



Board of Directors Meeting

A G E N D A

October 21, 2021

2:00 p.m.

1. First Nations Acknowledgement	
2. Call to Order	
3. Adoption of Agenda	
4. Disclosure of Conflicts of Interest	
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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 Chippewas of the Thames First Nation, Oneida Nation of the Thames, Munsee Delaware Nation, Delaware Nation, and Caldwell Nation. 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 19, 2021



Board of Directors Meeting

DRAFT 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 19, 2021. The following directors were in attendance: T. Thompson, L. McKinlay, M. Hentz, P. Tiessen, H. Aerts, C. Cowell, A. Finn and J. Wright. S. Emons, R. Leatham and S. Hipple were unable to attend the meeting.

1. First Nations Acknowledgment

M. Peacock read the First Nations acknowledgement.

2. Call to Order

Chair, Trevor Thompson called the meeting to order.

3. Adoption of Agenda

BD-2021-29 P. Tiessen – L. McKinlay

Moved that the agenda be adopted as presented.

CARRIED

4. Disclosures of Conflicts of Interest

None Declared.

5. Approval of Previous Meeting Minutes

BD-2021-30 C. Cowell – M. Hentz

Moved that the Board of Directors remote meeting minutes of June 17, 2021 be approved.

CARRIED

6. Business Arising from the Minutes

6.1) Preliminary LTVCA Work Plan for addressing requirements of Bill 229 and its Regulations

BD-2021-31 L. McKinlay – P. Tiessen

Moved that the Preliminary LTVCA Work Plan for addressing requirements of Bill 229 and its Regulations be received for information.

CARRIED

7. Presentations

7.1) Imagine McGregor Project

Anastasia Heuvelmans provided a power point presentation on the Imagine McGregor Project.

7.2) Lower Thames Water Monitoring

Daniel Bittman provided a power point presentation on Lower Thames Water Monitoring.

7.3) Proposal for Skakel Conservation Area

Adam Gibb provided a power point presentation on a Proposal for Skakel CA.

7.4) Preliminary LTVCA Work Plan for addressing requirements of Bill 229 and its Regulations

Mark Peacock provided a power point presentation on Preliminary LTVCA Work Plan for addressing requirements of Bill 229 and its Regulations.

BD-2021-32 H. Aerts - C. Cowell

Moved that LTVCA staff approach Member Municipalities and neighbouring Conservation Authorities regarding a 2 year agreement to maintain the current levy approach to allow for proper negotiations of the new levy protocol.
And Further, That this request be forwarded to the province.

CARRIED

BD-2021-33 M. Hentz – A. Finn

Moved that the Board of Directors receive presentations 7.1) to 7.4).

CARRIED

8. New Business

8.1) Final Signed Memorandum of Understanding between Conservation Ontario and Hydro One Networks Inc.

BD-2021-34 P. Tiessen – J. Wright

Moved that the LTVCA Board endorses the use of the "Protocol for Obtaining Permission under Section 28 of the Conservation Authorities Act for Common Hydro One Maintenance and Construction Activities" and the "Hydro One Application Form for Permissions from Conservation Authorities" relative to administration of Section 28 regulatory responsibilities.

CARRIED

9. Business for Approval

9.1) Income and Expenditure vs Budget to June 30, 2021

BD-2021-35 M. Hentz – P. Tiessen

Moved that the Board of Directors receives the Budget vs Revenue and Expenditures report for the period ended June 30, 2021.

CARRIED

10. New Business

- 10.1) CAO's Report
- 10.2) Water Management
- 10.3) Planning and Regulations
- 10.4) Conservation Area Lands
- 10.5) Conservation Services
- 10.6) Communications, Outreach and Education
- 10.7) Executive Committee Minutes – June 29, 2021
- 10.8) Joint Health & Safety Committee Minutes – June 4, 2021
- 10.9) Wheatley Two Creeks Association Minutes – July 8, 2021

BD-2021-36 L. McKinlay – C. Cowell

Moved that New Business items 10.1) to 10.10) be received for information.

CARRIED

11. Correspondence

- 11.1) Letter from the Honourable Lisa Thompson regarding updates to the Drainage Act
- 11.2) New Intake for Disaster Mitigation and Adaptation Fund
- 11.3) Final Signed Memorandum of Understanding between Conservation Ontario and Hydro One Networks Inc.

BD-2021-37 A. Finn – J. Wright

Moved that Correspondence items 11.1) to 11.3) be received for information.

CARRIED

12. In Camera Session

BD-2021-38 L. McKinlay – P. Thiessen

Moved that the Board of Directors meet 'in camera'.

CARRIED

BD-2021-39 P. Thiessen – J. Wright

Moved that the Board of Directors move out of the 'in camera' session.

CARRIED

13. Other Business

None noted.

14. Adjournment

BD-2021-40 P. Thiessen – M. Hentz

Moved that the meeting be adjourned.

CARRIED

Trevor Thompson
Chair

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

7. Presentations

7.1) Technical Report – Ice Guideline for Docks

George Comfort, P. ENG. will provide a power point presentation on the Technical Report – Ice Guideline for Docks.

7.2) Draft Lower Thames River Dock Policy

Valerie Towsley will provide a power point presentation on the Draft Lower Thames River Dock Policy.

7.3) Overview CA Act Phase 1 Regulations and Next Steps

Mark Peacock will provide a power point presentation on the Overview CA Act Phase 1 Regulations and Next Steps.

8. New Business

8.1) Draft LTVCA Dock Policy - Lower Thames River

Date: October 21, 2021

Memo to: LTVCA Board of Directors

Subject: DRAFT LTVCA DOCK POLICY – LOWER THAMES RIVER

From: Valerie Towsley, Resource Technician

Background

There is a long history of ice jams on the River; and in parallel, efforts have been made for more than four decades to investigate ice problems and potential solutions for mitigating them. The Lower Thames Valley Conservation Authority (LTVCA) is often asked to make decisions regarding whether or not docks are permitted on the Thames River. The LTVCA has found that even robust docks suffer damage from flooding and ice push/jam events. A detailed approach is lacking for the LTVCA to make informed decisions regarding a given proposed dock. The overall objective of the work proposed here was to produce an Ice Guideline that would assist the LTVCA in decision-making with respect to permitting for docks regarding ice issues. The reports include the technical background to the Engineering Ice Guideline, and the Guideline that was prepared and was prepared by Mr. George Comfort, P. Eng., an experience and qualified ice engineer.

In order to implement the Guideline that is supported by the Technical Background Report a Thames River Dock Policy is required.

Applicability of Policy

- This Ice Guideline is intended to be applicable to “recreational” docks, and not “industrial” ones. This removes sheet pile/retaining walls from consideration for the Ice Guideline.
- The Ice Policy’s area of jurisdiction extends from the mouth of the Thames River up to Communication Road, which is near the eastern city boundary for Chatham. Furthermore, the Ice Guideline’s area of jurisdiction is limited to the lower Thames River, and it excludes the tributaries (i.e., various creeks and canals upstream of Lighthouse Cove) that feed into the River.

Draft Policy

1. Development of non-removable permanent docks will be permitted within the area bounded by Communication Road and beginning of diking (approx. 2.55 km upstream of Prairie Siding) subject to meeting the requirements described in the technical report...
2. Non-removable permanent docks permitted in item 1. above shall not extend into the river greater than a length of 3 metres.
3. Removable docks (cantilevered and floating docks) shall be permitted in the Thames River upstream of diking works (approx. 500 m upstream of Prairie Siding).
4. No permanent docks or major abutment works shall be permitted within the diked portion of the lower Thames River.
5. Non-removable permanent docks shall not be permitted within the upstream portion of the lower Thames River (upstream of Communication Road).

6. Non-removable permanent docks work shall not be permitted in the Thames River downstream of the diking (upstream of river mouth at Lake St. Clair).
7. No structures (e.g. sheds) shall be permitted on the dock
8. Where the river or waterbody bed is defined in ownership, permission will only be granted with written consent of the landowner.
9. The following policy shall be in effect for canals within the community of Lighthouse Cove
 - a. No dock shall extend further than 3 m into a canal
 - b. Where the canal is defined in ownership, permission will only be granted with written permission of the landowner
 - c. No structures (e.g. sheds) shall be permitted on the dock
10. For the purposes of this policy, a boat house shall be considered equivalent to a permanent dock and addressed accordingly.
11. Docks shall be constructed consistent with Federal requirements

Policy Development Process:

The following process is followed in development of policies that impact implementation of the Section 28 regulations:

1. Staff prepare a draft policy
2. Staff present the draft policy to the board for initial review and input
3. The Board directs staff to consult with affected municipalities and the public
4. Staff consult
5. Staff bring a revised policy with comments received during consultation
6. Board reviews and if in agreement, approves the policy for implementation

Recommendation:

That the LTVCA Board of Directors receive this report for information and directs staff to consult with the public and the municipalities of Chatham-Kent and Lakeshore on the DRAFT LTVCA DOCK POLICY – LOWER THAMES RIVER,

And further, that staff bring a report to the December Board of Directors meeting with a recommended LTVCA DOCK POLICY – LOWER THAMES RIVER with comments received during consultation.

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

1. Strengthen and Increase Collaboration with Community Stakeholders

Recommended by:
Valerie Towsley
Resource Technician

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

8.2) 2022 Preliminary Budget Preparation Report

Date: October 21, 2021
Memo to: LTVCA Board of Directors
Subject: **2022 Preliminary Budget Preparation Report**
From: Todd Casier, CPA, CA, Manager, Financial and Administrative Services

Background:

As part of the current Lower Thames Valley Conservation Authority Strategic Plan (2016-2021) the Conservation Authority developed 12 objectives in 4 General Areas. The Financial Objectives were as follows:

4. Improve Transparency and Understanding of Financial Statements
5. Improve Capital Asset Review
6. Strengthen Staff Stability (financial stability, attraction & retention)

In order to achieve objective 4, a number of initiatives were defined. Year 1, 3 & 5 of these initiatives have been achieved including preparation of financial statement for each board meeting that improves the boards understanding of the financial position of the LTVCA, involving managers in their budget process and allowing Managers to manage their budgets with collaboration with Mgr, Finance and Administrative Services.

Objective	Ownership	Measurement	Candidate Initiatives	Budget Implications
4. Improve Transparency and Understanding of Financial Statements	Financial Services Specialist & Management Team	Quarterly statements for each program reviewed with program managers	Year 1- Quarterly statements reflecting reality Year 3- Managers have adequate information and capacity for financial decisions Year 5- Managers manage budgets in collaboration with Todd	Budget neutral Budget neutral Budget neutral

To address this requirement, in 2018 the budgeting process was revised, allowing managers more say in budget development and more responsibility in financial management of their departments. Additionally, COVID-19 has meant that municipalities have a great amount of uncertainty in financial matters. Many municipalities are challenged to provide 2022 financial targets at this time. In order to provide additional time for municipal and staff consultation to occur, this preliminary budget report is being presented at the October 2021 Board meeting.

2022 Budget Preparation Process:

- 1) August-October – spreadsheets prepared showing each account with current to date results, the past two years of actuals and initial proposed budget assuming:
 - a) Salaries carried forward with increase based on merit and 1% COLA increases
 - b) Payroll allocated based on past experience and current expectations
 - c) Projects being carried forward will be based on known expectations
 - d) General Expenses based on past trends modified by current expectations

- 2) August/September – Managers review staff work plans with staff to determine changes and new projects/priorities/requirements for 2022 budget
- 3) August/September – Todd provide spreadsheets to managers for their areas of budget
- 4) October – Budget Preparation Report to Board providing general assumptions and process to develop 2022 preliminary budget
- 5) September-November continue meeting with municipalities regarding 2022 budget assumptions at their convenience
- 6) September/October – Mark and Todd meet with individual Managers to review and prepare preliminary budget (more than one meeting per manager may be required)
- 7) September/October – Mark and Todd meet to review overall budget and challenges and compile complete preliminary budget
- 8) September/October – meeting with managers to review preliminary budget prior to finalization
- 9) October Board Meeting – Preliminary Budget and levy presented to the Board of Directors for review and approval
- 10) October – budget and levy circulation and notification (min 30 days as per Act)
- 11) January – final review of budget with management team
- 12) February – final review and approval by board at annual meeting

Budget Preparation Assumptions:

The budget will be prepared based on:

1. 2% total general levy increase,
2. Merit increases for staff to be considered in draft budget,
3. Cost of living increases of 1% will be provided to staff in 2022,
4. This will allow the LTVCA to meet expected Municipality of Chatham-Kent recommended 2.0% and City of London preliminary budget increase requirements.

Recommendations:

That the Board approve the budget assumption of a 2% general levy increase, and

That staff bring the preliminary 2022 budget to the October meeting for review and approval.

Recommended by:

Todd Casier, CPA, CA,

Manager, Financial and Administrative Services

Reviewed by:

Mark Peacock, P. Eng.

CAO / Secretary-Treasurer

8.3) 2022 Draft Preliminary Budget Report

Date: October 21, 2021

Memo to: LTVCA Board of Directors

Subject: Draft Preliminary Budget Report

From: Todd Casier, Manager, Financial and Administrative Services

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

Background:

Due to challenges from COVID-19, we were not able to complete our 2022 Preliminary Budget Assumptions for the August 2021 Board of Directors meeting. Our budget was created based on Municipality of Chatham-Kent recommended 2.0% increase and City of London preliminary budget increase requirements.

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 to 2021 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 2022 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 2022 are listed below. The more significant negative and positive 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	-\$4,600.00
2	Missed 2021 Merit Increase (To maintain current programs)	-\$25,800.00
3	1% COLA (To maintain current programs)	-\$15,800.00
4	Insurance (20% current year increase plus remainder of last year increase)	-\$20,600.00
5	Planning Technician	-\$70,100.00
6	Water Quality Technician	-\$13,400.00
7	Increased Conservation Area Staffing	-\$14,400.00
8	Increased Stewardship Staffing	-\$31,600.00
9	Full time Middlesex ALUS staffing	-\$31,900.00
10	Additional SAR staffing	-\$27,400.00
	Total Negative Impact on Budget	-\$255,600.00

	Positive Impacts on Budget	
1	Increased Property Clearance & Regulation fees	\$34,000.00
2	Increased Water Quality funding	\$13,400.00
3	Increase Conservation Area Fees	\$62,400.00
4	Increased Stewardship Revenue	\$33,200.00
5	Increased Middlesex ALUS Grant	\$31,900.00
6	Increased SAR funding	\$27,400.00
7	Net Asset purchase decrease compared to 2021	\$21,000.00
8	Various Increased Grants	\$2,800.00
	Total Positive Impacts on Budget	\$226,100.00
	Net Change	-\$29,500.00
	General Levy Increase	\$29,500.00
	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	Computer equipment and infrastructure	Continue updating aging computers and IT infrastructure through out the organization
\$ 31,500.00	One new vehicle (trucks/vans)	replacing one vehicle 11+ yrs old
\$ 20,000.00	GPS Unit	To replace 7+ yrs old surveying GPS unit with battery life and software issues and reliability concerns.
\$ 57,500.00	Total	

2021 Budget

The LTVCA Board approved a 2021 budget of \$3,319,396, resulting in a general levy of \$1,477,082 plus a special levy of \$205,000 for Chatham-Kent for Flood Control Structures and the Greening Partnership/Natural Heritage Programs.

Proposed 2022 Budget

For 2022, the preliminary balanced budget of \$3,892,506 requires a general levy of \$1,506,624, an increase of \$29,542 over the 2021 general levy, or 2.00% (Chatham-Kent's special benefiting levy remaining at \$205,000). The total municipal levy for 2022 is \$1,711,624. As in previous years, the annual adjustment to each municipality's assessment within the watershed varies, the resulting change in the levy ranging from 1.10% to 3.95%. The current value property assessment values are provided annually by the Ministry of Natural Resources and Forestry and are beyond the ability of the Conservation Authority to modify.

Non-municipal revenues include grants and general revenues (user fees) and account for \$2,188,882 or 56.2% of total program revenues. Such funds are required for a number of programs, the most variable of which is the Conservation Services/Stewardship program, which is heavily dependent on the success of numerous funding applications. Staff are currently engaged in developing new sources and extending current contracts to meet the demand for services and to take advantage of emerging priorities such as phosphorus reduction.

Recommendation:

That the 2022 preliminary budget totalling \$3,892,506 be approved and that the member municipalities be advised of the budget and their share of the proposed levy as calculated; it being noted that the Authority is required to provide 30 days' notice of its intention to adopt a final budget and levy.

And that the final 2022 Budget be brought to the Annual Meeting of the Authority in 2022 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

Recommended by:

Todd Casier, CPA, CA,

Manager, Financial and Administrative Services

Reviewed by:

Mark Peacock, P. Eng.

CAO / Secretary-Treasurer

**LOWER THAMES VALLEY CONSERVATION AUTHORITY
2022 PRELIMINARY BUDGET**

FUNDING SOURCES

PG. NO.		2021 BUDGET	2022 BUDGET	2021 GRANTS	MATCHING GENERAL LEVY	DIRECT SPECIAL BENEFIT LEVY	NON MATCHING GENERAL LEVY	GENERAL REVENUES	FOUNDATION GRANTS & REVENUES	RESERVES
	WATER MANAGEMENT									
2	FLOOD CONTROL STRUCTURES	194,441	183,084	29,042	29,042	125,000	0	0	0	0
2	EROSION CONTROL STRUCTURES	9	12	6	6	0	0	0	0	0
2	FLOOD FORECASTING AND WARNING	200,602	202,809	52,419	52,419	0	97,971	0	0	0
3	TECHNICAL STUDIES	126,250	124,632	35,000	0	0	89,632	0	0	0
3	PLANNING & REGULATIONS	279,822	379,055	0	0	0	240,055	139,000	0	0
3	WATERSHED MONITORING	93,441	124,124	97,500	0	0	26,624	0	0	0
3	SOURCE PROTECTION	32,481	31,885	28,000	0	0	3,885	0	0	0
3	THAMES MOUTH DEBRIS REMOVAL	0	0	0	0	0	0	0	0	0
	Water Management Subtotal	927,046	1,045,601	241,967	81,467	125,000	458,167	139,000	0	0
	CONSERVATION & RECREATION PROPERTIES									
3	CONSERVATION AREAS	631,238	626,269	0	0	0	374,869	251,400	0	0
	COMMUNITY RELATIONS AND EDUCATION									
4	COMMUNITY RELATIONS	188,262	161,756	0	0	0	161,756	0	0	0
4	CONSERVATION EDUCATION	84,669	84,130	0	0	0	79,130	5,000	0	0
4	SKA-NAH-DOHT VILLAGE	114,813	130,605	22,992	0	0	75,113	32,500	0	0
	Community Relations & Education Subtotal	387,744	376,491	22,992	0	0	315,999	37,500	0	0
	CONSERVATION SERVICES/STEWARDSHIP									
5	CONSERVATION SERVICES (FORESTRY)	99,995	94,027	0	0	0	40,927	53,100	0	0
5	CHATHAM-KENT GREENING PROJECT	446,513	541,298	225,000	0	80,000	99,198	137,100	0	0
5	PHOSPHORUS REDUCTION	599,579	908,339	783,559	0	0	124,780	0	0	0
5	SPECIES AT RISK	227,281	300,481	260,184	0	0	40,297	0	0	0
	Conservation Services/Stewardship Subtotal	1,373,368	1,844,145	1,268,743	0	80,000	305,202	190,200	0	0
	CAPITAL/MISCELLANEOUS									
5	ADMINISTRATION/MISCELLANEOUS	0	0	0	0	0	-20,000	20,000	0	0
5	EMPLOYMENT PROGRAMS (FED/PROV)	0	0	9,080	0	0	-9,080	0	0	0
	Capital/Miscellaneous Subtotal	0	0	9,080	0	0	-29,080	20,000	0	0
		3,319,396	3,892,506	1,542,782	81,467	205,000	1,425,157	638,100	-	-

