



# Board of Directors Meeting

## A G E N D A

October 26, 2023  
2:00 p.m.

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# 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 Meeting Minutes August 17, 2023



## Board of Directors Meeting

### *DRAFT MINUTES*

The meeting of the Lower Thames Valley Conservation Authority's Board of Directors was held in person and remotely via the LTVCA's Administration Office at 100 Thames Street, Chatham, at 2:00 P.M. on Thursday, August 17, 2023. The following directors were in attendance: S. Emons, K. Loveland, P. Tiessen, L. Vogler, H. Aerts, R. Leatham, A. Finn, T. Thompson and P. Van Meerbergen. M. Vink, S. Hipple and M. Bondy sent their regrets.

#### 1. First Nations Acknowledgment

Mark Peacock read the First Nations acknowledgement.

#### 2. Call to Order

#### 3. Adoption of Agenda

**BD-2023-31 L. Vogler – R. Leatham**

Moved that the agenda be adopted.

CARRIED

#### 4. Disclosures of Conflicts of Interest

None Declared.

#### 5. Approval of Previous Meeting Minutes

**BD-2023-32 P. Tiessen – K. Loveland**

Moved that the Board of Directors meeting minutes of June 15, 2023 be approved.

CARRIED

#### 6. Business Arising from the Minutes

None declared.

#### 7. Delegation

7.1) Mr. Jim Crane Re: Crane Conservation Area sale

Mr. Crane presented a detailed history of the Crane Conservation Area. This included previous owners, conditions for donation and the involvement of his family in the land transfers. Mr. Crane expressed his concern regarding the LTVCA sale of the area. He requested that staff work with him and the current owner to plant 2,500 Carolinian species trees on the site.

8. Presentation

8.1) LTVCA Multi Year Budget

**BD-2023-33 P. Tiessen – L. Vogler**

**Moved that the Board of Directors receive presentation 8.1).**

CARRIED

9. New Business

None noted.

10. Business for Approval

10.1) Income and Expenditure vs Budget to June 30, 2023

**BD-2023-34 K. Loveland – H. Aerts**

**Moved that the Board of Directors receives the Budget vs Revenue and Expenditures report for the period ended June 30, 2023.**

CARRIED

10.2) 2024 Preliminary Budget Preparation and Assumptions Report

**BD-2023-35 P. Tiessen – L. Vogler**

**Moved that the Board approve the budget assumption of a 5% general levy increase, and That staff bring the preliminary 2024 budget to the October meeting for review and approval.**

CARRIED

10.3) Municipal / LTVCA Category Agreements

**BD-2023-36 K. Loveland – R. Leatham**

**Moved that the Board of Directors endorse the Chair and CAO signing of the Category Agreement received from the Municipality of Dutton Dunwich, the Municipality of West Elgin, the Township of Southwold and the Municipality of Middlesex Centre; and that the Agreements be posted on the Governance section of the LTVCA's website.**

CARRIED

11. Business for Information

11.1) C.A.O.'s Report

**BD-2023-37 L. Vogler – P. Tiessen**

Moved that the C.A.O. / Secretary Treasurer report be received for information.

CARRIED

11.2) Water Management

11.3) Planning and Regulations

11.4) Conservation Area Lands

11.5) Conservation Services

11.6) Communications, Outreach and Education

11.7) Wheatley Two Creeks Association Minutes - June 1, 2023

11.8) Wheatley Two Creeks Association Minutes - June 29, 2023

**BD-2023-38 R. Leatham – H. Aerts**

Moved that New Business items 11.2) to 11.8) be received for information.

CARRIED

12. Correspondence

12.1) Ministry of Environment, Conservation and Parks to Thames-Sydenham Conservation Authorities and Protection Committee

12.2) Conservation Ontario's Comments on the Review of proposed policies adapted from A Place to Grow and Provincial Policy Statement to form a new provincial planning policy instrument

12.3) MVCA's comments on the Review of proposed policies adapted from A Place to Grow and Provincial Policy Statement to form a new provincial planning policy instrument

**BD-2023-39 T. Thompson – A. Finn**

Moved that Correspondence items 12.1) to 12.3) be received for information.

CARRIED

13. In Camera Session

**BD-2023-40 K. Loveland – P. Tiessen**

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

CARRIED

**BD-2023-41 R. Leatham – H. Aerts**

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

CARRIED

**BD-2023-42 L. Vogler – P. Tiessen**

Be it Resolved: That the Board of Directors authorize the Chair to sign a 5 year contract with the CAO / Secretary-Treasurer based on the conditions as reviewed in the in camera portion of this meeting.

CARRIED

14 Other Business

None noted.

15. Adjournment

**BD-2023-43 H. Aerts – L. Vogler**

Moved that the meeting be adjourned.

CARRIED

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Sarah Emons  
Chair

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



## 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 2:30 P.M. on Monday, September 18, 2023. The following directors were in attendance: S. Emons, K. Loveland, P. Tiessen, L. Vogler, H. Aerts, A. Finn, P. Van Meerbergen, and S. Hipple.

#### 1. First Nations Acknowledgment

Mark Peacock read the First Nations acknowledgement.

#### 2. Call to Order

#### 3. Adoption of Agenda

BD-2023-44 P. Tiessen – L. Vogler

Moved that the agenda be adopted.

CARRIED

#### 4. Disclosures of Conflicts of Interest

None Declared.

#### 5. Business for Approval

##### 5.1) Longwoods Road Resource Centre Revitalization and Indigenous Education Centre – Tender Results

Staff provided a presentation and report with the results of the tender process. Five tenders were received and a complete review of all tenders has been completed by staff. The lowest tender is being recommended for approval. Staff reviewed the financial implications of this approval and the progress of fundraising to date. Finally, the presentation provided a timeline for completion of this phase of the project (Feb 28, 2024) which will meet the completion target required by the federal funding agreement. The board asked questions about the allocation of funds in the project from reserves and details were provided.

**BD-2023-45 L. Vogler – S. Hipple**

Be it Resolved That:

The tender of Indigenous Community Education Centre / Resource Centre Revitalization Capital Project be awarded to Tradition Construction for a total value of \$1,004,030.08 (plus HST),

And that the CAO and Chair be authorized to sign tender documents in this award.

CARRIED

6. Adjournment

**BD-2023-46 P. Tiessen – A. Finn**

Moved that the meeting be adjourned.

CARRIED

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Sarah Emons  
Chair

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



# 7. Presentations

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## 7.1) Draft 2024 LTVCA Budget

Mark Peacock and Todd Casier will provide a presentation on the Draft 2024 LTVCA Budget.

## 7.2) LTVCA Gifting Policies

Mark Peacock will provide a report on LTVCA Gifting Policies.

# 9. Business for Approval

## 9.1) Income and Expenditure vs Budget to August 31, 2023

Date: October 26, 2023  
 Memo to: LTVCA Board of Directors  
 Subject: **Income and Expenditure vs Budget to August 31, 2023**  
 From: Todd Casier, CPA, CA, Manager, Corporate Services

### **Background:**

Review the 2023 Budget to the Revenue and Expenditures for the 8 months ended August 31, 2023.

REVENUE	2023 BUDGET	2023 BUDGET AUG PROJECTED		2023 ACTUAL TO AUG 31	\$ VARIANCE TO PROJECTED
GRANTS	1,665,079	1,123,386	*	1,455,234	331,848
GENERAL LEVY	1,581,955	1,581,955	^	1,581,955	0
DIRECT SPECIAL BENEFIT	205,000	205,000	^	205,000	0
GENERAL REVENUES	748,450	485,633	*	723,160	237,527
FOUNDATION GRANTS & REVENUES	0	0	*	0	0
RESERVES	0	0	*	0	0
<b>CASH FUNDING</b>	<b>4,200,484</b>	<b>3,395,974</b>		<b>3,965,349</b>	<b>569,375</b>
OTHER	0	0		0	0
<b>TOTAL FUNDING</b>	<b>4,200,484</b>	<b>3,395,974</b>		<b>3,965,349</b>	<b>569,375</b>

\*-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 grants including a grant for a Resource Centre Rebuild and Elevator, Conservation Area house repairs and CM Wilson Learning Centre Indigenous Educator, Species at Risk and partially off-set by a reduction in the Provincial Water Quality Grant.

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, spent funds for grant programs not invoiced are set-up as receivables and added to grant income, 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 as of August 9, 2023.

General Revenue is above budget due to the following factors:

- Conservation Areas is above budget due to receiving seasonal camping revenue, Conservation Education and Ska-Nah-Doht Village are above budget due to returning schools and year-end trips, Conservation Services and Chatham Kent Greening Project are above budget as tree planting is done and landowners have been billed and interest income is above budget due to increased interest rates.

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 accounts at year-end if expenses are greater than revenues.

EXPENSES	2023 BUDGET	2023 BUDGET AUG PROJECTED	2023 ACTUAL TO AUG 31	\$ VARIANCE TO PROJECTED
<b>WATER MANAGEMENT</b>				
FLOOD CONTROL STRUCTURES	187,142	124,762	151,540	26,778
EROSION CONTROL STRUCTURES	9	6	12	6
FLOOD FORECASTING AND WARNING	132,280	88,186	64,568	(23,618)
TECHNICAL STUDIES	179,707	119,805	93,149	(26,656)
PLANNING & REGULATIONS	485,409	323,606	299,171	(24,435)
WATERSHED MONITORING (PGMN)	205,315	136,876	69,932	(66,944)
SOURCE PROTECTION	30,519	20,346	13,751	(6,595)
THAMES MOUTH DEBRIS REMOVAL	0	0	0	0
<b>Water Management Subtotal</b>	<b>1,220,381</b>	<b>813,587</b>	<b>692,123</b>	<b>(121,464)</b>
<b>CONSERVATION &amp; RECREATION PROPERTIES</b>				
<b>CONSERVATION AREAS</b>	<b>712,741</b>	<b>475,161</b>	<b>632,114</b>	<b>156,953</b>
<b>COMMUNITY RELATIONS AND EDUCATION</b>				
COMMUNITY RELATIONS	185,449	123,632	64,006	(59,626)
CONSERVATION EDUCATION	33,941	22,627	39,505	16,878
SKA-NAH-DOHT VILLAGE	145,817	97,211	70,820	(26,391)
<b>Community Relations &amp; Education Subtotal</b>	<b>365,207</b>	<b>243,470</b>	<b>174,331</b>	<b>(69,139)</b>
<b>CONSERVATION SERVICES/STEWARDSHIP</b>				
CONSERVATION SERVICES (FORESTRY)	174,493	116,329	115,399	(930)
CHATHAM-KENT GREENING PROJECT	522,336	348,224	337,885	(10,339)
PHOSPHORUS REDUCTION	1,077,985	718,657	561,001	(157,656)
SPECIES AT RISK	127,341	84,894	229,535	144,641
<b>Conservation Services/Stewardship Subtotal</b>	<b>1,902,155</b>	<b>1,268,104</b>	<b>1,243,820</b>	<b>(24,284)</b>
<b>CAPITAL/MISCELLANEOUS</b>				
ADMINISTRATION BUILDING REPAIRS/UPGRADES	0	0	0	0
UNION GAS CENTENNIAL PROJECT	0	0	0	0
EMPLOYMENT PROGRAMS (FED/PROV)	0	0	0	0
<b>Capital/Miscellaneous Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>4,200,484</b>	<b>2,800,322</b>	<b>2,742,388</b>	<b>(57,934)</b>

### *Water Management*

Flood Control Structures is above budget due to operation of the dam and pumps and maintenance on the channel, control building and pumps.

Flood Forecasting and Warning expenses are below budget due to several large annual invoices received later in the year and time spent on Flood Control Structures versus Flood Forecasting.

Technical Studies are below budget due to applicable staff spending increased time on regulations.

Planning and Regulations is below budget due to one employee resigning and one employee on leave.

Watershed Monitoring is below budget due to not receiving a Provincial Water Quality Grant in the current year and the offsetting reduction in expenses.

Source Protection is below budget due to timing of when staff bill time to this program.

### *Conservation Areas*

Conservation area expenses are above budget due the costs of opening of the Conservation Area campgrounds, work on the Resource Centre and repairs to Conservation area houses.

### *Community Relations and Education*

Community Relations and SKA-NAH-DOHT Museum and Village are below budget due to the replacement of a senior staff and seasonal nature of large activities in these programs. Conservation Education is above budget due to the establishment of the CM Wilson Learning Centre.

### *Conservation Services/Stewardship*

Conservation Services (Forestry) and Chatham-Kent Greening expenses are comparable to budget.

Phosphorous Reduction is below budget mostly due to the Environment Canada-Lower Thames Cover Crop Program support payments (\$140K) not being paid until year-end.

Species at Risk is above budget due to large March 31 year-end budget expenditures for the Federal Government 2022-2023 year funding and additional funding received and the related expenses.

### *Capital/Miscellaneous*

No Capital/Miscellaneous expenses to date.

### **Summary:**

	2023 BUDGET	2023 BUDGET AUG PROJECTED	2023 ACTUAL TO AUG 31	\$ VARIANCE TO PROJECTED
TOTAL CASH FUNDING	4,200,484	3,395,974	3,965,349	569,375
TOTAL EXPENDITURES	4,200,484	2,800,322	2,742,388	(57,934)
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>0</b>	<b>595,652</b>	<b>1,222,961</b>	<b>627,309</b>
LESS: ACQUISITION OF CAPITAL ASSET	0	0		0
<b>NET CASH FUNDING SURPLUS (DEFICIT)</b>	<b>0</b>	<b>595,652</b>	<b>1,222,961</b>	<b>627,309</b>

At August 31, 2023, LTVCA's operating surplus is favourable due to increased grant and general revenue over budget and some positions not being filled for the full year.

Note: The difference between the projected budget funding and projected budget expenditures is due to the recognition of the annual 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, 2023.

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

4. Improve Transparency and Understanding of Financial Statements

Respectfully Submitted

Todd Casier, CPA, CA  
Manager, Corporate Services

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

## 9.2) 2024 Preliminary Budget Report

Date: October 26, 2023

Memo to: LTVCA Board of Directors

Subject: Preliminary Budget Report

From: Todd Casier, Manager, Corporate Services  
Mark Peacock, P. Eng., C.A.O. / Secretary Treasurer

### **Background:**

In its meeting of August 2023, the Board of Directors of the Lower Thames Valley Conservation Authority was presented with the 2024 preliminary budget assumptions. The Board approved the assumptions and directed staff to prepare the 2024 preliminary budget based on these assumptions and bring it to the October meeting.

As part of the Strategic Plan, staff have been directed to develop an Asset Management Plan. This plan will likely result in significant levy increases as reserves are to be generated to address capital asset repair and replacement. As a first step into the plan, in 2019 to 2023 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 2024 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 2024 are listed below. The more significant negative and positive impacts to the budget are as follows: (numbers rounded to the nearest \$100)

	<b>Negative impacts on Budget</b>	Difference to Prior Year Budget
1	6.8% COLA (2022 CPI) (To maintain current programs)	-\$163,200.00
2	Merit Increase (To maintain current programs)	-\$49,300.00
3	Mandatory Employer Related Cost Increases (To maintain current programs)	-\$10,900.00
	Total Negative Impact on Budget	-\$223,400.00
	<b>Positive Impacts on Budget</b>	
1	Increased Interest Income	\$50,000.00
2	Other cost savings and Increased Revenue	\$94,300.00
	Total Positive Impacts on Budget	\$144,300.00
	Net Change	-\$79,100.00
	General Levy Increase	\$79,100.00
	Total Change	\$0.00

Note: Capital items in budget are noted below:

Capital Items Accounted for in Budget:

Cost	Description	Reason For Expenditures
\$ 20,000.00	One new vehicle (trucks/vans)	replacing one vehicle 15+ yrs old
\$ 6,500.00	Computer equipment and infrastructure	Continue updating aging computers and IT infrastructure through out the organization
\$ 26,500.00	Total	

Note: Due to the major rebuild/expansion of the Longwoods Road Resource Centre nearly all efforts in capital improvements will be confined to this project.

**2023 Budget**

The LTVCA Board approved a 2023 budget of \$4,200,484, resulting in a general levy of \$1,581,955 plus a special levy of \$205,000 for Chatham-Kent for Flood Control Structures and the Greening Partnership/Natural Heritage Programs.

**Proposed 2024 Budget**

For 2024, the preliminary balanced budget of \$4,356,094 requires a general levy of \$1,661,053, an increase of \$79,098 over the 2023 general levy, or 5.00% (Chatham-Kent's special benefiting levy remaining at \$205,000). The total municipal levy for 2024 is \$1,866,053. As in previous years, the annual adjustment to each municipality's assessment within the watershed varies, the resulting change in the levy ranging from 3.05% to 6.65%. 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 \$2,490,041 or 57.2% of total program revenues. Such funds are required for a number of programs, the most variable of which is the Conservation Services/Stewardship programs, 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 2024 preliminary budget totalling \$4,356,094 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 2024 Budget be brought to the Annual Meeting of the Authority in 2024 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, Manager, Corporate Services

Reviewed by:

Mark Peacock, P. Eng.

CAO / Secretary-Treasurer

**Lower Thames Valley Conservation Authority**  
2024 PRELIMINARY BUDGET

Object	COMBINED		CATEGORY 1		CATEGORY 2		CATEGORY 3	
	2023 Budget	2024 Budget	2023 Budget	2024 Budget	2023 Budget	2024 Budget	2023 Budget	2024 Budget
<b>Expenditures</b>								
FLOOD CONTROL STRUCTURES	164,093	173,809	164,093	173,809	-	-	-	-
EROSION CONTROL STRUCTURES	8	10	8	10	-	-	-	-
FLOOD FORECASTING AND WARNING	115,987	108,545	115,987	108,545	-	-	-	-
TECHNICAL STUDIES	157,574	102,887	157,574	102,887	-	-	-	-
PLANNING & REGULATIONS	425,625	388,983	425,625	388,983	-	-	-	-
WATERSHED MONITORING	180,027	123,621	175,019	118,571	-	-	5,008	5,050
SOURCE PROTECTION	26,760	23,882	26,760	23,882	-	-	-	-
THAMES MOUTH DEBRIS REMOVAL	-	-	-	-	-	-	-	-
CONSERVATION AREAS	624,957	674,081	485,693	510,591	-	-	139,264	163,490
COMMUNITY RELATIONS	162,608	142,735	162,608	142,735	-	-	-	-
CONSERVATION EDUCATION	29,760	113,297	-	-	-	-	29,760	113,297
SKA-NAH-DOHT VILLAGE	127,858	124,702	-	-	-	-	127,858	124,702
CONSERVATION SERVICES (FORESTRY)	153,002	172,398	-	-	-	-	153,002	172,398
CHATHAM-KENT GREENING PROJECT	458,003	517,898	-	-	80,000	80,000	378,003	437,898
PHOSPHORUS REDUCTION	945,217	923,336	-	-	-	-	945,217	923,336
SPECIES AT RISK	111,658	171,028	-	-	-	-	111,658	171,028
ADMINISTRATION	517,347	599,082	517,347	599,082	-	-	-	-
ASSET MANAGEMENT	-	-	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-	-	-
Recovered Expenses	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>4,200,484</b>	<b>4,356,094</b>	<b>2,230,714</b>	<b>2,164,895</b>	<b>80,000</b>	<b>80,000</b>	<b>1,889,770</b>	<b>2,111,199</b>
<b>Revenues</b>								
Other Taxation	-	-	-	-	-	-	-	-
Government Grants & Subsidies	(1,665,079)	(1,468,581)	(329,467)	(217,485)	-	-	(1,335,612)	(1,251,096)
User Fees	(748,450)	(1,021,460)	(309,400)	(297,150)	-	-	(439,050)	(724,310)
Other Municipal Revenues	(205,000)	(205,000)	(125,000)	(125,000)	(80,000)	(80,000)	-	-
<b>Total Revenues</b>	<b>(2,618,529)</b>	<b>(2,695,041)</b>	<b>(763,867)</b>	<b>(639,635)</b>	<b>(80,000)</b>	<b>(80,000)</b>	<b>(1,774,662)</b>	<b>(1,975,406)</b>
<b>Total Net Budget</b>	<b>1,581,955</b>	<b>1,661,053</b>	<b>1,466,847</b>	<b>1,525,260</b>	<b>-</b>	<b>-</b>	<b>115,108</b>	<b>135,793</b>
<b>Net Inc. / (Dec.) \$</b>		<b>79,098</b>						
<b>Net Inc. / (Dec.) %</b>	<b>0</b>	<b>5.0%</b>						



LOWER THAMES VALLEY CONSERVATION AUTHORITY

Levy for 2024 using Modified CVA

	Current Value Assessment (Modified CVA)	% of Levy	C-K Flood Control, Greening Levy 2024	Non- Matching Levy 2024	Matching Levy 2024	Total General Levy 2024	Total Municipal Levy 2024	Total Municipal Levy 2023	\$ Change from 2023 Levy	% Change from 2023
Dutton-Dunwich M	554,180,029	3.6831%	0	58,684	3,027	61,711	61,711	58,265	3,446	5.91%
Southwold Tp	172,076,120	1.1436%	0	18,310	944	19,254	19,254	18,092	1,162	6.42%
West Elgin M	646,846,548	4.2989%	0	67,252	3,469	70,721	70,721	68,007	2,714	3.99%
Lakeshore M	1,434,366,637	9.5328%	0	151,436	7,810	159,246	159,246	150,805	8,441	5.60%
Leamington M	356,697,324	2.3706%	0	38,035	1,961	39,996	39,996	37,502	2,494	6.65%
Chatham-Kent M	8,502,941,863	56.5105%	205,000	890,652	45,935	936,587	1,141,587	1,098,971	42,616	3.88%
London C	1,740,841,749	11.5696%	0	182,975	9,437	192,412	192,412	183,026	9,386	5.13%
Middlesex Centre M	255,957,269	1.7011%	0	27,245	1,405	28,650	28,650	26,910	1,740	6.47%
Southwest Middlesex M	452,526,174	3.0075%	0	46,624	2,405	49,029	49,029	47,577	1,452	3.05%
Strathroy - Caradoc M	930,218,792	6.1822%	0	98,373	5,074	103,447	103,447	97,800	5,647	5.77%
<b>TOTAL</b>	<b>15,046,652,505</b>	<b>100%</b>	<b>\$205,000</b>	<b>\$1,579,586</b>	<b>\$81,467</b>	<b>\$1,661,053</b>	<b>\$1,866,053</b>	<b>\$1,786,955</b>	<b>\$79,098</b>	<b>4.43%</b>

### 9.3) Draft Categories of Programs and Services Agreement and Planning MOUs

Date: October 26, 2023  
 Memo to: LTVCA Board of Directors  
 From: Valerie Towsley, Watershed Resource Planner  
 Subject: Draft Categories of Programs and Services Agreement and Planning MOU's

#### Draft Categories of Programs and Services Agreement

Under Ontario Regulation 687/21 (<https://www.ontario.ca/laws/regulation/210687>) Conservation Authorities are required to enter into an agreement with our member Municipalities in order to levy members for services provided, other than mandatory services. As of January 1, 2024, Conservation Authorities will only be able to levy municipalities for Provincially mandated services unless they have an agreement with their member municipalities regarding additional services.

