



Board of Directors Meeting

A G E N D A

Annual General Meeting 2019

February 21st, 2019

2:10 p.m.

Willson Hall, University of Guelph Ridgetown Campus

1. First Nations Acknowledgement
2. Call to Order
3. Adoption of Agenda
4. Disclosure of Conflicts of Interest
5. Chair's Remarks..... 3
6. Introduction of Guests
7. Business for Approval..... 3
 - 7.1) 2018 Annual Report..... 3
 - 7.2) 2018 Audited Financial Statements – Presentation..... 3
 - 7.3) Election of Officers..... 4
 - 7.4) 2019 Budget and Levy..... 5
 - 7.5) Appointment of Auditor..... 13
 - 7.6) Appointment of Bank..... 13
 - 7.7) Appointment of Solicitor..... 13
 - 7.8) Authorization to Borrow..... 13
 - 7.9) Appointment to Conservation Ontario..... 13
 - 7.10) 2019 Board of Directors Meeting Schedule..... 13
8. Other Business
9. Adjournment

Please note that at the end of the AGM meeting, there will be a formal group photo taken of the Board of Directors and CAO as well as one for the staff.

We will begin by acknowledging that the land on which we gather is the traditional territory of First Nations people who have longstanding relationships to the land, water and region of southwestern Ontario. We also acknowledge the local lower Thames River watershed communities of this area which include Chippewa's of the Thames First Nation, Oneida Nation of the Thames, Munsee Delaware Nation and Delaware Nation at Moraviantown. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original peoples of Turtle Island (North America). We are thankful for the opportunity to live, learn and share with mutual respect and appreciation.

3. Adoption of Agenda

Recommendation: That the agenda be adopted as presented.

5. Chair's Remarks

This earth has given human beings incredibly beautiful gifts; rivers, fields, forests and different natural resources that help us survive on this planet every day. Technology and expansion has given us the ability to endanger this earth. Now we must work to address climate change and locally, to limit nutrients draining into Lake Erie from our rivers and streams. This annual report records the 2018 accomplishments of the Lower Thames Valley Conservation Authority (LTVCA) as we refocus to address these challenges. The work we do benefits our watershed partners – our ten municipalities and more than 100,000 residents. In turn, it will also benefit future generations to come.

A significant amount of our efforts support stewardship, as we implement projects to meet ambitious goals – especially pertaining to reduction in nutrients reaching Lake Erie. We work with our municipalities to adapt to a changing climate and its effects on flooding, erosion and our natural resources. February saw some of the highest flows in the Thames River in decades and fortunately, the flood structures and dykes did their job limiting damage. The LTVCA also began work with Chatham-Kent to develop a plan to provide defensible science to support decisions on developing the Lake Erie shoreline.

It has been a year of change. We say goodbye to 10 Board Members, who have worked many years for this organization. I personally would like to thank these Members for their commitment to the LTVCA, their informed input, and their support.

Four years ago, the Board adopted a Strategic Plan, to assist the Board and staff in meeting our challenges. We are on target to meet all recommended actions of that plan. Our most important objectives relate to our stakeholders – strengthening and increasing collaboration with our community. With this in mind, I thank the 27 inspired partners from this year, who provided over \$1,548,472 for watershed conservation projects and services! If we are to meet the upcoming challenges of a changing climate and reducing phosphorus runoff into Lake Erie, it will only be with the support of the community. Thank-you, and we look forward to working with you in 2019.

7. Business for Approval

7.1) 2018 Annual Report

Bonnie Carey, Community Relations Coordinator will be providing a Power Point Presentation of the LTVCA's 2018 Annual Report.

Recommendation: That the LTVCA's 2018 Annual Report be approved as presented.
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7.2) 2018 Audited Financial Statements Presentation

A representative of the LTVCA's Auditor will be providing the Board of Directors with the Audited Financial Statements for the 2018 year ending.

Recommendation: That the LTVCA's 2018 Audited Financial Statements be approved as presented.

7.3) Election of Officers

Before the election, the current Chair will vacate the position and Mr. Mark Peacock will assume the Chair for the purposes of the elections and declare all elected offices, positions and appointments vacant. Additional motions may be required should appointment of scrutineers be required in the event of an election.