**LOWER THAMES VALLEY CONSERVATION AUTHORITY
2022 PRELIMINARY BUDGET**

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

	2021 BUDGET	2022 BUDGET	2021 GRANTS	MATCHING GENERAL LEVY	DIRECT SPECIAL BENEFIT LEVY	NON MATCHING GENERAL LEVY	GENERAL REVENUES	FOUNDATION GRANTS & REVENUES	RESERVES
<u>WATER MANAGEMENT</u>									
<u>FLOOD CONTROL STRUCTURES</u>									
WAGES AND BENEFITS	117,225	119,840							
ADMINISTRATION OVERHEAD	28,004	24,553							
OPERATIONS	24,412	28,891							
ROUTINE MAINTENANCE	9,450	9,450							
PREVENTATIVE MAINTENANCE	15,350	350							
TOTAL FLOOD CONTROL STRUCTURES	194,441	183,084	29,042	29,042	125,000 (CHATHAM-KENT)				
<u>EROSION CONTROL STRUCTURES</u>									
WAGES AND BENEFITS									
ADMINISTRATION OVERHEAD	1	1							
OPERATIONS	8	11							
TOTAL EROSION CONTROL STRUCTURES	9	12	6	6					
<u>FLOOD FORECASTING AND WARNING</u>									
WAGES AND BENEFITS	146,195	149,820							
ADMINISTRATION OVERHEAD	28,891	27,198							
DATA COLLECTIONS	13,733	13,978							
FLOOD FORECASTING	2,650	2,650							
COMMUNICATIONS	2,500	2,400							
OPERATIONS CENTRE (RENT)	2,430	2,430							
FLOOD RESPONSE AND MONITORING	4,203	4,333							
TOTAL FLOOD FORECASTING & WARNING	200,602	202,809	52,419	52,419		97,971			

**LOWER THAMES VALLEY CONSERVATION AUTHORITY
2022 PRELIMINARY BUDGET**

FUNDING SOURCES

	2021 BUDGET	2022 BUDGET	2021 GRANTS	MATCHING GENERAL LEVY	DIRECT SPECIAL BENEFIT LEVY	NON MATCHING GENERAL LEVY	GENERAL REVENUES	FOUNDATION GRANTS & REVENUES	RESERVES
<u>TECHNICAL STUDIES</u>									
WAGES AND BENEFITS	88,258	77,918							
ADMINISTRATION OVERHEAD	18,183	16,714							
AERIAL PHOTOGRAPHY & MAPPING	10,109	0							
OPERATING-MATERIALS, SUPPLIES, AND EXPENSES	9700	30,000							
TOTAL TECHNICAL STUDIES	126,250	124,632	35,000			89,632			
<u>REGULATIONS AND PLAN REVIEW</u>									
WAGES AND BENEFITS	208,572	300,143							
ADMINISTRATION OVERHEAD	40,300	50,835							
OPERATING-MATERIALS, SUPPLIES, AND EXPENSES	30,950	28,077							
TOTAL REGS. & PLAN REVIEW	279,822	379,055				240,055	139,000		
<u>WATERSHED MONITORING</u>									
WAGES AND BENEFITS	38,146	54,463							
ADMINISTRATION OVERHEAD	13,457	16,646							
OPERATING-MATERIALS, SUPPLIES, AND EXPENSES	41,838	53,015							
TOTAL REGS. & PLAN REVIEW	93,441	124,124	97,500			26,624			
<u>SOURCE PROTECTION</u>	32,481	31,885	28,000			3,885			
<u>THAMES MOUTH DEBRIS REMOVAL</u>	0	0							
<u>CONSERVATION & RECREATION PROPERTIES</u>									
WAGES AND BENEFITS	287,598	308,163							
ADMINISTRATION OVERHEAD	90,911	83,988							
OPERATING- MATERIALS & SUPPLIES, STORAGE, RENTALS, INSURANCE, ETC.	252,729	234,118							
TOTAL CONS. & RECREATION PROPERTIES	631,238	626,269				374,869	251,400		

**LOWER THAMES VALLEY CONSERVATION AUTHORITY
2022 PRELIMINARY BUDGET**

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

	2021 BUDGET	2022 BUDGET	2021 GRANTS	MATCHING GENERAL LEVY	DIRECT SPECIAL BENEFIT LEVY	NON MATCHING GENERAL LEVY	GENERAL REVENUES	FOUNDATION GRANTS & REVENUES	RESERVES
<u>COMMUNITY RELATIONS AND EDUCATION</u>									
<u>COMMUNITY RELATIONS</u>									
WAGES AND BENEFITS	149,648	129,563							
ADMINISTRATION OVERHEAD	27,114	21,693							
OPERATING- MATERIALS & SUPPLIES, SERVICES, RENTALS, INSURANCE, ETC.	11,500	10,500							
TOTAL COMMUNITY RELATIONS	188,262	161,756				161,756			
<u>CONSERVATION EDUCATION</u>									
WAGES AND BENEFITS	69,858	69,729							
ADMINISTRATION OVERHEAD	12,194	11,282							
OPERATING- MATERIALS & SUPPLIES, SERVICES, RENTALS, INSURANCE, ETC.	2,617	3,119							
TOTAL CONSERVATION EDUCATION	84,669	84,130				79,130	5,000		
<u>SKA-NAH-DOHT VILLAGE</u>									
WAGES AND BENEFITS	91,128	104,940							
ADMINISTRATION OVERHEAD	16,535	17,515							
OPERATING- MATERIALS & SUPPLIES, SERVICES, RENTALS, INSURANCE, ETC.	7,150	8,150							
TOTAL IROQUOIAN VILLAGE	114,813	130,605	22,992			75,113	32,500		

**LOWER THAMES VALLEY CONSERVATION AUTHORITY
2022 PRELIMINARY BUDGET**

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

	2021 BUDGET	2022 BUDGET	2021 GRANTS	MATCHING GENERAL LEVY	DIRECT SPECIAL BENEFIT LEVY	NON MATCHING GENERAL LEVY	GENERAL REVENUES	FOUNDATION GRANTS & REVENUES	RESERVES
<u>CONSERVATION SERVICES</u>									
<u>FORESTRY</u>									
WAGES AND BENEFITS	55,800	51,260							
ADMINISTRATION OVERHEAD	14,401	12,610							
OPERATING- MATERIALS & SUPPLIES, STORAGE, RENTALS, INSURANCE, ETC.	29,794	30,157							
TOTAL FORESTRY	99,995	94,027				40,927	53,100		
<u>CHATHAM-KENT GREENING PROJECT</u>									
WAGES AND BENEFITS	136,042	172,189							
ADMINISTRATION OVERHEAD	64,307	72,592							
OPERATING- MATERIALS & SUPPLIES, STORAGE, RENTALS, INSURANCE, ETC.	246,164	296,517							
TOTAL CHATHAM-KENT GREENING	446,513	541,298	225,000		80,000	99,198	137,100		
<u>PHOSPHORUS</u>									
WAGES AND BENEFITS	324,058	354,150							
ADMINISTRATION OVERHEAD	86,352	121,816							
OPERATING- MATERIALS & SUPPLIES, STORAGE, RENTALS, INSURANCE, ETC.	189,169	432,373							
TOTAL PHOSPHORUS	599,579	908,339	783,559			124,780			
<u>SPECIES AT RISK</u>									
WAGES AND BENEFITS	123,669	150,466							
ADMINISTRATION OVERHEAD	32,733	40,297							
OPERATING- MATERIALS & SUPPLIES, STORAGE, RENTALS, INSURANCE, ETC.	70,879	109,718							
TOTAL CONS. SERVICES	227,281	300,481	260,184			40,297			
<u>CAPITAL/MISCELLANEOUS</u>									
ADMINISTRATION/MISCELLANEOUS	0	0				-20,000	20000		
EMPLOYMENT PROGRAMS (FED/PROV)			9,080			-9,080			

LOWER THAMES VALLEY CONSERVATION AUTHORITY

Levy for 2022 using Modified CVA

	Current Value Assessment (Modified CVA)	% of Levy	C-K Flood Control, Greening Levy 2021	Non-Matching Levy 2021	Matching Levy 2021	Total General Levy 2021	Total Municipal Levy 2021	Total Municipal Levy 2020	\$ Change from 2020 Levy	% Change from 2020
Dutton-Dunwich M	547,037,234	3.6995%	0	52,724	3,014	55,738	55,738	54,080	1,658	3.07%
Southwold Tp	163,529,970	1.1059%	0	15,761	901	16,662	16,662	16,099	563	3.50%
West Elgin M	640,021,339	4.3283%	0	61,686	3,526	65,212	65,212	63,853	1,359	2.13%
Lakeshore T	1,403,849,279	9.4940%	0	135,304	7,734	143,038	143,038	138,738	4,300	3.10%
Leamington M	349,895,198	2.3663%	0	33,723	1,928	35,651	35,651	34,296	1,355	3.95%
Chatham-Kent M	8,379,820,825	56.6711%	205,000	807,653	46,168	853,821	1,058,821	1,047,284	11,537	1.10%
London C	1,711,834,458	11.5768%	0	164,988	9,431	174,419	174,419	170,309	4,110	2.41%
Middlesex Centre M	247,519,452	1.6739%	0	23,856	1,364	25,220	25,220	24,637	583	2.37%
Southwest Middlesex M	440,680,719	2.9802%	0	42,473	2,428	44,901	44,901	44,088	813	1.84%
Strathroy - Caradoc Tp	902,564,512	6.1039%	0	86,989	4,973	91,962	91,962	88,698	3,264	3.68%
TOTAL	14,786,752,986	100%	\$205,000	\$1,425,157	\$81,467	\$1,506,624	\$1,711,624	\$1,682,082	\$29,542	1.76%

9. Business for Approval

9.1) Income and Expenditure vs Budget to August 31, 2021

Date: October 21, 2021
Memo to: LTVCA Board of Directors
Subject: **Income and Expenditure vs Budget to August 31, 2021**
From: Todd Casier, CPA, CA, Manager, Finance and Administrative Services

Background:

Review the 2021 Budget to the Revenue and Expenditures for the 8 months ended August 31, 2021.

REVENUE	2021 BUDGET	2021 BUDGET AUG PROJECTED	2021 ACTUAL TO AUG 31	\$ VARIANCE TO PROJECTED
GRANTS	1,128,824	752,549 *	1,160,471	407,922
GENERAL LEVY	1,477,082	1,477,082 ^	1,477,082	0
DIRECT SPECIAL BENEFIT	205,000	205,000 ^	205,000	0
GENERAL REVENUES	508,490	338,993 *	595,913	256,920
FOUNDATION GRANTS & REVENUES	0	0 *	0	0
RESERVES	0	0 *	0	0
CASH FUNDING	3,319,396	2,773,624	3,438,466	664,842
OTHER	0	0	70,000	70,000
TOTAL FUNDING	3,319,396	2,773,624	3,508,466	734,842

*-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, the timing of grants invoiced and increased or new Water Quality, employment, education, OMAF and ALUS 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, Conservation Services and Chatham-Kent Greening are above budget. Planning & Regulations has seen a huge increase in demand over budgeted, Conservation Areas have collected a large portion of their seasonal camping revenue and Conservation Services and Chatham-Kent Greening have completed most of their tree sales for the year. This is partially offset by Education being below budget.

Foundation Grants and Revenues budget are zero because of the uncertainty of funds available.

Reserves are zero as this account is used to balance the statement 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	2021 BUDGET	2021 BUDGET AUG PROJECTED	2021 ACTUAL TO AUG 31	\$ VARIANCE TO PROJECTED
WATER MANAGEMENT				
FLOOD CONTROL STRUCTURES	194,441	129,627	105,502	(24,125)
EROSION CONTROL STRUCTURES	9	6	12	6
FLOOD FORECASTING AND WARNING	200,602	133,735	92,036	(41,699)
TECHNICAL STUDIES	126,250	84,167	77,306	(6,861)
PLANNING & REGULATIONS	279,822	186,548	199,826	13,278
WATERSHED MONITORING (PGMN)	93,441	62,294	107,637	45,343
SOURCE PROTECTION	32,481	21,654	30,727	9,073
THAMES MOUTH DEBRIS REMOVAL	0	0	0	0
Water Management Subtotal	927,046	618,031	613,046	(4,985)
CONSERVATION & RECREATION PROPERTIES				
CONSERVATION AREAS	631,238	420,825	458,644	37,819
COMMUNITY RELATIONS AND EDUCATION				
COMMUNITY RELATIONS	188,262	125,508	111,645	(13,863)
CONSERVATION EDUCATION	84,669	56,446	54,215	(2,231)
SKA-NAH-DOHT VILLAGE	114,813	76,542	91,322	14,780
Community Relations & Education Subtotal	387,744	258,496	257,182	(1,314)
CONSERVATION SERVICES/STEWARDSHIP				
CONSERVATION SERVICES (FORESTRY)	99,995	66,663	97,474	30,811
CHATHAM-KENT GREENING PROJECT	446,513	297,676	368,479	70,803
PHOSPHORUS REDUCTION	599,579	399,719	446,502	46,783
SPECIES AT RISK	227,281	151,521	151,469	(52)
Conservation Services/Stewardship Subtotal	1,373,368	915,579	1,063,924	148,345
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	3,319,396	2,212,931	2,392,796	179,865

Water Management

Flood Control Structures are slightly below budget due to some large works planned for the fall.

Flood Forecasting and Warning expenses are below budget due to no flood event on the Thames River this year, several large annual invoices received later in the year and staffing being utilized by other programs.

Technical Studies are below budget due to the time of the Technical Studies staffing being utilized by other programs. Planning and Regulations is above budget due to the large influx of permits and the resources and staffing required to process these permits.

Watershed Monitoring is above budget due to the increase of a Water Quality grant and the increased expenses.

Source Protection is above budget due to the timing of when employees work on this program.

Conservation Areas

Conservation area expenses are above budget due to increased wage costs covered by employment grants received after the budget was created, the costs of opening and operating of the Conservation Area campgrounds and some of the other larger Conservation Area operational costs being incurred.

Community Relations and Education

Community Relations and Conservation Education are below budget due to the seasonal nature of activities in these programs. SKA-NAH-DOHT Museum and Village is slightly above budget due to new grants to purchase equipment.

Conservation Services/Stewardship

Conservation Services (Forestry) and Chatham-Kent Greening expenses are above budget as most large activities, like tree planting, and the related expenses have been completed.

Phosphorous Reduction is above budget due to increased OMAF COA and ALUS grants and the increased expenses.

Species at Risk is comparable to budget.

Capital/Miscellaneous

No Capital/Miscellaneous expenses to date.

Summary:

	2021 BUDGET	2021 BUDGET AUG PROJECTED	2021 ACTUAL TO AUG 31	\$ VARIANCE TO PROJECTED
TOTAL CASH FUNDING	3,319,396	2,773,624	3,438,466	664,842
TOTAL EXPENDITURES	3,319,396	2,212,931	2,392,796	179,865
OPERATING SURPLUS (DEFICIT)	0	560,693	1,045,670	484,977
LESS: ACQUISITION OF CAPITAL ASSET	0	0		0
NET CASH FUNDING SURPLUS (DEFICIT)	0	560,693	1,045,670	484,977

At August 31, 2021, LTVCA's operating surplus is favourable due to increased grant and general revenue over budget and partially offset by increased expenditures due to the increased grants and the seasonal nature of some expenditures.

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.

Recommendation:

That the Board of Directors receives the Budget vs Revenue and Expenditures report for the period ended August 31, 2021.

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

4. Improve Transparency and Understanding of Financial Statements

Respectfully Submitted

Recommended:

Todd Casier, CPA, CA

Manager, Financial and Administrative Services

Reviewed:

Mark Peacock, P. Eng.

C.A.O. / Secretary Treasurer

9.2) Draft LTVCA Vaccination Policy

Date: October 21, 2021

Memo to: LTVCA Board of Directors

Subject: Draft LTVCA Vaccination Policy

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

Development of the Policy

Background

The Pandemic Management Committee is tasked with addressing COVID-19 concerns and bringing the resolutions of these concerns to staff.

The following questions \ concerns were expressed and brought to our attention:

1. Can employers implement mandatory vaccination policies in the workplace?
2. Can my employer implement mandatory testing for COVID-19?
3. What happens if there is a refusal to Vaccinate or Disclose Vaccination Status?
4. What happens if there is a refusal to agree to Rapid Antigen Testing?
5. How do we appropriately address Privacy Considerations?

The administrative staff and the Pandemic Management Committee looked at a number of policies from both municipalities and Conservation Authorities. Further, legal advice provided to Conservation Ontario was reviewed. These documents confirmed the following:

1. The short answer is “yes” employers can implement mandatory vaccination policies in the workplace
2. Context is important in assessing reasonableness and policies must be reasonable
3. Employers are generally entitled to implement rules in the workplace that are reasonable (e.g. do not violate statutes, etc.)
4. Employers have a statutory obligation to take every reasonable precaution necessary in the circumstances for the protection of a worker
5. Most policies follow a precautionary principle

Principals Followed by Policies:

The investigation into policies found that the following principals have generally been followed:

1. The policy must not be inconsistent with the express terms of the employment contracts
2. The policy must not be unreasonable
3. The policy’s terms must be clear and unambiguous
4. The policy must be brought to the attention of the employees
5. The policy must outline any disciplinary or other action that can be taken by management if the policy is not followed
6. The policy must be consistently enforced after its implementation

Requiring Staff to be Vaccinated

The LTVCA can require staff to be vaccinated subject to the following exceptions:

1. “Medical Condition: Exemption

Ontario and other provinces have taken a narrow view of what constitutes a valid “medical condition”

- a) Severe allergic reaction or anaphylaxis to a component of a COVID-19 vaccine
- b) Myocarditis

2. “Creed and Freedom of Religion” Exemption

“Creed” is broader than just an individual’s religion:

- Reflects beliefs, rather than only identifying with a formal set of religious views
- Connected to spiritual faith, self-definition and spiritual fulfillment
- It can be a non-secular, spiritual notion (i.e. divinity), or the belief in the absence of any such notion (i.e. atheism)

An employee must show the following:

- Honestly and sincerely held belief
- The belief must be genuinely held as a matter of religious conviction or absence thereof (there is an element of subjective sincerity)
- True tenet of the creed requires / mandates the accommodation requested
- Can't fully participate / practise their faith due to the workplace rule

However, The Ontario Human Right Commission appears to have a position that a singular belief or personal preference against vaccinations does not appear to be protected under the Code. This means that there is limited, very specific use of this exemption.

Addressing “New Hires”

It was found that many policies addressed new hires, requiring vaccinations. With new hires as with current employees as an employer, the LTVCA still has a duty to accommodate under the Ontario Human Rights Code and potentially accommodate employees who cannot receive the vaccine because of a medical condition or other ground enumerated under the Code (i.e. religion/creed)

Mandatory Testing

Mandatory testing is generally seen to be a reasonable requirement. Generally this requirement is in place for employees who are not vaccinated or choose not to disclose status.

Vaccination Policy Being Recommended

The above and a number of other issues were reviewed and the policy developed closely follows the policies of a number of member municipalities and recommendations from local Health Units.

The following is being proposed in the LTVCA Vaccination Policy:

1. The policy is for all employees of the LTVCA regardless of their work location
2. A month (approximately) will be given to staff to disclose their vaccine status to the CAO
3. Should an employee not provide their status or not wish to be vaccinated, as of December 1, 2021, two tests will be required per week to demonstrate that they do not have Covid-19.
4. Disciplinary action will be taken if staff do not follow the policy.

The Draft LTVCA Vaccination Policy is appended to this report.

Recommendation:

That the LTVCA Vaccination Policy for employees be approved and implemented as detailed in the Policy.

