



# Board of Directors Meeting

## *A G E N D A*

November 3, 2021  
2:00 p.m.

1. First Nations Acknowledgement
2. Call to Order
3. Adoption of Agenda
4. Disclosure of Conflicts of Interest
5. Approval of Previous Meeting Minutes
  - 5.1) Board of Directors Remote Meeting Minutes – October 21, 2021 ..... 3
6. Business Arising from the Minutes
7. Business for Approval
  - 7.1) Funding for Indigenous Community Education Centre ..... 8
8. Correspondence
9. Other Business
10. Adjournment

# 1. First Nations Acknowledgement

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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

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## 5.1) Board of Directors Remote Meeting Minutes October 21, 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, October 21, 2021. The following directors were in attendance: L. McKinlay, M. Hentz, P. Tiessen, H. Aerts, C. Cowell, S. Emons, and S. Hipple. T. Thompson, A. Finn, R. Leatham and J. Wright were unable to attend the meeting.

#### 1. First Nations Acknowledgment

M. Peacock read the First Nations acknowledgement.

#### 2. Call to Order

Vice Chair, Linda McKinlay called the meeting to order.

#### 3. Adoption of Agenda

**BD-2021-41 P. Tiessen – S. Hipple**

Moved that the agenda be adopted with the inclusion of Correspondence Item 11.3) Jim Crane – Crane Family Tree.

CARRIED

#### 4. Disclosures of Conflicts of Interest

None Declared.

#### 5. Approval of Previous Meeting Minutes

**BD-2021-42 C. Cowell – M. Hentz**

Moved that the Board of Directors remote meeting minutes of August 19, 2021 be approved.

CARRIED

#### 6. Business Arising from the Minutes

None Declared.

## 7. Presentations

### 7.1) Technical Report - Ice Guideline for Docks

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

### 7.2) Draft Lower Thames River Dock Policy

Valerie Towsley provided 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 provided a power point presentation on the Overview CA Act Phase 1 Regulations and Next Steps.

**BD-2021-43 S. Emons – M. Hentz**

**Moved that the Board of Directors receive presentations 7.1) to 7.3).**

CARRIED

## 8. New Business

### 8.1) Draft LTVCA Dock Policy – Lower Thames River

**BD-2021-44 C. Cowell – S. Hipple**

**Moved 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.**

CARRIED

### 8.2) 2022 Preliminary Budget Preparation Report

Todd Casier provided a power point presentation summarizing points 8.2) and 8.3).

**BD-2021-45 M. Hentz – S. Emons**

**Moved 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.**

CARRIED

### 8.3) 2022 Draft Preliminary Budget Report

**BD-2021-46 P. Tiessen – M. Hentz**

**Moved 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.**

CARRIED

## 9. Business for Approval

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

**BD-2021-47 C. Cowell – S. Emons**

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

CARRIED

### 9.2) Draft LTVCA Vaccination Policy

Mark Peacock provided a power point presentation on the draft LTVCA Vaccination Policy.

**BD-2021- P. Tiessen – no seconder**

**Moved that LTVCA Administration approve and implement a vaccination policy for employees.**

MOTION FAILED

**BD-2021-48 C. Colwell – S. Emons**

**Moved that the LTVCA Vaccination Policy for employees and Board of Directors be approved and implemented as detailed in the Policy.**

CARRIED

### 9.3) Hydro One and CA Permits – LTVCA Fee Schedule

**BD-2021-49 P. Tiessen – S. Hipple**

**Moved 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.**

CARRIED

### 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

**BD-2021-50 H. Aerts – P. Tiessen**

**Moved that the Ice Guideline for Docks in the Lower Thames River, G. Comfort, October 21, 2021 be approved and implemented as an element of the LTVCA Dock Policy – Lower Thames River.**

