



Board of Directors Meeting

A G E N D A

April 16, 2020

2:00 p.m.

1. Call to Order	
2. Adoption of Agenda	
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4. Approval of Previous Meeting Minutes

4.1) Board of Directors Meeting Minutes – February 20, 2020



Board of Directors Meeting MINUTES

The Annual Meeting of the Lower Thames Valley Conservation Authority's Board of Directors was held at Willson Hall at the University of Guelph Ridgetown Campus at 2:10 P.M. on Thursday, February 20, 2020. The following directors were in attendance: L. McKinlay, T. Thompson, M. Hentz, J. Frawley, C. Cowell, S. Hipple, R. Leatham and A. Finn. J. Wright, P. Tiessen, S. Emons and K. Ainslie sent their regrets.

1. First Nations Acknowledgement

M. Peacock read the First Nations Acknowledgement to the Board of Directors and guests.

2. Call to Order

3. Adoption of Agenda

Motion: AGM-2020-01

1. A. Finn – T. Thompson

Moved that the agenda be adopted as presented.

CARRIED

4. Disclosures of Conflicts of Interest

None Declared.

5. Chair's Remarks

The Chair, Linda McKinlay, provided remarks on accomplishments and challenges in 2019.

The Chair welcomed the members, staff and guests to the Conservation Authority's 2020 Annual General Meeting. The Chair welcomed the Board of Director members present and noted members not able to attend.

In attendance:

Trevor Thompson, Municipality of Chatham-Kent
Amy Finn, Municipality of Chatham-Kent
Mike Hentz, Municipality of Dutton Dunwich
Jeannie Frawley, Municipality of Middlesex Centre
Sandi Hipple, Municipality of Strathroy-Caradoc
Christa Cowell, Municipality of Southwest Middlesex
Richard Leatham, Municipality of West Elgin

Regrets sent:

John Wright, Municipality of Chatham-Kent
Paul Tiessen, Municipality of Leamington
Sarah Emons, Township of Southwold
Kimble Ainslie, City of London

6. Introduction of Guests

Chair, Linda McKinlay, introduced the guests present at the meeting.

- Bruce McAllister, Guest Speaker, Municipality of Chatham-Kent
- Sandy Kalabalkis, Municipality of Chatham-Kent
- Spencer Pray, Municipality of Chatham-Kent
- Laura Poland, Baker Tilly
- Tom Bain, Mayor, Lakeshore
- Dan McKillop, LTVCF Director, Former Board Member
- Gayle Bogart, Ska-Nah-Doht Village Advisory Committee, Former Board Member
- Allan Bogart, guest
- Bill Bruinink, Ska-Nah-Doht Village Advisory Committee
- Darcy Fallon, Ska-Nah-Doht Village Advisory Committee
- Joe Pinsonneault, Wheatley Two Creeks Association
- Kelly Riley, Chippewas of the Thames First Nations, Guest Speaker
- Emma Young, Senior Environmental Officer, Chippewas of the Thames First Nations
- Shawnacey Williams, Chippewas of the Thames First Nations
- Brandon Duxtator, Environment and Consultation Coordinator, Oneida Nation of the Thames
- H Grant Duxtator, Elected Councillor, Oneida Nation of the Thames
- Brian McDougall, General Manager, St. Clair Region Conservation Authority
- Genevieve Champagne, accepting award on behalf of Dianne Flook, Award Winner
- Margaret Hulls, Award Winner
- Mary Gillett, guest
- Don Hector, Chatham-Kent Children's Water Festival Coordinator
- Sheila Simpson, Sheila Simpson & Associates
- Valerie Brann's, LENSLA
- Barry Callow, Oneida Nation of the Thames

7. Approval of Previous Meeting Minutes

Motion: AGM-2020-02

2. S. Hipple – C. Cowell

Moved that the Board of Directors minutes for the December 12, 2019 meeting be approved as presented.

CARRIED

8. Business Arising from the Minutes

None Declared.

9. Presentations

9.1) Flood Presentation, present by Mr. Jason Wintermute

J. Wintermute provided a Power Point Presentation on the 2019 flood season, and for events that occurred within the first month of 2020, to the Board of Directors.

9.2) 2019 Annual Report, present by Ms. Bonnie Carey

B. Carey provided a Power Point Presentation on the 2019 LTVCA programs and events to the Board of Directors.

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10. Business for Approval

10.1) 2019 Annual Report

Motion: AGM-2020-03

3. A. Finn – S. Hipple

Moved that the LTVCA's 2019 Annual Report be approved as presented.

CARRIED

10.2) 2019 Audited Financial Statements, presented by Ms. Laura Poland

Ms. Laura Poland, representative of Baker Tilly CK, presented the 2019 Audited Financial Statements to the Board of Directors.

Motion: AGM-2020-04

4. M. Hentz – C. Cowell

Moved that the LTVCA's 2019 Audited Financial Statements be approved as presented.

CARRIED

10.3) Election of Officers

Motion: AGM-2020-05

5. C. Cowell – T. Thompson

Moved that Mark Peacock chair the LTVCA's 2020 elections.

CARRIED

Mr. Mark Peacock assumed the chair for the elections, declared all elected offices, positions and appointments vacant, and outlined the voting procedures to the Board of Directors.

Mr. Peacock requested a motion to appoint B. McDougall and L. Poland as scrutineers.

Motion: AGM-2020-06

6. M. Hentz – A. Finn

Moved that B. McDougall and L. Poland be appointed as scrutineers for the purpose of the elections.

CARRIED

a) Chair

Mr. Peacock called for nominations for Chair of the LTVCA for 2020.

T. Thompson nominated L. McKinlay

Mr. Peacock called twice more for nominations. There being no further nominations,

Motion: AGM-2020-07

7. J. Frawley – A. Finn

Moved that nominations be closed.

