

The Board of Directors Meeting of the St. Clair Region Conservation Authority was held on the above date, at the Administration Office in Strathroy, at approximately 10:00 a.m.

Present: Steve Arnold, Chair; Terry Burrell, Vice Chair; Bill Bilton, David Boushy, Tony Bruinink, Joe Faas, Norm Giffen, Anne Marie Gillis, Larry MacKenzie, Betty Ann MacKinnon, Kevin Marriott, Don McCallum, Netty McEwen, Steve Miller, Frank Nemcek, Ben Phay

Absent: Elizabeth Davis-Dagg, Rod Glen, Helen Havlik, Tom McGregor

Also Present for all or part of Meeting: Brian McDougall, General Manager; Rick Battson, Director of Communication; Patty Hayman, Director of Planning, Dallas Cundick, Environment Planner/Regs Officer; Muriel Andreae; Senior Biologist; Kevan Baker, Director of Conservation Areas; Tracy Prince, Director of Financial Services; Marlene Dorrestyn, Administrative Assistant

The Chair 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.

BD-13-116

Miller - Marriott

“That the minutes of the Board of Directors meeting, held June 27, 2013, be approved as distributed.”

CARRIED

The General Manager’s Report was presented:

- Ministry of Natural Resources (MNR) Transformation
 - in August, MNR announced some of the coming changes that would assist in the modernization and regionalization of MNR
 - district boundaries will remain unchanged (25 districts)
 - each district office being provided full funding for their staff compliment
 - some changes in staff at the District office to maintain programs – Aylmer office will have increased number of biologists but will lose a forester
 - 120 staff across the Province were provided with location change notices (identifying that their position will be moving to another location) – this included 4 staff in Chatham and 1 in Aylmer – all to take effect by April 1, 2014
 - Chatham office will remain as a workplace – only staff operating from Chatham will be Conservation Officers – the office will open to the public only through appointment
- Keith McLean Conservation Lands
 - with the signing of the Management Agreement between the Estate and the Authority, Authority staff have been taking a larger role in the care of the property – assisting with the clearing of the house and landscape maintenance
 - staff have been acquiring baseline data regarding water quality, fish species and numbers as well as macroinvertebrate samples that will be important in the future for comparison following best management practices projects and operating improvements
 - staff have also been developing a draft Management Plan for the property – reflecting Keith’s wishes for the property – including public access and habitat improvements – as well as utilizing an environmental farm plan for the land and improvement concepts for the house – all with short, moderate and long term goals

- the Management Plan will be reviewed by the Foundation’s McLean Subcommittee and the Foundation Board prior to a Public Open House planned for October 26, 2013 at Keith McLean Conservation Lands where the plan will be discussed with the public and comments will be received prior to a final draft of the Management Plan
- the Auction sale of Keith’s Estate was held last Saturday – the sale (as with most auctions) was relatively successful, everything sold at the market value of the day

Directors comments:

the Executors of Keith’s estate were happy with the auction.

BD-13-117

MacKinnon – Giffen

“That the Board of Directors acknowledges the General Manager’s report, dated September 9, 2013.”

CARRIED

A report regarding the 2012 Conservation Ontario Statistical Survey was discussed.

SCRCA Ranks: Administration

Category	Number	Rank (1–36)	Comment
Area	4,100 km ²	9	
Population	171,966	14	
Full Time Staff Compliment	28	15	
Number of members of the Board of Directors	20	6	
Total Revenue	\$4,998,880	12	
General Levy	\$593,691	32	
Per-capita General Levy	\$3.45	35	
Section 39 Provincial Grant	\$310,000	5	this is our only on-going grant toward regular operation and it has not increased since 1996 - \$310,000
Federal Grants	\$467,225	5	
Self-generated Revenue	\$1,912,281	10	

Programs and Services

Category	Number	Rank (1–36)	Comment
Conservation Areas	16	10	
campsites	522	6	
total length of trails	43	20	
students to education programs	11,267	5	
municipal plan input transactions	84	29	
Section28 Regulations inquiries	238	14	
Section28 Permits issued	85	27	this shows the effort of staff to negotiate with landowners to avoid the permit process
Level II DFO drain reviews completed	281	1	this is nearly double the second place CA (156)
benthic sampling sites	14	20	
trees planted	73,500	16	
grants provided to landowners for BMPs	\$63,346	11	

In interpreting the rankings, it is important to note that there is considerable variation in the programs and services provided by Conservation Authorities across the province. This is due in part by size and capability but it also is a reflection of the priorities set out by the board of directors determined by the needs of the local municipalities.

Director's Comments:

- requested better clarification on the numbers
- provide more detail

BD-13-118

Gillis - MacKenzie

“That the Board of Directors acknowledges the report, dated July 17, 2013 regarding the 2012 Conservation Ontario Statistical Survey and the relative ranking of St. Clair Region administration, programs and services.”

CARRIED

Minutes of the Conservation Ontario June 24, 2013 was considered.

BD-13-119

Bruinink - Burrell

“That the Board of Directors acknowledges the minutes of the June 24, 2013 Conservation Ontario Conservation Ontario Council meeting minutes.”

CARRIED

A report on the business arising from the last meeting was discussed.

