

March 6, 2008

The Board of Directors of the St. Clair Region Conservation Foundation met for their Annual Meeting, on the above date at the Administration Office at the hour of 10:00 a.m.

Directors Present:     Duncan Skinner, President  
                              Norm Giffen, Vice President  
                              Melvin Dale, Treasurer  
                              Bill Bilton  
                              Ken Brooks  
                              Shirley Warner  
                              Ted Butler  
                              Ottavio Colosimo

Directors Absent     Ross Brewer  
                              Lyn Goddard  
                              Laura Margetts  
                              John Simmons  
                              Rex Crawford

Also Present:     Ralph Coe, Executive Director  
                              Marlene Dorrestyn, Administrative Assistant/Bookkeeper  
                              Rick Battson, Fundraising Officer  
                              Bill Dakin, Director of Financial Services

The President welcomed everyone to the Annual General Meeting. Mr. Skinner welcomed Steve Arnold, Chairman of the Conservation Authority to the Board. He also advised that Ontario Marathon Canoe Racing Association has named the Sydenham Canoe Race the best race of 2007 and showed off the plaque they had presented. The President then 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.

**CF-08-001**

**Dale - Giffen**

**“That the agenda for the March 6, 2008 annual meeting be adopted.”**

**CARRIED**

**CF-08-002**

**Butler - Bilton**

**“That the minutes of the December 13, 2007 meeting be adopted as distributed.”**

**CARRIED**

The Executive Director’s report was presented:

Key programs:

- Trees St Clair: Memorial Forest Program (4 funeral homes and individual program)

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- 9600 trees to date; Community Forestry Fund – school yards, municipal parks, public lands..
- Land acquisition: natural areas fund- to sustain non revenue producing natural areas; acquiring significant lands for the St. Clair Region (and area)
  - Conservation Education Fund: to sustain conservation education programs in the St Clair (supporting over 10,000 students annually) , supplies, materials, staff support, conservation education capital
  - Scholarship Funds: A. W. Campbell Memorial Scholarship fund (2- \$1000 scholarships annually); Tony Stranak Scholarship Fund. (3-\$200 scholarships annually).
  - Special Projects:
    - employment programs, (supporting conservation authority programs)
    - Bingo supporting conservation education, trails, tree planting, and outdoor recreation
    - species at risk, research, education,
    - partnership projects i.e. Envirofriends of Coldstream, Dresden Horticultural Society, Point Edward Waterfront,
  - Capital donations:
    - Outdoor Education Centre (refurbish 2007)
    - Visitor centre development for conservation area visitors.. (potential)
    - Cold storage for forestry.(potential)
  - 2007 Disbursement quota: further to Board direction in 2002, the disbursement quota is identified in the 2007 annual audit. The note reflects the amount disbursed and excess of disbursement carry forward from previous years. See 2007 audited report. You will note the disbursement carry forward changes as it is based on the past 5 years.
  - 2007 Financial Highlights
    - Foundation Assets: as of December 31, 2007
      - Capital Assets - Lands: \$2,595,476
      - Restricted/Reserve Funds: \$622,949
      - General Fund: \$400,812
      - Revenue of: \$159,923
      - Expenditures/donations of: \$84,348
      - Net: \$77,574
    - \$ 53,698 to the Conservation Authority to support, Forestry, Outdoor education and Conservation area.
    - \$6,374 of Bingo Funds spent to support the outdoor education and recreation programs and services of the Authority
    - \$24,276 donated for scholarships, general expenditures, transfer to other partners, i.e Dresden Horticultural Society, Enviro-friends of Coldstream etc.
    - Increase in general funds of \$72,574
    - Increase in restricted and reserve funds of \$3,000
  - 2007 Audit: Woods Pearson completed the audit in February, The audit is enclosed and will be presented by staff at the Annual General Meeting.
  - Annual Report: The 2007 Foundation annual report is included as part of the Conservation Authority Annual Report.
  - Community Conservation Land Tax Incentive: the Bates homestead property was approved under the CCLT in 2007 now that the house has been removed. A portion of the wetlands are still designated residential and a reassessment request has been forwarded to MPAC. Subject to

success on that the Bates Conservation Lands should be all tax exempt and a savings of over \$8000 per year. Staff have submitted CCLT for the 8 acre Maple's woodlot in Plympton Wyoming in an effort to obtain tax exempt status. . All other Foundation properties are under MFTIP or Farm Tax programs at 25% taxable rate. The exception to this is the in-town property donations that are part of network of recreation areas and unless part of a municipal agreement.