CARRIED

L. McKinlay was declared to be elected as Chair.

b) Vice-Chair

Mr. Peacock called for nominations for Vice-Chair of the LTVCA for 2020.

R. Leatham nominated T. Thompson

Mr. Peacock called twice more for nominations. There being no further nominations,

Motion: AGM-2020-08

8. S. Hipple – J. Frawley

Moved that nominations be closed.

CARRIED

T. Thompson was declared to be elected as Vice-Chair.

c) Personnel & Finance/Executive Committee (3 members to be elected)

Mr. Peacock called for nominations to the Personnel & Finance/Executive Committee for 2019.

L. McKinlay nominated R. Leatham, C. Cowell and P. Tiessen

Mr. Peacock called twice more for nominations. There being no further nominations,

Motion: AGM-2020-09

9. A. Finn – M. Hentz

Moved that nominations be closed.

CARRIED

R. Leatham, C. Cowell & P. Tiessen were declared members of the Personnel & Finance/Executive Committee.

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

Mr. Peacock called for nominations to the Ska-Nah-Doht Village Advisory Committee for 2020.

S. Hipple nominated S. Emons, J. Frawley and M. Hentz

Mr. Peacock called twice more for nominations. There being no further nominations,

Motion: AGM-2020-10

10. R. Leatham – C. Cowell

Moved that nominations be closed.

CARRIED

S. Emons, J. Frawley & M. Hentz were declared members of the Ska-Nah-Doht Village Advisory Committee.

e) Ice Management Committee (2 members to be appointed from the Municipality of Chatham-Kent, plus the member from the Town of Lakeshore). Chair and Vice-Chair are ex-officio.

Mr. Peacock called for nominations for the Ice Management Committee of the LTVCA for 2020.

J. Frawley nominated J. Wright

Mr. Peacock called twice more for nominations. There being no further nominations,

Motion: AGM-2020-11

11. C. Cowell – A. Finn

Moved that nominations be closed.

CARRIED

J. Wright was declared a member of the Ice Management Committee, along with the Chair and Vice Chair.

Mr. Peacock congratulated those elected and turned the chair over to L. McKinlay, the Chair for 2020, to continue with the rest of the meeting.

10.4) 2021 Budget and Levy

T. Casier presented the 2020 Budget and Levy.

Motion: AGM-2020-12

12. C. Cowell – T. Thompson

That the non-matching levy of \$1,380,990 be approved and apportioned in accordance with the levy apportionment table. (weighted vote)

A recorded weighted vote followed with all members voting in favour of the motion.

CARRIED

Motion: AGM-2020-13

13. A. Finn – T. Thompson

That the 2020 proposed budget totalling \$3,304,046 be adopted as presented, and that the matching levy of \$82,467 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.

CARRIED

10.5) Appointment of Auditor

Motion: AGM-2020-14

14. C. Cowell – M. Hentz

Moved that the firm of Baker, Tilly CK, LP be appointed as the Lower Thames Valley Conservation Authority's auditor until the next Annual Meeting in February 2021.

CARRIED

10.6) Appointment of Bank

Motion: AGM-2020-15

15. A. Finn – S. Hipple

Moved that the Canadian Imperial Bank of Commerce be appointed as the Lower Thames Valley Conservation Authority's bank until the next Annual Meeting in February 2021.

CARRIED

10.7) Appointment of Solicitor

Motion: AGM-2020-16

16. C. Cowell – R. Leatham

Moved 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 2021.

CARRIED

10.8) Authorization to Borrow

Motion: AGM-2020-17

17. M. Hentz – A. Finn

Moved 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.

CARRIED

10.9) Appointment to Conservation Ontario

Motion: AGM-2020-18

18. C. Cowell – J. Frawley

Moved that the Chair be appointed as Voting Representative; and CAO / Secretary-Treasurer as first Alternative to Conservation Ontario council.

CARRIED

10.10) 2020 Board of Directors Meeting and 2021 Annual General Meeting Schedule

Thursday, April 16, 2020 – 2:00-4:00 pm, Administration Board Room

Thursday, June 18, 2020 – 2:00-4:00 pm, location to be determined

Thursday, August 20, 2020 – 2:00-4:00 pm, location to be determined

Thursday, October 15, 2020 – 2:00-4:00 pm, Administration Board Room

Thursday, December 10, 2020 – 2:00-4:00 pm, Administration Board Room

Thursday, February 18, 2021 – 2:00-4:00 pm, Willson Hall, University of Guelph Ridgetown Campus

Motion: AGM-2020-19

19. C. Cowell – A. Finn

Moved that the meeting schedule for 2020 and the Annual General Meeting for 2021 be endorsed as presented.

CARRIED

11. Business for Information

- 11.1) Water Management
- 11.2) Regulations and Planning
- 11.3) Conservation Areas
- 11.4) Conservation Services
- 11.5) Communications, Outreach and Education
- 11.6) Joint Health and Safety Committee Meeting Minutes
- 11.7) Wheatley Two Creeks Association Meeting Minutes – Dec 5, 2019 & Feb 6, 2020
- 11.8) CAO's Report

Motion: AGM-2020-20

20. C. Cowell – S. Hipple

Moved that the Business for Information from 11.1) through to 11.8) be received for information as presented.

CARRIED

12. Correspondence

- 12.1) Dutton Dunwich Council Resolution in support of conservation authorities
- 12.2) Southwold Council Resolution in support of conservation authorities
- 12.3) Chatham-Kent Council Resolution in support of conservation authorities
- 12.4) Strathroy-Caradoc Council Resolution in support of conservation authorities
- 12.5) Southwest Middlesex Council Resolution in support of conservation authorities
- 12.6) Resolution aims to highlight importance of conservation authorities
- 12.7) High water levels are wreaking havoc in the Great Lakes
- 12.8) Time to be smart about flooding

Motion: AGM-2020-21

21. M. Hentz – C. Cowell

Moved that Correspondence Items from 12.1) through to 12.8) be received for information as presented.

