



Board of Directors Meeting

A G E N D A

October 15, 2020

2:00 p.m.

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1. First Nations Acknowledgement

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.

5. Approval of Previous Meeting Minutes

5.1) Board of Directors Remote Meeting Minutes – August 20, 2020



Board of Directors Meeting

MINUTES

The meeting of the Lower Thames Valley Conservation Authority's Board of Directors was held remotely via the LTVCA's Administration Office at 100 Thames Street, Chatham, at 2:00 P.M. on Thursday, August 20, 2020. The following directors were in attendance: L. McKinlay, T. Thompson, A. Finn, J. Wright, M. Hentz, P. Tiessen, J. Frawley, C. Cowell, S. Emons and R. Leatham. S. Hipple was unable to attend.

1. First Nations Acknowledgment

M. Peacock read the First Nations acknowledgement.

2. Call to Order

Chair, Linda McKinlay called the meeting to order and thanked everyone for their continued patience and cooperation during these difficult times.

M. Peacock took a roll call of Board members.

3. Adoption of Agenda

BD-2020-47 C. Cowell – P. Tiessen

Moved that the agenda be adopted as presented.

CARRIED

4. Disclosures of Conflicts of Interest

None Declared.

5. Approval of Previous Meeting Minutes (Previously circulated)

BD-2020-48 A. Finn – R. Leatham

Moved that the Board of Directors remote meeting minutes of June 25, 2020 be approved as circulated.

CARRIED

BD-2020-49 S. Emons – M. Hentz

Moved that the Board of Directors poll meeting minutes of July 16, 2020 be approved as circulated.

CARRIED

6. Business Arising From the Minutes

None declared.

7. New Business

None noted.

8. Business for Approval

8.1) Transferability of an LTVCA Issued Permit

BD-2020-50 C. Cowell – M. Hentz

Moved that the Board of Directors approve the policy on transfers of permissions as:

"Permission granted by the LTVCA can only be changed or transferred with prior written approval by the LTVCA. Transfers will require written authorization from the current holder of the permission. The proposed new holder of the permission must request the transfer in writing confirming that they intend to undertake the same works as previously approved by the LTVCA and accept the Conditions specified on the permission being transferred. If the design for the approved works was undertaken by a third party, an acknowledgement in writing must be provided confirming that the proposed new holder of the application/permission has the intellectual property rights to use the design. A transfer does not come with a time extension, so the work must be completed in the timeframe specified on the original permission. The Executive Committee reserves the right to limit or deny the transfer of any permit issued to a permit holder."

to be implemented immediately and posted online for public comment, and that a fee of \$75 be implemented for transfers of permissions.

MOTION FAILED

BD-2020-51 R. Leatham – P. Tiessen

Moved that the following board approved policy be implemented by staff:

Should the owner of a property with a permit (a permission given under Section 23 of the Conservation Authorities Act) wish to transfer the permission to a new owner, the transfer can only happen through the review and approval of the Executive Committee.

CARRIED

8.2) Income and Expenditure vs Budget to June 30, 2020

BD-2020-52 A. Finn – J. Frawley

Moved that the Board of Directors receives the Income and Expenditure vs Budget report for the period ended June 30, 2020.

CARRIED

8.3) 2021 Preliminary Budget Preparation Report

BD-2020-53 S. Emons – P. Tiessen

Moved that the Board direct staff to prepare the 2021 budget based on a 1% general levy increase, meet with member municipalities and bring the preliminary 2021 budget and municipal comments back to the October meeting for review and approval.

CARRIED

8.4) Big Creek Two -Zone Floodplain Policy

BD-2020-54 A. Finn – C. Cowell

Moved that the Big Creek 2-Zone Floodplain Policy Report be received for information.

And Further that the draft Big Creek 2-Zone Floodplain Policy be provided to the public for comment, with those comments being brought back to this board for review prior to approval of the policy.

CARRIED

9. New Business

- 9.1) CAO's Report: Update to Board on Impacts to Operations from COVID-19 Pandemic
- 9.2) Water Management
- 9.3) Planning and Regulations
- 9.4) Conservation Areas
- 9.5) Conservation Services
- 9.6) Communications, Outreach and Education
- 9.7) Ska-Nah-Doht Advisory Committee Meeting Minutes – July 2, 2020
- 9.8) Joint Health & Safety Committee Meeting Minutes – July 2, 2020
- 9.9) Wheatley Two Creeks Association Minutes – August 6, 2020
- 9.10) Proposed Amendment to Chatham-Kent Grass Cutting Bylaw

BD-2020-55 A. Finn – S. Emons

Moved that the above reports under New Business, 9.1) through to 9.10) be received for information.

CARRIED

10. Correspondence

- 10.1) Chatham Daily News – Chatham-Kent Children's Safety Village Vandalism
- 10.2) Media Release - Ribbon Cutting Unveils "The Oluuc" at E.M. Warwick Conservation Area

BD-2020-56 R. Leatham – P. Tiessen

Moved that Correspondence items 10.1) and 10.2) be received for information.

CARRIED

11. Other Business

None noted.


12. Adjournment

BD-2020-57 J. Frawley – C. Cowell

Moved that the meeting be adjourned.

CARRIED

Linda McKinlay
Chair



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

7. Presentations

7.1) First Nations Engagement and Flood Plain Programs

Flood Plain Mapping Projects with First Nations – An Overview of Presentation

Project One Title: Floodplain Mapping and Integrated Watershed Management with First Nations in Ontario - A Partnership Approach

Project Two Title: Floodplain Mapping and Integrated Watershed Management with the Chippewas of the Thames First Nation-A Shared Watershed with a Shared Responsibility and Educational Journey

Projects Background:

Crown Indigenous Relations and Northern Affairs (CIRNA) has provided funding specifically for Indigenous Communities to get involved in and complete Floodplain Mapping and Integrated Watershed Management as part of the First Nations Adapt program. Funding received will also support capacity development through training modules and webinars that specifically relate to phases being undertaken during the floodplain mapping.

The Chippewas of the Thames First Nation (COTTFN) will be the lead community in this project and will hire a liaison that will be responsible for assisting with all aspects of the project at the Community level. They will also be responsible and the main contact for the surrounding First Nations (Oneida, Munsee, Moraviantown) to ensure that opportunities are identified and encouraged. Resource and capacity issues may limit surrounding nations participation during the project timelines. Therefore, some of the activities that will be carried out may or may not involve all of the four communities found within the Lower Thames Valley watershed. These projects are part of a larger program focused on Conservation Authority / First Nations collaboration which involves Conservation Ontario. The LTVCA role in the projects is to complete technical work such as GIS modelling and Mapping, Hydrology modelling and Hydraulics modelling and Mapping. Additionally, the LTVCA will assist communities in the development of Risk Management and Policy in response to the defined flood plains.

Phase 1 (Floodplain Mapping and Integrated Watershed Management with First Nations in Ontario- A Partnership Approach) - Duration: 2019 - 2021

Cambium Indigenous Professional Services (CIPS) is currently working in collaboration with the Lower Thames Valley Conservation Authority (LTVCA) and Conservation Ontario (CO) with funds received from CIRNAC in 2019/2020 to conduct a research project that will identify the current state of floodplain mapping within Ontario First Nations and current relationships between Ontario's Conservation Authorities (CA) and First Nations. By identifying current relationships and projects, best management practices can be identified and showcased. As a result of flood plain management expertise at CA's, the multiple benefits of a partnership between COTTFN, LTVCA, and CIPS, who have a history and knowledge of working with and in First Nation Communities in the context of climate change as well as engagement, this significant project has been funded. It will help to ensure consistency and assist in the development of capacity for all partners of the initiative. And in addition, it will enable the sharing of knowledge gained with others as series of maps (approximately 300+) are being developed to identify things such as areas of concern for Communities and CA boundaries in relation to First Nation Communities, including treaties and climate change projections. Other benefits of the project will include the development of a list of partnership opportunities, champions will be identified and efforts will be put forth to assist in creating and/or strengthening respectful, reciprocal relationships.

Phase 2 Project Description: Floodplain Mapping and Integrated Watershed Management with the Chippewas of the Thames First Nation-A Shared Watershed with a Shared Responsibility and Educational Journey Duration: 2020 - 2022

With guidance, support and resources from the project partners (Conservation Ontario, Lower Thames Valley Conservation Authority, Green Communities Canada and the Canadian Environmental Law Association) over a 2-year period the COTTFN will complete floodplain/risk mapping within their territory along the banks of the Thames River as well as develop and deliver educational materials for their community members to ensure that there is a good understanding of the importance of this work now and into the future.

Opportunities will be made available for the surrounding three FN Communities to participate (Oneida, Munsee and Moraviantown) in a number of activities such as any educational workshops as well as on the land activities, etc. and all parties will be encouraged to take part. Educational workshops that are developed and delivered as pilots will be critiqued by community members and made available to other interested Indigenous communities via webinars in year two with the assistance of Green Communities Canada and the Canadian Environmental Law Association.

7.2) Summer of 2020 Thames River Algae Blooms

J. Wintermute will be providing the Board of Directors with a Power Point Presentation on the Algal blooms that have impacted the Thames River this past summer.

7.3) 2021 LTVCA Draft Budget Report

Date: October 15, 2020

Memo to: LTVCA Board of Directors

Subject: Draft Budget Report

From: Todd Casier, Manager, Financial and Administrative Services

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

Background:

In its meeting of August 2020, the Board of Directors of the Lower Thames Valley Conservation Authority reviewed criteria for preparation of the 2020 LTVCA Budget. In doing so, the Board directed staff to meet with member municipalities and bring comments back to the October meeting.

As part of the Strategic Plan, staff have been directed to develop an Asset Management Plan. This plan will likely result in significant levy increases as reserves are to be generated to address capital asset repair and replacement. As a first step into the plan, in 2019 and 2020 staff included large capital purchases and repairs as budget items. In the past, these items would have been addressed setting aside surpluses equal to the amount of depreciation of the assets. When surpluses were not generated, the depreciation would not be offset. This change in budgeting has continued in the 2021 budget with all capital purchases included in items of the budget.

Budget Changes:

Every year costs increase as suppliers address increases such as inflation and the wage expense increases. Some of the most significant cost increases in 2021 are listed below. The total major negative impacts to the budget are as follows: (numbers rounded to the nearest \$100)

	Negative impacts on Budget	Difference to Prior Year Budget
1	CPP Increase	-\$3,700.00
2	Benefits Increase (10%)	-\$9,500.00
3	Missed 2020 Merit Increase (To maintain current programs)	-\$29,000.00
4	Insurance (10% current year increase plus remainder of last year increase)	-\$11,900.00
5	Water Resources Engineer	-\$82,600.00
6	Outreach Specialist	-\$64,500.00
7	Strategic Plan	-\$20,000.00
8	2021 Asset purchases	-\$72,500.00
	Total Negative Impact on Budget	-\$293,700.00
	Positive Impacts on Budget	
1	Education Staff Reduction	\$28,000.00
2	Property Taxes (Conservation Land Tax Incentive Program, Managed Forest Tax Incentive Program and property reassessments)	\$7,900.00
3	Water Resources Engineer Grant	\$55,100.00
4	Natural Hazards Program Staff Reduction	\$32,700.00
5	Outreach Specialist Grant	\$64,500.00
6		\$0.00
7	Reduced Cleaning Admin Office	\$6,600.00
8	Cancelled TODS	\$3,800.00
9	2020 Asset Purchases	\$55,500.00
10	Various Increased grants	\$25,000.00
	Total Positive Impacts on Budget	\$279,100.00
	Net Change	-\$14,600.00
	General Levy Increase	\$14,600.00
	Total Change	\$0.00

Note: Capital items in budget are noted below:

Capital Items Accounted for in Budget:

Cost	Description	Reason For Expenditures
\$ 6,000.00	\$6K Computer equipment	Start updating aging computers and IT infrastructure through out the organization
\$ 51,500.00	Three new vehicles (trucks/vans)	replacing 3 vehicles 11+ yrs old
\$ 15,000.00	\$15k portion of side scanning sonar	LTVCA Share of a co-owned side scanning sonar
\$ 72,500.00	Total	

Recommendation: That all meetings and recommendations from meetings with member municipalities be brought to the December 2020 Board meeting with any proposed revisions to the draft budget for review.

And that the final 2021 Budget be brought to the Annual Meeting of the Authority in 2021 for approval.

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

9. Business for Approval

9.1) Amendments to Administrative By-law to allow electronic meetings outside of declaration of emergencies

Background

In March of this year the Hon. Jeff Yurek, Minister of Environment, Conservation and Parks provided direction (Minister's Direction pursuant to subsection 19.1 of the *Conservation Authorities Act*) on how conservation authorities can continue operations during the COVID-19 pandemic while maintaining a safe physical distance. This ensured conservation authorities continued to conduct meetings and hearings as necessary during the period when a provincial emergency had been declared. The Minister gave conservation authorities the ability to amend their administrative by-laws to allow for virtual meetings, including by teleconference.

By-Law Addition Made by Board in April to address Minister's Direction

In order to address the Minister's Direction the Lower Thames Valley Conservation Authority passed the following motion:

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.

Current Expanded Minister’s Direction

In September Minister Jeff Yeruk (Minister of Environment Conservation and Parks) issued a further Minister’s Direction pursuant to subsection 19.1 of the *Conservation Authorities Act*. In that direction he states “Now that the provincially declared state of emergency has ended and municipally declared states of emergency may have ended, conservation authorities may be prevented from continuing to be able to meet virtually. As such I am amending the Direction that I issued on March 26, 2020 to remove this barrier. I am directing conservation authorities listed in Schedule A, to meet virtually for the purpose of reviewing and amending their by-laws, as applicable to allow for members of a conservation authority to participate electronically in meetings when it is deemed appropriate by the conservation authority to do so.”

Pursuant to the Minister’s Direction, Conservation Ontario, through legal support and review by Conservation Authorities, has provided an additional clause to be added to Conservation Authorities By-Laws to allow them to come into compliance with the Minister’s Direction. The additional clause to be added, as amended to match the LTVCA Administrative By-Law is provided in the recommended resolution below.

Recommended Resolution:

Be it Resolved: That the following clauses be added to the Administration By-law of the Lower Thames Valley Conservation Authority (originally dated October 18, 2018 as amended April 16, 2020).

Electronic Meetings and Participation

Electronic meetings are permitted and must follow/accommodate all Section C Meeting Procedures identified in this By-Law, including those as set out in the 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”. In the

case of an electronic hearing “Section 28 Conservation Authorities Act Hearing Guidelines, October 2001, amended 2018 and 2020” and as in future amended and approved by Conservation Ontario Council shall apply.

A member can participate electronically in a meeting that is open or closed to the public and in either case may be counted in determining whether or not a quorum of members is present at any point in time. Electronic meetings must permit all participants to communicate adequately with each other during the meeting. For open meetings the public must be able to attend the meeting electronically and be able to observe all that members can hear and see at 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)

9.2) Income and Expenditure vs Budget to August 15, 2020

Date: October 15, 2020
Memo to: LTVCA Board of Directors
Subject: **Income and Expenditure vs Budget to August 15, 2020**
From: Todd Casier, CPA, CA, Manager, Finance and Administrative Services

Background:

Review the 2020 Budget to the Revenue and Expenditures for the 8 months ended August 31, 2020.

REVENUE	2020	2020 BUDGET		2020 ACTUAL	\$ VARIANCE
	BUDGET	AUG PROJECTED		TO AUG 31	TO PROJECTED
GRANTS	1,128,919	752,612	*	881,327	128,715
GENERAL LEVY	1,462,457	1,462,457	^	1,462,457	0
DIRECT SPECIAL BENEFIT	205,000	205,000	^	205,000	0
GENERAL REVENUES	507,670	338,447	*	609,674	271,227
FOUNDATION GRANTS & REVENUES	0	0	*	1,211	1,211
RESERVES	0	0	*	0	0
CASH FUNDING	3,304,046	2,758,516		3,159,669	401,153
OTHER	0	0		235,000	235,000
TOTAL FUNDING	3,304,046	2,758,516		3,394,669	636,153

*-based on a 8 of 12 month proration of the budget

^-based on cash received to date

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. All municipalities are paid in full.

General Revenue is above budget due to the following factors:

- Planning & Regulations, Conservation Areas (Seasonal), Conservation Services and Chatham Kent Greening and interest income are above budget. This is partially offset by; Conservation Education and SKA-NAH-DOHT Village program revenues being lower due to COVID-19 restrictions.