CARRIED

**10. New Business**

**10.1) CAO's Report**

**BD-2021-51 M. Hentz – P. Tiessen**

**Moved that the CAO / Secretary Treasurer Report be received for information.**

CARRIED

- 10.2) Water Management
- 10.3) Source Water Protection Update
- 10.4) Planning and Regulations
- 10.5) Conservation Area Lands
- 10.6) Conservation Services
- 10.7) Communications, Outreach and Education
- 10.8) Executive Committee Minutes – July 16, 2021
- 10.9) Executive Committee Minutes – September 30, 2021
- 10.10) Ska-Nah-Doht Village Committee Minutes – September 16, 2021
- 10.11) Joint Health & Safety Committee Minutes – September 1, 2021
- 10.12) Wheatley Two Creeks Association Minutes – August 5, 2021
- 10.13) Wheatley Two Creeks Association Minutes – September 2, 2021

**BD-2021-52 C. Cowell – S. Emons**

**Moved that New Business items 10.2) to 10.13) be received for information.**

CARRIED

**11. Correspondence**

- 11.1) Chatham-Kent 2022 Budget Request
- 11.2) Lower Thames Valley Conservation Foundation
- 11.3) Jim Crane – Crane Family Tree

**BD-2021-53 P. Tiessen – S. Emons**

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

CARRIED

**12. Other Business**

None noted.

13. Adjournment

BD-2021-54 C. Cowell – P. Tiessen

Moved that the meeting be adjourned.

CARRIED

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Linda McKinlay  
Vice Chair

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

# 7. Business for Approval

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## 7.1) Funding for the Indigenous Community Education Centre

Date: November 01, 2021  
Memo to: LTVCA Board of Directors  
Subject: Funding for the Indigenous Community Education Centre Report  
From: Mark Peacock, P. Eng., C.A.O. / Secretary Treasurer

### Application for Indigenous Community Education Centre

#### Original Proposal

The LTVCA has applied for funding from the federal government to expand the Resource Centre at the Longwoods Road Conservation Area. The proposal would see a 2000 sq ft hall added to the existing building (the Indigenous Community Education Centre). This expansion is consistent with the Longwoods Road Feasibility and Visioning Reports approved by the Board of Directors. The original application was for a \$790,000.00 project. The elements of the project included the new hall, upgraded sewage system, new windows for the existing building and the installation of a wheelchair accessible washroom in the existing building that would service the new hall. Funding in the application included \$750,000.00 cash from the federal government and \$40,000 in-kind engineering and project management services. Of this work \$50,000 in new windows for the existing building would have been required immediately (even without the grant) due to the deteriorating condition of the existing windows.

#### Original Indigenous Community Education Centre-Budget

<u>item/description</u>	<u>Cost</u>
Replace existing windows at Resource Centre	\$50,000
Update/Enlarge septic system	\$30,000
Build wheelchair accessible washroom	\$20,000
Construct 2000 sqft addition @ \$300/sqft	\$600,000
Architectural /Structural/Mechanical/Civil Engineering	\$50,000



<u>sub-total</u>	<u>\$750,000</u>
<u>In-Kind</u>	
Civil Engineering (in house staff)	\$10,000
Permits/Servicing	\$10,000
Feasibility Study/Consultants (completed 2019)	\$90,042
Project Management (in house staff)	\$20,000
<u>sub-total</u>	<u>\$130,042</u>
<u>Larger Project Costs not Eligible to be considered in Grant</u>	<u>\$90,042</u>
<u>Total original project for Grant Application</u>	<u>\$790,000</u>

#### Additional Foundation Project

It was envisioned that in the future, as funds were raised by the Lower Thames Valley Conservation Foundation that a wheelchair accessible walkway, storage room and kitchen would be built in the existing building to service the new hall. The existing building would have furnaces replaced and a new roof installed. Additionally, funds would be raised to purchase furnishings and equipment for the kitchen, storage room and hall. This additional work would cost approximately \$220,000, which would include \$16,000 of in-kind support (landscape construction, and engineering support) and \$204,000 cash raised by the Foundation.

