

January 29, 2009

The Executive Committee of the St. Clair Region Conservation Authority met at the Administration Office in Strathroy, on the above date, at the hour of 10:30 a.m.

Directors Present: Steve Arnold, Chair  
Norm Giffen, Vice Chair  
Bill Bilton  
Andy Bruziewicz  
Terry Burrell  
Elmer Douglas  
Betty Ann MacKinnon  
Tom McGregor

Regrets: Lonny Napper

Also Present: Ralph Coe, General Manager  
Marlene Dorrestyn, Administrative Executive Assistant  
Brian McDougall, Director of Watershed Services  
Steve Clark, Water Resources Technician  
Patty Hayman, Director of Planning & Research  
Jeff Lawrence, Environmental Planner/Regs Officer  
Bill Dakin, Director of Financial Services

Present for Part of Meeting: Jeff Sawyer, BDO Dunwoody

The Chairman welcomed everyone to the meeting and requested that each Director declare a conflict of interest at the appropriate time, on any item within this agenda in that a Director may have pecuniary interest.

**EC-09-001**

**Burrell - Bilton**

**“That the Executive Committee minutes of the January 31, 2008, be approved as distributed.”**

**CARRIED**

The Board requested Mr. Sawyer present the draft financial statement at the beginning of the meeting, allowing him to make his presentation, then leave. Following audit procedures, the Executive Committee met privately with the auditor. The discussion and motion regarding the financial statements and auditors report will take place at the usual time in the meeting.

The General Manager’s Report was presented:

- Auditors: BDO Dunwoody have completed the 2008 audit and will present the draft financial statements at the Executive Committee for recommendation to the Board at the Annual General Meeting. The audit began January 12. Jeff Sawyer, of the audit firm will be at the meeting to present the report. The Conservation Authority had a successful year financially and with program delivery.
- 2009 Proposed Budget: the draft budget was forwarded to member municipalities in December. We have included the summary of the budget in today’s package. A detailed budget is available, with all changes based on carry forwards, etc and no impact on general levy from the 2009 draft budget. The amendments to the draft

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- Authority staff continue to monitor additional employment programs which may be initiated as a result of the economic downturn and retraining which may come from the Province or Federal Governments.
- Administration Office- Inspection: Staff requested Middlesex County Fire Prevention Officer for a fire safety plan and to review our administration office to ensure we met code for fire exits, emergency lighting etc. An order was written to add additional exit signs/emergency lighting at all exits and the lower hallway. The work is to be completed by February 11, 2009. Costs are expected to be approximately \$1000.00. In addition, we asked for input or requirements for an emergency/evacuation and fire safety plan. Based on the size of our office we were not required to have this plan however, we are completing an emergency/evacuation plan for the office with designated meeting location etc.
- Coldstream Conservation Area: the insurance company has authorized the lawyers to appeal the decision of the courts on the 2005 accident. As of December 2008 the insurance company advised a court date has not been set. We have been advised the plaintiff, Angela Schneider has counter-claimed for an additional \$45,000 for medical expenses.
- Conservation Farm Award: in partnership with the Lambton Soil and Crop Association an Outstanding Farmer and Conservation Farm award is presented at their Annual General Meeting held January 16, 2009 in Brooke Alvinston. Elmer Douglas presented the award. The award winner this year is Mr. Henry Peters, of RR3, Thedford. Mr. Peters has been a very successful businessman, hog farmer and practicing conservationist.
- Voting Procedure: Matching and Non-Matching levy: This procedure has not changed. A copy of the procedure will be forwarded to the Board of Directors with the Annual General Meeting Board package.
- Meetings/Events:
  - January 12-15, Auditors complete 2008 audit.
  - January 16, Lambton Soil and Crop- Conservation Farm Award - Elmer Douglas, presented Award – Brooke Alvinston.
  - January 23, Source Water GM meeting - staffing/budgets program plan for 09
  - January 29, Nomination Committee and Executive Committee meeting. (Strathroy)
  - February 19, Annual General Meeting, Black Sheep Pub and Bistro, Wallaceburg

**EC-09-002**

**McGregor - MacKinnon**

**“That the Executive Committee acknowledges the General Manager’s report, dated January 19, 2009.”**

**CARRIED**

A report from the General Manager on the compensation study was reviewed:

- Terms of Reference approval
  - Compensation Study - FYI and update.
    - Request for Proposal (Terms of Reference)
    - Consultants list
  - There have been two Board motions on the compensation study.
    - December 2007

Moved by: Betty Ann McKinnon      Seconded by: Dan McMillan

“That the Board of Directors authorize the General Manager to request proposals to undertake a compensation review including pay equity, internal and external comparisons and review of the current Corporate Compensation Strategy for further consideration by the Board in 2008.”      Carried

- December 2008 - as per report presented to the Board.