CARRIED

13. Events Calendar

Motion: AGM-2020-22

22. A. Finn – J. Frawley

Moved that the Events Calendar be received for information as presented.

CARRIED

14. Other Business

None declared.

15. Adjournment


Motion: AGM-2020-23

23. A. Finn – S. Hipple

Moved that the meeting be adjourned.

CARRIED

Linda McKinlay
Chair



Mark Peacock, P.Eng.
CAO/Secretary-Treasurer

6. Business for Approval

6.1) LTVCA Administration By-law

Background

The Hon. Jeff Yurek, Minister of Environment, Conservation and Parks has provided direction on how conservation authorities can continue operations while maintaining a safe physical distance. This will ensure conservation authorities can continue to conduct meetings and hearings as necessary. The Minister is giving conservation authorities the ability to amend their administrative by-laws to allow for virtual meetings, including by teleconference.

The Conservation Authorities Act requires that, “[e]very meeting held by the authority shall be open to the public, subject to such exceptions as may be specified in the bylaws of the authority.” R.S.O. 1990, c. C.27, s. 15(3). The LTVCA can address this requirement by allowing the public remote access to Board Meetings. No change to the By-law is required for open meeting requirements.

The Minister has issued a Minister’s Direction (“Direction”) (attached) pursuant to subsection 19.1 (7) of the Conservation Authorities Act. This Direction applies to the Lower Thames Valley Conservation Authority. This Direction also applies to conservation authorities when meeting as a source protection authority under the Clean Water Act, 2006.

Further, at any meeting that is held, “a quorum consists of one half of the members appointed by the participating municipalities, except where there are fewer than six such members, in which case three such members constitute a quorum” R.S.O. 1990, c. C.27, s. 16 (2). The existing By-law, adopted as LTVCA Administrative By-law – 2018-01, October 18, 2018, allows remote access to meetings for board members but does not provide the clarity of the By-law addition recommended by the MOECP. The adoption of the following by-law will clearly enable the conservation authority to convene a meeting electronically and additionally allow for clear establishment of quorum for that meeting.

Recommended By-Law Addition:

By-law Revisions – new section to be added to By-law

Be it Resolved: That the following clauses be added to the Administration By-law of the Lower Thames Valley Conservation Authority

Conducting Board Meetings During any Period where an Emergency has been declared under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act

Electronic participation, emergencies

1. During any period where an emergency has been declared to exist, in all or part of an area over which a conservation authority has jurisdiction, under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent members of the authority from meeting in person, the by-laws provide:

a. That members of the authority be permitted to participate in meetings electronically, which shall include the ability of those members participating electronically to register votes.

- b. That any member of the authority who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time during the meeting in accordance with the requirement in subsection 16 (2) of the Conservation Authorities Act.
- c. That any member of the authority can participate electronically in a meeting that is closed to the public. and
- d. That any hearing or appeal that is dealt with in the by-laws can be conducted electronically with provisions for applicants and their agents to participate, if the conservation authority holds any such hearing or appeal during any period where an emergency has been declared to exist.

Meetings open to the public, emergencies

2. Conservation authorities will continue to implement best practices to make board meetings open to the public in accordance with subsection 15 (3) of the Conservation Authorities Act. Where possible, conservation authorities will provide for alternative means to allow the public to participate in any meetings electronically.

General, emergency measures

3. If there is anything that is required to be done under the by-laws during the emergency, including the holding of an annual general meeting, that the by-laws permit postponement to a later date.

Publication of information

4. During any period where an emergency has been declared to exist, in all or part of an area over which a conservation authority has jurisdiction, under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, the Lower Thames Valley Conservation Authority shall make By-law Section entitled “Conducting Board Meetings During any Period where an Emergency has been declared under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act” publicly available on a website or other electronic means. In accordance with subsection 19.1 (4) of the Conservation Authorities Act, an authority shall make any by-laws that are amended in accordance with this Direction available to the public in the manner it considers appropriate.

Implementation procedure

5. A conservation authority may hold a special meeting to amend a by-law for the purposes of implementing a Minister’s Direction (“Direction”) pursuant to subsection 19.1 (7) of the Conservation Authorities Act.

6. Despite any provision in a by-law made under subsection 19.1 (1) of the Conservation Authorities Act, members of the authority can participate electronically in any special meeting that is required to implement a Minister’s Direction.

7. A member of the authority that is participating electronically in such a special meeting may be counted in determining whether or not a quorum of members is present at any time during the meeting.

Respectfully Submitted

Mark Peacock, P. Eng.

C.A.O. / Secretary Treasurer

The reports align with the following objectives of the LTVCA’s Strategic Plan:

- 1. Strengthen and Increase Collaboration with Community Stakeholders
- 7. Improve Internal Communications
- 12. Strengthen Program Review Policy(s)

6.2) Budget vs Revenue and Expenditures and COVID 19 Financial Update for

Background:

Review the 2020 Budget to the Revenue and Expenditures for the 2 months ended February 29, 2020.

REVENUE	2020 BUDGET	2020 BUDGET FEB PROJECTED		2020 ACTUAL TO FEB 29	\$ VARIANCE TO PROJECTED
GRANTS	1,128,919	188,153	*	316,584	128,431
GENERAL LEVY	1,462,457	1,462,457	^	229,546	(1,232,911)
DIRECT SPECIAL BENEFIT	205,000	205,000	^	0	(205,000)
GENERAL REVENUES	507,670	84,612	*	122,744	38,132
FOUNDATION GRANTS & REVENUES	0	0	*	911	911
RESERVES	0	0	*	0	0
CASH FUNDING	3,304,046	1,940,222		669,785	(1,270,437)
OTHER	0	0		0	0
TOTAL FUNDING	3,304,046	1,940,222		669,785	(1,270,437)

*-based on a 2 of 12 month proration of the budget

^based on cash received to April 7th, 2020

Grant income is greater than budgeted due to the reversal of deferred revenue for ongoing programs and the timing of grants invoiced, including several large grants for Wetland projects and two new Species at Risk grants.