- the possibility of the International Joint Commission proposing a gate between Stag Island and Corunna to regulate water levels was discussed. It was suggested that staff draft a letter to the International Joint Commission to express our concerns. *Correspondence provided in draft.* Staff will be participating in a panel and focus group discussion of the issue of water levels on the Upper Great Lakes at an event to be hosted by Lambton County Community Health Services in early November.
- staff to make presentation on best management practises for drain maintenance at a future meeting – *scheduled for the November Board Meeting.* It was also requested that the information be given soon, so it can be included in zoning bylaws – this information is being provided to drainage superintendents and other municipal staff as municipal bylaws are being updated.

Directors Comments:

- people from the Haldimond Norfolk area are upset about water levels and appear to be ill informed regarding the effects of structures in the St. Clair River.
- Anne Marie Gillis would like any information electronically so she can forward to her contact.
- any structure placed in the St. Clair River will effect Lake St. Clair's sensitive ecosystem.
- 3 spots in the St. Clair River are awaiting approval to dredge.
- any correspondence sent should be cc'd to the M.P.'s.
- only 22 years between record high and low.

BD-13-120
Faas - Bilton

“That the Board of Directors acknowledges the updates on business arising from the June 27, 2013 meeting.”

CARRIED

A Conservation Lands Update was reviewed:

- Camping Statistics:
 - 406 full and half seasonal campers have registered in our 3 campgrounds, up from 397 in 2012. 189 seasonal campers are registered at Warwick (187 in 2012), 118 at LC Henderson (114 in 2012) and 99 at A.W. Campbell (96 in 2012).
 - our 3 regional campgrounds have been busy this summer, gross revenues to date are \$882,000 (up 8%), with net revenues down 1% (end of July financials summary). Net revenues are misleading as there was a 3 pay month in July (this was in August in 2012) resulting in approximate \$ 30,000.00 in extra expenditures in salaries and wages, and also the new hydro billing (actual time billing) which means we are paying our hydro costs sooner than in 2012.
- Warwick Conservation Area (Warwick Township):
 - new ceramic tiles have been installed in the women’s main washroom shower areas
 - new water conservation toilets have been installed in the main campground washrooms
 - approach ramps with railings have been installed on the main trail bridge
 - hydro servicing has been installed to 2 group camp areas
 - roads have been resurfaced with gravel
 - 30 large stock & 100 seedling trees have been planted
 - pool ladders and railing anchors have been replaced
 - one canoe rack and 2 viewing platforms have been constructed
 - Blue Flag Trail has been widened and boardwalks leveled and/or replaced
- L.C. Henderson Conservation Area (Enniskillen Township):
 - slide hoods have been installed on the playground equipment
 - new ceramic tiles have been installed on the main campground washroom floors
 - 2 canoes have been purchased for public use (Foundation Bingo)
 - septic system & dump station has been completed and is now operational
 - pool ladders and railing anchors have been replaced
 - barn board siding has been replaced on the main washroom building
 - a canoe and fishing dock has been constructed and installed in the main reservoir
 - new portable washroom decks have been constructed and installed
 - roads have been resurfaced with gravel
 - road culvert in South Park camping loop has been replaced
 - weir improvements include tree and brush removal and rock placement
- A.W. Campbell Conservation Area (Brooke/Alvinston & S.W. Middlesex Townships):
 - 9 new windows have been installed in the visitor center
 - pool ladders and railing anchors have been replaced.
 - new steel doors to be installed on the pool washroom building
 - 30 large stock & 100 seedling trees have been planted
 - carpet has been replaced on 3 mini golf holes
 - roadways have been resurfaced with gravel
 - trails have been widened and surfaced with chip and dust
- Strathroy Conservation and Marsh Walk:
 - 2 trail bridges to be upgraded (funded by Foundation)
 - 10 board walk sections have been replaced along the trail system (funded by Foundation)

- at the Victoria St. Marsh Walk, the looped trail has been widened and sections have been resurfaced with chip and dust
- a small pocket of phragmites has been sprayed
- Clark Wright Conservation Area:
 - trail improvements include the installation of a 36' railed bridge and the addition or replacement of approximately 18 board walk sections (funded by Foundation)
- Peers Wetland Conservation Area:
 - wetland rehabilitation has been completed. This included berm reconstruction and seeding, pump and electrical installation, security fence construction, trail establishment, and parking lot construction.
 - other improvements include: 5 acres of trees planted; 1.2 acres of tall grass prairie planted; and the installation of property and donor signage
 - a draft master plan has been completed
- C.J. McEwen Conservation Areas (Plympton/Wyoming):
 - a new steel roof to be installed on the washroom building this fall
- Wawanosh Wetlands Conservation Area (Sarnia)
 - trails have been widened and levelled
 - phragmites in and around the water control structure has been sprayed
- Lambton County Lands:
 - the Conservation Authority manages 7 properties (approximately 1,400 acres) for the County of Lambton.
 - at the Lambton County Heritage Forest, staff have performed trail inspections and have removed a number of trees which have fallen on the trails. Forestry staff has performed a forest inventory of the property to determine standing timber values. Two trail signs to be installed along the trail system
 - at Perch Creek Habitat Area, the main trail has been widened and trees and vegetation have been trimmed back. The forestry department planted 2,000 hardwood trees within the current ash plantations. Approximately 90 ft of board walks to be installed along the main trail system
 - at Bowens Creek, the Forestry department planted 14,000 trees and will be continuing their herbicide management program on existing plantations.
 - at Meadow View forestry staff planted 600 seedlings.
- McKeough Lands:
 - erosion improvement works have been completed on Property 93, 95 and 97.
 - this fall erosion works to be completed on Property 82 and Property 103.
 - to date, Environmental Farm Plans have been completed for 11 of the agricultural parcels and 2 parcels have had Property Management Plans completed.
 - 911 number has been installed at the Outlet Park