Meetings with all ten of our member municipalities CAO's and staff have been held. Staff are now attending council meetings for the remaining municipalities that have not yet had the opportunity to review and sign the Agreement. We currently have four Category Agreements signed, with six left to go. See spreadsheet for status of Agreements.

#### CATEGORY AGREEMENT – MEETINGS BEFORE COUNCIL

MUNICIPALITY	DATE AND TIME BEFORE COUNCIL	DATE AND TIME WITH MUNICIPAL STAFF
Southwest Middlesex	October 11, 2023 – 1:30 pm	September 28, 2023 – 1:00 pm
Strathroy-Caradoc	October 16, 2023 – 6:00 pm	September 26, 2023 – 2:00 pm
London	October 17, 2023 – by City staff	Multiple emails by MVP
Leamington	October 24, 2023 – 6:00 pm	August 30, 2023 – 1:00 pm
Chatham-Kent	November 6, 2023 – to be conf.	September 18, 2023
Lakeshore	November 7, 2023 – conf. time	July 12, 2023
Dutton Dunwich	June 15, 2023 – signed	May 24, 2023
West Elgin	June 22, 2023 – signed	May 5, 2023
Southwold	July 10, 2023 – signed	n/a
Middlesex Centre	August 16, 2023 – signed	January 19, 2023

We are looking to have the Categories of Programs and Services Agreement signed by all of our member Municipalities by mid-November, 2023, well ahead of the Provincial time frame. Staff have, and will be, attending all of the council meetings, except London, to speak to the Agreement.

Middlesex Centre approved the Category Agreement at their August 16<sup>th</sup> council meeting, with decisions from Southwest Middlesex, Strathroy-Caradoc and London still pending.

**Recommendation:** That the Board of Directors approve the Chair and CAO signing of the Category Agreement for Middlesex Centre; and that the Agreement be posted on the LTVCA's website.

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

Customer/Stakeholder Objectives

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

Financial Objectives

- 4) Improve Transparency and Understanding of Financial Statements

Capacity Building Objectives

- 12) Strengthen Program Review Policy(s)

Respectfully Submitted:

Valerie Towsley

Watershed Resource Planner

Reviewed By:

Mark Peacock, P. Eng.

C.A.O. / Secretary Treasurer

## 9.4) LTVCA Gifting Policies

Date: October 26, 2023  
Memo to: LTVCA Board of Directors  
Subject: LTVCA Gifting Policies Report  
From: Mark Peacock, P. Eng., C.A.O. / Secretary Treasurer

### Background

The Lower Thames Valley Conservation Foundation is moving forward raising funds for the Longwoods Rd Resource Centre Revitalization and Indigenous Community Learning Centre Capital Project. Their goal is to raise \$1,500,000 over the next year. This goal will allow the construction of the presently approved phase of capital work and an additional second phase. The second phase will be brought to the board for approval once funds have been raised for this project.

In order to raise this money, the Foundation prepared a series of gifting policies. These policies were written by a lawyer on the Foundation Board with experience in gifting law. The draft policies were then reviewed by another lawyer on the Foundation Board. The Foundation approved these policies at their last board meeting.

The LTVCA Gifting Policies provided for approval closely follow these Foundation policies as the Foundation is raising money for an LTVCA project and therefore the policies should be consistent in approach and substance.

A presentation will be provided to the board outlining the elements found within the attached policies. These policies are as follows:

1. General Gift Acceptance Policy
2. Gift of Securities Acceptance Policy
3. Donor Recognition Policy
4. Bequest Gift Acceptance Policy
5. Naming Policy

### Recommended Resolution:

That the Board of Directors approves the following gifting policies:

1. General Gift Acceptance Policy
2. Gift of Securities Acceptance Policy
3. Donor Recognition Policy
4. Bequest Gift Acceptance Policy
5. Naming 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

# DRAFT Gifting Policies of The Lower Thames Valley Conservation Authority

The Authority is deeply grateful for the support it receives. On **day/month/year**, the Board of Directors approved the Authority's gifting policies. **The Lower Thames Valley Conservation Authority (the Authority)** is a registered Canadian charitable organization and is referred to in the text below as the "Authority".

## General Gift Acceptance Policy

### Introduction

The following policies and guidelines are applicable to all fundraising and sponsorship activities undertaken by the **Lower Thames Valley Conservation Authority** and are in accordance with the Canada Revenue Agency (CRA). View the CRA's fundraising guidance here

(<https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/policiesguidance/fundraising-registered-charities-guidance.html>)

(<https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/policiesguidance/fundraising-registered-charities-guidance.html>)

The purpose of this policy is to identify the various types of gifts to The Lower Thames Valley Conservation Authority, the general policies applicable to those gifts and the specific guidelines for gift acceptance.

### General Policy Statement

The Authority seeks outright gifts, gifts-in-kind, future gift commitments and sponsorships that are consistent with its mission and acceptable to Revenue Canada.

Gifts will generally be accepted from individuals, partnerships, corporations, organizations, government agencies or other entities without limitations unless such gifts originate from a source that is inconsistent with the beliefs, values and mission of the Authority.

The Authority accepts gifts in support of its mission, watershed and strategic plans. This policy applies to all fundraising activities of the Authority including endowments, scholarships, planned gifts, campaigns, program-based initiatives, and any arms length bodies conducting fundraising on behalf of the Authority.

### Gift Acceptance

The Lower Thames Valley Conservation Authority encourages and solicits contributions of cash, securities, and personal and real property, either as outright gifts or through planned gift vehicles in accordance with CRA P113 – Gifts and Income Tax 2021 (<https://www.canada.ca/en/revenueagency/services/forms-publications/publications/p113/p113-gifts-income-tax.html>)

Planned gifts include bequests, life insurance policies, charitable trusts and gift annuities.

Gifts shall support the Authority's mission, vision and long-term direction. The Authority shall at all times reserve the right to accept or decline a donation. The following conditions justify such an action, although other situations may also occur. The Authority shall not accept gifts from individuals, groups or organizations:

- If the gift constitutes a non-gift as per CRA P113;
- It will encroach on the organization's integrity;
- In any way it will restrict the Authority's liberty of action;
- It has potential to cause damage to the Authority's reputation;
- It will place additional costs or burdens on the organization;
- Expose it to uncertain risk or possible liability.
- There are unusual features to the gift that are contrary with the objectives, values and goals of the Authority;
- The gift could not be fairly assessed and processed prior to a calendar year-end as per Revenue Canada gift-in-kind guidelines and the donor clearly wants the gift accounted for in that specific year;
- The gift could financially or morally jeopardize the donor and/or the Authority;
- The gift or terms of the gift are illegal;
- The Lower Thames Valley Conservation Authority is unable to honour the terms of the gift;
- An appropriate fair market value cannot be determined, or will result in unwarranted or unmanageable expense to the Authority;
- There are physical or environmental hazards to the Authority in accepting the offered gift;
- The gift involves false promises on the part of either party;
- The gift could jeopardize the Authority's CRA status;
- The gift could improperly benefit an individual;
- The gift could bear liens or caveats that result in unmanageable expense to the Authority;
- There are conditions attached to the gift or an understanding sought by the donor, which are unacceptable to the Authority.

In addition to the above terms, The Lower Thames Valley Conservation Authority **will not** accept gifts from individuals or entities whose support may be perceived as undermining the Authority's nonpartisan status, such as political parties and elected officials. The Authority will not accept gifts with conditions that seek to determine the

results of its work or in some way compromise the independence of its objectives. Where appropriate before acceptance, relevant information about the gift shall be ascertained, including a copy of, where appropriate/required an appraisal secured by the donor. The Authority reserves the right to secure and rely on its own appraisal.

## **Restricted and Non-restricted Gifts**

### *Unrestricted Charitable Gifts*

An unrestricted charitable gift is a gift at law to be applied towards a charitable purpose that is not subject to any restrictions imposed either directly or indirectly by the donor, other than the legal requirement that the gift be used for the charitable purpose of the recipient charity.

As a result, the Authority Board of Directors is at liberty to apply an unrestricted gift to its charitable purposes as stated in its constating documents without restrictions, limitations, conditions, terms of reference, directions, or other restricting factors imposed by the donor that would fetter or limit the discretion of the board in applying the gift in whatever manner it deemed to be most appropriate to achieve its charitable purpose.

### *Donor-Restricted Charitable Gifts*

A donor-restricted charitable gift is a gift to the Authority that is subject to restrictions, limitations, conditions, terms of reference, directions, or other restricting factors imposed by the donor that would constrain or limit how the gift can be used. As a result, the Authority Board needs to be careful to identify the nature of the donor restriction and to recognize the legal consequences of the specific type of restriction that has been imposed by the donor, as well as the importance of complying with the restrictions in question.

## **Gift Acknowledgement and Donor Anonymity**

Eligible gifts will be acknowledged with a charitable tax receipt with a pre-printed card or personal letter, depending on the level of the gift. All donors shall be offered the opportunity to remain anonymous. Their wishes will be strictly adhered to and a confirmation of receipt of their request will be acknowledged in writing.

## **Gift Designation**

All gifts, regardless of value, form or designated use, should be made payable to the “Lower Thames Valley Conservation Authority”. Donors may choose to have their gift fully expended in the current year, endowed into the future or directed to a program or project provided that:

- no benefit accrues the donor;

- the directed gift does not benefit any person not dealing at arm's length with the donor;
- and, decisions regarding use of the donation within a program rests with the charity, although, where possible, the Authority will act in concert with and be respectful of the donor's wishes. In certain instances, a gift may be declined as a result of the limitations proposed by the donor.

## **Tax Receipting**

The Lower Thames Valley Conservation Authority issues official donation receipts in accordance with currently accepted CRA guidelines and regulations.

- (a) Receipts are only issued for funds that the Authority will be responsible for spending.
- (b) Each receipt is prepared in duplicate, has its own serial number, and will be signed by the CAO or an authorized signature. In instances of donations of property other than cash, the fair market value of the property and the name and address of the appraiser is required.

The Lower Thames Valley Conservation Authority aims to send out thank-you letters and appropriate documentation (such as charitable tax receipts) to donors promptly.

All charitable tax receipts must contain the mandatory elements as listed below, as required by the CRA checklist.

*For gifts of cash:*

1. a statement that it is an official receipt for income tax purposes;
2. the name and address of the charity as on file with the CRA;
3. the charity's registration number;
4. the serial number of the receipt;
5. the place or locality where the receipt was issued;
6. the day or year the donation was received;
7. the day on which the receipt was issued if it differs from the day of donation;
8. the full name and address of the donor;
9. the amount of the gift;
10. the value and description of any advantage received by the donor as required by the CRA;
11. the signature of an individual authorized by the charity to acknowledge donations; and
12. the name and website address (<https://www.canada.ca/en/services/html>) of the Canada Revenue Agency.

*For non-cash gifts (gifts in kind), these additional elements:*

1. the day on which the donation was received (if not already indicated);



2. a brief description of the property transferred to the charity;
  3. the name and address of the appraiser (if property was appraised); and
  4. in place of the amount of the gift, the deemed fair market value of the property.
- (c) The Authority and its employees guard against the unauthorized use of official receipts by restricting access to charitable donation receipts.
- (d) The Authority may issue a replacement for an official receipt. The replacement receipt must include a notation confirming it as a replacement for a receipt with the serial number of original receipt. The Authority will mark the copy of the lost or spoiled receipt as “cancelled”.

## Definitions

### ***Gift***

“Gift” refers to philanthropic donations, corporate sponsorships, Authority and government grants and any other forms of support deemed acceptable by The Lower Thames Valley Conservation Authority. A gift “is a voluntary transfer of money or property for which the donor expects and receives nothing of value in return”. Donations to registered charities are eligible for a charitable tax receipt that may be claimed as a non-refundable tax credit on an income tax return.

No benefit of any kind may be provided to the donor or to anyone designated by the donor except where the benefit is of nominal value. The CRA defines nominal value as a fair market value of less than \$75 or 10 per cent of the amount of the gift. The Authority provides donor recognition (unless the donor requests anonymity) based on the total donation amount on its website and in its annual report. If The Lower Thames Valley Conservation Authority provides something of value in return for a gift (including admission to a fundraising event) the donor’s tax receipt is reduced by the fair market value of the benefit received. Value is defined as exceeding the CRA definition of “nominal value.”

The following transactions do not constitute philanthropy and are **NOT** eligible for charitable tax receipts:

A gift of service. However, if the Authority pays for the services provided, the service provider may then donate that payment to the charity. In this case, this is considered to be a cash donation and the charity can issue a tax receipt to the donor;

The purchase of an item or service from the Authority;

*Sponsorship* of Lower Thames Valley Conservation Authority events or programs for which the donor receives advertising or promotional value above and beyond “nominal value;”

A *gift of debt* from a person or partnership, or a share of a capital stock of a corporation that does not deal at arm’s length with the charity.

## **Donor**

“Donor” refers to individuals, corporations, organizations or government agencies who, or which, provide support or make gifts to the Authority.

## **Gift of Securities Acceptance Policy**

### **Securities**

Gifts of securities proceeds are governed by CRA regulations and guidelines. For a full description of the tax consequences and credits applicable to a gift of securities by an individual or corporation, see P113 – Gifts and Income Tax 2021. Additionally, donors are strongly encouraged to seek advice from their tax advisors.

Publicly traded securities are defined by CRA and include a share debt obligation, or right listed on a prescribed list of Canadian and North American stock exchanges, share in a mutual fund corporation, a unit of a mutual fund trust, or interest in a segregated fund.

To ensure the Authority’s right to accept or decline a gift is protected, the following criteria will be adhered to:

- The Lower Thames Valley Conservation Authority reserves the right at all times to decline a donation of shares. Such right may be exercised by the Authority within a reasonable period after physical or electronic donation of shares takes place;
- All risk attached to the security and value of shares shall remain with the donor until such time as acceptance of the shares has been communicated to the donor in writing;
- No shares, other than those traded on a prescribed stock exchange shall be accepted in terms of this policy, in the absence of formal agreement between the donor and the Authority. A prescribed stock exchange shall be one of the TSX Group of Exchanges, including the Venture Exchange and the Toronto Stock Exchange, the American Stock Exchange, the New York Stock Exchange and the NASDAQ Stock Exchange;
- All shares offered to the Authority as a donation shall be scrutinized for thinly traded volumes or other restriction on immediate sale. The donation of any such restricted shares would be the subject of a written agreement entered into by the Authority and the donor, prior to their acceptance;
- Gifts of shares shall have a value greater than \$1,000. Acceptance of shares requires both the appropriate documentation to be received from the donor, and delivery of the shares.

Two types of gifts of securities may be accepted by the Lower Thames Valley Conservation Authority:

- A donation of public securities traded on a recognized stock exchange and including stocks, bonds, bills, and mutual funds. The value of such a gift is determined by the closing value of trading on the date donated.
- Donors may also contribute private securities. The value of the gift and resulting charitable tax receipt is determined by a professional, independent valuation.

There are two ways that gifts of securities may be received by the Authority:

#### *Gift of Securities by Provision of Bequest*

The Authority will issue donation receipts for securities at the value immediately prior to death, in accordance with CRA regulations.

#### *Gift of Securities During Lifetime*

The Authority will value the gift of securities based on the closing price of the securities on the date of acceptance. Acceptance requires both delivery of the shares and the receipt of the transfer form. Donations of public securities may be handled in one of two ways:

- i. Transfer of securities, or
- ii. Presentation of certificate.

### **Fair Market Value**

Factors that may be taken into consideration in providing the best indicator of fair market value include:

- the size of the block of shares in relation to the whole;
- any restrictions on the transferability of the shares;
- the shares are thinly traded; and
- using the mid-point between the high and the low trading prices for the day on normal and active market trading.

The Lower Thames Valley Conservation Authority retains the right to decline a gift of securities made without prior advisement from the donor. Some circumstances in which a gift of securities may be declined are:

- the stock is extremely illiquid;
- the stock is under scrutiny for suspicious trading activity; and/or,
- the acceptance of stock may put the Authority at risk, financially and/or from a public perceptions standpoint.

#### *Non-Publicly Traded Securities or Securities Subject to Trading Restrictions*

Non-publicly traded securities, such as shares or debt obligation in a private corporation, may be accepted as a gift by the Authority after approval by the Board of Directors, with advisement of the auditor of the Authority's Board of Directors as needed.

Prior to acceptance, The Lower Thames Valley Conservation Authority will explore methods of liquidation for the securities through redemption or sale. An Authority representative as well as the donor will contact the corporation and a third-party valuator to obtain a written confirmation of:

- the fair market value, exclusive of any illiquid discount; and, restrictions on the transfer of the securities, or the securities themselves;
- Copies of any governing instruments and agreements restricting transferability will be required;
- Any such valuation costs, or any costs that would otherwise be incurred through the seeking of a secondary-market for the securities will be borne by the donor.
- No commitment for re-purchase of such closely held securities shall be made prior to completion of the gift of the securities.

As per common practice in the industry, a discounted receipt value will be applied to the gift, to reflect any illiquidity of the securities.

There are three distinct categories of illiquid securities, or nature of the security itself, which implies trading restrictions:

- The security's originator files a prospectus annually with its legislated regulatory body;
- must disclose and provide an Annual Income Form (AIF) proving sound financial health of the corporation – embodying a hold of 4 months;
- Security's originator does not file an Annual Income Form (AIF) – embodying a hold of 12 months;

A publicly-traded security may have a very thinly-traded market, or only be sold through private placements.