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

Lower Thames Valley Conservation Authority Vaccination Policy

PURPOSE

Lower Thames Valley Conservation Authority (LTVCA) has an obligation to take all necessary precautions to protect the health and safety of its workforce, and recognizes the importance of immunization to reducing the risk of serious infection and transmission of infection among employees and those it supports. To that end, we will strive to do everything we reasonably can to fight COVID-19.

LTVCA has a duty and commitment to protect the health and safety of its employees and those it supports. LTVCA expects all employees to receive the COVID-19 vaccine, subject to the duty to accommodate under the Ontario *Human Rights Code*.

This Vaccination Policy provides a framework for those entering LTVCA workplaces regarding COVID-19 vaccination status.

APPLICATION

This policy applies to all LTVCA employees.

EFFECTIVE DATE

This Policy is to take effect immediately.

POLICY REQUIREMENTS

A. NEW HIRES

1. All new hires will be required to be fully vaccinated as a condition of employment, subject to the duty to accommodate under the Ontario *Human Rights Code*.

B. EMPLOYEES

2. On or before November 30, 2021 current employees must provide evidence to the CAO that:
 - (a) Confirms they are fully vaccinated against COVID-19¹; or
 - (b) Provides a documented medical reason for not being fully vaccinated against COVID-19; or
 - (c) Provides a documented personal sincerely held religious or creed based reason for not being fully vaccinated against COVID-19.

¹“full vaccination” means having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and having received the final dose of the COVID-19 vaccine at least 14 days ago (by November 15, 2021).

3. Effective, December 1, 2021, employees who are unvaccinated for any reason will be required to participate in regular rapid antigen testing for COVID-19 and provide a digital image of a negative test result to the CAO/Secretary-Treasurer via email every Monday and Thursday morning before 8:30 a.m. regardless of the work location.

Those who receive a positive rapid antigen screening result must not report to work and must immediately inform the CAO/Secretary-Treasurer of the result. The employee is required to immediately self-isolate, book a nasopharyngeal swab (PCR) test at one of the local community testing sites and call the CAO/Secretary-Treasurer to report the results upon receipt and to allow the CAO/Secretary-Treasurer to begin the contact tracing process as needed. Employees will thereafter follow the direction of the CAO/Secretary-Treasurer in terms of next steps depending on the results of the PCR test.

Employee test results will be kept confidential to the CAO/Secretary-Treasurer (and in limited need to know circumstances to key managers) and will not be disclosed except as required for the purposes of implementing and enforcing this Policy, staffing, meeting Public Health requirements, and complying with partner directives.

C. ACCOMMODATION

4. LTVCA acknowledges its obligations under the *Ontario Human Rights Code* and will comply with its duty to accommodate in appropriate cases.
5. Current employees and candidates for employment who are not vaccinated due to a medical reason are to provide written proof from a physician or registered nurse in the extended class supporting the medical exemption. Current employees and candidates for employment who are not vaccinated due to another protected ground as set out in the *Ontario Human Rights Code* should advise the CAO/Secretary-Treasurer, and the employee and LTVCA will follow the requirements of the *Ontario Human Rights Code* with respect to the accommodation process. Employees are expected to cooperate in this process and provide necessary documentation.

Failure by employees to adhere to the requirements of this Policy may result in discipline up to and including termination.

This Policy and these measures will remain in place until further notice and are subject to change in accordance with Public Health guidelines and directives.

Any concerns or questions related to this Policy should be directed to the CAO/Secretary-Treasurer.

9.3) Hydro One and CA Permits – LTVCA Fee Schedule

The final signed Memorandum of Understanding between Conservation Ontario and Hydro One Networks Inc., has taken place and was endorsed at the August 19, 2021 LTVCA Board of Directors meeting. A training session was held for CA and Hydro One staff on Wednesday, August 18th, 2021. The training was offered virtually via Web Ex, and was recorded and made available to all interested staff who were unable to attend. E. Philip and V. Towsley sat in on the session.

As part of this new MOU, a fee schedule for these new permits will need to be determined. As the forms that are being used are almost identical to the Drainage Act DART protocols, it is recommended that a similar fee structure be charged for the Hydro One works.

Currently, the fee schedule for drainage works is the following:

Drainage Act – Drain Maintenance using the DART Protocol	\$100.00
Drainage Act – New Engineer’s Reports – Minor Work	\$150.00
Drainage Act – New Engineer’s Reports – Major Work	\$500.00

As such, it is recommended that the following fees be charged for Hydro One works within Regulated Areas and within Conservation owned lands:

Linear Utility Corridor / Hydro One Works	Routine - works adjacent to flood prone areas, watercourses and wetlands (using Standard Compliance Requirements (SCRs)). Hydro One MOU, Appendix A, items that fall under 6.2 Application of Standard Best Practices.	\$100.00
	Minor - where a flood plain, watercourse or wetland crossing / works is proposed. Hydro One MOU, Appendix A, items that fall under 6.1 Standard Compliance Requirement Forms.	\$150.00
	Major - where multiple works are proposed for watercourse or wetland crossings, or large infrastructure installation works are proposed	\$500.00

Staff feel that the above fees should cover costs to implement this program. Staff will follow costs and revenues and provide further recommendations should revenues not address costs.

Appendix A, 6.0 Standard Compliance Requirements and Standard Best Practices for Hydro One Maintenance and Construction Activities include the following:

6.1 Standard Compliance Requirement Forms

- A. Removal of beaver dams or other, similar obstructions
- B. Exposure, cleaning, and coating of below-grade foundations
- C. All transmission wood pole works (excluding new Transmission Lines)
- D. Distribution wood pole works within limits of a wetland, watercourse or valley (steep slopes)
- E. Station below-grade works, excluding drainage/storm water management works
- F. Maintenance of existing access route through limits of wetland, watercourse or valleys (steep slopes)

- G. Installation and removal of temporary access route, including temporary watercourse crossing above high-water mark
- H. Forestry maintenance activities in existing corridors or access routes, within limits of a wetland, watercourse or valley (steep slopes)
- I. Geotechnical and/or intrusive archaeological investigations, within limits of wetland, watercourse or valleys (steep slopes) (applies to lines and stations)

6.2 Application of Standard Best Practices

- A. Geotechnical and/or intrusive archaeological investigations, beyond limits of wetland, watercourse or valleys (steep slopes) (applies to lines and stations)
- B. Distribution wood pole works beyond the limits of wetland, watercourse or valleys (steep slopes) (applies to lines and stations)
- C. Forestry maintenance activities in existing corridors or access routes, beyond limits of wetland, watercourse or valleys (steep slopes)
- D. Maintenance of existing access routes beyond limits of wetland, watercourse or valley (steep slopes)
- E. Above-grade infrastructure works (applies to existing lines and stations)
- F. Herbicide Application

Recommendation:

That the fee schedule for Hydro One permits be approved as set out by staff, following a similar fee schedule to the Drainage Act Dart protocols.

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

1. Strengthen and Increase Collaboration with Community Stakeholders
2. Increase the Awareness of the Value of Good Watershed Stewardship
4. Improve Transparency and Understanding of Financial Statements

Respectfully Submitted

Valerie Towsley

Resource Technician

Reviewed By

Mark Peacock, P. Eng.

C.A.O. / Secretary Treasurer

9.4) Ice Guideline for Docks in the Lower Thames River, Technical Background: Draft Final Report, July 29, 2021 and Ice Guideline for Docks in the Lower Thames River: Draft Final Report, July 29, 2021

Date: October 21, 2021

Memo to: LTVCA Board of Directors

Subject: Ice Guideline for Docks in the Lower Thames River, Technical Background: Draft Final Report, July 29, 2021 and Ice Guideline for Docks in the Lower Thames River: Draft Final Report, July 29, 2021

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

Background

There is a long history of ice jams on the River; and in parallel, efforts have been made for more than four decades to investigate ice problems and potential solutions for mitigating them. The Lower Thames Valley Conservation Authority (LTVCA) is often asked to make decisions regarding whether or not docks are permitted on the Thames River. The LTVCA has found that even robust docks suffer damage from flooding and ice push/jam events. A detailed approach is lacking for the LTVCA to make informed decisions regarding a given proposed dock. The overall objective of the work proposed here was to produce an Ice Guideline that would assist the LTVCA in decision-making with respect to permitting for docks regarding ice issues. The reports include the technical background to the Engineering Ice Guideline, and the Guideline that was prepared and was prepared by Mr. George Comfort, P. Eng., an experienced and qualified ice engineer.

General Description of Project Scope

The work included the following:

- (a) Information review – an extensive bibliography of relevant information was provided by the LTVCA, which included technical reports, conference papers, presentations made by the LTVCA, aerial photos for 82 docks in the Lower Thames River from aerial surveys in 2006 and 2015, and more than 2000 photos and videos showing ice conditions. This was supplemented with other material as appropriate that is available in the literature.
- (b) Ice environment definition – key ice properties such as the ice thickness and strength were quantified.
- (c) Evaluation of the ice actions (loads, jams, pileups, etc.) that will be “seen” by a dock – this work started by assessing the ice-dock interaction modes, based on the available photos in combination with judgement. Next, the ice actions were quantified as appropriate. This included defining both horizontal and vertical ice loads.
- (d) An evaluation of the likely effect of docks on potential ice jamming problems. This was done empirically, making use of the extensive experience of the LTVCA.
- (e) Recommendations and conclusions – this included providing recommendations regarding the monitoring that should be done by the LTVCA.
- (f) Engineering Ice Guideline – this was a concise document intended to provide detailed information for calculating ice loads. It was provided under separate cover.

Geographic Region Applicability:

The Ice Guideline's area of jurisdiction extends from the mouth of the Thames River up to Communication Road, which is near the eastern city boundary for Chatham. Furthermore, the Ice Guideline's area of jurisdiction is limited to the lower Thames River, and it excludes the tributaries (i.e., various creeks and canals) that feed into the River.

Main Ice Engineering Considerations in Developing Guidelines

In developing the guidelines, the ice regime was considered for the following periods:

- (a) Freeze-up,
- (b) Mid-winter, and
- (c) Break-up.

During these periods, the study considered two main factors: (a) Thickness of Ice, and; (b) Strength of Ice.

From these and other factors, the report considered components of the docks:

- The abutment – which connects the dock to shore. This might be concrete for example.
- The support for the dock – for example, this might be piles or cribs, although cribs are not likely to be allowed by DFO/MNRF, and
- The superstructure - decks

Finally, the technical analysis developed the potential vertical and horizontal forces on those elements due to ice loads. Potential impacts of Climate Change were also investigated in this analysis. It must be noted that ice jamming loads were also considered.

Consideration of Ice Jams

The work qualitatively assessed a dock's potential to exacerbate ice jamming, based primarily on the LTVCA's practical experience in this area. Note that the scope of work did not include hydraulic or ice modelling. The qualitative analysis is based on historic information that must be interpreted with care. Nevertheless, it does provide useful insights regarding the likely effect of a dock on ice jamming.

The following recommendations are made regarding ice jams and their impact on permanent docks:

- a) Docks on an outside bend versus at any location downstream of Chatham – it is not necessary to have different criteria depending on the dock's location along the River.
- (b) Offshore length – the offshore length of a dock should not exceed 3m.
- (c) Continued monitoring – the LTVCA should continue to monitor docks in the River and update these recommendations as appropriate.

Recommendations:

The following general recommendations are made for the Ice Guideline for Docks:

- (a) Applicable return period for ice actions and therefore level of protections is recommended as 100 years.

- (b) The Ice Guideline is intended to be applicable to “recreational” docks, and not “industrial” ones.
- (c) Because all of the existing docks are vertical, this Guideline is limited to vertical structures.
- (d) Dikes are out-of-scope for the Ice Guideline as they will be covered by policy.
- (e) The report recommends ice design criteria for calculating ice loads specific to the Lower Thames River
- (f) The report provides loading processes and calculation approaches for ice loads that will enable structural engineers to design specific docks in the project area.
- (g) The ice loading provided in the report allows structural engineers to design docks that meet the standards defined in the report. The dock design completed by the structural engineer for the Lower Thames River will be required to use the ice loads calculated based on the report; and should be in conformance with the National Building Code of Canada.
- (h) LTVCA staff should implement a regular program of monitoring, to build up a knowledge base which would allow the Ice Guideline to be further optimized. This should include drone surveys, dock damage logs, etc.

Summary:

Staff have been involved in development of the ice guidelines through all stages of the work. Staff feel that a sound technical approach has been undertaken by a qualified engineer. Staff recommend use of this document in review of proposed permanent docks in the Thames River.

Recommendation:

That the Ice Guideline for Docks in the Lower Thames River, G. Comfort, July 29,2021 be approved and implemented as an element of the LTVCA Dock Policy – Lower Thames River.

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. Business for Information

10.1) C.A.O.'s Report

Date: October 21, 2021
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

The Pandemic Management Committee continues to meet three times a week to review questions and provide direction to staff as they deal with Covid 19. All activities being undertaken away from home are begin done under staff developed and approved Covid 19 Standard Operating Procedures (SOP) to ensure compliance with all local, provincial and federal requirements. All activities undertaken at LTVCA facilities are done in compliance with the general LTVCA COVID-19 Safety Plan. A site specific opening Safety Plan has been prepared and reviewed to allow the safe opening of the Longwoods Road resource centre in the next 2 weeks.

The Pandemic Management Committee is recommending to staff that the administrative offices be opened to staff but not to the public given the demonstrated ability of staff to provide services remotely and the continuing fourth wave of the pandemic.

A staff LTVCA Vaccination Policy has been prepared and will be reviewed by the Board of Directors during their October 21, 2021 meeting.

Staffing Issues in Planning and Regulations Services

Staff are continuing to set records for the number of applications being received for planning and regulations review. To address this issue staff have been reassigned from other tasks to address the significant work load. Even with the reassignment of staff, planning and regulations review times have continued to increase. This increase in review time has to be addressed, as staff work to provide services meeting standards defined in the LTVCA Client Service Improvement Plan approved by the Board in August of 2019. It must be noted that LTVCA staff loads in this department are significantly greater than staff loads at neighbouring Conservation Authorities.

Using additional fees being collected, staff undertook a process to hire a contract staff person to allow the reduction of review time. Three candidates have been hired and have moved on during the past 3 months due to getting permanent positions, personal reasons and issues with housing costs. The situation was reviewed with the chair and options were considered. The final solution is to hire a fulltime staff person, using a combination of additional revenues and moving existing budget resources. The process of advertising, interviewing and hiring the person is ongoing at the time of this report. The draft budget proposed for the 2022 year continues the funding of this position.

Recommendation:

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) Water Management

10.2.1) Flood Forecasting and Operations

Flood Messaging and Flood Events

There have been 17 flood messages issued since the last written report to the Board of Directors.

Two of these were standing message issued for Lake St. Clair and Lake Erie shoreline flooding and intended to cover the months of September and October. Six messages were Flood Outlook messages for the Lake Erie Shoreline and Erie Shore Drive due to strong south or southwest winds in the forecasts. There was also one Flood Outlook and one Flood Watch issued for both Lake Erie and Lake St. Clair combined. The Flood Watch was issued on September 22nd and was raised to a Flood Warning for Erie Shore Drive on the 23rd. Sustained wind speeds from the south between 35 and 40 km/hr that lasted for around 12 hours caused water to build up on many properties and water was passing over the roadway in multiple locations. The event did not end up having a significant impact in Lighthouse Cove.

The remaining six flood messages were related to a flood event on our local watercourses and the Thames River. A Flood Watch was issued on September 21st due to heavy rains in the forecasts. Late that night and through the 22nd, the watershed received an unseasonably large amount of rain across the whole Thames River watershed. Another Flood Watch was issued on the 23rd once the rain stopped and final rainfall totals were in, but before peak flows arrived in London. Areas in the west of the watershed received around 60 mm of rain in total while areas in east received even more. The Glencoe area and areas around London received over 100 mm of rain. Flash flooding caused road closures in some areas, especially Southwest Middlesex. Interestingly, the McGregor Creek Diversion Channel did not need to be operated as a result of the local rainfall. However, it did need to be operated later when high water levels on the Thames finally made their way downstream. Later on the 23rd, the Flood Watch was raised to Flood Warning based on some preliminary flow estimates and the need to notify municipalities in advance for potential flooding over the weekend. Further Warnings were issued on the 24th and the 26th. A September rainfall event of this scale was not a type of event familiar to the watershed. The amount of rain that made its way into the river produced a flood more typical of a spring freshet event. Flooding of the river flats in the lower Thames watershed occurred from Delaware all the way down through Chatham. Initial flow estimates suggest the potential for flows large enough to impact bridge crossing across the Thames River in Middlesex and Elgin and high enough to require operation of the 6th St. Dam in Chatham. However, September is not a typical time of year for this type of flood. Watershed conditions slowed down the flood, causing the flood peak coming in lower than expected as the flood duration increased. In the end, water levels came in below levels that would impact bridges in Middlesex/Elgin and the 6th St. Dam did not need to be operated. However, the LTVCA had to remain prepared as significant debris jams had occurred at 3rd Street and later at the 5th St. Bridge, which are just downstream of the dam. Observable changes in water levels were seen at the Chatham water level gauge upstream as a result of the jams which suggested that further jamming could trigger water level rises high enough to require operation of the dam. Thames River water levels peaked in London (Byron) on the evening of the 23rd, around the middle of the day on the 25th around Thames Road (Middlesex) or Currie Road (Elgin), at Thamesville the evening of the 26th, and in Chatham on the morning of the 27th. Such events typically don't have much impact in Lighthouse Cove and no issues were reported. A wrap up Safety Bulletin message was issued on the 28th.

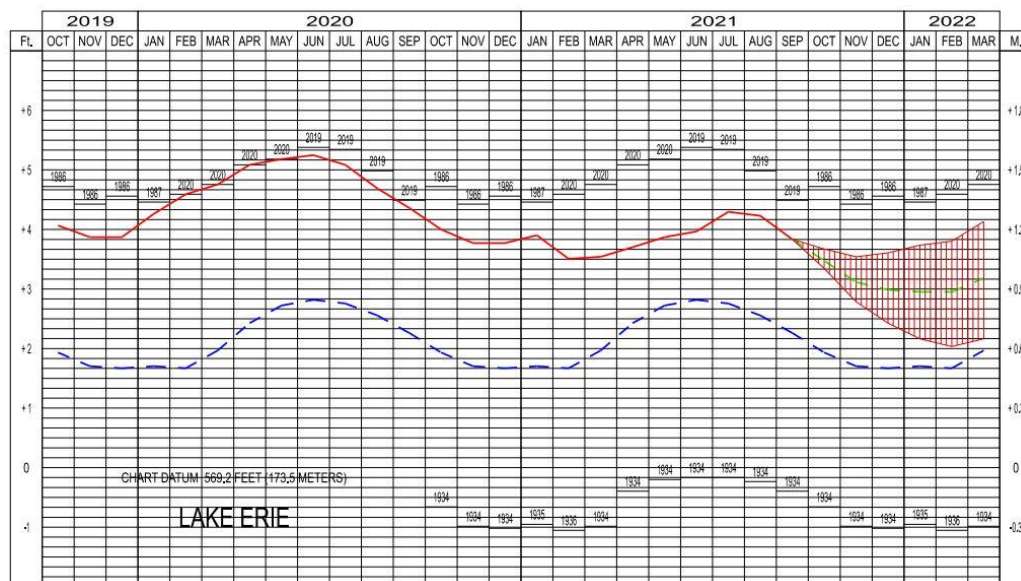
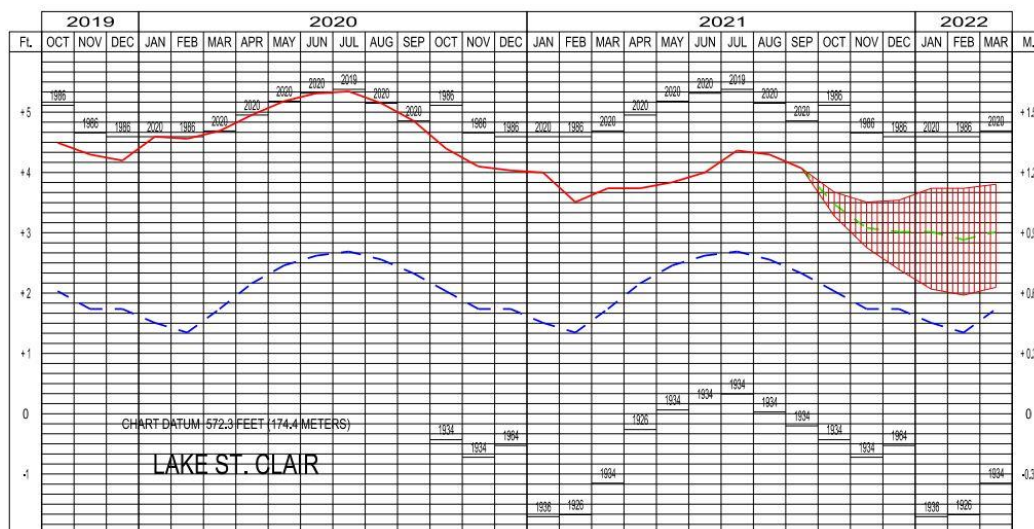
Report on Lake Conditions

Average daily water levels on Lake Erie at the beginning of October were around 174.64 m (I.G.L.D.). This is down about 50 cm from last year's peak daily average water level record set at the end of May. The all-time record high monthly average for October was 174.94 m, set in 1986. Water levels at the beginning of October were still 55 cm above what would be considered normal for the month of October. As of October 12th, water levels have risen 2 cm since the beginning of the month. Water level forecasts suggest that water will decline around 15 cm over the next month.