BD-08-215

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Moved by Terry Burrell Seconded by Betty Ann McKinnon

"That the Board of Directors acknowledges the update on the compensation review process and further confirm the Board's direction to obtain request for proposals from consultants for the Board's consideration." Carried.

- Proposed Timeline:
  - January 29, 2009 Approve Terms of Reference (Ex Committee)
  - February 23, 2009 (following the AGM) – Request for Proposals will be forwarded to the identified consultants.
  - March 20, 2009 - Proposals due review, clarifications, presentations if required.
  - April 16, 2009. Board of Directors meeting and consider Consultants Proposals
- Request for Proposals: it is recognized this may be a challenging time to undertake this study and expect we will receive additional feedback through the executive/board how to move forward. We have the year to do the study. We are certainly sound financially at this point completing another successful year There is some process work we should get done and whether anything is implemented will be a decision of the board. By process I mean updated job descriptions and a scoring/evaluation system. This would provide a system to address any changes which may be required (i.e. transformations) This will enable staff to have the tools address new and changing job. The RFP is broken down to provide various options or tasks depending on what info the Board would like to undertake.
  - compensation plan, scoring, internal, external, pay equity. updated job descriptions.
  - comment on succession planning. (Staff can provide a human resources profile of the organization (age groupings , length of service, pension, contracts,- we provided that to the board earlier this year ) along with the organizational structure, and they may make a comment on what or if any formal plans may be required.. This should be for all depts. and levels. Flexibility is required.
  - comment on organizational structure. Again, not a review but from their experience is there any recommendations they may provide, i.e.. where should IT/mapping reside. (As with many organizations we have organized around both the skill sets, fits, and ability of the staff) Is the org structure based on our work, programs etc reasonable, (actually department head/director are all working managers based on the workloads and tasks )
  - non-compensation benefits. Central Ontario Institute undertook a review of all the other non-comp benefits. i.e.. OT, SDO, vacation, hours of work , etc. which was compared in their study. We can take a look at where we stand compared to others to again ensure we are competitive. Most important we are competitive with our local CA's and some municipalities which we may compete for positions with.
  - Consultant should look outside the box if there are alternative opportunities as part of a compensation package which may be of value if financial resources are not available.
  - Consultants: Request for Proposals.
    - McDowell has most experience with CA's based on their recent reviews
    - Fred Galloway.(undertaken work for many municipalities)
    - Gazda is currently completing the Strathroy-Caradoc compensation plan and they seem very pleased and it has been a very reasonable cost
    - Nigel Bellchamber/Ann Tuplin- Extensive Municipal Experience

Note: Central Ontario Industrial institute: - The Organization have a very large database and undertook the significant review for the CA's and Municipalities in 2006. We are not a member but were included in their review and I have extensive data from them. This might be resource info for the consultant.

- Others: input on the consultants list would be welcomed.

#### **EC-09-003**

##### **Burrell - MacKinnon**

**“That the Executive Committee acknowledges the compensation study report dated January 19, 2009 on Terms of reference, Consultants list and timeline for the proposed work and further approve the Terms of Reference for the request for proposals for the Compensation Study.”**

**CARRIED**

A Conservation Areas Update on what is new for 2009, was discussed.

- Warwick Conservation Area:
  - new trailer dump station and septic system to installed in the main campground
    - woodlot campground washrooms to be renovated
    - security lighting to be installed on the main campground and pool washroom buildings and on the visitor centre
    - staff continue to accept campsites reservations for our 3 campgrounds, to date over 45 reservation and \$ 5,500.00 have been received
- L.C. Henderson Conservation Area:
  - 20 new campsites will be serviced with hydro, water and picnic tables
  - designs to be completed for an additional campground washroom and septic system
  - a new entrance fee sign will be installed
  - roadways to be resurfaced with gravel
- A.W. Campbell Conservation Area:
  - visitor centre renovations to be completed (painting and baseboard installation required)
  - campsites hydro to be upgraded to 8 campsites
  - a new 32 x 32 steel pole type work shop to be constructed (Foundation Project)
  - roadways to be resurfaced with gravel
- Strathroy Conservation Area:
  - staff will continue to work with the municipality and the Rotary Club to construct trails linking the Conservation Area with the high schools and the Strathroy North woodlot trails
- Highland Glen Conservation Area:
  - the boat ramp and harbour will be dredged to improve boat access to Lake Huron
- Shetland Conservation Area:
  - the annual Sydenham Canoe Race will be held on Sunday, April 19<sup>th</sup> and will finish at the Conservation Area