BD-13-121

Miller - Nemcek

“That the Board of Directors acknowledges the Conservation Lands Update, dated August 22, 2013 on Conservation Areas, McKeough and Lambton County Lands including capital improvements, trail development and maintenance and camping trends in 2013.”

CARRIED

A report regarding the McKeough Lands Residential property status was discussed.

- Conservation Authority currently owns 3 residential properties which are rented to individuals on a month to month basis
- they are located at 1323 & 1327 Wilkesport Line and 3238 Mill St. (all are located in or around the Village of Wilkesport).
- the residence on Mill St. has been recently renovated by the tenant and is in good condition
- the homes at 1323 and 1327 Wilkesport Line were purchased by the Authority around 1980 and have been rented for more than 30 years
- 1323 Wilkesport Line, Lot 13 Concession XII (Property 38):
 - 1½ story, framed vinyl sided dwelling
 - serviced with a private well and septic system; but has municipal water and natural gas available
 - septic system is in poor working order
 - presently has 3 outbuildings on the property, one used as detached garage and the others considered surplus
 - property is not connected to a farming operation
 - the current tenants have been living in the home for approximately 25 years and pay \$608 per month
- 1327 Wilkesport Line, Lot 14 Concession XII (Property 39):
 - 1 story, framed vinyl sided dwelling
 - connected to municipal sewer, water and natural gas
 - presently has 3 outbuildings on the property, one used as a detached garage and the others are considered surplus
 - property is not connected to a farming operation
 - the current tenants have been living in the home for approximately 12 years and pay \$512 per month
- Building Condition Status:
 - both homes are in need of significant repair, from new windows and doors, decks, flooring foundations, etc; both are considered in poor condition
 - the home at 1327 Wilkesport Line has foundation problems where the foundation has shifted
 - the home at 1323 Wilkesport Line has a septic system which will require replacement in the near future
 - Authority staff continue to repair small items in the homes but no major renovations are planned
 - the cost to repair all the deficiencies in the homes would be substantial and could not be justified given the rents which are obtained in the area.
 - Severance Status:
 - Authority staff has reviewed the option of severing these homes from the adjacent agricultural property with Lambton County planning staff.
 - County staff provided that they could not support our severance proposal as these properties do not comply with the municipality's official plan and zoning.
 - there may be less opposition to a single severance of 1327 Wilkesport Line as it is located closer to Wilkesport and is serviced with municipal sewer, water and natural gas

- Future Options:
 - although the current tenants appear to be satisfied with the condition of the homes, there are liability issues and rental standards which the Authority may be required to meet if either of the tenants decide to pursue rent standards under the Residential Tenancies Act.
 - staff will continue to monitor the condition of these homes and will remove them from rental if they become unsafe or unsatisfactory to the current tenants.

Directors Comments:

- talk to municipality regarding selling McKeough properties.

BD-13-122

Bilton - MacKenzie

“That the Board of Directors acknowledges the McKeough Lands Residential Property status report dated August 27, 2013.”

CARRIED

A staff report on water levels, current and flood conditions was presented.

- Watershed Precipitation and Streamflow Conditions
 - June and July 2013 were notably wetter and cooler than normal with regional average for the last quarter being 30% higher than normal with the exception of London being slightly lower. This recovery from long term lower precipitation numbers throughout 2012 has improved conditions significantly with six month regional averages 23% higher and the last twelve month period ending 13% higher than normal. Significant storm events in July recorded precipitation in Sarnia and Windsor totaling 159mm (~200% of normal for the month) and 262mm (~300% of normal) respectively. By the end of August both these locations will have received almost 100% of their normal yearly total.
 - streamflows are compared to the amount of precipitation by selected location in the north and east branches of the watershed. Flows have responded normally to the extensive rain events in June and July returning to normal in August with ample capacity for additional flow when values are typically the lowest for the year. The flood threat is considered minimal moving into September and precipitation is anticipated to be in the normal range however, as has been the case in recent years, intense weather systems may produce flash flood events in floodplains and low lying areas.
- Weather Forecast:
 - September - cooler for the first part of the month with a warmer trend for the remainder with below average precipitation
 - Fall and winter - temperatures will be near normal with normal precipitation into the winter months
- Great Lakes Levels: Lake Huron levels have increased slightly by 5cm (0.16ft) compared to July 2012 but the July 2013 numbers continue to be 11cm (0.36ft) below the 10 year average for July. While there is a slight improvement over last year’s numbers, it remains difficult to predict any specific long term trends regarding overall lake levels for the future. Analysis of statistics for the last 10 years does however continue to show a generally lower trend in levels for Lake Huron.