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) 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.

7.4) 2019 Budget and Levy

Date: February 21, 2019
Memo to: LTVCA Board of Directors
Subject: 2019 Budget and Levy
From: Mark Peacock, General Manager

Background

The LTVCA Board adopted the Preliminary 2019 Budget and levy at its meeting on October 18, 2018, in accordance with the following resolution:

“That the 2019 preliminary budget totaling \$3,205,524 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.”

Terms:

- Matching levy: municipal funding matching provincial grant under section 39 of the Conservation Authorities Act \$157,807.00 (non-weighted vote, one vote per member) plus \$20,000 for Water and Erosion Control Infrastructure (WECI) provincial funding
- Non Matching Levy: general municipal funding (weighted vote based one vote per member Current Value Assessment formula provided by province)
- Special Levy: municipal funding for projects specific to their area (non-weighted vote, one vote per member)

Current Situation

As per legal requirements the Preliminary Budget was circulated to all member municipalities on November 14, 2018, and to date, no responses or requests for further information have been received. Several minor adjustments have since been incorporated into the Preliminary Budget, with no additional impact on total expenditures or municipal levy.

Discussion

The 2019 Final Draft Budget of \$3,205,524 represents an increase of \$26,087 or 0.82 % in overall spending in comparison to the 2018 approved budget of \$3,179,437. The greatest variances from 2018 to 2019 include:

- Wage increases to address cost of living;
- Conservation Areas reflecting increased funds needed for building repairs;
- Watershed Management reflecting increased wage costs.

The corresponding increase in the municipal levy is \$28,113 or 1.75%. As in previous years, annual adjustments to each municipality’s assessment within the watershed vary, ranging from 1.19% for the Municipality of Chatham-Kent to 3.8% for Southwold Township, as shown in the last column of the table accompanying the budget on page 6 of the attached budget.

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 \$1,255,974;
- Matching, totaling \$157,807 which is equal to the provincial grant provided under Section 39 of the Conservation Authorities Act plus \$20,000 for Water and Erosion Control Infrastructure (WECl) provincial funding;
- Total General Levy, \$1,433,781;
- Total Municipal Levy, \$1,638,781.

For the non-matching levy, votes are weighted in proportion to each municipality's share of the total Current Value Assessment (CVA), up to a maximum of 50%, 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 2019 is \$1,255,974 as shown in column 5 on page 6 of the attached budget.

The remaining levy is voted on as one member, one vote, and consists of \$205,000 direct special benefit and \$177,807 matching levy, as shown in columns 4 and 6 on page 7.

The following recommendation will be brought forward in the Annual General Meeting

Recommendation: That the non-matching levy of \$1,255,974 be approved and apportioned in accordance with the levy apportionment table. (weighted vote)

Recommendation: That the 2019 proposed budget totalling \$3,205,524 be adopted as presented, and that the matching levy of \$177,807 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
2019 FINAL BUDGET**