- Recent Donations/Applications:
  - TD Friends of the Environment Foundation: The St. Clair Foundation has applied for a March 25 consideration will apply (March). In 2007 we received \$5000.00 for Outdoor Education, Benthic Sampling, Species at Risk
  - Bates Trust Fund: An additional \$20,000.00 to the Trust fund.
  - Ongoing donations to the Memorial Tree program, canoe race, and outdoor education.
- Land Management: (agricultural lands)
  - Gawne Property: the primary agricultural tenant is Stuart Vanderveen - 50 acres at \$120/acre for \$6,000.00. In addition we have a \$300 lease with Mr. Thompson for hay.
  - Dr. Douglas Sinclair Conservation Area: Rural Lambton Stewardship Network continue in 2007 with the agricultural lease in establishing a tall grass prairie nursery. RLSN has proposed a management burn of the nursery in 2007. Lease terms are 110 acres at \$120/acre for \$13,200.00
  - Reid-Lye Property: the oil and gas lease was signed and paid \$3400 in 2006. One payment for a 5 year agreement. The revenue has been established as a management fund for the property and will be reflected as such in the audited statements.
- Forest inventories: (Foundation and Authority properties): Authority forestry staff completed the forest inventory reports(over 2000 acres) evaluating the health, and recommendations for the future management of the woodlots on the Foundation and Authority properties. The final reports/recommendations will be reported to the board in 2007. This is also done at a time when Emerald Ash borer and other forest health issues are a threat to many Authority/Foundation properties. The work plan is now being developed to provide direction how the recommendations can be achieved to ensure that the forest properties are well managed, and a demonstration to the public.
- Correspondence: Letter of thanks from Travis Cranmer, recipient of one of last year's scholarships.
- Bingo: Change of signing: in January 2008, City of Sarnia staff expressed concern of the eligibility of the Foundation as a Bingo participant. Their reasoning was the General Manager of the Conservation Authority was also the Executive Director of the Conservation Foundation and Conservation Authorities are not eligible to participate in bingos, they felt the separation of the organizations was not distinct. We forwarded, bylaws, letters patent, identified the distinct and separate Board of Directors etc and have also removed the Executive Director from signing bingo applications and reports, budget requests, etc.. Brad Loosley, Deputy Clerk who is responsible for Bingos, is now satisfied with new reporting.

The Executive Director advised that if the Directors had any recommendations for the President's Award, they should submit them soon.

**CF-08-003**

**Warner - Dale**

**“That the Board of Directors acknowledges the Executive Director’s report, dated February 28, 2008 and the 2007 Annual Report, outlining the progress of the Foundation.”**

**CARRIED**

The 2007 audited statement was presented by the Director of Financial Services.

**CF-08-004**

**Warner - Colosimo**

**“That the 2007 Audited Financial Statements, prepared by Woods Pearson & Associates, Chartered Accountants LLP, be accepted.”**

**CARRIED**

A list of disbursements dated December 31, 2007 and February 29, 2008 was reviewed.

**CF-08-005**

**Bilton - Colosimo**

**“That the lists of disbursements, dated December 31, 2007 and February 29, 2008, be approved.”**

**CARRIED**

A status report outlining bingo profits and purchases for 2007 was presented. Also reviewed was the City of Sarnia’s approval of the Foundation’s 2008 budget submission.

- bingo made a profit of \$3,129.53
- last year donations to Authority from bingo
  - outdoor education - \$4,114.27
  - Conservation Areas - \$1,900.00
  - forestry - \$379.54

**CF-08-006**

**Butler - Dale**

**“That the Board of Directors acknowledges the status report of the 2007 bingos, including the letter dated January 31, 2008, approving the 2008 Foundation's budget submission in the amount of \$20,000.00.”**

**CARRIED**

A 25 year service award was presented to Ken Brooks and Melvin Dale, a 15 year service award was presented to Shirley Warner and a 10 year service award was presented to Duncan Skinner. The Ministry of Citizenship and Immigration will also be recognizing these three directors with Ontario Volunteer Awards on April 11<sup>th</sup> in London.

