals are precedent setting.

CARRIED

- 7.1) Water Management
- 7.2) Regulations and Planning
- 7.3) Conservation Areas
- 7.4) Conservation Services
- 7.5) Community Relations
- 7.6) Conservation Authority Education
- 7.7) Ska-Nah-Doht Advisory Committee Minutes
- 7.8) Joint Health & Safety Committee Minutes
- 7.9) Wheatley Two Creeks Association Minutes
- 7.10) GM's Report

10. G. Bogart – T. Thompson

Moved that agenda items 7.1) through to 7.10) be received for information.

CARRIED

8. Correspondence

- 8.1) Correspondence: City of London
- 8.2) Correspondence: Oneida Nation of the
- 8.3) Correspondence: Ministry of Natural Resources & Forestry to CA General Managers & Chief Administration Officers
- 8.4) Correspondence: New Conservation Authorities Act is Passed – Conservation Ontario Media Release
- 8.5) Correspondence: Office of Mining and Lands Commissioner

Agenda items 8.1) to 8.5) were received for information.

9. Events Calendar

Note that the Annual General Meeting is scheduled for February 15th, 2018 commencing at noon, University of Guelph, Ridgetown Campus, Willson Hall.

Agenda item 9) Events Calendar was received for information.

10. Other Business

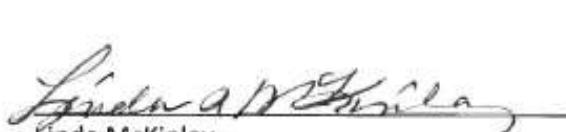
The Chair expressed her appreciation to outgoing General Manager Don Pearson, and welcomed new General Manager Mark Peacock to the LTVCA.

11. Adjournment

12. T. Thompson

Moved that the meeting be adjourned.

CARRIED


Linda McKinlay
Chair


Don Pearson
General Manager/Secretary-Treasurer

8. Business for Approval

8.1) 2017 Annual Report

Recommendation: That the LTVCA's 2017 Annual Report be approved as presented.

8.2) 2017 Audited Financial Statements Presentation

Recommendation: That the LTVCA's 2017 Audited Financial Statements be approved as presented.

8.3) Election of Officers

Recommendation: That M. Peacock be appointed to chair the elections.

a) Chair

Recommendation: That the nominations be closed.

b) Vice-Chair

Recommendation: That the nominations be closed.

c) Personnel & Finance/Executive Committee (3 members to be elected + Chair & Vice-Chair)

Recommendation: That the nominations be closed.

d) Ska-Nah-Doht Village & Museum Advisory Committee (3 members to be elected)

Recommendation: That the nominations be closed.

e) Ice Management Committee (2 members from Chatham-Kent, member from Lakeshore + Chair & Vice-Chair)

Recommendation: That the nominations be closed.

8.4) 2018 Budget and Levy

Date: February 15, 2018
Memo to: LTVCA Board of Directors
Subject: 2018 Budget and Levy
From: Mark Peacock, General Manager

Background

The LTVCA Board adopted the Preliminary 2018 Budget and levy at its meeting on October 19, 2017, in accordance with the following resolution:

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

Current Situation

The Preliminary Budget was circulated to all member municipalities on November 10, 2017, and to date, no responses or requests for further information have been received. Several minor adjustments have since been incorporated into the Final Draft Budget, with no additional impact on total expenditures or municipal levy.

Discussion

The 2018 Final Draft Budget of \$3,179,437 represents an increase of \$82,409 or 2.66% in overall spending in comparison to the 2017 approved budget of \$3,097,028. The greatest variances from 2017 to 2018 include:

- shifts within Water Management from Flood Forecasting and Warning and Flood Control Structures to Technical Studies, Planning and Regulations and Watershed Monitoring;
- Conservation Areas reflecting increased wage costs, security and enforcement;
- Community Relations and Conservation Education reflecting increased wage costs;

The corresponding increase in the municipal levy is \$38,316 or 2.44%. As in previous years, annual adjustments to each municipality’s assessment within the watershed vary, ranging from -11.37% for Southwold to 7.45% for Dutton-Dunwich, as shown in the last column of the table accompanying the budget on page 15 of the agenda package.

In accordance with Ontario Regulation 139/96, whereby the “non-matching levy” must be approved by a recorded, “weighted” vote of the Authority, the levy is shown under five columns:

- Special benefiting (C-K Flood Control, Greening/Natural Heritage, totaling \$205,000);
- Non-matching, totaling \$1,247,861;
- Matching, totaling \$157,807 which is equal to the provincial grant provided under Section 39 of the Conservation Authorities Act;
- Total General Levy, \$1,405,668;
- Total Municipal Levy, \$1,610,668.

For the non-matching levy, votes are weighted in proportion to each municipality's share of the total Current Value Assessment (CVA), and approval requires that votes equal to or greater than 51% of the CVA be cast in favour of the levy. The "Non-Matching" levy for 2017 is \$1,247,861 as shown in column 5 on page 15 of the attached budget. The remaining levy is voted on as one member, one vote, and consists of \$205,000 direct special benefit and \$157,807 matching levy, as shown in columns 4 and 6 on page 15.

Recommendation: That the non-matching levy of \$1,247,861 be approved and apportioned in accordance with the levy apportionment table. (weighted vote)

Recommendation: That the 2018 proposed budget totalling \$3,179,437 be adopted as presented, and that the matching levy of \$157,807 and the Chatham-Kent Greening, Natural Heritage and Flood Control Levy of \$205,000 be approved and apportioned in accordance with the table accompanying the budget.

**LOWER THAMES VALLEY CONSERVATION AUTHORITY
2018 FINAL DRAFT BUDGET**

		FUNDING SOURCES								
PG. NO.		2017 BUDGET	2018 BUDGET	2018 GRANTS	MATCHING GENERAL LEVY	DIRECT SPECIAL BENEFIT LEVY	NON MATCHING GENERAL LEVY	GENERAL REVENUES	FOUNDATION GRANTS & REVENUES	RESERVES
	WATER MANAGEMENT									
2	FLOOD CONTROL STRUCTURES	254,889	190,674	32,837	32,837	125,000				
2	EROSION CONTROL STRUCTURES	13,268	0	0	0		0			
2	FLOOD FORECASTING AND WARNING	201,666	156,753	78,376	78,376		0			
3	TECHNICAL STUDIES	28,970	72,120	36,060	36,060		0			0
3	PLANNING & REGULATIONS	196,865	225,526	10,533	10,533		154,459	50,000		0
3	WATERSHED MONITORING	76,860	102,760	70,500			32,260			
3	SOURCE PROTECTION	22,768	24,664	24,664			0			
3	THAMES MOUTH DEBRIS REMOVAL	1,602	1,204			0				1,204
	Water Management Subtotal	796,888	773,702	252,971	157,807	125,000	186,719	50,000	0	1,204
	CONSERVATION & RECREATION PROPERTIES									
3	CONSERVATION AREAS	562,961	638,084	0			421,084	210,000	7,000	
	COMMUNITY RELATIONS AND EDUCATION									
4	COMMUNITY RELATIONS	154,337	172,730	0			172,730			
4	CONSERVATION EDUCATION	95,766	114,257	0			94,257	15,000	0	5,000
4	SKA-NAH-DOHT VILLAGE	239,394	229,094	22,992			141,102	60,000	0	5,000
	Community Relations & Education Subtotal	489,497	516,081	22,992	0	0	408,089	75,000	0	10,000
	CONSERVATION SERVICES/STEWARDSHIP									
5	CONSERVATION SERVICES (FORESTRY)	133,849	161,243	20,000			94,000	47,243	0	
5	CHATHAM-KENT GREENING PROJECT	731,756	673,158	222,500	0	80,000	96,000	274,658	0	0
5	PHOSPHORUS REDUCTION	276,608	323,678	282,000	0	0	41,678	0	0	0
5	SPECIES AT RISK	105,469	93,490	64,000	0	0	29,490	0	0	0
	Conservation Services/Stewardship Subtotal	1,247,682	1,251,569	588,500	0	80,000	261,168	321,901	0	0
	CAPITAL/MISCELLANEOUS									
5	ADMINISTRATION BUILDING REPAIRS/UPGRADES	0	0	0	0	0	0	0	0	0
5	UNION GAS CENTENNIAL PROJECT	0								
5	EMPLOYMENT PROGRAMS (FED/PROV)	0	0	29,200			-29,200			
	Capital/Miscellaneous Subtotal	0	0	29,200	0	0	-29,200	0	0	0
		3,097,028	3,179,437	893,663	157,807	205,000	1,247,861	656,901	7,000	11,204