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.

Other revenues are above budget due to the donation of property to the Conservation Authority

EXPENSES	2020 BUDGET	2020 BUDGET AUG PROJECTED	2020 ACTUAL TO AUG 31	\$ VARIANCE TO PROJECTED
WATER MANAGEMENT				
FLOOD CONTROL STRUCTURES	166,016	110,678	79,923	(30,755)
EROSION CONTROL STRUCTURES	12	8	276	268
FLOOD FORECASTING AND WARNING	200,387	133,592	111,028	(22,564)
TECHNICAL STUDIES	50,980	33,987	34,293	306
PLANNING & REGULATIONS	268,322	178,881	189,831	10,950
WATERSHED MONITORING (PGMN)	120,770	80,513	78,517	(1,996)
SOURCE PROTECTION	31,512	21,008	13,038	(7,970)
THAMES MOUTH DEBRIS REMOVAL	0	0	0	0
Water Management Subtotal	837,999	558,667	506,906	(51,761)
CONSERVATION & RECREATION PROPERTIES				
CONSERVATION AREAS	638,279	425,519	374,975	(50,544)
COMMUNITY RELATIONS AND EDUCATION				
COMMUNITY RELATIONS	187,317	124,878	102,476	(22,402)
CONSERVATION EDUCATION	85,146	56,764	48,101	(8,663)
SKA-NAH-DOHT VILLAGE	172,449	114,966	81,519	(33,447)
Community Relations & Education Subtotal	444,912	296,608	232,096	(64,512)
CONSERVATION SERVICES/STEWARDSHIP				
CONSERVATION SERVICES (FORESTRY)	62,624	41,749	81,231	39,482
CHATHAM-KENT GREENING PROJECT	459,834	306,556	371,691	65,135
PHOSPHORUS REDUCTION	653,528	435,685	342,615	(93,070)
SPECIES AT RISK	206,870	137,914	244,091	106,177
Conservation Services/Stewardship Subtotal	1,382,856	921,904	1,039,628	117,724
CAPITAL/MISCELLANEOUS				
ADMINISTRATION BUILDING	0	0	0	0
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	2,202,698	2,153,605	(49,093)

Water Management

Flood Control Structures are below budget as most large projects have not been completed as of August 31st.

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 comparable to budget.

Planning and Regulations are above budget due to increased legal fees.

Watershed Monitoring is comparable to budget.

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

Conservation Areas

Conservation area expenses are below budget due to several factors. Seasonal staff were hired later in the season after COVID-19 restrictions were reduced and camping was able to commence and most large projects, operation of the campgrounds and other large operational costs started later in the year and will run further into the fall with the extended camping season.

Community Relations and Education

Community Relations, Conservation Education and SKA-NAH-DOHT Museum and Village are below budget due to the limited activities in these programs, one educator has been partially working in the conservations areas and one part time Village Educator contract has not been hired due to decreased demand and revenues caused by COVID-19 restrictions.

Conservation Services/Stewardship

Conservation Services (Forestry) and Chatham-Kent Greening expenses are above budget as most activities and related expenses have been completed for the year with more sales and therefore more purchases and expenses then budgeted.

Phosphorous Reduction is below budget due to the two Conservation Services/ALUS staff spending more of their time in Conservation Services during tree planting and the summer and not obtaining one of the various grants for these programs and incurring the related expenses.

Species at Risk (SAR) is above budget due to large expenditures for services and materials to comply with grants ending March 31 and a contract GIS Technician employee required to complete the project for a program period ending Mar 31. Direct Expenditures in SAR are covered by the two SAR grants.

Capital/Miscellaneous

No Capital/Miscellaneous expenses to date.

Summary:

	2020 BUDGET	2020 BUDGET AUG PROJECTED	2020 ACTUAL TO AUG 31	\$ VARIANCE TO PROJECTED
TOTAL CASH FUNDING	3,304,046	2,758,516	3,159,669	401,153
TOTAL EXPENDITURES	3,304,046	2,202,698	2,153,605	(49,093)
OPERATING SURPLUS (DEFICIT)	0	555,818	1,006,064	450,246
LESS: ACQUISITION OF CAPITAL ASSET	0	0		0
NET CASH FUNDING SURPLUS (DEFICIT)	0	555,818	1,006,064	450,246

At August 31st, 2020, LTVCA's operating surplus is favourable mostly due to the timing of grants received and general revenues being higher then budget at this time of year.

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 has had impacts on the results of our operations at August 31st, 2020.

Recommendation: That the Board of Directors receives the Budget vs Revenue and Expenditures report for the period ended August 31st, 2020.

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

9.3) LTVCA 2021 Fee Schedule Proposal

Introduction

Camping fees at Big Bend and CM Wilson Conservation areas have not been adjusted in the last 7 years or more. This has led to fees which are not competitive with surrounding Conservation Areas and the Ontario Parks seasonal camping program.

Proposed Fee Changes

Camping

Seasonal Camping

An average of \$2,274 + HST was taken from 37 different Conservation Areas and Provincial Parks which offer comparable services. We are looking at a 3-year plan to have our rates reach \$2,200, which would be a \$200 increase each year until 2023. This change would take place at Big Bend and CM Wilson. Our fee schedule will be reassessed at that time to make any adjustments to maintain our competitiveness within the current market.

Site Type	2020	½ Season	2021	½ Season	2022	½ Season	2023	½ Season
Premium	\$1,600	\$900	\$1,800	\$1,000	\$2,000	\$1,100	\$2,200	\$1,200
Unserviced	\$1,400		\$1,600		\$1,800		\$2,000	

Transient Camping

We are only looking at a slight increase of \$2 per night on our transient camping sites. However, the largest change will come in the classification of sites. There will now be the classification of “Premium Site”; this will include all Hydro & Water sites at CM Wilson, and the waterfront sites at Big Bend. The sites at Big Bend are in high demand and offer a unique camping experience in the area, and therefore justify applying a higher rate to these sites.

Extra overnight vehicle parking will be adjusted slightly. The price will drop from \$10 to \$5. This drop is to encourage compliance. These permits will be available through our Let’s Camp website and at the Pay and Display at CM Wilson.

Site Type	2020	2021
Premium (Hydro & Water or Waterfront)	\$38	\$40
Hydro Only	\$36	\$38
Unserviced	\$30	\$32

CM Wilson Barn Rental

Fees for non-wedding events at CM Wilson will remain at \$250 with a deposit of \$100 to secure the booking.

There will be a change in the way we promote and package the use of the barn for weddings. The current pricing is \$600 for our most expensive package, which includes: use of the barn, an area within the conservation authority, and a block of parking for 25 vehicles. The price for a wedding at the barn will no longer fluctuate. Only one package will be offered, as outlined below.

New Barn Package and Pricing

CM Wilson Wedding at the Barn;

- \$1,000 (50% of total bill due at the time of booking, \$100 of which is non-refundable without 30 days’ notice)

Includes:

- Outdoor area rental
- Use of outdoor area for photos
- Parking for 25 vehicles

- Access to setup on the day prior to the wedding, starting at 1400 hrs.
- Permitted to return the day after the event to clean up before 1200 hrs.

Cleaning fee – There will be a charge of \$150 for the first hour and \$50/hr. for every subsequent hour of cleaning that needs to be done by our staff following an event.

List of unchanged fees

- EM Warwick
- Firewood
- Pavilion Rental/Area Rental
- Day use and CA Parking Passes
- Non-Camper Sewage Disposal

Conclusion

LTVCA currently undervalues our campgrounds; these changes will ensure we remain competitive with campgrounds which offer similar services. The pricing will be reviewed every 3 years in order to assess the current market trends. These slight increases and changes simplify our pricing, and increases potential revenue for the LTVCA, so we can continue to serve you better.

Recommendation: That the LTVCA Board of Directors approve the 2021 Conservation Area Fee Schedule.

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

4. Improve Transparency and Understanding of Financial Statements
8. Improve Conservation Areas Operations

Submitted by:

Randall Van Wagner
Manager of Conservation Lands and Services

Reviewed by:

Mark Peacock, P. Eng.
CAO, Secretary Treasurer

Lower Thames Valley Conservation Authority
2021 Conservation Areas Fee Schedule
 ALL PRICES INCLUDE HST

	Longwoods Road	Big Bend	CM Wilson	EM Warwick	Sharon Creek
Camping (Single Sites [‡])		✓	✓		
Group Camping (5 person min.)	✓	✓	✓	✓	
Seasonal Camping		✓	✓		
Pavilion/Area Rental	✓	✓	✓		
Day Use Fee	✓ coin or credit card		✓ coin or credit card		✓ MacKay Pay
2021 CA Parking Pass	✓		✓		✓

Day Use Parking Passes

Vehicle Permit	5.00 per day
Bus	110.00 per day
2021 CA Parking Pass	60.00

<u>Camping</u>	<i>Nightly</i>	<i>Monthly</i>	<i>Half Season</i> <i>(10 weeks)</i>	<i>Season</i> <i>(Victoria Day - Thanksgiving)</i>
Premium Sites	40.00	625.00	1000.00	1800.00 (other fees may apply)
Hydro & Water/Waterfront Sites (Big Bend)				
Hydro Only	38.00			
Unserviced	32.00			1600.00 (other fees may apply)
Extra Overnight Vehicle	5.00 per night			
Group Camping	10.00 per person (5-person minimum)			
Winter Storage of Camper	200.00 (Thanksgiving – Victoria Day (CM Wilson Only))			
Firewood	10.00/bag			

<u>EM Warwick†</u>	<i>Weekends/night</i>	<i>Fri & Sat bundle</i>	<i>Sun-Thurs/night</i>	<i>Weekly</i>
<i>(Includes all buildings)</i>				
Peak Season (May-Oct)	300.00	550.00	200.00	1000.00
Off Season (Nov-Apr)	250.00	450.00	150.00	750.00
Reservation Deposit*	50% of total bill due at time of booking (\$100 of which non-refundable without 30 days' notice)			
Firewood	50.00/½ face cord			

<u>Pavilion Rental†</u>	<i>Per day, excludes parking</i> (Guests must use Pay & Display machine OR Purchase permits in advance)
Pavilion/Area Rental	100.00 (for outdoor and pavilion weddings, \$200 consultation fee also applies)
Barn (CM Wilson)	250.00
Per 25 Vehicle Permits	50.00
Reservation Deposit*	100.00 (Non-refundable without 30 days' notice)
Wedding Consultation Fee	200.00

CM Wilson Barn Wedding

1000.00	- 50% of total bill due at time of booking (\$100 of which non-refundable without 30 days' notice)
Includes:	- Outdoor area rental and use of outdoor area for photos
	- Parking for 25 vehicles
	- Access to setup day before at 2:00 pm
	- Teardown before 12:00 pm day after
	- Consultation Fee

Other

Non-Camper Sewage Disposal	50.00 (CM Wilson Only)
Cleaning Fee	150.00 first hour, 50/hour thereafter

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

[†] Requires \$150 Security/Damage Deposit, to be refunded if applicable

* Reservation deposit applied to total bill

Prices are subject to change

9.4) Great Lakes Local Action Fund Application

The Lower Thames Valley Conservation Authority is applying for funding under the Provincial Great Lakes Local Action Fund. That fund requires that the governing board of the Authority endorse the application.

Project Summary: This project has three elements:

- 1 - Engage the community to restore shoreline beaches with Native Tall Grass species to improve community resilience to climate change and safeguard wildlife welfare and habitats.
- 2 - Provide awareness and installation of rain barrels and other educational materials & methods to reduce urban stormwater runoff and associated risks (erosion, habitat degradation, pollution discharge into waterways) to improve water quality and enhance climate change resiliency.
- 3 - Construction of an elevated boardwalk with educational signage in a wetland at our Longwoods Rd Conservation Area to allow educational access in a way that protects sensitive areas of the wetland.

The full application can be provided to members should they wish detailed information about the project.

Recommendation: That the Lower Thames Valley Conservation Authority Board of Directors endorses the application to the Great Lakes Local Action Fund for the Engaging Citizens for Shoreline Stabilization and Climate Resilience.

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

1. Strengthen and Increase Collaboration with Community Stakeholders
2. Increase Awareness of the Value of Good Watershed Stewardship

Submitted by:

Randall Van Wagner

Manager of Conservation Lands and Services

Reviewed by:

Mark Peacock, P. Eng.

CAO, Secretary Treasurer

10. Business for Information

10.1) CAO's Report: Update to Board on Impacts to Operations from COVID-19 Pandemic, Conservation Ontario Level, and Electronic Hearing Guidelines

Date: September 15, 2020

Memo to: LTVCA Board of Directors

Subject: C.A.O.'s Report

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

COVID-19 Update

Staff are continuing to work from home with limited staff entering buildings at this time. The Pandemic Management Committee continues to meet three times a week to address ongoing issues and plan as we move forward. Education programming is being reviewed by the committee jointly with staff and procedures are being developed for small events to ensure they meet all local, provincial and federal requirements. Due to increasing Covi-19 cases any lessening of restrictions has been put on hold at the LTVCA.

Conservation Ontario Levy Reduction

In accordance to recommendations from Conservation Authorities, Conservation Ontario staff have developed their budget based on a 1.3% reduction in levies to conservation authorities. The Conservation Ontario levy to the Lower Thames Valley Conservation Authority was \$26,769.00 and this has been reduced to \$26,340.70 in 2021.

Electronic Hearings Guidelines

Currently the Lower Thames Valley Conservation Authority Executive Committee uses "Section 28 Conservation Authorities Act Hearing Guidelines, October 2001, amended 2018" for defining hearing procedures when undertaking permit hearings. This document does not address the potential need to undertake hearings remotely via electronic means.

During the provincial state of emergency declared as a result of the Covid-19 pandemic, the Provincial government enacted Order in Council 72/20 under section 7.1 of the *Emergency Management and Civil Protection Act*. While that order was in force, provincial limitation periods and procedural time periods were under suspension. (between March 16, 2020 and September 14, 2020). It should be noted that even with that suspension the LTVCA did move forward with hearings to limit impacts on clients.

With the cancelling of the declaration of emergency, the suspension of limitation periods and procedural time lines are no longer in effect. Alternative means of undertaking hearing is required should in person hearings be determined to be too dangerous to undertake. The Minister of Environment, Conservation and Parks has issued a Minister's Direction allowing the use of electronic hearings. Conservation Ontario, with legal support from the government has amended its hearing guidelines "Section 28 Conservation Authorities Act Hearing Guidelines, October 2001, amended 2018" to allow for electronic hearings. In September 2020 the Conservation Ontario Council approved these amended guidelines for use. These guidelines will be used should the Executive committee decide to undertake a hearing by electronic means.

Recommendation: That the C.A.O. / Secretary Treasurer Report be received for information.

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

1. Strengthen and Increase Collaboration with Community Stakeholders

Respectfully Submitted

Mark Peacock, P. Eng.

C.A.O. / Secretary Treasurer

10.2) Lower Thames Valley Conservation Authority (LTVCA) Indigenous Awareness Training

Date: October 15, 2020

Memo to: LTVCA Board of Directors

Subject: 2019/2020 LTVCA staff training report

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

Background

As part of fulfilling their Vision and Mission, the LTVCA understands that relationships need to be built with the surrounding Indigenous Communities and a better understanding of those communities, including the history of Indigenous people as a whole within Canada, must take place in order to be able to move forward in building respectful, reciprocal relationships that will be beneficial to all.

The LTVCA has been exploring opportunities to further develop its understanding of the Indigenous Communities as well as create the opportunity for the staff to learn about the cultural values, traditions, beliefs and more importantly the history of the Communities within and surrounding their Region. The LTVCA see this as an important piece in moving forward with the work they are mandated to pursue and appreciate the benefits of including the Traditional Ecological Knowledge (TEK) and input from the Indigenous Communities when considering new projects to undertake as well as realize the need to meet the requirements for mandated consultation triggered by certain project undertakings.

Generally speaking, outreach efforts with communities for local education and stewardship-based initiatives can result in positive, mutually beneficial relationships. However, interactions through mandated consultation venues (like the Environmental Assessment process) can produce strained relationships and can result in financial request/demands being made by communities that LTVCA cannot meet. Issues can become further complicated when the mandated consultation process becomes a venue for communities to request resolution on Crown related “Duty to Consult” items.