Average daily water levels on Lake St. Clair at the beginning of October were around 175.6 m (I.G.L.D.). This is down about 48 cm from last year's peak daily average water level record set during the third week of May. The all-time record high monthly average for October was 175.96, set in 1986. Water levels at the beginning of October were 58 cm above what would be considered normal for the month of October. As of October 12th, water levels have dropped 3 cm since the beginning of the month. Water level forecasts suggest that water level will decline around 20 cm over the next month.

Weather conditions throughout the summer and early autumn have not been as dry as previously predicted and as a result lake levels have not declined as much as previously predicted. Water levels on Lake Erie are pretty much in the same place as they were at this time of the year in 2019 and 2020. Lake St. Clair levels are down around 10 to 15 cm from where they were at this time of the year in 2019 and 2020. This means that there is still the potential for significant shoreline flooding this autumn and into the winter while the lakes remain free of ice. Such flooding is highly dependent on weather conditions and whether we get high wind events to cause large waves and lake setup.

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. These versions were published at the beginning of October.





10.2.2) Flood Control Structures

The LTVCA is continuing with its program of spraying, mowing and brush removal from the McGregor Creek Diversion Channel. Significant progress has been made. However, there is still more work on the schedule for the rest of the year. While much of the mowing is complete, a contractor with some specialized equipment still needs to be brought in to deal with the remnants of larger trees.

Regular seasonal maintenance is being conducted on the LTVCA's other flood control structures.

10.2.2) Low Water Response Program

The Low Water Response Program looks at both precipitation and flow in local watercourses in determining whether there is a low water condition. 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. During the growing season, LTVCA staff create a brief report summarizing conditions around the watershed, which is available by request.

It had been a very dry spring in the region. When rainfall conditions didn't improve in May, a Level 1 Low Water Condition was declared at the beginning of June. However, thunderstorms in June boosted water levels and flows above the program criteria. The Level 1 Condition was lifted at the beginning of July. Thunderstorm activity continued throughout July and August which kept rainfall totals and flows above the program criteria. September started out fairly dry, however, a rainfall event on September 21st and 22nd dropped substantial amounts of rain boosting rainfall totals back up and producing unusually high flows on the Thames River for this time of the year. As a result, Low Water Response program criteria are still well above thresholds for any kind of Low Water Condition.

Further information on the Provincial Low Water Response Program can be found at <https://www.lioapplications.lrc.gov.on.ca/webapps/swmc/low-water-response/>

10.2.3) Watershed Monitoring

Watershed-wide, surface water quality monitoring continues at 22 sites throughout the watershed. The sampling was 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.

10.2.4) Harmful Algal Blooms (HAB)

Lake Erie Blooms

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 13th and is attached.

Several small nearshore blooms persist in the western basin. Recent satellite imagery doesn't show much information due to significant cloud cover over the last week. However, the 5 day forecast suggest that the lake will clear up even further in the coming days.

Thames River Blooms

As noted in the previous Board of Directors report, there was another algae bloom on the Thames River this year. The bloom was more brown in colour and to many people it looked more like an oil or gasoline spill. However, streaks of what appeared to be blue-green algae were also observed at times within the larger brown bloom. The bloom was first reported to Chatham-Kent Fire Service on the evening of Monday August 2nd from around the Kent-Bridge area. By August 10th, the bloom was observable from around Melbourne Road or Iona Road, downstream past Chatham to around Winter Line. The bloom persisted for another couple of weeks until heavy rains on September 22nd flushed it away. Initial results from MECP investigations suggested that the bloom was largely dinoflagellates and most likely Glendonium; species not known to produce toxins. As in past years, LTVCA staff were out in the field determining the extent of the bloom and collecting samples for research purposes.

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
4. Improve Capital Asset Review

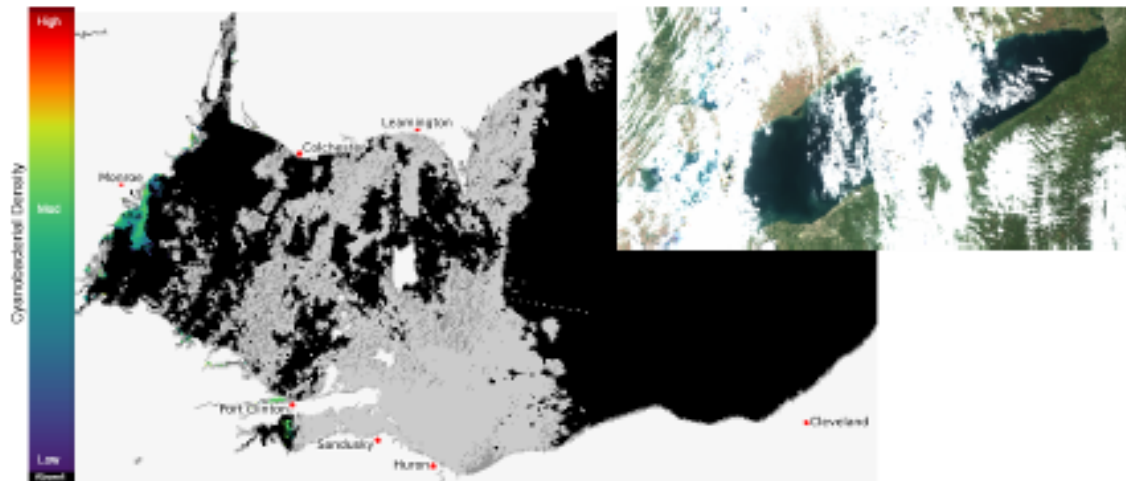
Lake Erie Harmful Algal Bloom Forecast



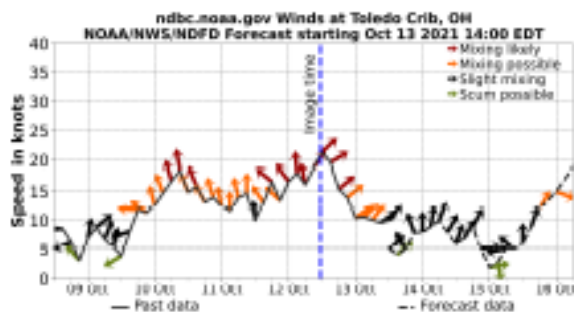
Imagery Analysis & Forecast - 2021-10-13

The *Microcystis* cyanobacteria bloom is present in western Lake Erie but cloud cover and winds prevent determining the area. Winds over the last two days mixed the bloom. It is still present offshore from Maumee Bay north to Monroe, but we expect continued disruption this week with clouds followed by a shift to fall weather (cold front and cooler). Toxins have been detected below the recreational limit. They can be highly concentrated in scums! If you see scum, keep your pets and yourself out of the water. In the satellite imagery or bloom forecast position products, any areas that are orange or red are likely to have scum, especially during calm winds, see Mixing Forecast product. —Stumpf 10/13

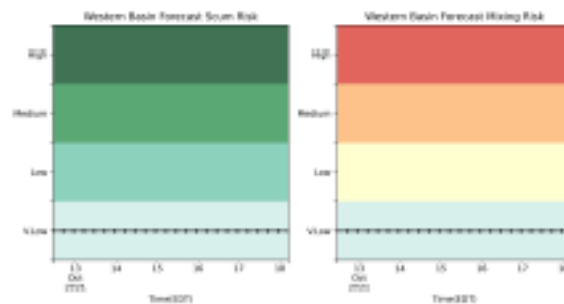
The past few days of imagery can be seen at the [HAB monitoring site](#). The Lake Erie Forecast is operated by the National Centers for Coastal Ocean Science. Contact hab@noaa.gov for technical Questions. Last Updated: 2021-10-13 01 PM EDT



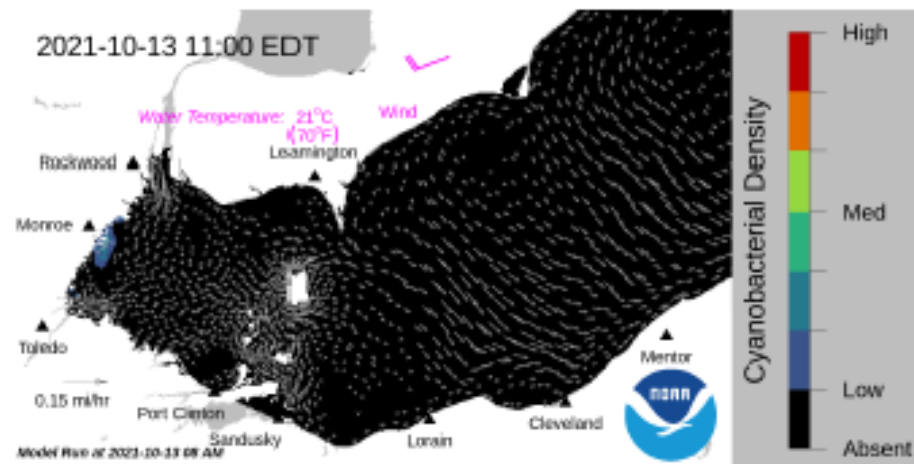
Current Lake Erie Sentinel-3 A and B composited satellite imagery from the Ocean and Land Color Imager (OLCI) on Oct 12, 2021, showing bloom location and extent in the western basin. Grey indicates clouds or missing data. The estimated threshold of cyanobacteria detection is 20,000 cells/mL. Inset shows a truecolor composite image of the entire lake. Data derived from Copernicus Sentinel-3.



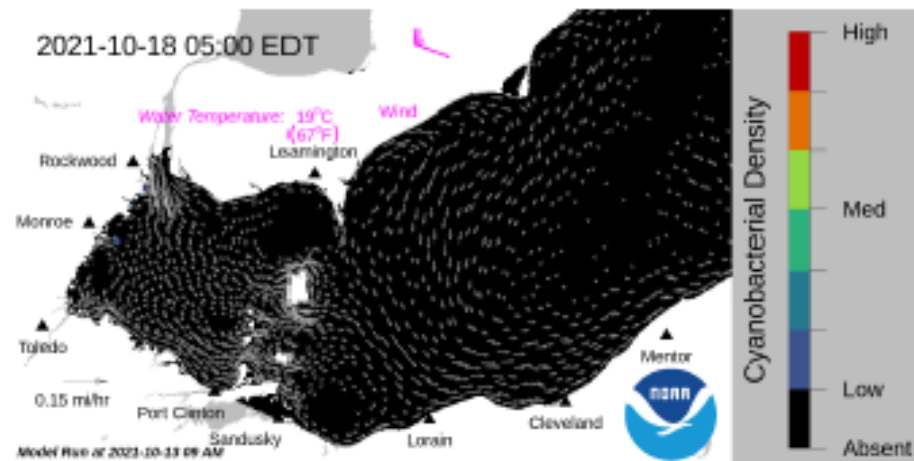
Wind speed and direction from ToledoCrib, OH. Blooms mix through water column at wind speeds > 15 knots.



Where the bloom is present in western Lake Erie, the potential risk of scum (left), and risk of mixing of the bloom down into the water column every 6 hours over the next 5 days. Mixing is weakest during mild winds.



Forecast surface bloom position for Oct 13, modeled from the last satellite image with water currents estimated from the Lake Erie Operational Forecast System (LEOFS). Potential for bloom movement is forecast in 3-dimensions with a hydrodynamic model using satellite imagery and currents. The modeled output does not contain clouds. Black indicates the absence of chlorophyll and gray indicates area with no data. The arrows show forecasted currents. Water temperature and winds (in magenta) are the averages for the western basin from the model.



Forecast surface bloom position for Oct 18. Black indicates the absence of chlorophyll and gray indicates area with no data. The arrows show forecasted currents. Water temperature and winds (in magenta) are the averages for the western basin from the model.

Additional resource:

- [Archived Lake Erie Forecasts](#)
- [More Information about our bloom monitoring imagery](#)
- [FAQs - Frequently Asked Questions about cyanobacteria and the forecasts NOAA Issues](#)
- [Contributors and Data Providers](#)
- [Lake Erie HAB Forecast Guide - User guide to help navigate the forecast products](#)

10.3) Source Water Protection - Update

The Municipality of Chatham-Kent has recently been making changes to the well heads within the Community of Ridgetown. They have been changing the configuration, bringing new wells on-line and decommissioning old wells. As a result of these changes, it may have the potential to reshape the Well Head Protection Area [WHPA] for this area. Under legislation, an adjustment to the existing Wellhead Protection Areas [WHPA] to include the new wells that have been added to the system and remove the wells that are planned for decommissioning will be required. Chatham-Kent has not yet completed the reconfiguration of the system and will undertake the new delineation work when complete. The Municipality has already been exploring potential engineering consultants to undertake the new delineation.



NOTICE

(pursuant to section 48(1.1)(b) of Ontario Regulation 287/07)

Existing or Planned Municipal Drinking Water System (System):

Ridgetown Drinking Water System

Name of Owner of Existing or Planned Municipal Drinking Water System (Owner):

Municipality of Chatham-Kent

Applicable Source Protection Area (Source Protection Area)/Applicable Source Protection Region (Source Protection Region):

Lower Thames Valley Source Protection Area/Thames-Sydenham and Region Source Protection Region

The Upper Thames River Source Protection Authority is the lead Authority for the Thames-Sydenham and Region Source Protection Region that includes the Lower Thames Valley Source Protection Area under the *Clean Water Act, 2006*.

The Upper Thames River Source Protection Authority has received written notice from the Owner about an intended application under the *Safe Drinking Water Act, 2002* for an existing or planned System that is located within the Source Protection Area.

The Upper Thames River Source Protection Authority is satisfied, that at this time, no new technical work pursuant to subsection 48(1.1) of Ontario Regulation 287/07 under the *Clean Water Act, 2006* is required for the purposes of identifying anticipated amendments to the Source Protection Plan for the Source Protection Area.

The Upper Thames River Source Protection Authority expects that an adjustment to the existing Wellhead Protection Areas (WHPA) to include the new wells that have been added to the system and remove the wells that are planned for decommissioning will be required. However, as the Ridgetown Drinking Water System is already included in the Thames-Sydenham and Region Source Protection Plan, and no new significant drinking water threats will be identified as a result of the WHPA adjustment, the amendments to the Source Protection Plan can occur during the next scheduled plan update.

All actions by Upper Thames River Source Protection Authority for the purposes of this notice are undertaken as the lead Source Protection Authority for the above noted Source Protection Area and are subject to the *Clean Water Act, 2006*. This notice does not exempt the Owner from obtaining the required licence or permit to operate the System under the *Safe Drinking Water Act, 2002*.

Issued by:  Date: September 27, 2021

10.4) Planning and Regulations

10.4.1) Planning

From August 1st to the end of September 30th, there have been 83 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 51 phone calls that have been dealt with in that time frame, with more and more proponents reaching out to staff via email (numbers not tracked).

Planning Numbers	2019 Totals	2020 Totals	Jan totals	Feb-Mar totals	Apr-May totals	Jun-Jul totals	Aug-Sep totals	2021 Totals
Chatham-Kent	150	259	13	55	63	60	52	191
Elgin	76	67	6	13	21	9	13	49
Essex	16	46	3	7	6	6	7	22
Middlesex	48	35	5	8	9	7	11	29
Total Numbers	290	407	27	83	99	82	83	374

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

Staff involved in plan review activities are undertaking some work from home, with COVID 19 Standard Operating Procedures and work from home plans in place, as well as starting to work a few days in the office, with a move back into the office more days than not. Several conference call / zoom meetings have taken place with proponents / consultants / agencies / member municipalities and counties around planning matters. Several site inspections have also taken place, keeping in mind COVID protocols. 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

In the months of August and September, the LTVCA received 98 permit applications with respect to Section 28 of the Conservation Authorities Act and Ontario Regulation 152/06. Of the 544 permit applications received in the first nine months of 2021, all but 56 had been approved by staff. Three applications were approved by the Executive Committee, six applications were cancelled by the applicants, three applications are on hold, and the remaining 44 applications were in the queue to be reviewed by staff as of the end of September.

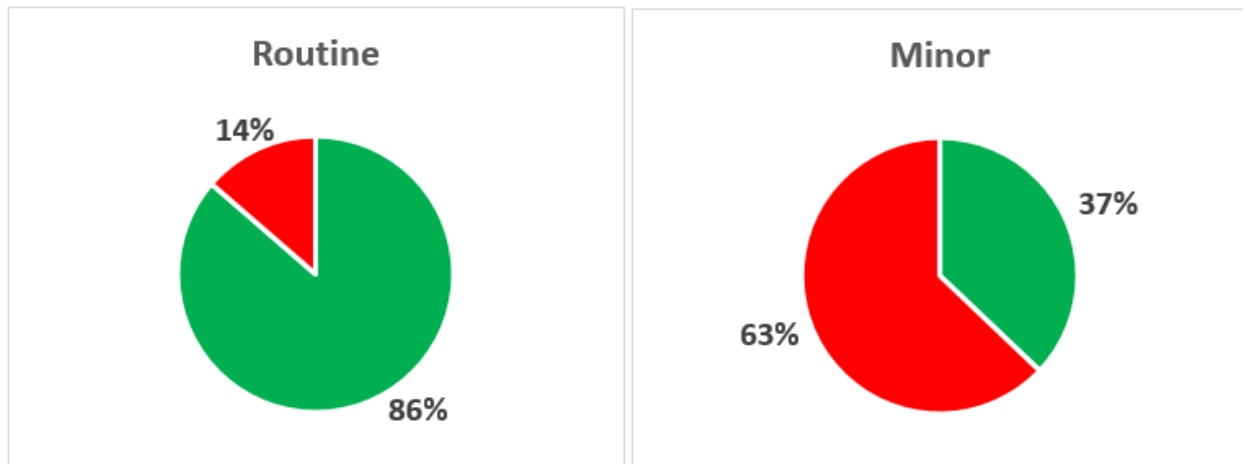
The regulations program continues to experience a very strong demand for resources. The number of permit applications received in the first five months of the year was more than the program sees for the entire 12 months of a “normal” year. The number of permit applications received thus far in 2021 eclipses every single year prior to 2020. At the current pace, the number of applications is set to eclipse the current (2020) record by the middle to end of October.