	3,097,028	3,179,437	893,663	157,807	205,000	1,247,861	656,901	7,000	11,204
LOWER THAMES VALLEY CONSERVATION AUTHORITY 2018 FINAL DRAFT BUDGET									
				FUNDING SOURCES					
	2017 BUDGET	2018 BUDGET	2018 GRANTS	MATCHING GENERAL LEVY	DIRECT SPECIAL BENEFIT LEVY	NON MATCHING GENERAL LEVY	GENERAL REVENUES	FOUNDATION GRANTS & REVENUES	RESERVES
<u>WATER MANAGEMENT</u>									
<u>FLOOD CONTROL STRUCTURES</u>									
WAGES AND BENEFITS	155,243	122,860							
ADMINISTRATION OVERHEAD	34,646	23,814							
OPERATIONS	19,000	19,000							
ROUTINE MAINTENANCE	36,000	20,000							
PREVENTATIVE MAINTENANCE	10,000	5,000							
TOTAL FLOOD CONTROL STRUCTURES	254,889	190,674	32,837	32,837	125,000				
				(CHATHAM-KENT)					
<u>EROSION CONTROL STRUCTURES</u>									
WAGES AND BENEFITS	10,030	0							
ADMINISTRATION OVERHEAD	2,238	0							
ROUTINE MAINTENANCE	1,000	0							
TOTAL EROSION CONTROL STRUCTURES	13,268	0	0	0		0			
<u>FLOOD FORECASTING AND WARNING</u>									
WAGES AND BENEFITS	137,075	104,175							
ADMINISTRATION OVERHEAD	30,591	19,578							
DATA COLLECTIONS	10,000	10,000							
FLOOD FORECASTING	2,000	4,000							
COMMUNICATIONS	4,000	4,000							
OPERATIONS CENTRE (RENT)	10,000	5,000							
FLOOD RESPONSE AND MONITORING	8,000	10,000							
TOTAL FLOOD FORECASTING & WARNING	201,666	156,753	78,376	78,376		0			

FUNDING SOURCES

WATER MANAGEMENT

FLOOD CONTROL STRUCTURES

WAGES AND BENEFITS	155,243	122,860						
ADMINISTRATION OVERHEAD	34,646	23,814						
OPERATIONS	19,000	19,000						
ROUTINE MAINTENANCE	36,000	20,000						
PREVENTATIVE MAINTENANCE	10,000	5,000						
TOTAL FLOOD CONTROL STRUCTURES	254,889	190,674	32,837	32,837	125,000			

(CHATHAM-KENT)

EROSION CONTROL STRUCTURES

WAGES AND BENEFITS	10,030	0							
ADMINISTRATION OVERHEAD	2,238	0							
ROUTINE MAINTENANCE	1,000	0							
TOTAL EROSION CONTROL STRUCTURES	13,268	0	0	0		0			

FLOOD FORECASTING AND WARNING

WAGES AND BENEFITS	137,075	104,175						
ADMINISTRATION OVERHEAD	30,591	19,578						
DATA COLLECTIONS	10,000	10,000						
FLOOD FORECASTING	2,000	4,000						
COMMUNICATIONS	4,000	4,000						
OPERATIONS CENTRE (RENT)	10,000	5,000						
FLOOD RESPONSE AND MONITORING	8,000	10,000						
TOTAL FLOOD FORECASTING & WARNING	201,666	156,753	78,376	78,376		0		

**LOWER THAMES VALLEY CONSERVATION AUTHORITY
2018 FINAL DRAFT BUDGET**

	FUNDING SOURCES								
	2017 BUDGET	2018 BUDGET	2018 GRANTS	MATCHING GENERAL LEVY	DIRECT SPECIAL BENEFIT LEVY	NON MATCHING GENERAL LEVY	GENERAL REVENUES	FOUNDATION GRANTS & REVENUES	RESERVES
TECHNICAL STUDIES									
WAGES AND BENEFITS	3,246	58,113							
ADMINISTRATION OVERHEAD	724	9,007							
AERIAL PHOTOGRAPHY & MAPPING	25,000								
OPERATING-MATERIALS, SUPPLIES, AND EXPENSES		5,000							
TOTAL TECHNICAL STUDIES	28,970	72,120	36,060	36,060					0
REGULATIONS AND PLAN REVIEW									
WAGES AND BENEFITS	140,508	182,359							
ADMINISTRATION OVERHEAD	31,357	28,167							
OPERATING-MATERIALS, SUPPLIES, AND EXPENSES	25,000	15,000							
TOTAL REGS. & PLAN REVIEW	196,865	225,526	10,533	10,533		154,459	50,000		0
WATERSHED MONITORING									
WAGES AND BENEFITS	46,486	49,926							
ADMINISTRATION OVERHEAD	10,374	12,834							
OPERATING-MATERIALS, SUPPLIES, AND EXPENSES	20,000	40,000							
TOTAL REGS. & PLAN REVIEW	76,860	102,760	70,500			32,260			
SOURCE PROTECTION	22,768	24,664	24,664						
THAMES MOUTH DEBRIS REMOVAL	1,602	1,204							1,204
CONSERVATION & RECREATION PROPERTIES									
WAGES AND BENEFITS	313,089	358,391							
ADMINISTRATION OVERHEAD	69,872	79,693							
OPERATING- MATERIALS & SUPPLIES, STORAGE, RENTALS, INSURANCE, ETC.	180,000	200,000							
TOTAL CONS. & RECREATION PROPERTIES	562,961	638,084				421,084	210,000	7,000	

**LOWER THAMES VALLEY CONSERVATION AUTHORITY
2018 FINAL DRAFT BUDGET**

FUNDING SOURCES									
	2017 BUDGET	2018 BUDGET	2018 GRANTS	MATCHING GENERAL LEVY	DIRECT SPECIAL BENEFIT LEVY	NON MATCHING GENERAL LEVY	GENERAL REVENUES	FOUNDATION GRANTS & REVENUES	RESERVES
<u>COMMUNITY RELATIONS AND EDUCATION</u>									
<u>COMMUNITY RELATIONS</u>									
WAGES AND BENEFITS	107,374	128,157							
ADMINISTRATION OVERHEAD	23,963	21,573							
OPERATING- MATERIALS & SUPPLIES, SERVICES, RENTALS, INSURANCE, ETC.	23,000	23,000							
TOTAL COMMUNITY RELATIONS	154,337	172,730				172,730			
<u>CONSERVATION EDUCATION</u>									
WAGES AND BENEFITS	73,388	88,987							
ADMINISTRATION OVERHEAD	16,378	14,270							
OPERATING- MATERIALS & SUPPLIES, SERVICES, RENTALS, INSURANCE, ETC.	6,000	11,000							
TOTAL CONSERVATION EDUCATION	95,766	114,257				94,257	15,000		5,000
<u>SKA-NAH-DOHT VILLAGE</u>									
WAGES AND BENEFITS	183,453	180,481							
ADMINISTRATION OVERHEAD	40,941	28,613							
OPERATING- MATERIALS & SUPPLIES, SERVICES, RENTALS, INSURANCE, ETC.	15,000	20,000							
TOTAL IROQUOIAN VILLAGE	239,394	229,094	22,992			141,102	60,000		5,000