BD-13-123

MacKinnon – Bruinink

“That the Board of Directors acknowledges the report dated September 3, 2013, on the current watershed conditions, flood risk and Great Lakes water levels.”

CARRIED

A staff report on Water and Erosion Control Infrastructure Projects across the watershed and the projects that have been submitted for funding in 2013-2014.

- applications have been reviewed by a committee of provincial and Conservation Authority staff representatives. The following 2 projects were approved for 2013- 2014.

Structure	Project Name	Description of Work	Total Project Cost (\$)	Grant Received (\$)
Coldstream Dam	Coldstream repair project	Rip rap redistribution, removal of trees, shrubs and debris	\$20,000	\$1,000
Petrolia Dam	Petrolia Dam Repair Project	Crack repair and signage	\$4,000	\$1,000

- Authority projects have scored between 90 and 115 points in Repair Projects and between 20 and 70 points for Safety Projects.
- Repair Projects scored over 120 and Study Projects scored over 70 will be assured funding. Authority projects may be funded, as some projects in other parts of the Province could be completed under budget or fail to be completed.
- SCRCA has been successful in adding \$93,000 from Environment Canada and \$25,000 from MOE towards St. Clair River shoreline restoration. A portion will be used towards Cathcart Park Phase III work
- we continue to wrap up projects on a monthly basis. Status of 2011 – 2012 projects is outlined below:

Previous WECI Projects		
Structure	Project Name	Status
McKeough Dam	Floodway Slump Repair	Slump monitoring program established in May 2012.
Cathcart Park	Erosion Protection Revitalization Study – Phase II	Completed.
Shoreline Repair (East of Pine Avenue, Brights Grove)	Sarnia Erosion Control Project Repair	Completed.
Petrolia Dam	Downstream Erosion Repair	Design completed. Construction will be completed this Fall.
Head Street Dam	Spillway Redistribution	Quotes are being obtained from contractor. Redistribution to be completed this summer.

BD-13-124

Nemcek - Boushey

“That the Board of Directors acknowledges the report dated September 3, 2013 on the ongoing Water and Erosion Control Infrastructure projects across the watershed and further acknowledges the projects which have been recommended to the Minister of Natural Resources by the WECI Project Review Committee including status updates on the previously funding projects and projects submitted for 2013-2014 funding.”

CARRIED

A staff report on the Fish Habitat Review program was explained.

- under our Level 2 Service Agreement with Fisheries and Ocean Canada (DFO), SCRCA conducts an initial review of the project to identify any impacts to fish and fish habitat. SCRCA determines how the proponent can mitigate any potential impacts to fish and fish habitat. If impacts to fish and fish habitat can be mitigated, then the Conservation Authority issues a letter of advice. If impacts to fish and fish habitat cannot be fully mitigated, the project is forwarded to the local Department of Fisheries and Oceans for further review.
 - partnership with DFO helps municipalities avoid delays in obtaining advice or authorization approvals from DFO
 - review helps municipalities avoid damage to fish habitat and potential fines or prosecution under the Fisheries Act
 - improved sediment control, erosion control and off-season timing improves the water quality and aquatic habitats in the SCRCA and keeps the soil on the land
- Files Processed for Level 2 Service Agreement
 - to the end of August 2013, 154 drain files were reviewed by St. Clair Conservation staff. Since June 1st 56 files have been processed under the Level 2 Agreement with 46 of these files also receiving SCRCA permission using the DART Protocol and the Standard Compliance Requirements (SCR) statement.

Categories of Fish Habitat Review	January- May	June - August	Total Processed January to August 2013
Letters of Advice	4	34	38
Class Authorization	44	16	60
Extension Letter	0	0	0
Other Types of Files (e.g., Environmental Assessment sign-off)	1	6	7
Requires DFO Feedback or Sign-off		27	27
Waiting for Municipality or Drainage Superintendent		22	22
Total Files from Jan to August 2013	49	105	154

- how SCRCA Compares to other Conservation Authorities
 - Conservation Ontario recently published results of a 2012 survey which tallies the number of DFO service agreement transactions per Conservation Authority. Of the 36 Conservation Authorities, St. Clair Conservation processed the greatest number of applications for drain maintenance/repair/engineering (281), followed by Lake Simcoe Region CA (242), and Essex Region CA (183). Lower Thames also processed a high number of applications (156).
 - excerpt from Conservation Ontario Statistical Survey of 2012 Services, Programs, Activities Report

<i>Conservation Authority</i>	Level II Service Agreement	Level III Service Agreement
<i>Ausable Bayfield</i>	82	
<i>Essex Region</i>		183
<i>Lake Simcoe Region</i>		242
<i>Lower Thames Valley</i>	156	
<i>St. Clair Region</i>	281	
<i>Upper Thames River</i>	101	