In an attempt to keep pace with the demand and to support the Regulations Technician, the Resources Technician and Water Resources Engineer continue to help with processing permits and responding to regulations inquiries. While the GIS Technician had been providing support with surveying for floodplain development for part of the year, unfortunately they are now unable to support the Regulations program in this manner which has resulted in the further delay of processing of floodplain development applications. There is no foreseeable decline in service demand for the future of the program.

\$123,425 has been collected thus far this year (as of the end of September) in permit application and hearing fees. It is anticipated that 2021 will be another record-setting year for permit fee revenues.

Permit Processing Timelines:

For applications issued since the last board report and up to the end of September, the charts and table below indicate that 86% of “routine” and 37% of “minor” permit applications met their applicable customer service standard for turnaround time. No permits were issued for applications that were considered “major”. Permit turnaround times continue to lag behind the LTVCA’s customer service standards.



Complexity of Application	# of Days to Review Permit Applications				
	0 - 14 Days	15 - 21 Days	21 - 28 Days	29 - 90 Days	> 90 Days
Routine	19	2	1	0	0
Minor	17	6	6	33	0
Major	0	0	0	0	0

For the months of August and September, the average turnaround time for a routine permit application was five days (ranged between 0 and 23 days). The average turnaround time for a minor permit application was 32 days (ranged between 0 and 72 days). For private property permits, the average turnaround time was 32 days.

Property Inquiries:

Up to the end of September, 1271 property inquiries (including permit pre-consultation questions) were received and responded to by the Regulations Technician which is 290 more since the last board report. At the time of writing of this staff report, the current response time to property and pre-consultation inquiries is approximately 5-10 business days for e-mails and 20 business days for phone calls.

Section 28 Enforcement:

In the first nine months of 2021, 41 complaints / tips were received from the public about possible Section 28 enforcement issues. Historically, the LTVCA receives approximately 30 complaints/tips regarding Section 28 enforcement per year.

30 of the 41 issues are confirmed violations or potential violations of the Conservation Authorities Act and Ontario Regulation 152/06. Two of the 30 confirmed or potential violations have been resolved.

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, 2021)

B.D. 10/21/2021

App No.	Location	Community/ Township	Municipality	Decision	Processing Time (days)
291-2021	71 Dundee Drive	Chatham	Chatham-Kent	Granted: Aug 05, 2021	66
306-2021	Shackleton Line @ Brown Drain	Dunwich	Dutton Dunwich	Granted: June 04, 2021	1
355-2021	7208 Grande River Line	Raleigh	Chatham-Kent	Granted: Aug 27, 2021	72
371-2021	22286 Charing Cross Road	Chatham	Chatham-Kent	Granted: Aug 25, 2021	64
410-2021	27 Tracy Drive	Chatham	Chatham-Kent	Granted: Aug 18, 2021	51
417-2021	18340 Marine Park Drive	Rondeau Bay Estates	Chatham-Kent	Granted: Aug 20, 2021	46
419-2021	96 Howard Road	Chatham	Chatham-Kent	Granted: Aug 25, 2021	52
420-2021	67 Dundee Drive	Chatham	Chatham-Kent	Granted: Aug 05, 2021	31
421-2021	867 Lefave Drive	Lighthouse Cove	Lakeshore	Granted: Aug 17, 2021	42
422-2021	6810 Riverview Line	Raleigh	Chatham-Kent	Granted: Aug 27, 2021	49
425-2021	19100 Peninsula Street	Lighthouse Cove	Lakeshore	Granted: Aug 25, 2021	45
427-2021	116 Arrowhead Lane	Chatham	Chatham-Kent	Granted: Aug 17, 2021	35
428-2021	875 Rivait Drive	Lighthouse Cove	Lakeshore	Granted: Aug 20, 2021	38
429-2021	655 Duplessis Street	Lighthouse Cove	Lakeshore	Granted: Aug 17, 2021	35
430-2021	0 Duplessis Street	Lighthouse Cove	Lakeshore	Granted: Aug 17, 2021	35
431-2021	82 Kent Street	Shrewsbury	Chatham-Kent	Granted: Aug 24, 2021	41
432-2021	19 Tracy Drive	Chatham	Chatham-Kent	Granted: Sept 22, 2021	70
433-2021	15 Tracy Drive	Chatham	Chatham-Kent	Granted: Sept 22, 2021	70
434-2021	631 Markham Drive	Lighthouse Cove	Lakeshore	Granted: Sept 08, 2021	55
436-2021	28913 Talbot Line	Dunwich	Dutton Dunwich	Granted: Aug 02, 2021	15
437-2021	Fysh Line @ North Marsh Drain	Howard	Chatham-Kent	Granted: Aug 03, 2021	13
438-2021	850 Duplessis Drive	Lighthouse Cove	Lakeshore	Granted: Aug 17, 2021	27
439-2021	Talbot Trail @ Ross Drain	Howard	Chatham-Kent	Granted: Aug 23, 2021	31
440-2021	Wheatley Road @ Burgess Drain	Tilbury East	Chatham-Kent	Granted: Aug 04, 2021	8
441-2021	Wheatley Road @ Government Drain #4	Romney	Chatham-Kent	Granted: Aug 04, 2021	8
442-2021	19045 Light Cove Avenue	Lighthouse Cove	Lakeshore	Granted: Aug 18, 2021	19
443-2021	67 Wellington Street	Shrewsbury	Chatham-Kent	Granted: Sept 20, 2021	53
444-2021	5263 Tecumseh Line	Tilbury East	Chatham-Kent	Granted: Sept 08, 2021	23
445-2021	32 Kent Street	Shrewsbury	Chatham-Kent	Granted: Aug 02, 2021	15
446-2021	Kuranyi Drain	Orford	Chatham-Kent	Granted: Aug 03, 2021	5
447-2021	1 Jonathan Street	Chatham	Chatham-Kent	Granted: Sept 22, 2021	51
448-2021	3 Jonathan Street	Chatham	Chatham-Kent	Granted: Sept 22, 2021	51
449-2021	5 Jonathan Street	Chatham	Chatham-Kent	Granted: Sept 22, 2021	51
450-2021	7 Jonathan Street	Chatham	Chatham-Kent	Granted: Sept 22, 2021	51
451-2021	9 Jonathan Street	Chatham	Chatham-Kent	Granted: Sept 22, 2021	51
452-2021	11 Jonathan Street	Chatham	Chatham-Kent	Granted: Sept 22, 2021	51
453-2021	4468 Tecumseh Line	Jeannettes Creek	Chatham-Kent	Granted: Aug 23, 2021	20
454-2021	Grand Avenue East @ Arnold Creek	Chatham	Chatham-kent	Granted: Aug 23, 2021	20
455-2021	177 King Street East	Chatham	Chatham-Kent	Granted: Aug 11, 2021	0
456-2021	23 Tracy Drive	Chatham	Chatham-Kent	Granted: Aug 18, 2021	0

App No.	Location	Community/ Township	Municipality	Decision	Processing Time (days)
457-2021	980 Rivait Drive	Lighthouse Cove	Lakeshore	Granted: Aug 30, 2021	26
458-2021	66 Dundee Drive	Chatham	Chatham-Kent	Granted: Aug 30, 2021	26
459-2021	70 Dundee Drive	Chatham	Chatham-Kent	Granted: Aug 30, 2021	26
460-2021	1234 Mariners Road	Erieau	Chatham-Kent	Granted: Sep 20, 2021	7
461-2021	17700 Tecumseh Road	Tilbury West	Lakeshore	Granted: Aug 30, 2021	24
462-2021	121 Tuscany Trail	Chatham	Chatham-Kent	Granted: Sept 22, 2021	44
463-2021	129 Tuscany Trail	Chatham	Chatham-Kent	Granted: Sept 22, 2021	44
466-2021	17500 Melody Drive	Lighthouse Cove	Lakeshore	Granted: Aug 30, 2021	21
467-2021	290 Bayview Avenue	Erieau	Chatham-Kent	Granted: Sept 30, 2021	50
468-2021	340 Detroit Line	Wheatley	Chatham-Kent	Granted: Sep 13, 2021	41
470-2021	Yellow Bridge Subdivision	Wheatley	Chatham-Kent	Granted: Aug 13, 2021	1
471-2021	19035 Light Cove Avenue	Lighthouse Cove	Lakeshore	Granted: Sept 13, 2021	31
472-2021	Govtment Drain #1	Tilbury West	Lakeshore	Granted: Aug 17, 2021	0
474-2021	32 Wellington Street	Shrewsbury	Chatham-Kent	Granted: Aug 23, 2021	10
475-2021	19020 Haven Avenue	Lighthouse Cove	Lakeshore	Granted: Sep 30, 2021	42
481-2021	Robinson Drain	Aldborough	West Elgin	Granted: Aug 25, 2021	0
487-2021	7935 Creek Line	Dover	Chatham-Kent	Granted: Aug 26, 2021	7
488-2021	523 Kent Road 1	Wheatley	Leamington	Granted: Aug 26, 2021	7
489-2021	Third Line @ Lewis Drain	Southwold	Southwold	Granted: Sept 02, 2021	14
490-2021	Mill Line near Lewis Drain	Southwold	Southwold	Granted: Aug 26, 2021	7
491-2021	2nd Concession Line @ Coatsworth-Robinson Extension Drain	Romney	Chatham-Kent	Granted: Sept 02, 2021	14
492-2021	Badder Line @ Government Drain #1	Tilbury East	Chatham-Kent	Granted: Sept 02, 2021	14
493-2021	Port Road @ Cooper Drain East	Romney	Chatham-Kent	Granted: Sept 02, 2021	14
494-2021	Talbot Trail @ Cooper Drain Outlet Portion	Romney	Chatham-Kent	Granted: Sept 02, 2021	14
495-2021	Talbot Trail @ Cooper Drain West	Romney	Chatham-Kent	Granted: Sept 02, 2021	14
496-2021	Stevenson Road @ Smith Drain	Romney	Chatham-Kent	Granted: Sept 02, 2021	14
497-2021	42 Daleview Crescent	Chatham	Chatham-Kent	Granted: Aug 31, 2021	4
499-2021	540 Park Avenue East	Chatham	Chatham-Kent	Granted: Sept 13, 2021	18
500-2021	Indian Creek Road West	Chatham	Chatham-Kent	Granted: Sept 10, 2021	10
501-2021	22220 Charing Cross Road, Unit 17	Chatham	Chatham-Kent	Granted: Sept 01, 2021	1
502-2021	Mount Creek Drain	Dover	Chatham-Kent	Granted: Sept 01, 2021	0
503-2021	966 Highway 77	Mersea	Leamington	Granted: Sept 13, 2021	13
504-2021	35668 Talbot Line	Southwold	Southwold	Granted: Sept 30, 2021	30
507-2021	2905 Talbot Trail	Romney	Chatham-Kent	Granted: Sept 10, 2021	15
508-2021	238 Peel Street	Shrewsbury	Chatham-Kent	Granted: Sept 02, 2021	23
511-2021	Shunpiker, Hepburn and Lalonde Drain	Orford	Chatham-Kent	Granted: Sept 13, 2021	11

App No.	Location	Community/ Township	Municipality	Decision	Processing Time (days)
516-2021	11710 Bates Drive	Rondeau	Chatham-Kent	Granted: Sept 10, 2021	2
519-2021	32 William Street	Shrewsbury	Chatham-Kent	Granted: Sept 13, 2021	0
520-2021	East of 1329 Mersea Road 8	Mersea	Leamington	Granted: Sept 16, 2021	1
524-2021	6272 Grandview Road	Dunwich	Dutton Dunwich	Granted: Sept 16, 2021	1
526-2021	23667 Arkwood Road	Chatham	Chatham-Kent	Granted: Sept 20, 2021	4
529-2021	Graham Drain	Raleigh	Chatham-Kent	Granted: Sept 22, 2021	1
530-2021	Badder Drain	Tilbury East	Chatham-Kent	Granted: Sept 22, 2021	1
531-2021	David Drain	Tilbury East	Chatham-Kent	Granted: Sept 22, 2021	1
535-2021	26360 Dymock Line	Aldborough	West Elgin	Granted: Sept 30, 2021	7

10.5) Conservation Area Lands

10.5.1) Conservation Area Visitation, August 31 – September 30, 2021

Longwoods Road Conservation Area – 1,275 people (1,523 in 2020) (Includes 2 people per pay & display permit (transaction) Pay and Display Permits – 608 vehicles (732 in 2020)

E.M. Warwick Conservation Area – 570 people (220 in 2020)

Big Bend Conservation Area – 1,081 people (1,388 in 2020)

C.M. Wilson Conservation Area – 9,803 people (7,848 in 2020) (Includes 2 people per pay & display permit (transaction) Pay and Display Permits – 244 vehicles (265 in 2020)

Sharon Creek Conservation Area – 545 Day Use Transactions on MacKay Pay (609 transactions in 2020)

2021 Parking Passes – 10 sold in August/September 2021 (8 sold August/September 2020)

10.5.2) Conservation Areas

Eastern District

Longwoods Road CA- staff have been busy maintaining trails, facilities and buildings.

Oneida First Nation held a private gathering at our pavilion to celebrate Truth and Reconciliation Day - fees were waived for the day.

Several events are pending including: *Thames Valley District School Board-Cross Country Meet* and *Magic of Lights*.

Big Bend CA- Camping season is coming to a close, though we will be open for the deer hunting community which will be moving in shortly.

Pictured here with new welcome signage is:
Dakota Jasmin Cornelius



Sharon Creek CA- To date over 243 responses have been received regarding our public survey for this property. This is available online for all users of this property until October 31st. Statistics provided will better direct staff on where to focus our efforts at this high use property.



Pictured here: *Butterfly Milkweed at Sharon Creek Conservation Area*

Staff will be mowing and treating the Tall grass prairie in the next few weeks in preparation for a possible prescribed burning of the prairie.

Western District

OJCP- Ontario Job Creation Partnership positions (3) continue to be difficult to fill, staff are interviewing 3 new candidates this week. The goal of this year's project is to improve and create new trails in the Western District.

Skakel CA- a ground breaking ceremony was held to initiate the McKinlay Memorial Forest program plantings at this site, and potentially open this property up to public visitation. A video was created to promote the project and can be viewed on our website.



Pictured here from left to right- *Randall Van Wagner, Roberta Giffen (sister of John Skakel) and Nathan McKinlay from McKinlay Funeral Homes*

Ward CA- First public tour of this property was held Oct 14th. In partnership with RELEAFCK, where 50 trees were planted, tall grass prairie seed collected and a tour of the managed forest.

Two Creeks CA- new signage has been designed and will be installed on site the week of Oct. 18th matching other property signs that have been completed throughout the watershed.

Merlin CA- limestone screenings were sprayed with Glyphosate, signed and then graded to rejuvenate the trail at this urban property.

CM Wilson CA- another busy camping season is coming to a close, with Seasonal campers staying until Oct 31st. As such an appreciation night will happen Oct. 23rd in our barn with a tasting provided by our partners: Red Barn Brewery.



Annual Parking Permits- Strong interest continues, and being half way through the calendar year are running a buy one get second half off promotion.

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

West Update:

Drainage Projects:

Green Infrastructure and CK drainage are still partnering when possible. The latest is the investigation of possible opportunities near the Thames in East Kent close to Clachan Rd. The site is on a ravine system and has potential to host some green infrastructure to be incorporated into the Municipal Drain Engineers report.

Ducks Unlimited and Imagine McGregor

We are in the process of implementing several wetland projects with the help of Ducks Unlimited, but of course the excavation process is very weather dependant and it has been a very wet fall so things have been progressing slowly. Other landowner projects within the McGregor Creek subwatershed have mostly been changed to projects for next year, some are waiting for crops to come off and others are having a hard time getting quotes for other portions of the work.

On Sept 2nd the Imagine McGregor booth at the Cultivating Conservation Tour went well we had 13 people come to our location. We were at the office with the Species At Risk group.

At the IM booth we talked about the Low Impact Development (LID) at the office as well as introduced people to Imaging McGregor

We have been working on the Conservation Action Plan and as soon as the events for this season are mostly over we will be able to finalize it. For our fall events for Imagine McGregor, many of them have ended up happening in the same week.



The CK Paddle & Clean had to be postponed due to high water levels from Sept 25th to Oct 9th. With many weeks of being prepared a head of time, the event went off without a hitch! Volunteers collected over 1000 lbs of waste from the Thames River and McGregor Creek Watershed. A big thanks to the Chatham Sunrise Rotary and Downtown Rotary Clubs and all the participants.

Tree Planting Partnerships/Events

Tuesday the 5th of Oct we gave out our free trees courtesy of the Retired Teachers of Ontario District 33 to residents of the McGregor Creek subwatershed. 10 large stock trees were claimed by residents and 14 were given to the Ridgetown Horticultural Society; for this event we gave out sycamore, serviceberry, basswood and Ohio buckeye. On Thursday Oct 7th we planted 30 trees, split between sycamore and Ohio buckeye, with the Rotary Club of Chatham Sunrise along the Diversion Channel.

We have been collaborating on radio ads for the stewardship department. For this LTVCA programs are contributing half through outreach funds and we are collaborating with a local business as a sponsor funding the rest. The goal of these ads is to get information out in the public about the local environment and habitats, giving them more familiarity with their importance and with us as an organization as well.

Cultivating Conservation Tour- September 2 LTVCA hosted a self guided tour, that ended at Red Barn Brewery. 100 participants travelled to 5 different locations, followed by a guest speaker, awards and networking opportunities. The results of this tour are attached at the end of this report.

Upcoming Grants- We are submitting to the Community Conservation Action Program through Wildlife Habitat Canada. This grant is geared towards engaging youth in conservation and connecting Canadians with nature. We plan on doing this through a youth art show event, going into art classes, doing a presentation on the environment and habitats and asking the students to create a nature related piece of work that can be entered into an art show we will host in collaboration with a local business and Thames Art Gallery. We will have a grand opening at the space and the art will remain there for a few weeks so regular patrons will be able to enjoy it. This grant is one way we would be able to host the event, but one way or another it should be able to happen in 2022.

ALUS Chatham-Kent Update

The ALUS Chatham-Kent coordinator, Amanda Blain, has had her baby! Congratulations Amanda on the healthy birth of your beautiful girl, Davi. I (Ashley Stewart) joined the LTVCA team on September 13th and will be filling in for Amanda whilst on maternity leave. It has been a pleasure meeting all the wonderful and hard-working staff at Lower Thames and they have all made me feel very welcomed in my new position. I have been busy learning about the ALUS program, navigating the database, speaking to current and future participants, engaging in site visits, and promoting the program to the community. I have also been assisting in other stewardship pursuits offered by the Lower Thames such as tree giveaways and tree planting. Currently, I am wrapping up a grant proposal for Wildlife Habitat Canada which, if successful, will help assist in the establishment of future wetland projects.

East Update:

There were many new requests for site visits during September, with an exciting project on the Chippewa of the Thames First Nation (COTTFN). We have been working with COTTFN and other organizations to develop a project plan and management agreement for this property restoration. Staff from the East was also present at the Rodgers site on the LTVCA Cultivating Conservation self-guided tour.

ALUS Middlesex

ALUS Middlesex attended the St. Clair Conservation National Tree Day Celebration, where SCRCA celebrated planting 1 million trees and restoring 100 acres of wetlands over the last 60 years, with ALUS Middlesex being a partner on some of these projects. ALUS Middlesex has begun work with the Integrated Science program from Western University on a group-project to produce a report on the natural heritage features of Middlesex County. This 10-week course will be ending in December where final findings will be presented. Farmer liaisons were busy, calculating project acreages with a handheld GPS unit and monitoring sites.