LOWER THAMES VALLEY CONSERVATION AUTHORITY
2018 FINAL DRAFT BUDGET

2018 FINAL DRAFT BUDGET									
	FUNDING SOURCES								
	2017 BUDGET	2018 BUDGET	2018 GRANTS	MATCHING GENERAL LEVY	DIRECT SPECIAL BENEFIT LEVY	NON MATCHING GENERAL LEVY	GENERAL REVENUES	FOUNDATION GRANTS & REVENUES	RESERVES
CONSERVATION SERVICES									
FORESTRY									
WAGES AND BENEFITS	27,673	41,105							
ADMINISTRATION OVERHEAD	6,176	20,138							
OPERATING- MATERIALS & SUPPLIES, STORAGE, RENTALS, INSURANCE, ETC.	100,000	100,000							
TOTAL FORESTRY	133,849	161,243	20,000			94,000	47,243		
CHATHAM-KENT GREENING PROJECT									
WAGES AND BENEFITS	283,490	189,084							
ADMINISTRATION OVERHEAD	63,266	84,074							
OPERATING- MATERIALS & SUPPLIES, STORAGE, RENTALS, INSURANCE, ETC.	385,000	400,000							
TOTAL CHATHAM-KENT GREENING	731,756	673,158	222,500		80,000	96,000	274,658		
PHOSPHORUS									
WAGES AND BENEFITS	93,986	148,252							
ADMINISTRATION OVERHEAD	20,975	40,426							
OPERATING- MATERIALS & SUPPLIES, STORAGE, RENTALS, INSURANCE, ETC.	161,647	135,000							
TOTAL PHOSPHORUS	276,608	323,678	282,000			41,678			
SPECIES AT RISK									
WAGES AND BENEFITS	69,875	71,814							
ADMINISTRATION OVERHEAD	15,594	11,676							
OPERATING- MATERIALS & SUPPLIES, STORAGE, RENTALS, INSURANCE, ETC.	20,000	10,000							
TOTAL CONS. SERVICES	105,469	93,490	64,000			29,490			
CAPITAL/MISCELLANEOUS									
UNION GAS CENTENNIAL PROJECT	0								
ADMINISTRATION BUILDING REPAIRS/UPGRADES	0	0							
EMPLOYMENT PROGRAMS (FED/PROV)	0		29,200			-29,200			

LOWER THAMES VALLEY CONSERVATION AUTHORITY										
Levy for 2018 using Modified CVA										
	Current Value Assessment (Modified CVA)	% of Levy	C-K Flood Control, Greening Levy 2018	Non-Matching Levy 2018	Matching Levy 2018	Total General Levy 2018	Total Municipal Levy 2018	Total Municipal Levy 2017	\$ Change from 2017 Levy	% Change from 2017
Chatham-Kent	7,262,650,526	57.6430%	205,000	719,305	90,965	810,269	1,015,269	998,372	16,897	1.69%
City of London	1,465,554,563	11.6320%	0	145,151	18,356	163,507	163,507	157,790	5,717	3.62%
Dutton\Dunwich	447,925,569	3.5551%	0	44,363	5,610	49,974	49,974	46,508	3,466	7.45%
West Elgin	550,549,062	4.3697%	0	54,527	6,896	61,423	61,423	59,193	2,230	3.77%
Strathroy-Caradoc	736,241,058	5.8435%	0	72,918	9,221	82,140	82,140	78,950	3,190	4.04%
Middlesex Centre	201,209,522	1.5970%	0	19,928	2,520	22,448	22,448	21,654	795	3.67%
Southwest-Middlesex	370,416,083	2.9400%	0	36,687	4,639	41,326	41,326	39,737	1,589	4.00%
Town of Leamington	289,174,849	2.2952%	0	28,640	3,622	32,262	32,262	32,100	162	0.50%
Southwold	133,316,363	1.0581%	0	13,204	1,670	14,874	14,874	16,781	-1,908	-11.37%
Town of Lakeshore	1,142,322,447	9.0665%	0	113,137	14,308	127,445	127,445	121,266	6,179	5.10%
TOTAL	12,599,360,042	100%	\$205,000	\$1,247,861	\$157,807	\$1,405,668	\$1,610,668	\$1,572,352	\$38,316	2.44%

8.5) Appointment of Auditor

Recommendation: That the firm of Johnson, Feduk, King Chartered Accountants be appointed as the Lower Thames Valley Conservation Authority's auditor until the next Annual Meeting in February 2019.

8.6) Appointment of Bank

Recommendation: That the Canadian Imperial Bank of Commerce be appointed the Lower Thames Valley Conservation Authority's bank until the next Annual Meeting in February 2019.

8.7) Appointment of Solicitor

Recommendation: That the firm of Mr. James D. Wickett be appointed the Lower Thames Valley Conservation Authority's solicitor until the next Annual Meeting in February 2019.

8.8) Authorization to Borrow

Recommendation: That the Authority Chair or Vice-Chair and the General Manager/Secretary Treasurer be authorized to borrow from the Canadian Imperial Bank of Commerce a sum not to exceed \$300,000 for the Lower Thames Valley Conservation Authority and to be repaid from grants received from the Province of Ontario, Government of Canada, levies assessed the member municipalities and self-generated revenues.

8.9) Appointments to Conservation Ontario

Voting representative; 1st alternative; 2nd alternative.

Recommendation: That the "Chair" be appointed as Voting Representative; General Manager as 1st Alternative.

8.10) 2018 Board of Directors Meeting Schedule

Thursday, April 19, 2018 – 2:00-4:00 pm, Administration Board Room

Thursday, June 14, 2018 – 2:00-4:00 pm, Administration Board Room

Thursday, August 23, 2018 – 2:00-4:00 pm, Administration Board Room

Thursday, October 18, 2018 – 2:00-4:00 pm, Administration Board Room

Thursday, December 13, 2018 – 2:00-4:00 pm, Administration Board Room

Thursday, February 14, 2019 – 2:00-4:00 pm, Willson Hall, University of Guelph Ridgetown Campus

Recommendation: That the meeting schedule for 2018 and the Annual General Meeting be endorsed.

9. Business for Information

9.1) Water Management

9.1.1) *Flood Forecasting and Operations*

There have been 10 Flood Bulletins, associated with 4 events, issued since the last Board of Directors meeting.

The first two events were related to potential flooding along Erie Shore Drive in Chatham-Kent. A bulletin for the first event was issued on December 18th, 2017 due to predicted high winds from the southwest of up to 45 km/hr with gusts of up to 70 km/hr. This event caused some flooding fairly typical of such events that have occurred over the last year. On the morning of December 19th, water was observed in the front yards of around 5 homes and there was a small amount of water flowing over the road where the municipality had shaved it down. A bulletin for the second event was issued on January 2nd due to predicted wind conditions very similar to the first event. However, by this time, sufficient ice cover had built up on Lake Erie and no flooding was reported, nor observed during a site visit by LTVCA staff around noon that day.

The third event was a watershed wide runoff event. The event began on January 10th with three days of warm weather and around 15mm of rainfall. It melted most of the snow out of the watershed and required the operation of the Indian-McGregor Creek Diversion Channel. Historically, ice jams on the Thames River in the downstream areas required around 30 cm of ice on the river and the ice thickness had reached about 27 cm. However, the flows in the river were not expected to, and didn't, get high enough to cause ice jams. Ice cover on the river broke up in the upstream reaches and collected around the Thamesville area. This caused a flow restriction in the area that caused unusually high water levels through the area and for some distance upstream. Flows in the river never got high enough to push the ice any further downstream and when water levels receded, the ice just settled down in place. Through the City of Chatham and further downstream, the ice didn't break up but substantial melting occurred through the city. At Lighthouse Cove, the ice remained largely intact. Flooding occurred in the low lying, dominantly agricultural river flats adjacent to the Thames River, but never made it to the upper table lands. The accumulation of ice caused flooding of the flats around Thamesville deeper than what would be expected and similarly on McGregor Creek properties upstream of Hwy 40 saw higher water levels than what would usually have been expected for those flows due to the ice.

The watershed experienced another few warm days and just over 25 mm of rain on January 22nd and 23rd. Water levels throughout the watershed rose quickly and the Indian-McGregor Diversion Channel was operating again. Flows on the Thames River didn't reach high enough levels that bulletins would usually be issued. However, the ice around Thamesville was still solidly in place and once again caused elevated water levels in the area much higher than would usually be expected for those flows. The river flats through the area were once again flooded.