Note: Grant income is based on funds received/invoiced and not matched to expenses, meaning there may be expenses outstanding and not recognized in the attached expense statement. At year-end, each grant is reviewed individually and unspent funds are reduced from grant income and deferred for future expenditures.

Levy revenue is shown on a cash basis. The following municipalities are paid in full as of April 7th, 2020: London, Middlesex Centre and Southwest Middlesex.

General Revenue is slightly above budget due to the following factors:

- Planning & Regulations, Conservation Services and Chatham Kent Greening and interest income are above budget. This is partially offset by Conservation Area revenues; Conservation Education and SKA-NAH-DOHT Village revenues being lower as most activities and income are received later in the spring and into summer.

Foundation Grants and Revenues budget are zero because of the uncertainty of funds available. The amount recorded is due to the payment on an invoice by the Foundation.

Reserves are zero as this account is used to balance the accounts at year-end if expenses are greater than revenues.

EXPENSES	2020 BUDGET	2020 BUDGET FEB PROJECTED		2020 ACTUAL TO FEB 29	\$ VARIANCE TO PROJECTED
WATER MANAGEMENT					
FLOOD CONTROL STRUCTURES	166,016	27,669		20,729	(6,940)
EROSION CONTROL STRUCTURES	12	2		5	3
FLOOD FORECASTING AND WARNING	200,387	33,398		30,209	(3,189)
TECHNICAL STUDIES	50,980	8,497		4,152	(4,345)
PLANNING & REGULATIONS	268,322	44,720		34,499	(10,221)
WATERSHED MONITORING (PGMN)	120,770	20,128		23,671	3,543
SOURCE PROTECTION	31,512	5,252		3,943	(1,309)

THAMES MOUTH DEBRIS REMOVAL	0	0	0	0
Water Management Subtotal	837,999	139,666	117,208	(22,458)
CONSERVATION & RECREATION PROPERTIES				
CONSERVATION AREAS	638,279	106,380	68,366	(38,014)
COMMUNITY RELATIONS AND EDUCATION				
COMMUNITY RELATIONS	187,317	31,219	27,366	(3,853)
CONSERVATION EDUCATION	85,146	14,191	12,515	(1,676)
SKA-NAH-DOHT VILLAGE	172,449	28,742	11,961	(16,781)
Community Relations & Education Subtotal	444,912	74,152	51,842	(22,310)
CONSERVATION SERVICES/STEWARDSHIP				
CONSERVATION SERVICES (FORESTRY)	62,624	10,437	10,007	(430)
CHATHAM-KENT GREENING PROJECT	459,834	76,639	27,849	(48,790)
PHOSPHORUS REDUCTION	653,528	108,921	166,549	57,628
SPECIES AT RISK	206,870	34,478	38,444	3,966
Conservation Services/Stewardship Subtotal	1,382,856	230,475	242,849	12,374
CAPITAL/MISCELLANEOUS				
ADMINISTRATION BUILDING				
REPAIRS/UPGRADES	0	0	0	0
UNION GAS CENTENNIAL PROJECT	0	0	0	0
EMPLOYMENT PROGRAMS (FED/PROV)	0	0	0	0
Capital/Miscellaneous Subtotal	0	0	0	0
TOTAL EXPENDITURES	3,304,046	550,673	480,265	(70,408)

Water Management

Flood Control Structures are below budget as most large projects are performed during the summer months.

Flood Forecasting and Warning expenses are below budget due several large annual invoices received later in the year and partially off-set by staff time for flood events.

Technical Studies are below budget due to the time of the GIS technician being used by other programs.

Planning and Regulations are below budget due to flood events and staff time spent responding to the flood

Watershed Monitoring is above budget due to the increased Provincial Water Quality Monitoring Network sampling and related costs.

Source Protection is below budget due increased activity in the prior year leading to reduced activity in the current year.

Conservation Areas

Conservation area expenses are below budget as most large projects, operation of the campgrounds and other large operational costs are incurred during the summer months.

Community Relations and Education

Community Relations, Conservation Education and SKA-NAH-DOHT Museum and Village are below budget due to the seasonal nature of large activities in these programs.

Conservation Services/Stewardship

Conservation Services (Forestry) is comparable to budget. Chatham-Kent Greening expenses are below budget as most activities and related expenses are completed during the spring and summer months.

Phosphorous Reduction is above budget due mostly to one transfer payment of \$60k to the University of Guelph for research services performed.

Species at Risk is above budget due mostly to a contract GIS Technician employee required to complete the project for the program period ending Mar 31.

Capital/Miscellaneous

No Capital/Miscellaneous expenses to date.

Summary:

	2020 BUDGET	2020 BUDGET FEB PROJECTED	2020 ACTUAL TO FEB 29	\$ VARIANCE TO PROJECTED
TOTAL CASH FUNDING	3,304,046	1,940,222	669,785	(1,270,437)
TOTAL EXPENDITURES	3,304,046	550,673	480,265	(70,408)
OPERATING SURPLUS (DEFICIT)	0	1,389,549	189,520	(1,200,029)
LESS: ACQUISITION OF CAPITAL ASSET	0	0	0	0
NET CASH FUNDING SURPLUS (DEFICIT)	0	1,389,549	189,520	(1,200,029)

At February 29, 2020, LTVCA's operating surplus is not favourable mostly due to the outstanding General Levy and Special Levy payments not received at the date of report and not due until April 30th. This is slightly off-set by less expenditures compared to budget due to the seasonal nature of a large amount of the Conservation Authorities expenses.