Figure 1: Newly created 1-acre wetland in Elgin County. Funding provided by Ducks Unlimited, Elgin Clean Water Program, and Elgin Stewardship Council.



CULTIVATING CONSERVATION TOUR

EVENT REPORT

SEPT. 2, 2021

PREPARED BY
MELISSA ABROSIMOFF

HOW IT CAME TO BE

A self-directed informational tour with dinner and expert speaker.

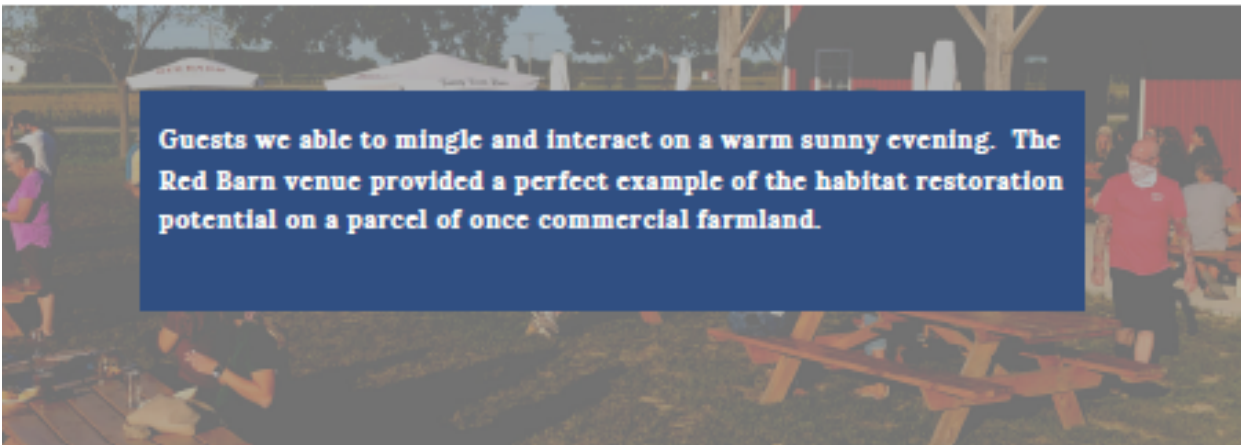
The Cultivating Conservation Tour idea was born after the LTVCA Stewardship team discussed ways we could safely offer an interactive experience and showcase various projects to increase public understanding of LTVCA programs and initiatives.

In the past the LTVCA saw success with bus tours and various in-person events, however with COVID protocols determined by Public Health Officials, holding a Bus Tour would have meant that a small number of attendees could participate. The goal of this event was to increase participation in a wider geographical areas with a target audience of both rural agricultural producers and interested urban citizens.

Sites included prairie habitat restoration, forest restoration, wetland habitat, erosion control and marginal land use solutions. Walter Devereaux also highlighted the Phosphorus reduction program with cover crop and drainage demonstrations.

Tour sites also showcased a varied timeline to demonstrate a future project, a project under one year of age, three years of age and more than 5 years of age.

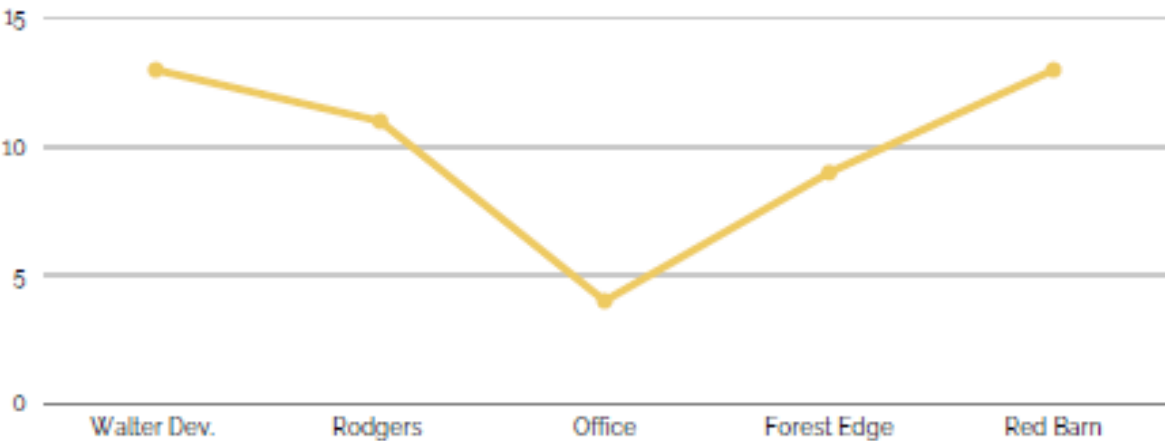
The boots on the ground interaction with past, present and future stewardship projects allowed insight into the many ways community members can get involved and support land stewardship and water quality.



Guests were able to mingle and interact on a warm sunny evening. The Red Barn venue provided a perfect example of the habitat restoration potential on a parcel of once commercial farmland.

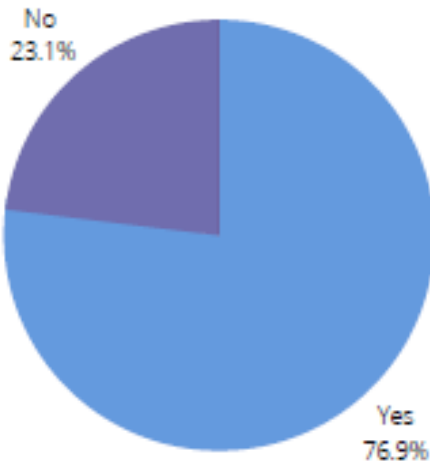
IMPRESSIONS & IMPACT

The event had 101 Registrants. 11 LTVCA staff members committed to leading the tour sites and set-up. The actual event numbers showed each site had varied numbers and the dinner and speaker event attracted 90 attendees and 11 LTVCA Staff.



A post-event survey was sent to all registrants asking for feedback and information about their experience. The data collected will be used to further tailor future events to attract those community members in both an urban and rural setting.

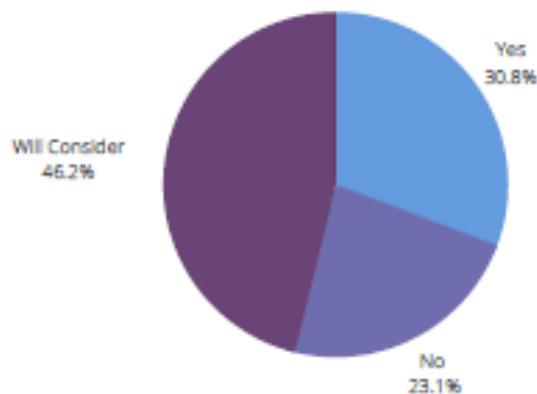
The pie-chart represents answers when asked "Did the Tour provide you with new information about what LTVCA stewardship services and programs are available to watershed landowners?"



IMPRESSIONS & IMPACT

The event had 101 Registrants. 11 LTVCA staff members committed to leading the tour sites and set-up. The actual event numbers showed each site had varied numbers and the dinner and speaker event attracted 90 attendees and 11 LTVCA Staff.

When asked "Will the information provided during the event cause you to implement new conservation projects or practices?" survey participants responded with:



Overall survey results provided a satisfaction score of 4.17 out of 5.

A FEW WORDS

"What did you enjoy about the Cultivating Conservation Tour?"

"Actually being able to go out and see the amazing projects going on".

"Seeing local conservation work!"

"Seeing conserved areas and talking with staff about the work that has been done."

"It was outside, able to view projects to promote best management practices."

"The presentation by the arborist and staff at Walter Devereaux CA were excellent!"

"I appreciated being able to walk around the sites as I am an urban dweller now. The delicious dinner at the Red Barn was greatly appreciated!"

"Seeing properties at my own pace."

"Being outdoors and visiting sites I did not know existed"

"Very informal and not as time-sensitive as when with a group, spend time on what interests you."

"I liked that it was self-directed and you could travel at your own pace and choose where to go. Staff were knowledgeable and the displays /stops were well done. It was great having a speaker at Red Barn!"

— “ —

Sites were diverse, dynamic and engaging. Learned a lot from the demonstration at site #2 on till vs no-till practices. Having experts on site (Donald Craig & LTVCA Staff) to share knowledge, expertise, network and develop relationships was beneficial".

— ” —

10.6.2) Phosphorus Reduction Initiatives

On-Farm Applied Research & Monitoring (ONFARM) Program



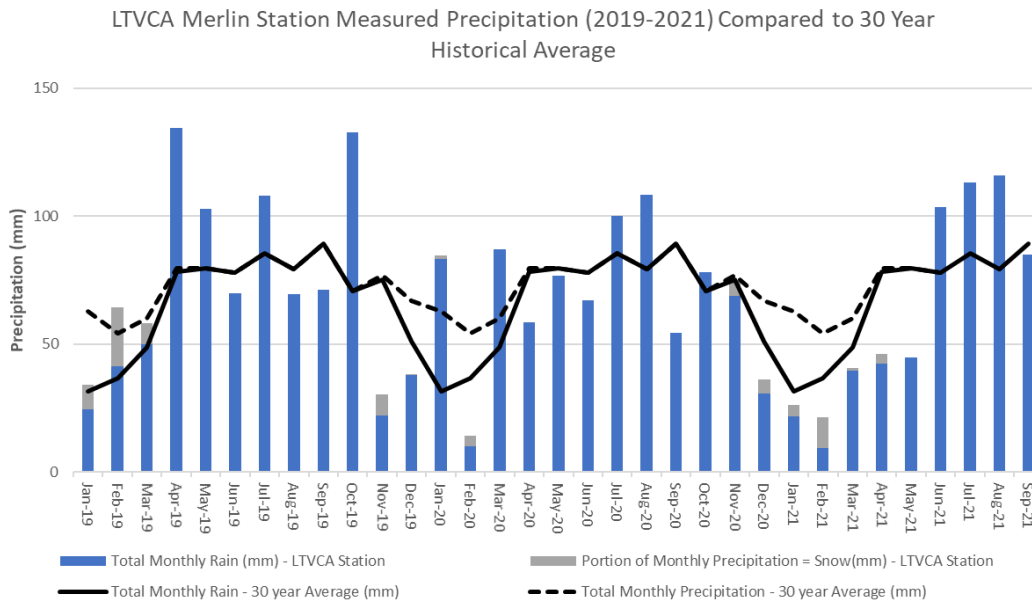
The LTVCA recently created a short video to describe the project and to showcase the 20km² Jeannettes Creek study subwatershed. Furthermore, preliminary nutrient loading results were discussed in the video. The general public can also view the video at the LTVCA Youtube channel:

<https://www.youtube.com/watch?v=TON9EreMDXM>

From November 2021 – March 2022 the LTVCA will be conducting land management surveys with willing farmers in the Jeannettes Creek ONFARM study subwatershed. The surveys will be designed to collect information on crop rotations, crop yields, tillage practices, fertility practices, and Best Management Practices (BMPs). This extensive data will be used to configure a subwatershed IMWEBs model for the Jeannettes Creek study area. Dr. Wanhong Yang from the University of Guelph has been contracted to configure the model which has the capacity to simulate phosphorus loads and estimate nutrient reductions that result from the practices farmers are implementing in the subwatershed. In the future, the LTVCA will also have the capacity to use the IMWEBs model to identify project implementation scenario that will allow us to achieve watershed P reduction targets.

CAP and ECCC: McGregor and Jeannettes Creek Phosphorus Reduction Program (MJCPRP) McGregor and Jeannettes Creek Subwatershed Monitoring & Modeling

LTVCA project staff continued to collect water quality samples and flow data at monitoring stations in the McGregor and Jeannettes Creek subwatershed during the Summer and Fall of 2021. Monthly precipitation totals during August and September were slightly higher than the 30-year average for the region at the station located north of Merlin Ontario. During the period of August to September the LTVCA staff have collected water samples during 3 significant flow events.



All collected water quality data will be used to calculate nutrient loads. Furthermore, 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

MJCPRP Best Management Practice (BMP) Incentive Program

In recent months farmers have begun implementing BMPs in the subwatersheds after the harvest of wheat, tomatoes, seed corn, and soybeans. The LTVCA has started to receive claims from farmers for implemented BMP projects. The process has begun to validate the projects and to submit payments to the eligible farmers. All projects are being spatially mapped and will be configured into a subwatershed SWAT model that will be used to calculate P loading reductions that result from the practices.

On February 15th of 2021, the LTVCA relaunched the McGregor & Jeannettes Creek Phosphorus Reduction BMP Incentive program for 2021. 34 applications were approved for funding prior to the program budget being fully allocated. If all projects proceed as planned this could result in \$102,000.00 in financial contributions to support the implementation of the following BMPs:

- Cover Crops: 3,160 acres
- Grid or Zone Soil Sampling: 5,600 acres
- Alternative Phosphorus Application Practices: 5,000 acres
- Erosion Control Projects: 2 projects

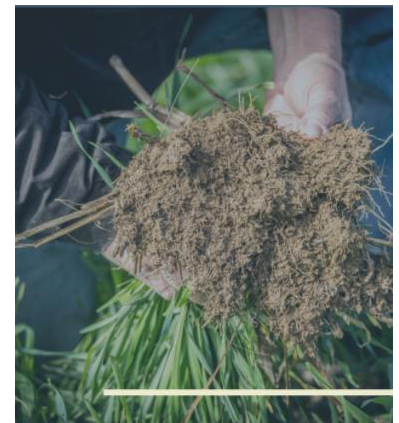
The BMP incentive program is solely funded by an Environment & Climate Change Canada (ECCC) Great Lakes Protection Initiative contribution agreement. This agreement will conclude on March 31st of 2022. In the future the LTVCA will need to assess if the BMP incentive program will be offered beyond 2021 and how it could be funded.

LTVCA: Soil Health Program

With the 2021 harvest underway, many farmers have proceeded with planting cover crops and conducting soil sampling across the entire LTVCA watershed. LTVCA staff are now starting the process of validating claim submissions, so contribution cheques can be mailed to the farmers who have completed projects.

The LTVCA Soil Health Program officially launched on February 3rd of 2021. The LTVCA approved 68 projects, prior to the program budget being fully allocated. If all the approved projects proceed as planned, the LTVCA Soil Health Program will support the planting of 10,040 acres of cover crops and 5,430 acres of grid or zone soil sampling in the watershed during 2021. This could result in the program providing \$124,366.00 in financial contributions to farmers to implement soil health projects.

The Soil Health program is funded by an Environment & Climate Change Canada (ECCC) Great Lakes Protection Initiative contribution agreement. The agreement expires during March of 2022, the LTVCA will need to identify and secure additional funding sources to offer this program again during 2022.



10.6.3) Aquatic Species at Risk (SAR)



Gabriela and Brooke holding SAR mussel shells, Purple Wartyback (left) and Mapleleaf (right), collected from the Thames River.

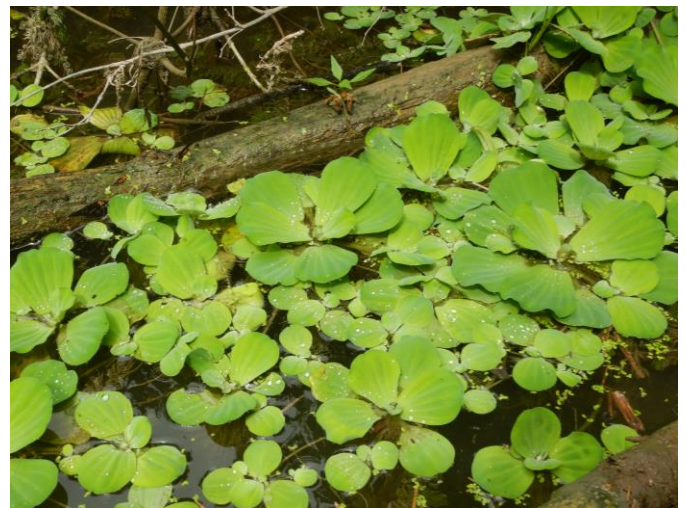
Despite frequent thunderstorms and high water levels that hampered in-stream work, eDNA sampling, seining surveys for fish and timed searches for mussel SAR continued through the summer months. Data has been downloaded from paired light/ temperature data loggers installed at ten sites this spring. Verification of species identifications are being completed along with permitting reports and an aquatic species survey report for Fisheries and Oceans Canada, who funds this work.

SAR staff and the Imagine McGregor Coordinator spent two days removing 13 garbage bags of invasive Water Lettuce from McGregor Creek near St. Andrews and Maple Leaf Cemeteries after it was located and identified by staff. This species can rapidly spread to cover the entire water surface resulting in impacts to fish communities. While conducting



Chinese Mysterysnail

this removal, staff located another invasive species of concern, the Chinese Mysterysnail. This species can also spread rapidly, preying on fish eggs. Both are likely the result of the contents of an aquarium or water garden being dumped into the creek.



Invasive Water Lettuce in McGregor Creek

A funding proposal is currently being prepared to submit to the Canada Nature Fund for Aquatic Species at Risk (CNFASAR) to support work to determine the extent of these invasive populations and assess the feasibility of their removal as well as to conduct outreach activities to educate the public about aquatic invasive species and the damage they can cause to local aquatic ecosystems.

WATER LETTUCE

Invasive Species Alert!

IMPACTS OF WATER LETTUCE

Water Lettuce is highly prolific, using up nutrients and forming dense mats that threaten native vegetation. Other negative impacts include:



Blocks water flow

Dense mats can slow water flow and block waterways.



Blocks Sunlight

Dense mats block sunlight, preventing the growth of native aquatic plants which produce oxygen.



Harms Fish Communities

Decomposing plants remove oxygen from the water, disrupting fish behaviour or even killing fish.



Impacts Recreation

Large mats can interfere with activities such as boating, swimming and fishing.



IDENTIFICATION

- ✓ Floating plants resemble a small head of lettuce
- ✓ Thick, ridged, rounded, light green leaves have short, white hairs
- ✓ Many long, feathery roots hang below a rosette of leaves
- ✓ Flowers are small and white/pale green
- ✓ Large mats are connected by underwater runners, called stolons

REPORT

Report sightings of Water Lettuce through:

EDD MapS Ontario
Early Detection & Distribution Mapping System



on-line or
on the app

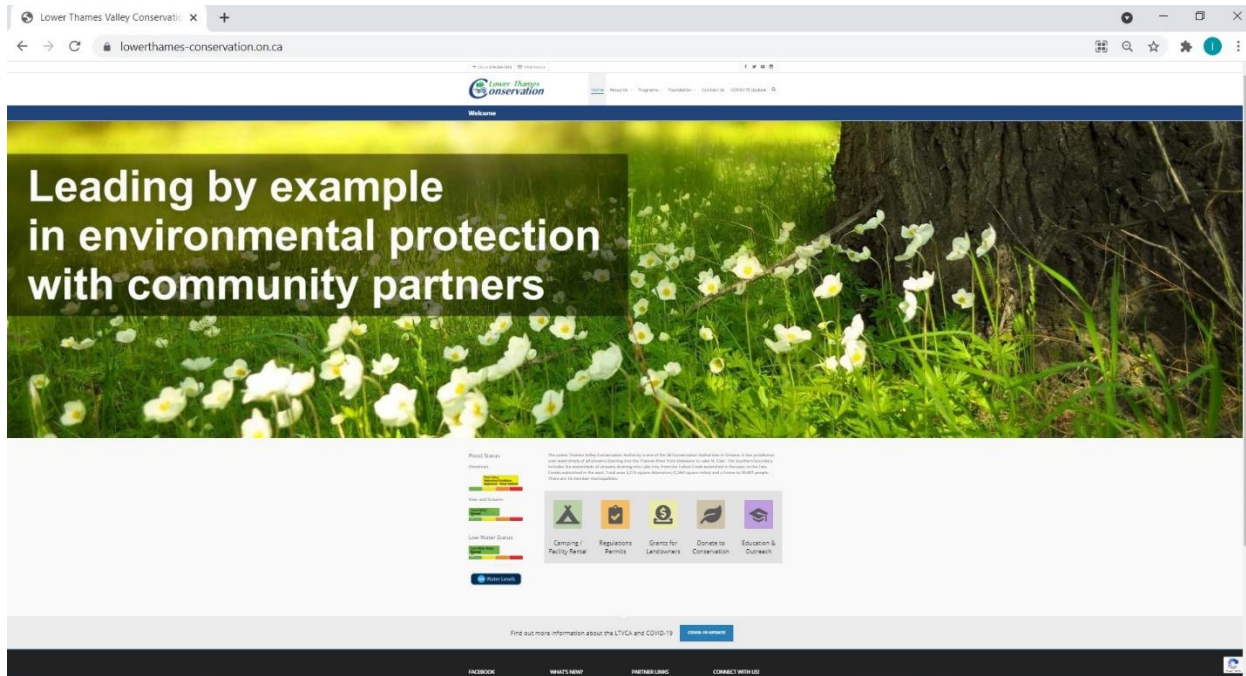


Lower Thames Valley Conservation Authority
100 Thames Street, Chatham, ON, N7L 2Y8
www.ltvca.ca | 519-354-7310

10.7) Communications, Outreach and Education

10.7.1) Website Updates

Ongoing are the postings of watershed and shoreline conditions, Minutes and Agendas of Board Reports, changes in fees, updates regarding programs and services of the LTVCA and virtual/onsite events and activities. The new LTVCA website was launched the week of September 6th and has had positive reviews.