#### Indigenous Community Education Centre Additional Foundation Budget

<u>item/description</u>	<u>Cost</u>
Replace existing roofing on Resource Centre	\$12,000
Update/Upgrade Existing Heating Cooling System	\$25,000
Build wheelchair accessible Walkway (materials)	\$6,000

Construct Kitchen, and furnish kitchen and store room	\$130,000
Furnishing for Hall including tables and chairs	\$31,000
<b>sub-total</b>	<b>\$204,000</b>
<i>In-Kind</i>	
Engineering/ Project Management (in house staff)	\$10,000
Construction of Wheelchair Accessible walkway by LTVCA staff	\$6,000
<b>In-Kind Sub-total:</b>	<b>\$16,000</b>
Summary:	
<b>Total Additional Foundation Project valued at:</b>	<b>\$220,00</b>
<b>Total Original Proposal valued at:</b>	<b>\$790,000</b>
<b>Total new expanded project for Grant Application</b>	<b>\$1,010,000</b>

#### Impact of Project on Current Asset Lifecycle Costs

Included in the project are a number of elements that will require funding from reserves held for asset management. These costs, that will be incurred in the near future include:

##### Resource Centre Asset Management Costs

1. replacement of windows	\$50,000
2. replacement of roofing	\$12,000
3. Upgrade heating and cooling systems	\$24,000
4. Construction of Wheelchair Accessible Walkway	\$12,000
<b>Total Cost of maintaining existing assets:</b>	<b>\$98,000</b>

### **Preliminary Federal Government Review**

During the preliminary review of the application, the federal government has asked that the project include 25% support, or a minimum of \$250,000 for it to consider the funding of \$750,000. By adding the additional work of the Foundation Project, the overall project expands from \$790,000 to at total cost of \$1,010,000 and meets the requirement to the federal government regarding matching support. In order to further the application, LTVCA staff wish to confirm with the federal government that the \$204,000 cash required from the Foundation is secure.

### **Request from Board**

It is requested that the Board of Directors pass a motion to fund the proposed project from reserves to a maximum of \$204,000. This funding would only be necessary should the Foundation not be able to raise funding for its share of the project. The funds being committed would be \$204,000 less whatever is raised by the Foundation by the time the federal government needs confirmation of all funding. It is felt that a resolution confirming these funds would significantly improve the chances of LTVCA receiving the proposed grant.

### **Recommendation:**

**That** the Lower Thames Valley Conservation Authority Board of Directors authorizes the removal of up to \$204,000 from reserves for the funding of the Indigenous Community Education Centre should it be required.

**And further, that** these funds are to offset any funding not raised by the Lower Thames Valley Conservation Foundation required to provide a 25% match to federal funding for this project.

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

1. Strengthen and Increase Collaboration with Community Stakeholders

Respectfully Submitted

Randall Van Wagner,  
Manager, Conservation Lands and Services

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

## Appendix A

### Additional Information:

#### Background Details of Project / Impact of the Project taken from the Project Application

The project will create an Indigenous Community Education Centre addition to the Longwoods Road Resource Centre Museum. Local schools/groups/families and tourists from around the world experience our environment, through a unique blend of programs combining traditional ecological knowledge and western science. Featured onsite, Ska-Nah-Doht Village interprets the Haudenosaunee-People of the Longhouse. With an addition of a Community meeting space, groups can collaborate on new environmental initiatives. It will provide a welcoming area for people to learn about the past and better communicate towards future endeavours. In the Lower Thames watershed, there are 4 Indigenous communities: Oneida Nation of the Thames, Munsee-Delaware Nation, Chippewas of the Thames First Nation and Delaware Nation. The proposed Indigenous Community Education Centre will be unique to Southern Ontario and provide an inclusive space for the public, staff and our Indigenous partners to gather, share and learn.

The LTVCA conducted a feasibility study in 2019 for the Longwoods Resource Centre. Through this consultation process we reached out to our Indigenous neighbours, surveyed general public and conducted presentations to our Board of Directors and other community groups to engage surrounding stakeholder's interest in the project. The results of the feasibility study indicate that the current facility is dated, needs an upgrade and suggests several options for the future. The LTVCA works closely with 4 Indigenous communities in Thames River watershed. We currently share staff with Oneida of the Thames First Nation that work directly at this site. LTVCA actively assists these communities and have planted over 20,000 trees, restored 20 acres of Tall Grass Prairie and excavated 3 new wetlands. This project will create a common gathering centre for the 4 nations who have long standing associations with the Resource Centre. (Nations donated 3 historic cabins on site.)