**CF-08-007**

**Giffen - Colosimo**

**“That the Board of Directors acknowledges the service awards presented to the directors and congratulates Duncan Skinner (10), Shirley Warner (15), Ken Brooks (25) and Melvin Dale (25) and further that they be thanked for their years of dedicated service.”**

**CARRIED**

Mr. Norm Giffen, Chairman of the Nominating Committee presented the Nominating Committee report.

**CF-08-008**

**Colosimo - Dale**

**“That the 2007 Nominating Committee Report, setting out the 2008 membership, Board of Directors and committees for the St. Clair Region Conservation Foundation, be adopted.”**

**CARRIED**

**CF-08-009**

**Colosimo - Warner**

**“That Ralph Coe conduct the elections for the 2008 President and Vice President of the Foundation.”**

**CARRIED**

**CF-08-010**

**Brooks - Bilton**

**“That Marlene Dorrestyn and Rick Battson be appointed as scrutineers in the event of an election.”**

**CARRIED**

The meeting was turned over to the Executive Director to hold elections. The position of President and Vice President were declared vacant.

Ted Butler nominated Duncan Skinner for President.

**CF-08-011**

**Colosimo - Warner**

**“That nominations for President be closed.”**

**CARRIED**

Duncan Skinner accepted the nomination and was declared President of the St. Clair Region Conservation Foundation for 2008. Mr. Skinner thanked everyone for their support.

Shirley Warner nominated Norm Giffen for Vice President.

**CF-08-012**

**Butler - Bilton**

**“That nominations for Vice President be closed.”**

**CARRIED**

Norm Giffen accepted the nomination. Norm Giffen was declared Vice President of the St. Clair Region Conservation Foundation for 2008.

The meeting was turned over to the President.

The appointment of a Treasurer for 2008 was considered.

**CF-08-013**

**Warner - Giffen**

**“That Melvin Dale be appointed Treasurer of the Foundation for 2008.”**

**CARRIED**

The appointment of the auditor for 2008 was considered.

**CF-08-014**

**Brooks - Dale**

**“That Woods Pearson & Associates LLP, Strathroy, be appointed auditor for the Foundation for 2008.”**

**CARRIED**

The St. Clair Region Conservation Authority has requested several funding requests:

The Conservation Authority is planning on constructing a facility at the Clark Wright Conservation Area to address a number of issues related to the operation of the Conservation Services department. The facility will deal with the following needs:

- cold storage - the availability of accessible cold storage for trees during the tree planting season has always been a difficulty. Trees need to be stored in a climate controlled environment to ensure they remain viable over the month long tree planting season. The facility used should be close to the office so that staff can easily pick up a load of trees on their way to the planting site.
- chemical Storage – it is important and required by law that chemicals are stored in a safe and secure facility
- equipment storage – the Conservation Services department owns or leases a number of pieces of equipment including tree planters, ATV and sprayer etc. Secure storage for this equipment is needed.
- facility details: the building will be 60ft by 35ft or 2100 square feet; the cold storage will be 35ft by 32 ft or 1120 square foot cold storage room with a garage door and man door, with approximately 7.0 tons of cooling; it will also have roughed in plumbing and a well inside that will also provide enough water pressure to fill the water tanks for the herbicide maintenance program; estimated cost will be between \$70,000.00 to \$90,000.00
- the Foundation would benefit from supporting this project since we depend on the Authority’s conservation services program to support our memorial forest program. It is requested the Foundation contribute \$10,000 toward the cost of constructing this facility.

**CF-08-015****Colosimo - Bilton**

**“That the Foundation approves the request from the St. Clair Region Conservation Authority for \$10,000 to support the construction of a cold storage facility at the Clark Wright Conservation Area with funds coming from the memorial forest program funds.”**

**CARRIED**

The Conservation Authority has been successful in seeking funds for two programs which address issues related to Species at Risk. The federal Habitat Stewardship Program for Species at Risk provides funds for the Sydenham River Aquatic Species at Risk Program and the provincial government has provided grant to support species at risk work related to woodlands, reptiles and the Sydenham River. In order to receive these funds, the Conservation Authority needs to demonstrate local support, which we have through donations from a number of sources including TD Friends of the Environment. It is requested, the St. Clair Region Conservation Foundation also support these projects in the amount of \$14,275.