9.1.2) *Water Control Structures*

Construction at the interchange of Highways 40 and 401 that had been affecting the gauge station on McGregor Creek at that location has largely wrapped up. Only restoration type work is expected for the area where the gauge house is located. A new gauge house has been erected and the water level monitoring equipment has been installed by Water Survey Canada (WSC). An ISCO automated water quality sampler has also been installed in the gauge house by the LTVCA staff using funds from a grant from the Ministry of Environment and Climate Change (MOECC). This equipment has been waiting for an electrical connection to come online before final

configuration could take place. The electrical was connected on January 29th and it is anticipated that the equipment will be up and running shortly. There is also an OTT Pluvio rain gauge (weighing type) to be installed at the location, also paid for by the MOECC grant. It was waiting for the heavy equipment to get out of the area and now awaits good weather conditions for its installation. Now that the water level equipment is in place, WSC will begin working on a new rating curve at the location. This is needed to be able to convert water levels into a measurement of flow. It is still anticipated to take over a year before a good rating curve can be developed.

9.1.3) Low Water Response Program

As the watershed's demands for water are significantly less over the winter, Low Water Condition Reports are not generated over the winter. However, high level screening performed by the Ministry of Natural Resources and Forestry (MNRF) for the period ending December 31, 2017 indicated no Low Water Condition for the Lower Thames watershed. This year the LTVCA spent approximately \$821 on the program, all on staff time to generate the reports and associated communication. Submissions to the MNRF for reimbursement under the program were due January 26th. However, as staff time is not an eligible expense under the program, there was no reimbursement available.

9.1.4) Watershed Monitoring

Staff continues to collect surface water quality samples throughout the Lower Thames watershed at 22 sites. The Provincial (Surface) Water Quality Monitoring Program (PWQMN) has now completed for the year, so all funding for this sampling is now coming from an MOECC grant until the PWQMN program starts up in the spring. As mentioned under the Water Control Structures section of the agenda, an ISCO automated water quality sampler, funded by the MOECC grant, should be operational on McGregor Creek at Hwy 40 shortly. An updated proposal for the continuation of this grant is expected to be submitted to the MOECC on February 12th.

Discussions with Dr. Jan Ciborowski of the University of Windsor are expected to commence shortly around the continuation of the LTVCA / ERCA / University of Windsor partnership for research into benthic monitoring.

9.1.5) Source Water Protection

Source protection staff have been working closely with municipalities and Risk Management Officials in the Thames-Sydenham Region to fulfill their monitoring policy obligations. Monitoring policies contained in the Source Protection Plan require all bodies responsible for implementing source protection policies to report on their implementation progress to the Source Protection Authorities by February 1st of each year.

Results obtained from monitoring policy reporting will be analyzed by Conservation Authority staff and summarized in an annual report which must be submitted to the Ministry of the Environment and Climate Change by May 1st. 2018 is the first year that the Thames-Sydenham will be submitting an annual report to the Province.

9.2) Regulations and Planning

9.2.1) Planning and Regulations

Staff are still incorporating all the comments that they've received so far on the Policy Manual into an excel spreadsheet for clarity in our responses back to the groups that have responded. We hope to address any concerns that have been raised with wording modifications, or if no changes can be made (i.e. comments around the Act itself) then we will respond with clarification on that matter.

9.2.2) Section 28 Regulations Update

Since the last board update on 14 December 2017, staff received an additional 11 permit applications to finish the year with a total of 271 permit applications reviewed with respect to Section 28 of the Conservation Authorities Act and Ontario Regulation 152/06. In 2015 and 2016, staff had reviewed a total of 193 and 268 permit applications, respectively. While 2016 was a major record breaking year for permitting, 2017 saw a further increase and set a new record.

Of the 271 permit applications, all but two were able to be approved by staff. One of the applications which were not approved by staff was refused by the Executive Committee in an April hearing and the other was related to a municipal drain proposal which was not designed to be compliant with wetland conservation policies and has been sent back to the engineer by the municipality for revision.

Below are some permitting statistics for 2017:

- Two thirds of all applications have been within the Municipality of Chatham-Kent;
- 57% of the applications have been for private property owners (including habitat/stewardship projects in regulated areas);
- 39% of applications have been for municipal projects (drainage or infrastructure);
- 21 habitat/stewardship applications have been received/approved with their fees waived; and,
- Total of permit application and hearing fees = \$57,375.00

For the month of January 2018, staff reviewed 14 permit applications (all were compliant with policy and approved) and responded to 84 property inquiries. In addition, staff have updated the permit application form and are working on content changes to the regulations page of our website in the hopes that the form and website content will be easier for the public to access, read, and understand.

Staff are making the final revisions to the draft "LTVCA Rural and Agricultural Guide to Permits" document before sending the draft to local farming associations in our watershed for their review. The guide is based on a template guide developed by agricultural association representatives and Conservation Ontario. The purpose of the guide is to help rural and agricultural landowners identify permission requirements under Ontario Regulation 152/06 as administered by the LTVCA.

9.2.3) Enforcement – Section 28

Thirty-one new Section 28 enforcement / complaint issues were received in 2017 with a total of 13 notices of violation being issued in 2017. Multiple investigations stemming back to 2015 are on-going with the goal to obtain compliance. Where applicable, staff work with other municipal, provincial, and federal partners on joint investigations (where complaints or violations cover multiple laws or bylaws). No new issues have arisen since the board report in December 2017.

9.2.4) Section 28 – CA Applications

Staff Report

O.Reg. 152/06 Permit Applications
(December 2017 and January 2018)

B.D. 02/15/18

APP#	LOCATION	COMMUNITY/ TOWNSHIP	MUNICIPALITY	APP'N TYPE	DECISION
2017 Permits					
261-2017	Sherriff Bristow Drain	Mosa	Southwest Middlesex	Alteration	Granted: Dec 05, 2017
262-2017	121 King Street West	Chatham	Chatham-Kent	Construction	Granted: Dec 08, 2017
263-2017	Parkhouse Drive Subdivision	Mount Brydges	Strathroy-Caradoc	Alteration	Granted: Dec 08, 2017
264-2017	Hutchings-Nimmo Drain	Southwold	Southwold	Alteration	Granted: Dec 20, 2017
265-2017	21044 Pier Road	Wheatley	Chatham-Kent	Construction	Granted: Dec 08, 2017
266-2017	Arnold Drain	Chatham	Chatham-Kent	Alteration	Granted: Dec 20, 2017
267-2017	Taylor Drain	Southwold	Southwold	Alteration	Granted: Dec 19, 2017
268-2017	Admiral Drive	Lighthouse Cove	Lakeshore	Construction	Granted: Dec 20, 2017
269-2017	Lemuel Street Culvert over Cornwall Creek Drain	Thamesville	Chatham-Kent	Alteration	Granted: Dec 21, 2017
270-2017	19100 Peninsula	Lighthouse Cove	Lakeshore	Alteration	Granted: Dec 21, 2017
271-2017	19242 Lakeside Drive (Lighthouse Inn)	Lighthouse Cove	Lakeshore	Construction	Granted: Dec 21, 2017
2018 Permits					
001-2018	20910 Cemetery Road	Romney	Chatham-Kent	Construction	Granted: Jan 04, 2018
002-2018	7255 Riverview Line	Raleigh	Chatham-Kent	Construction	Granted: Jan 04, 2018
003-2018	420 Grand Avenue East	Chatham	Chatham-Kent	Construction	Granted: Jan 09, 2018
004-2018	11562 Wildwood Line	Rondeau	Chatham-Kent	Construction	Granted: Jan 08, 2018
005-2018	1380 Kerr Avenue	Erieau	Chatham-Kent	Alteration	Granted: Jan 12, 2018
006-2018	Erie Road @ Lake Erie	Dunwich	Dutton Dunwich	Alteration	Granted: Jan 12, 2018
007-2018	121 King Street West	Chatham	Chatham-Kent	Construction	Granted: Jan 12, 2018
008-2018	Fowler Drain	Southwold	Southwold	Alteration	Granted: Jan 16, 2018
009-2018	9525 River Line	Harwich	Chatham-Kent	Alteration	Granted: Jan 17, 2018
010-2018	1206 Post Point Lane	Erieau	Chatham-Kent	Alteration	Granted: Jan 31, 2018
011-2018	1180 Post Point Lane	Erieau	Chatham-Kent	Alteration	Granted: Jan 31, 2018
012-2018	Reaume Drive	Lighthouse Cove	Lakeshore	Construction	Granted: Jan 24, 2018
013-2018	18304 Erie Shore Drive	Erie Shore Drive	Chatham-Kent	Alteration	Granted: Jan 30, 2018
014-2018	Brown Drain	Dunwich	Dutton Dunwich	Alteration	Granted: Jan 29, 2018

Recommendation:

That permit applications #261-2017 to #271-2017 and #001-2018 to #014-2018 be received for information.