The management and staff at the LTVCA do not always have the background information to understand where the Communities are coming from when making these requests therefore creating unnecessary conflict. Although LTVCA has done work with the surrounding Indigenous Communities, Management wanted to create formal opportunities for the staff to learn about and with the Indigenous Communities. LTVCA wants to continue to work with Indigenous Communities to build trust and strengthen the existing relationships as well as to start to foster meaningful relationships with others they have yet had the opportunity to as this will complement the work in which they are mandated to complete as well as the mandated consultation process.

On February 27th and 28th 2019 Conservation Ontario (CO) ran a two-day training session for CA General Managers (GM) / Chief Administrative Officers (CAO) and senior CA staff, with the intent that it would provide foundational information on Indigenous history, issues and engagement strategies that future education/training could build upon. Management from LTVCA were present at this session along side other CA management, namely from the St. Clair Region Conservation Authority (SCRC) who engaged Cambium Aboriginal to work in partnership to develop and deliver a similar session not only for SCRC staff that had interest in participating but also engaged and co-ordinated the Conservation Authorities in the area (Lower Thames Valley, Upper Thames River and Essex Region) whom have shared interest in building relationships with the local urban/rural Indigenous peoples and Communities.

This resulted in the sharing of staff resources as well as shared travel costs for Cambium Aboriginal amongst the CA's. It also provided an opportunity for local Indigenous Community staff to participate, share stories and re-enforce the knowledge presented. Another benefit to the organization of this training was that staff within all four Conservation Authorities had the opportunity to participate in the training, whether it be with their own CA as well as with other CA's if there was a conflict in their scheduling. The organization of this training in this manner has also ensured that a number of CA staff in the south western region have the same level of understanding to move forward in a good way.

Discussions with Cambium Aboriginal and subsequent consultation with the LTVCA resulted in the decision that a two-day training workshop with the management and staff be scheduled to take place in the late fall of 2019 and winter of 2020 and the session would be open to any staff from the South Western Region Conservation Authorities. The training requested would focus on providing staff with foundational information on Indigenous issues and engagement that future education/training could build upon.

Key Items brought forward for Learning

The following key items were brought forward by LTVCA management with Cambium Aboriginal:

- Although LTVCA has had positive interaction with some of the surrounding Indigenous Communities there is a need and desire for the LTVCA management and staff to be more aware through education pertaining to Indigenous Communities/people within, and affiliated with the Lower Thames Valley Watershed.
- The LTVCA Management understand and see the need to ensure that there are opportunities for the staff to understand and become aware of the Indigenous Communities/peoples cultural values, traditions and history.
- There is a need for the LTVCA to understand what the obligations are of the Duty to Consult legislation and the Truth and Reconciliation calls to Action from both the settler organization view as well as a First Nation community view.
- There is a need to ensure that engagement with Communities is appropriate, meaningful, and not just a mandated obligation.

The Program was designed to initiate a high-level knowledge-based path of self-understanding for LTVCA staff to help with positioning the organization in a manner that will improve the way that they do business.

Participants

There were sixteen (16) participants that voluntarily and actively participated in the event representing approximately 70% of the LTVCA staff. Other staff had recently received the training as part of the earlier Conservation Ontario programs.

For the March training sessions, Cambium Aboriginal reached out to the surrounding First Nation Communities and extended an invitation for Community staff to join the session and give local experiences and knowledge. Three Walpole Island First Nation Environmental Staff (Carl Smith, Harold Pinnance and Kennan Johnson) attended the March 9th session at the Upper Thames River Conservation Authority sharing stories, personal experiences and knowledge that was very much welcomed and enhanced the session.



Key Readings and Learning Points

Below are a few of the key points and readings that were reviewed.

Key Readings

- Indian Act
- *Powley Decision – look up to understand more about Metis rights
- *MOU –Metis and Canada 2017

- *1969 White Paper- Government proposition to abolishing the Indian Act and eliminating Indians as a distinct legal status

Learning Points

- *Provincial Policy Statement –didn't use duty to consult or define aboriginal peoples
- *ASSERTED RIGHTS* - Moving target – more info as we learn but all that is needed is some sort of proof that there have been rights in the past
- *Midland a good example –Official Plan reviews - for you by you-inclusive
- *CURVE LAKE Consultation plan is a good example of process
- The word “Indian” is the legal term used by Government but should not be used to address Indigenous people
- The “Rights” that First Nations are asserting are “Rights” confirmed by the courts
- Each Community is different and will needed to be treated as such
- Should embrace a “want” to engage process rather than a “need” to engage process
- Ontario Metis and Aboriginal Association is no longer – now Metis Nation of Ontario (MNO)

They are very new and just trying to figure things out and this will take time

- The population of First Nation people in Ontario is less on Reserve than any other province
- Traditional Territory and Traditional Lands are different
- First Nations are gaining rights at an astronomical speed and are winning majority of court cases
- You have to be a member to have a certificate of possession (CP). Land is still owned by the Crown – can't mortgage or use your property as any sort of financial leverage because of this
- First Nation Chiefs have more status than a Mayor as Individual Communities are Nations
- Duty to Consult lays with the “Crown” but can be delegated
- As Communities learn about their “Rights” the more they will assert them
- MOU – Consultation Matrix – are ways to help First Nations to streamline the process

Response of Staff to Sessions

As the final wrap up took place, the participants were asked a series of questions about the training.

In a closing sharing circle participant were asked to reflect on how they were feeling with the knowledge that they had gained using only one word.

The following expressions were captured: “Grateful” “Overwhelmed” “Educated” “Thankful” “Enlightened” “Excited” “Informed” “Surprised”

Next Steps

As an organization, the LTVCA wishes to be positioned to provide exemplary service to the entire service area. Although there has been a relationship with some of the Indigenous Communities/peoples in the area it has not really been defined nor has there been resources dedicated to understand the potential of a relationship or to pursue and solidify a “respectful, reciprocal relationship”. These sessions made it clear that this is the beginning of a long yet very beneficial journey, that like any relationship, must be worked on. Staff now have a better understanding of how to move forward to pursue the “respectful, reciprocal relationships” with local Indigenous communities and communities in Ontario and Canada as a whole. A full report on the sessions including all presentations is available upon request.



Recommendation:

That the Lower Thames Valley Conservation Authority (LTVCA) Indigenous Awareness Training Report be received for information.

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

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

1. Strengthen and Increase Collaboration with Community Stakeholders

10.3) Water Management

10.3.1) Watershed Conditions

There have been 16 flood messages issued since the last written report to the Board of Directors. All of these messages related to Great Lakes shoreline issues, with one of them being a combined shoreline and watershed wide message due to forecasts predicting the possibility of up to 100 mm of rain in some areas. Three of these messages were Flood Warnings for Erie Shore Drive. Eight messages were Flood Watches for the Lake Erie shoreline and four were Flood Watches for concerns on both Lake Erie and Lake St. Clair. However, in half the cases, the predicted wind speeds were over-estimated and flooding did not occur.

The weather station at Erieau recorded eight events where winds exceeded 25 km/hr for more than one hour. In five of these cases, winds exceeded 30 km/hr. As water levels on the lakes have dropped, the wind threshold where flooding begins on Erie Shore Drive has increased slightly. Sustained winds above 25 km/hr now start to produce flooding, but water doesn't seem to accumulate enough to make it onto the road until winds rise to around 30 km/hr. The worse two flooding events over the last couple of months were down on Erie Shore Drive when winds exceeded 40 km/hr. These events occurred overnight on September 6/7th and the afternoon of September 30th. During these events significant depths of water were observed flowing over the road, with 15 cm measured during the event on the 30th.

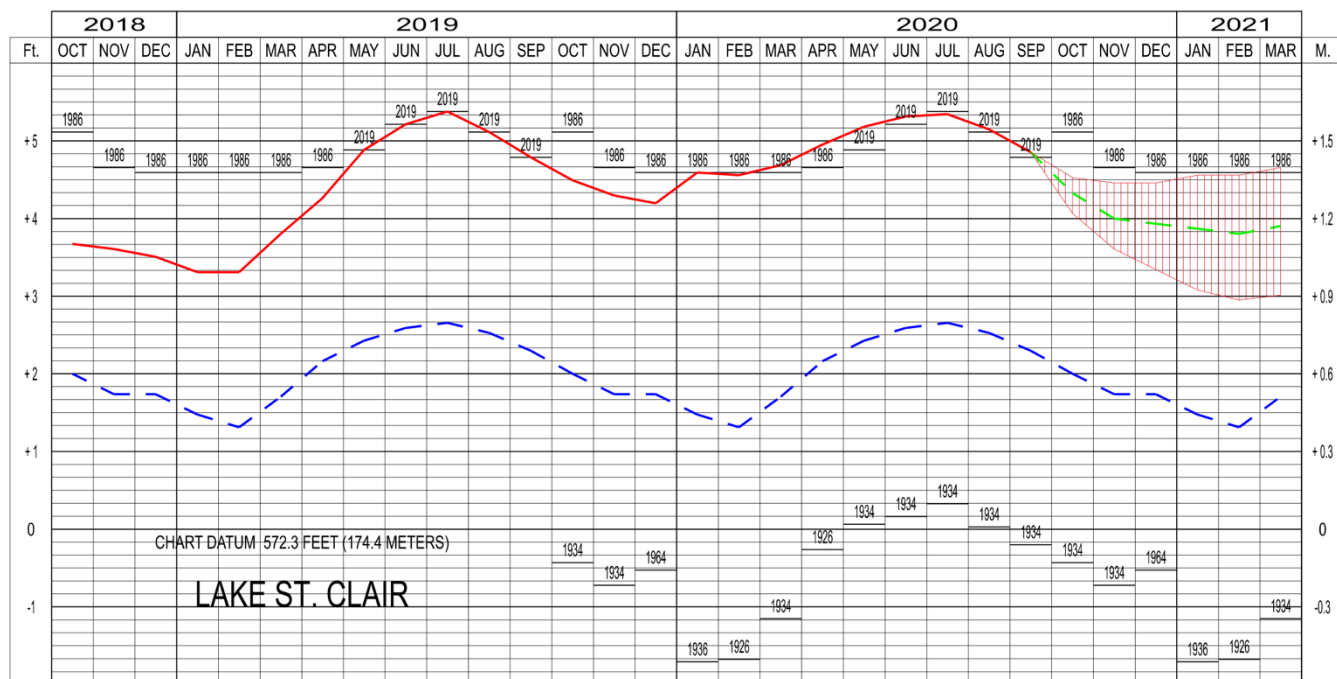
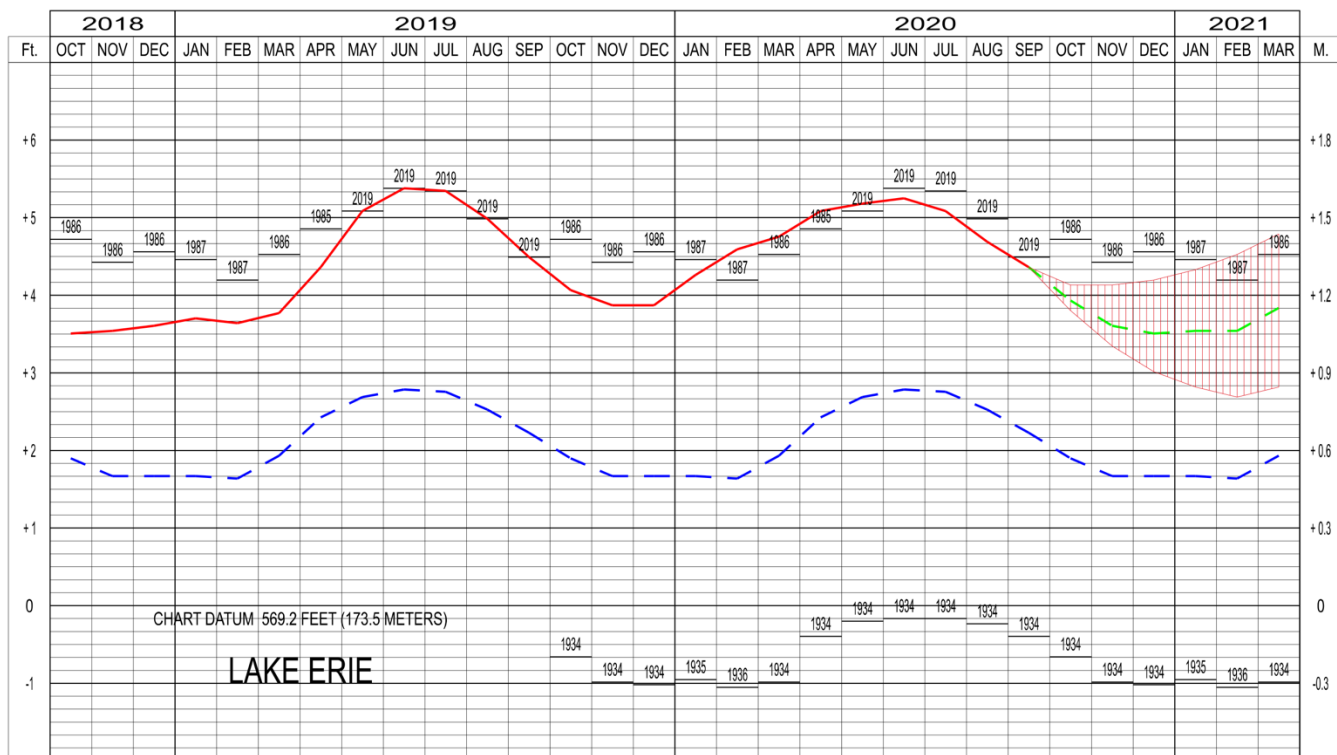
The only observed flooding event in Lighthouse Cove occurred on August 29th. There was water at many of the intersections with the side streets at Tisdelle Drive but the water had not made it all the way across Tisdelle so the depths were not significant. There was also some water on properties along Melody Dr. Although not reported, there was also likely minor flooding in the community the nights of September 3rd and October 2nd.

Report on Lake Conditions

Average daily water levels on Lake Erie at the beginning of October were around 174.76 m (I.G.L.D.). Water levels have been following a typical seasonal decline over the last few months and are now down 38 cm from this year's peak daily average water level seen on May 30/31st. However, the current water level is only around 10 cm lower than it was at this time last year. Currently water levels are still around 70 cm higher than what would be considered normal water levels for this time of the year. Water level forecasts are currently predicting a fall in lake levels of around 15 cm over the month of October.

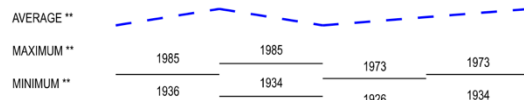
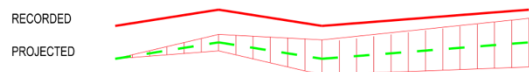
Average daily water levels on Lake St. Clair at the beginning of October were around 175.76 m (I.G.L.D.). Water levels have been following the typical seasonal decline over the last few months and are now down 32 cm from this year's peak daily average water level set on May 19/20. However, the current water level is only around 10 cm lower than it was at this time last year. Currently water levels are still around 75 cm higher than what would be considered normal water levels for this time of the year. Water level forecasts are currently predicting a fall in lake levels of around 10 cm over the month of October.

However, we should not be thinking that because levels have dropped beneath these record highs that we have substantially less risk for flooding. As we move into the autumn period, there tends to be longer events with sustained wind high enough to cause flooding. The current risk of flooding today is not significantly different than it was last year at this time. As we move into the winter, the risk of flooding will largely depend on whether we receive winter ice cover. The figures below are published by the U.S. Army Corp of Engineers and graph the monthly average water levels and water level forecast over the next 6 months.



LEGEND

LAKE LEVELS



** Average, Maximum and Minimum for period 1918-2019

10.3.2) Flood Control Structures

Regular seasonal maintenance continues on all the LTVCA's flood control structures.

Training was provided to our new staff members on the operations and maintenance of our flood control structures on September 8th.

Over the last 2 years significant work has been completed in clearing vegetation from the McGregor Creek Diversion Channel. Prior to 2020, Crews manually removed larger tree species and areas of dense shrubs. In 2020, mowing was completed on parts of the works and a spraying program was completed in September of 12 ha of shrubs and invasive species. This program was undertaken in flagged areas to limit impacts on adjacent properties and the potential for erosion. Residents along the channelization were notified of the work prior to its undertaking. Moving forward in 2020, manual removal of shrubs will be continued. Through a funding program, in 2021 significant areas of the channelization will be planted with tall grass prairie species that will allow mechanized mowing of the structure in future years.