The Board of Directors, with advice as needed from the auditor or other investment counsel, will consider the acceptance of a gift falling within these parameters on a case by- case basis, in the interests of the organization. Securities pledged by way of seed funding (escrowed) will also be considered in some situations.

The administration of a gift of securities will involve the CAO and a Director appointed by the Board of Directors in consultation with the Authority's investment advisors and brokerage firm.

*In the instance of an electronic transfer of public securities, these representative will:*

- assess, in consultation with the Authority's advisors, if the gift is marketable and acceptable;

- consult directly with the donor's broker;
- identify immediately to the Authority's broker the name of the donor; the name of the delivering broker, the name and number of delivered shares, the CUSIP number of shares; and,
- request written confirmation of the date of transfer from the donor's broker.

*In the instance of a gift of private securities, the representatives will:*

- assess, in consultation with appropriate parties, if the gift is acceptable, in that it can likely be sold in the future to the corporation, other stockholders, or others interested in acquiring the corporation; and, retain independent counsel for the purpose of valuing the proposed gift.

It is the Authority's policy to transfer immediately the funds equal to the value at donation. Decision regarding sale of shares rests with the Lower Thames Valley Conservation Authority Board of Directors and investment advisors based on the fit of the shares.

As a general principle, all gifted securities, once accepted, may be immediately sold at market value with the proceeds flowing to the Authority, subject to the general investment policy. In the event the security is retained, the Directors, with advice as needed, will regularly review it, and ensure that it is sold at the most opportune time. For instance, if the number of shares is sufficient to have a depressing impact on the price of the stock in the opinion of the donor or on the advice of investment counsel, the sale may be extended over a period of time necessary to avoid such impact. Any interest that may be generated by the security or the brokerage account will be retained by the Authority.

If a donor wishes to make a specific gift amount to the Lower Thames Valley Conservation Authority, then s/he may choose to compensate for any shortfall arising from a loss on the disposal of the securities and/or to pay the transaction fees on behalf of the Authority. Any gains will be invested by the Authority. Upon confirmation of the receipt of a gift of public securities, the Lower Thames Valley Conservation Authority will issue a tax receipt for the value of the gift on the date the Authority takes ownership of the shares. Fair market value is assessed at the time of close on the date of transfer or the value at close on the date the certificate is delivered. A gift of this type is not considered complete until both the appropriate documentation and securities are received in the account designated for this purpose.

Responsibility for decisions relating to the process, timing and pricing for disposition of the securities are assigned to the CAO / Secretary-Treasurer, who shall proceed on a timely basis with all sales in consultation with the Board of Directors. If the CAO / Secretary-Treasurer is not available, then primary responsibility is assigned to the Chair.

Gifts of Securities will not be accepted until they are able to be traded. When there is no significant stock exchange trading value, a decision about acceptance of the stock will be made by the Authority, in consultation with its advisors and the donor.

### *Flow-Through Shares*

Where publicly traded security donations are received, care will be given to determine whether they are flow-through shares. Where flow-through shares are received, these gifts will be carefully evaluated, handled and monitored.

Special considerations regarding flow-through shares include:

- The need to ensure that the receipts issued are accurate. As per other security donations, this will be determined through closing bid price on the day received.
- Where a hold period exists, the Authority will take extra care to ensure that an accurate receipt is provided. CRA and legal guidance may need to be sought in this instance, to ensure accuracy.
- Some flow-through shares have a hold period, meaning that the charity cannot dispose of the security until the hold has expired. In this instance, special consideration will be given to whether this donation should be accepted considering issues such as:
  - Whether the hold period is reasonable,
  - whether the flow-through shares would retain their value at the end of the hold period, whether it is an appropriate investment that complies with the prudent investment test set out in the Trustee Act,
  - and whether it would be marketable at the end of the hold period.

When flow-through shares are promoted together with making a gift to charity, they would generally qualify as a “gifting arrangement” as described by CRA and therefore a tax shelter identification number may be required. Extra care will be taken to ensure that the Authority is not deemed to be a promoter of a tax shelter, by avoiding or inadvertently becoming involved with any tax shelter promoters. This will be ensured by carefully evaluating any offer of a flow-through share security. Where it is determined that it is appropriate to receive this donation, flow-through shares, like other publicly traded securities will be liquidated as soon as possible, in order to avoid holding the flow-through shares as if they were regular publicly traded securities.

### *Gifts of Shares in Privately Owned Companies and Other Business Interests*

Donors may make gifts of privately owned shares and partnership interests. These can be accepted by The Lower Thames Valley Conservation Authority, which will not assume liability in receiving them and is not subject to penalties. In some instances, the corporation may be willing to redeem privately-owned shares, or other stockholders may be willing to purchase them.

Privately owned shares may be accepted if they will not subject the Authority to penalties and can likely be sold in the future to the corporation, to other stockholders, or to others interested in acquiring the corporation.

The Authority will follow the same appraisal procedure as for real estate, and will issue a donation receipt based on the appraisal it considers reflective of the value of the shares.

## **Donor Recognition Policy**

The Lower Thames Valley Conservation Authority has a donor-centered approach to its fundraising program. Donor recognition guidelines and processes are based on donor needs and wishes, and allow the flexibility required to respect the individuality of the donor, the donation, and the receiving area or centre. The key purpose of donor recognition is to sincerely show respect for, and appropriate gratitude toward, donors who support the Authority. Donors should be recognized and thanked in ways that are meaningful to the donor while striving to ensure each donor is involved and engaged with the Authority.

The Lower Thames Valley Conservation Authority recognizes and appreciates the generosity of individuals, businesses and organizations that invest in its programs and projects. Gifts received by the Authority are acknowledged in a manner acceptable to the donor and the Authority and also comply with CRA guidelines. Donor recognition benefits are based on the level of the gift. The Authority believes that it is important to recognize the financial investments made by all supporters as they demonstrate the importance of these partnerships in the fulfillment of the Authority's mission. Donor recognition shall equitably acknowledge the support of governments, Authority's, associations, corporations and private individuals.

Individual donors are required to give consent prior to the Authority publicly recognizing their gifts, as required by the Authority's Privacy and Personal Information Disclosure policies. At a certain level, acknowledgement will consider each individual donor's specific needs and wishes and may include:

- the chance to meet the Directors and their project team;
- a formal financial reporting on the status of the program, event and/or policies; and,
- a research update or formal report on the Authority's impact.
- Donor recognition will be considered at the conceptual and detailed planning stages of new projects and the re-development of existing ones.
- 

## **Bequest Gift Acceptance Policy**

A bequest is a provision in a will, directing assets from an estate to the Lower Thames Valley Conservation Authority. There are several types of bequests that will be accepted by the Authority:

1. A specific bequest provides the Authority a specific sum of money, stated percentage of an estate, or a specific property such as real estate or securities.
2. A residual bequest leaves all or a portion of their estate after providing for other beneficiaries.
3. A contingency bequest ensures that the Authority receives all or a share of the estate in the event of the prior death of certain other beneficiaries.
4. A residual bequest subject to life interest applies when the donor chooses to have the Authority receive the bequest following the death of certain other beneficiaries who have use of the assets in the estate for their lifetime.

Bequests to the Authority are eligible for a charitable tax receipt. The Lower Thames Valley Conservation Authority recommends that donors consult a lawyer or estate planner before completing a will. The Authority retains the right to decline a gift if the donor did not retain independent counsel.

The Lower Thames Valley Conservation Authority will issue a donation receipt for securities donated via a bequest at the value immediately prior to death, in accordance with CRA regulations.

Donors are invited and encouraged to provide information to the Authority about their bequest and, if they so choose, to send the Authority a copy of the relevant section of their will. This will allow for appropriate recognition during the donor's lifetime. Authority staff and Directors will not provide professional consultation to donors in the preparation of their will, or become involved in the execution or witnessing of a will in which the Authority is named as a beneficiary. Authority staff or The Lower Thames Valley Conservation Authority as an entity may not be named as executor in such a donor's estate.

During the administration of an estate involving the Authority, the Chair, CAO or their designate, in consultation with the Authority's legal counsel, shall represent the Authority in dealings with the lawyer and/or estate trustee. Any legal, accounting, or other professional fees associated with administration of the estate will be deducted from the gift received. The net value of the bequest will be directed to the purpose specified by the donor.

Following receipt of the designated gift, the Authority will issue a charitable tax receipt to the estate in the value of the gift. Upon request, sample bequest language will be made available to donors and their lawyers to ensure that the bequest is appropriately designated, is deemed feasible at the time of designation, and that the proper legal title for The Lower Thames Valley Conservation Authority is used.



## **Naming Policy**

This policy governs the naming of significant Lower Thames Valley Conservation Authority assets, including: honorary naming; or naming associated with gifts or sponsorships.

### **Guiding Principles**

Naming for an individual or organization is an honour that forges a close link between the individual or organization and the Lower Thames Valley Conservation Authority. As such, it is critically important that the integrity, history, behaviour, and reputation of the named individual or organization be consistent with the mission and values of the Lower Thames Valley Conservation Authority. Naming as part of sponsorship agreements shall be consistent with the Authority's core values, and any applicable guidelines set forth by the Canada Revenue Agency.

### **Definitions**

#### *Assets*

"Assets" refer to tangible or intangible resources of the Authority. Assets include, but are not limited to, the following: public speaking series, education and awareness programmes, designated funds, special projects.

#### *Significant Assets*

"Significant assets" refer to tangible or intangible resources of the Authority that are worth more than \$10,000. Significant assets include, but are not limited to, designated funds and projects.

#### *Donor*

"Donor" refers to a person or entity transferring money or other property to the Authority in connection with a naming, whether or not the donor is the subject of the naming.

#### *Gift*

"Gift" refers to the transfer of, or pledge of, money or other property to the Authority without reciprocal benefit to the donor.

#### *Sponsor*

"Sponsor" refers to a person or entity entering into a sponsorship.

#### *Sponsorship*

"Sponsorship" refers to a contract involving the provision of funds or other support with the expectation of public acknowledgement or marketing and networking opportunities. Sponsors receive a tangible benefit for their contribution and are not receiptable under CRA regulations.

### **Honorary Naming**

### *Naming of Significant Assets*

Significant Authority assets will not be named in honour of an individual or non- Lower Thames Valley Conservation Authority entity unless the Board as a whole approves otherwise.

### *Consultation*

Prior to entering into detailed discussions or making a written commitment regarding a naming to a donor or sponsor, the CAO or Director of Corporate Services shall inform the donor or sponsor of this policy and consult with the Board as appropriate to determine whether the proposed naming meets the Authority's guidelines.

### *Approval*

The naming of any assets will be approved by the Board of Directors or their designate. The Board of Directors, under advice from legal counsel, will work with the donor to draft a legal naming contract that sets out the specific terms of the agreement, the specifications for signage and placement, the amount and timing of the donor's gift, any forms of recognition provided by the Authority, the term of the agreement, options for renaming, changes that are allowed and how the costs are allocated and a morals clause that outlines denaming.

### *Management*

The Lower Thames Valley Conservation Authority will work to ensure consistency in the size of the gift relative to the asset.

### *Naming Associated with Gifts or Sponsorships*

The Lower Thames Valley Conservation Authority seeks and welcomes private financial support for lecture series, programs, special projects and designated funds, which provide reliable revenue to support these endeavours. Significant Authority assets may be named for individuals to recognize significant gifts or as part of a sponsorship. Named awards, programs, events or funds may be created for a minimum period of time or endowed in perpetuity. Donors may choose to name an item after themselves, celebrate the achievements of a friend or colleague, or remember a loved one by naming the gift in his/her honour.

Approval is required to name assets for commercial entities. The Chair and Board as a whole will approve this naming. The guidelines for naming are outlined below:

- Naming does not grant the donor the right to dictate projects or outcomes.
- The Authority will remain non-partisan at all times, regardless of funding sources.
- Named gifts to special projects are intended as flow-through funds for operational use and are not typically endowed funds.
- In the event that the Authority is engaged in fundraising for a qualified donee or a project partner who owns an asset to be named, the Lower Thames Valley Conservation Authority will only act to facilitate third naming when the naming policy of the donee or partner is in alignment with the beliefs, values and objectives of the Authority

### *Consultation*

Prior to entering into detailed discussions or making a written commitment regarding a naming to a donor or sponsor, the CAO or Chair shall inform the donor or sponsor of this policy and consult with the Board as appropriate to determine whether the proposed naming meets the Authority's guidelines.

### *Management*

The Lower Thames Valley Conservation Authority will work to ensure consistency in the size of the gift relative to the asset.

## **Renaming and Revocation**

### *Renaming*

The Authority reserves the right to rename any named asset of the Authority after the gift contract period has expired. Renaming shall be consistent with the review and approval process for naming as outlined in the original naming contract with the donor. First right of refusal will be offered to a current named donor prior to renaming an opportunity with another donor.

### *Revocation*

The Authority reserves the right to revoke a naming if for any reason it presents risk to the Authority's reputation, if it contravenes the organizational values, or if the intent of a gift or the terms of a sponsorship associated with the naming cannot be fulfilled. Any naming that, in the opinion of the Chair, should be revoked can be revoked by the Board as a whole.

## 9.5) 2024 Conservation Areas Fee Schedule

The 2024 fee schedule has been updated with increased rates for seasonal camping, winter storage, the additional rental halls at the CM Wilson Learning Centre and the upcoming Longwoods Road Indigenous Education Centre Hall.

<u>Item</u>	<u>2023 Rate</u>	<u>Proposed Rate</u>
Seasonal Camper	\$2000	\$2200
Winter Storage	\$200	\$250
EM Warwick Year Round- Weekends/Night	\$400	\$450
EM Warwick Year Round- Fri & Sat Bundle	\$600	\$700
Excess Garbage Removal	8 bag limit	4 bag limit
Non-refundable deposits	\$100	\$250
CM Wilson Barn Rental non-refundable deposit	\$100	\$125
Security Damage Deposits	\$150	\$500
<b>CM Wilson Learning Centre Rental Rates</b>		
Hall Rental	N/A	\$500
Educational Classroom Rental	N/A	\$250
Boardroom	N/A	\$250
Full Facility	N/A	\$1000
<b>Longwoods Road Indigenous Education Centre Rates</b>		
Hall	N/A	\$750
Full Facility	N/A	\$1000
<b>Wedding Packages</b>		
CM Wilson Learning Centre Wedding Package	N/A	\$2000
Longwoods Road Indigenous Education Centre Wedding Package	N/A	\$3000

Below is the new rate schedule.

### Recommendation:

That the LTVCA Board of Directors approve the 2024 Conservation Areas Fee Schedule.

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

Customer/Stakeholder Objectives

4) Improve Transparency and Understanding of Financial Statements

Respectfully Submitted

Genevieve Champagne, BLA  
Manager, Conservation Lands and Services

Reviewed by:  
Mark Peacock, P. Eng.  
CAO / Secretary-Treasurer

**Lower Thames Valley Conservation Authority  
2024 Conservation Areas Fee Schedule**

ALL PRICES INCLUDE HST

	Longwoods Road	Big Bend	CM Wilson	EM Warwick	Sharon Creek
Camping ( <i>Single Sites</i> <sup>‡</sup> )		✓	✓		
Group Camping	✓	✓	✓	✓	
Seasonal Camping		✓	✓		
Pavilion/Area Rental	✓	✓	✓		✓
Day Use Fee	✓ <i>coin or credit card</i>		✓ <i>coin or credit card</i>		✓ <i>Passport Canada</i>
2024 CA Parking Pass	✓		✓		✓

**Day Use Parking Passes**

Vehicle Permit	5.00 per day
Bus	110.00 per day
2024 CA Parking Pass	60.00 each, or two for 90

<b>Camping</b> <sup>‡</sup>	<b>Nightly</b>	<b>Monthly</b>	<b>Season</b> ( <i>Victoria Day - Thanksgiving</i> )
Premium Sites	40.00	700.00	2200.00 ( <i>other fees may apply</i> )
<i>Hydro &amp; Water/Waterfront Sites [Big Bend]</i>			
Hydro Only	38.00		
Unserviced	32.00		1800.00 ( <i>other fees may apply</i> )
Extra Overnight Vehicle	5.00 per night		
Group Camping	100.00 per night		
Winter Storage of Camper	250.00 ( <i>Thanksgiving – Victoria Day [CM Wilson Only]</i> )		
Firewood	10.00/bag		

**Big Bend Hunt Camp**<sup>‡</sup> – Weekly Rates Only (*Designated season*)

Serviced (Hydro only)	266.00
Unserviced	228.00
Firewood	10.00/bag or 75.00 per ½ face cord

**EM Warwick**<sup>†</sup>

<i>(Includes all buildings)</i>	<b>Weekends/night</b>	<b>Fri &amp; Sat bundle</b>	<b>Sun-Thurs/night</b>	<b>Weekly</b>
Year-Round	450.00	700.00	250.00	1100.00
Scouts/Cadets/Guides (Nov-Apr)	250.00	450.00	150.00	750.00
Reservation Deposit*	50% of total bill due at time of booking ( <i>\$250 of which non-refundable without 30 days' notice</i> )			
Firewood	75.00 per ½ face cord			
Excess Garbage	50.00 per additional bag if over 4-bag limit			

**Other**

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

**Rentals**<sup>†</sup>

*Per day, excludes parking where applicable (Guests must use Pay & Display machine OR Purchase permits in advance)*

Pavilion/Area Rental	100.00 ( <i>for outdoor and pavilion weddings \$200 consultation fee also applies</i> )
Barn (CM Wilson)	250.00 ( <i>50% of total bill due at time of booking (\$125 of which non-refundable without 30 days' notice)</i> )
Per 25 Vehicle Permits	50.00
Wedding Consultation Fee	200.00 ( <i>includes one CA Parking Pass for couple</i> )

**CM Wilson Learning Centre**<sup>†</sup>

Hall Rental	\$500.00 per day
Education Classroom Rental	\$250 per day ( <i>available for seminars, community groups</i> )
Boardroom	\$250 per day
Full Facility	\$1000 per day

<sup>‡</sup> Includes one vehicle per site; Let's Camp processing Fee additional  
<sup>†</sup> Requires \$500 Security/Damage Deposit, to be refunded if applicable  
 \* Reservation deposit applied to total bill

Prices are subject to change

Longwoods Road- Indigenous Education Centre†

Hall Rental \$750.00 per day  
Full Facility \$1000.00 per day (Includes use of the hall and kitchen- upper floor is excluded).

Wedding Packages

CM Wilson Barn Wedding Package†

1000.00 Includes:

- Use of outdoor area for ceremony and photos, additional fees may apply for tents in outdoor area
- Parking for 25 vehicles, one CA Parking Pass for couple
  - Additional Parking Pass set can be purchased
- Access to setup day before at 2:00 pm, including access to host rehearsal dinner
- Teardown before 1:00 pm day after, including access to host brunch
- 50% of total bill due at time of booking (*\$250 of which non-refundable without 30 days' notice*)

CM Wilson Learning Centre Wedding Package†

\$2000 Includes:

- Use of outdoor area for ceremony and photos, additional fees may apply for tents in outdoor area
- Includes use of the full facility (Hall, Boardroom, Washrooms, Educational Classroom, Small Kitchen)
- Parking for 25 vehicles, one CA Parking Pass for couple
  - Additional Parking Pass sets can be purchased
- Access to setup day before at 2:00 pm, including access to host rehearsal dinner
- Teardown before 1:00 pm day after.  
50% of total bill due at time of booking (*\$250 of which non-refundable without 30 days' notice*)

Longwoods Road- Indigenous Education Centre Hall Wedding Package†

\$3000 Includes:

- Use of outdoor area for ceremony and photos, additional fees may apply for tents in outdoor area
- Includes use of the facility (Hall, Washrooms, Catering Kitchen)
- Parking for 25 vehicles, one CA Parking Pass for couple
  - Additional Parking Pass sets can be purchased
- Access to setup day before at 2:00 pm, including access to host rehearsal dinner
- Teardown before 1:00 pm day after.  
50% of total bill due at time of booking (*\$250 of which non-refundable without 30 days' notice*)

Documentation required for events with Alcohol:

- Signed Rental Agreement
- AGCO Special Occasion Permit (SOP)
- Proof of Security
- Events by Organizations or events with Alcohol are to provide a Certificate of Insurance
  - Must name LTVCA as additionally insured
  - 2 Million Dollar Liability

‡ Includes one vehicle per site; Let's Camp processing Fee additional  
† Requires \$500 Security/Damage Deposit, to be refunded if applicable  
\* Reservation deposit applied to total bill

Prices are subject to change

## 9.6) Ska-Nah-Doht Village and Museum Policies

The Policy Sub-Committee of the Ska-Nah-Doht Village Advisory Committee has conducted a review of all Village policies. The Governance, Finance, Collections, and Exhibitions Policies are being put forward by the Advisory Committee for approval at the October 2023, LTVCA Board of Directors meeting.