#### **EC-09-004**

##### **Douglas - Burrell**

**“That the Executive Committee acknowledges the Conservation Areas Update, dated January 9, 2009.”**

**CARRIED**

Changes to the Seasonal Camping Regulations dated November 25, 2008 were discussed.

- over the past few years our campgrounds have become popular destination for people to camp seasonally or overnight
- with over 500 campsites our 3 campgrounds are transformed into small communities during the camping season

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- with the number of people using our facilities there are issues which arise that require us to amend our regulations so that our visitors may enjoy a quiet and enjoyable camping experience
- Changes proposed for 2009 included:
  - “Transporting alcohol in open containers off your campsite is not permitted”
    - this has not been changed from the December Full Board meeting
    - although this is illegal, a certain percentage of our seasonal campers continue to walk around our campgrounds with open alcohol
    - we feel that it is important to include in our regulations as a reminder and further enforcement
  - “After 11:00 pm please turn off all music and keep vehicle movement to a minimum. At all times voices and music must not be heard off your campsite.”
    - this regulation has not been changed from the December Full Board meeting
    - quiet time is all the time but is strictly enforced between 11:00 pm and 7:00 am, we have in the past required camper to turn off all music at 11:00 pm, this was enforced as a guideline but now we would like it included in our regulations
    - vehicle movement restricted after 11:00 pm, will assist us to make our camping areas safer
  - “The seasonal camper is responsible for the supervision, conduct and behaviour of children or teenagers (persons under 18 years of age) registered to the campsite. Unsupervised children or teenagers shall not ride bicycles or be in the non camping areas after dark”.
    - this regulation will clarify to parents that they are responsible for their children/teenagers while they are at the Conservation Area, (recently we have had problems with children/teenagers running or biking around the campground after dark and cutting through other campers campsites)
  - (Removed from the December report) “Children and teenagers may not be left in the Conservation Area at any time without adult supervision. Young children using any of the recreational facilities or equipment must be accompanied and supervised by an adult”.
  - this part of the regulation has been referred to conservation area staff for further consideration and will not be included in the Seasonal Camper Regulations in 2009

**EC-09-005**

**Burrell - Bilton**

**“That the Executive Committee approves changes to clauses 9, 10, 11 to the Seasonal Camping Regulations dated November 25, 2008 for the 2009 camping season.”**

**CARRIED**

A staff report on flood conditions and Great Lakes Water levels was presented.

- precipitation and water levels: while we had significant rainfall near the end of December the overall precipitation was very close to the same month in 2007 but continues to be higher than the long term average figures. Flood advisories were issued on December 10<sup>th</sup> as well as the period December 26<sup>th</sup> to 29<sup>th</sup> resulting in no less than 9 flood advisories being issued by the authority mostly as a result of significant rain events as noted in fig 1. This was coupled with warmer temperatures near the end of December and subsequent snow pack melts adding to flow in the watershed. Snowfall continued to dominate the north Branch due to lake effect weather systems and snow cover is now evident throughout most of the watershed as temperatures have fallen to a consistent below zero reading. The precipitation as a combination of rain plus snow converted to a equivalent liquid amount (approximately a 10 to 1 ratio or 10 inches of snow equivalent to 1 inch of actual liquid precipitation) fell as an almost weekly occurrence of between 4mm (0.15 inches) and

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8mm (0.3 inches) per event throughout the watershed. Precipitation recorded at rain gauges indicated 114% or 110mm (4.3 inches) for the East Branch over the November to December period. Precipitation conditions in the North Branch of the watershed were higher than average compared to the southern portion of the watershed with stations reporting 135% of the normal amount totaling 128mm (5 inches).