- Federal
  - Sydenham River HSP – total grant requested \$235,625
  - Request from SCRCF - \$3,875
    - to support species at risk education program and to update displays
- Provincial
  - Total Grant Requested – \$248,275
  - Request from SCRCF - \$10,400
- To support:
  - Species at Risk – Woodlands – new education program on endangered trees including salaries and benefits, printing and materials
  - Species at Risk – Reptiles - new education program on endangered trees including salaries and benefits, printing and materials; travel costs for presentations; turtle survey and monitoring equipment; snake habitat monitoring equipment
  - Species at Risk – Sydenham River - new education program on endangered trees including salaries and benefits, printing and materials

**CF-08-016****Giffen - Colosimo**

**“That the Foundation approves the request from the St. Clair Region Conservation Authority for \$14,275 to support the Species at Risk program with funds coming from unrestricted general funds.”**

**CARRIED**

Warwick Visitor Centre Proposal:

- Facilities: the Conservation Area is located on Lambton County Road 22 in the village of Warwick. It was officially opened in 1975, at that time the lake, 2 washrooms buildings, a 60 site campground and the pavilion were constructed. Currently the Conservation Area has grown to include 229 campsites with 165 seasonal campers, 25 ft x 50 ft concrete pool, 3 washrooms, central gatehouse, original pavilion, modern playgrounds, basketball court, mini golf course, beach volleyball, boat rentals and planned activities for the campers. The number of camping visitors to the Conservation Area has increased dramatically from 1975

- Visitor Centre Project: Authority staff assisted by camper volunteers provide the visitor services activities these include wagon rides, movie nights, arts and crafts, nature related programs and presentations, potluck or catered dinners, bingo for children and adults and board or card games. The majority of the planned activities are delivered in the pavilion. The present facility is open to the elements and insects and it's design greatly restricts the number of people who can be sheltered for an event. The pavilion also shows evidence of wood decay where the support posts meet the concrete pad and where the roof trusses protrude out beyond the roof.
- In September 2007, the Authority received a report and petition from the Warwick Conservation Area Campers' Committee to have the current pavilion replaced with a new enclosed building
- Proposal: to remove the existing pavilion and replace it with a 32 ft x 48 ft pole type steel building with 4 overhead doors which could be opened during the summer months and closed in cool or inclement weather, it would have a smooth finish concrete floor, ceiling, and one steel regular door. The building would be supplied with a 200 amp underground hydro service, 10 sealed florescent lights, one exterior light and interior receptacles. There is also an option to install a concrete pad around two sides of the building to provide a patio effect for individuals wishing to sit outside when weather permits or when numbers are too great for all to sit inside. The new building will provide us with a venue to expand our present social programs to include a greater number of activities for our campers. The new visitor centre would be available to local groups to rent for family reunions and community functions
- Cost to Construct:
 

To demolish existing building and concrete pad	\$ 2,000.00
To construct a 32 ft x 48 ft building as above	\$ 39,000.00
Hydro underground supply & interior wiring	<u>\$ 11,000.00</u>
Total	\$ 52,000.00
Optional concrete pad	<u>\$ 5,500.00</u>
Cost to construct with pad	\$ 57,500.00

**CF-08-017**

**Butler - Warner**

**“That the Foundation approves the request from the St. Clair Region Conservation Authority for \$57,000 to support the construction of a recreation centre at the Warwick Conservation Area from endowment funds and/or unrestricted general funds.”**

**CARRIED**

The 2008 budget was presented for the Board's consideration.

**CF-08-018**

**Colosimo - Bilton**

**“That the Foundation acknowledges the request for financial assistance for 2008, as outlined in the St. Clair Region Conservation Authority's 2008 budget and further that the Foundation's 2008 budget, dated February 25, 2008, be approved and the Executive Director be authorized to carry out the transactions and expenditures outlined in the budget.”**

**CARRIED**

A property tax summary was reviewed by the Board.