- St. Clair River AOC Grant for Municipal Drain Enhancements
 - as outlined in the Fish Habitat Review June Board Report, \$90,000 of funding was approved by the Great Lakes Sustainability Fund (GLSF) for the 2 year project “Managing Sediment and Erosion and Enhancing Fish Habitat in Agricultural Watercourses in the St. Clair River Area of Concern.” The intent of this new funding is to encourage additional restoration, enhancements, and mitigations on municipal drains. An innovative municipal drain project on the Clark Drain in Sarnia is among the projects to be considered by the Review Committee to receive this new funding.
- Enhancing Fish Habitat in the Clark Drain and Branches
 - the Clark Drain is a municipal drain which provides drainage for Lots 12 to 17, Concession 8, Lot 5 to 10 Concession 9 and Lots 43 to 45, Concession Front in Sarnia. It is an open channel the runs on the south side of Michigan Line between Modeland Road and outlets into the Wawanosh Drain (Perch Creek).
 - the upper portion of the Clark Drain lying west of Modeland Road was abandoned and enclosed by the construction of storm sewer. Improvements on Branch C were constructed to mitigate loss of fish habitat.
 - the design on Branch C of Clark Drain includes meandering natural channel design with benching and a low flow channel, riparian buffers, fish refuge pool and native plantings. Dogwood, elderberry, staghorn sumac, buttonbush, nannyberry and serviceberry shrubs will hold soil in place, provide shade and attract wildlife.

BD-13-125

Marriott - Boushey

“That the Board of Directors acknowledges the status report dated September 5, 2013, summarizing Fish Habitat Review activities undertaken on behalf of the Department of Fisheries and Oceans in 2013.”

CARRIED

A status report regarding Environmental Farm Plans for various McKeough Upstream properties was reviewed.

- the Ontario Ministry of Agriculture and Food (OMAF) provided funds for a Phosphorus Reduction program in the St. Clair Region, including development of Farm Management Plans for 400 acres of the McKeough Upstream Lands.
- in March of 2013, staff participated in the Environmental Farm Plan workshop in Woodstock. This was a two day course in which the agricultural rental parcel 4 just west of Wilkesport was assessed. The EFP was completed and reviewed by a committee.
- issues to be addressed include:
 - erosion control
 - septic upgrades
 - upgrades to well casing and water testing

- implementation of buffer strips along watercourses.
- from the recommendations provided by the EFP review committee we developed a more detailed list of how we plan to improve erosion control on the properties. These include:
 - 1) provide 3m riparian buffer strips along the gully and Municipal Drainage ditches
 - 2) establish a wider buffer (15-30 meters) along the frontage of the North Sydenham River to filter runoff and stabilize the banks
 - 3) establish a minimum 3m grassed buffer on property 40 at the top of bank to improve stability and reduce erosion
 - 4) remove the steep slope located on property 38 from production and implement a grassed waterway, vegetated blanket or buffer to help stabilize the slope
 - 5) monitor tiles and fix where necessary including the tiles on property 40, monitoring should be conducted annually in March for tiles and drains
 - 6) establish a water and sediment control basin (W.A.S.C.O.B), berm system to hold back water and reduce velocity
- tenants will also be asked to implement nutrient management plans and soil sampling (particularly with respect to nutrients) should be conducted. Discussions with the tenants will take place in the coming months and the erosion control and buffers are estimated to start next year.
- after the completion of the first parcel staff took part in a second two day workshop in Bornholm at the end of July for 10 more agricultural rental parcels. The EFPs were completed and are currently being reviewed. Six more parcels in the McKeough Upstream Lands are in need of an EFP. An additional EFP is in progress for the McLean Property.

Directors Comments:

- buffer strips are recommended in the report – the Authority will follow the report. Our properties and rental properties will be adjusted once the bylaw has been updated.
- the Authority does phragmites control in drains.
 - the County has a program for County roads
 - the Authority has been successful with vegetation control on our properties.
 - MTO has started a phragmites program along 402. It is not environmentally friendly. Currently in year 2. Will take more than one year to control
 - additional tree planting, concentrate on buffer strips – attach the worst area first. Will be doing that on all properties.

BD-13-126

MacKenzie - Faas

“That the Board of Directors acknowledges the status report dated September 5, 2013, regarding Environmental Farm Plans for various McKeough Upstream properties, including wider buffers along the municipal drains, a new grassed waterway and berm system, a nutrient management plan for tenants and annual soil sampling for nutrients.”

CARRIED

A staff report regarding the Talfourd Creek Monitoring and Education project was presented.

- the Aamjiwnnang Environment Department has continued to work towards restoring a stretch of Talfourd Creek adjacent to the Community Centre in Bear Park. The main goal of the project was to “bring the creek back into the lives of the community. By restoring the creek, it is hoped that a new appreciation of the creek is fostered, therefore returning the creek to the people.”
- SCRCA was awarded funds through the Great Lakes Guardian Fund in order to assist with certain aspects of the restoration work. Contributions have focused on four main areas:
 - pre and post restoration benthic macro-invertebrate monitoring