Note: The difference between the projected budget funding and projected budget expenditures is due to the recognition of the full General Levy and Special Levy versus all other income and expenses are prorated for the period. COVID-19 had little impact on our results on our operations at February 29th, 2020.

Recommendation: That the Board of Directors receives the Budget vs Revenue and Expenditures report for the period ended February 29, 2020.

The report aligns with the following objectives of the LTVCA's Strategic Plan:

4. Improve Transparency and Understanding of Financial Statements.

Respectfully Submitted

Todd Casier, CPA, CA

Manager, Financial and Administrative Services

Mark Peacock, P. Eng.

C.A.O. / Secretary Treasurer

6.3) Implications of the COVID-19 Pandemic on the LTVCA 2020 Budget

Background:

Please find below a preliminary review of the 2020 Budget to determine potential COVID-19 impacts at different resolution dates throughout the year. This review is based on a number of assumptions that may change as events progress. The purpose of this report is to provide the Board of Directors and Member Municipalities with an initial understanding of COVID-19 impacts on the LTVCA budget.

Description	Assumptions	\$ Impact		
Water Management		June 30	August 31	Annual
Cancelled PWQMN (Assumed)	Provincial labs currently closed. Program on hold.	-16,000.00	-24,000.00	-40,000.00

Concern that the Provincial Water Quality Monitoring Network grant will be reduced or cancelled.

Description	Assumptions	\$ Impact		
Conservation Areas		June 30	August 31	Annual
Reduction in Revenue	Reduction in camping revenues for year	-24,650.00	-73,950.00	-98,600.00
Reduction in Expenses	Reduction of all expenses pertaining to camping	19,475.00	58,425.00	77,900.00

Reduced camping, area and building rental and firewood sales. Reduced revenue is partially offset by reduced campground staffing costs, lower electrical usage, reduced banking fees, reduced contracted services, less materials and supplies usage, reduced staff training and reduced store supplies.

Description	Assumptions	\$ Impact		
		June 30	August 31	Annual
Community Relations and Education				
Reduction in Revenue	Limited education revenue for remainder of year	-25,625.00	-25,625.00	-51,250.00
Reduction in Expenses	Reduction of all expenses pertaining to education	14,675.00	14,675.00	29,350.00

Reduced education, store sales and related educational activities revenue. This reduction in revenue is partially offset by reduced staffing costs, reduced contracted services, less materials and supplies usage, reduced staff training and reduced store supplies costs.

Description	Assumptions	\$ Impact		
		June 30	August 31	Annual
Administration				
Reduced Interest Income	Reduction in interest rates and cash on hand	-6,000.00	-9,000.00	-15,000.00
Reduced staff support costs	Reduction in staff training, meals, etc. due to working at home, limited funds and availability	2,180.00	3,270.00	5,450.00

Reduced interest revenue due to lower interest rates on funds in the bank and reduced cash on hand from the reduction of income. This reduction is partially offset by the cancellation of contracted services, cuts to staff training and meals.

Total current/estimated COVID-19 Impact to LTVCA	-35,945.00	-56,205.00	-92,150.00
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Only directly identifiable impacts were shown in the list above. Impacts due to changes in timing of grants and contracts and other minor adjustments were not identified and are unknown at this point.

This list of items and values are subject to change as the COVID-19 pandemic progresses.

Recommendation: That the Board of Directors receives the Implications of the COVID-19 Pandemic on the LTVCA 2020 Budget for information and that this report be forwarded to member municipalities for their information.

The reports align with the following objectives of the LTVCA's Strategic Plan:

4. Improve Transparency and Understanding of Financial Statements

Respectfully Submitted

Todd Casier, CPA, CA
Manager, Financial and Administrative Services

Mark Peacock, P. Eng.
C.A.O. / Secretary Treasurer

6.4) Update to Board on Impacts to Operations from COVID-19 Pandemic

Background

The Lower Thames Valley Conservation Authority (LTVCA) has been following the COVID-19 pandemic closely. As the situation has progressed, the LTVCA has abided by local, provincial and national health organizations recommendations in addressing this pandemic. This report will provide an update to Board Members on how the LTVCA is addressing this situation.

We have been in contact with provincial officials and to date Conservation Authority business has been deemed part of the “Essential Services” provided by government bodies. We are continuing to get clarification on this as the province narrows the definition of these services and will be changing course based on this direction.

We have moved forward with implementation of the LTVCA Pandemic Management Plan (Attached to Board email of March 19, 2020). As part of that plan, the Pandemic Management Committee has been meeting Mondays, Wednesdays and Fridays of each week to address staff concerns and assist in planning. Staff are coping in a positive and reasoned way with the pandemic.

The LTVCA has implemented the following practices and procedures to protect the health and safety of our staff, visitors and guests:

Effective March 16th, the Longwoods Road Conservation Area Resource Centre/Museum was closed to the public. The Longwoods Road Conservation Area grounds, nature trails and the outdoor Ska-Nah-Doht Village remain open daily 9 a.m. to sunset. All Longwoods Rd Resource Centre staff (with the completion of a “Pandemic Work From Home Plan”) are working remotely during this time and members of the public have been asked to communicate with Resource Centre employees by telephone or email;

Effective March 18th, the LTVCA Administration Office at 100 Thames St. Chatham was closed to the public; with all departments continuing to provide services. All technical staff are working remotely during this time (with the completion of a “Pandemic Work From Home Plan”). Members of the public have been asked to communicate with employees by telephone or email. Protocols are in place to ensure prompt response to public questions/concerns;

LTVCA staff have been asked to participate in meetings through alternative means including teleconference and webinar.

The Spring tree plant is still moving forward with contractors in place and trees set to be delivered. At this time hiring for summer staff has been significantly reduced - limited to tree planting, externally funded programs, and a very limited number (1- 2 month contract) of Conservation Area summer staff to allow Spring cleanup of Conservation Areas.