Our website alerts visitors of the current status of COVID-19 Pandemic health unit and government guidelines that affect our conservation area usage and our programs and services. During the pandemic 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 remain closed to the public.

10.7.2) Social Media

Since the August 19, 2021 meeting of the Board of Directors, daily social media posts on the LTVCA's general social media platforms have been issued: (**Facebook** – 2,830 followers for an increase of 51 followers; **Twitter** – 1,209 followers for an increase of 10 followers; **Instagram** – 881 followers for an increase of 34 followers), **YouTube** 85 subscribers for an increase of 3 subscribers. Posts focus on the LTVCA's ongoing programs and services, following environmental issues across our watershed, how we are social adapting to the COVID-19 Pandemic and keeping public informed.

The Ska-Nah-Doht Village's Facebook page currently has over followers and the Instagram page for the Village has 146 followers.

Posts are circulated daily to Directors of the LTVCA and Foundation, First Nations Communities, Municipal Councils/Clerks/CAO's, MP's and MPP's, Ska-Nah-Doht Advisory Committee, all staff, Conservation Ontario, and watershed media (as needed).

We have reinforced the importance of all the COVID-19 protocols, removal of garbage and pet waste, and have encouraged visitors to support our conservation areas through payment of parking fees or purchase of 2021 parking passes.

In addition to the daily departmental posts, there were posts and media releases created on our social media and website for other major events associated with the LTVCA over the past couple of months:

- Cultivating Conservation Tour (Sept. 2)
- Thames River flooding Sept. 20 – 28 (media coverage and reposts of tweets)
- Conservation Ontario's Healthy Hikes Campaign (Sept. 27 – Oct. 1) focus on Outdoor Education
- Sharon Creek Conservation Area Survey – October 1
- CK Paddle & Clean Event (rescheduled to October 9)

Departmental Social Media Post Messages – August 10, 2021 – October 12, 2021

- **Water Management Mondays**
 - *August 16:* Save the Date! Imagine McGregor CK Paddle & Clean
 - *August 23:* Report Sightings of Water Lettuce
 - *August 30:* Children's Treatment Centre of DK volunteers tidy-up LID system outside LTVCA Admin Bldg.
 - *September 6 (Labour Day):* Presenting the draw prize to Rotary Club of Chatham Sunrise - Imaging McGregor
 - *September 20:* Thames River experiencing a second algae bloom this season
 - *September 27:* Around the clock operations for staff during a flood
 - *October 4:* September's Thames River Flood Facts



- **Stewardship Tuesdays**
 - *August 10:* Aquatic Species at Risk Team does Shoreline Cleanup as they go!
 - *August 17:* LTVCA's pilot project teaches how to help prevent erosion on L. Erie's north shore
 - *August 24:* Thank you for your Fall Tree Orders
 - *August 31:* Lake Erie – the “Lake” of the LTVCA – a powerhouse!
 - *September 7:* Free Tree Giveaway!
 - *September 14:* Small plant Big Impact – create soil stability to mitigate erosion
 - *September 21:* Happy National Forest Week! You helped us plant 90,000 trees this year!
 - *September 28:* Murray Hebblethwaite plants tree – Imagine McGregor and RTO Free Tree Giveaway!

- *October 5:* Volunteers help plant trees in Thamesville along North Marsh Drain
- *October 12:* Do you have a spot for an Eastern Bluebird or Wood Duck nesting box on your property?



• Conservation Area Wednesdays

- *August 11:* LTVCA Conservation Area Parking Pass Promo!
- *August 18:* NEW! 'Pollinator Pathway' Trail coming soon to Longwoods
- *August 25:* Turtle Talks at C.M. Wilson Conservation Area August 28
- *September 1:* Hunt Camp 2021 Fast Approaching!
- *September 8:* McGeachy Pond Conservation Area trail and picnic area improvements
- *September 15:* Longwoods Road Conservation - programs and facilities
- *September 22:* Happy Fall! It's Hawk Migration Season!
- *September 29:* Take only pictures, leave only footprints – Let wildlife do the foraging
- *October 6:* You're invited Plant...Tour...Gather...Ward Conservation Area



• Outreach and Education Thursdays

- *August 12:* We're hopin'to open September!
- *August 19:* Paths & Palisades at Ska-Nah-Doht Village
- *September 2:* Take a path to the past at Ska-Nah-Doht Village
- *September 9:* Welcome to our new website!
- *September 16:* Welcoming back Leeanne to the Artifact Case Project!

- *September 23:* Book Group Programs at Ska-Nah-Doht Village
- *September 30:* Orange Shirt Day - National Day for Truth and Reconciliation
- *October 7:* Learn About Carolinian Species at Arboretum



- **Phosphorus / Water Quality Fridays**

- *August 13:* ONFARM a 4-Year, Canadian Agricultural Partnership
- *August 20:* Cultivating Conservation Tour Eventbrite invite
- *August 27:* Interested in learning about phosphorus loads in the L. Erie Basin?
- *September 3:* Meet the Team 'outstanding in their field'!
- *September 10:* Results from pump stations in the Jeannettes Creek study area
- *September 17:* Pressure transducer determines groundwater levels
- *September 24:* Before and After – ONFARM - view of drains monitored
- *October 1:* Graph showing rain and pump flow on Sept 22-23 – phosphorus monitoring
- *October 8:* Sampled 7 flow events during Water Year Oct. 1, 2020 to Sept. 30, 2021 – ONFARM



PLUS WE POST AND SHARE OTHERS' MESSAGES ON OUR SOCIAL MEDIA PLATFORMS:

- encourage people to use our conservation areas safely during the COVID-19 pandemic
- 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)
- **cool facts about nature** – local plants, birds, trees, animals and things 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 campaigns:** *Healthy Hikes*
- **sharing of neighbouring Conservation Authorities’ information**
- **sharing of municipal public health information** – CK Public Health, London Middlesex Health, St. Thomas Elgin Health, Windsor

10.7.3) Education Programming Developments / Ska-Nah-Doht Village and Museum

Paths and Palisades continued through mid-August. We rounded out the summer with a visit to C.M. Wilson for a *Turtle Talk* on August 28, 2021 where we were once again joined by our friends *Snapper, John and Jan Everett*, and 30 or so turtle helpers in training.



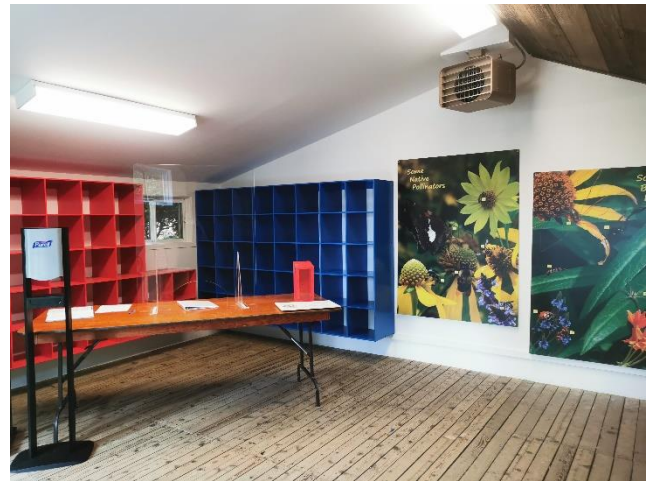
On September 30, 2021, Longwoods Road Conservation Area and the Village were honoured to welcome community members from Oneida Nation of the Thames and Oneida Health Services for their *Every Child Matters Memorial Walk*.

Now that the fall has arrived, so have education programs and school visits. We have already welcomed home school groups, private school classes, and students from *Lambton Kent District School Board* but are looking forward to when more of our friends can join us!

Leeanne is back on the team for the fall. She will be wrapping up the *Artifact Case* project she began in the spring, putting her teaching skills to good use during booked programs, and lending a hand with whatever else may come up along the way.

We have been thrilled to hear back from a number of the funding opportunities to which Ska-Nah-Doht Village and Museum has applied. The *Tourism Adaptation Fund* grant reporting has wrapped up and been submitted. *Visit Middlesex* and the *Lower Thames Valley Conservation Foundation* have offered their support for the pop-up exhibit program and community organizations and businesses throughout the watershed are beginning to sign up to host one of our displays over the course of 2022. And the big one—our yearly application to the *Community Museum Operating Grant* was approved.

In the midst of all that the Resource Centre and Museum entryway got some attention with a fresh coat of paint and thorough cleaning, and the museum exhibits have been freshened up for reopening in mid-October following the completion of our safe reopening plan.



10.7.4) Lower Thames Valley Conservation Foundation

A media release and small groundbreaking ceremony was held at the Skakel Conservation Area on August 24. Partners in this memorial forest program include the McKinlay Funeral Homes Ltd., the LTVCF Foundation, the LTVCA and of course the public.



A zoom meeting of the Foundation was held September 22, 2021. The final report to the Ontario Trillium Foundation for the completion of the Longwoods Boardwalk Project # CP105815 was completed for the end of August deadline. A small COVID safe, onsite recognition event is being planned for October 22, with invitations to Trillium, local MPP, Chair of LTVCA, LTVCF Directors, Mayor of Strathroy-Caradoc and Ward 2 Councillor (who is also our LTVCA Strathroy-Caradoc Director), contractor, and Longwoods staff to attend.

The \$500 Student Bursary was advertised and hopefully some interested candidates from the watershed will apply.

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) Executive Committee Minutes – July 16, 2021

LOWER THAMES VALLEY CONSERVATION AUTHORITY



EXECUTIVE COMMITTEE

MINUTES

FRIDAY, JULY 16, 2021

A meeting of the Conservation Authority's Executive Committee was held on Friday, July 16, 2021 via remotely at the Authority's Administration Building at 100 Thames Street, Chatham, Ontario at the hour of 10:00 AM. A roll call was held with the following committee members present: T. Thompson, L. McKinlay, C. Cowell, P. Tiessen, & R. Leatham.

Also present were the following staff members: M. Peacock, J. Homewood & V. Towsley (minutes recorder).

1. Call to Order

Chair, Trevor Thompson called the meeting of the Executive Committee to order at 10:05 AM.

2. First Nations Acknowledgement

M. Peacock provided the reading of the 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 Chippewas of the Thames First Nation, Oneida Nation of the Thames, Munsee Delaware Nation, Delaware Nation, and Caldwell Nation. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original peoples of Turtle Island (North America). We are thankful for the opportunity to live, learn and share with mutual respect and appreciation.

3. Adoption of the Agenda

E-2021-20 R. Leatham – C. Cowell

Moved that the Agenda be adopted with a minor change for dealing with Item #7 a. & b. ahead of Item #6.

CARRIED

4. Disclosure of Conflicts of Interest

None declared.

5. Approval of Previous Meeting Minutes – June 29, 2021

E-2021-21 P. Tiessen – L. McKinlay

Moved that the Executive Committee meeting minutes of June 29, 2021 be approved.

CARRIED

6. Motion to sit as a Hearing Board

E-2021-24 P. Tiessen – L. McKinlay

Moved that the Executive Committee sit as the Authority's Hearing Board.

CARRIED

E-2021-25 P. Tiessen – C. Cowell

Moved that the Hearing Board meet 'in camera'.

CARRIED

E-2021-26 C. Cowell – R. Leatham

Moved that the Hearing Board move out of the 'in camera' session.

CARRIED

Notice of decision

Decision: Approval of permit for a single-family residence.

Reasons for Decision:

1. The decision to approve this application is based on the fact that the application is for development on a lot of record approved through severance by the council of the Municipality of Chatham-Kent.
2. The applicant had consulted with the LTVCA prior to the Gilmor decision and had been provided support for the application (by LTVCA staff) at that time.
3. The application is proposed to provide a residence for the landowner who owned the land prior to the severances.

Conditions:

1. That the applicant prepare a Shelter in Place plan acceptable to the Municipality of Chatham-Kent and the LTVCA;
2. That the applicant install a permanent alternative energy source (generator) capable of powering essential services in the proposed dwelling during times of flooding;
3. That the lot have a notice on title that this development is in a flood prone area;
4. That the applicant provide written documentation from the Emergency Services Department of the Municipality of Chatham-Kent confirming that this dwelling would be evacuated if necessary should the diking fail;
5. That this approval is subject to standard conditions used for development of lots of record within the flood fringe area of the Thames River (behind diking):
 - a. That the proposed structure shall be located as per the site plan provided to the LTVCA as part of this application on March 04, 2021.

- b. Minimum openings (including door sills, basement window sills, vents, etc.) into the residential structure must be no lower than 178.0 m (CGVD28).
 - c. Given the above, a basement window sill can be below the regulatory flood datum of 178.0 m (CGVD28) provided that there is a permanent poured concrete window well whose top is set to a minimum elevation of 178.0 m (CGVD28).
 - d. The final grade within two meters of the structure must be at or above an elevation of 178.0 m (CGVD28).
 - e. No structural building materials which are subject to flood damage may be utilized below an elevation of 178.0 m (CGVD28).
 - f. Strict sediment and erosion control measures are implemented prior to and maintained throughout the duration of the construction phase. The sediment and erosion control measures should be left in place until all disturbed areas have stabilized and that accumulated sediment is removed from the fence prior to its removal.
 - g. All work to include site restoration of disturbed areas back to, or better than existing.
 - h. Construction of the structure must be well underway prior to the permit lapsing. If no construction has begun prior to the lapsing date of this permit (July XX, 2023) then a new permit will be required from this office.
6. That the municipality be placed on notice that development of this and like lots rely on diking protection and therefore this development requires the active and continual maintenance of the diking.

The Hearing Board wishes to note:

- 1. that the issuance of the permit for this dwelling should not be perceived as an implicit approval of any other development being proposed on lots subject to flooding hazards within the flood fringe of the Thames River.
- 2. that future severancing of lots within the flood fringe of the Thames River should only occur following area designations that consider the flood hazard through the development of appropriate policies within an updated official plan.

CARRIED

The Chair advised the committee that LTVCA staff will provide the applicant the Hearing Board's decision.

Resolution Number E-2021-27

E-2021-28 L. McKinlay – P. Tiessen
 Moved that the Hearing Board sit as the Executive Committee.

CARRIED

7. New Business

- a. Construction of accessory structures on existing lots of record associated with the Great Lakes Shoreline

E-2021-22 P. Tiessen – C. Cowell
 Moved that if an application is received for a new non-habitable detached accessory structure in a LTVCA regulated area along the Lake Erie shoreline in Chatham-Kent, that

staff be allowed to approve the application provided the application meets both the "old" LTVCA policy (no closer to the hazard than the existing residential structure) and meets the provincial technical guidance, as related to minor structures and major non-habitable structures on existing developed lots with existing residential structures.

And, moved that the policy change will only apply to applications associated with Detroit Line, Towanda Blvd, Bates Line, Bates Drive and Rose Beach Line, along the Lake Erie shoreline.

CARRIED

b. Addition to an Existing Residential Structure Adjacent to the Great Lakes Shoreline

E-2021-23 L. McKinlay – C. Cowell

Moved that the application be approved with the following standard approval conditions noted below as the proposed addition is minor, is located further away from the watercourse than the existing structure, and is further away from Lake Erie than the neighbouring residential structures to the south:

- That the proposed structure be located and constructed as shown on the drawings submitted to this office on 17 June 2021.
- All work to include site restoration of disturbed areas back to, or better than, existing.
- Construction of the structure must be well underway prior to the permit lapsing. If no construction has begun prior to the lapsing date of this permit (16 July 2022) then a new permit will be required from this office.

CARRIED

8. Other Business

M. Peacock provided the Executive Committee with a COVID 19 update.

9. Adjournment

E-2021-29 P. Tiessen – L. McKinlay

Moved that the meeting be adjourned.

CARRIED


Trevor Thompson
Chair


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

10.9) Executive Committee Minutes – September 30, 2021

LOWER THAMES VALLEY CONSERVATION AUTHORITY



EXECUTIVE COMMITTEE

MINUTES

THURSDAY, SEPTEMBER 30, 2021

A meeting of the Conservation Authority's Executive Committee was held on Thursday, September 30, 2021 at the Authority's Administration Building at 100 Thames Street, Chatham, Ontario at the hour of 10:00 AM. A roll call was held with the following committee members present: T. Thompson, L. McKinlay & R. Leatham. C. Cowell and P. Tiessen sent their regrets.

Also present were the following staff members: M. Peacock, J. Homewood & V. Towsley (minutes recorder).

1. Call to Order

Chair, Trevor Thompson called the meeting of the Executive Committee to order at 10:00 AM.

2. First Nations Acknowledgement

M. Peacock provided the reading of the First Nations Acknowledgement. Of particular importance on this day to recognize the Truth and Reconciliation for First Nations.

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 Chippewas of the Thames First Nation, Oneida Nation of the Thames, Munsee Delaware Nation, Delaware Nation, and Caldwell Nation. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original peoples of Turtle Island (North America). We are thankful for the opportunity to live, learn and share with mutual respect and appreciation.

3. Adoption of the Agenda

E-2021-30 L. McKinlay – R. Leatham

Moved that the Agenda be adopted as presented.

CARRIED

4. Disclosure of Conflicts of Interest

None declared.

5. Approval of Previous Meeting Minutes – July 16, 2021

E-2021-31 L. McKinlay – R. Leatham

Moved that the Executive Committee meeting minutes of July 16, 2021 be approved.

CARRIED

6. New Business

Motion to sit as a Hearing Board

E-2021-32 R. Leatham – L. McKinlay

Moved that the Executive Committee sit as the Authority's Hearing Board.

CARRIED

a. Hearing #1 – LTVCA AppNo: #305-2021- 6491 Krista Lane, Southwest Middlesex

The Chair introduced the Hearing Board members and the CAO to the applicant. It was noted that an updated site plan was provided to staff the evening prior to the meeting, and the presentation has been amended to take into account the new information. The applicants, Mr. & Mrs. Stage, were in attendance via remote access for the hearing. Jason Homewood, Water Resources and Regulations Technician provided the Hearing Board with the staff report which was previously provided to the applicant and to the Executive Committee. A power point presentation was also given regarding this application as it relates to the Provincially Significant Wetland known as the Jim Thompson Wetlands. The applicant was provided an opportunity to be heard.