9.3) Conservation Areas

9.3.1) Conservation Area Attendance

December 1 – December 31 Visitation / Camping Stats

Longwoods Road Conservation Area – 262 people (348 in 2016) (Includes 2 people per pay & display permit (transaction) Pay and Display Permits - 48 vehicles (41 in 2016)

E.M. Warwick Conservation Area – 0 people (0 in 2016)

Big Bend Conservation Area – 112 people (105 in 2016)

C.M. Wilson Conservation Area – 44 people (28 in 2016) (Includes 2 people per pay & display permit (transaction) Pay and Display Permits – 22 vehicles (14 in 2016)

Season's Day Use Permits: 49- 2017 Day Use Permits sold (36 sold in 2016)

9.3.2) Conservation Areas Update

CM Wilson – staff attended the Chatham-Kent wedding show to promote CM. Wilson, E.M. Warwick and Longwoods CA's as potential wedding sites, stag and doe and family reunion parties. As such, staff continue to work on renovating our historic barn at CM Wilson, opening up the side room and washrooms for easier access, as well as cleaning out the loft.

Courey Islands, McGeachy Pond and Myslik Reserve have applied for prescribed burning over the next few months. Fire stresses invasive species, promotes native vegetation and is a natural ecological function of the ecosystem.

E.M Warwick – cadets will be winter camping here over the next few weeks, as payment will paint 2 of the cabins for us.

Walter Devereux – with funds remaining from the Union Gas and OMAFRA grants staff are adding features to the Farm Demo Site, with additional pedestal signs and Best Management Practices stations.

Ward – 25 acre parcel being donated to the authority, to be set aside as nature preserve, pending severance from Municipality of Chatham-Kent, appraisal and legal transfer.

9.3.3) Conservation Area Events

An events card for the 2018 Longwoods Road Conservation Area activities was produced and also mailed to our neighbours in the municipality.

2018 Special Events

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

519-264-2420 • info@ltvca.ca • www.ltvca.ca

We gratefully acknowledge the support of the Lower Thames Valley Conservation Foundation.

Snowshoe Rentals at the Cabin
Sundays, January 7 - February 25, Noon - 4 p.m.

Family Day Snowshoe
Monday, February 19, Noon - 4 p.m.

Moonlight Winter Family Hike (aka Owl Hike)
Pre-registration Only. Saturday, February 24

March Break Guided One Hour Hikes & Tours
March 12 -16, 10 a.m. and 1 p.m.

Native Plants Workshop
Sunday, April 22, Noon

Longwoods Heritage Weekend
Saturday, May 5 and Sunday, May 6

Twilight Tuesdays
Tuesdays, July 3 - August 21, 7:30 p.m.

Artifact Day
Sunday, July 15, 1 p.m. - 4 p.m.

Spirit of the Harvest
Sunday, September 30, 11 a.m. - 4 p.m.

Season's Greetings at Longwoods
Sunday, November 25, Noon - 4 p.m.

General Admission - Pay and Display machine at entrance. Coin or credit card only. Hourly charge between 8 a.m. and dusk.

or ... Purchase a **Day Use Permit** at

- Longwoods Road Conservation Area Resource Centre
- LTVCA Administration Building (100 Thames Street, Chatham)

Good for day use at all LTVCA Public Conservation Areas

Events may have special admission fees.

Spend a Day in the Park... ...and Step into the Past

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

Owned and Operated by the Lower Thames Valley Conservation Authority

Longwoods Road is a place to enjoy accessible trails, wetland boardwalks, meadows, Carolinian forests, an arboretum and an interpretive Resource Centre!

Ska-Nah-Doht is a recreated longhouse village of 1,000 years ago located in Longwoods.

We're Easy to Find!

Longwoods Road Conservation Area and Ska-Nah-Doht Village are located at 8348 Longwoods Road (Middlesex County Road 2) southwest of Mount Brydges (6.5 km west of Delaware or 10 km east of Melbourne) in the Municipality of Strathroy-Caradoc.

Coordinates:
Lat/Long 42.874, -81.476, UTM 17T 461140 4746990

When Are We Open?

Longwoods Road Conservation Area:
Grounds open 7 days a week, 9 a.m. to sunset.
May be closed due to weather or road conditions.

Ska-Nah-Doht Village, Museum and Resource Centre:

Peak Season (May - October)
Victoria Day Weekend to Thanksgiving
Buildings open 7 days a week
9 a.m. to 4:30 p.m.
Open Statutory Holidays

Thanksgiving - May
Buildings open Monday - Friday
9 a.m. to 4:30 p.m.
Weekends by appointment only
Closed Statutory Holidays



9.4) Conservation Services

9.4.1) Stewardship Updates

REFORESTATION: There are 48 reforestation projects on the books for spring 2018. These projects total 146 acres. These projects will see 36,400 tree seedlings planted.

WETLANDS: Eleven wetland projects are in the works so far for 2018.

PRAIRIE: Four prairie projects amounting to 15.5 acres so far are proposed in 2018.

OUTREACH: The Stewardship Outreach Specialist position was created in January 2018 through ECCC. This position was created to help with events, marketing campaigns and updating promotional materials. The following is a list of events and campaigns in process or completed:

- CK farm show was attended to promote our stewardship programs.
- A meeting with Ben Srokosz from GATTA creative to create four marketing videos. Three of the videos will feature our stewardship programs (tree planting, wetlands, and tallgrass prairie) and the final video will be an informative video of our watershed.
- Pamphlets are also being created for our stewardship programs and one targeted to children and families on how to help the environment.
- The Soil Health Conference was organized with the help of the St-Clair Region Conservation Authority to promote the newest research in BMPs regarding soil.

9.4.2) Growing Partnerships

The Greening Award will be given to the Montessori Daycare at the 2018 AGM for their participation in the **Tomorrows Greener Schools Today** program. This program is a partnership between CK Public Health and the LTVCA.

The **Chatham-Kent Roadside program** is making progress with a project on Middle Line, on the north side of Blenheim. Approximately 20 large stock deciduous trees are to be planted in the spring 2018.

A meeting was held recently with the Natural Heritage Implementation Strategy Sustainability Committee to discuss the Chatham-Kent Forest Cover Analysis and next steps.

Ducks Unlimited Canada has committed to ongoing support of 50% per wetland project up to \$10K.

Grant opportunity - the Federal Government announced the new Great Lakes Protection program which targets the Lake Erie Blue Green Algae issue. Up to \$600,000 is available for projects that will reduce excess nutrients entering our waterways. Stewardship staff are putting forth a proposal over the next few weeks.

9.4.3) SAR Section 11

Aquatic Species at Risk (SAR)

Discussions are continuing with Fisheries and Oceans Canada (DFO) regarding development of the Section 11 agreement and a Habitat Stewardship Program (HSP) funding proposal to support aquatic (fish and mussel) species at risk (SAR) recovery work in the LTVCA. A small contract is being finalized with DFO to engage First

Nation communities along the Thames River in future inventory work. DFO will also be purchasing some key equipment valued at up to \$5,000 for the LTVCA to support this initiative. An application for a SAR Assistant position will be submitted to the Canada Summer Jobs program.