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

PG. NO.		2018 BUDGET	2019 BUDGET	2019 GRANTS	MATCHING GENERAL LEVY	DIRECT SPECIAL BENEFIT LEVY	NON MATCHING GENERAL LEVY	GENERAL REVENUES	FOUNDATION GRANTS & REVENUES	RESERVES
	WATER MANAGEMENT									
2	FLOOD CONTROL STRUCTURES	190,674	212,523	43,762	43,762	125,000				
2	EROSION CONTROL STRUCTURES	0	12	6	6					
2	FLOOD FORECASTING AND WARNING	156,753	163,052	81,526	81,526					
3	TECHNICAL STUDIES	72,120	76,589	38,295	38,295					
3	PLANNING & REGULATIONS	225,526	238,226	14,219	14,219		109,188	100,600		
3	WATERSHED MONITORING	102,760	137,434	99,500			37,934			
3	SOURCE PROTECTION	24,664	26,911	30,000			-3,089			
3	THAMES MOUTH DEBRIS REMOVAL	1,204	0			0				
	Water Management Subtotal	773,702	854,747	307,307	177,807	125,000	144,033	100,600	0	0
	CONSERVATION & RECREATION PROPERTIES									
3	CONSERVATION AREAS	638,084	743,386				523,496	219,890		
	COMMUNITY RELATIONS AND EDUCATION									
4	COMMUNITY RELATIONS	172,730	176,941	7,150			169,791			
4	CONSERVATION EDUCATION	114,257	100,138	0			85,938	14,200		
4	SKA-NAH-DOHT VILLAGE	229,094	206,991	22,992			120,899	63,100		
	Community Relations & Education Subtotal	516,081	484,070	30,142	0	0	376,628	77,300	0	0
	CONSERVATION SERVICES/STEWARDSHIP									
5	CONSERVATION SERVICES (FORESTRY)	161,243	102,966				38,266	64,700		
5	CHATHAM-KENT GREENING PROJECT	673,158	629,289	275,000		80,000	109,289	165,000		
5	PHOSPHORUS REDUCTION	323,678	334,748	282,500			52,248			
5	SPECIES AT RISK	93,490	56,318	21,554			34,764			
	Conservation Services/Stewardship Subtotal	1,251,569	1,123,321	579,054	0	80,000	234,567	229,700	0	0
	CAPITAL/MISCELLANEOUS									
5	ADMINISTRATION BUILDING REPAIRS/UPGRADES	0	0							
5	UNION GAS CENTENNIAL PROJECT	0								
5	EMPLOYMENT PROGRAMS (FED/PROV)	0	0	22,750			-22,750			
	Capital/Miscellaneous Subtotal	0	0	22,750	0	0	-22,750	0	0	0
		3,179,437	3,205,524	939,253	177,807	205,000	1,255,974	627,490	-	-

**LOWER THAMES VALLEY CONSERVATION AUTHORITY
2019 FINAL BUDGET**

FUNDING SOURCES

	2018 BUDGET	2019 BUDGET	2019 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	122,860	112,577							
ADMINISTRATION OVERHEAD	23,814	27,046							
OPERATIONS	19,000	18,475							
ROUTINE MAINTENANCE	20,000	54,050							
PREVENTATIVE MAINTENANCE	5,000	375							
TOTAL FLOOD CONTROL STRUCTURES	190,674	212,523	43,762	43,762	125,000				
					(CHATHAM-KENT)				
<u>EROSION CONTROL STRUCTURES</u>									
WAGES AND BENEFITS	0	0							
ADMINISTRATION OVERHEAD	0	2							
OPERATIONS	0	10							
TOTAL EROSION CONTROL STRUCTURES	0	12	6	6					
<u>FLOOD FORECASTING AND WARNING</u>									
WAGES AND BENEFITS	104,175	121,202							
ADMINISTRATION OVERHEAD	19,578	20,750							
DATA COLLECTIONS	10,000	12,300							
FLOOD FORECASTING	4,000	2,250							
COMMUNICATIONS	4,000	3,700							
OPERATIONS CENTRE (RENT)	5,000	1,750							
FLOOD RESPONSE AND MONITORING	10,000	1,100							
TOTAL FLOOD FORECASTING & WARNING	156,753	163,052	81,526	81,526					