- streamflows: as noted earlier significant rain events coupled with snowmelt resulted in high volume flows throughout the watershed by the end of December. Through careful monitoring of conditions and the potential impact of levels at Wallaceburg as well as upstream, operation of the McKeough Floodway was not necessary. Levels at Wallaceburg gauge varied from a monthly average of 174.9 metres (573 feet) to 175.8 metres (576.8 feet) or less than 1 metre (3.3 feet). As temperatures fell snowmelt abated and flows returned to normal within 7 to 10 days of the event. Freezing temperatures have subsequently resulted however in ice jam conditions in Wallaceburg. Options are currently being reviewed by staff and the Municipality as to a remedial course of action.
- weather forecast: Winter 2008\2009 - normal temperatures with slightly higher than normal precipitation. Possibility of thaw periods throughout February.
- flood threat: decreasing threat with colder temperatures and near normal flows throughout the watershed. Advisories will continue to be provided as conditions dictate.
- Great Lakes Water Levels: water levels in Superior, Michigan – Huron and St. Clair and for December are higher than the same period last year as well as the 10 year average. This is a slight increasing trend compared to previous months in 2008.

#### **EC-09-006**

#### **Bruzewicz - McGregor**

**"That the Executive Committee acknowledges the report dated January 22, 2009 on the Great Lakes water levels and current watershed conditions."**

#### **CARRIED**

A staff report on hunting on the McKeough lands was explained.

- the 2008 deer hunt patrol was very quiet this year. The upstream properties, the dam and channel were patrolled from Dec 1<sup>st</sup> to Dec 7<sup>th</sup>. There was little activity on private lands around our properties and there little activity on our properties.
  - December 1<sup>st</sup>, Round 1 patrol 8:20 am - 9:40am. Notes: No hunters on any of our properties. Talked to Mac Campbell said it was quiet and expressed no problems.
  - Round 2 patrol 3:10 pm - 5:30 pm. Notes: pick up truck parked at 111, not on hunting list, called conservation officer, after checking into pick up it was found that the person who owned it was chasing his dog. He lives east of the south boundary of property 111. This seemed reasonable as he had no gun or hunting apparel and you would think if you lived that close to the property and wanted to hunt illegally you would just walk across the road and not park your truck where it would arouse suspicion. No hunters on any of our other properties.
  - December 2<sup>nd</sup>, Round 1 patrol 8:25am - 9:45am. Notes: Michael Japp's white pickup parked at 111 is on list and has permission for this zone. Talked to Mac Campbell said it was quiet and expressed no problems. No hunters on any of our other properties.
  - Round 2 patrol 3:10 pm - 4:25 pm. Notes: Michael Japp's white pickup parked at 111 is on list and has permission for this zone. Talked to Mac Campbell and he expressed no concerns or problems and

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- said it was quiet. No hunters on any of our other properties.
- December 3<sup>rd</sup>, Round 1 patrol 8:30am - 9:50am. Notes: No hunters on any of our properties. Talked to Mac Campbell and he expressed no concerns or problems and said it was quiet
  - Round 2 patrol 3:00- 4:20. Notes: William Robson, Dave Robson, Robert Van Damme, & Edmund Van Damme hunting in channel all have permission to be there and all carrying permission letters.
  - Jorge Cunha truck parked at Moore Wildlife is on the list and has permission to be in that zone. No hunters on any of our other properties.
  - December 4<sup>th</sup> Round 1 patrol 8:40am - 9:55am. Notes: Dave Robson, Robert Van Damme, & Edmund Van Damme hunting in channel all have permission to be there and all carrying permission letters.
  - talked to Mac Campbell and he expressed no concerns or problems and said it was quiet. No hunters on any of our other properties.
  - Round 2 patrol 3:00 pm - 4:20 pm. Notes: Saw no hunters, on or near our properties.
  - December 5<sup>th</sup>, Round 1 patrol 8:40am - 9:45am. Notes: Saw no hunters on or near our properties. Talked to Mac Campbell and he expressed no concerns or problems and said it was quiet
  - Round 2 patrol 3:00pm - 4:25 pm. Notes: David Gagnier's truck parked at property 95 is on the list and has permission to be in that zone. No hunters on any of our other properties.
  - December 6<sup>th</sup>, Round 1 patrol 9:00am – 10:20am. Notes: David Gagnier's truck parked at property 95 is on the list and has permission to be in that zone. No hunters on any of our other properties.
  - Round 2 patrol 1:15pm – 2:30 pm. Notes: No hunters on our properties.
  - December 7<sup>th</sup>, Round 1 patrol 10:10am - 11:35am. Notes: Truck tracks and one set of foot prints at 111, 101 and 95. The truck tracks were parked in the same locations at property 111, and 95 as the hunters who have permission as noted in previous patrols. The tracks at property 101 were the same as the tracks at property 111 so I concluded that they were the same person at property 101 as at property 111. These two properties are in the same hunt zone. Saw no one on our properties or any other properties in the area.
  - Round 2 was not necessary as there was little to no hunt activity in the area.