- involvement and educational programs at four community events
- development and design of interpretive signage for the site
- planting of native large stock and seedling trees
- Pre-restoration Benthic Macroinvertebrate Monitoring
 - benthic macroinvertebrates are organisms that live within a watercourse and are key indicators of water quality, as each organism has a different tolerance to pollution
 - by determining the diversity and presence/absence of different species, an overall picture of water quality can be formed
 - pre-restoration samples were taken in the fall of 2012 and spring of 2013, while post restoration samples will be taken after all restoration work is completed and the stream has been given time to re-adjust
 - completing such sampling and comparing results will help to show the improvement in Talfourd Creek as a result of restoration work
- Involvement in Community Events
 - St. Clair staff have attended 3 Community Events held at the Community Center in Bear Park: Earth Day, Solidarity Day, and Talfourd Creek Awareness Day
 - staff members have been involved with running education programs at each event, with programs focusing on teaching the community about:
 - stream ecology
 - benthic macroinvertebrates
 - aquatic and terrestrial species
 - planning for a fourth and final event, Environmental Awareness Day, is currently underway where SCRCA staff will again be on hand to provide educational programs as well as plant both native large stock and seedling trees
- Interpretive Signage
 - 5 interpretive signs were designed and developed in collaboration with Friends of the St. Clair River and Aamjiwnaang Environment Department
 - 1 main sign and 4 sub-signs were created in order to explain the restoration work undertaken and how such work will help increase biodiversity and the health of both the aquatic and terrestrial ecosystems adjacent to the stream
 - the signs are completed and are currently in the process of being printed for installation later in the year

BD-13-127

Burrell - Bilton

“That the Board of Directors acknowledges the status report dated September 5, 2013 regarding the Talfourd Creek Monitoring and Education project with Aamjiwnaang First Nation, including the community outreach program, interpretive signage and riparian plantings.”

CARRIED

A staff report on the Lambton Shores - Healthy Lake Huron project was discussed.

- Lambton Shores Healthy Lake Huron Program
 - Lambton Shores Tributaries (LST) Watershed received funding from Ontario Ministry of the Environment and Environment Canada as part of the Healthy Lake Huron – Clean Water, Clean Beaches campaign, which identified 5 priority sub-watersheds along Lake Huron Shoreline that require immediate action to improve beach and inland surface water quality
- Ongoing Activities:
 - staff mailed out personalized letter to 475 landowners in Lambton Shores with properties

greater than 5 acres introducing a cover crop grant for the priority watershed and discussing the other stewardship grants that are available.

- to gain a better understanding of the benefits and barriers of cover crop planting, we also included a landowner survey offering the chance of a prize for completing the survey.
- we've received 2 completed cover crop surveys
- 3 landowners have expressed interest in applying for the cover crop grant.
- working with Communities in Bloom – Lambton Shores, to plan a Fall Community Planting Day at the retired Forest Sewage Lagoon using a \$3,375 grant from TD Friends of the Environment
- developing wetland restoration plans for the retired Forest Sewage Lagoons is ongoing and involves many partners (Municipality of Lambton Shores, Communities in Bloom, CH2M Hill, Lambton Shores Trail Committee, and SCRCA).
- water quality sampling during storm events using the automatic water sampler on Shashawandah Creek continues
- Summer events:
 - *June 18, 2013*: Lambton County Picnic
 - *July 24, 2013*: Lambton Shores Steering Committee meeting
 - *August 1, 2013*: Communities in Bloom – Lambton Shores judges tour: discussing the habitat rehabilitation plans and wildlife viewing platform at the Forest Sewage Lagoons (funded by CH2MHill and TD Friends of the Environment); see news article
 - *August 23, 2013*: Filming for the Rural Stormwater Management Model with local landowner discussing the importance of cover crops, grassed waterways, and riparian buffers for soil conservation and stream health.
- Upcoming events:
 - *September 14, 2013*: Great Canadian Shoreline Cleanup at Centre Ipperwash Beach, 1-3 pm
 - *September 20-22, 2013*: Forest Fall Fair, SCRCA will have a booth set up.
 - *October 5, 2013*: Forest Sewage Lagoon Community shoreline and shrub planting
 - *October 23, 2013*: Lambton Shores Steering Committee Meeting

Directors Comments:

- when can we expect to know when results will be evident?
- has the pipeline negatively impacted the area?

BD-13-128

Bruinink - Nemeck

“That the Board of Directors acknowledges the status report dated September 5, 2013, regarding Lambton Shores – Healthy Lake Huron program, including cover crop grant program, wetland plantings and community events to encourage stewardship actions.”

CARRIED

A staff report regarding Healthy Sydenham Headwaters was explained.