### **Recommendation:**

That the Governance, Finance, Collections, and Exhibitions Policies for Ska-Nah-Doht Village and Museum be approved as provided.

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

1. Strengthen and Increase Collaboration with Community Stakeholders

Respectfully Submitted

Alison Klages  
Curator / Team Lead Communications and Education

Reviewed by:  
Mark Peacock, P. Eng.  
CAO / Secretary-Treasurer

<b>SUBJECT:</b> Policy #1: Governance	<b>ADOPTED BY:</b> Ska-Nah-Doht Advisory Committee	<b>ORIGINAL DRAFT:</b> September 2003
<b>AUTHOR(S):</b> Policy Sub-Committee: A. Klages / W. Bruinink / M. Peacock	<b>APPROVED BY:</b> Lower Thames Valley Conservation Authority Board of Directors	<b>CERTIFIED BY:</b> Mark Peacock Chief Administrative Officer/ /Secretary-Treasurer, LTVCA
<b>NEXT REVIEW DATE:</b>	<b>REVISED EFFECTIVE:</b> June 2023	<b>DATE:</b> December , 2019



## Ska-Nah-Doht Village and Museum Policy # 1: Governance

### OUR MISSION

Ska-Nah-Doht Village and Museum is an interactive museum that engages the public in the preservation and presentation of local Indigenous history, through experiences both on-site and in the community.

### OUR VISION

Ska-Nah-Doht Village and Museum is a community leader in collecting and preserving local history, while faithfully interpreting the heritage of the Haudenosaunee - People of the Longhouse, and other local Nations.

1. Ownership:
  - i. The Ska-Nah-Doht Village and Museum is owned and operated by the Lower Thames Valley Conservation Authority (LTVCA).
  - ii. The Ska-Nah-Doht Advisory Committee provides advice and is accountable to the Board of Directors of the Lower Thames Valley Conservation Authority.
  - iii. Should the museum cease to operate, the LTVCA Board of Directors will proceed in accordance with article 5 of the Collections Policy in cooperation with the Advisory Committee.
  
2. Responsibility of the Advisory Committee:
  - i. The Ska-Nah-Doht Village Advisory Committee will exercise control over the short and long term direction of the village and museum through its Strategic Plan, including Mission, Vision and Strategic Goals; and through its Operational Policies.
  - ii. The Ska-Nah-Doht Village Advisory Committee will provide advice to the LTVCA Board in the form of written minutes, recommendations, reports and other documentation as necessary to ensure transparency and public accountability.
  - iii. The Advisory Committee will assist in obtaining the financial resources necessary to achieve the museum's mission and maintain the facility in a good state of repair. It will prepare and recommend an annual budget for approval by the LTVCA Board and monitor the budget to ensure accountability in accordance with articles 1.i and 1.v of the Financial Policy.
  - iv. Develop a constitution to articulate the Advisory Committee's:
    - composition, structure and term of office;
    - ethical behaviour and conflict of interest requirements;
    - adherence to Municipal, Provincial and Federal laws and policies;
    - standards for care of the collections.



3. Selection, Composition and Conduct of the Advisory Committee:
- i. The committee shall not exceed 13 members, the makeup of which shall be:
    - Up to 3 members from the Board of Lower Thames Valley Conservation Authority, appointed by the Board;
    - General Manager/Secretary-Treasurer of the Lower Thames Valley Conservation Authority (ex officio with voting privileges);
    - Up to 9 members from the community at large to include representation of the Indigenous communities present in the watershed.
  - ii. A term of office is up to 3 years. Officers may serve 2 consecutive terms (6 years). Officers may be reappointed for a further term after a hiatus of 3 years.
  - iii. The Advisory Committee meets at least quarterly or as often as necessary to conduct its business. The meetings follow a written agenda with minutes taken, distributed and approved by the Committee. The minutes will be included in the Agenda of the Lower Thames Valley Conservation Authority Board for information and approval of any recommendations.
  - iv. The Advisory Committee will adhere to and uphold the principles of the:
    - Administration Regulations of the Lower Thames Valley Conservation Authority per Section 30, The Conservation Authorities Act, R.S.O. 1990;
    - Ontario Ministry of Culture Standards for Community Museums in Ontario,
    - Access for Ontarians with Disabilities Act, 2005 and attendant policies;
    - Ontario Heritage Act R.R.O.1990;
    - Ethics Guidelines, Canadian Museums Association, 2006;
    - Copyright Act, R.S. 1985;
    - Freedom of Information and Protection of Privacy Act R.S.O. 1990;
    - All other LTVCA Regulations and Policies including Health and Safety, Code of Conduct, Ethics, and Conflict of Interest.
  - v. The Advisory Committee is committed to ethical behaviour and avoidance of conflict of interest, as a body and as individuals to ensure that museum standards and guidelines are met and uphold the Constitution and Policies of the Ska-Nah-Doht Village and Museum.
  - vi. Subcommittees shall be recruited from the Advisory Committee to develop both short and long term plans for the operation and maintenance of the Village and Museum, including special events, fundraising, and researching and preparing grant proposals.

<b>SUBJECT:</b> Policy #2: Finance	<b>ADOPTED BY:</b> Ska-Nah-Doht Advisory Committee May 25, 2017	<b>ORIGINAL DRAFT:</b> November 2002
<b>AUTHOR(S):</b> Policy Sub-Committee: A. Klages / W. Bruinink / M. Peacock	<b>ADOPTED BY:</b> Lower Thames Valley Conservation Authority Board of Directors	<b>CERTIFIED BY:</b> Mark Peacock Chief Administrative Officer/ /Secretary-Treasurer, LTVCA
<b>NEXT REVIEW DATE:</b>	<b>REVISED EFFECTIVE:</b> May 2023	<b>DATE:</b> December , 2019



## Ska-Nah-Doht Village and Museum Policy # 2: Finance

### OUR MISSION

Ska-Nah-Doht Village and Museum is an interactive museum that engages the public in the preservation and presentation of local Indigenous history, through experiences both on-site and in the community.

### OUR VISION

Ska-Nah-Doht Village and Museum is a community leader in collecting and preserving local history, while faithfully interpreting the heritage of the Haudenosaunee - People of the Longhouse, and other local Nations.

### Preamble

To demonstrate fiscal responsibility as a public institution, the Curator and Advisory Committee of the Ska-Nah-Doht Village and Museum will follow predetermined policies and procedures to achieve this goal.

### 1. Requirements

- i. The Ska-Nah-Doht Advisory Committee, in its capacity as a Committee of the Lower Thames Valley Conservation Authority (LTVCA), will carry out its responsibility to secure necessary funding for the operation and maintenance of the facility and capital projects as regulated in the "Duties and Functions of LTVCA Committees" page 25 and 26, in the 2009 Directors Information Package - LTVCA.
- ii. The Museum Staff and Advisory Committee shall demonstrate ethical behaviour in the acquiring of funds through such means as, raffles, draws, silent auctions, special events, and presentations.
- iii. The funds designated to the village from the LTVCA's annual budget will be administered on a daily basis by the Curator.
- iv. The village budget, as part of the LTVCA's budget will be reviewed by the Advisory Committee, forwarded to staff for review, and sent to the LTVCA Board of Directors for final approval.
- v. The budget and audited statements (Schedule 1) will be posted on the LTVCA website and will be made available to the public upon request to the LTVCA, to assure accountability.
- vi. Recommendations for the disbursement of project specific funds not included in the annual budget such as the Ska-Nah-Doht Fund will be made by the Curator with approval from the Advisory Committee and forwarded to the Board of Directors of the LTVCA. All

recommendations will be recorded in the Agenda of Advisory Committee meetings and the outcome of discussion and motions recorded in the Minutes of those meetings.

<b>SUBJECT:</b> Policy #3: Collections	<b>ADOPTED BY:</b> Ska-Nah-Doht Advisory Committee April 22, 2021	<b>ORIGINAL DRAFT:</b> November 2001
<b>AUTHOR(S):</b> Policy Sub-Committee: A. Klages / W. Bruinink / M. Peacock	<b>APPROVED BY:</b> Lower Thames Valley Conservation Authority Board of Directors	<b>CERTIFIED BY:</b> Mark Peacock Chief Administrative Officer/ /Secretary-Treasurer, LTVCA
<b>NEXT REVIEW DATE:</b> November 2024	<b>REVISED EFFECTIVE:</b> May 2023	<b>DATE:</b> April 22, 2021



## Ska-Nah-Doht Village and Museum Policy # 3: Collections

### OUR MISSION

Ska-Nah-Doht Village and Museum is an interactive museum that engages the public in the preservation and presentation of local Indigenous history, through experiences both on-site and in the community.

### OUR VISION

Ska-Nah-Doht Village and Museum is a community leader in collecting and preserving local history, while faithfully interpreting the heritage of the Haudenosaunee - People of the Longhouse, and other local Nations.

## Preamble

Ska-Nah-Doht is a recreated village built in 1973 by educators for the purpose of public education. The recreated village and the majority of the current artifacts in our care are representative of the Glen Meyer archaeological time period, 800-1200 A.D. These guidelines will be used in acquiring collection material and its use in a manner consistent with the Mission and Vision statements of the museum. The collection is held and managed in the public trust for the people of Ontario.

### 1. Composition of the Collection

- i. The museum will maintain all current collections consistent with the Mission and Vision Statements of the museum. The collections are made for the purpose of preservation, research, exhibition and interpretation for all generations. New acquisitions will complement this collection but not duplicate it with exception of the Educational Collection.
- ii. There are 3 categories of collections currently in the care of the museum;
  - 1) **The Archaeological Collection** - artifacts which date to 800-1200 A.D. obtained under licensed archaeological excavations or surveys from the geographical region known as the Caradoc Sand plain in Southern Ontario. This collection is held in trust for research and exhibition with regard for the Ontario Heritage Act (R.R.O.1990). Access is limited with permission from the Curator.
  - 2) **The Donated Collection** - artifacts representative of various cultural and temporal periods which were donated from 1973 to present. This collection is to be used for the purpose of enhancing the learning experience during visits,

school programs, events and for exhibition. These donations are not meant for public handling therefore access is limited with permission from the Curator.

- 3) **The Education Collection** - artifacts representative of various cultural and temporal periods which were donated from 1973 to present. This category includes collections, that at the time of donation, are specified to be used for the purpose of enhancing the "hands-on" learning experience during visits, school programs, events and for exhibition. Access to this collection is limited to education staff only.

## 2. Acquisitions

- i. A budget line is provided in the annual operating budget for the cataloguing, storage and care of the collections. Ska-Nah-Doht Village and Museum will not acquire its acquisitions through purchase. Tax receipts are not issued for donated artifacts.
- ii. Any new acquisitions must be pre-contact (before 1600 A.D.). Priority will be given to collections from the Glen Meyer period, 800-1200 A.D., unless such a collection would provide a unique opportunity to enhance the educational programs of the museum and still be consistent with the Mission and Vision statements of the museum. The materials must be in good to excellent condition. The museum will not consider ethnographic materials which may include firearms.
- iii. New acquisitions must have the site origin within the watershed of the Lower Thames Valley Conservation Authority (LTVCA), unless such a collection would provide a unique opportunity to enhance or augment the educational programs of the museum and still be consistent with the Mission and Vision statements of the museum.
- iv. New acquisitions will only be considered if there is proof of ethical behaviour in how the collection was acquired by the donor as per and in regard for the:
  - Ontario Heritage Act R.R.O.1990 c. 0.18.
  - Ethics Guidelines, Canadian Museums Association, 2006
  - Copyright Act, R.S. 1985
  - Freedom of Information and Protection of Privacy Act R.S.O. 1990Acquisitions will also show integrity, respect, reverence for cultural matters, and regard for items that have obvious religious significance and value to First Nations peoples.
- v. Acquisitions will be considered from archaeological/field collecting, donations and bequests, or indefinite loan. Materials will be considered if in danger of loss or destruction. Signed copies of Acquisition Forms will be kept on file at the museum and a duplicate will be given to donor. Acquisition Forms must be completed in full. The donor will relinquish all rights to the donated material. All acquisitions will be reported and included in the Agenda and Minutes of the Advisory Committee.
- vi. In the case of acquisitions that come to the attention of the museum from personal collecting by LTVCA employees, LTVCA Board of Directors and Village Advisory Board members, a conflict of interest must be declared.

### 3. Care and Preservation of the Collection

- i. The Curator will be the Registrar of the collections. The Curator will be responsible for accessioning all acquisitions. The Curator will determine which of the 3 types of museum collections that the acquisition belongs in. Each collection and each artifact is assigned a catalogue number. Inventory records will be kept in 2 separate locations both, on an external computer device and paper. The Curator will be responsible for database procedure and training.
- ii. Collections will be accessioned in a standardized manner.
  - a. The Archaeological Collection will be accessioned using the Borden number assigned by the excavating archaeologists.
  - b. The Donated Collection SND.## or #.#. The preferred method will be SND.##.
  - c. The Education Collection will be accessioned in the following format SND.ED.#.
- iii. Collections records will be stored digitally as well as in two (2) hard copies. One copy will be kept at Longwoods Road Conservation Area, the other will be kept at the \_\_\_\_\_.<sup>1</sup>
- iv. All aspects of maintenance of the collection are the responsibility of the Curator as outlined in the LTVCA Job Description. Maintenance will include: regular examination of the collection and the artifact room, artifact condition reports in the museum and the artifact room, temperature and humidity reports and removal or circulation of artifacts from exhibits.
- v. LTVCA staff, seasonal staff and volunteers may assist the Curator in cataloguing and researching artifacts for inventory and/or exhibition. All aspects of training will be the responsibility of the Curator as outlined in the LTVCA Job Description. Training will include: handling of artifacts, database procedure, and include information related to museology and archaeology and policy review.

### 4. Use of the Collection

- i. The collection will be made available to facilitate education programs, exhibits, or research to both museum staff and researchers, with the permission of the Curator. The use of the collection will be consistent with the Mission and Vision statements of the museum.
- ii. Loans out: With the approval of the Curator, all aspects of the collection will be made available to museum staff, other facilities or researchers (see Policy #6: Research) as stated in 4.i. Loan Forms will be signed and filed at the museum and duplicate copies for the loaner. The use of the collection will be consistent with the Mission and Vision statements of the museum.
- iii. Loans in: With the approval of the Curator, temporary loans of collections from other facilities or individuals will be brought in to enhance the museums exhibits, programs or research. Loan Forms will be signed and filed at the museum.

### 5. Deaccessioning/Disposal

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<sup>1</sup>Work to achieve this will begin in 2023.

- i. Deaccessioning refers to the permanent removal of one or more artifacts from the museum's collections including disposal. The Curator will be responsible for the decision to recommend deaccessioning or disposal of artifacts from the collection. Recommendations may come forward due to:
    - Changes in interpretation relevant to the collection brought about by current research.
    - To maintain relevance in accordance to the Mission and Vision statements.
    - The physical condition of the artifact.
  - ii. The Archaeological Collection is not subject to deaccessioning as it is a permanent collection under license and protected under the Ontario Heritage Act R.R.O.1990 c. 0.18. The Donated Collection is assessed at the time of acquisition and thus is not usually subject to deaccessioning. The Education Collection is reviewed and therefore can be subject to deaccessioning.
  - iii. A Collections Committee will be formed at any time to assist the Curator in the process of decision making for artifact deaccessioning/disposal.
  - iv. The Ska-Nah-Doht Village and Museum will deaccession an artifact for the purposes of repatriation when there is proof of a legal or ethical right to an artifact.
  - v. Possible methods to consider may include:
    - returning artifacts by repatriation
    - give to another institution
    - discard
    - destroyed – in cases of extreme condition
  - vi. All deaccessioning/disposals will be reported and included in the Agenda and Minutes of the Ska-Nah-Doht Advisory Committee.
6. Method of Deaccessioning/Disposal
- i. When an artifact is to be de-accessioned the following steps will occur:
    - Catalogue number and all museum markings are removed.
    - The museum record will state "*deaccessioned*" and dated when approved deaccessioning occurred from Village Advisory Committee minutes.
    - The museum record will state method of deaccessioning or disposal.
  - ii. Ska-Nah-Doht will do its utmost to ensure the deaccessioned artifact will remain in the public trust and remains in Canada.

<b>SUBJECT:</b> Policy #4: Exhibitions	<b>ADOPTED BY:</b> Ska-Nah-Doht Advisory Committee November 21, 2019	<b>ORIGINAL DRAFT:</b> November 2002
<b>AUTHOR(S):</b> Policy Sub-Committee: A. Klages / W. Bruinink / M. Peacock	<b>APPROVED BY:</b> Lower Thames Valley Conservation Authority Board of Directors	<b>CERTIFIED BY:</b> Mark Peacock Chief Administrative Officer/ /Secretary-Treasurer, LTVCA
<b>NEXT REVIEW DATE:</b>	<b>REVISED EFFECTIVE:</b> May 2023	<b>DATE:</b> December , 2019



## **Ska-Nah-Doht Village and Museum Policy # 4: Exhibitions**

### **OUR MISSION**

Ska-Nah-Doht Village and Museum is an interactive museum that engages the public in the preservation and presentation of local Indigenous history, through experiences both on-site and in the community.

### **OUR VISION**

Ska-Nah-Doht Village and Museum is a community leader in collecting and preserving local history, while faithfully interpreting the heritage of the Haudenosaunee - People of the Longhouse, and other local Nations.

## **Preamble**

Ska-Nah-Doht's exhibits and collection of artifacts provide an important link between the community and its local heritage. Displays within the museum, village and on travelling or offsite exhibitions will display accurate information which is relevant to the community. Exhibits will provide engaging learning opportunities using exhibit appropriate language while also maintaining the safety of the artifacts on display.

### **1. Objectives of Exhibition Policy:**

- i. All exhibits will be consistent with the museum's mission statement.
- ii. All exhibits will demonstrate community relevance and accessibility to visitors of all ages and/or abilities.
- iii. All exhibits will be objective and as accurate as current research allows. Periodic changes may be made as new data emerges.
- iv. All exhibits will demonstrate the highest degrees of ethics, promote learning and enjoyment through a wide range of interpretation methods.
- v. Exhibits will be created by staff and/or volunteers with appropriate expertise.
- vi. Exhibits must demonstrate proof of ethical behaviour in how the collection will be used and in regard for the:
  - a. Ontario Heritage Act R.R.O.1990 c. 0.18.
  - b. Ethics Guidelines, Canadian Museums Association, 2006
  - c. Copyright Act, R.S. 1985
  - d. Freedom of Information and Protection of Privacy Act R.S.O. 1990
- vii. All exhibits will be ensured safe by:



- a. Displaying non-hazardous materials only, and providing necessary supporting materials and /or barriers around the exhibit.
  - b. Staff shall be trained to safely manage and maintain exhibits.
  - c. No firearms shall be displayed.
  - d. Demonstrating compliance with Longwoods Safety Manual.
- viii. The Curator, shall determine what portion of the annual budget is to be available to develop, mount, maintain and evaluate exhibits both in house and offsite.
- ix. Museum staff will prepare exhibits in a designated safe area away from the permanent exhibit spaces and the collection, especially if preparations produce conditions deemed harmful to the collection and personnel (see Policy # 7: Conservation).
- x. The Curator will develop a maintenance schedule regarding displays by which exhibits are refreshed for the community's enjoyment and in accordance to Policy #7: Conservation, 4.i.
- xi. All exhibits will meet standards of municipal, provincial and federal legislative requirements that have an impact on public presentations.
- xii. All exhibits will meet the requirements of all other museum policies.