#### **EC-09-007**

#### **Douglas - Bilton**

**"That the Executive Committee acknowledges the report dated December 10, 2008, on the 2008 Deer Hunt on McKeough Upstream Lands."**

#### **CARRIED**

A staff report regarding Water & Erosion Control Infrastructure Capital Projects and Studies was discussed.

- two projects targeted for completion this winter are beginning to come together
- progress is being made on the final report for the Decommissioning/Revitalization of LC Henderson Weir #2 - we hope to have the report completed in draft by March
- the Watercourse Obstruction Removals is ideally suited for the ice conditions that have developed with our cold weather and we are therefore finalizing plans to undertake some removals
- the following projects were approved under Round 1 funding for 2008-2009 and were included in the 2009 Authority Budget:
  - ARDA Dykes - Erosion Repairs / Woody Veg. Removal - Municipality of Chatham-Kent
    - ▶ *Total Project Cost \$16,000 - 50% Grant / 50% Municipality of Chatham-Kent*

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- McKeough Dam - Drop Structure Crack Repair Phase II - Chatham-Kent / St. Clair
  - ▶ *Total Project Cost \$35,000 - 50% Grant / 47.5% Chatham-Kent / 2.5% St. Clair*
- Authority staff will be reviewing potential projects for 2009-2010 with municipal staff prior to the submission of applications in the spring of next year
- 2005 - 2006 WECI Projects - Weir #2 (LCH) - Decommissioning / Revitalization Plan - Phase II of the Plan is underway including a review of the environmental impacts and impacts on Conservation Area activities - investigating opportunities to partner with Ducks Unlimited
- 2006 - 2007 WECI Projects - Sarnia Seaway Centre Erosion Control Project - Flank Protection Phase I - works are all but complete but will require some final landscaping in the spring
- 2007 - 2008 WECI Projects
  - Guthrie Park - Shore Protection Revitalization Phase I - works in progress
  - McKeough Dam - Watercourse Obstruction Removal - weather conditions were not satisfactory to undertake works this winter - minors works this fall - will target winter work and hope that conditions permit work
  - Mooretown Centennial Park - flank protection - works in progress
  - Sarnia Seaway Centre Erosion Control Project - flank protection phase II - works are all but complete but will require some final landscaping in the spring

#### **EC-09-008**

#### **MacKinnon - Bruziewicz**

**"That the Executive Committee acknowledges the report dated January 22, 2009, on Water and Erosion Control Infrastructure projects."**

#### **CARRIED**

A Staff Report on the Guthrie Park Shore Protection Revitalization Project was reviewed.

- progress on the site from the beginning of the project has been slow
- the supply of materials, specifically armourstone and various sizes of rip rap, for the project have been an issues
- the quarry was not supplying the required quality of stone as prescribed in the contract to undertake the work
- the contractor had wisely arranged a backup quarry to supply stone for the project in the event that supply from the initial quarry could not provide either the quantity or quality of stone required for the work
- unfortunately, neither of these quarries was able to supply the quantity or quality of armourstone to complete this work
- this has resulted in significant delays to the works
- in addition, the cold and snowy weather has also been an issue on the project - and although, winter construction must incorporate this issue into the schedule - the extreme cold has surpassed the anticipated impact of the onset of winter
- in order to combat these scheduling issues, the contractor has brought in additional equipment and has obtained an improved source of armourstone and rip rap
- the additional equipment has permitted the contractor to begin works at the south end of the site
- the new stone supply, despite coming across the border, has increased productivity exponentially as having material that is appropriately sized and shaped significantly reduces the time required to place the armourstone
- today is working day 35 - the improved productivity should provide the contractor an opportunity to complete the project in close proximity to the contracted 60 working days

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The director from St. Clair Township thanked staff for keeping a close watch on the project.