- Healthy Sydenham Headwaters Initiative (HSHI)
 - the St. Clair Region Conservation Authority and Middlesex Stewardship Council (MSC) are partnering on this Initiative to guide conservation and restoration efforts in these important headwaters areas.
 - land selected for the HSHI occurs in the south-west corner of Middlesex County. The Sydenham River headwaters and the Strathroy-Caradoc Sand Plain are located within this boundary. Actions in headwater rehabilitation will have the greatest impact on the entire Sydenham watershed.
 - funding is available for projects including: riparian buffers, tree planting, wetland and woodlot restoration, and strengthening wildlife movement corridors.
- Ongoing Activities and Project Update:
 - staff mailed out personalized letters to 1800 landowners in the headwaters of the Sydenham River, introducing the HSHI and announcing available grants for stewardship projects (May 2013)
 - to date, over 60 landowners have inquired about the program
 - staff have completed 24 site visits and are following up with all inquiries
 - staff have collaborated with Ducks Unlimited on 4 wetland projects
 - to date, 5 wetland projects have been created/enhanced in the headwaters of the Sydenham River with funding from Wildlife Habitat Canada, Habitat Stewardship Program, MSC, and Canada Fish and Wildlife Improvement Program
 - in the coming weeks, 2 more wetland projects will be established
 - Stewardship projects tentatively approved for implementation include approximately 66 acres of habitat creation/enhancement (woodlot enhancement, windbreaks, wetlands, and tall grass prairie), with an additional 25 acres undergoing the approval process
 - working with the Municipality of Strathroy-Caradoc, youth and community planting days are planned for the fall, funded by an RBC Community Action Grant and Wildlife Habitat Canada Grant
 - staff organized a Bus Tour in collaboration with MSC to showcase local stewardship projects in the study area of the HSHI
 - representatives from Ontario Trillium Foundation and Ducks Unlimited attended
 - 14 landowners participated
 - staff also attended Middlesex Stewardship Council meetings.
- Upcoming events:
 - *September 21, 2013*: Strathroy Community Planting Day at Alexandra Park, 9-11 am
 - *October 22, 2013*: Strathroy Youth Planting Day at Alexandra Park

BD-13-129

Boushey - Marriott

“That the Board of Directors acknowledges the status report dated September 5, 2013, regarding Healthy Sydenham Headwaters including landowner mailings to introduce stewardship grants, active stewardship projects and upcoming community events.”

CARRIED

A staff report on the Watershed Report Card Summary was explained.

- background
 - Conservation Authorities across Ontario have prepared Watershed Report Cards to help residents, agency staff and CA Directors measure the environmental health of their region.
 - the second Report Card for the St. Clair Region is being released now, and includes summary tables of many environmental features that reflect or affect watershed health.
 - forest condition is assessed and graded using:
 - forest cover
 - forest interior
 - forested riparian buffer
 - surface water quality is assessed and graded using:
 - total Phosphorus
 - benthic invertebrates
 - bacteria
 - there are individual cards for each of 14 watersheds within the region.
 - each Report Card includes:
 - surface water quality grades
 - forest condition grades
 - summary of watershed features
 - highlights of progress since 2005
 - local solutions that will improve environmental conditions
 - the larger document and individual watershed cards are available on the SCRCA website
 - directors are receiving watershed cards for their municipality
- results
 - even with more stringent guidelines, the surface water quality has remained steady or improved in the majority of the St. Clair Region since the 2008 Report Cards.
 - the surface water quality grades range from C to D.
 - water quality has improved in three watersheds, stayed steady in seven watersheds and declined in two watersheds.
 - forest condition grades range from C to F, with most watersheds receiving a D grade.
- new for 2013
 - stewardship projects, local temperature and precipitation information, woodlot size distribution, watercourse length and type, and streamflow values are now included the individual cards, and summarized in the larger document.
 - 128 Stewardship projects were completed by private landowners working with the SCRCA over the five year period.
 - over 100 stewardship projects were implemented on corporate and public lands.
- Targeting actions
 - the information allows SCRCA staff and watershed communities to compare the results with the 2008 cards, and target actions for the future.
 - continued work is needed to improve and protect local streams and forest conditions.
 - these efforts should include planting or protecting riparian buffers along open watercourses. 21% of the watercourses have forested buffers, and the goal is 50%.
 - more trees must be planted. The current forest cover is 11.4% and the goal is 30%.
 - encourage better nutrient management practices. Excess phosphorus is causing serious algae blooms in Lake St. Clair and Lake Erie, and SCRCA phosphorus readings are between two and eight times the MOE guidelines.

Directors Comments:

- only way to get a passing grade is to have no people
- watershed report cards help when applying for grants

BD-13-130

Marriott - Giffen

“That the Board of Directors acknowledges the status report dated September 5, 2013 regarding the Watershed Report Card including recognition of the low grades, and the need for more stewardship actions to improve water quality and forest conditions in the region.”

CARRIED

Regulations Committee Reports dated June 30, July 31 and August 31, 2013 were considered.

BD-13-131

Bilton - Miller

“That the Board of Directors acknowledges and concurs with the Regulations Activity Summary Reports on "Development, Interference with Wetlands and Alterations to Shorelines and Watercourses" (Ontario Regulation 171/06), dated June 30, July 31, and August 31, 2013.”

CARRIED

A staff report regarding the Unauthorized Accessory Structure and Deck was considered.