Reptile SAR Program

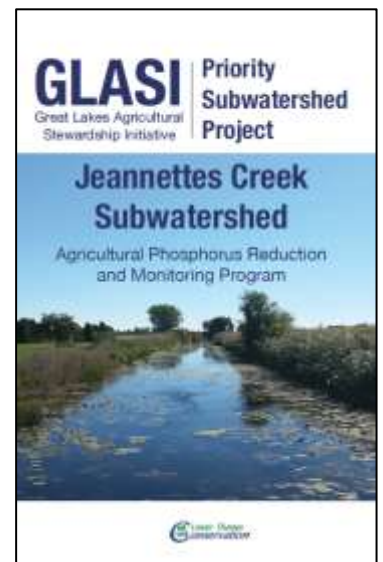
Reptile identification materials and how-to factsheets regarding construction of reptile habitat features were distributed at the Chatham-Kent Farm Show. Roads Superintendents are being contacted to place "Wildlife Crossing" and "Brake for Snake" signs in areas identified as having high snake and/or turtle road mortality. Jerry De Zwart is developing a Reptile SAR educational program for LTVCA.

9.4.4) OMAFRA & GLASI Jeannette's Creek Priority Subwatershed Project

Phosphorus Reduction Updates

GLASI Jeannette's Creek Priority Subwatershed Project – Initial Agreement Conclusion

The GLASI Jeannette's Creek Priority subwatershed agreement is set to conclude on March 31st of 2018. LTVCA project staff have assembled and validated the majority of the datasets that were collected over the 2 year duration of the program and have transferred the information to the University of Guelph modelling team. The University of Guelph modelling team, led by Dr. Ramesh Rudra, are now in the process of creating a base model for the Jeannette's Creek priority subwatershed with the provided data. Furthermore, the LTVCA is working with the participating project farmers and Yarrow Consulting to perform a cost-benefit analysis (CBA) to determine the cost-effectiveness of the implemented suite of BMPs at reducing agriculturally sourced phosphorus loads. The CBA will also evaluate the efficacy of the 4 Conservation Authority delivered Priority Subwatershed Projects. Reports on all items should be released during the spring of 2018.



In addition to the modelling and CBA deliverables, the LTVCA submitted the final report for the GLASI Jeannette's Creek PSP to the Ontario Soil and Crop Improvement Association on February 1st. At this time, the LTVCA has completed the majority of the agreed upon deliverables as per the initial project agreement. Monitoring and water sampling will continue in the study subwatershed until March 31st of 2018.

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

OMAFRA – BMP Verification Edge of Field Monitoring Sites

Water sampling and data collection continues at the BMP verification edge of field monitoring sites located within the Jeannette's Creek study subwatershed. The sites experienced runoff events during the month of January 2018, due to snow melts and rain. Both events were sampled by the LTVCA. During this winter/spring, the BMP research field is experiencing its first cover crop treatment, as cereal rye was planted on the no-till field during October of 2017.



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

ECCC – Grants and Contribution Agreement

The LTVCA was successful in acquiring \$75,000.00 in funding for the 2017-2018 fiscal year for the “Targeting Phosphorus Reduction in the Lower Thames Watershed” project. The funding was acquired from Environment and Climate Change Canada (ECCC) through a Grants and Contribution Agreement. The first component of the project involves creating new stewardship education and outreach material to raise awareness on best management practices that can be implemented to reduce agriculturally sourced nutrient loading and to increase natural heritage restoration within the watershed. Amanda Blain has been hired as the LTVCA's new Stewardship Outreach Specialist to manage the education and outreach component of the project.

The second component of the project involves the LTVCA collecting baseline “post-harvest” agricultural land activity data for eight subwatersheds within the Lower Thames watershed. Two Agricultural Research Assistants (Contract Positions) have been hired to collect the field data through roadside surveys for the following indicators: crop residue %, tillage practices, cover crop implementation, and subsurface tile drainage. Michael McKerrall and Sabine Sinnige have been hired to fill the contract positions for the Agricultural Research Assistants. The collected data will be used for future research/modeling and to assist in identifying subwatersheds that require priority programming and actions to improve their environmental performance.

9.5) Community Relations

9.5.1) *Media releases*

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

Three media releases were written / distributed between December 4, 2017 and February 6, 2018. In total, 39 media releases were published in 2017:

- Longwoods Offers 'Snowshoe Sundays' – December 20, 2017
- LTVCA 2018 Day Use Permits on Sale! – January 2, 2018
- Longwoods' Moonlight Winter Family Hike – January 29, 2018

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

9.5.2) *Displays and Exhibits*

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

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

9.5.3) *Advertisements & Marketing*

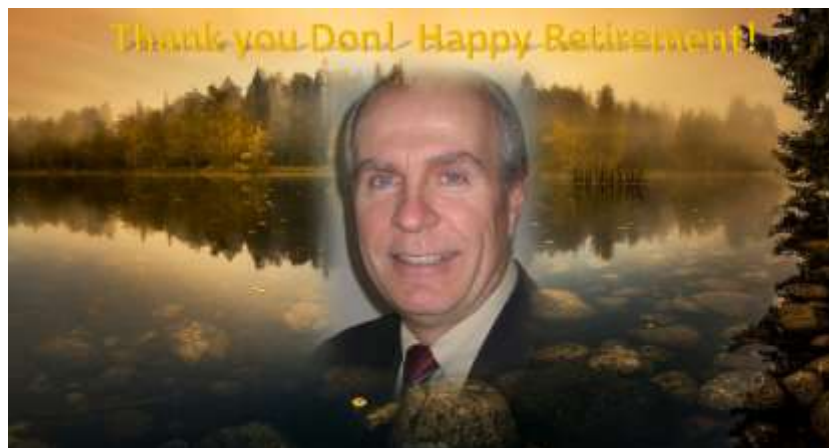
Paid Advertisements are taken out in the local tourist guides for Chatham-Kent, Middlesex and Elgin for C.M. Wilson and Longwoods Road Conservation Area for 2017. New ones are being designed and sent now for 2018. Staff also take out advertisements in the local print media to inform the public about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

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

9.5.4) *Presentations*

Presentations are provided to community groups upon request. Support is offered to staff for official openings, funder recognition ceremonies and community events. A presentation was produced for the LTVCA Feb. 15 AGM in 2018.

Of special note was a presentation created for the December 15 retirement event held for our General Manager / Secretary-Treasurer Don Pearson. A reception was held at the Bradley Centre in Chatham. Don was our GM for 5 years, 2013 – 2017.



9.5.5) Committees & Meetings

Staff attend meetings of the Thames-Sydenham and Region Source Protection Region's communications team as they develop communication products. Staff also participate on planning committees, which meet regularly for the Children's Water Festival – Chatham-Kent and Lambton, St. Thomas/Elgin and the Communications Subcommittee for the Thames River Clearwater Revival. With the International Plowing Match, and the Lake Erie Student Conference in the New Year, staff will be busy attending many planning meetings.

9.5.6) LTVCA Website and Social Media

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

At year-end the LTVCA's Facebook page had nearly 1,100 followers. Twitter had 670 followers. Ska-Nah-Doht's Facebook page had 828 followers.

9.5.7) Lower Thames Valley Conservation Foundation

Directors met on November 26 and were updated on the Longwoods Visioning project by Sheila Simpson. A February 2018 Trillium grant application will be submitted by the Foundation for a feasibility study for Longwoods Road Conservation Area. The Visioning Project outcomes will provide the public input towards the application.

9.5.8) Publications

Community Relations staff assist Conservation Authority staff with publications as needed. Publications are posted on our website for downloading. A larger version of the 2017 Annual Report was produced for internal use by staff. A Summary 2017 Annual Report was also produced for our public partners and for social media and website viewing (below).



9.5.9) Applications

Community Relations staff apply for project funding as grants become available. A \$14,300 grant from the Ministry of the Environment and Climate Change will cover the costs of the April 2018 Student Conference in Rondeau Bay.

9.5.10) Volunteers

Our volunteers continue to play a huge role with the LTVCA. From helping with special events to trail work, we are very grateful for their support. In 2017, over 700 dedicated volunteers gave over 4,000 hours of their time to the LTVCA, helping out with activities including tree planting, habitat restoration, public events, co-operative education, conservation area maintenance, Chatham-Kent and Lambton Children's Water Festival and cross-country running meets in our conservation areas.

We honour our first recipient of the LTVCA's Volunteer Heroes Award at this meeting

9.6) Conservation Authority Education

9.6.1) 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 for December – 2017- 0

9.6.2) Conservation Field Trips for Students

Total number for December 0 – 2017, participated in field trips to Longwoods Road Conservation Area. In 2017, a total of 920 students and 178 adults took part in field trip programs.