**EC-09-009**

**Bilton - Burrell**

**"That the Executive Committee acknowledges the report dated January 22, 2009, on the Guthrie Park Shore Protection Revitalization Project."**

**CARRIED**

A Staff Report on the Mission Park Shore Protection Revitalization Project was explained.

- the project is nearing completion
- similar to the project at Guthrie Park, works here have been hampered by the cold weather conditions and supply of materials
- the weather has been an issue in general but also specifically in regards to the pouring and curing of the concrete caps on the two viewing platforms within this phase of the project
- the supply of armour stone for this project has also been an issue - two thirds of the way into the project, the quarry advised the contractor that they did not have a supply of the required 1 metre thick stone required for the cap stone for this project - the contractor questioned the quarry and was offered the opportunity to come to the quarry and review the stock himself - after contacting several other quarries without success - the contractor did visit the quarry and was able to located and select over 50 suitable armour stones which have been marked for this project - to this date almost half of those stone have been delivered to the site
- as of today all of the work on the north side of the law office is to be complete
- yesterday and today - the contractor took over 2 parking spaces to complete the works in this area
- the repaving of the parking lot and the landscaping of the protection will be undertaking in the spring
- the concrete cap and the railing on the northern viewing platform are complete, save touch up paint, and the forms around the concrete cap on the southern platform should be removed today
- most of the rip rap has been placed on the south side of the law office
- armour stone placement has resumed and should be completed by the middle of next week - with the contractor planning to have all aspects of the project that can be completed before spring complete by next Friday, January 30<sup>th</sup>
- January 22 was working day 33 of the 30 working days permitted under the contract - the Authority and City staff are reviewing the working conditions and a decision on the final working days and resultant liquidated damages will be made at the completion of the project
- the City has requested a quote from the contractor to complete some additional work at the Ferry Terminal and a decision on the quotation is expected January 22, 2009.

**EC-09-010**

**MacKinnon - Burrell**

**"That the Executive Committee acknowledges the report dated January 22, 2009, on the Mission Park Shore Protection Revitalization Project."**

**CARRIED**

A staff report on the Conservation Services Workshop and Cold Storage was presented.

- all major construction and installation is complete. Invoicing for 99% of the contract has been paid. Outstanding work is the exterior bollards to be installed when weather permits.

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- additional work done by the contract will be, a plastic curtain in the cold storage to cover the garage door when the cooling units are operating, and a mezzanine for storage (which will include storing files from the current rental storage)
- Authority staff will construct additional shelving to store and organize equipment

**EC-09-011**

**Douglas - Bruziewicz**

**"That the Executive Committee acknowledges the report dated January 22, 2009, on the Conservation Services Workshop and Cold Storage to be constructed at Clark Wright Conservation Area."**

**CARRIED**

The Regulations Activity Report for the month of December, 2008 was reviewed.

Directors requested staff use a larger font on reports.

**EC-09-012**

**Bruziewicz - Giffen**

**"That the Executive Committee acknowledges and concurs with the Regulations Activity Report on "Development, Interference with Wetlands and Alterations to Shorelines and Watercourses" Regulations (Ontario Regulation 171/06), dated December 31, 2008."**

**CARRIED**

A Planning Activity Summary Report for December 2008 was reviewed.

**EC-09-013**

**MacKinnon - Burrell**

**"That the Executive Committee acknowledges the St. Clair Region Conservation Authority's monthly Planning Activity Summary Reports for December 2008."**

**CARRIED**

A staff report on the St. Clair River AOC Sediment study and approval of Environ International's Change Order # 1 was considered.

- a Team meeting with the consultant was held on December 9, 2009 and the following highlights are provided below:
  - evaluation to date indicates several sportfish species in the AOI may be at intermediate or high risk as a result of biomagnifications of mercury.
  - several desktop-based activities are necessary to confirm findings.
  - following significant discussions between Team members and the co-chairs, the team asked the consultant to provide a change order which outlines tasks required as part of the contract and additional tasks necessary for the desktop risk analyses for fish.
  - the change order is attached including the budget.
  - the team reviewed the change order at the end of December and the chair and team recommended approval of Change Order #1.
  - the change order and extra work required only means an extension of 1 week in the schedule. The funding is 100% federal/provincial and funds are available this fiscal.