All staff working away from home are required to complete a “Covid-19 Standard Operating Procedure” to ensure that tasks being carried out can be done safely.

Lastly, the Lower Thames Valley Conservation Authority is ensuring that flood forecasting and warning operations will not be compromised during this time. LTVCA staff will continue to monitor watershed conditions, issue bulletins as required and operate Flood Control Structures.

We currently have 1 staff member in quarantine due to potential exposure to COVID-19. Two staff members are continuing to staff the Administration office on a part time basis, these being Todd Casier, Manager Finance and Administration and Mark Peacock, CAO / Secretary Treasurer.

The following summarizes activities of the LTVCA following the last Board of Director’s meeting:

6.5.1 Flood Forecasting and Operations

There have been sixteen flood messages issued since the last Board of Directors agenda was drafted. Two of these messages were standing Flood Outlook messages describing the status of shoreline flooding designed to cover the entire month outside of specific events that arise. Four Flood Watches and four Flood Outlook messages were issued for events on Lake Erie. Two Flood Watches and a Flood Outlook were issued for events that could have impacted both Lake Erie and Lake St. Clair. A Flood Outlook and Flood Watch were also issued for potential flooding on our local tributaries. The final message was a joint message for an event that had the potential to impact the Thames River as well as the lakes. Of these sixteen flood messages, seven of these have been issued since the World Health Organization declared COVID-19 as a pandemic on 11 March 2020.

Of these events, three stand out in particular. The rainfall event on March 27th through 29th dropped enough rain that the LTVCA was required to operate the McGregor Creek Diversion Channel in order to prevent flooding in the south end of the City of Chatham. There were also two significant shoreline flooding events down on Lake Erie on March 13th and 29th. Chatham-Kent employees working down on Erie Shore Drive described these events as some of the worst since the first State of Emergency was declared back in August.

6.5.2) Watershed Monitoring

Watershed wide surface water quality monitoring continues on a monthly basis at twenty-two sites throughout the watershed. Sampling was completed in March as per usual. The current Canada Ontario Agreement (COA) grant from the Ministry of Environment Conservation and Parks that augments our surface water quality monitoring program wrapped up at the end of March and LTVCA staff is currently in the process of completing the paperwork for the next year's grant. The LTVCA greatly appreciates the work undertaken by staff at the MECP over the last few years on this COA project. However, the baseline Provincial Water Quality Monitoring Network (PWQMN) program is delayed this year as the MECP has closed their lab to routine environmental sampling for the month of April. This means that the PWQMN program will not be picking up the cost of analyzing samples in April and that will have to fall on the COA grant. As environmental labs have been deemed essential services, the commercial labs we use for the COA grant are still operating.

6.5.3) Regulations

Since the last board update and up to 04 April 2020, regulations staff have reviewed and processed 127 permit applications and responded to an additional 287 property inquiries. The total revenue thus far from permit application fees is \$34,500.00 which is approximately \$4,600 above what was collected this time last year. Since the World Health Organization declared COVID-19 as a pandemic on 11 March 2020, regulations staff have received 29 new permit applications and 94 property inquiries. After an initial drop in permit applications and property inquiries, there was a bounce back to normal levels with eight applications received in the week leading up to this update. Staff continue to respond to property inquiries and process permits from home with the occasional office visit and site survey.

Should the number of permit applications and property inquiries drop due to further COVID-19 measures, the regulations technician will then work on drafting/updating the board-approved policies used in processing permit applications and in municipal plan review. The main policies were last revised in 2012 and, in 2016, staff started the policy update but have not had time since to complete them given the year-over-year increases in permit applications and property inquiries. It is expected that the policies could be drafted over the next few months and available for public comment / open houses later this year if there were to be a drop in permit applications and property inquiries.

6.5.4) Planning

From February 1st to the end of March 31st, the follow planning activities have occurred: Chatham-Kent – 52 submissions; Elgin – 11; Essex – 8; and Middlesex – 4 (this includes OPs, OPAs, ZBLAs, Severances, Minor Variances, Plans of Subdivision, Legal Inquiries, SWP review, etc.). There have also been 50 phone calls that have been dealt with in that time frame, and multiple emails.

Staff involved in plan review activities are working from home, with COVID 19 Standard Operating Procedures in place as well as work from home plans. Several conference call meetings around subdivisions currently seeking final approval and several proposed plans that are seeking feedback from the various agencies have taken place. At this time, no site inspections have taken place for this department. Planning services continue to be used / accessed by the public, our member municipalities and other agencies via telephone and email communication at this time.

6.5.5) Conservation Area Lands

Conservation lands staff have been moving forward with a number of maintenance projects without the support of students and limited part time staff usually hired at this time. Staff have prepared “Covid-19 Standard Operating Procedures” to ensure safety from infection. The following points detail work undertaken since the last board meeting.

Eastern District

- Staff have posted temporary signage at 8 LTVCA properties outlining Provincial protocol for public area use
- Staff have increased inspections of Conservation Areas to ensure compliance with COVID-19 protocols
- Education staff have been reassigned to assist in these inspections
- New Shower stall installed at EM Warwick CA
- Staff have laid out where the new Sculpture will go at EM Warwick CA
- Longwoods Road CA roads have been graded and repairs from winter completed
- Old sign at road removed
- MEU (Enforcement Contractor) has been scheduled to randomly patrol Sharon Creek
- New “No Parking” signs installed along Springer Rd
- Working with lowest bidder for Millstream Trail Accessible Boardwalk RFP
- Other staff assisting with patrols of CAs