The applicant had further questions of the Hearing Committee on the regulations as it would related to the proposal as submitted for approval.

The Hearing Board had questions for staff and the applicant regarding the proposal.

The Chair requested that the applicants, Jason Homewood, and Valerie Towsley leave the meeting in order that the Hearing Board could meet in camera.

E-2021-33 L. McKinlay – R. Leatham

Moved that the Hearing Board meet 'in camera'.

CARRIED

E-2021-34 R. Leatham – L. McKinlay

Moved that the Hearing Board move out of the 'in camera' session.

CARRIED

Resolution Number E-2021-35

The Chair advised the Committee that LTVCA staff will provide the applicant the Hearing Board's decision at a later date.

E-2021-36 L. McKinlay – R. Leatham

Moved that the Hearing Board sit as the Executive Committee.

CARRIED

b. Technical Report Ice Guideline for Docks

M. Peacock presented a Power Point Presentation on behalf of George Comfort, P. Eng. on the Technical Report Ice Guideline for Docks.

E-2021-37 R. Leatham – L. McKinlay
Moved that the presentation be received for information.

CARRIED

c. Guidance/discussion on moving forward with Dock policy for the LTVCA, and sample approval

M. Peacock presented a Power Point Presentation on moving forward with a Dock Policy for the LTVCA.

E-2021-38 L. McKinlay – R. Leatham
Moved that the Executive Committee endorses Option 1 stating that staff review the current applications using the new technical guidelines under the 'Technical Report Ice Guideline for Docks', George Comfort, P. Eng., October 2021.

CARRIED

7. Other Business


None noted.

8. Adjournment

E-2021-39 L. McKinlay – R. Leatham
Moved that the meeting be adjourned.

CARRIED

Trevor Thompson
Chair



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



Ska-Nah-Doht Advisory Committee

DRAFT MINUTES

The meeting of the Ska-Nah-Doht Advisory Committee was held remotely at 6:00 P.M. on Thursday, September 16, 2021. The following members were in attendance: B. Bruinink, D. Fairbairn, S. Hipple, M. Hentz, G. Bogart and M. Peacock. Also, in attendance: A. Klages, B. Carey and A. Vriends.

1. Minutes of the Last Meeting

SND-2021-10 D. Fairbairn – G. Bogart

Moved that the minutes of the April 22, 2021 meeting be approved.

CARRIED

2. Business for Approval

None

3. Business for Information

3.1) Staff Update

Alison Klages joined the team as Curator in mid-June. Leeanne Doxtator has been hired on a Canada Summer Jobs grant and as conservation educator for this fall, with the additional hours being paid for by the LTVCA.

3.2) Summer Student Employment

One position was funded through Canada Summer Jobs for 8 weeks.

3.3) Community Museum Operating Grant (CMOG) 2020-2021

Application was submitted on June 30, 2021 for the 2020-2021 Community Museum Operating Grant. We await funding decisions.

3.4) Grant Application Updates

Digital Capacity Grant - CMOG— purchased equipment for producing digital education content.

Tourism Adaptation Fund - Southwestern Ontario Tourism – purchased barriers, safety equipment, and PPE to allow for safe reopening the museum.

Middlesex County Tourism Initiative Sponsorship program – received funding for creation of a pop-up exhibit. Match funding for this project will be sought from the LTVCFoundation.

A discuss was held regarding teaming up with other organizations like Backus Page House. This could lead to many other opportunities to showcase Ska-Nah-Doht Village and Museum.

Museum Assistance Program Reopening Fund for Heritage Organizations – applying for up to 10% of pre-COVID-19 operating expenditures from 2019.

Meridian Credit Union - Good Neighbour Program – seeking funding to enable staff to go into the community and provide free outreach opportunities around the themes of conservation, heritage, and First Nations culture.

Committee suggested that other Credit Unions be approached for funding opportunities.

Potential grants include the Museum Assistance Program Collections Management and Indigenous Heritage streams, and the Telus Friends of the Environment Foundation.

3.5) Resource Centre/Indoor Museum Reopening

A safe reopening plan has been completed with hopes of reopening for public visitation this fall. New air filtration and HEPA filtration units have been purchased. The exhibits have been reorganized, public access will be limited to the main floor and hands-on elements have been removed.

Upon reopening to the public, the museum will only be accessible to one family at a time for the time being, and will be closed to the public if a school or group is in the building. Operations, contact tracing, and capacity will be guided by Middlesex-London Health Unit and provincial legislation, LTVCA Pandemic Management Committee, and staff comfort.

3.6) Education and Workshops

Staff conducted 4 programs at other conservation areas over the summer as well as Thursday evening programs at Longwoods.

There have been many requests for education programs this fall.

3.7) Accessibility and Renovations

A new trail to the village has been created which eliminates the need to walk on the road to access the village. Currently the trail has wood chips as its base. Accessibility needs to be assessed as this trail is not wheelchair, walker or stroller friendly. A new cement pad has been poured at the front doors of the museum to make it more accessible.

A binder documenting exhibit content that is on display in the theatre will be created. How programming is conducted inside the museum must also be considered, as the hands-on items that were used by groups in the past are not physically accessible.

Funding for an expansion to the Resource Centre for a First Nations Gathering Room has been applied for by LTVCA. All four of the local First Nations have written letters of support for this project. The \$750,000 project would include: a 2,000 sq. ft. room added onto the lower level of the building at the southern end, accessible washroom, and replacement of windows on the main floor. A kitchen could be added at a later date. There has been no word on the status of this application. The Engineers Plan will be forwarded to Committee Members.

Moved that items 3.1 through 3.7 be received for information.

CARRIED

4. Other Business

4.1) Strategic Directions

The 5 Year Strategic Direction Plan for Ska-Nah-Doht ends in 2021. A new one needs to be developed for implementation starting in 2022. The current Strategic Plan will be forwarded to Committee Members.

Ontario Bill 229 and its Regulations has changed how a Conservation Authority levy's their Municipal partners. The Ska-Nah-Doht Strategic Plan should be taken to the 10 Municipal Councils of the LTVCA for their support as it is a 'non-mandatory' program under the new rules.

SND-2021-12 M. Hentz – D. Fairbairn

Moved that item 4.1 be received for information.

CARRIED

5. Next Meeting Date

Thursday, November 18 at 6:00 pm. via Zoom.

6. Adjournment

SND-2021-13 G. Bogart - D. Fairbairn

Moved that the meeting be adjourned.

CARRIED

B. Bruinink
Chair

10.11) Joint Health & Safety Committee Minutes – September 1, 2021

Health & Safety Committee Meeting Minutes September 1, 2021

Mark P.

Todd C.

Agnes V.

Valerie T.

i. Minutes

June 4, 2021

No issues

ii. New Business

a) Eye Wash Stations – should be business arising from the minutes

Purchased stations and refills. SOP required for use, inspections, refills, carried as PPE (vehicles).

Purchased 6 single use permanent (affixed) eye wash stations with 6 refills for those permanent station, with another 14 extra bottles for replacement / vehicle, site specific use
SOP has to be created

- Location of permanent, existing eye wash stations (affixed to taps, 4 throughout the watershed), with locations noted
- Location of single use permanent stations – need 2 bottles, one installed, one available for replacement
- Location of single use, portable bottles – can be taken out in vehicles, but should not be left in the vehicle
- Should the single use bottles be assigned to individual staff, as PPE – MP – yes
- Task hazard analysis review should determine if a single use bottle is required as part of the daily tasks
- Is a THA required if everything has been addressed by the COVID SOP?
- COVID SOP's will need to include the eye wash bottles
- If an event occurs where a bottle is used, the employee must inform their supervisor of the event, and the JHSC Rep for the area will know to replace a bottle
- Post SOP for eye wash stations on the H & S boards

- All 4 permanent (affixed) eye wash stations must be affixed and available for use
- The Longwoods Shop must reaffix the permanent station to a tap at the shop

b) Operation of water systems

- When using chlorine is there a SOP for maintaining the drinking water systems?
- PPE needs to be in place, e.g. eye wash station, face shield when dispensing chlorine

- Adam and Vance will need to create the SOP, and it will need to be consistent between them
- Small Drinking Water Regulations should be followed

c) Staff Concern

Is this an accident waiting to happen?



- This committee has determined that the concrete curbing is a trip hazard when placed between vehicles
- These need to be removed
- Improper use of concert curb - the curbing can be put along the building
- Mark to talk to Randall about this matter and the permanent eye wash station

iii. Training Updates

a. Training at Heights

Michael - expires April 2, 2021 – needs refresher

- Training needs to happen asap

b. First Aid - Training Expiring in 2021

Sessions are now available at all sites.

Training Expiring between March 1, 2020 now extended to December 31, 2021

1. Bonnie – April 12 – NEEDS 1 day renewal – Standard with CPR C
 2. Vicki – April 17 - NEEDS 1 day renewal – Standard with CPR C
 3. Mark – Feb 6 – NEEDS 1 day renewal – Standard with CPR C (available Sept 16th)
 4. Todd – Feb 27 – NEEDS 2 day – Standard with CPR C (available Sept 16th)
 5. Colin – July 25 – NEEDS 2 day – Standard with CPR C
 6. Elizabeth Philip
 7. Melissa Abrosimoff
 8. Anastasia???
- Val to contact Aidin to see if he has any first aid training
 - Follow up on OJCP training to see if it's covered under their program
 - Should look at obtaining remote first aid kit(s) for events e.g. river clean up event, etc.

c. Training for use of the Authority's boat / pleasure craft operator card (PCOC)

SOP for operating and SOP for trailering, launching and loading – both are in draft form

Received photocopy of PCOC for Adam, Matt and Dan N.

- should we confirm that Dan B. has a PCOC and if he's willing to obtain it?

Neil has indicated he is willing to obtain a PCOC if he has time

Life Jackets for staff use

4 inflatable PFD's – SAR team – adult universal

3 Foam filled PFD's – small

Adam has stated that they always bring their own lifejackets when they know they will be in the boat.

- Need to purchase appropriate life jackets for staff use, 2 x-large, 2 large and 2 medium, labelled 'LTVCA staff use', and must be kept in close proximity to the boats for staff to use
- Must follow the SOP that staff cannot go out in a boat without a lifejacket
- Adam to shop around for life jackets
- Inquire with Adam that the life jackets for public use still have valid expiry dates

d. Chainsaw training

Need to book session

- Staff needing training / retraining: OJCP, Matt, Vance, Adam, Oneida, Michael
- Maximum of 6 people per session

iv. Incidents / Accidents

Office Employee – trip incident – July 15, 2021

No WSIB form submitted

Minor injury

No time taken off - no medical treatment sought by employee

Field Employee – Wood Tick – July 22, 2021

No WSIB form submitted

No injury only an incident

Self administered First Aid

No time taken off – no professional medical treatment sought by employee

v. Other business

Staff not wearing shoes in office environments was brought forward to the committee

- The H & S Committee reviewed the issue and determined that not wearing shoes in office environments, especially within the employees workspace, was not a health and safety issue

Virtual Health and Safety Board

Being worked on.

2021 Joint Health and Safety Committee Meeting and Site Inspection Tour Schedule

- Meeting – Admin – Tuesday, March 2, 2021
- Meeting – Wednesday, June 2, 2021
- Meeting – Wednesday, September 1, 2021
- Meeting – Wednesday, December 1, 2021

- AREA 2 Inspection – May 5 -completed
- AREA 4 Inspection -- May 12 - completed
- AREA 3 Inspection – June 9
- AREA 5 Inspection – TBA
- AREA 1 Inspection – TBA

*Inspections to continue to be done individually until pandemic has passed.

10.12) Wheatley Two Creeks Association Minutes – August 5, 2021

WHEATLEY TWO CREEKS ASSOCIATION

Minutes of regular meeting held on August 5th 2021 at Two Creeks

Attendance: Roger Dundas, Gerry Soulliere, Mike Diesbourg, Joe Pinsonneault, Lorna Bell, Pauline Sample, Paul Knutson, Bruce & Marj Jackson, Rick Taves, Stephen Logan, Brian Warkentine, Bob & Jann Roth, David Light.

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

Agenda: Moved by Rick Taves, sec. by Lorna Bell agenda be accepted as outlined (Carried)

Memorial Groves: 3 new plaques need to be installed on posts.

Prop. & Equip.: Adam Stein and Joe Pinsonneault have rebuilt the fireplace near the small pavillion. 1 of the pit toilets has been locked. The large pavillion has been rented every weekend in August at \$200.00 per rental. We are still waiting for the Grant money which will go towards the purchase of a UTV. We will need some prices for a proposed Wedding Chapel which would be approximately 40'x30' with a poured concrete floor. One of the truck rims will need to be installed near the fireplace. A memorial bench for Ron Haley will be installed between posts of the large pavillion facing the stage. The 8' deep green bench will cost \$1000.00. The Southwest Outdoors club also wanted a bench. It was decided that it would need to be elsewhere in the park and they would be charged \$1300.00 through us. Bob Roth moved, sec. by Roger (Carried)

Concerts: Due to circumstances beyond our control we will not have concerts this year unless conditions change enough to make them worthwhile.

Correspondence: None

Financial Reports: There is approximately \$49,500.00 in the bank. Kathryn Albuquerque has been hired as our new bookkeeper at \$275.00 per year. She will be helping our new Treasurer Roger Dundas who has agreed to take the position.

Old Business: None

New Business: The bike trails have new directional signs . Stephan Logan stated that they have more volunteers to help maintain the trails. Rick Taves will ask Sheila Palser if she would like have a memorial tree planted in Lee's memory.

Adjournment: Rick moved for adjournment at 7:57pm

Phil Humphries, Secretary

10.13) Wheatley Two Creeks Association Minutes – September 2, 2021

WHEATLEY TWO CREEKS ASSOCIATION

Minutes of regular meeting held Sept. 2nd 2021 at Two Creeks

ATTENDANCE: Pauline Sample, Joe Pinsonneault, Rick & Forest Taves, Mike Diesbourg, David Light, Vicky & Erin Haley, Lee & Linda Pearce, Roger Dundas, Bruce & Marj Jackson, Howard Gaebart.

MINUTES: Moved by Phil Humphries, sec. by Roger Dundas minutes be accepted as read(Carried).

AGENDA: Moved by Rick Taves, sec. by Mike Diesbourg agenda be accepted as outlined (Carried).

MEMORIAL GROVES: Vicky Haley stated that she would like a tree and plaque in Ron's memory. We may also receive Ron's bench next week.

PROP. & EQUIP.: Sheila Palser would like us to choose a tree and plaque in memory of her husband Lee. Joe Pinsonneault stated that he talked to a group of out of town mountain biker's. They told him how impressed they were with the trails. We are going to get 2 Herby Curby's which will be put at the road on garbage day to lessen the amount we have to take out of the park. Joe cut most of the trails except the MacIntosh which needs trimming. We have received the grant for the UTV. Rick Taves got a quote of \$11,000 for a 24' x 24' wedding chapel from the Home Hardware. Rick also proposed increasing the pavillion rental fee to \$300.00 starting Jan. 1st. 2022. Phil's wife Linda proposed adding a mural and wire with posts on the stage for wedding pictures. Also possibly adding 2 benches near the railway bridge. Howard Gaebart proposed holding a benefit at the pavillion for the displaced people of Wheatley. They would have food trucks and music and limit capacity to 100 people at a time. We will not charge a fee and they will run it at their own risk. Rick moved, Lee Pearce sec.

CONCERTS: Nothing to report.

FINANCIAL REPORT: Roger moved , Mike sec. to accept the Financial Report.

Correspondence: None

Old Business: None

New Business: None

Adjournment: Joe moved for adjournment at 7:45pm

Phil Humphries, secretary

11. Correspondence

11.1) Chatham-Kent 2022 Budget Request



Municipality of Chatham-Kent
Chief Administrative Office
315 King Street West, P.O. Box 640
Chatham ON N7M 5K8
Tel: 519.436.3241 Fax: 519.436.3236
Toll Free: 1.800.714.7497

September 7, 2021

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

Attention: Linda McKinlay, Chair

Dear Ms. McKinlay:

RECEIVED

SEP 13 2021

**LOWER THAMES VALLEY
CONSERVATION AUTHORITY**

Due in large part to the ongoing COVID-19 issues, we know that 2022 will be a difficult budget year. Council has requested Administration to submit an inflation-only budget. While we know an inflation only budget can at times be a difficult task, we would request your 2022 budget submission be as lean as possible.

The Executive Management Team has directed all municipal departments and requisitioning bodies to prepare draft 2022 budgets for Council's consideration with a net tax impact not to exceed the Bank of Canada target inflation rate of 3.0%.

As 2021 inflation continues to exceed the Bank of Canada's long-term target of 2%, we ask that all municipal departments and requisitioning bodies aim towards the Bank of Canada's long-term 2% target and not the 2021 COVID-19 recovery CPI of 3%.

In order to achieve Council's direction, we are asking your organization to include the following information in your 2022 budget requests:

- a) The **minimum** resources required to deliver the same base level of services that were delivered in 2021.
- b) If a) above is greater than 2021's requirement, please provide descriptions and costings of service level adjustments (in increments of 0.25% of your 2022 request) that Council can consider implementing in order to achieve its budget target.
- c) For any new levels of service or special projects being proposed for 2022, provide the following:
 - a. A detailed description and costing of the proposed service/project.
 - b. Options to offset the additional resources needed by reducing an existing service(s) that is not already included in b) above.

Please be assured that Council is keenly aware of the operating pressures your organization continues to be faced with as you deliver services to the citizens of Chatham-Kent. Today's economic climate is forcing Council to ensure it has all the information required to allocate scarce resources to a myriad of municipal service challenges.

In order to meet our budget time line, we require your 2022 budget proposal, complete with the options described above, by Monday, October 25, 2021.

Thank you for your continued support. If you have any questions or concerns, please do not hesitate to contact Gord Quinton, Chief Financial Officer, gord.quinton@chatham-kent.ca

Sincerely,



Don Shropshire
Chief Administrative Officer
Municipality of Chatham-Kent
don.shropshire@chatham-kent.ca

jt/gq

C Gord Quinton, Chief Financial Officer
Steve Brown, Director, Budget & Performance Services
Thomas Kelly, General Manager, Infrastructure & Engineering Services
Tim Dick, Director, Drainage, Asset & Waste Management

11.2) Lower Thames Valley Conservation Foundation



September 22, 2021

To the Chair and Directors of the Lower Thames Valley Conservation Authority,

On behalf of the Directors of the Lower Thames Valley Conservation Foundation, I wish to extend our heartfelt thanks for your Board's financial support towards the successful completion of the new Longwoods Boardwalk at Longwoods Road Conservation Area.

When the Foundation successfully applied to the Ontario Trillium Foundation for \$94,000 to replace the existing 30+ year old accessible walkway, we had no idea this project would be impacted by a pandemic. Contractor and construction material costs became a premium and in order to finish the boardwalk, the Lower Thames Valley Conservation Authority generously supported its completion. LTVCA CAO Mark Peacock has been extremely encouraging and his expertise and assistance with the boardwalk project have been invaluable.

We hope in the near future, to host an official recognition ceremony / media event at the boardwalk with guests from the LTVCA, OTF, the local MPP, the project contractors, LTVCA staff and our Foundation. We await word back from OTF on how, when and if we can proceed on these plans.

Again, from our Foundation Directors to the Directors of the Lower Thames Valley Conservation Authority, thank you.

Sincerely,

Dan McKillop – President

Lower Thames Valley Conservation Foundation.

LOWER THAMES VALLEY CONSERVATION FOUNDATION
8449 Irish Drive, Mount Brydges, Ontario Canada N0L 1W0
Tel: (519) 264-2420 Fax: (519) 264-1562
Email: yournature@lowerthamesfoundation.ca
Website: www.lowerthamesfoundation.ca

12. Other Business

13. Adjournment