- the Conservation Authority, as the contract administrator, approved the change order on January 5, 2009.
- next step: conference calls are scheduled in February for the Team to review the draft report and conclusions from the change order as well. If necessary, a face to face team meeting will be held at the SCRCA office Feb 18, 2009 instead of a conference call.
- benefits of SCRCA involvement and administration of project
  - clean up of sediment is a major component of AOC delisting
  - AOC delisting goal as an important component in improving our watershed environment.
  - SCRCA received funds to administer project which assists with our revenue stream.
  - business development; can lead to the Authority receiving contract funds for various other Environment Canada/MOE projects and initiatives.

It was requested that a presentation be made to the public and to a future board meeting.

**EC-09-014**

**Burrell - Douglas**

**"That the Executive Committee acknowledges the progress report dated January 15, 2009, on the St. Clair River AOC Sediment study and approval of ENVIRON International's Change Order #1 dated December 22, 2008."**

**CARRIED**

The Authority had another successful year financially and operationally.

**EC-09-015**

**Burrell - Douglas**

**"That the Executive Committee acknowledges the report from the Authority's auditors, BDO Dunwoody, on the 2008 draft financial statements and the Statement of Continuity of Reserves and Reserve Funds and year end finances and further approves the year end adjustments, reserves and reserve adjustments as outlined in the schedule dated December 31, 2008 and recommends the Board of Directors approval of the 2008 Audited Financial Statements."**

**CARRIED**

December 2008 disbursements were reviewed.

**EC-09-016**

**Bruzewicz - MacKinnon**

**"That the Executive Committee approves the December 2008 disbursements as presented in the amount of \$479,498.55."**

**CARRIED**

The General Manager advised that all 2008 municipal general levy payments had been received by year end. The directors from Sarnia advised that levy payments for 2009 be paid the same time as the taxes are paid.

**EC-09-017****Burrell - MacKinnon****"That the Executive Committee acknowledges that all 2008 municipal general levy has been received."****CARRIED**

The draft 2009 budget was submitted to member municipalities in November 2007.

- changes to 2008 Budget since November 2008 included:
  - Flood Control Operations & Maintenance - original budget - \$468,400 - revised budget - \$469,063 - carry forward increased by \$4,663 due to increased funding in 2008.
  - WECI Projects - original budget - \$1,400,000 - revised budget - \$1,691,605 - carry forward increased by \$291,605 due to decreased expenses in 2008
  - Source Protection - original budget - \$489,500 - revised budget - \$490,244 - carry forward increased by \$744 due to decreased expenses in 2008 in conjunction with Intake Study
  - St. Clair River Shoreline Restoration - original budget - \$50,000 - revised budget - \$229,903 - carry forward increased by \$179,903 due increased funding in 2008
  - St. Clair AOC Management - original budget - \$162,000 - revised budget - \$262,222 - carry forward increased by \$100,222 due to increased funding in 2008
  - Conservation Services Healthy Watersheds - original budget - \$754,000 - revised budget - \$769,329 - carry forward increased by \$15,329 due to increased funding in 2008
  - Capital Development - original budget - \$167,183 - revised budget - \$165,100 - carry forward decreased by \$2,083 due to completion of 2009 project in 2008
  - Property Management - original budget - \$283,200 - revised budget - \$282,963 - carry forward decreased by \$237 due to increased expense in Agreement Forest account in 2008
  - Administration - original budget - \$488,750 - revised budget - \$483,746 - carry forward decreased by \$5,004 due increased expenses in 2008

**EC-09-018****MacKinnon - Bruziewicz****"That the Executive Committee acknowledges the changes to the 2009 Proposed Budget, and recommends to the Board of Directors the amended 2009 Proposed Budget, dated January 21, 2009 of \$7,373,807 with a municipal general levy of \$513,350."****CARRIED**

The General Manager reminded everyone that the Annual General Meeting would be held on February 19th in Wallaceburg at the Black Sheep Pub and Bristo and that Susan Gardner would be the guest speaker. Tom McGregor, thanked the Board for having the meeting in Wallaceburg and requested that local TV news media be invited and that interviews be set up to discuss the flooding in Wallaceburg.

**EC-09-019****McGregor - Burrell****"That the Executive Committee acknowledges the change in location for the Annual General Meeting to Wallaceburg and further that our keynote speaker will be Susan Gardner, Executive Editor of Municipal World."****CARRIED**

**EC-09-120**

**Burrell - Bilton**

**"That the meeting be adjourned."**

A handwritten signature in blue ink, appearing to read "Ralph Coe".

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Steve Arnold  
Chairman

Ralph Coe  
General Manager