We have already reached out to all 4 Indigenous communities to gauge their interest in this project. We have received positive support as indicated in the attached support letters. This project was proposed by First Nation individuals and staff during consultation undertaken during the LTVCA Visioning exercise.

The addition of an Indigenous Community Education Centre will improve the existing Museum space with a unique, multipurpose facility in high demand for gatherings, weddings, seminars, education programs, meetings, symposiums and special Indigenous events. This was a need highlighted in the Feasibility Study. Events will be expanded/introduced to this new indoor space. More programming and attracting newcomers and Indigenous communities is priority. The addition will allow for such expansion and invite groups to experience Longwoods Road Conservation Area and the Ska-Nah-Doht Village. Youth groups and day camp programming will grow. Digital presentations, guest speakers on current environmental and Indigenous subjects will be welcomed. More people will be engaged on the history and culture of the area through new activities involving Indigenous art, dance and music staged inside the new facility. A newly

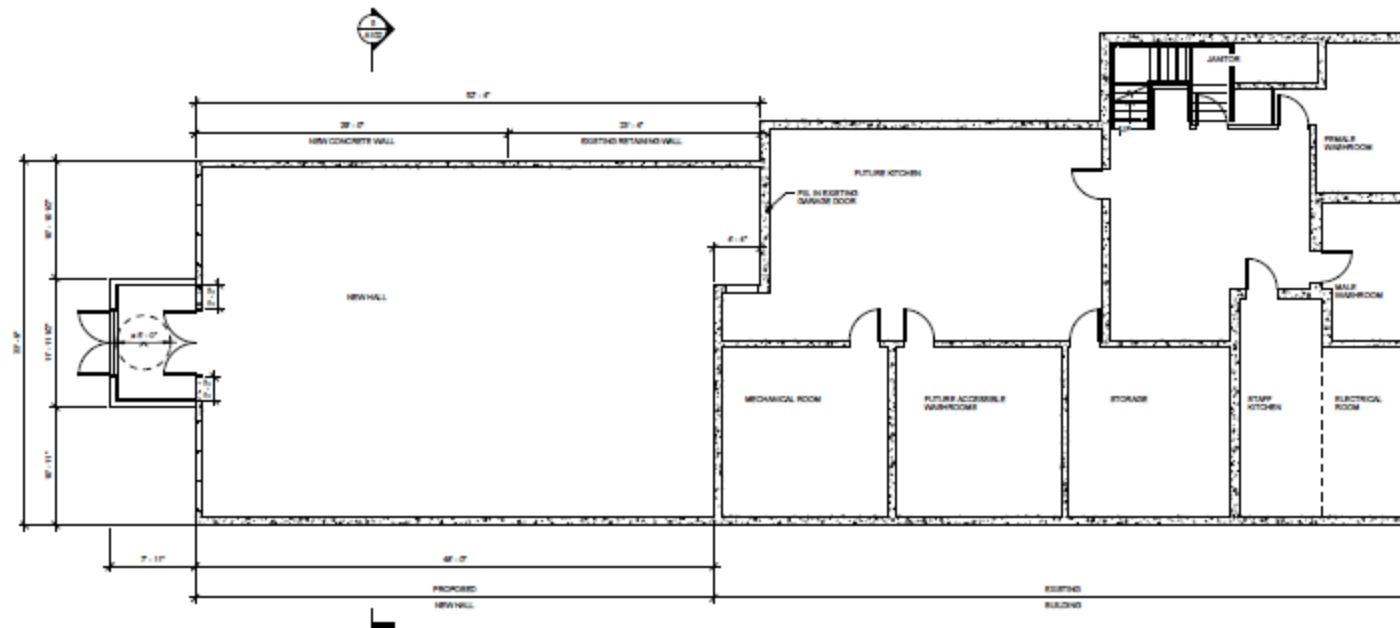


developed corporate team building and Indigenous awareness program will have a much needed indoor space to use. The addition will be promoted and advertised as a unique event venue that can be coupled with onsite programming. There will be access to the outdoors to allow transition easily to nature. Revenue generated will flow directly back to the site for maintenance. It will be designed to allow for post-COVID-19 health and safety including ample space for disabled users. Current program will be expanded to include elements of truth and reconciliation for groups of all ages