10.3.3) Low Water Response Program

LTVCA staff examined recent precipitation and flow on the Thames River at the beginning of September and October to see if the watershed had entered a Low Water Condition as per the provincial Low Water Response Program. For precipitation, both 18 month and 3 month rainfall totals are examined and the program thresholds are: Level 1, 80% of average; Level 2, 60% of average; and Level 3, 40% of average. For flows, the average flow over the last month is examined and the summer thresholds are: Level 1, 70% lowest average summer flow (LASF); Level 2, 50% LASF; and Level 3, 30% LASF.

While there had been a significant rainfall deficit in June, this was made up for in July and August. In July, there was a heavy rain event on the second weekend of the month. There were also several days at the beginning of August with substantial rain that in some areas approached the entire month's average rainfall volume. However, September was once again an abnormally dry month. The wet July and August helped offset the dry June and September such that neither the September nor October analyses indicated a Low Water Condition based on rainfall.

The heavy rains at the beginning of August boosted water levels on the Thames well above the LASF. Another couple of smaller events boosted water levels just up above the LASF during the second week of August. For the rest of the month though, water levels fell below the LASF. Rains during the last weekend of August and beginning of September kept water levels mostly above the LASF for the first 12 days of September. For the rest of the month, water levels saw a slow decline, bottoming out at around 50% of the LASF near the end of the month. When averaged out over the monthly interval, water levels on the Thames, at both Dutton and Thamesville, were above the 70% LASF and therefore above the Low Water Level 1 Condition threshold.

10.3.4) Watershed Monitoring

Watershed-wide, surface water quality monitoring continues on a monthly basis at 22 sites throughout the watershed. The sampling is being conducted under two programs, the Provincial (Surface) Water Quality Monitoring Program (PWQMN) and a special grant under Canada-Ontario Agreement (COA) Respecting the Great Lakes Basin Ecosystem. After earlier delays this year due to the pandemic, the LTVCA and MECP are currently working on revising the COA grant for the 2020-2021 fiscal year.

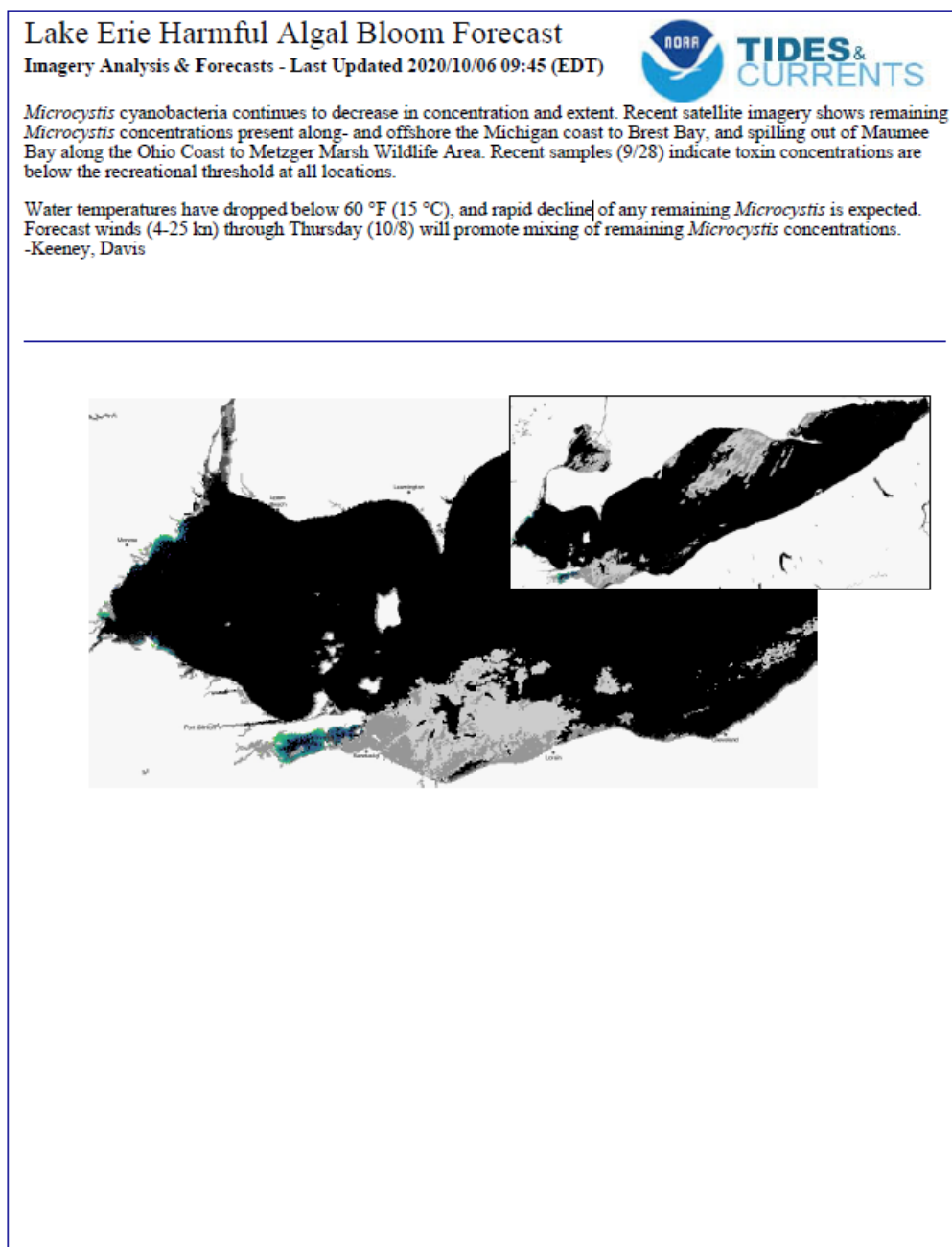
Over the last few weeks, the LTVCA has been contacted by the MECP regarding both the PWQMN and the Provincial Groundwater Monitoring Network (PGMN) program. After having shut down the provincial labs in March, the ministry is now reopening the labs and looking to complete what is left of the 2020 field season. They have been contacting the various Conservation Authorities to see if they can conduct the routine sampling. Since the LTVCA had not suspended field operations, we have responded that we will complete any outstanding sampling for the remainder of the field season. At this time, it seems like the greatest challenge will be scheduling the field work. As the provincial lab returns

to operations, they will be tightly controlling when and how many samples they receive for processing, which will in turn dictate when the field work can be conducted.

10.3.5) Harmful Algal Blooms (HAB)

During the bloom season, the operational NOAA Lake Erie HAB Forecast provides the current extent and 5-day outlooks of where the bloom will travel and what concentrations are likely to be seen, allowing managers to determine whether to take preventative actions. At the time this agenda was drafted, the most recent Forecast was from October 6th and is also attached. Essentially, the HAB season on the Great Lakes has finished for the year.

In addition to the HAB on the Great Lakes, LTVCA staff monitor for blooms on the Thames River. For the third year in the last four, there was a algae bloom on the Thames River itself. The bloom lasted from approximately August 13th through to September 3rd and at one time or another was observable at some location along the entire length of the lower Thames River. This bloom will be the subject of a presentation at this Board Meeting.



The map displays the density of Great Lakes waterbirds around Lake Erie. The legend indicates four density levels: High (red), Medium (orange), Low (green), and Absent (grey). The map shows a high density of birds in the western part of the lake, particularly near Toledo, Ohio, and Detroit, Michigan. A NOAA logo is visible in the bottom right corner, along with the timestamp 2020-10-07 23:00:00. A scale bar at the bottom indicates a distance of 100 miles.

The map displays the density of Great Lakes Waterfowl around Lake Erie on October 10, 2020, at 11:00:00. The density is categorized into four levels: High (red), Medium (orange), Low (green), and Absent (grey). The map shows a high concentration of waterfowl in the central part of the lake, particularly around the Detroit and Toledo areas. Other locations with waterfowl include Sandusky, Cleveland, and Toledo. The map also shows the surrounding land areas and major roads. The NOAA logo is visible in the bottom right corner.

- Find a safe place for recreation through the Ohio Dept. of Health's Beach Water Quality Advisory, [BeachGuard](#).
- Learn more about water quality sampling and data monitoring by visiting the [Ohio EPA's site for HABs](#).
- Great Lakes HAB monitoring data and forecast research by [NOAA's GLERL](#).
- Frequently Asked Questions - [FAQ's](#).

10.4) Planning and Regulations

10.4.1) Planning

From August 1st to the end of September 31st, there have been 68 planning submissions reviewed by staff with respect to the Provincial Policy Statement, Section 28 of the Conservation Authorities Act and Ontario Regulation 152/06. On average it takes roughly 5 days to respond to submissions, ranging from same day response to 15 days for more involved planning submissions. There have also been 48 phone calls that have been dealt with in that time frame, and multiple emails.

Planning Numbers	2018 totals	2019 Totals	Jan totals	Feb-Mar totals	Apr-May totals	June-July totals	Aug-Sept totals	2020 Totals
Chatham-Kent	185	150	19	52	31	45	44	191
Elgin	94	76	6	11	7	4	14	42
Essex	58	16	3	8	3	10	5	29
Middlesex	55	48	0	4	8	7	5	24
Total Numbers	328	290	28	75	49	66	68	286

**OP, ZBL, OPA, ZBLA, Consents, Minor Variances, Plans of Subdivision, Legal Inquiries*

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 / zoom meetings have taken place with proponents / consultants / agencies / member municipalities around planning matters. Several site inspections have taken place for this department, with social distancing practices strictly adhered to. Planning services continue to be used / accessed by the public, our member municipalities and other agencies via telephone and email communication at this time.

10.4.2) Section 28 Regulations / Permitting

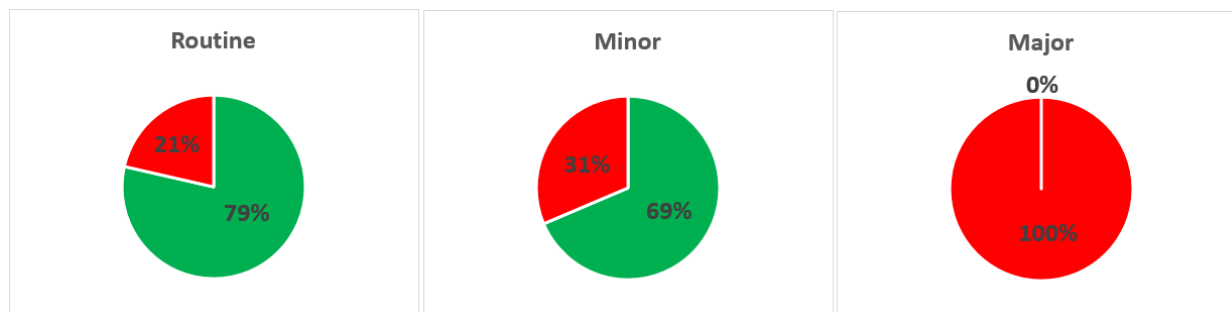
Since the last board update and up to the end of September 2020, staff had received an additional 123 permit applications with respect to Section 28 of the Conservation Authorities Act and Ontario Regulation 152/06. Of the 372 permit applications received in the first nine months of 2020, all but 33 had been approved by staff. One of the 33 applications was approved by the Executive Committee in a hearing on 06 August 2020 and one application was refused by the Executive Committee in a separate hearing on the same date. As of the end of September, 31 applications were still in the queue to be reviewed by staff.

Below are some Section 28 Permitting statistics up to the end of September:

- Five habitat/stewardship projects in a LTVCA regulated area have been approved with their application fees waived;
- 167 property elevation surveys were completed for permit and official plan flood proofing requirements;
- 76% of all applications were within Chatham-Kent;
- 63% of the applications were for private property owners for projects such as construction or modification of structures, shoreline protection repairs, and/or bank alterations;
- 29% of the applications were for municipal projects (drainage or infrastructure);
- 8% of the applications were for utility projects (e.g. gas lines, fibre optics, etc.); and,
- Total of permit application fees = \$89,625.00.

Permit Processing Timelines

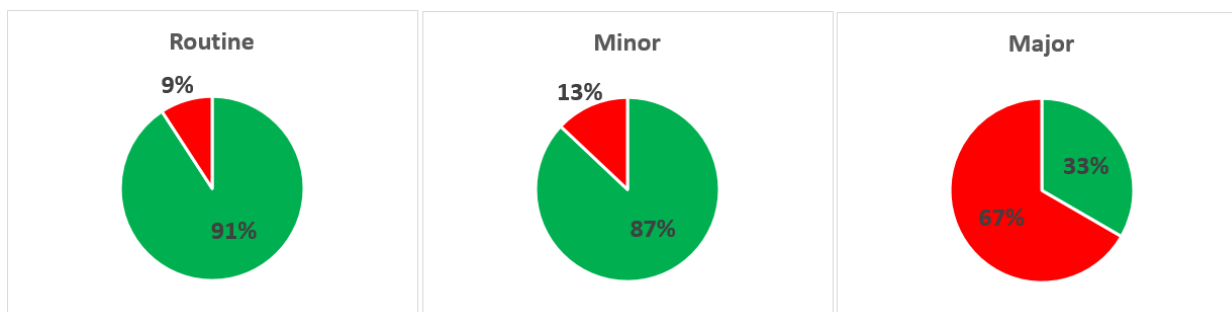
For applications received since the last board report and up to the end of September, the table below indicates that 79% of routine, 69% of minor, and 0% of major permit applications met their applicable turnaround time goal.



Complexity of Application	# of Days to Review Permit Applications (up to July 12, 2020)				
	0 - 14 Days	15 - 21 Days	21 - 28 Days	29 - 90 Days	> 90 Days
Routine	22	5	1	0	0
Minor	30	29	14	13	0
Major	0	0	0	1	1

At the time of the writing of this report, the current average processing time for a routine permit application is 15 days (ranges between 0 and 22 days). The current average processing time for a minor permit application is 22 days (ranges between 0 and 67 days).

For all applications received thus far in 2020, the table below indicates that 91% of routine, 87% of minor, and 33% of major permit applications met their applicable turnaround time goal.



Complexity of Application	# of Days to Review Permit Applications (up to July 12, 2020)				
	0 - 14 Days	15 - 21 Days	21 - 28 Days	29 - 90 Days	> 90 Days
Routine	69	6	1	0	0
Minor	191	37	17	17	0
Major	1	0	0	1	1

Property Inquiries & Permit Pre-Consultation

Up to the end of September 2020, 1,341 property inquiries (including permit pre-consultation questions) were received and responded to by the Regulations Technician which is 385 more since the last board report. As of the time of the writing of this report, the current response time to property and pre-consultation inquiries is approximately 0 to 5 business days.

Section 28 Enforcement:

In the first nine months of 2020, 27 new complaints / tips were received from the public about possible Section 28 enforcement issues. 23 of the 27 issues are violations of the Conservation Authorities Act and Ontario Regulation 152/06 with one of those issues being resolved through a Violation Clearance Permit.