9.6.3) Conservation Classroom Programs and Outreach

Total number for December 0 – 2017. A total of 466 students and adults received in class programming in 2017.

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

Plans are continuing for the LTVCA to host this event on April 24, 2018. A grant from MOECC will cover the majority of costs with in-kind support from the LTVCA and the Lambton Kent District School Board. The location will be in the Rondeau Provincial Park and the McLean Conservation Lands next door, with an expected 75 high school students attending. Staff and community members will present as well as local First Nations and there is possibility of the Minister attending. We are also working in partnership with the Rondeau Provincial Park staff.

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

Total number for December 166 – 2017. In 2017, a total of 3,290 students and 738 adult chaperones participated in programs.

9.6.6) Ska-Nah-Doht Village and Museum Group Workshops and Group Self-guided Tours

Workshops are performed at Ska-Nah-Doht and LTVCA outreach locations for youth and their leaders. Youth groups work towards badges for various outdoor activities. Total number for December 0 – 2017.

9.6.7) Ska-Nah-Doht Village and Museum Activities

2017 was one of our best years in recent history. But 2018 is already shaping up to be as good and hopefully better. School bookings have gone from 12 classes (2017 January-February) to 32 in the same period and March is looking busier than ever. The snow may have contributed to the “getting kids back outside” movement funded by school boards across our watershed. The gift shop has already seen \$1,100 in sales in January alone. We are in the process of submitting the final paperwork for the Canada



150 grant to officially wrap-up the Heritage Build Project. We are looking forward to an exciting year ahead.

9.7) Wheatley Two Creeks Association Minutes

Wheatley Two Creeks Association

Minutes of Regular meeting held at 134 Baird Ave Wheatley February 1st, 2018

Attendance: Rick & Forest Taves, Lorna Bell, David & Linda Derbyshire, Ron Haley, David, Sharon & Erin Light, Sheilha Marans, Ron Bell, Lee & Linda Pearce, Pauline Sample, Joe & Ginette Pinsonneault, Gerry Soulliere, Bruce & Marj Jackson

Minutes: Moved by Lorna, sec by Joe minutes be accepted as printed (Carried)

Memorial Groves: 1) As space is limited in the Memorial Groves, it was moved by Joe seconded by Gerry we suggest to those who wish to buy a tree it be planted in the bush for a fee of \$30.00 to cover the cost of the post and plaque. (Carried) Adoption of available trees in the Memorial Grove still an option. 2) To see if there are trees still available at Wheatley Woods...they could be planted on McIntosh Trail.

Property & Equip: 1) Post got uprooted before 'No Vehicles beyond this point' sign could be installed near hill 2) Replace flag at top of hill 3) North Bridge....recommendations required from Bruce, Joe, Gerry on best way to proceed. 4) To look at roof on stage.

Concerts: Lineup for summer concerts all set. Sheilha looking after concert flyers.....they will be available May meeting. Color this year of flyers and buttons to be pastel mauve. Food concession stand....discussion on 'What to do' if scouts are not available. Look into possible pre-concert 'warmup band' at some of the concerts before regular scheduled band.

Financial: Ron presented his monthly financial report: Balance Nov 30th \$21,851.19
Balance Jan 31st \$30,268.71 Moved by Lorna sec by Joe report be accepted as given (Carried)

Correspondence: None

Old Business: None

New Business: None

Thank you to the Jackson's for hosting this meeting. (It is always our pleasure)

NOTE: Our March meeting will be held on Thursday March 1st, 2018 at the Wheatley Legion.....Annual meeting followed by our General meeting. (Probably Upstairs)

Marjorie Jackson,

Acting Secretary

9.8) GM's Report

Date: February 15, 2018

Memo to: LTVCA Board of Directors

Subject: February 2018 Update

From: Mark Peacock, P. Eng., General Manager / Secretary Treasurer

Background:

After having completed just over 1 month of employment I thought it was important that I report to the board on how my 2018 work plan is developing. Staff have been very understanding and responsive to my inquiries and suggestions and I thank them for all their support. Two main tasks have been the focus of my attention, getting to know people and the watershed and developing a 2018 work plan for myself and staff.

Getting to know people and the watershed:

To this end meetings have begun with municipal staff, stakeholders, neighbouring CAs, municipal council representatives, and residents/landowners. I would ask that board members invite me to their councils to be introduced should this be appropriate for their council.

Development of General Manager's Preliminary 2018 Work Plan- Based on Strategic Plan Direction

Objective	Ownership	Measurement	Work Plan Element
Improve Transparency and Understanding of Financial Statements	Financial Services Specialist & Management Team	Quarterly statements for each program reviewed with program managers	Developing Budgeting process so Managers have adequate information and capacity for financial decisions Draft Process to be in place for 2019 budgeting year
Improve Capital Asset Review	General Manager, Financial Services Specialist & Management Team	Asset management plan in place Tangible capital assets Lifecycle budgets	Develop Asset Management Plan format and processes concentrating on: Vehicles and equipment, intellectual/digital retention (property, security) Conservation areas
Strengthen Staff Stability (financial stability, attraction & retention)	General Manager, Management Team	Multi-year funding, diversity of funding sources, annual financial growth	Increased federal & provincial funding
Improve Internal Communications	General Manager	Regular staff meetings Regular staff reviews Departmental meetings	Implement staff day/casual lunches once per month <ul style="list-style-type: none">First 2018 meeting Feb 2 Developing 2018 work plan to allow for regular staff performance reviews

			Clearly define processes for collaboration
Improve Internal Understanding of Roles & Responsibilities	General Manager (external review)	100% of staff job descriptions reviewed Staff quiz developed	Updated job descriptions and titles, and presentation of results to staff and board External review conducted/completed, and presentation of results to staff; strengths finder implemented for all staff
Improve Conservation Areas Operations	Conservation Areas Subcommittee	Issues tracking, attendance, surveys for customer satisfaction	Formation of CA committee , review gaps in current policies Operational policies in place and utilized
Improve Human Resources	General Manager, and HR Team (Kally, Agnes, Stephanie, Val)	Clear written policy	Work with HR/wellness committee to direct policy & needs/training (work-life balance) <ul style="list-style-type: none"> i.e. Social Activities Fund Continue to improve policies
Improve Training Opportunities for Staff	General Manager, Management Team	All staff attending professional training sessions	As part of 2018 work plan determine training needs and job-share options, other opportunities Create Staff summary of course usefulness, worth the cost, applicable, etc. to allow inter staff training
Strengthen Program Review Policy(s)	Management Team & Financial Services Specialist	All programs offered watershed wide, programs reviewed annually/ bi-annually	Determine equality of program opportunities across the watershed Improve financial and technical support in programs across watershed – 2018 improve stewardship support in Elgin and Middlesex Counties Complete function unit analysis of watershed

Recommendation: That agenda items 9.1 through 9.8 be received for information.

10. Correspondence

10.1) Supreme Court of Canada Decision, *Gilmor v. NVCA*

Supreme Court of Canada / Cour 35upreme du Canada

JUDGMENTS IN APPEAL AND LEAVE APPLICATIONS

February 1, 2018

For immediate release

OTTAWA – The Supreme Court of Canada has today deposited with the Registrar judgment in the following appeal and applications for leave to appeal.

DISMISSED / REJETÉES

Alex Gilmor et al. v. Nottawasaga Valley Conservation Authority et al. (Ont.) (Civil) (By Leave) ([37705](#))
(The application for leave to appeal is dismissed without costs. / La demande d'autorisation d'appel est rejetée sans dépens.)

Applications for Leave

Alex Gilmor, et al. v. Nottawasaga Valley Conservation Authority, et al.