# 10. Business for Information

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## 10.1) C.A.O. / Secretary Treasurer Report

Date: October 26, 2023

Memo to: LTVCA Board of Directors

Subject: C.A.O.'s Report

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

### **Bill 29 – Working to get Municipal Approvals of Non-Mandatory Levy**

Val Towsley and I are continuing to spend a considerable amount of time working with municipal staff and councils to get approvals of the agreement that was passed by the board in our April 2023 meeting. We are continuing to have meetings with municipal staff to have agreements in place by the beginning of November of this year. We continue to work with the City of London and the Municipality of Chatham-Kent on their multi-year budget and reporting processes. The multi-year budget and accompanying strategic plans will define services to be provided to these municipalities over the next 4 to 5 years. MOUs being reviewed to address these services.

### **Longwoods Road Resource Centre Revitalization and Indigenous Learning Centre - Update**

Work is proceeding with this project. Construction is well underway and the LTVCA will be able to use all grant moneys in the time restricted for their use. The \$750,000 federal grant must be spent by the end of the federal fiscal year 2023/2024 (March 31, 2024). The \$100,000 Elevator Grant has to be spent by March 31, 2025.

Work is continuing with the fundraising effort by the Lower Thames Valley Conservation Foundation. The Foundation has engaged KEA Canada as their fundraising specialists. With the help of KEA staff, potential funders are currently being approached.

### **Multi-Year Budget**

Staff have prepared a draft multi-year budget as requested by the City of London and the Municipality of Chatham-Kent. It is important to note that there are a number of variables that may change over the next 5 years as the provincial government continues to revise acts and regulations that govern Conservation Authorities. The largest cost being addressed is staffing which is common to most municipal governments. These multi year budgets are also being presented to councils across the LTVCA watershed for their review and consideration.

### **Recommended Resolution:**

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

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

1. Strengthen and Increase Collaboration with Community Stakeholders

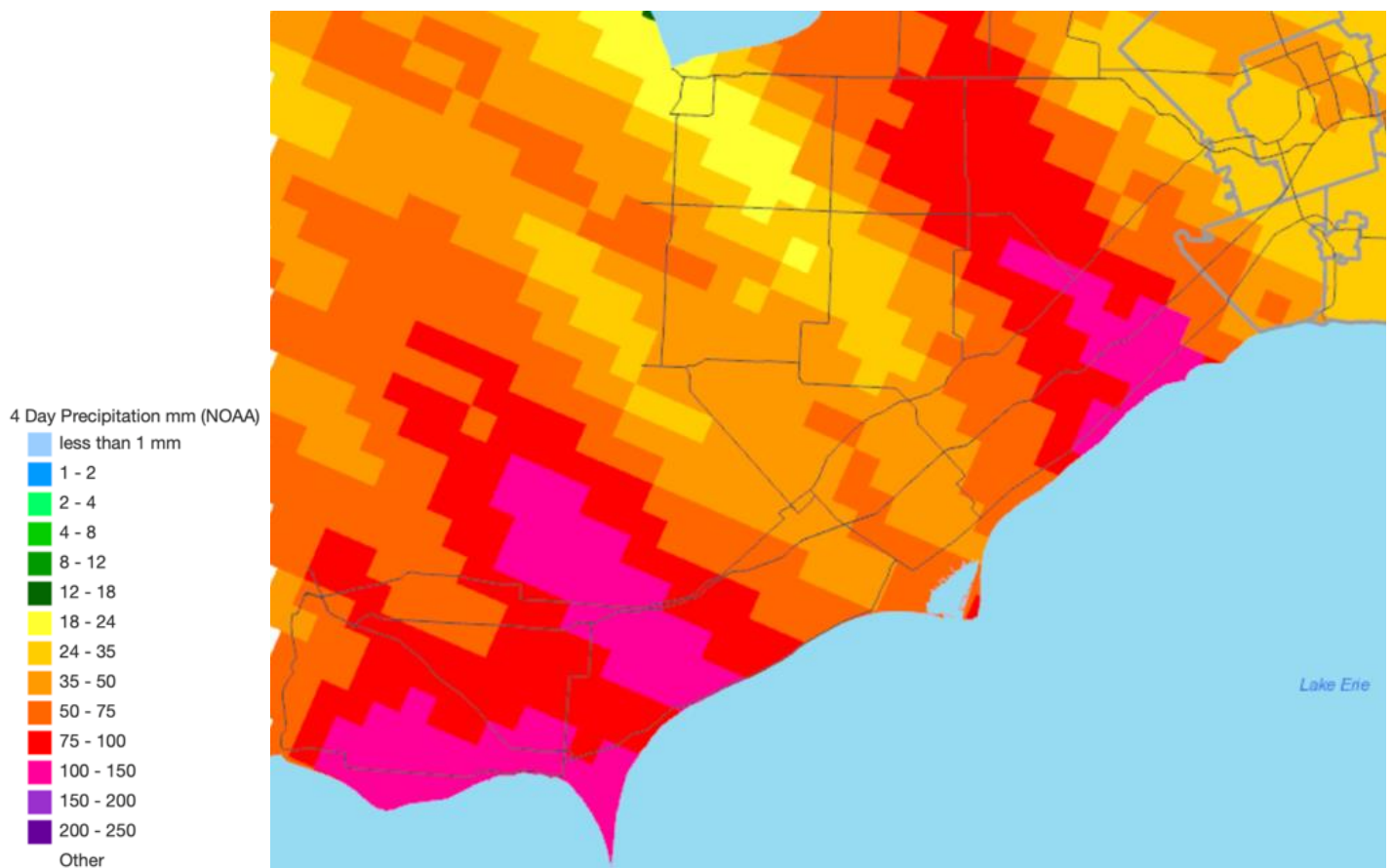
Respectfully Submitted  
Mark Peacock, P. Eng.  
C.A.O. / Secretary Treasurer

## 10.2) Water Management

### 10.2.1) Flood Forecasting and Operations

#### Flood Messaging and Flood Events

There have been only 2 flood messages issued since the last written report to the Board of Directors. These two messages were issued on August 23<sup>rd</sup> and 24<sup>th</sup> and related to the same weather event. Rainfall Warnings had been issued by Environment Canada for the system of thunderstorms predicted to pass through the region. By the early evening of the 23<sup>rd</sup>, the areas around Tilbury and through Middlesex/Elgin in the LTVCA had already seen 50 mm of rain, with more thunderstorms predicted to pass through the region. By mid-afternoon of the 24<sup>th</sup>, the Rainfall Warning was still in effect for Windsor-Essex and various areas of the Lower Thames watershed had reported up to 125 mm of rainfall. More thunderstorms passed through the region that night producing even higher rainfall totals. Confirmed reports of around 150 mm of rain were received with even higher amounts suggested for some areas. Fortunately, for Chatham-Kent, the rain largely fell to the east and west of the Chatham/Blenheim/Ridgetown area and the McGregor Creek Diversion Channel did not even need to be operated. In addition, the Upper Thames watershed did not receive this rain either, so the Thames River did not rise up to cause flooding. However, the Tilbury and Middlesex/Elgin portions of the LTVCA were hit particularly hard. The image below shows NOAA radar estimated rainfall totals for period from 5 pm August 22<sup>nd</sup> through 5 pm August 25<sup>th</sup>.



Since the last Board of Directors meeting, there have not been any significant wind events to generate large waves and cause shoreline flooding. At the Cedar Springs weather station (run by ECCC), there has been only one recorded event with winds above 30 km/hr from a southerly direction. That was on August 17th.

## Report on Lake Conditions

Average daily water levels on Lake Erie at the beginning of October were around 174.47 m (I.G.L.D.). The all-time record high monthly average for October was 174.94 m, set in 1986. Lake levels at the beginning of October were still 37 cm above what would be considered normal for the month of October. While Lake Erie water levels had dropped more than normal during the latter half of last year due to dry conditions, they began an early rise in January and had risen back above 2021 or 2022 levels by April. Dry conditions in May and early June saw lake levels drop and then stabilize when they typically rise. Heavy rains in July kept lake levels stable when they typically start their seasonal decline. A heavy rain event in late August caused lake levels to jump and they are now tracking slightly above October 2022 lake levels. Forecasts suggest lake levels could drop around 12 to 13 cm over the next month.

Average daily water levels on Lake St. Clair at the beginning of October were around 175.36 m (I.G.L.D.). The all-time record high monthly average for October was 175.96, set in 1986. Lake levels at the beginning of October were 34 cm above what would be considered normal for the month of October. Although lake levels started the year down about 20 cm from 2022, by March water levels were very similar to 2022. Although there were fluctuations in water levels due to heavy rain events, and a dip in May and June due to dry conditions, water levels on Lake St. Clair have tracked quite close to 2022 water levels this year. Forecasts suggest water levels could drop around 10 cm over the next month.

While current water levels on the lakes are still around 30 to 40 cm above average for this time of the year, water levels on both Lake Erie and Lake St. Clair have fallen back down below October water levels seen from 2017 to 2021. Long range forecasts suggest that water levels are now trending more towards normal. However, water levels are still predicted to remain above normal at least into 2024. Stronger wind events (most likely gale force wind events) are now required to cause flooding along the LTVCA's Lake St. Clair shoreline and along most of its Lake Erie shoreline. However, the damage caused by high lake levels over the last few years along Erie Shore Drive means it's likely still more vulnerable at lower wind speeds. In addition, some recent changes to the shoreline have also made the road more vulnerable in one location. As autumn progresses and more frequent strong wind events appear, the LTVCA and municipal staff will need to pay close attention to the new conditions that produce flooding along the road.

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.

# LEGEND

LAKE LEVELS

RECORDED

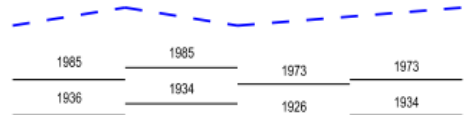
PROJECTED



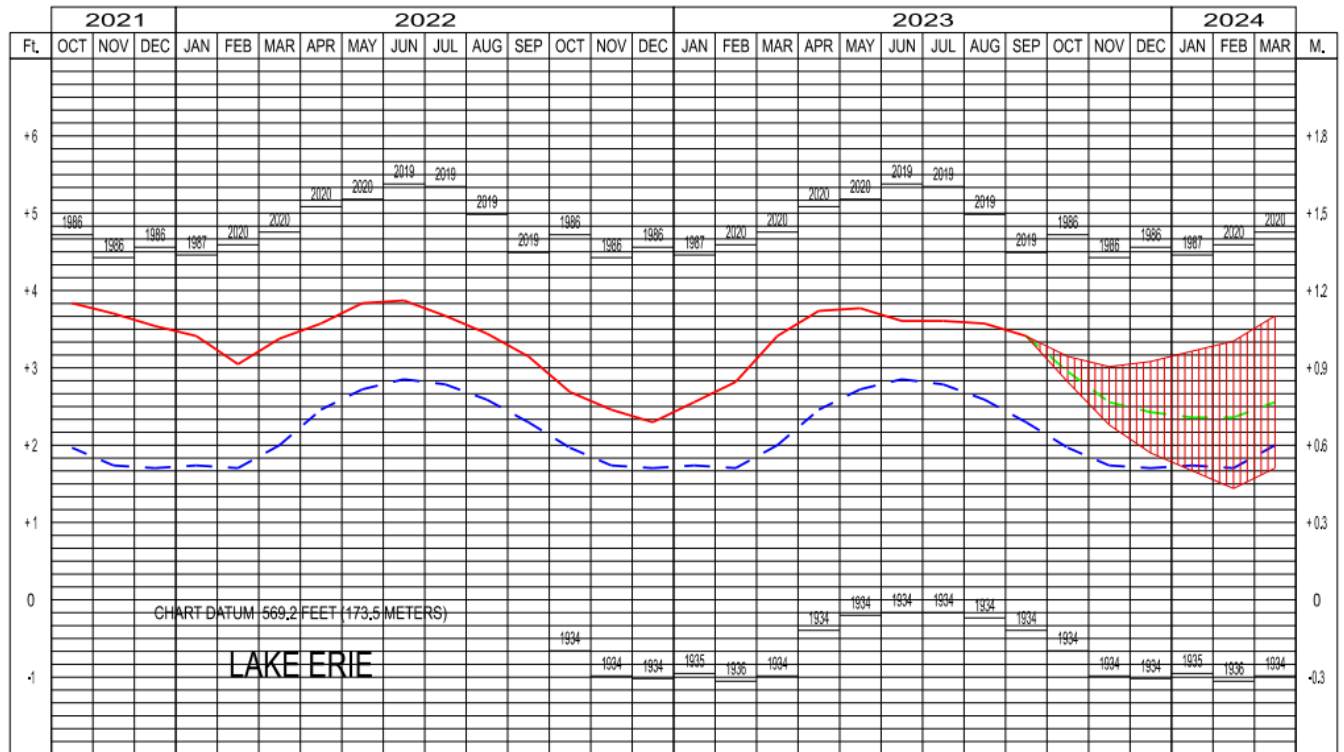
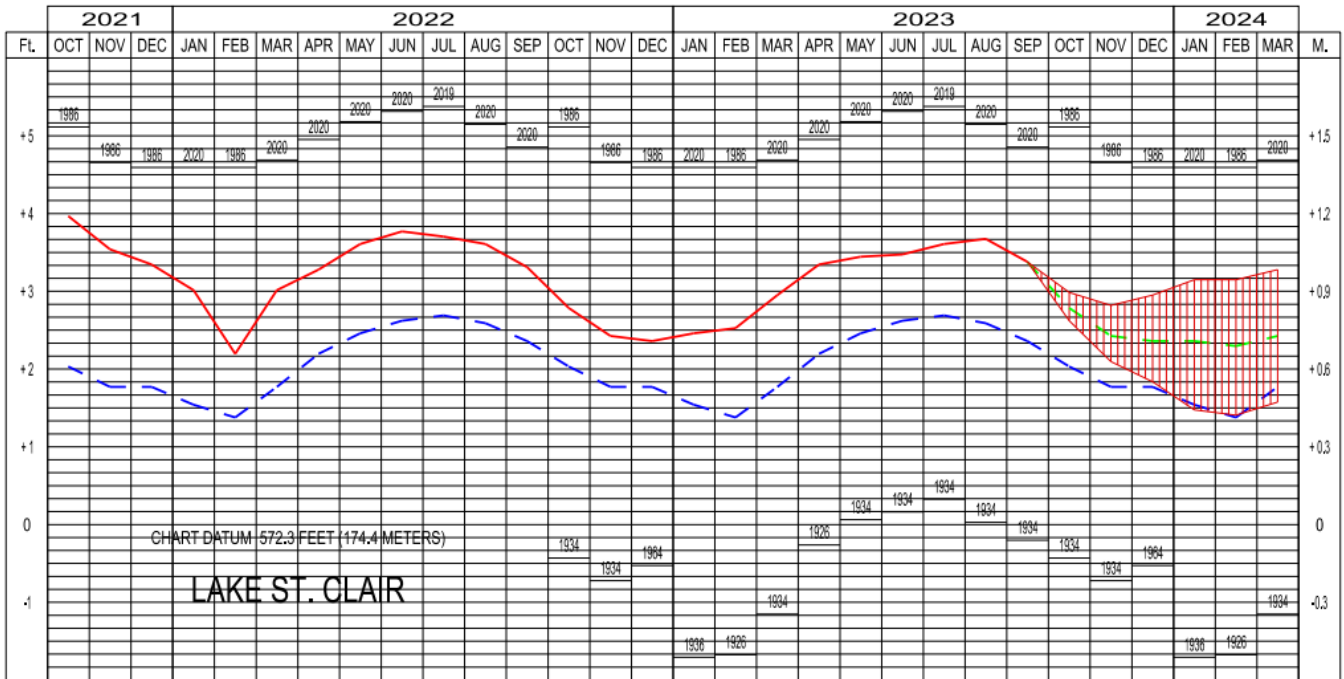
AVERAGE \*\*

MAXIMUM \*\*

MINIMUM \*\*



\*\* Average, Maximum and Minimum for period 1918-2021



### 10.2.2) Flood Control Structures

Despite the heavy rains that occurred in late August, the McGregor Creek Diversion Channel did not have to be operated over the last several months.

Due to staffing shortages, the regular seasonal maintenance around the flood control structures had fallen behind somewhat these last couple of months. Noticeable to the general public was that grass cutting had been delayed. Now that vacant positions have been filled, staff are catching up on such activities.

Vandals attempted to break into the control building at the 6<sup>th</sup> St. Backwater Dam and Pumping Station. The damage was noticed on October 10<sup>th</sup> and seemed to be associated with a larger vandalism event that occurred at Tecumseh Park, presumably the night before. A deadbolt that barred the door was damaged and the padlock removed. However, they did not manage to open the main lock in the door and were prevented from entering the building.

In previous agendas it was mentioned that a significant inspection project was being undertaken for the pumps at the 6th St. Dam. The first pump was pulled on June 6<sup>th</sup> by Schepens Ltd. of Wallaceburg. The pump was inspected, and seals needed to be replaced. This pump was reinstalled on September 15<sup>th</sup>. Associated with the pump removal and reinstallation, a significant amount of sediment needed to be removed from the pump wells using a VacTruck provided by Clarke Construction. It was felt that the removal of the next pump should be delayed to ensure that the dam would be operational for the upcoming flood season. The current plan is to pull and inspect the remaining two pumps next summer. The seals for these pumps will also most likely need to be replaced and additional sediment removal will also need to be undertaken.

### 10.2.3) Erie Shore Drive and Burk Drainage Works

Chatham-Kent has engaged R.C. Spencer Associates Inc. under the Drainage Act to look at potential solutions and works to address drainage issues along Erie Shore Drive and the associated Burk Drainage works. A preliminary report was generated and was discussed at a special meeting of Chatham-Kent Council on Thursday, September 21<sup>st</sup>. Despite a request from homeowners along Erie Shore Drive to delay moving forward with the report, council passed a motion to proceed to the next step in the Drainage Act process. The preferred alternative would improve the Burk Drainage Works and provides additional drainage for Erie Shore Drive. It would not provide erosion protection for those homes along Erie Shore Drive. However, the proposal would not preclude such works in the future either. The preferred alternative will also most likely impact the LTVCA property known as McGeachy Pond, as it includes construction of more dyke on the property near and/or in the parking lot on the Erie Shore Drive side. It would also potentially include limited works within the wetland area. These works would also better separate the drainage of Erie Shore Drive from the wetland pond. LTVCA staff have already met with CK Drainage staff to discuss the proposal and further discussion will occur with the engineering team as the design work is undertaken

### 10.2.4) Talbot Trail Environmental Assessment Update

Chatham-Kent has engaged BT Engineering to undertake work related to an Environmental Assessment for Talbot Trail to address erosion and road failure issues along the Lake Erie shoreline. The Environmental Assessment was presented to Chatham-Kent Council and approved to be posted for the required 60-day public review period, which was to last from March 31<sup>st</sup> to May 30<sup>th</sup>, 2023. On May 29<sup>th</sup> a motion was brought before Council to amend the Environmental Assessment to include an additional option that could be implemented more quickly to allow the road to be opened sooner. The motion was approved, and BT Engineering began work on this proposed amendment. A tentative date for a Public Information Centre meeting to discuss the road layout and design proposed for this EA amendment has been set for November 14<sup>th</sup> at the Tilbury Arena. Those interested should keep this date in mind, but to look out for an official announcement confirming the date and location.

### 10.2.5) 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 (July, August and September) 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.

Looking at the rainfall over the last three months, July and August were unusually wet, but September was fairly dry again. For the 3-month rainfall total, of the 10 stations examined around the watershed, no station showed less than average rainfall. Despite a drier than usual 2022, the 18-month rainfall totals for 7 stations around the watershed mostly showed between 85% and 95% of average rainfall. Although it was mentioned that September was fairly dry, the rainfall that did occur was nicely spaced out and didn't allow flows on the region's watercourses to drop too low. Thames River flows near Dutton were calculated at 89% of the LASF, while near Thamesville flows were 125% LASF.

Based on these indicators, a Low Water Condition has not been declared for the Lower Thames watershed.

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/>

### 10.2.6) Watershed Monitoring

Watershed-wide surface water quality monitoring continues at 22 sites throughout the watershed. This sampling is being conducted under several programs, including the PWQMN program, special program lab allocation from MECP and internally by the LTVCA. This sampling is required to be able to determine nutrient loadings related to the phosphorous reduction targets under the Great Lakes Water Quality Agreement.

Several additional sampling runs have also been undertaken with an algae sensor to see whether there were any concerns yet regarding blue-green algae blooms. So far at least, the cooler temperatures and elevated flows seem to be discouraging the algae bloom that has become an almost annual occurrence.