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

2. Strengthen and Increase Collaboration with Community Stakeholders
3. Increase the Awareness of the Value of Good Watershed Stewardship

10.4.3) O. Reg. 152/06 Permit Applications

Staff Report

O.Reg. 152/06 Permit Applications
(Up to Sept 30, 2020)

B.D. 10/15/20

App No.	Location	Community/ Township	Municipality	Decision	Processing Time
097-2020	105 Riverview Drive	Chatham	Chatham-Kent	Granted: Aug 06, 2020	182
192-2020	20262 Erieau Road	Harwich	Chatham-Kent	Granted: July 29, 2020	56
219-2020	56 Creek Road	Chatham	Chatham-Kent	Granted: July 13, 2020	0
227-2020	730 Rivait Drive	Lighthouse Cove	Lakeshore	Granted: Aug 17, 2020	5
228-2020	18292 Erie Shore Drive	Erie Shore Drive	Chatham-Kent	Granted: Aug 21, 2020	7
230-2020	294 Graham Road	Aldborough	West Elgin	Granted: July 20, 2020	20
231-2020	30660 Celtic Line	Dunwich	Dutton Dunwich	Granted: July 20, 2020	20
232-2020	24777 Queens Line	Aldborough	West Elgin	Granted: July 20, 2020	20
233-2020	5141 Tecumseh Line	Tilbury East	Chatham-Kent	Granted: July 21, 2020	18
235-2020	420 Grand Avenue East	Chatham	Chatham-Kent	Granted: Aug 21, 2020	46
236-2020	Port Road over Mancell Drain	Tilbury East	Chatham-Kent	Granted: July 20, 2020	11
237-2020	6483 Krista Lane	Ekfrid	Southwest Middlesex	Refused: Aug 10, 2020	40
238-2020	10 Lawson Drive	Chatham	Chatham-Kent	Granted: July 20, 2020	19
239-2020	42 Moonstone Crescent	Chatham	Chatham-Kent	Granted: July 28, 2020	14
240-2020	46 Moonstone Crescent	Chatham	Chatham-Kent	Granted: July 28, 2020	14
241-2020	50 Moonstone Crescent	Chatham	Chatham-Kent	Granted: July 28, 2020	14
242-2020	54 Moonstone Crescent	Chatham	Chatham-Kent	Granted: July 28, 2020	14
243-2020	58 Moonstone Crescent	Chatham	Chatham-Kent	Granted: July 28, 2020	14
244-2020	66 Moonstone Crescent	Chatham	Chatham-Kent	Granted: July 28, 2020	14
245-2020	70 Moonstone Crescent	Chatham	Chatham-Kent	Granted: July 28, 2020	14
246-2020	Government Drain No. 1	Tilbury East	Chatham-Kent	Granted: July 21, 2020	14
247-2020	19122 Lakeside Drive	Lighthouse Cove	Lakeshore	Granted: Aug 25, 2020	46
248-2020	Ferguson Drain	Raleigh	Chatham-Kent	Granted: July 21, 2020	11
249-2020	4376 Forbes Line	Tilbury East	Chatham-Kent	Granted: July 22, 2020	12
250-2020	Mull Drain	Harwich	Chatham-Kent	Granted: July 21, 2020	8
251-2020	White Ash Drain	Orford	Chatham-Kent	Granted: July 21, 2020	8
252-2020	Pilotte Drain	Harwich	Chatham-Kent	Granted: July 21, 2020	7
253-2020	Cottingham Relief Drain	Romney	Chatham-Kent	Granted: July 21, 2020	7
254-2020	Barton Drain	Romney	Chatham-Kent	Granted: July 21, 2020	7
255-2020	Cottingham Drain	Romney	Chatham-Kent	Granted: July 21, 2020	6
256-2020	Holland Drain	Romney	Chatham-Kent	Granted: July 21, 2020	6
257-2020	Jacob's Drain	Romney	Chatham-Kent	Granted: July 21, 2020	6
258-2020	186-190 Thames Street	Chatham	Chatham-Kent	Granted: July 22, 2020	7
259-2020	Cruikshank Drain	Howard	Chatham-Kent	Granted: July 23, 2020	1
260-2020	Mills Extension Drain	Dover	Chatham-Kent	Granted: Aug 05, 2020	14
262-2020	5295 Tecumseh Line	Tilbury East	Chatham-Kent	Granted: July 31, 2020	7
263-2020	2 Cramar Crescent	Chatham	Chatham-Kent	Granted: Aug 05, 2020	13
264-2020	23284 Dillon Road	Raleigh	Chatham-Kent	Granted: Aug 20, 2020	32
265-2020	10536 Westminster Drive	Middlesex Centre	Middlesex Centre	Granted: July 29, 2020	6
266-2020	Erie Street North	Ridgetown	Chatham-Kent	Granted: July 29, 2020	6
267-2020	Harbour Drive	Lighthouse Cove	Lakeshore	Granted: Aug 05, 2020	3
268-2020	Trembley Creek Drain	Tilbury North	Lakeshore	Granted: July 31, 2020	0

App No.	Location	Community/ Township	Municipality	Decision	Processing Time
269-2020	235 King Street East	Chatham	Chatham-Kent	Granted: Aug 25, 2020	18
270-2020	20984 Pier Road	Wheatley	Chatham-Kent	Granted: Aug 04, 2020	1
271-2020	32557 Duff Line	Iona Station	Dutton Dunwich	Granted: Aug 04, 2020	5
272-2020	939 Lefaive Drive	Lighthouse Cove	Lakeshore	Granted: Aug 31, 2020	20
273-2020	6023 Third Line	Raleigh	Chatham-Kent	Granted: Aug 04, 2020	4
274-2020	35 Talbot Street	Shrewsbury	Chatham-Kent	Granted: Aug 17, 2020	6
275-2020	3198 Concession Drive	Mosa	Southwest Middlesex	Granted: Aug 18, 2020	4
276-2020	Yauch Drain	Aldborough	West Elgin	Granted: Aug 25, 2020	27
277-2020	Crabbe Drain	Aldborough	West Elgin	Granted: Aug 25, 2020	27
278-2020	White Drain	Harwich	Chatham-Kent	Granted: Aug 20, 2020	9
279-2020	19101 Lakeside Drive	Lighthouse Cove	Lakeshore	Granted: Aug 31, 2020	33
280-2020	Government Drain #1	Tilbury West	Lakeshore	Granted: Aug 20, 2020	20
281-2020	9522 River Line	Harwich	Chatham-Kent	Granted: Sept 02, 2020	20
282-2020	32 Detroit Drive	Chatham	Chatham-Kent	Granted: Aug 31, 2020	26
283-2020	166 Canal Road	Lighthouse Cove	Lakeshore	Granted: Sept 02, 2020	21
284-2020	Lacroix Street Bridge	Chatham	Chatham-Kent	Granted: Aug 12, 2020	6
285-2020	5th Concession Road Drain	Tilbury North	Lakeshore	Granted: Aug 20, 2020	8
286-2020	Winterline Road at McFarlane Relief Drain	Dover	Chatham-Kent	Granted: Sept 02, 2020	21
287-2020	6720 St. Phillip's Line, GWD 35440	Dover	Chatham-Kent	Granted: Sept 03, 2020	20
288-2020	6644 St. Phillip's Line, GWD 35740	Dover	Chatham-Kent	Granted: Sept 03, 2020	20
289-2020	4168 Tecumseh Line, GWD 44320	Dover	Chatham-Kent	Granted: Sept 03, 2020	20
290-2020	11925 River Line	Howard	Chatham-Kent	Granted: Sept 03, 2020	21
291-2020	Bradley Line & Pain Court Line, GWD 4026	Dover	Chatham-Kent	Granted: Sept 03, 2020	20
292-2020	5632 Balmoral Line, GWD 4176	Dover	Chatham-Kent	Granted: Sept 03, 2020	20
293-2020	61 Tuscany Trail	Chatham	Chatham-Kent	Granted: Sept 03, 2020	16
294-2020	A.D. McFarlane Drain	Dunwich	Dutton Dunwich	Granted: Aug 21, 2020	35
295-2020	C. McCallum Drain	Dunwich	Dutton Dunwich	Granted: Aug 21, 2020	35
296-2020	Cameron-Graham Drain South	Dunwich	Dutton Dunwich	Granted: Aug 21, 2020	35
297-2020	Hamilton Drain	Dunwich	Dutton Dunwich	Granted: Aug 21, 2020	35
298-2020	Keith Drain	Dunwich	Dutton Dunwich	Granted: Aug 21, 2020	29
299-2020	41 London Road	Thamesville	Chatham-Kent	Granted: Aug 31, 2020	38
300-2020	Simmons Drain	Raleigh	Chatham-Kent	Granted: Aug 20, 2020	6
301-2020	Olds Drain	Tilbury East	Chatham-Kent	Granted: Aug 20, 2020	6
302-2020	25 Eighth Street	Chatham	Chatham-Kent	Granted: Sept 03, 2020	67
303-2020	Moffatt Outlet Drain	Tilbury East	Chatham-Kent	Granted: Aug 20, 2020	3
304-2020	2nd Concession Drain - West of Big Creek	Tilbury North	Lakeshore	Granted: Aug 20, 2020	2

App No.	Location	Community/ Township	Municipality	Decision	Processing Time
305-2020	6578 Grande River Line	Dover	Chatham-Kent	Granted: Sept 04, 2020	23
306-2020	12067 River Line	Howard	Chatham-Kent	Granted: Sept 03, 2020	15
307-2020	5527 Pollard Line	Tilbury East	Chatham-Kent	Granted: Sept 08, 2020	20
308-2020	52 Brock Street	Shrewsbury	Chatham-Kent	Granted: Sept 08, 2020	20
309-2020	580 Baldoon Road, McFarlane Drain	Dover	Chatham-Kent	Granted: Sept 09, 2020	21
310-2020	9189 Colborne Street	Chatham	Chatham-Kent	Granted: Sept 09, 2020	22
311-2020	3 Princess Street	Shrewsbury	Chatham-Kent	Granted: Sept 11, 2020	22
312-2020	29283 Lakeview Line	Dunwich	Dutton Dunwich	Granted: Sept 11, 2020	22
313-2020	3316 Talbot Trail	Romney	Chatham-Kent	Granted: Aug 20, 2020	0
314-2020	445 Mariner's Road	Erieau	Chatham-Kent	Granted: Sept 17, 2020	24
315-2020	5121 Tecumseh Line	Tilbury East	Chatham-Kent	Granted: Sept 04, 2020	16
316-2020	Moore Drain	Raleigh	Chatham-Kent	Granted: Sept 11, 2020	17
317-2020	13172 Longwoods Road	Thamesville	Chatham-Kent	Granted: Sept 16, 2020	22
318-2020	18534 Erie Shore Drive	Erie Shore Drive	Chatham-Kent	Granted: Aug 31, 2020	5
319-2020	Charteris Drain and Charteris Drain Branch	Chatham	Chatham-Kent	Granted: Sept 16, 2020	21
320-2020	Knott Creek Drain	Harwich	Chatham-Kent	Granted: Sept 16, 2020	20
321-2020	McKay's Line over Fields Creek Drain	Howard	Chatham-Kent	Granted: Sept 17, 2020	21
322-2020	Laurie Drain	Harwich	Chatham-Kent	Granted: Sept 17, 2020	22
323-2020	65 Brock Street	Shrewsbury	Chatham-Kent	Granted: Sept 18, 2020	22
324-2020	6483 Krista Lane	Ekfrid	Southwest Middlesex	Granted: Sept 17, 2020	23
326-2020	1245 Post Point Lane	Erieau	Chatham-Kent	Granted: Sept 22, 2020	21
327-2020	Arvai Drain	Aldborough	West Elgin	Granted: Sept 21, 2020	21
328-2020	97 Tuscany Trail	Chatham	Chatham-Kent	Granted: Sept 22, 2020	20
329-2020	Hillman Drain	Tilbury West	Lakeshore	Granted: Sept 22, 2020	19
330-2020	34 Briar Hill Road	Chatham	Chatham-Kent	Granted: Sept 22, 2020	19
331-2020	670 Park Avenue West	Chatham	Chatham-Kent	Granted: Sept 25, 2020	22
332-2020	21097 Campers Cove Road	Romney	Chatham-Kent	Granted: Sept 18, 2020	14
333-2020	10999 River Line	Harwich	Chatham-Kent	Granted: Sept 30, 2020	27
335-2020	5121 Tecumseh Line	Tilbury East	Chatham-Kent	Granted: Sept 30, 2020	22
336-2020	Slagg Drain	Raleigh	Chatham-Kent	Granted: Sept 09, 2020	1
337-2020	13016 Evergreen Line	Thamesville	Chatham-Kent	Granted: Sept 09, 2020	0
339-2020	18100 Erie Shore Drive	Erie Shore Drive	Chatham-Kent	Granted: Sept 10, 2020	0
340-2020	11522 Rondeau Drive	Rondeau Bay Estates	Chatham-Kent	Granted: Sept 30, 2020	20
341-2020	5632 Balmoral Line, GWD 4190	Dover	Chatham-Kent	Granted: Sept 30, 2020	21
342-2020	430 Colborne Street	Chatham	Chatham-Kent	Granted: Sept 11, 2020	46
362-2020	Burgess Drain East Branch	Tilbury East	Chatham-Kent	Granted: Sept 22, 2020	0
365-2020	19145 Crest River Avenue	Lighthouse Cove	Lakeshore	Granted: Sept 24, 2020	0
370-2020	Cooper-Stevenson Drain	Tilbury East	Chatham-Kent	Granted: Sept 25, 2020	0

10.5) Conservation Area Lands

10.5.1) Conservation Area Visitation / Camping Stats

June 1 to June 30 Visitation / Camping Stats

Note – no school programs or special events

Longwoods Road Conservation Area – 2,747 people (7,105 in 2019) (Includes 2 people per pay & display permit (transaction) Pay and Display Permits – 1,344 vehicles (945 in 2019)

E.M. Warwick Conservation Area – 340 people (1,255 in 2019)

Big Bend Conservation Area – 1,866 people (835 in 2019)

C.M. Wilson Conservation Area – 12,409 people (9,772 in 2019) (Includes 2 people per pay & display permit (transaction) Pay and Display Permits – 521 vehicles (428 in 2019)

Sharon Creek Conservation Area – 1,338 Day Use Transactions on MacKay Pay (667 transactions in 2019)

2020 Parking Passes – 271 sold since November 2019; 161 sold same period November 2018 - 2019

10.5.2) Conservation Lands

CM Wilson



With a full campground this year, and lots of interest in vacations close to home, staff hired a local band for some live musical entertainment.

Sept. 25th the three-piece trio, “Deep SW” played on the back of their pick-up truck.

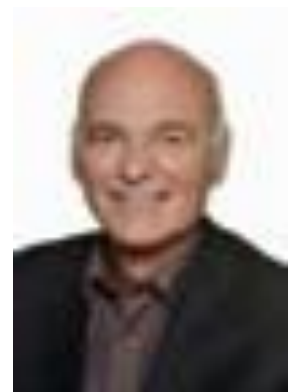
Campers appreciated the free event, and plans are set for a return final show Oct. 24th. Staff completed a new connector trail through the forest that will create a circuit link to the property.

New dock and sitting area at Wilson pond.

Big “O”

Is now getting bigger, thanks to area realtor *Pat Lavin*, who has graciously donated an additional 3 acres due south of our current parking lot area. We have budgeted to expand the parking area, naturalize the remainder and connect this additional parcel with a trail to the original property.

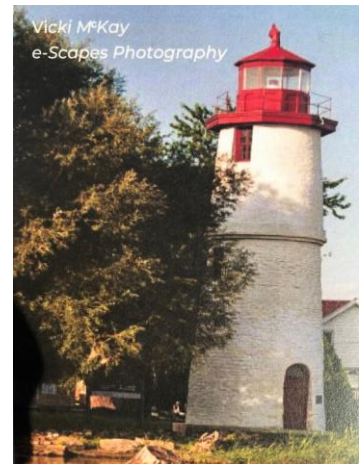
Staff are planning a ribbon cutting ceremony in the up- coming weeks- get ready Chair McKinlay.



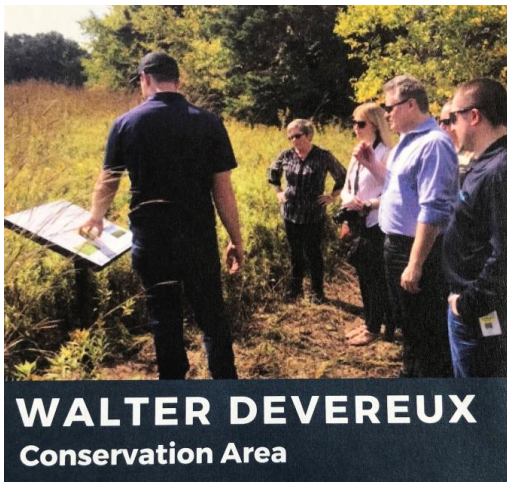
Lighthouse Cove

Like the residents of Lighthouse Cove, our property has also been affected by the high water levels of Lake St. Clair. Normally the *Canadian Coast Guard* rents this property from LTVCA, for their staff base. This year they have opted out due to health and safety concerns caused by the flooding. Staff have been working diligently to keep the 4 pumps going and reducing the amount of water in the house.

The grounds have also been affected, with the Invasive *Phragmites Australis* moving in. To rectify neighbor concerns, staff spent 3 days brushing back the tall reed grass, and cleaning up the yard and facility. The Coast Guard will be touring the site in the following weeks to determine if and when they can move their staff back in to the site.