Western District

- Staff have posted temporary signage at 10 LTVCA properties outlining Provincial protocol for public area use
- Staff have increased inspections of Conservation Areas to ensure compliance with COVID-19 protocols. Admin office staff have been reassigned to assist in these inspections
- Staff are working with an Appraiser on potential property donation adjacent to Big O CA, in Comber
- Clean-up of dead trees and flooding has been addressed at Lighthouse Cove CA
- Re-negotiated lease with Canadian Coast Guard, due to high water they will only store equipment at Lighthouse CA in 2020, as their headquarters have moved to Mitchell’s Bay
- Staff upgrading gatehouse at CM Wilson CA to have coin operated washer and dryers

6.5.6) Conservation Services

Land Stewardship

- All staff are all working remotely
- Large stock trees have arrived; staff are delivering to various projects using operating procedures to isolate staff from clients
- Seedlings will be delayed a number of weeks due to migrant worker quarantines but plans are being made to move forward with the possibly 2 week later plant at this time
- Staff have broadcast seeded most of the Tall Grass Prairie projects, including a 1.2 km buffer strip project along Jeanette’s Creek

Species at Risk

- All staff are all working remotely
- Staff have submitted a 3 year proposal to the Species at Risk Stewardship Fund that will focus on improving the McGregor Creek watershed. Funds were requested for additional staff, outreach materials and events, creek clean ups and land restoration activities for the watershed
- Staff have submitted their DFO year- end reporting, and are now continuing with their program deliverables

Agriculture Program

- All staff are working remotely, and following COVID procedures for water sampling and field work
- McGregor and Jeanette's Creek Phosphorous Reduction Program is underway, and landowners that applied are being notified of funding

6.5.7) Communications, Outreach and Education

Website Updates

The LTVCA website is updated to inform the public about the procedures we are using to respond to inquiries and requests to purchase items from the Conservation Authority as offices are closed to the public.

Social Media

Over the past several weeks, daily social media posts have been issued with a focus on how we are social distancing/adapting to the COVID-19 Pandemic and keeping public informed about:

- the continuation of our flood forecasting operations,
- our Provincial Offences Officers enforcing public safety and security orders in our conservation areas,
- the status of our tree planting program and tree orders,
- status of facilities in our conservation areas and our expectations of visitors use,
- thanking essential service workers,
- offering suggestions and ideas for safe outdoor activities for families and children

Staff have also been ensuring that our LTVCA team is compliant with our health and safety protocols during this Pandemic.

Outreach and Education

Staff have been busy applying for a 42 week job creation program grant for several workers to assist with outdoor maintenance of our eastern conservation areas and artifact collection archiving.

We have also developed a program for an Althouse College Student Placement. This placement has been approved by Althouse and will assist with a candidate's qualifications to graduate teachers' college. This is a month long offsite placement for the month of April.

At this time we are also catching up with the development of new education programs and ensuring that all our school field trip programs are formally recorded. Pollinator boxes are also being installed along with display panels at the kiosk outside the Resource Centre. Twice a week staff assist with eastern watershed conservation area inspections to ensure areas are safe for the public.

Recommendation: That the Update to Board on Impacts to Operations from COVID-19 Pandemic Report be received for information.

Respectfully Submitted (with input from a number of staff)

Mark Peacock, P. Eng.

C.A.O. / Secretary Treasurer

The reports align with the following objectives of the LTVCA's Strategic Plan:

1. Strengthen and Increase Collaboration with Community Stakeholders
2. Increase the Awareness of the Value of Good Watershed Stewardship
3. Strengthen Brand Recognition
7. Improve Internal Communications
12. Strengthen Program Review Policy(s)

6.5) Provincial Offence Officer Designation – Vance Stark

Vance Stark, the LTVCA's Eastern District Supervisor, undertook the CA Compliance Training course at the YMCA Geneva Park in Orillia on March 9th through to the 13th. He successfully completed the training and will be obtaining his Compliance certification shortly as well as his police check.

Recommendation: That Vance Stark, Eastern District Supervisor, be appointed as a Provincial Offences Officers to enforce Section 28 and/or Section 29 of the Conservation Authorities Act on behalf of the Lower Thames Valley Conservation Authority.

The reports align with the following objectives of the LTVCA's Strategic Plan:

9. Improve Conservation Areas Operations

Recommended:

Randall Van Wagner

Manager, Conservation Lands and Services

Reviewed:

Mark Peacock, P. Eng.

C.A.O. / Secretary-Treasurer

6.6) Reconstruction of Elevated Boardwalk, Longwood Road C. A. Request For Proposals Results

Background:

The Lower Thames Valley Conservation Foundation was awarded \$94,000 from Ontario Trillium Foundation (OTF) for the replacement of the wheelchair accessible wetland boardwalk at Longwoods Road Conservation Area. The project (CP105815) is to be completed in 2020.

This boardwalk grant required a memorandum of understanding (MOU) between the LTVCA and the Foundation. The MOU is to ensure that the Foundation is independent of the LTVCA which is not in itself eligible for grants from the Trillium Foundation.

In its December Board meeting, the Board of Directors authorized the Chair to sign an MOU with the Lower Thames Valley Conservation Foundation for the purposes of completion of the replacement of the wheelchair accessible wetland boardwalk at Longwoods Road Conservation Area.

Following engineering staff design, preliminary costing and preparation of RFP documents a RFP was released. Six local firms expressed interest in the project and received RFP documents.

Request For Proposals:

The Lower Thames Valley Conservation Authority issued a request for a contractor to bid on the reconstruction of an elevated boardwalk located along Mill Stream Trail at the Longwoods Road Conservation Area.