For the Provincial Groundwater Monitoring Network (PGMN) program, well water level and temperature data from the wells was downloaded from their data loggers. Further upgrades at the Ridgetown well on Shewburg Road are pending. Every autumn there is also a program where LTVCA staff pump seven of the PGMN wells and take water quality samples to be analysed by the MECP. This sampling is anticipated to be undertaken later in October and November.

### 10.2.7) Harmful Algal Blooms (HAB)

#### Thames River Blooms

Over the last several years, the Thames River has experienced algae blooms in the late summer and early autumn. These blooms seem to appear first in the city of Chatham. This year, noticeable accumulations of algae were seen on the Thames River in the city of Chatham on two occasions. However, neither event lasted more than a day due to weather conditions. The first bloom appeared on August 11<sup>th</sup>. The second bloom appeared on October 5<sup>th</sup>. In both cases there was a rainfall event that evening and overnight that disrupted bloom formation. Although blooms have been seen on the river in October in past years, as the weather gets cooler the chance of another bloom becomes much less likely. Based on the weather forecast, LTVCA staff do not expect any more blooms this year.

## Lake Erie Blooms

So far this year there have been no blue-green algae (cyanobacteria) blooms reported on Lake Erie within the jurisdiction of the LTVCA. During the bloom season, the operational Lake Erie HAB Forecast is put out by the U.S. National Oceanic and Atmospheric Administration (NOAA). The forecast provides the current extent and 5-day outlooks of where the bloom will travel and what concentrations are likely to be seen. At the time this agenda was drafted, the most recent Forecast was from October 17<sup>th</sup> (see forecast below).

The NOAA HAB mapping appeared to show that blooms in the western basin of Lake Erie are largely limited to Sandusky Bay.

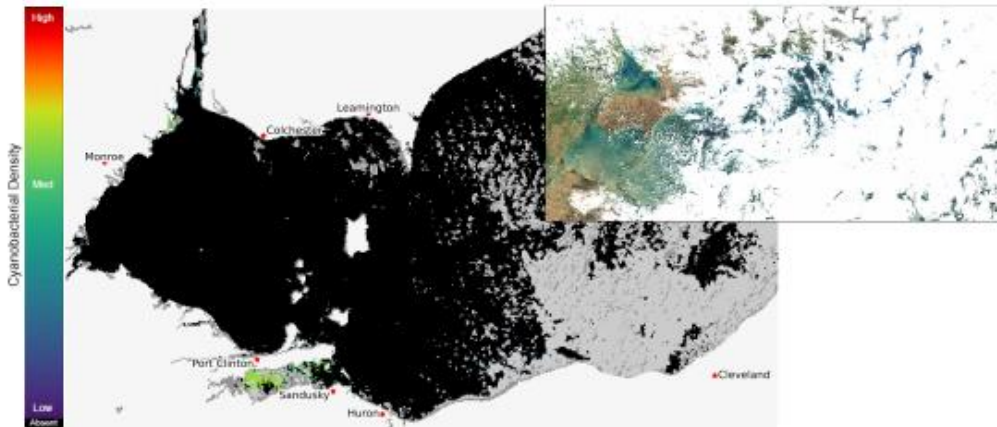
## Lake Erie Harmful Algal Bloom Forecast



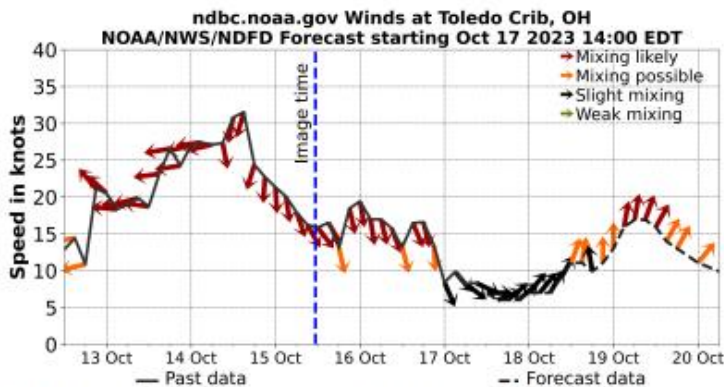
### Imagery Analysis & Forecast - 2023-10-17

The cyanobacteria bloom is present in western Lake Erie but cloud cover or winds above 9.0 mph prevent determining the area. Clouds and elevated winds have persisted over western Lake Erie for the past two weeks. As of 15 Oct, bloom intensity and extent had significantly decreased as compared to previous weeks due to water column mixing and sediment resuspension associated with the higher wind speeds. We will continue to monitor bloom conditions. Sandusky Bay has a local bloom of mixed cyanobacteria. No recent toxin data currently available. --A. Hounshell 10/16/2023

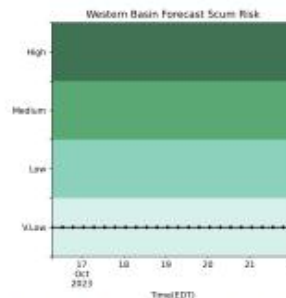
The past few days of imagery can be seen at [the HAB monitoring site](#). The Lake Erie Forecast is operated by the National Centers for Coastal Ocean Science. Contact [hab@noaa.gov](mailto:hab@noaa.gov) for technical Questions. Last Updated: 2023-10-17 11 AM EST



Current Lake Erie Sentinel-3 satellite imagery from the Ocean and Land Color Imager (OLCI) on Oct 15, 2023, 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 image of the entire lake. Data derived from Copernicus Sentinel-3.

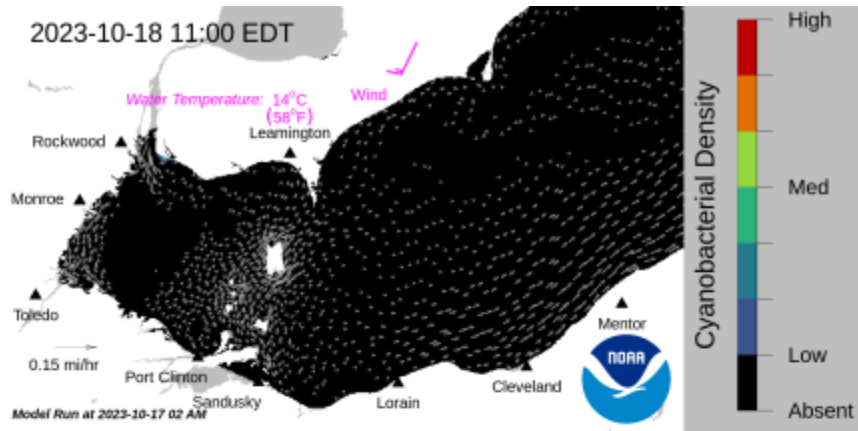


Wind speed and direction from ToledoCrib, OH. Blooms mix through water column at wind speeds > 15 knots.

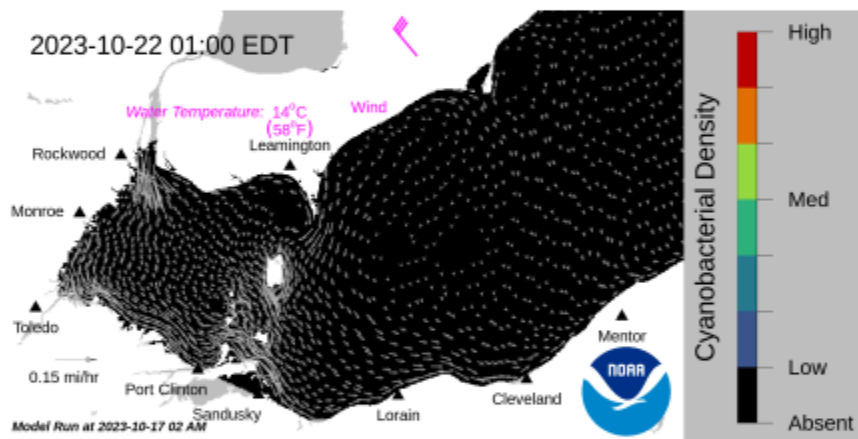


Where the bloom is present in western Lake Erie, the potential risk of scum.





Forecast surface bloom position for Oct 18, 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 22. 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](#)



#### Alignment with Strategic Plan

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

## 10.3) Planning and Regulations

### 10.3.1) Planning

From the end of July 2023 through to the end of September 2023, there were 60 planning submissions reviewed by staff for this reporting season 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 120 phone calls and over 54 email responses to inquiries that staff have responded to.

Planning Numbers	2022 Totals	Jan Totals	Feb Totals	Mar Totals	Apr Totals	May Totals	June Totals	July Totals	August Totals	Sept Totals	2023 Totals
Chatham-Kent	204	21	17	37	26	44	18	34	27	11	235
Elgin	92	14	7	18	10	12	8	5	7	7	88
Essex	32	4	0	2	0	3	1	5	1	0	15
Middlesex	44	5	5	3	6	2	4	0	4	3	32
<b>Total Numbers</b>	<b>372</b>	<b>44</b>	<b>29</b>	<b>60</b>	<b>42</b>	<b>61</b>	<b>31</b>	<b>44</b>	<b>39</b>	<b>21</b>	<b>370</b>

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

### 10.3.2) Planning Fees

Planning fees generated for the time period of August 1, 2023 through to September 30, 2023:

Municipality	August - September	Yearly Total
Southwold	\$0	\$930.00
Dutton Dunwich	\$0	\$230.00
West Elgin	\$600.00	\$5,850.00
<b>YTD Total</b>		<b>\$7,010.00</b>

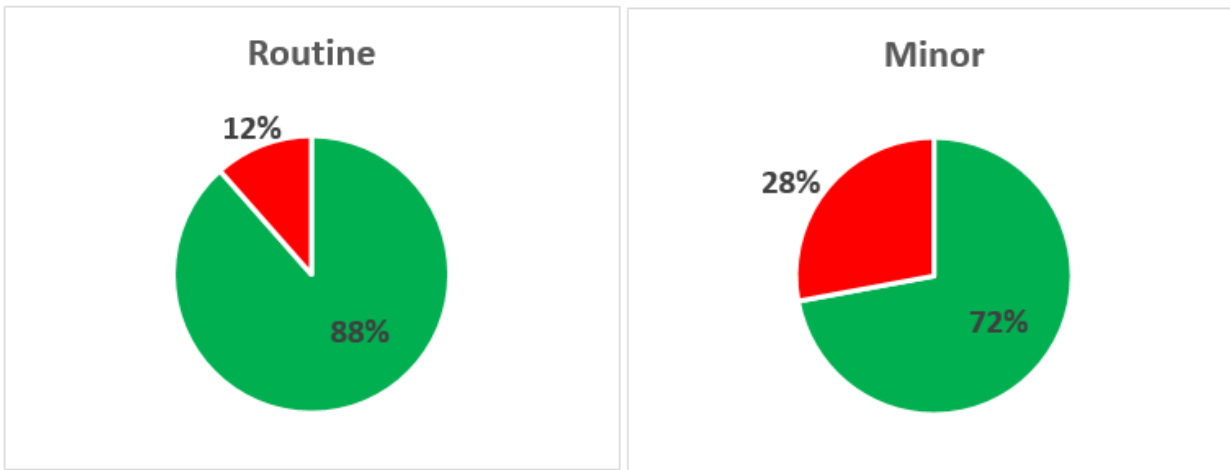
### 10.3.3) Section 28 Regulations / Permitting

In the months of August and September, the LTVCA received 75 new permit applications with respect to Section 28 of the Conservation Authorities Act and Ontario Regulation 152/06. Of the 314 permit applications received in the first nine months of 2023, all but 11 had been approved by staff by the end of September. Nine of those 11 applications were in the queue to be reviewed by staff, one application is waiting for a hearing to be scheduled, and one application was put on hold by the applicant.

\$61,325 in permit application and hearing fees has been collected thus far this year (as of the end of September).

### 10.3.4) Permit Processing Timelines

For applications issued in August and September, the charts and table below indicate that 88% of “routine” and 72% of “minor” permit applications met their applicable customer service standard for turnaround time.



Complexity of Application	# of Days to Review Permit Applications				
	0 - 14 Days	15 - 21 Days	21 - 28 Days	29 - 90 Days	> 90 Days
Routine	23	2	1	0	0
Minor	25	6	2	10	0
Major	0	0	0	0	0

For the months of August and September, the average turnaround time for a routine permit application was three days (ranged between 0 and 27 days). The customer service standard for routine permits is a turnaround within 14 days. For the most part, the processing time for routine permit continues to meet customer service targets. This improvement is largely due to the Water Resources Engineer that was hired near the end of 2020 taking on the task of processing most of the applications identified as being “routine” in complexity.

For the months of August and September, the average turnaround time for a minor permit application was 17 days (ranged between 0 and 71 days). For private property minor complexity permits, the average turnaround time was 24 days. The customer service standard for minor complexity permits is a turnaround within 21 days. Permit processing times for “minor” applications was likely impacted due to the leave of the Water Resources and Regulations Technician as well as turnover in staff in the water management department. At the time of the writing of this report, the Water Resources and Regulations Technician has returned and the vacant Planning Technician position has now been filled, however the administrative assistant position for the regulations program is now vacant.

### 10.3.5) Property Inquiries

Up to the end of September, 701 property inquiries (including permit pre-consultation questions) were received and responded to by the Regulations Program which is 74 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 up to 3 business days for e-mails and up to 3 business days for phone calls.

### 10.3.6) Regulation Mapping Update

In August, the GIS Technician continued to work diligently on updating the hazard mapping and regulation mapping for the entirety of the LTVCA’s jurisdiction. Significant progress was made, however, the technician moved on to another organization in early September. At the end of September, the Water Resources and Regulations Technician returned to work from a leave and initiated review of the draft mapping updates. Edits and further modifications will be required. The role of the GIS Technician is currently vacant.

Once completed, the regulation mapping will be shared with member municipalities, be available online for the public, consultants, and private industry, as well as fulfill a customer service commitment made by the LTVCA in 2019.

#### 10.3.7) Section 28 Enforcement

In the first nine months of 2023, 19 complaints / tips were received from the public about possible Section 28 enforcement issues. 17 of the 19 issues are confirmed violations or potential violations of the Conservation Authorities Act and Ontario Regulation 152/06. One of the violations has been resolved.

## Staff Report

O.Reg. 152/06 Permit Applications  
(Permits Issued in Aug and Sept 2023)

B.D. 10/26/2023

App No.	Location	Community/ Township	Municipality	Decision	Processing Time (days)
208-2023	17671 Erieau Road	Erieau	Chatham-Kent	Granted: Aug 22, 2023	40
225-2023	206 Island Crescent	Lighthouse Cove	Lakeshore	Granted: Aug 22, 2023	34
240-2023	10025 Riverline	Chatham	Chatham-Kent	Granted: Aug 23, 2023	11
241-2023	Dymock Drain	Ekfrid	Southwest Middlesex	Granted: Aug 03, 2023	1
242-2023	26526 Gilbert Line	Aldborough	West Elgin	Granted: Aug 09, 2023	35
243-2023	Miller Drain	Aldborough	West Elgin	Granted: Aug 08, 2023	0
244-2023	Wilton Drain	Aldborough	West Elgin	Granted: Aug 08, 2023	0
245-2023	Trigger Drain	Aldborough	West Elgin	Granted: Aug 08, 2023	0
246-2023	No.2 Drain	Aldborough	West Elgin	Granted: Aug 08, 2023	0
247-2023	Bonn Drain	Aldborough	West Elgin	Granted: Aug 08, 2023	0
248-2023	Redinger Drain	Aldborough	West Elgin	Granted: Aug 08, 2023	0
249-2023	Shiner Drain	Aldborough	West Elgin	Granted: Aug 08, 2023	0
250-2023	160 Queen Street	Wardsville	Southwest Middlesex	Granted: Aug 24, 2023	20
251-2023	19045 Light Cove Avenue	Lighthouse Cove	Lakeshore	Granted: Sep 08, 2023	30
252-2023	Campbell Drain	Aldborough	West Elgin	Granted: Aug 09, 2023	0
253-2023	Leibner Drain	Aldborough	West Elgin	Granted: Aug 09, 2023	0
254-2023	Coffey Drain	Aldborough	West Elgin	Granted: Aug 09, 2023	0
255-2023	E Schneider Drain	Aldborough	West Elgin	Granted: Aug 09, 2023	0
256-2023	Starks Drain	Aldborough	West Elgin	Granted: Aug 09, 2023	0
257-2023	McCull Drain	Aldborough	West Elgin	Granted: Aug 09, 2023	0
258-2023	Hartwick Drain	Harwich	Chatham-Kent	Granted: Aug 09, 2023	1
259-2023	9053 English Line_Parrot Drain	Harwich	Chatham-Kent	Granted: Aug 11, 2023	0
260-2023	11th Concession Branch_East Ogle Drain	Mersea	Leamington	Granted: Aug 16, 2023	5
261-2023	11411 Talbot Trail	Harwich	Chatham-Kent	Granted: Aug 16, 2023	19
262-2023	22694 Victoria Road	Howard	Chatham-Kent	Granted: Sep 07, 2023	48
263-2023	25071 McMurphy Line	Aldborough	West Elgin	Granted: Aug 11, 2023	1
264-2023	25989 Big Pointe Road	Dover	Chatham-Kent	Granted: Sep 07, 2023	27
265-2023	21911 Simpson Road	Mosa	Southwest Middlesex	Granted: Sep 1, 2023	17
266-2023	5111 Tecumseh Line	Tilbury East	Chatham-Kent	Granted: Aug 21, 2023	0
267-2023	20500 Concession Road 1 / Frontier Road	Tilbury West	Lakeshore	Granted: Aug 24, 2023	6
268-2023	34 Woods Street	Shrewsbury	Chatham-Kent	Granted: Sep 07, 2023	17
269-2023	Lucas Drain	Dunwich	Dutton Dunwich	Granted: Aug 21, 2023	0
270-2023	22099 Fleming Line	Aldborough	West Elgin	Granted: Aug 21, 2023	19
271-2023	11280 Rondeau Estates Line	Rondeau Bay Estate	Chatham-Kent	Granted: Sep 05, 2023	25
272-2023	27967 Park Drive	Duttona Beach	Dutton Dunwich	Granted: Sep 01, 2023	11
273-2023	Healey Drain	Mersea	Leamington	Granted: Aug 22, 2023	0

App No.	Location	Community/ Township	Municipality	Decision	Processing Time (days)
274-2023	Lundy Drain	Mersea	Leamington	Granted: Aug 22, 2023	0
275-2023	South Dale East Branch Drain	Mersea	Leamington	Granted: Aug 22, 2023	0
277-2023	8 Marion Avenue	Chatham	Chatham-Kent	Granted: Sep 11, 2023	41
278-2023	Newcombe Drain Branch A	Harwich	Chatham-Kent	Granted: Aug 24, 2023	1
279-2023	27908 McKenzie Line	Dunwich	Dutton Dunwich	Granted: Aug 25, 2023	0
280-2023	North Branch Bell or Crawford Drain	Howard	Chatham-Kent	Granted: Sep 07, 2023	13
281-2023	7050 Riverview Line	Raleigh	Chatham-Kent	Granted: Sep 11, 2023	14
282-2023	56 Creek Road	Chatham	Chatham-Kent	Granted: Sep 21, 2023	28
283-2023	Hill Road over Morpeth #1 Drain	Howard	Chatham-Kent	Granted: Sep 06, 2023	7
284-2023	Brnka Drain	Ekfrid	Southwest Middlesex	Granted: Sep 06, 2023	7
285-2023	19115 Haven Avenue	Lighthouse Cove	Lakeshore	Granted: Sep 06, 2023	6
286-2023	740 Ross Lane	Erieau	Chatham-Kent	Granted: Sep 20, 2023	20
287-2023	360 Grand Avenue East	Chatham	Chatham-Kent	Granted: Sep 07, 2023	35
288-2023	735 Mersea Road 8	Mersea	Leamington	Granted: Sep 29, 2023	29
289-2023	3938 Longwoods Road	Ekfrid	Southwest Middlesex	Granted: Sep 14, 2023	14
290-2023	11553 Cofell Line over Rushton Drain	Harwich	Chatham-Kent	Granted: Sep 06, 2023	0
291-2023	129 Tuscany Trail	Chatham	Chatham-Kent	Granted: Sep 07, 2023	0
292-2023	Brown Drain	Dunwich	Dutton Dunwich	Granted: Sep 08, 2023	1
293-2023	17820 Melody Drive	Lighthouse Cove	Lakeshore	Granted: Sep 21, 2023	11
295-2023	430 Ross Lane	Erieau	Chatham-Kent	Granted: Sep 21, 2023	10
296-2023	88 Lemuel Street	Thamesville	Chatham-Kent	Granted: Sep 25, 2023	14
297-2023	20923 Fisherman Road	Wheatley	Chatham-Kent	Granted: Sep 12, 2023	0
298-2023	11167 Currie Road	Dutton	Dutton Dunwich	Granted: Sep 20, 2023	15
299-2023	9211 Colborne Street	Harwich	Chatham-Kent	Granted: Sep 13, 2023	20
300-2023	Coleman Drain	Howard	Chatham-Kent	Granted: Sep 14, 2023	1
301-2023	11812 Ridge Line near Kent Bridge Road	Howard	Chatham-Kent	Granted: Sep 14, 2023	0
302-2023	62 Dundee Drive	Chatham	Chatham-Kent	Granted: Sep 21, 2023	7
303-2023	52 Kent Street	Shrewsbury	Chatham-Kent	Granted: Sep 22, 2023	3
304-2023	136 Detroit Line	Wheatley	Chatham-Kent	Granted: Sep 26, 2023	71
305-2023	144 Detroit Line	Wheatley	Chatham-Kent	Granted: Sep 26, 2023	71
307-2023	Carruthers-Hetzel and Christina Drain	Caradoc	Strathroy-Caradoc	Granted: Sep 28, 2023	1
308-2023	Laurentia Drain Culverts	Tilbury East	Chatham-Kent	Granted: Sep 28, 2023	1
314-2023	Glencoe Outlet Drain	Ekfrid	Southwest Middlesex	Granted: Sep 29, 2023	0

## 10.4) Conservation Area Lands

### 10.4.1) Conservation Areas

#### Longwoods Road Conservation Area

The Longwoods Resource Centre has received several upgrades over the last colour months from structural posts, windows, doors and furnace repairs/upgrades as have been completed prior to construction of the addition.