Walter Devereux



University of Guelph, Ridgetown College professor Laura Van Erd, will be filmed by Bern Tobin from *Real Agriculture* at the Walter Devereux Farm Demo. Site. She will be discussing her cover research along with the importance of Best Management Practices and how they can improve soil health.

We are excited to have Laura speak at our property and showcase the self-guided tour trail, which will be mentioned in the video.

Ashton Forest

This new 25 acre property is currently being surveyed, after which will go to CK Council for severance, then appraised and ultimately donated to LTVCA by generous resident- Ken Ashton.

Sharon Creek



Another busy summer at Sharon Creek has increased the use of the MacKay Pay Phone system. Revenue for day use and Annual Parking Permits have greatly increased, and problems have been reduced. Now that fees are generated here, LTVCA has increased our patrols, security and in general provided a better experience for visitors. Further, new signage and upgraded parking area will be happening this fall.

Skunks Misery

Unfortunately for too many years, the ATV's have destroyed the trail system at this property.

Staff have toured the property, and are formulating a plan for rectifying this problem. This will provide a trail system that hikers, birders, naturalists and mountain bikers can safely use and simultaneously restore the natural functions of this Area of Natural Scientific Interest.

This property is a true example of the extensive Carolinian Forest that once covered the landscape of southern Ontario. Go now to see the damage, come back next year to see the improvements!



Big Bend

The new river accessible camp sites continue to be very popular. Staff have done a nice job bringing this property up to standards. This resulted in having seasonal campers for the first time in many years. Our annual hunting group will be moving in shortly, therefore COVID-19 protocols will have to be enforced to ensure everyone's public health and safety are kept.

Canada's own "Happy Camper"-Kevin Callahan took this pic last summer while camping at Big Bend and paddling the Thames.



Fall improvements

We have planned over **\$25,000** in improvements for this upcoming fall season. 4 new rooves, hazard tree removals, new doors and windows, ceramic tile in CM Wilson washrooms are but a few of the upgrades that our District Supervisors will be overseeing and assisting with. These improvements are being made possible through grants received as part of the Ontario Job Creation Program.

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

2. Strengthen and Increase Collaboration with Community Stakeholders
3. Increase the Awareness of the Value of Good Watershed Stewardship

10.6) Conservation Services

10.6.1) Stewardship Report

Promotions and Events

Social Media fall tree give away: 4 trees were given out to random folks participating in social media contests to engage the public and promote tree planting for this fall.

Black Maple Give Away - August

Facebook LTVCA:

- 3,696 people reached
- 72 comments
- 26 shares
- 51 likes

Instagram LTVCA - 12 likes

E. Redbud Give Away - September

Facebook LTVCA:

- 4,451 people reached
- 827 engagements
- 60 likes
- 104 comments
- 38 shares

Instagram LTVCA - 9 likes and they were all 'following'

CKREB program TREES FOR HOMES <https://www.facebook.com/realtorsck>

FALL TREE PLANTING EVENTS

Ridgetown Rotary Ridgetown Hort 120 large trees Ridgetown Horticulture and Rotary fall tree planting at Trees Memorial Forest

Wheatley Soccer Association and Wheatley Horticulture Society

Thank you to the Block Parents of Canada who funded the tree planting and to the Municipality of Chatham-Kent who suggested the area to plant and for mulching all 36 large stock trees.



Above: 12 Volunteers from Wheatley Soccer Association & Wheatley Horticulture



Above: Rondeau Rod and Gun Club - 100 trees, CA staff, great day

Current Partner Contributions:

Organization	Amount	Purpose
Carolinian Canada Coalition	\$ 85,000.00	Watershed wide stewardship (Reforestation, Wetland, Prairie) with a First Nations Priority
Ridge Landfill Community Trust		
Waste Connections	\$ 80,500.00	Meadowlark Mitigation project
Waste Connections		Landfill expansion Forest Mitigation project
Wildlife Habitat Canada	\$ 35,000.00	Wetland Restoration
Wildlife Habitat Canada	\$ 10,000.00	Phragmites Control
Ducks Unlimited Canada		Wetland Restoration (25% up to \$5K/project)
	\$ 210,500.00	

Grant Funds we are working on this fall:

1. Wildlife Habitat Canada
2. Great Lakes Local Action Fund
3. Chatham Kent Community Partnership Fund

Projects Completed

Wetland Acres by Municipality



Prairie Acres by Municipality



FALL Outreach/PRESENTATIONS

First ever Webinar with Amanda, Colin, Peter

You're Invited a Free Webinar!

October 8, 2020
Zoom Webinar, 2-3PM

Can't make the live webinar? It will be posted on our YouTube Channel for later viewing!

GREENING THE LANDSCAPE:
URBAN AND RURAL ENVIRONMENTAL STEWARDSHIP

Join us for an informational webinar and learn about:

- Naturalizing your yard
- Tall grass prairie care and maintenance
- Stewardship opportunities
- Agricultural programs and incentives

Register at: <https://bit.ly/30d5vkX>
Join at: <https://zoom.us/j/9323>

Door Prizes!

- Large Stock Tree
- 2021 CA Season Day Pass

Lower Thames Conservation

First Nations Report

Delaware: [https://ltvca-](https://ltvca-my.sharepoint.com/:v/g/personal/greg_vanevery_ltvca_ca/EWuYTbjkHqplteOne19Wwuwb_KhAj_8NZq4fccng_SrUlg?e=4gCHxp)

[my.sharepoint.com/:v/g/personal/greg_vanevery_ltvca_ca/EWuYTbjkHqplteOne19Wwuwb_KhAj_8NZq4fccng_SrUlg?e=4gCHxp](https://ltvca-my.sharepoint.com/:v/g/personal/greg_vanevery_ltvca_ca/EWuYTbjkHqplteOne19Wwuwb_KhAj_8NZq4fccng_SrUlg?e=4gCHxp)

Enbridge LTVCA Coastal project, PRELIMINARY STAGE

- WHAT:
 - Identify locations feasible for planting native tall grass on beaches to mitigate heavy wave action.
- WHERE
 - Erie shoreline within LTVCA watershed East of Rondeau Bay Watershed
- WHY
 - Pilot project to learn more about effectiveness on erosion of beach systems along the Erie shoreline.
- WHEN
 - Planning to begin fall 2020. Implementation spring/summer 2021
- HOW
 - Involve member municipalities in determining public beaches, shorelines where this could have greatest effect.
 - Covid Dependent: Involve First Nations, local schools, post secondary, staff, in a series of plug planting events at identified locations. Monitor for 3 to 5 years to determine effectiveness.

ALUS Chatham-Kent

ALUS Chatham-Kent is on track to complete 48 acres of natural restoration that includes trees, tall grass prairie, wetlands, and buffer strips. Only two wetland projects remain to be completed this month. This year we received funding from the Ridge Landfill Community Trust, Environment Climate Change Canada, Ministry of Environment, Conservation and Parks, Engie and the Weston Foundation. Even with a year of uncertainty we surpassed our goal set by ALUS Canada by 38 acres. We are accepting expressions of interest for 2021 projects. We are also accepting new applications for partnership advisory committee members. These members attend meetings, vote on projects, organize events, attend conference and much for Chatham-Kent, if interested please send a resume and brief explanation on why you are interested in joining the ALUS CK PAC to Amanda.blain@ltvca.ca.

ALUS Middlesex

ALUS Middlesex continued success from 2019 with 70 new acres of projects enrolled to date this year, surpassing the ALUS Canada target by 60 acres. Establishment of projects is almost done, with just a couple more projects to go in this fall. ALUS Middlesex will be starting a new pollinator seed give-away with On The Move Organics out of London to increase awareness and promotion. ALUS Middlesex is seeking out new projects and participants for 2020 and welcomes any interest in the program. Please contact alus.middlesex@gmail.com for more information.

10.6.2) Phosphorus Reduction Initiatives

Lower Thames Valley Cover Crop Program

During March of 2020, the LTVCA submitted a project proposal to the Environment and Climate Change Canada (ECCC) Great Lakes Protection Initiative (GLPI) that was primarily focused on creating a watershed wide cover crop incentive program for watershed farmers. During August of 2020, the LTVCA project was approved by ECCC and a contribution agreement was signed between the two parties during September. The LTVCA has secured \$225,455.00 through the agreement, that will support the following activities:

1. Creation and delivery of a watershed wide cover crop incentive program.
2. Hiring of a temporary contract Outreach Specialist to enhance LTVCA conservation services outreach and education activities.

The project will occur from 2020-2022, with financial incentives being available to farmers during the 2021 growing season. The primary goal of the project is to assist watershed farmers with implementing agricultural best management practices, such as planting cover crops and soil sampling, to improve soil health and to reduce agriculturally sourced phosphorus loads. The secondary goal of the project is to enhance our agricultural education and outreach activities to increase participation in LTVCA conservation services programs. The delivery of this project will be led by the LTVCA Agricultural Program Coordinator and Outreach Specialist. The hiring process for the Outreach Specialist contract position is underway and the LTVCA anticipates the successful candidate will begin their employment by November.

CAP and ECCC: McGregor and Jeannettes Creek Phosphorus Reduction Program Best Management Practice (BMP) Incentive Program

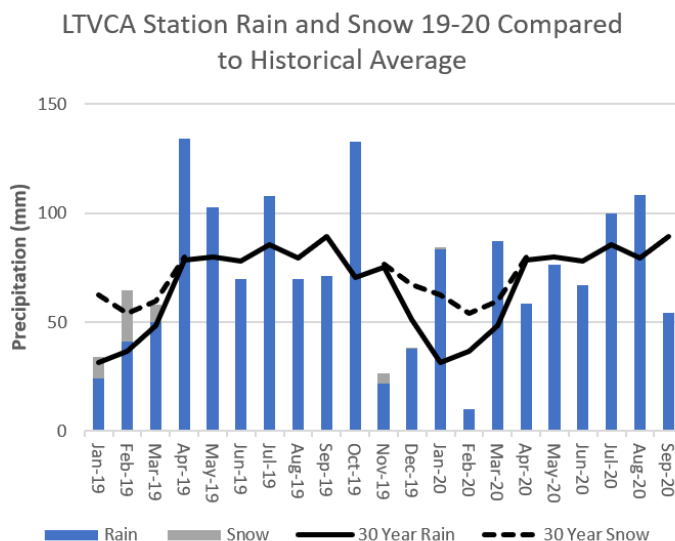
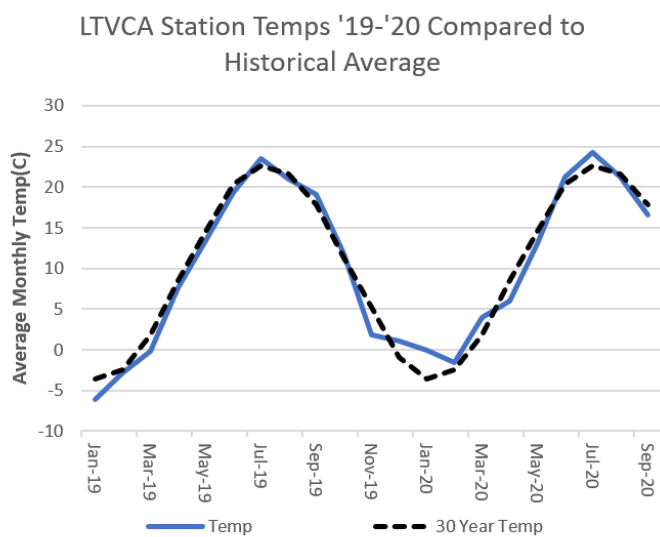
All BMP incentive funding for the McGregor and Jeannettes Creek Phosphorus Reduction Program has been allocated to 38 farm businesses to implement BMPs during the 2020 growing season. With fall harvest now underway in Chatham-Kent, many farmers have begun conducting soil sampling within the subwatersheds. Furthermore, some farmers have begun the process of planting cover crops. Once the BMP projects are implemented, the LTVCA will work with the farmers who have received funding approval to process program funding claims. The LTVCA has begun this work with some farmers, however it is anticipated that most of the claims will be processed after the conclusion of the growing season during November-January of 2020-21.

The BMP incentive program is solely funded by an Environment & Climate Change Canada (ECCC) Great Lakes Protection Initiative contribution agreement.



McGregor and Jeannettes Creek Subwatershed Monitoring & Modeling

LTVCA project staff continued to collect water quality samples and flow data at our monitoring stations in the McGregor and Jeannettes Creek subwatershed during the period of August-September of 2020. During the month of August, some precipitation events occurred that resulted in minimal flow. However, the month of September was dry and the cumulative precipitation was much lower than the 30 year average for the month (See the below graph). No significant flow events were observed during the month of September.



The LTVCA anticipates that water sampling demand will significantly increase during the period of October of 2020 to May of 2021. Project staff have been performing maintenance at monitoring stations and are prepared for the

increased sampling demand. The collected water quality data will be used to calculate nutrient loads. Furthermore, the University of Guelph Water Resource Engineers will use the collected data to configure the subwatershed Soil & Water Assessment Tool (SWAT) models. The SWAT models will be used to estimate the phosphorus reductions that result from the implementation of agricultural BMPs.

Sampling, monitoring, and modeling activities are funded in part by the following agencies and organizations:

1. Environment and Climate Change Canada (ECCC): Great Lakes Protection Initiative (GLPI)
2. Ontario Ministry of Agriculture, Food, and Rural Affairs (OMAFRA) – Canadian Agricultural Partnership
3. Agriculture and Agri-Food Canada (AAFC) – Canadian Agricultural Partnership
4. Ontario Soil and Crop Improvement Association (OSCIA) – Administer the ONFARM project

On-Farm Applied Research & Monitoring (ONFARM) Program



The ONFARM Program was launched during December of 2019, with the goal to support the agricultural sector to strengthen environmental stewardship, enhance water quality, and improve soil health. The project is being administered by the Ontario Soil & Crop Improvement Association (OSCIA) and is funded by the Canadian Agricultural Partnership. The LTVCA is one of five Conservation Authorities that will conduct high intensity environmental monitoring in the former Great Lakes Agricultural Stewardship Initiative (GLASI) priority subwatersheds. The LTVCA project will occur in a 20km² area of the Jeannettes Creek subwatershed, where the LTVCA has been collecting water quality, water quantity, soil health, climate, and crop management data since 2016.

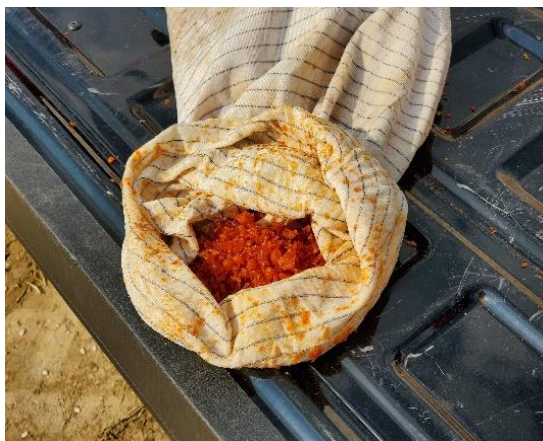
All ONFARM water quality and soil sampling activities have occurred as planned during 2020 within the Jeannettes Creek study subwatershed. Some education and outreach aspects of the project have been slightly delayed because of the COVID-19 pandemic. More information will be provided about the project in future board reports. The program provides a significant amount of dollars to the LTVCA to support water quality and soil health monitoring operations in Jeannettes Creek.

Thames River Phosphorus Reduction Collaborative (TRPRC)

During October, the LTVCA installed a new Phosphorus Sorption Material (PSM) that will be tested at the site from the period of October of 2020 to June of 2021. The new PSM will be tested to assess if it is effective at reducing agricultural sourced tile drainage phosphorus loads.



The new PSM, was created and provided by two Researchers from the University of Windsor, Dr. Bulent Mutus and David Ure. The new product is carboxymethyl cellulose-iron (CMC-Fe) hydrogel beads. Results regarding the study will be released to the public during the Summer of 2021.