Specific Deliverables for this project include:

1. Removal of the existing elevated boardwalk,
2. Disposal of the existing boardwalk material,
3. Construction of the new elevated boardwalk as specified in the project drawings:
 - a) Elevated Boardwalk, Drawing No. STD_938-20-01, U.S. Department of Agriculture and Forest Service: Standard Trail Plan, detail to be used for railing system,
 - b) Elevated Boardwalk, Drawing No. STD_938-20-02, U.S. Department of Agriculture and Forest Service: Standard Trail Plan, detail to be used for typical elevated section,
 - c) Elevated Boardwalk, Drawing No. STD_938-20-03, U.S. Department of Agriculture and Forest Service: Standard Trail Plan, full details to be used,
 - d) Elevated Boardwalk, Drawing No. STD_938-20-04, U.S. Department of Agriculture and Forest Service: Standard Trail Plan, full details to be used,
4. The maximum slope for the boardwalk to be 8%, with total length of approximately 483 feet. The height of the walkway above ground will exceed the maximum length of vertical support posts, including length needed to provide for railing,
5. At the end of the boardwalk, there will be a 14' long (center of post to center of post), widened platform (double width of walkway),
6. Installation of a non-slip strip along the elevated boardwalk will be one per foot,
7. Restoration of the site,
8. All meetings with Lower Thames Valley Conservation Authority.

Details of RFP

RFP #	2020RFP-01
RFP issued by	Lower Thames Valley Conservation Authority (LTVCA)
Issue date	February 24, 2020
Closing date/time	Proposals were received before 15:00 hours (3:00 pm) on: March 16, 2020
Successful Proponent Notified	After board meeting of April 16, 2020
Mandatory Site Visit	A mandatory site visit was conducted at the Longwoods Rd Conservation Area on March 2, 2020 10am

Selection of Contractor

Two RFPs were received on time and are as follows:

Contractor	Bid Amount
Blue Sky Fence and Deck Inc.	\$153,00.00
Millworks Custom Carpentry and Stone	\$122,543.51

Following the evaluation of submitted PFPs both proposals were determined to include all requirements of the request. It remains the LTVCA's intent to recommend award of the contract to the bidder that can provide the services required, with a high level of service, at the most competitive price.

Staff entered into negotiations with the lowest bidder, Millworks Custom Carpentry and Stone to reduce cost of the project. The following items were changed or removed to reduce the cost of the project:

1. LTVCA will take care of the waste disposal and salvaging of the old boardwalk, contractor to remove and place sections in a designated area above the trail head.
2. The skid strips will be removed from the project and a maximum slope of 8% will be required in all sections of the walkway. No slip paint will be applied by the LTVCA to the boardwalk after 1 year of weathering to ensure safety is maintained.
3. The LTVCA will make bays of the workshop available to store equipment and materials to eliminate the need for sea cans and portable office on site.
4. The piles will be spaced at 14ft on center. This will allow for maximum joist span (13'7") spacing based on Ontario Building Code for decks. The contractor has provided bracing details to address the increased joist spans.

With these revisions in place the final revised price will be: \$97,613.00 including tax.

This price is \$3,613.00 greater than the grant to be received from the Trillium Foundation for this project.

It is recommended that the project move forward for the following reasons:

1. The extra \$3,613.00 can be reallocated from maintenance budget for Conservation Areas to this project. The maintenance costs have been reduced, since the budget, due to LTVCA not signing the TODDs highway 401 contract for 2020. This contract was not signed because TODDs doubled the fees for the service after approval of the 2020 budget. The savings from this decision was approximately \$4,000.00.
2. Other reductions in elements of the project would significantly reduce the functionality of the structure, e.g. narrowing the walkway.
3. Other reductions reviewed would cost significantly more for the LTVCA to implement in future years and not result in major reductions in contract cost.

Recommended Resolution:

That the LTVCA reallocate \$3,613.00 from the cancelled TODDs Signage budget item to the Reconstruction of the Elevated Boardwalk, (Millstream Trail) Longwood Road C. A. and;

That the LTVCA supports the Lower Thames Valley Conservation Foundation awarding the contract for the Reconstruction of Elevated Boardwalk, (Millstream Trail) Longwood Road C. A. to Millworks Custom Carpentry and Stone at a total cost of \$97,613.00 including taxes.

The reports align with the following objectives of the LTVCA's Strategic Plan:

1. Strengthen and Increase Collaboration with Community Stakeholders
9. Improve Conservation Areas Operations

Recommended:

Randall Van Wagner

Manager, Conservation Lands and Services

Reviewed:

Mark Peacock, P. Eng.

C.A.O. / Secretary-Treasurer

7. Correspondence

7.1) MNRF Correspondence to LTVCA Re: Operational & WECI Program Funding



Ministry of Natural Resources and
Forestry
Regional Operations Division
Integration Branch
300 Water Street
Peterborough, ON K9J 3C7
Tel.: 705-755- 1620
Fax.: 705-755- 1201

Ministère des Richesses naturelles et
des Forêts
Division des opérations régionales
Direction de l'intégration
300, rue Water
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Télé.: 705-755- 1201

April 1, 2020

Mr. Mark Peacock
General Manager/Secretary-Treasurer
Lower Thames Valley Conservation Authority
100 Thames Street
Chatham, Ontario N7L 2Y8

Mark.Peacock@ltvca.ca

Dear Mr. Peacock,

The Ontario government recognizes the importance of conservation authorities, and the services that you provide to communities across this province.

Conservation authorities are a valued partner in protecting people and property from the effects of flooding. I am writing to inform you that the Ministry of Natural Resources and Forestry (MNRF) is maintaining operational funding this year. For the 2020/21 fiscal year, \$3.85 million in funding will be provided to conservation authorities in the province.

This funding will help to assist conservation authorities in providing flood forecasting and warning, dam operations and municipal planning support related to natural hazards. The ministry will also provide \$5 million in capital funding through the Water Erosion Control Infrastructure program to support the maintenance of critical water and erosion control infrastructure.

Building healthy and safe communities is our top priority and that is why we have developed Ontario's Flooding Strategy, the province's first comprehensive strategy to protect people and property from flooding impacts. For more information on the strategy, please visit our [website](#).

Sincerely,

A handwritten signature in black ink, appearing to read "Kathy Woeller".

Kathy Woeller
Director

8. Other Business

9. Adjournment