**CF-08-019****Dale - Arnold**

**“That the board of directors acknowledge the Property Tax status summary sheet for Foundation lands and the current applications on the Bates wetlands and Maples woodlot to maximize the tax incentive programs available for these conservation lands.”**

**CARRIED**

A staff report on Conservation Education was presented.

- 2007 Attendance of Conservation Education Programs

- In-Class Programs

River Bottom Critters	2,565
Go With the Flow Groundwater	1,771
Endangered Species	753

- Outdoor Programs

Dow Wetlands	1,170
Winter Programs	12
Maple Syrup	524
Spring Programs	1,752
Fall Programs	636
Oh Christmas Tree Program	670

Total	9,853
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- the “Oh Christmas Tree” program was very popular with kindergarten students in December. Overall numbers for the education program were down in 2007 primarily due to staff involvement in the London-Middlesex Children’s Water Festival (CWF) in June and the Chatham /Kent/Lambton Water Festival in October. The London CWF made a \$2,000 donation to St. Clair to help compensate for lost education revenue during the Spring Children’s Water Festival.
- bussing costs are also starting to become an issue for Conservation Area field trips. In-school user pay programs have been advertised in the Teacher’s Booklet to address this concern.
- In-School Programs
  - The popular River Bottom Critters and Groundwater programs, sponsored by the Sarnia Lambton Environmental Association, are in full swing. The programs continue to attract teachers because of their strong curriculum connections and no bussing fees. The milder winter weather has allowed access to the bottom of the St. Clair for “critter” retrieval, which has been difficult in the past years when the shoreline has frozen.
- Rekindle the Spark: Nov. 1 - 2 - each year, Conservation Education staff in south western Ontario gather to share ideas and resources. The Grand River Conservation Authority hosted this year’s very successful event at Luther Marsh, near Orangeville. The day and a half workshop provided networking opportunities for the Education Staff in which many ideas for field trips and campground activities were exchanged.
- Project Web Foot - through a partnership between the Conservation Authority, Ducks Unlimited, BP Canada Energy Company and a private individual, 11 classes were subsidized to participate in a wetland program at the Dow Wetlands. The fund helps compensate the Conservation Authority for offering the program and supplies a portion of the bussing costs to the school. An

- additional 8 classes are expected to attend in 2008.
- Children's Water Festivals - the Conservation Authority was a partner in two Children's Water Festivals held in 2007. The London Middlesex Children's Festival was held May 28 - June 1 at the Fanshawe Conservation Area in London. The Chatham-Kent Children's Water Festival (which included an invitation to Lambton County Schools) was held October 2 - 4 at the C. M. Wilson Conservation Area in Chatham. The goal of the Water Festival is to provide a hands-on learning environment in which students from the region discover the importance of water in their lives and communities. There were approximately 40 hands-on activity stations linked to the Ontario Education Curriculum. These activity stations included themes relating to water conservation, water attitude, water technology, water protection and water science. For more information you can visit the Festivals web sites at: London Middlesex Children's Water Festival - <http://www.childrenswaterfestival.ca> ; Chatham Kent Children's Water Festival - <http://www.ciaccess.com/~ricksiddall>. Sarnia Mini Water Festival - a mini Water Festival is planned in Sarnia for June 7 and 8, 2008 during Art Walk. Fifteen activity stations will be manned with volunteers from "Skills Link" which is an adult job skills training program.
  - Kids Funfest - last June, education staff participated in Sarnia's Funfest, held each year at Centennial Park. The popular wetland activity allowed visiting children to dip net from a boardwalk beside a man made pond, complete with cattails and aquatic insects. A \$500.00 donation was made to the Conservation Authority by Dow Canada Inc. to allow this activity to take place.
  - Financial Support - the Foundation has supported conservation education for many years. This support has been financed, in part, by donations received from a number of sources specifically designated for conservation education. It is expected that we will receive \$62,400 in 2008 from the following sponsors:
    - Sarnia Lambton Environmental Association: The Sarnia Lambton Environmental Association - \$30,000 to support two in-class education programs dealing with the use of benthic invertebrates to measure river quality and the importance of our groundwater resources.
    - Dow Chemical Inc.: Dow Chemical - \$25,000 to support the education program at the Dow Wetlands in St. Clair Township. The program is targeted at grades 4 - 6 as well as other groups including Girl Guides, Cubs and Young Naturalists.