Collection Applications for Leave

Date 2018-02-01

Case number 37705

Judges McLachlin, Beverley; Abella, Rosalie Silberman; Moldaver, Michael J.; Karakatsanis, Andromache; Wagner, Richard; Gascon, Clément; Côté, Suzanne; Brown, Russell; Rowe, Malcolm

Status Dismissed

On appeal from Ontario

Notes SCC Case Information: [37705](#)

10.2) MNRF Correspondence to Dick Hibma, Chair CO

Ministry of Natural
Resources and Forestry

Office of the Deputy Minister

Room 8843, Whitney Block
99 Wellesley Street West
Toronto ON M7A 1W3
Tel: 416-314-2150
Fax: 416-314-2159

Ministère des Richesses
naturelles et des Forêts

Bureau du sous-ministre

Édifice Whitney, bureau 8843
99, rue Wellesley Ouest
Toronto (Ontario) M7A 1W3
Tél.: 416-314-2150
Téléc.: 416-314-2159



December 12, 2017

Mr. Dick Hibma, Chair
and
Ms. Kim Gavine, General Manager
Conservation Ontario
info@conservationontario.ca
kgavine@conservationontario.ca

Dear Mr. Hibma and Ms. Gavine:

I am writing to you today to let you know of the intended transfer of the Office of the Mining and Lands Commissioner (OMLC) to the Environment and Land Tribunals Ontario (ELTO) cluster of tribunals at the Ministry of the Attorney General (MAG), effective April 1, 2018. Further to this intended transfer, the OMLC would become the Mining and Lands Tribunal (MLT). The transfer would not impact the powers or function of the office, but are intended to align the OMLC with similar tribunals in Ontario.

The OMLC functions as an adjudicative body for many matters under the *Mining Act* and primarily exists to resolve disputes arising within the mining industry. The OMLC also plays an important role in making decisions on matters under a number of other statutes, including the *Conservation Authorities Act*, *Lakes and Rivers Improvement Act*, *Oil, Gas and Salt Resources Act*, *Assessment Act*, and *Aggregate Resources Act*. The OMLC receives approximately 35 cases each year, most of which are settled through mediation. Some of your members may have engaged the OMLC to resolve matters in the past, have ongoing matters before adjudicators at this time, or use the tribunal in the future.

The transfer of the OMLC from the Ministry of Natural Resources and Forestry to ELTO supports the government's priority to modernize the province's administrative justice system. It is also in response to stakeholder feedback indicating that the OMLC serves a valuable function but needs to move towards better transparency and accountability. We believe the proposed changes will help to achieve these goals.

It is important to note that no changes to the powers of the OMLC or function of the office are proposed as part of this transfer. Any matters that would normally be directed to the OMLC would be directed to the MLT.

...2

There are still a number of steps required to complete the transfer. Over the next few months, the government will continue to move forward with the necessary steps to ensure a smooth transition.

If you have any questions related to the transfer, please contact Michael DeRuyter at 416-326-9507 or at michael.deruyter@ontario.ca.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bill Thornton".

Bill Thornton
Deputy Minister

c: Linda Kamerman, Mining and Lands Commissioner
Bruce Krushelnicki, Executive Chair, Environment and Land Tribunal Ontario
Michael DeRuyter
All Conservation Authorities

10.3) Dutton Dunwich, Council Resolution



COUNCIL RESOLUTION

#6

Res: 2018- 02-06

Wednesday January 24th, 2018

Moved by:  Bob

Seconded by:  Fleck

THAT the Council of the Municipality of Dutton Dunwich supports the resolution of the Town of Lakeshore requesting that the Government of Canada and the Government of Ontario be urged to immediately allocate infrastructure funding dedicated to municipalities for storm water management and drainage improvements; and

THAT this resolution be forwarded to the Town of Lakeshore.

<u>Recorded Vote</u>	<u>Yeas</u>	<u>Nays</u>
I. Fleck	___	___
D. McKillop	___	___
M. Hentz	___	___
B. Purcell	___	___
C. McWilliam - Mayor	___	___

Carried:


Mayor

Defeated:

Mayor



TOWN OF LAKESHORE

419 Notre Dame St.
Belle River, ON N0R 1A0

January 16, 2018

All Ontario Municipalities

VIA EMAIL

To Whom It May Concern:

**RE: ALLOCATE INFRASTRUCTURE FUNDING DEDICATED TO
MUNICIPALITIES FOR STORM WATER MANAGEMENT AND
DRAINAGE IMPROVEMENTS**

At their meeting of November 7, 2017 the Council of the Town of Lakeshore duly passed the following resolution.

Councillor Wilder moved and Deputy Mayor Fazio seconded:

WHEREAS weather patterns seem to have changed, in that excessive and prolonged precipitation is now becoming more frequent and regular;

WHEREAS there is an increased chance of flooding, as result of excessive and prolonged precipitation;

WHEREAS municipalities are now faced with the reality that significant storm water management and drainage infrastructure improvements are required to mitigate against flooding, which will come at a significant cost;

WHEREAS it is not feasible for municipalities to pass along the costs of all storm water management and drainage improvements onto property owners through property tax increases or drainage assessments;

WHEREAS municipalities are almost entirely reliant upon property taxes for their funding needs; and

WHEREAS the Government of Canada and the Government of Ontario have recognized the need for infrastructure investments and have promised funding for these investments.

Ph: 519-728-2700 Fax: 519-728-9530 Toll: 1-877-249-3367

www.lakeshore.ca

NOW THEREFORE BE IT RESOLVED that the Government of Canada and the Government of Ontario be urged to immediately allocate infrastructure funding dedicated to municipalities for storm water management and drainage improvements;

BE IT FURTHER RESOLVED that the Government of Canada and the Government of Ontario prioritize funding allocations according to the recent propensity of specific regions to flood, with a specific focus on regions that have flooded multiple times, within a 1 year period;

BE IT FURTHER RESOLVED that a copy of this motion be sent to the Right Honourable Justin Trudeau, Prime Minister of Canada, Mr. Andrew Scheer, Leader of the Conservative Party of Canada, Mr. Jagmeet Singh, Leader of the New Democratic Party of Canada, Ms. Elizabeth May, Leader of the Green Party of Canada, all Members of Parliament, the Honourable Kathleen Wynne, Premier of Ontario, Mr. Patrick Brown, Leader of the Progressive Conservative Party of Ontario, Ms. Andrea Horwath, Leader of the New Democratic Party of Ontario, and all Members of Provincial Parliament in Ontario; and

BE IT FURTHER RESOLVED THAT a copy of this Motion be sent to the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.

Motion Carried Unanimously

Should you require any additional information with respect to the above matter, please contact the undersigned.

Yours truly,



Mary Masse
Clerk

/km

cc: Right Honourable Justin Trudeau, Prime Minister of Canada
cc: Honourable Kathleen Wynne, Premier
cc: Mr. Andrew Scheer, Leader of the Conservative Party of Canada
cc: Mr. Jagmeet Singh, Leader of the New Democratic Party of Canada
cc: Ms. Elizabeth May, Leader of the Green Party of Canada
cc: Hon. Patrick Brown, Leader of Progressive Conservative Party
cc: Hon. Andrea Horwath, Leader of New Democratic Party
cc: Members of Provincial Parliament in Ontario
cc: Federation of Canadian Municipalities (FCM)
cc: Association of Municipalities of Ontario (AMO)
cc: Via Email - All Ontario Municipalities

11.Events Calendar

January 7 – February 25, 2018	Snowshoe Rentals at the Cabin – Longwoods Road Conservation Area
February 15th, 2018 2:00 pm – 4:30 pm	Board of Directors Annual General Meeting Location: Willson Hall, University of Guelph, Ridgetown Campus
February 15th, 2018 8:00 am – 5:00 pm	Soil Health Conference (Hosted in partnership with the OMAFRA, SCRCA, and the LTVCA) Location: John Bradley Convention Centre (65 Richmond Street, Chatham, ON)
February 19th, 2018	Family Day Snowshoe – Longwoods Road Conservation Area
February 24th, 2018	Moonlight Winter Family Hike (preregistration only) Longwoods Road Conservation Area
March 27th-28th, 2018	Focus on the Thames Forum
April 24th, 2018	Lake Erie Student Conference
Ongoing Events	
First Thursday of month 7:30 pm	Wheatley Two Creeks Association Meetings Royal Canadian Legion, Erie Street N., Wheatley
7 days a week 9:00 am – 4:30 pm	Ska-Nah-Doht Village & Museum Longwoods Road Conservation Area

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