The Canada Revitalization Grant that was approved has begun, the RFP was posted, bids were submitted and at a Special Board of Directors meeting, the tender was awarded to Tradition Construction. Construction has begun on October 11<sup>th</sup>, 2023. With a planned sod turning on November 22<sup>nd</sup>, 2023.

Several repairs at the conservation area have taken place over the summer from, steps being upgraded at one of the cabins to fixes to our beloved trestle bridge. The pathways are being upgraded slowly from mulch to crushed stone as time permits.



#### Mill Stream Conservation Area

The Mill Stream pavilion needed some care this summer and received a new roof. As half of the roof was replaced in previous years with a steel, the front of the pavilion received the same steel to marry the two sides together.



#### E.M Warwick

E.M. Warwick concluded a short-term lease as a pilot project with the West Elgin Community Health Centre. The pilot program was a success and the West Elgin Community Health Centre has requested to continue to use the facility. The Scouts have requested to use the facility at this time in March, so we are currently working with both groups to come up with a compromise for the property.

Staff have made the decision to close the Beach Access Trail at EM Warwick due to slope instability and erosion along the face. At this time repairs to the trail and access area would be costly and cumbersome.



### Big Bend

Seasonal Camping has wrapped up, and hunt camps are beginning shortly. Staff hosted a brief meet and greet with the seasonal campers on October 6<sup>th</sup> to talk and discuss moving forward as new staff are present at the CA's and in office.

### Mosa Forest

Mosa Forest has struggled with an invasion of Japanese Stiltgrass, however the LTVCA has been working with the CFIA (Canadian Food Inspection Agency) on monitoring and managing this invasive species. Through the CFIA program, their staff attend the site to monitor for a 5-year period, and deliver eradication methods to LTVCA Staff, we then carry out those instructions and report back to the CFIA.

Staff underwent a removal of a section within Mosa Forest. It has been determined the previous locations have been eradicated and this spot was the last known location. Staff hand pulled and disposed of the species, and then sprayed the area in compliance with the regulations for this process.



### C.M. Wilson

Staff continue to work hard at transforming the CM Wilson Learning Centre into the place to be. Currently, our education team resides out of that office at this point and is constantly working towards opening the building this Winter.

In September, the McKinlay Funeral Home and the After Group donated a Wind Phone to CM Wilson Conservation Area for those struggling with loss. The Wind Phone can be found along the pond trail within the Memorial Forest.

Our Agricultural Team has a new addition to the CM Wilson Workshop, the portable lab was moved this month to help staff create their own space. As funding comes available we will be transforming this unit into the Agricultural Soil and Water Lab.





### The Staff

The LTVCA works hard to ensure everyone is trained to the highest standards possible. Recently, a group of our staff went through a two-day chainsaw training course.



Community Fundraising

Coca Cola recently donated \$10,000 to the LTVCA to help do community planting projects. A part of this announcement was an initiative to engage their local distribution office, which is a refurbishing warehouse to create local art that communicates with the community their presence and encourages residents to stop and take a photo with the sculpture. As part of this engagement process the staff at Coca Cola agreed that they would like to donate funding to the LTVCA as they value the contributions the LTVCA has to their communities.



## 10.5) Conservation Services

### 10.5.1) General Update

Database progress is being made and we are now able to assemble tree orders or other project costs and show contributors and amounts to projects. These projects/agreements link with a map.

A 3.3 acre buffer was installed on the Bates Bloomfield Drain which enters into the Rondeau Bay. Canada Nature Fund and the Ridge Landfill Community Trust funded this native tall grass buffer.

One last large stock order is being received on Nov 1. These trees will be for the Trees Memorial Forest in Ridgetown and a few private landowners.

**Eastern District:** All year 1, 2, and 5 tree survival assessments that needed to be completed for Forest Ontario for this year. Several outreach venues to promote our stewardship programs were attended including the Glencoe Fair, Cultivation Tour.

Staff visited the Stock viewing day held annually by Sommerville Nurseries. This is to allow us to view the tree stock that will be purchased for the coming spring. This year LTVCA had enough staff to actually contribute to tree seed collection. These trees seeds are provided to our affiliated nursery who requested certain tree species do build up inventory for future use.

Tyler Thornton has been busy familiarizing himself with various wetland and tree projects being conducted within the LTVCA watershed. He is beginning to implement several tree & wetland projects currently with landowners. We have submitted applications for wetland program funds from Wildlife habitat Canada and the MOECP Wetland Conservation Partnership Program, which are for 2024.

#### **Wetlands and Ducks Unlimited Canada Partnership**

The wetland program has been steadily moving forward, responding to 30+ new inquiries this year and successfully completing 4 wetland projects, totalling 1.4 acres. There are an additional 6 wetland projects scheduled for construction later this fall, looking to add another 3.35 acres of restored wetland habitat.

Recently, stewardship staff have been focused on completing two major grant applications looking to gather funding to help continue the delivery of LTVCA's wetland restoration program. Both of those have been submitted and currently waiting acceptance. Our Professional Services Agreement between Ducks Unlimited Canada has been signed and continues to supply funds for the staff working on wetland programming in the LTVCA watershed and Southwestern Ontario.

#### Completed Wetland Projects:



Middleton Line, Wheatly – 0.25 acres



Rose Beach Line, Morpeth – 0.15 acres



Longwoods Rd, Glencoe – 0.5 acres



McKenzie Line, Dutton – 0.5 acres

### ***ALUS Middlesex***

ALUS Middlesex staff have been hard at work monitoring past projects, generating new project leads, and working within the community to foster environmental stewardship and public engagement. During the fall months, staff are busy reaching out to landowners and conducting monitoring visits, providing the necessary support to landowners as well as giving valuable face time. Monitoring visits are important to check project health, provide support and technical guidance to landowners, as well as feel out new project leads. These annual visits help to ensure projects are producing and effective, as well as grant valuable insight into new project implementation.



**Figure 1** This project, completed 2022, already shows remarkable improvement. The wetland has already begun working, as it helps to hold and filter excess nutrients (visible algae) from entering the watershed.

With the harvest season upon us and crops being taken off, fields are cleared for establishment of our remaining projects. This year to date, ALUS has seen the enrolment and creation of 16 new acres of grassland habitat, as well as over 11.5 acres of new wetland features created. Through the engagement of 16 landowners, these projects will increase feature connectivity for migratory birds, as well as produce ecosystem services for the entire community.



**Figure 2 This multi-cell wetland complex will help filter and slow water, as well as provide migratory bird habitat. Area is surrounded by delayed hay, proving ideal for grassland birds**

In other ALUS news, October marked a significant program transition with the departure of Program Director Peter Moddle. Peter has been an indispensable part of the ALUS Middlesex team, dedicating over five years to the program's operations and proving vital for the program's growth and successful implementation. We extend our best wishes to him for all his future endeavors.

### ***ALUS Elgin***

We held our fourth Partnership Advisory Committee (PAC) meeting of 2023 on September 6<sup>th</sup> at the Kettle Creek Conservation Area Administrative Building. A review of the role of the Farmer Liaison in Project Monitoring was completed, and distinguished from Third Party Verification organised by ALUS Canada. Of Elgin's 274 existing projects, all are scheduled to be monitored at least once between 2022 and 2023. Deveron, the third party verifier who is there solely to confirm project size in acres, has completed 13 project verifications on the properties of five different landowners in 2023. PAC members who do not currently serve as Farmer Liaisons showed interest in doing so. A financial review was given, and four projects were proposed. The PAC took time to discuss the idea of "What is an ALUS project?" with criteria being examined in depth. "We aren't landscapers" was a repeated statement that came up throughout the conversation, which led to the amendment of one project and the denial of another. Three projects in total were approved.

We built two wetlands on neighbouring properties between Union and Port Stanley at the end of September. One is a half acre in size and the other a full acre. Ducks Unlimited, Elgin Clean Water Program and the Elgin Stewardship Council all supported both projects. Both landowners were very excited about the projects and were happy with how the work was conducted.



*Before and after photos of the one acre wetland dug on the Thomas property.*

ALUS Canada is applying to the Ministry of the Environment, Conservation and Parks' Wetland Conservation Partner Program. They are applying for 7.55 acres of Wetland and Riparian Wetland projects for Elgin for 2024. Reports for running grants are currently underway: Natural Resources Canada and Grassland Stewardship Initiative. Our Ontario Trillium Fund Grant, supported by ALUS Norfolk, finished in August and final reporting is being completed.

The Program Coordinator, Stephanie, has been in contact with Western's Cooperative Education Coordinator for their Master of Environmental and Sustainability Program. They are quite eager to have one of their students do a co-op placement with us next summer. They were also supportive of passing on a job post to the undergraduate co-op job board, as Stephanie is eager to get our geographic database cleaned up and that is a fitting co-op project to start in January. The MES Program also requires its students to do 10 hours of volunteer work, and we are looking at the option of enlisting volunteers for some basic tasks.

Landowners continue to contact the program through various means, and project planning for the 2024 implementation season is well underway. Erosion control is currently a popular topic, with drop inlets and a culvert being requested. Field buffers and pollinator strips are the other current area of popular interest. Two landowners have contacted us with the concern that the natural spaces on their land put them in a residential tax category. We are being engaged as a result of the Municipal Property Assessment Corporation's current encouragement of municipalities to tax high.

### ***ALUS Chatham-Kent Update***

Our Partnership Advisory Committee (PAC) held their fourth meeting of the year on October 3<sup>rd</sup>. A financial report was presented and after allocating all expected program delivery costs to the end of the year, there's approximately \$19,000 to spend on projects before December 31<sup>st</sup>. The PAC approved a 13% financial contribution towards projects from landowners, to ensure the farmers have a stake in their projects. Two projects, a wetland and tallgrass prairie, were approved and will be established this fall. Three projects received tentative approval, on the condition that the farmers agree to the PAC's project amendments.

A farmer was approved for annual payments only (for projects completed in 2023) and their situation elicited discussion. There seems to be confusion among farmers about which ALUS program they should apply to when they're outside the LTVCA watershed but still in Chatham-Kent (Wallaceburg and Dresden for example). The PAC would like to put together an outreach plan to make this clearer for the farmers in these areas. The farmer liaison suggested having promotional materials accessible to all PAC members so they can do outreach at farm-related events across Chatham-Kent over the winter.

After a brief discussion on the definition of a farmer and eligibility for ALUS enrollment, it was decided that the PAC should review their terms of reference and the PAC manual. This will give the new PAC members an opportunity to discuss the documents at the next meeting.

The new Program Coordinator, Rashel Tremblay, has been in the coordinator role since mid-August. In that time she has familiarized herself with the ALUS program, GIS mapping and program databases, attended over a dozen site visits, and presented concept maps with estimated project costs to farmers. Rashel presented the financial update and the projects that were up for approval at the PAC meeting. Currently working on a waiting list of 15 farmers (and counting!) for potential projects to be completed in 2024.

### ***Urban Stewardship***

Even with the cold weather setting in, urban stewardship initiatives have been in full swing. The Children’s Treatment Centre kicked off this period with a thorough garbage cleanup at the LTVCA head office in Chatham. These dedicated volunteers helped to beautify our native garden and make better habitat for wildlife.

The TD Tree Days event was a massive success this year, with 150 native Carolinian trees being planted at C.M. Wilson Conservation Area volunteers from both TD Bank and members of the public. The Baha’is Community of Chatham-Kent also joined in on the tree planting fun by adding 11 trees onto their planting from earlier this spring. Local high school students from Blenheim District High School also got their hands dirty by planting 35 trees at the site of a future dog park in Blenheim.



The third annual CK Paddle & Clean occurred on a beautiful, sunny day at the end of September. This event was the most successful paddle & clean by far, with over 35 volunteers collecting 1302 lbs of garbage out of the Thames River and McGregor Creek.



To round off the volunteer events, two different highschool groups came out in a double header to remove invasive trees from a tall grass prairie at Thames Grove Conservation area. Removing the invasive will provide more room for natives to grow, and will prevent the trees from sending out the flowers and grasses that local pollinators rely on.

The LTVCA is once again a host in the Paw Parade, put on by Carolinian Canada. We will be dispersing 5 pairs of Paw trees to members in our community, in efforts to get this important fruit tree back on our landscape.



## 10.5.2) Phosphorus Reduction Initiatives

The LTVCA recently hired a new Soil & Water Quality Technician, Brittney Littlefield. Brittney graduated from the University of Guelph with a Bachelors of Environmental Science with a Major in Ecology. Through her agricultural co-op with OMAFRA and working as an Assistant Agronomist, Brittney discovered her passion for agricultural studies. Brittney is excited to build strong relationships with the community and to aid in data collection to help improve the Thames River and Lake Erie watershed.

### **On-Farm Applied Research & Monitoring (ONFARM) Program**



LTVCA staff attended an ONFARM meet up at Canada's Outdoor Farm Show in Woodstock Ontario on September 13<sup>th</sup>, 2023. The event allowed for discussions related to Soil Health and Water Quality initiatives with other members involved in ONFARM research projects.

From July to October of 2022, LTVCA project staff continued to collect water quality and quantity data in the Jeannettes Creek ONFARM study. Frequent storms and high levels of precipitation provided many sampling opportunities for the LTVCA Soil and Water Quality Technician and Watershed Monitoring Technician to collect event-based samples. At the edge of field research sites, the LTVCA observed 8 significant flow events during the months of July-October. Samples of both surface water and subsurface tile drainage were collected.

With funding provided by ONFARM, LTVCA staff were excited to purchase and install a new area velocity sensor for one of the Merlin edge of field sites. This sensor uses ultrasonic pulses to measure both

the depth and the velocity of the water which gives the ability to calculate flow. Subscriptions for weather stations at the Merlin and Fairview edge of field sites have been renewed and will allow for the continuation to collect data including; precipitation, temperature and wind data.

*This program is funded by ONFARM, developed by the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) and delivered by the Ontario Soil and Crop Improvement Association (OSCIA) with support from various organizations including Agriculture and Agri-Food Canada, three Conservation Authorities and The Soil Resource Group. The current funding agreement for the program is being finalized.*

### **3<sup>rd</sup> Annual Cultivating Conservation Tour – September 14<sup>th</sup> 2023 – Event Summary**

The third annual Cultivating Conservation Tour occurred on Thursday, September 14<sup>th</sup> of 2023 and was a success! There were informational tents at various project sites throughout the eastern part of our watershed. The goal of this interactive tour was to increase awareness regarding regional environmental issues and to provide examples of solutions that can and have been implemented by local residents. The self guided tour included 5 stops which provided examples of; wetlands, tree plantings, tallgrass prairie and agricultural projects.



20-30 people attended this event within the four-hour tour period. The event concluded with a dinner and speeches at the Arrowwood Farm. LTVCA staff look forward to planning this annual event in a different area of the watershed in 2024.

### **LTVCA: Soil Health Program 2023 – Update**



The 2023 LTVCA Soil Health Program budget has been allocated to 2023 cover crop projects. The objective of the program is to provide financial support to farmers who are planting cover crops to sequester carbon, improve soil health, and to reduce agriculturally sourced phosphorus loads. The program offers farmers \$15.00/acre to plant cover crops in the LTVCA watershed.

With harvest well underway, many of the approved program applicants completed their cover crops plantings during August and September. With some plantings complete, the LTVCA will begin to work with farmers to complete the claim process. The bulk of the claims will be processed and validated during December of 2023, with payments being disbursed to the farmers during January of 2024.

*This project is undertaken with the financial support of the Nature Smart Climate Solutions Fund, a Government of Canada Department of Environment and Climate Change program, in partnership with Conservation Ontario. The LTVCA has been approved for \$423,000.00 in funding to administer the program from 2022-2024. The majority of the funding will be allocated to provide incentives to farm businesses to plant cover crops during 2022 and 2023. The LTVCA will also receive funds to offset the cost of administering the program.*

### **Other Events**

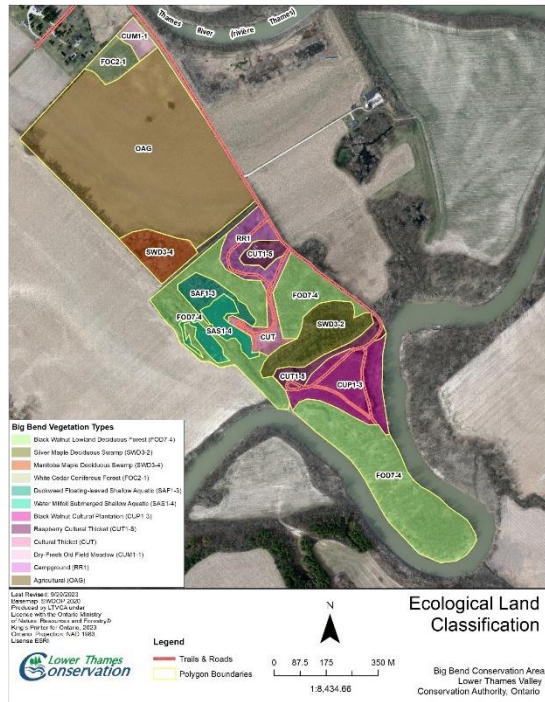
Outreach Specialist, Sarah Cook attended multiple events to help promote Phosphorus Reduction Initiatives and Stewardship Programs. Sarah engaged with many community members and promoted the Soil Health Program as well as the Soil Health Assessment Project at events such as the Chatham Kent Plow Match in August, and Farm Fest at Red Barn Brewery in Blenheim, Ontario.

### 10.5.3) Species at Risk (SAR)

#### Aquatic Species at Risk

Staff have retrieved temperature and dissolved oxygen data loggers in the Thames River and Baptiste Creek to determine habitat conditions for aquatic SAR. A proposal has been submitted to Fisheries and Oceans Canada's Canada Nature Fund for Aquatic Species at Risk (CNFASAR) for three years of funding directed at riparian habitat restoration, livestock exclusion, targeted outreach to audiences that can assist in the recovery of aquatic SAR and monitoring of SAR habitat conditions in the Thames River.

#### Terrestrial Species at Risk



Madison McKnight and Sarah Rabideau have been hard at work completing ecological land classification (ELC) habitat assessment reports for Big Bend, E. M. Warwick and Feasby Conservation Areas (CAs).