**LOWER THAMES VALLEY CONSERVATION AUTHORITY
2019 FINAL BUDGET**

FUNDING SOURCES

	2018 BUDGET	2019 BUDGET	2019 GRANTS	MATCHING GENERAL LEVY	DIRECT SPECIAL BENEFIT LEVY	NON MATCHING GENERAL LEVY	GENERAL REVENUES	FOUNDATION GRANTS & REVENUES	RESERVES
<u>TECHNICAL STUDIES</u>									
WAGES AND BENEFITS	58,113	63,662							
ADMINISTRATION OVERHEAD	9,007	9,747							
AERIAL PHOTOGRAPHY & MAPPING OPERATING-MATERIALS, SUPPLIES, AND EXPENSES	5,000	3,180							
TOTAL TECHNICAL STUDIES	72,120	76,589	38,295	38,295					
<u>REGULATIONS AND PLAN REVIEW</u>									
WAGES AND BENEFITS	182,359	188,449							
ADMINISTRATION OVERHEAD	28,167	30,317							
OPERATING-MATERIALS, SUPPLIES, AND EXPENSES	15,000	19,460							
TOTAL REGS. & PLAN REVIEW	225,526	238,226	14,219	14,219		109,188	100,600		
<u>WATERSHED MONITORING</u>									
WAGES AND BENEFITS	49,926	69,459							
ADMINISTRATION OVERHEAD	12,834	17,490							
OPERATING-MATERIALS, SUPPLIES, AND EXPENSES	40,000	50,485							
TOTAL REGS. & PLAN REVIEW	102,760	137,434	99,500			37,934			
<u>SOURCE PROTECTION</u>	24,664	26,911	30,000			-3,089			
<u>THAMES MOUTH DEBRIS REMOVAL</u>	1,204	0							
<u>CONSERVATION & RECREATION PROPERTIES</u>									
WAGES AND BENEFITS	358,391	363,647							
ADMINISTRATION OVERHEAD	79,693	94,604							
OPERATING- MATERIALS & SUPPLIES, STORAGE, RENTALS, INSURANCE, ETC.	200,000	285,135							
TOTAL CONS. & RECREATION PROPERTIES	638,084	743,386				523,496	219,890		

**LOWER THAMES VALLEY CONSERVATION AUTHORITY
2019 FINAL BUDGET**

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

	2018 BUDGET	2019 BUDGET	2019 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	128,157	135,248							
ADMINISTRATION OVERHEAD	21,573	22,518							
OPERATING- MATERIALS & SUPPLIES, SERVICES, RENTALS, INSURANCE, ETC.	23,000	19,175							
TOTAL COMMUNITY RELATIONS	172,730	176,941	7,150			169,791			
<u>CONSERVATION EDUCATION</u>									
WAGES AND BENEFITS	88,987	82,214							
ADMINISTRATION OVERHEAD	14,270	12,744							
OPERATING- MATERIALS & SUPPLIES, SERVICES, RENTALS, INSURANCE, ETC.	11,000	5,180							
TOTAL CONSERVATION EDUCATION	114,257	100,138				85,938	14,200		
<u>SKA-NAH-DOHT VILLAGE</u>									
WAGES AND BENEFITS	180,481	156,224							
ADMINISTRATION OVERHEAD	28,613	26,342							
OPERATING- MATERIALS & SUPPLIES, SERVICES, RENTALS, INSURANCE, ETC.	20,000	24,425							
TOTAL IROQUOIAN VILLAGE	229,094	206,991	22,992			120,899	63,100		

**LOWER THAMES VALLEY CONSERVATION AUTHORITY
2019 FINAL BUDGET**

FUNDING SOURCES

	2018 BUDGET	2019 BUDGET	2019 GRANTS	MATCHING GENERAL LEVY	DIRECT SPECIAL BENEFIT LEVY	NON MATCHING GENERAL LEVY	GENERAL REVENUES	FOUNDATION GRANTS & REVENUES	RESERVES
<u>CONSERVATION SERVICES</u>									
<u>FORESTRY</u>									
WAGES AND BENEFITS	41,105	74,012							
ADMINISTRATION OVERHEAD	20,138	13,104							
OPERATING- MATERIALS & SUPPLIES, STORAGE, RENTALS, INSURANCE, ETC.	100,000	15,850							
TOTAL FORESTRY	161,243	102,966				38,266	64,700		
<u>CHATHAM-KENT GREENING PROJECT</u>									
WAGES AND BENEFITS	189,084	142,605							
ADMINISTRATION OVERHEAD	84,074	80,084							
OPERATING- MATERIALS & SUPPLIES, STORAGE, RENTALS, INSURANCE, ETC.	400,000	406,600							
TOTAL CHATHAM-KENT GREENING	673,158	629,289	275,000		80,000	109,289	165,000		
<u>PHOSPHORUS</u>									
WAGES AND BENEFITS	148,252	135,308							
ADMINISTRATION OVERHEAD	40,426	42,600							
OPERATING- MATERIALS & SUPPLIES, STORAGE, RENTALS, INSURANCE, ETC.	135,000	156,840							
TOTAL PHOSPHORUS	323,678	334,748	282,500			52,248			
<u>SPECIES AT RISK</u>									
WAGES AND BENEFITS	71,814	45,412							
ADMINISTRATION OVERHEAD	11,676	7,167							
OPERATING- MATERIALS & SUPPLIES, STORAGE, RENTALS, INSURANCE, ETC.	10,000	3,739							
TOTAL CONS. SERVICES	93,490	56,318	21,554			34,764			
<u>CAPITAL/MISCELLANEOUS</u>									
UNION GAS CENTENNIAL PROJECT									
ADMINISTRATION BUILDING REPAIRS/UPGRADES	0	0							
EMPLOYMENT PROGRAMS (FED/PROV)			22,750			-22,750			