#### **CF-08-020**

##### **Giffen - Brooks**

**"That the progress report on conservation education, dated February 4, 2008 including program statistics, Rekindle the Spark, Neighbourwoods Project, Power Point Projects, in-school programs, Project Webfoot and Children's Water Festivals be acknowledged."**

**CARRIED**

A progress report on special events was discussed.

Maple Syrup Festival: March 15 – 16, 9:00 am – 4 pm, A.W. Campbell Conservation Area

Conservation Authority Board of Directors Meeting: April 17, 1:00 pm, Strathroy

Sydenham River Canoe Race: April 20, registration starts at 10:00 am, Mossie Line at the Sydenham River – race ends at the Shetland Conservation Area

Campgrounds Open – April 25

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Strathroy River Clean-Up, date tba, Strathroy Conservation Area  
Denning Bros. Memorial Forest Dedication: May 25, 2:00 pm, Centennial Park, Strathroy  
Art Walk and Water Festival: June 6 – 8, Sarnia  
Ronn E. Dodge Funeral Home Memorial Forest Dedication: early June date tba  
Conservation Authority Board of Directors Meeting: June 12, 1:00 pm, Strathroy  
Conservation Foundation Board of Directors Meeting: June 19, 10:00 a.m., Strathroy  
Members Bus Tour: June 26 location tba  
Tree Bus Tour: date tba  
Conservation Authority Board of Directors Meeting: September 18, 1:00 pm, Strathroy  
McKenzie and Blundy Memorial Forest Dedication: September 21, 2:00 pm, Wawanosh Wetlands  
Conservation Area  
St. Clair Region Conservation Foundation Memorial Forest Dedication, September 28, 2:00 pm, Lorne C.  
Henderson Conservation Area  
Chatham-Kent Children’s Water Festival, date tba  
Campgrounds Close October – 13  
Conservation Foundation Board of Directors Meeting: October 16, 10:00 a.m., Strathroy  
Conservation Authority Board of Directors Meeting: November 20, 1:00 pm, Strathroy  
Conservation Authority Board of Directors Meeting: December 18, 10:00 am, Strathroy  
Conservation Foundation Board of Directors Meeting: December 18, approx. 1:00 p.m.

**CF-08-021**

**Butler - Warner**

**“That the list of 2008 special events be acknowledged.”**

**CARRIED**

The meeting went In Camera to discuss property issues.

**CF-08-022**

**Dale - Colosimo**

**“That the Board of Directors go in camera at 11:00 a.m. to discuss property issues with all staff remaining.”**

**CARRIED**

**CF-08-023**

**Giffen - Dale**

**“That the Board of Directors rise and report at 11:40 a.m.”**

**CARRIED**

**CF-08-024**

**Giffen - Bilton**

**“That the Board of Directors acknowledges the report on the Western Lands/Strathroy-Caradoc property donations in Strathroy and the general agreement of terms between the Municipality of Strathroy-Caradoc and the Foundation/Authority and further, proceed to work toward the transfer and management of the lands as it furthers the goal of protecting and enhancing the natural areas in the region.”**

**CARRIED**

**CF-08-025**

**Warner - Bilton**

**“That the Board of Directors acknowledges the status report on the potential donation of the Howarth Property on 8022 Churchill Line and thank Mr. Howarth for his generous consideration of donating a portion of his land and advise that we are unable to pursue the donation at this time, but are prepared assist Warwick Township as a property manager of this property if the municipality wishes to accept the property.”**

**CARRIED**

**CF-08-026**

**Arnold - Bilton**

**“That the Board of Directors acknowledges the report on surplus buildings at the Clark Wright Conservation Area and further authorize staff to negotiate terms and conditions of sale, and report to a subsequent board meeting.”**

**CARRIED**

The Executive Director advised that the TD Friends of the Environment has donated \$8,000 towards our Species at Risk program.

**CF-08-027**

**Bilton - Brooks**

**“That the meeting be adjourned.”**

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Duncan Skinner  
President

Ralph Coe  
Executive Director