Shoreline surveys were completed for Threatened Bank Swallows along the Lake Erie shoreline of E. M. Warwick and Feasby CAs. Bank Swallows were found nesting near Feasby CA and seen incidentally during ELC habitat assessments, suggesting they forage along the shoreline and within the boundaries of this private CA. These activities contribute to a *Species at Risk Management Planning and Recovery Implementation in the Lower Thames Valley Conservation Authority* project funded by Environment and Climate Change Canada's (ECCC's) Habitat Stewardship Program (HSP).

Figure 1: Ecological land classification (habitat mapping) for Big Bend Conservation Area

A combination of passive monitoring (i.e., stationary Song Meter Mini [SMM] acoustic recording units) and active breeding bird surveys (BBSs) were used to identify birds at Big Bend, E. M. Warwick and Feasby CAs. Thanks to Jack Belleghem, hired through the Canada Summer Jobs program, for his species identification work. Eastern Wood-Pewees (Special Concern) were detected at Big Bend, E. M. Warwick and Feasby CAs via both BBSs and the SMM units. Red-headed Woodpeckers (Endangered) were also captured by both survey methods at Big Bend CA, with nesting confirmed during ELC field work. SMM units alone captured calls of the Acadian Flycatcher (Endangered), Wood Thrush and Whip-poor-will (both Threatened) at E. M. Warwick CA. Multiple days of Acadian Flycatcher calling suggest that this species bred in the CA. On the other hand, Cerulean Warbler was only detected during in-person BBSs at Feasby CA. The SMM units did not detect this species over multiple days and therefore breeding cannot be confirmed. Midland Painted Turtles (Special Concern) were also found at Big Bend CA during ELC surveys.



Figure 2. Red-headed Woodpecker (Jack Belleghem 2023).



Figure 3. Acadian Flycatcher (Dan Jones 2018).

Results of these investigations will provide valuable biological information to support the development of future management plans for these CAs. An Expression of Interest was submitted to ECCC's HSP funding and a full proposal is being generated for submission to complete management planning for Big Bend CA based on the above work and to undertake ELC and bioacoustic surveys in 2024 at four CAs within the Rondeau Bay subwatershed (McGeachy Pond, Sinclair's Bush, Stirling and Rondeau Bay Marshes).

### Invasive Species and SAR Communications



Figure 4. Table displaying invasive species factsheets at the Cultivating Conservation Tour.

Staff have been liaising with managers of The Glasshouse Nursery in Chatham and Moore Water Gardens in Port Stanley to disseminate Invasive Species Alert factsheets to gardeners. A booth, to raise awareness about invasive species and SAR, is tentatively scheduled at The Glasshouse Nursery the week of October 23.

The same booth was displayed at one of the Cultivating Conservation Tour stops, receiving 15 guests. One couple will be removing Water Lettuce that someone gave them from their water garden following their visit to our booth.

## 10.6) Communications, Education and Outreach

### 10.6.1) Social Media

As of October 11, 2023 the **Lower Thames Valley Conservation Authority's Facebook** page has 3,462 Followers, the **Instagram page for the Authority** has 1,235 Followers, and the Authority has 1,251 followers on **Twitter**.

### 10.6.2) Communications Media Releases

One media release was distributed:

- Cultivating Conservation Tour
- Supported the distribution of a Media Alert for the Chatham-Kent Lambton Children's Water Festival.

### 10.6.3) Events

#### Chatham-Kent Lambton Children's Water Festival

The Chatham-Kent Lambton Children's Water Festival is a 3 day event held each year at C.M. Wilson Conservation Area. This year the festival hosted school groups Tuesday, October 3 through Thursday, October 5, 2023. The program delivers hands on interactive activities covering 5 water themes: Water Science, Water Technology, Water Conservation, Water Protection and Water Attitude. Since 2007, over 18,000 elementary and 3300 high school students, in addition to 2400 teachers / parents have experienced the festival. Over this time more than 500 adult volunteers have helped deliver the event.

Each day of the 2023 event the Water Festival was attended by approximately 600 elementary students and supported by of over 200 volunteers.

Set-up for the Water Festival begins the weekend prior, with staff supporting the initiative throughout the year.

#### Nocturnal Pollinator Art Night

Fifteen people joined us for an evening of nocturnal pollinators and painting hosted out of the Heritage Log Cabins at Longwoods Road Conservation Area. Thank you to Alexandra and Mitchell Troop for sharing their expertise and passion with us and our guests.

### 10.6.4) Education Programming

#### Fall School Programs

School programs have begun for the 2023/24 school year. For Longwoods Road Conservation Area / Ska-Nah-Doht Village and Museum, trips have been confirmed through October and we are booking into December and 2024.

Some initial program requests are being submitted for C.M. Wilson.

### 10.6.5) Ska-Nah-Doht Village and Museum

As of October 11, 2023 the **Ska-Nah-Doht Village's Facebook** page has 3,475 Followers. The **Instagram page for the Village** has 608 Followers.

### *Space Changes*

With the commencement of construction of the Indigenous Community Education Centre addition to Ska-Nah-Doht Museum / the Resource Centre hands-on items and displays have had to be relocated for construction. Artifacts have been rehomed within the museum or put into storage if necessary. Exhibit updates will continue as construction progresses.

### *Policy Review*

A review of all Ska-Nah-Doht policies is being undertaken by the Village Advisory Committee. The Governance, Finance, Collections, and Exhibitions Policies are seeking approval at the October 2023 LTVCA Board of Directors Meeting. The remaining policies will be seeking approval at subsequent Board of Directors Meetings.

### *50<sup>th</sup> Anniversary*



Visitors gathered for the formal program at the 50<sup>th</sup> Anniversary Celebration.



Vendor set up at the 50<sup>th</sup> Anniversary

On Sunday, August 13<sup>th</sup>, Ska-Nah-Doht celebrated its 50<sup>th</sup> anniversary. Approximately 950 members of the public were in attendance. Drumming and song were provided by the [Warrior Womyn Drum Group](#), followed by remarks by community members involved in the early years of the organization and local dignitaries. Eighteen community businesses and organizations joined us, providing an opportunity for them to connect with our visitors.

Ska-Nah-Doht would like to thank Visit Middlesex and the Tourism Initiative Sponsorship program, for their support of our 50th anniversary celebrations and ongoing exhibit updates at Ska-Nah-Doht Museum.



Warrior Womyn Drum Group



Thank you to It's Not A Pow Wow for helping us to provide visitors with complimentary Corn Soup while supplies lasted.



## Ska-Nah-Doht Advisory Committee

### MINUTES

The meeting of the Ska-Nah-Doht Advisory Committee was held in person and via zoom at 6:00 P.M. on Thursday, June 22, 2023. The following members were in attendance: D. Fairbairn, B. Bruinink, G. Bogart, K. Loveland and M. Peacock. Also, in attendance: A. Klages and A. Vriends.

#### 1. Minutes of the Last Meeting

SND-2023-9 K. Loveland – G. Bogart

Moved that the minutes of the March 23, 2023 meeting be approved.

CARRIED

#### 2. Business for Approval

##### 2.1) Appointment of Sub-committees\*

- a) Education: S. Hipple has agreed to stand on the sub-committee with G. Bogart.
- b) Village Build: D. Fallon has agreed to stand on the sub-committee with D. Fairbairn and K. Loveland.
- c) Events/Fundraising (2 members): appointments to this sub-committee were deferred to the June meeting. Call for members of the Events / Fundraising sub-committee. Defer to the next meeting.

In the interim, event information and request for input will be included at committee meetings and through advisory committee consultation.

\*Note: The Curator is included on all Sub-Committees

SND-2023-10 G. Bogart – D. Fairbairn

Moved to accept all appointments to the sub-committees noting the Events/Fundraising appointments are deferred to the September meeting.

CARRIED

##### 2.2) Approval of Revised Policies

SND-2023-11 D. Fairbairn – K. Loveland

Moved to accept the revision to the remaining 11 policies and request a motion for their submission to the LTVCA Board of Directors for approval.

CARRIED



### 3. Business for Information

#### 3.1) Staff Update

Staff have partially moved back into the Resource Centre as there has been a delay in the window install.

The Curator has completed a professional development course called Every Child Matters- Four Seasons of Reconciliation and is enrolled in a Tourism Digital Marketing Course through eLearningU.

On May 10, 2023 the Curator participated in a panel discussion as an industry leader at Visit Middlesex's Tourism Symposium.

#### 3.2) Grant and Funding Updates

Funding has been received from the Enabling Accessibility fund through the Government of Canada. These funds will go towards the construction of a Lula (Limited-Use-Limited-Application) Elevator at the museum.

The Community Museum Operating Grant application process for 2023, based off 2022 numbers, opened on May 18, 2023—applications are due at the end of June. This year's application requires the inclusion of updated policies, with the Accessibility policy being flagged as required (information regarding policy updated in section 2.2). This is an annual grant that provides the museum with \$22 992 in operational support.

In December of 2022 the Curator applied for Develop to Market support from Ontario's Southwest. This program allowed tourism operators who spent funds on eligible projects in the areas of sustainability, accessibility, and the visitor's journey to receive \$1,000 (inclusive of taxes) worth of marketing services.

\$1300 in support has been received from Visit Middlesex's Tourism Initiative Sponsorship for the commemoration of the 50<sup>th</sup> Anniversary and updates to exhibits. Leveraging funds were required. Leveraging was provided through the purchase of new display case tops for the forthcoming exhibits in the cabins.

Two youth summer positions were obtained, 1 through Canada Summer Jobs (8 weeks, 35 hours per week) and 1 through the Summer Experience Program (232 hours, approximately 35 hours per week).

#### 3.3) Education Programs

Education programming was booked towards capacity late April through June of 2023. Approximately 2090 students participated in Village / heritage education programs January through May, 2023.

Over the summer months the Curator and Community Educator hope to connect with the Education Committee to discuss possible updates and changes to programs.

#### 3.4) Events and Outreach

Initial plans are in development for a 50<sup>th</sup> anniversary celebration.

Confirmed Events/Outreach:

- Artifact Day, July 9, 2023
- Twilight Tuesdays, July 11-August 22, 2023
- London Public Library Programming, August 10, 24, 25, 2023

### 3.5) Exhibit Upgrades

The Curator has begun working on enhancements and changes to museum exhibits. A work plan for village repairs will be drafted.

### 3.6) Update on the Indigenous Education Centre / RC Revitalization

Window replacement has been delayed and staff have opened a portion of the museum to allow schools access to the lower level, washrooms and gift shop.

The Lower Thames Valley Conservation Foundation has a request for proposals out for a fundraiser to support the fundraising goals they have taken on for this project.

Staff will need to redevelop all existing content from the basement and integrate it into the exhibits on the main floor. All items in the back storage and furnace rooms will need to be relocated for construction and a new space allocated to them.

Staff are prepared to move to Burwell House temporarily if and when that is required for final window replacement or at various construction stages.

**SND-2023-12 D. Fairbairn – K. Loveland**

Moved that items 3.1 through 3.6 be received for information.

CARRIED

### 4. Other Business

Updated Accessibility Plan was sent to committee members on June 9, 2023. There were no questions/comments regarding the updates. Hard surfaced walkway from the new entrance to three new accessible parking spots.

**SND-2023-13 – G. Bogart – D. Fairbairn**

Moved that the Updated Accessibility Plan dated June 2023 be approved.

CARRIED

An application has been received from someone interested in being on the Committee. He will be invited to attend the September meeting.

### 5. Next Meeting Dates

Thursday, September 28, 2023

Thursday, November 23, 2023

Thursday, March 21, 2024?

### 6. Adjournment

**SND-2023-13 D. Fairbairn – K. Loveland**


Moved that the meeting be adjourned.

CARRIED



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B. Bruinink  
Chair



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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 in person and via zoom at 6:00 P.M. on Thursday, September 28, 2023. The following members were in attendance: D. Fairbairn, B. Bruinink, G. Bogart, D, Fallon and C. Parker. Also, in attendance: A. Klages and A. Vriends.

#### Introductions

**SND-2023-14 D. Fairbairn – D Fallon**

Moved to accept Christopher Parker as a new committee member.

CARRIED

#### 1. Minutes of the Last Meeting

**SND-2023-15 D. Fairbairn – D. Fallon**

Moved that the minutes of the June 22, 2023 meeting be approved.

CARRIED

#### 2. Business for Approval

##### 2.1) Appointment of Sub-committees\*

##### a) Events/Fundraising (2 members):

B. Bruinink volunteered for this sub-committee

\*Note: The Curator is included on all Sub-Committees

**SND-2023-16 G. Bogart – D. Fallon**

Moved to accept the appointment to the Events/Fundraising sub-committee.

CARRIED

#### 3. Business for Information

##### 3.1) Staff Update

Staff have returned to the Resource Centre following the completion of the window / wall repairs.

The Curator continues to undertake the Tourism Digital Marketing Course through eLearningU.

The Curator has been asked to co-host a networking session for museum professionals that work within conservation areas at Rekindle the Spark, a conference for Conservation Authority Educators. The conference takes place in early November.

Two youth summer positions were hired through Canada Summer Jobs (8 weeks, 35 hours per week) and Summer Experience Program (232 hours, approximately 35 hours per week).

### 3.2) Grant and Funding Updates

We continue to await funding announcement from the Government of Canada in order to promote the receipt of Enabling Accessibility funding. These funds will go towards the construction of a Lula (Limited-Use-Limited-Application) Elevator at the museum.

The Community Museum Operating Grant application was submitted on June 25, 2023. This is an annual grant that provides the museum with \$22,992 in operational support.

Reporting for Visit Middlesex's Tourism Initiative Sponsorship is due in mid-October. Final purchases for exhibit updates are being made.

### 3.3) Education Programs

Bookings for the 2023/2024 school year have begun to come in. A number of classes are already confirmed to join us this fall.

### 3.4) Events and Outreach

On Sunday, August 13<sup>th</sup>, Ska-Nah-Doht celebrated its 50<sup>th</sup> anniversary. Approximately 950 members of the public were in attendance. Drumming and song were provided by the [Warrior Womyn Drum Group](#), followed by remarks by community members involved in the early years of the organization and local dignitaries. Eighteen community businesses and organizations joined us, providing an opportunity for them to connect with our visitors.

### 3.5) Exhibit Upgrades

New exhibits will integrate Indigenous Traditional Knowledge with archaeological and conservation topics in order to embrace a Two-Eyed Seeing approach to our content. Language revitalization will also play a part in exhibit creation with words and translations of certain content being included in the language of the respective community or communities.

The Village Building Committee will meet regarding work to take place at the Village. Following consultation, the Curator will work with the Community Educator and Eastern District Supervisor to draft a plan of larger work projects, as well as opportunities for community and youth involvement in smaller repairs and tasks at the Village.

### 3.6) Update on the Indigenous Education Centre / RC Revitalization

Repairs to the wall and window replacement at the museum are complete. The Eastern District Supervisor will oversee the framing in of the windows inside the museum. The exterior portion of the wall will remain covered in Tyvek until the building is re-clad.

With window replacements complete, and in anticipation of construction beginning this fall, the next stage of exhibit updates / relocation, as well as the relocation of supplies will take place.

New furnaces and propane tank have been installed.

The contract for the new build has been awarded and construction will begin early October.

The Lower Thames Valley Conservation Foundation has hired a fundraiser to support the fundraising goals they have taken on for this project.

### 3.7) Revised Policies

The Accessibility Policy was approved by the LTVCA Board of Directors at their June 15, 2023 meeting. The updated copy of this Policy was submitted with the CMOG application.

All other policies will be provided to the LTVCA Board of Directors for approval over the coming months.

SND-2023-17 D. Fairbairn – C. Parker

Moved that items 3.1 through 3.7 be received for information.

CARRIED

### 4. Other Business

### 5. Next Meeting Dates

Thursday, November 23, 2023 – time TBA

Thursday, March 21, 2024

### 6. Adjournment

SND-2023-18 D. Fallon – D. Fairbairn

Moved that the meeting be adjourned.

CARRIED

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B. Bruinink  
Chair

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

## 10.9) Wheatley Two Creeks Association Meeting Minutes July 27, 2023

### WHEATLEY TWO CREEKS ASSOCIATION

**General** meeting for August held on July 27 2023

**Attendance:** Mark Peacock, Joe Dama, Mike Diesbourg, Gerry Soulliere, Rick & Forest Taves, Pauline Sample, Lorna Bell, Bruce & Marj Jackson, Vicki Haley, Lee & Linda Pearce, Roger Dundas.

**Agenda:** Moved by Roger, sec. by Mike agenda be accepted as outlined ( Carried ).

**Minutes:**Moved by Phil, sec. by Rick minutes be accepted as read ( Carried ).

**Memorial Groves:** The sign pointing to the wind phone has been made but needs to be put up. A bench has also been put there. 1 tree needs to be replaced and others have been trimmed. The Southwest Outdoors Club wants to install a new bench and also rent the pavilion.

**Prop. & Equip. :** Some trails have been cut and trimmed. The matting in the garden will be removed. The butterfly bush will not be put in the garden but in another area yet to be decided. Signs describing how to rent the buildings will be made up and put on the board. New lights have been installed on the stage, they will also be put up under the pavilion.

**Concerts:** Rick proposed having a meeting at some point to decide on the music for next year. The hat will be passed for the 2 indoor concerts. Fresh Breath has been scheduled for October 22. The performer for November 19 has not yet been booked.

**Financial Report:** Submitted by Roger. Account balance as of June 29 was \$43,337.51. Account balance as of July 29 was \$40,840.44. Moved by Roger, sec. by Mike report be accepted as given.

**Correspondence:** Received a thankyou letter and a donation from the late Rob Gillespie's family describing how much he enjoyed the Two Creeks concerts .

**Old Business:** We need to get insurance for the indoor concerts and will also look at installing playground equipment and then put it to a vote.

**New Business:** None.

**Adjournment:** Roger moved for adjournment at 6:49pm

Phil Humphries, secretary.

# 11. Correspondence

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## 11.1) HCA Board Resolution re. Reverse Changes to the Conservation Authorities Act and Ontario Wetland Evaluation System

### **HAMILTON CONSERVATION AUTHORITY**

#### **MOTION**

**Board of Directors: September 7, 2023**

**MOVED BY: Brian McHattie .....**

**SECONDED BY: .....**

Whereas over the past several years the Provincial Government has amended the Conservation Authorities Act to reduce the effectiveness of Conservation Authorities in protecting natural heritage (i.e., Bill 23, and;

Whereas, the Provincially Significant Wetland Evaluation System has also been changed leading Conservation Ontario to estimate that over 80% of the wetlands that currently receive protection will lose this status, and;

Whereas, legislative changes implemented January 1, 2023 to Conservation Authority roles related to Natural Heritage and review under prescribed Acts as well changes to the Ontario Wetland Evaluation System, as well as remaining legislative changes regarding Conservation authority development regulations that have not yet come into effect, if implemented, would have serious unintended consequences, and;

Whereas recent reports by the Provincial Auditor-General and the Integrity Commissioner have raised serious concerns on the bias and lack of transparency and fairness in the Greenbelt removals, drawing conclusions that the changes unfairly benefitted private landowners, and;

Whereas, the role of Conservation Authorities in protecting natural heritage and mitigating/ adapting for climate change has never been more important in light of the 6<sup>th</sup> Mass Extinction in biodiversity and the increasing possibility that Canada and the world will not meet the Paris Accord greenhouse gas target limiting temperature rise to less than 1.5 degrees Celsius, and;

Whereas the Hamilton Conservation Authority's ability to provide comments on natural heritage to the City of Hamilton is critical and must be restored.

Therefore:

That the Hamilton Conservation Authority Board of Directors respectfully request that:

- a) the Province of Ontario reverse recent changes to the Conservation Authorities Act and Provincially Significant Wetland Evaluation System that adversely affect natural heritage protection, and;



- b) the Province of Ontario's Auditor General undertake an investigation into the processes that were followed to make the above policy decisions, and whether this decision-making structure and its outcomes provide Ontarians with value for money, and;
- c) That the Hamilton Conservation Authority Board requests that City of Hamilton Council provide similar direction to the Province of Ontario and;
- d) That a copy of this Hamilton Conservation Authority Board of Director's motion be shared with local Members of Provincial Parliament, Conservation Ontario and all conservation authorities in Ontario.

## 12. Other Business

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## 13. Adjournment

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