LOWER THAMES VALLEY CONSERVATION AUTHORITY

Levy for 2019 using Modified CVA

	Current Value Assessment (Modified CVA)	% of Levy	C-K Flood Control, Greening Levy 2019	Non-Matching Levy 2019	Matching Levy 2019	Total General Levy 2019	Total Municipal Levy 2019	Total Municipal Levy 2018	\$ Change from 2018 Levy	% Change from 2018
Dutton-Dunwich M	474,017,766	3.5910%	0	45,102	6,385	51,487	51,487	49,974	1,513	3.03%
Southwold Tp	142,143,561	1.0768%	0	13,525	1,915	15,439	15,439	14,874	566	3.80%
West Elgin M	583,405,365	4.4197%	0	55,510	7,858	63,368	63,368	61,423	1,945	3.17%
Lakeshore T	1,209,841,660	9.1653%	0	115,114	16,297	131,410	131,410	127,445	3,965	3.11%
Leamington M	300,745,158	2.2783%	0	28,615	4,051	32,666	32,666	32,262	404	1.25%
Chatham-Kent M	7,570,948,589	57.3546%	205,000	720,358	101,981	822,339	1,027,339	1,015,269	12,070	1.19%
London C	1,533,801,963	11.6195%	0	145,938	20,660	166,598	166,598	163,507	3,091	1.89%
Middlesex Centre M	211,666,629	1.6035%	0	20,139	2,851	22,991	22,991	22,448	542	2.42%
Southwest Middlesex M	392,284,599	2.9718%	0	37,325	5,284	42,609	42,609	41,326	1,283	3.10%
Strathroy - Caradoc Tp	781,397,829	5.9196%	0	74,348	10,525	84,874	84,874	82,140	2,734	3.33%
TOTAL	13,200,253,020	100%	\$205,000	\$1,255,974	\$177,807	\$1,433,781	\$1,638,781	\$1,610,668	\$28,113	1.75%

7.5) Appointment of Auditor

Recommendation: That the Board of Directors direct staff to undertaking a competitive bidding process to obtain Auditing services for the 2019 fiscal year and provide results of the bids to the Board for its decision at a subsequent board meeting.

7.6) 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 2020.

7.7) 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 2020.

7.8) Authorization to Borrow

Recommendation: That the Authority Chair or Vice-Chair and the CAO/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.

7.9) Appointments to Conservation Ontario

Voting representative; 1st alternative; 2nd alternative.

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

7.10) 2019 Board of Directors Meeting Schedule

Thursday, April 18, 2019 – 2:00-4:00 pm, Administration Board Room

Thursday, June 13, 2019 – 2:00-4:00 pm, Administration Board Room

Thursday, August 22, 2019 – 2:00-4:00 pm, Administration Board Room

Thursday, October 17, 2019 – 2:00-4:00 pm, Administration Board Room

Thursday, December 12, 2019 – 2:00-4:00 pm, Administration Board Room

Thursday, February 13, 2020 – 2:00-4:00 pm, Willson Hall, University of Guelph Ridgetown Campus

Dates and times subject to change depending on location and meeting agenda (e.g. Longwoods Road CA, EM Warwick CA, bus tour).

Recommendation: That the meeting schedule for 2019 and the Annual General Meeting for 2020 be endorsed.