10.6.3) Aquatic Species at Risk (SAR)

Daniel Nydam was hired on an eight-week Canada Summer Jobs contract starting on August 10 as an Aquatic Biologist summer student. He has been extended for an additional six weeks on Canada Nature Fund for Aquatic SAR funding. Four LTVCA staff attended a full day eDNA training session on August 12 at Precision Biomonitoring in Guelph. Since that time, eDNA samples have been collected from seven sites in the LTVCA (Fleming Creek, Sharon Creek, Big Munday Creek, Gentleman Creek, Government #4 South Drain, Kershaw Drain and Big Bend on the Thames River) to detect the presence of fish and mussel SAR in priority subwatersheds. As part of this investigation, staff have conducted seine netting of fish at three of the sample sites and have identified mussel shells found at all locations to help verify which species are present. Drone surveys of riparian areas have commenced to identify locations in need of habitat restoration to benefit aquatic SAR. Many neighbours have provided permission for access to lands and have shown an interest in the work being conducted. In addition, LTVCA aquatic SAR staff will be assisting the Municipality of Chatham-Kent in fish salvage work needed in association with emergency drain repairs.



10.7) Communications, Outreach and Education

10.7.1) 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.

10.7.2) Social Media

Since the August 20th Board of Directors' Meeting, daily social media posts (Facebook - 2,327 followers for an increase of 126); Twitter – 1,108 followers for an increase of 9; Instagram – 595 followers for an increase of 57) have been issued. They focus on the LTVCA's ongoing programs and services, following environmental issues across our watershed, how we are social distancing/adapting to the COVID-19 Pandemic and keeping public informed.

We've also tried being a little more creative with introducing video clips on YouTube of staff speaking about features at Longwoods and Ska-Nah-Doht – providing short virtual tours of the site. These have been encouraging visitors to come out and explore the conservation area on their own.

We have reinforced the importance of all the COVID-19 protocols including messaging about social distancing, removal of garbage and pet waste, and have encouraged visitors to support our conservation areas through payment of parking fees or purchase of 2020 parking passes.

Some of the main topics/activities covered on our social media platforms since August 20th have included:

- **encourage people to use our conservation areas safely during the COVID-19 pandemic** - physical distancing, reminders
- **daily departmental updates with information about: Water Management, Conservation Areas, Outreach and Education, Stewardship, and Phosphorus Monitoring.** Topics have included advertising workplace opportunities for supplemental Indigenous Training at Longwoods Road Conservation Area, the extension of our campground openings to Oct.25, flood advisories, staff community environmental presentations, free stewardship webinars (Greening the Landscape), stewardship partnerships, watershed newsworthy events, Lake Erie water levels, phosphorus reduction initiatives and activities, outdoor education programming, new developments and upgrades happening in our conservation areas, interesting facts about our water management infrastructures, stewardship programs, species at risk programs and research, successful stewardship grant announcements, free tree give-aways, employment partnership programs, job postings, meet the staff, tree planting programs, about our regulations programs, Thames River algae blooms, watershed environmental issues and concerns e.g. erosion.
- **watershed conditions statements and local media coverage of flood events**
- **articles of public interest from local media regarding ecosystems and the environment, and local environmental issues** (erosion, flooding, emergency preparedness, wetlands, grasslands, pollinators)
- **watershed community based environmental initiatives** including reposting municipal posts; sharing London Canoe Club posts (for Sharon Creek Conservation Area); August Tree Giveaway campaign
- **updates on LTVCA employment grants, projects and co-ops**
- **cool facts about nature** – local plants, birds, trees, animals and thing families can do with their children to engage with nature in their own back yards or in a conservation area during the pandemic – helping people to reconnect with nature
- **supporting Conservation Ontario's social media posts re: Healthy Hikes campaigns**
- **sharing of neighbouring Conservation Authorities' information**
- **sharing of municipal public health information** – CK Public Health, London Middlesex Health, St. Thomas Elgin Health, Windsor Essex

10.7.3) Health and Safety

Staff have also been ensuring that our LTVCA team is compliant with our health and safety protocols during this Pandemic from interviewing, to hiring to training. Training packages are being reviewed and COVID-19 standard operating procedures are developed for everything we are doing. Health and Safety training is extremely important for current and newly hired staff and we are ensuring that all staff receive the proper training and are safe. Ensuring staff have adequate Personal Protection Equipment for COVID-19 is top of mind.

10.7.4) Outreach and Education Employment Programs

Staff work mostly from home for now, however, some are working under COVID-19 standard operating procedures in conservation areas.

We are now offering educational programming. The staff chose 5 programs that could be done completely outside. Options for 1 or 2 programs with 2 instructors are offered with all Pandemic protocols in place. With no local school boards allowing field trips, the target market is private schools, organized home-schoolers and those choosing to “school at home”. We have not changed our fees from pre-Covid; \$8.00 per student, chaperones free.

We hosted the first group, 2 grade 7/8 and 5 teachers with Montessori School on Friday September 18th. Both teachers and students were engaged all day. Education staff were very pleased also. Teachers commented on the positive change in their students’ demeanour by spending a day in nature. It was a great day! Hopefully this continues and we can offer programs safely for everyone.

Leeanne Doxtator, Assistant Curator funded by Ontario Job Creation Partnership (OJCP) continues working from home researching Ontario School Curriculum links to prepare materials and lesson plans to complement artifact cases. We are now spending 2 days a week in the Activity Room cataloguing the donated collections. We have completed 2 out of the 3, saving the largest donated collection for last. We have selected 4 area First Nations schools and 2 off community schools to be offered the repatriated artifact display cases. There will also be a case for the LTVCA Head Office.



The OJCP application also includes 2 positions as General Labourers to work on “The Longwoods/Ska-Nah-Doht Village and Museum Enhancement Project”. The crew is currently working on barking the southern-most longhouse frame. They will be working on the palisade, a new lookout design, “hands-on” features like pestles and fish traps. They will also assist with maintenance projects in Eastern District conservation areas.



We are working on a partnership with Oneida Job Development to place 3 band members as General Labourers. We are offering experience, training and hoping to share cultural knowledge and interpretation. They will assist with maintenance projects in Longwoods, at Ska-Nah-Doht, and as needed throughout the watershed.

The final numbers are in and we are calling “Camp-in-a-Bag” a success! Canada Summer Jobs funded an 8-week project spread over 13 weeks due to the Pandemic. Of the 280 bags produced, 242 were sold. Final sales were \$5,227.40 with the Oneida purchase (15 bags for all 8 weeks) of \$2,520.00 included in the total. There was also \$88.00 in sales of Aainee Bracelets and bags of clay sold as “extras”. The amazing camp crew managed to spend under \$2.00 per bag to produce the final product. We are considering the idea of offering the remaining bags as “Lesson-in-a-bag” and selling them on site once a week. The target market would be the “schooling at home” audience.

On July 16th we received confirmation that we were granted \$22,992 for Community Museum Operation Grant (CMOG) 2020\2021.

We also applied and received a grant in the amount of \$19,453 from the Museums Assistance Program Grant (MAP) 2020-21. Offered from the Federal Government through the Department of Canadian Heritage, this support comes from the COVID-19 Emergency Support Fund for Cultural, Heritage and Sports organization. This fund is used to maintain jobs and promote the continuity of the activities of organizations whose viability has been affected.

The last two 2020 annual events held at Longwoods have been canceled as Ontario changes Pandemic rules for outdoor gatherings of 100 people back down to 25 people. But Longwoods staff are getting creative! We are currently working on a new event that is Pandemic rules compliant. "Hallow-Scenes" is a drive through event where staff and volunteers will create seasonal scenes with scarecrows, creatures and zombies! The main feature will be a hay wagon with carved pumpkin display in the main parking lot. Visitors will not leave their cars and participants are family pods so no Pandemic rules will be broken. It will be one night only and tickets will be pre-paid.

10.7.5) What Else Have We Been Up To?

A two-part Twilight Tuesday video presentation was acted, directed, filmed, edited and produced to place on YouTube for our viewing audience so they wouldn't miss out on these summer evening excursions into nature and culture. Videos for Camp In A Bag were produced as well.

Programming for adult audiences with a focus on team building and supplementing Indigenous training has also undergone development with an illustrated version of the Sky Woman story that will act as a teaching tool.

A third year Environmental Sciences student from Western University is volunteering to devote some of her time toward increasing our knowledge base of the amphibians present at Longwoods. A total of nine bluebirds were fledged this year at Longwoods, contributing a new generation to this species at risk.

10.7.6) Lower Thames Valley Conservation Foundation

The Lower Thames Valley Conservation Foundation held their September 9th meeting via ZOOM conferencing. All 3 fall memorial forest dedication services were cancelled due to the pandemic. The Longwoods boardwalk replacement project (Ontario Trillium Foundation funding through the Foundation) has been postponed to April 2021 due to shortages of lumber.

The next Foundation Directors' meeting is scheduled for Wednesday, December 2, 2020.

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

2. Strengthen and Increase Collaboration with Community Stakeholders
3. Increase the Awareness of the Value of Good Watershed Stewardship

10.8) Ska-Nah-Doht Advisory Remote Committee Meeting Minutes – September 24, 2020



Ska-Nah-Doht Advisory Committee

MINUTES

The meeting of the Ska-Nah-Doht Advisory Committee was held remotely via telephone, at 6:00 P.M. on Thursday, September 24, 2020. The following members were in attendance: D. Fairbairn, B. Bruinink, G. Bogart, R. Doane, D. Fallon, M. Hentz, and M. Peacock. Also present: K. Mattila, B. Carey, and A. Vriends.

1. Minutes of the Last Meeting

1. G. Bogart – B. Bruinink

Moved that the minutes of the July 2, 2020 meeting be approved.

CARRIED

2. Business for Approval

2.1) 2021 Budget Review

2021 Budget not available at the time of the meeting. The Draft Budget was approved in August by the LTVCA Board of Directors with a 1% increase from the 2020 Budget. Revenue from schools in 2020 is approximately \$2,000 not the projected \$40,000. The 2021 Budget assumes school revenue will be impacted again in 2021 and will reflect this.

2. G. Bogart – M. Hentz

Moved to accept the information as presented.

CARRIED

3. Business for Information

3.1) Working through the Pandemic/Educational Programming

Staff are offering a select amount of education programs this fall. Programs are conducted entirely outdoors following all Covid-19 guidelines/protocols. Target audience is private schools, organized home-school associations and those choosing to "school at home". By October 2, staff will have conducted programs for all three of the target audiences.

3.2) OJCP Update and Potential Oneida Partnership

The Assistant Curator continues researching Ontario School Curriculum links to prepare materials and lesson plans to complement artifact cases which will be offered to six local schools. Two of the three donated collections have been catalogued.

Two General Labourers are barking the southern-most longhouse in Ska-Nah-Doht. The lookout build is on hold due to a shortage of materials, brought on by the Pandemic. The crew will be working on the palisade, "hands-on" features making pestles and fish traps. They are also assisting with maintenance of Eastern District Conservation Areas.

To support these projects in Longwoods and the Eastern District, staff are working on a partnership with Oneida Job Development to place 3 band members as General Labourers.

3.3) Camp-in-a-Bag Summary

Through Canada Summer Jobs, 2 staff were hired for the 8-week project, spread over 13 weeks due to the Pandemic. Of the 280 bags produced, 242 were sold. Final sales were \$5, 227.40 plus \$88.00 for the sale of ainee bracelets and bags of clay sold as "extras". One bag cost under \$2.00 to produce.

The remaining bags may be sold as "Lesson-in-a-bag" with the target market being the "schooling at home" audience.

3.4) Community Museum Operation Grant (CMOG) 2020\2021

On July16, confirmation was received that Ska-Nah-Doht will receive \$22,992 for the 2020-21 fiscal year.

3.5) Museums Assistance Program Grant (MAP) 2020-21

Application was submitted to MAP before the July 1 deadline. Email received September 21 states "A grant in the amount of \$19,453 will be awarded to help your organization carry out its activities". This grant was available from the Federal Government through the Department of Canadian Heritage. This support comes from the COVID-19 Emergency Support Fund for Cultural, Heritage and Sports organizations. The fund is used to maintain jobs and promote the continuity of the activities of organizations whose viability has been affected.

3.6) Events at Longwoods

The remaining 2020 annual events have been cancelled.

3.7) New Ideas Moving Forward

Education staff are currently researching and drafting programs for an adult market. This would include corporate-style day programs such as Team-Building Challenges, Orienteering, Healthy Breaks like our Medicine Walk and potentially Introduction to Cultural Awareness.

3. B. Bruinink – G. Bogart

Moved that items 3.1 through 3.7 be received for information.

CARRIED

4. Other Business

Twilight Tuesday videos are now on the LTVCA YouTube channel.

4. M. Hentz – D. Fallon

Moved to be accepted as presented.

CARRIED

5. Next Meeting Date

Thursday, November 19, 2020 at 6 p.m.

6. Adjournment

5. G. Bogart – D. Fallon

Moved that the meeting be adjourned.

CARRIED

D. Fairbairn
Chair

10.9) Joint Health & Safety Committee Meeting Minutes – September 8, 2020

Health & Safety Committee Meeting Minutes September 8, 2020

Mark Todd Amanda Agnes Valerie

i. Minutes

May 14, 2020 minutes

Todd and Mark to do: go through Personnel Policy re: top up on leave situations – no clear policy for the Authority to follow.

Minutes accepted by the Committee.

ii. Task Hazard Analysis

Email from Vicki (committee received this email August 13, 4:31 p.m.) with 2 requests

1. to do away with the paper map and use a GPS instead
2. to have staff sign off once on the THA vs. daily
 1. depending on where staff are, is there service available
 - Where is the GPS going to be placed, in the vehicle, in a knapsack with a staff member?
 - Who other than the staff going out know where they are going?
 - Original intent, if someone is hurt, they know to take them to a hospital, map is tactile
 - If a GPS can do that, then yes, but if it can't connect due to service issues
 - Must meet the purpose of the policy
 - If there's no 911 number, and need to call an ambulance to your site, coordinates or closest 911 address
 - Beginning and ending points for all sites, GPS / mapping coordinates
 - Multipurpose function, not just about where the staff know where they are going, it's where the main office knows where they are going
 - Off the beaten path
 - Book at office must have most recent THA for all staff to use as a template to update theirs to improve on the template
 - THA site maps should be emailed to main contact personnel (manager/alternate) when staff go out
 - THA meeting before is so that staff are aware of all the hazards at the current work site
 - Relationship between the supervisor and those that are being supervised
 - Summary – yes, maps are to be completed for every site
2. How complicated is the THA?
 - If complex, always changing – sign off should be done every day
 - If not complex, then do as often as you feel is needed to refresh
 - Review as often as needed so all parties can address and deal with any hazards
 - Supervisor responsible to determine how often review of the THA is undertaken to deal with the hazards on the site. Were staff properly trained?

Mark to do: Reminder sent out to Managers on the importance of staff doing THA's.

iii. SAR Items for discussion

- Should be relabelled to Standard Operating Procedures (?)
 - Requires COVID 19 wording
- Val to contact - Vicki to do: COVID 19 SOP for Seining / Fish Sampling / eDNA Sampling
- Pick a name (TP / SOP / SP) and use one
 - COVID 19 SOP – how does it get incorporated into staffs day-to-day activities
 - COVID 19 SOP - Travelling

iv. Incidents / Accidents

- Ryan Carlow injury - WSIB form submitted – August 26, 2020
- Went home, took aspirin and laid down
- Was okay the next day
- No further action, no medical treatment sought by the employee

v. Unfinished Business from prior meetings

Work Refusal Process

From May 14 minutes - Committee to review and get back on consensus on the policy.

- In the procedure section – there is nowhere that there's a provision for the personnel to contact their health and safety rep (right to contact under the Act)
 - If the problem can be solved, then solve it, if it can't be resolved, bring in managers, if that fails MoL
 - Remove 'reasonable' as there is no ability for others to determine that individuals opinion on a hazard
3. 'In the event that you are unsatisfied with the results of the investigation, you may continue to refuse the work, provided where you have reasonable grounds to base the continued refusal on.'
- Continuing work that has been refused: if another staff member is willing to do the work, then they should be allowed to do the job
- Mark to do: reorder chart and send to Agnes
Agnes to do: tweak the wording in the text once the chart has been reorganized

vi. Training

Chainsaw Certification

Email from Vance

'I was looking for info into the chainsaw cert. wording to be changed so our guys can use the chainsaws without a cert. only in-house training'

The LTVCA SP - Chainsaw Operations states 'To ensure a high standard of safety and consistency, all LTVCA personnel involved in chainsaw cutting must have chainsaw certification'.