Longwoods Road Conservation Area already provides our surrounding communities with opportunities for learning about our environment, traditional ecological knowledge and provides accessible access to natural ravines set in a beautiful Carolinian Forest. The Carey Carolinian Arboretum engages the public about the importance of our native plant communities and conserving these natural spaces. This expansion and the creation of an Indigenous Community Education Centre will continue to promote the conservation ethic, promote recycling and waste management and be a regional draw for residents, visitors, schools and practitioners. Users will leave with a greater understanding of our past and an enriched comprehension of our surrounding environment, the issues we are faced with and the tools and programs to protect our vitally important watershed. Important and unique to this site is the mixing of science with traditional Indigenous Knowledge.

## **Appendix B**

### **Conceptual Drawing of Indigenous Community Education Centre**



① BASEMENT  
3/16" = 1'-0"

**Springwater**  
Engineering Limited  
24 Parkside Drive  
Brampton, ON L6M 1W6  
Tel: (905) 721-7226

No.	DATE	REVISION
1	JAN 15, 2021	FLOOR PLAN REVIEW

SEAL:

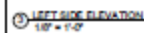
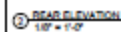
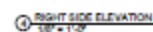
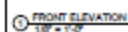
ALL DIMENSIONS SHALL BE VERIFIED BY THE CONTRACTOR IN THE COURSE OF WORK. REPORT ANY DISCREPANCIES OR OMISSIONS PRIOR TO COMMENCEMENT OF WORK.  
DO NOT SCALE DRAWINGS

CLIENT: Lower Thames Valley Conservation Authority  
PROJECT: BUILDING ADDITION

LOCATION: 8348 Longwoods Road – Mount Brydges

DRAWING: BASEMENT PLAN

Drawn by: BVS  
Date: JULY 14, 2021  
Scale: 3/16" = 1'-0"  
DWG No: **A101**  
Job#: 1170

3



**Springwater**  
Engineering Limited  
24 Parkside Drive  
Brampton, ON L6Y 1W9  
Tel: (705) 721-7228

No.	DATE	REVISION
1	JULY 14, 2021	FLOOD PLAN REVIEW

SEAL:

ALL DIMENSIONS SHALL BE VERIFIED BY THE CONTRACTOR IN THE COURSE OF WORK. REPORT ANY DISCREPANCIES OR OMISSIONS PRIOR TO COMMENCEMENT OF WORK.  
DO NOT SCALE DRAWINGS

CLIENT:  
**Lower Thames Valley Conservation Authority**  
PROJECT:  
**BUILDING ADDITION**

LOCATION:  
**8348 Longwoods Road – Mount Brydges**

DRAWING:  
**RENDERINGS**

Drawn by: BVS  
Date: JULY 14, 2021  
Scale:  
DWG No:  
**A103**  
Job#: 1170





**Springwater**  
Engineering Limited  
24 Parkside Drive  
Brampton, ON L6Y 1W0  
Tel: (705) 721-7228

No.	DATE	REVISION
1	AUG 15, 2021	FLOOR PLAN REVIEW

SCALE:

ALL DIMENSIONS SHALL BE VERIFIED BY THE CONTRACTOR IN THE COURSE OF WORK. REPORT ANY DISCREPANCIES OR OMISSIONS PRIOR TO COMMENCEMENT OF WORK.  
DO NOT SCALE DRAWINGS

CLIENT:  
**Lower Thames Valley Conservation Authority**  
PROJECT:  
**BUILDING ADDITION**

LOCATION:  
**8348 Longwoods Road – Mount Brydges**

DRAWING:  
**RENDERINGS**

Drawn by: Author  
Date: JULY 14, 2021  
Scale:  
DWG No:  
**A104**

JOB# 1170

## 8. Correspondence

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None

## 9. Other Business

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## 10. Adjournment

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