Ministry of Labour states that employees should be trained in the operation of a chainsaw. **Ontario** Law requires workers be trained in the **operation** and maintenance of **chainsaws**. This training will provide **chainsaw** operators with the skills and knowledge required to safely maintain and **operate** a **chainsaw**. On

the MoL site there is no mention of certification and they do not provide a list of approved training providers.

From JH&S Committee - January 22, 2020 minutes under **Additional Training for Workers** is

d. Chainsaw training – who needs it? Vance (has it), Paul, others?

- Whoever trains must have the certification for training
- Is he trained as a trainer?
- If not, then we need to bring someone in
- Competently address the hazard
- Need to find out if Adam and Patrick have their training
- Michael has it, as well as Vance

Val to do: ask Adam and Patrick for any certificates on chainsaw training

- Money available to train the two OJCP workers, included in grant. Quote for training - \$180 per person – should try to get everyone trained at the same time
- Wording to remain in the same in the SP - Chainsaw Operations - ... 'must have chainsaw certification'
- Check to see if Adam's other staff has training / need training

vii. Other business

a. CA Inspection Forms

Email from Vance

To the Health and Safety team,

Please find the attached forms as an example of how they are being filled out currently.

I had a chance to go on a patrol with Jerry within the Eastern district just this week and he is doing a very thorough and detailed job! Props to him helping out during the time of need!

However, he is doing such a great job that he is actually filling out two forms for each park he goes to. One of the generic ones created by the Health and Safety team, and then a more detailed version that suits his needs better. As for me, whose job is to take these forms and act on the detailed list of "fix's" as the sheet shows, I would prefer if we could modify these forms accordingly to each park. Not only for ease of writing them, but then we have a more detailed description of where the issue are in each park. After speaking with Jerry, he had a past document that even included a map, to show where problems were within each park.

In conclusion what I'm asking for is some lenience to change and update these inspection reports to better suit both the person doing the report and the person who has to fix the issues listed on these forms.

I appreciate your consideration and look forward to working together to better update these forms.

- Forms created 2 years ago by Mark and Paul
- Not for the H&S committee to use
- Vance would like them revamped for each particular park, Jerry would take a map and circle the areas of concern
- Chart is to identify where / what they did cover
- If a hazard was missed where they didn't do, they would not be responsible if a hazard occurred in an area not inspected
- Bring forward to both Adam and Vance

- No problem with changing the form so long as the intent of the form is not altered
- Protect the inspector
- Record that an inspection took place, and what hazards/areas were inspected
- First sheet must accompany the second sheet
- First sheet where inspected and what was inspected
- What they did and where they did it – toss back to Adam and Vance to create a new form
- Consistent across all CA's

Agnes to do: contact Adam and Vance to discuss what they want in/on the form

b. Daily Vehicle Circle Check_2018 Revised / LTVCA VEHICLE DAILY CIRCLE CHECK (one to be used for the monthly checks)

There is some confusion as to what form is to be used for which vehicles. There is also another form (do not have a copy of this form) that is utilized for field staff which tracks hours used / CA. There is confusion on the behalf of staff on when / where to use the various forms.

Email from Vance Re: Vehicle Inspections

<http://www.mto.gov.on.ca/english/trucks/commercial-vehicle-operators-safety-manual/module-8.shtml#vehicles-require-inspection>

a good source for the info we need when we want to discuss the “circle checks” or “vehicle logs” or whatever we want to call them... lol

I think we will continue to do what we have in place for now but this is definitely something I'm willing to work on maybe this fall when I have more time to dive into it.

- Second form used for the monthly vehicle check
- Still no one knows what to do with it after the monthly check
- Rename to monthly vehicle check, change date to monthly
- Placed in all vehicles
- Submitted at the end of the year instead of monthly
- We have several heavy-duty trucks (use as plows / trailers) follow the more intense daily inspections similar to the dump trucks (4 vehicles involved: 3 at Longwoods and 1 at Wilson)
- Forms are also used as a cost allocation tool for the accounting and tracking vehicle use / replacement purposes

Agnes to do: daily check to change to monthly light duty truck inspection

- Heavy duty trucks to use CVOR heavy duty daily truck inspection form and the LTVCA motor pool log – the LTVCA motor pool forms must be submitted with timesheets (the CVOR forms must remain with the vehicle)
- Light duty trucks use the monthly inspection and the regular vehicle log
- Short memo committee looked at log, this is what we recommended to be done

Mark to do: talk to Randall about who does the monthly inspections

c. Question Regarding the wearing of masks in a vehicle

Is a golf cart or ATV or Gator considered a ‘vehicle’ that would require masks to be worn if there is more than one employee on it?

- If staff cannot maintain a safe distance, e.g. in a gator, ATV or golf cart, must wear a mask
- Email needs to go out about social distancing to all staff reminding them of social distancing protocols, wearing of masks by staff (if no issues)
- Strenuous work may not facilitate the wearing of a mask

Mark to do: bring forward to the Pandemic Committee

d. Ergonomics – work from home

- Ultimately a specialist in ergonomics has been offered to all staff working from home
- Contacted WSIB, they noted that we were not responsible for employees home office spaces, issues
- CA's all over the board on this issue
- WSIB review and awarding of claim on an issue of strain proved that the Authority IS responsible
- Original advice from WSIB that the Authority was not responsible for work at home issues was incorrect
- Specialist went in to Vicki's home and did a full assessment and did up a report
- Authority pays for the item if it's brought back to the workplace once the pandemic issue is over, if kept at home, then it's the cost of the employee
- Will bring it up at the next staff meeting to keep it in everyone's forethoughts

e. Reappointment of Employer Representative

- Randall doesn't think Adam has enough time to be on the committee at this point in time
- Mark will come up with a recommendation
- Don't have to necessarily fill the positions of the employer representative, but do have to ensure that worker rep positions are filled
- One worker and one employer rep must be certified (Mark, Todd, Agnes, Val all certified – with Mark and Val having advanced certification - level 3 training)

**2020 Joint Health and Safety Committee
Meeting and Site Inspection Tour Schedule**

- Meeting – Admin – Wednesday, January 22 – *meeting held*
 - Meeting & AREA 2 Inspection – Thursday, April 21 – *JHSC meeting and inspection not undertaken due to COVID 19 issues – re-schedule Area 2 Inspection before the end of May – Area 2 Inspection completed June 4 and 11*
 - AREA 4 Inspection – Wednesday, May 13 – *inspection not undertaken due to COVID 19– re-schedule Area 4 Inspection before the end of May – Area 4 Inspection completed June 11*
 - *JHSC Meeting held May 14, 2020 in place of the scheduled April 21 missed meeting*
 - AREA 3 Inspection – Wednesday, June 17 – **Area 3 Inspection completed June 29 and July 2**
 - Meeting – Friday, July 10 – **Rescheduled to September 8**
 - AREA 5 Inspection – Wednesday, October 14 – (*Amanda and Valerie to split the inspection areas*)
 - AREA 1 Inspection – Wednesday, November 18 (*Valerie to do the inspections*)
 - Next meeting date to be determined (before December 5th)
- Need to ensure all forms all filled in and sent in to Mark for review and sign-off
- Val to do: connect with Amanda to break down who does where / when
- Next H & S meeting set for November 30th, 9:30 AM
 - (HR meeting that same afternoon)

10.10) Wheatley Two Creeks Association Minutes September 3, 2020

WHEATLEY TWO CREEKS ASSOCIATION

Minutes of regular meeting held on **September 3rd 2020** at Two Creeks

Attendance: Rick & Forest Taves, Ron Haley, Gerry Soulliere, Pauline Sample, Lorna Bell, Lee & Linda Pearce, Bruce & Marj Jackson, Roger Dundas.

Minutes: Moved by Phil Humphries, sec. by Lorna Bell minutes be accepted as read. (Carried)

Agenda: Moved by Roger Dundas, sec. by Lee Pearce agenda be accepted as outlined. (Carried)

Memorial Groves: Gerry Soulliere has had a Memorial Plaque made for Howard Walker. It is being made in Harrow and will be installed on the south shed under the H. We are going to receive a horse chestnut tree as a donation from Debbie Seili. It will be removed from her previous home in Wheatley and planted at Two Creeks by a tree company. 4 posts will need replacing in the Groves.

Prop. & Equip.: The Pavillion has been rented on Sept. 4th, the washrooms will be open. Joe Pinsonneault will cut the trails soon. The North bridge is scheduled to be repaired on Sept. 12, we will use steel if wood is not available. The Flood Plains bridge also needs repairing. Bruce Jackson & Roger attempted to snake a power line under the road but were not successful, they will try again.

Concerts: Gerry has applied for a grant to the Community Partnership Fund through LTVCA. If possible we will try to get the same bands booked for next year that were booked this year.

Financial Reports: The Account Balance as of August 1st was \$39,950.33. The Account Balance as of August 31st was \$40,151.91. Moved by Lorna Bell, sec. by Linda Pearce. The 2020/21 Budget was moved by Rick Taves, sec. by Lee Pearce. (Carried)

Correspondence: A thankyou note from Erin Holland and a letter commenting on 2 of our bridges were read.

Old Business: None

New Business: Gerry will get a meeting notice inserted in the paper. Our next meeting will be at 6:00pm at Two Creeks.

Adjournment: Linda moved for adjournment at 8:00pm.

Phil Humphries, secretary.

11. Correspondence

11.1) MOECP Correspondence Re: Amendment to the Minister's Direction for Conservation Authorities during the COVID-19 Outbreak

Ministry of the Environment,
Conservation and Parks

Ministère de l'Environnement,
de la Protection de la nature et des
Parcs

Office of the Minister

Bureau du ministre

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September 10, 2020

TO: Conservation Authorities as listed in the attached **Schedule "A"**

SUBJECT: Amendment to the Minister's Direction for Conservation Authorities during the COVID-19 Outbreak

On March 26, 2020, I issued a Minister's Direction ("**Direction**") pursuant to subsection 19.1 (7) of the *Conservation Authorities Act* that applied to all conservation authorities in Ontario, listed in **Schedule "A"** as attached. The Direction enabled conservation authorities to convene a meeting electronically in order to make the necessary amendments to their administrative by-laws to deal with both provincial and municipal emergencies. It identified the minimum areas where the by-laws should be amended, in the manner deemed appropriate by the CA, to make provision for emergency situations (e.g., electronic participation in meetings and hearings and achieving quorum while participating electronically). The Direction also identified that each conservation authority, depending on their individual by-laws, may identify the need to make other necessary amendments to respond to emergencies.

It has come to my attention that certain conservation authorities amended their by-laws to allow virtual meetings only during declared emergencies. Now that the provincially declared state of emergency has ended and municipally declared state of emergencies have or may end, conservation authorities may be prevented from continuing to be able to meet virtually. As such, I am amending the Direction that I issued on March 26, 2020 to remove this barrier. I am directing the conservation authorities listed in Schedule "A" to meet virtually for the purpose of reviewing and amending their by-laws, as applicable, to allow for members of a conservation authority to participate electronically in meetings when it is deemed appropriate by the conservation authority to do so. For greater certainty, the other provisions of the Direction continue to apply.

Effective Date

This amendment to the March 26, 2020 Direction is effective immediately. If it is in the public interest to do so, I will provide further direction or clarification at a later date related to the matters set out in this Direction.

If you have any questions related to this Direction, please contact:

Chloe Stuart
Assistant Deputy Minister, Land and Water Division
Ministry of the Environment, Conservation and Parks
Robinson PI South Tower, 6th Floor
300 Water Street
Peterborough, ON, K9J 3C7
(705) 755-5341
chloe.stuart@ontario.ca

To learn more about how the province continues to protect Ontarians from COVID-19, please visit www.ontario.ca/coronavirus.

Sincerely,



Jeff Yurek
Minister of the Environment, Conservation and Parks

c: Steve Clark, Minister of Municipal Affairs and Housing
John Yakabuski, Minister of Natural Resources and Forestry
Kim Gavine, General Manager, Conservation Ontario

11.2) CO Correspondence Re: Conservation Authorities Act (CAA) Review: Enforcement Provisions



October 1, 2020

The Honourable Jeff Yurek
Minister of Environment, Conservation and Parks (MECP)
777 Bay Street, 5th Floor
Toronto, ON, M7A 2J3

The Honourable John Yakabuski
Minister of Natural Resources and Forestry
99 Wellesley Street West, 6th Floor
Toronto, Ontario, M7A 1W3

Sent Via Email

Re: Conservation Authorities Act (CAA) Review: Enforcement Provisions

Dear Minister Yurek and Minister Yakabuski,

On behalf of our member conservation authorities, I am writing in follow-up to the September 28th Conservation Ontario (CO) Council meeting. Minister Yurek, thank you once again for providing some opening remarks and answering a couple of questions. It was very much appreciated.

We look forward to reviewing the outcomes of the stakeholder engagement sessions and the public survey further to which you are considering regulatory and legislative amendments. In follow-up discussion with our members at Council it was noted that these consultations included a focus on our Section 28 regulatory responsibilities; responsibility for which resides with Minister Yakabuski. It is our understanding that your ministries are working together to consider regulatory and legislative amendments. Therefore I am writing to let you both know that Council identified that a positive outcome of your review would be enactment of Part VII Enforcement and Offences clauses in the CAA.

To ensure compliance with the Section 28 regulations, conservation authorities (CAs) require the basic tools that are routinely provided to other agencies, including municipal by-law officers (e.g. stop work orders). In recent reports by both the Auditor General and the Special Advisor on Flooding, it has been recognized that the CAs lack basic tools to ensure compliance with the Act and regulation which are recognized as critical components of Ontario's approach to

reducing risks posed by flooding and other natural hazards and strengthening Ontario's resiliency to extreme weather events.

During the Pandemic, many CAs have experienced an increase in illegal activities on CA-owned lands and in CA regulated areas. In the case of some Section 28 infractions, extensive remediation costs and damages to neighbouring properties could have been avoided if tools such as enhanced powers of inspection and stop (work) orders were available to CA officers. Instead, CAs must rely on their municipal partners to assist with stop orders under municipal by-laws or the Building Code, when appropriate. This puts undue stress on municipalities to provide services to the CAs and results in duplication of effort. For egregious offences, a CA's only recourse is to proceed through the court system, resulting in significant legal costs to the CA and to the accused. These unnecessary costs to CA and municipal budgets, as well as to the taxpayers/property owners for damages that could have been avoided cannot continue.

When a Provincial response to the engagement sessions comes out, it would be very favourably received to see that it addresses the shortfall in our enforcement capabilities and includes enactment of Part VII Enforcement and Offences clauses in the *Conservation Authorities Act*.

Thank you for your consideration in support of our efforts to cost effectively deliver on the natural hazards mandatory program. We look forward to continuing to work together in this regard and as always CO staff are available at your convenience.

Sincerely,



Wayne Emmerson
Chair, Conservation Ontario

C.C.

Graydon Smith, President, Association of Municipalities of Ontario
CAOs, All Conservation Authorities

Conservation Ontario
120 Bayview Parkway, Newmarket ON L3Y 3W3
Tel: 905.895.0716 Email: info@conservationontario.ca
www.conservationontario.ca

11.3) Canadian Heritage Correspondence Re: Museum COVID-19 Emergency Support Fund



Canadian
Heritage

Patrimoine
canadien

September 18, 2020

Mark Peacock
Chief Administrative Officer-Secretary/Treasurer
LOWER THAMES VALLEY CONSERVATION AUTHORITY
100 Thames Street
Chatham, ON
N7L 2Y8

Title: Fonds d'urgence relatif à la COVID-19 / COVID-19 Emergency Support Fund

Dear Mr. Peacock:

On behalf of the Minister of Canadian Heritage, it is my pleasure to inform you that your application for funding has been approved.

A grant in the amount of \$19,453 will be awarded to help your organization carry out its activities, under the Museums Assistance Program, COVID-19 Emergency Support Fund Component. This funding will be allocated over one government fiscal year 2020-2021 and will be subject to certain terms and conditions, the appropriation of funds by Parliament, and the budget levels of the Program.

One of our program representatives may be in contact with you in the near future to review the terms and conditions related to this funding. As you may already know, the Government of Canada is committed to promoting workplaces free from harassment, abuse and discrimination. I would like to seize this opportunity to remind you of your responsibility to provide a work environment where harassment, abuse and discrimination are not tolerated.

In closing, I would like to take this opportunity to wish you and the members of your organization the greatest success in your endeavours.

Sincerely,

Jillian Lum
A/ Regional Director General
Ontario Region

12. Other Business

13. Adjournment