- background
 - staff of the Authority completed two property inquiries in 2012 (March 7 and June 13) in regard to Authority requirements for an addition/development at the subject location;
 - these two property inquiries outlined information required to be submitted to accompany an application for development on the subject property;
 - as a result the landowner had the following reports completed;
 - Geotechnical Engineering Report completed by LVM, dated November 2, 2012, titled Slope Stability Assessment, 4090 Blue Point Drive, Plympton-Wyoming, Ontario (Ref. No.: P161-B-0003264-1-GE-R-0001-00).
 - Shoreline Hazards Assessment completed by Shoreplan engineering Limited, titles 4090 Bluepoint Drive, Plympton-Wyoming, Our File 12-1871, dated March 11, 2013;
 - upon review of the Shoreline Hazard Assessment the Authority noted that there was a change house/shed with deck constructed at the toe of the slope and on the beach. Authority policy does not permit accessory structures within the 1:100 year floodline or the flood hazard limits of Lake Huron.
 - on August 2, 2013 staff of the Authority completed site visit;
 - the accessory structure consists of an approximately 8 ft. by 13 ft. enclosed building with an approximately 3 ft. by 8 ft. lean-to, the enclosed building with lean to are located on an approximately 16 ft. by 16 ft. wood deck supported on temporary (floating) pre-fab concrete footings.
 - it was also our understanding this structure was in contravention of the Zoning bylaw as well.
 - the Authority notified the proponent that it could not proceed with further review of a development proposal on the subject property until the issue of the unauthorized structure at the toe of the slope is resolved/removed.
- SCRCA Minor Works Policy

- the Authority does not typically review or require applications for minor structures proposed within the Regulated Area. Minor structures are defined as wooden decks, and storage sheds which are no greater than 9.3 square metres (100 square feet) and which have no utilities.
- Town of Plympton-Wyoming Zoning By-Law
 - Town of Plympton-Wyoming Zoning By-Law Section 30.5 General b) states; “that no accessory building or structure shall be erected below the toe of the bank, that is, on the beach”. The structure is below toe of the slope, so our interpretation is that the structure does not meet the Zoning By-Law;
 - staff of the SCRCA forwarded correspondence to the Town of Plympton Wyoming on several occasions and cc: the town planner on correspondence related to the accessory structure at the toe of the slope;
 - no correspondence was ever returned to the Authority, therefore staff of the SCRCA are not sure what action (if anything) is being taken by the municipality’s bylaw officer.
- Remediation/Remedial Action
 - September 3, 2013, landowner forwarded images of the structure with deck section and covered section of the beach structure removed;
 - structure is now a 96 sq. ft.;
- next steps with Future Development Proposal (Relocation/Redevelopment)
 - staff has received an application to construct a new dwelling (relocation/redevelopment) with proposed relocation of existing dwelling with new full basement, addition to existing dwelling, and new 2 car attached garage with basement;
 - Authority still requires additional information for complete application, but it appears that the proposed development will not meet SCRCA Lake Huron Shoreline Policies;
 - application will be reviewed by the Regulations Committee;
 - if the application cannot be supported by staff or the Board of Directors, the decision will be referred to a hearing. Staff will prepare a report to the Board of Directors outlining the purpose of the application with the reasons for a refusal.
 - it is the purpose of the Hearing Board to evaluate the information presented at the hearing by both the Conservation Authority staff and the applicant and to decide whether the application will be approved with or without conditions or refused.
 - upon receiving a complete application the Authority has 30 days for a minor application and 90 days for a major application to render a decision (i.e. recommendation to approve or referred to a Hearing).
 - applicant is entitled to reasonable notice of the hearing. The applicant shall be given two weeks to prepare a report once the reasons for the staff recommendations have been received. Subsequently, this may affect the timing and scheduling of the staff hearing reports.

BD-13-132

MacKinnon - Giffen

“That the Board of Directors acknowledges and concurs with the report dated September 10, 2013 regarding the Unauthorized Accessory Structure and Deck at the Toe of the Shoreline Bluff at 4090 Bluepoint Drive, and further that the remedial actions have been undertaken to the satisfaction of the SCRCA, and that the file be closed on the matter of the unauthorized accessory structure.”

CARRIED

Planning Activity Summary Report for June, July and August 2013 was reviewed.

BD-13-133

MacKenzie - Miller

“That the Board of Directors acknowledges the St. Clair Region Conservation Authority’s monthly Planning Activity Summary Reports for June, July and August, 2013.”

CARRIED

A cost recovery proposal regarding implementing the DART protocol was considered.

- Cost Recovery for Drain Reviews under DART
 - with over 5000 km of drains in our watershed, the SCRCA is directing considerable resources toward implementing the DART protocol, which relates to Section 28 Conservation Authorities Act “Development, Interference with Wetlands & Alterations to Shorelines & Watercourses”). This is in addition to resources allocated to Section 38 Fisheries Act fish habitat review, as per the DFO/SCRCA Level II agreement.
 - since starting to implement the DART protocol in June, we have found the process of reviewing the drain maintenance and repair proposals with respect to giving permission under Section 28 of the Conservation Authorities Act adds significantly to staff workload. Screening notification forms, ensuring notification forms are signed, issuing Standard Compliance Requirements (SCRs), tracking/filing documents and conducting site visits (for a small percentage of projects) has added about 20 hours per week to the Authority workload. To minimize administrative costs, we propose fees be billed to municipalities twice annually.
 - in a typical year we expect from 100 to 200 notification forms will be submitted for DART review. For the majority of the drain maintenance and repair applications Standard Compliance Requirements (SCRs) can be issued. For each SCR issued, a “minor works” category review fee would be charged.
 - drain maintenance and repair within regulated wetland limits will fall within the major works category. Only one application of this type has been received this year. The application to maintain the drain within the wetland was eventually withdrawn. We predict that very few major works will be reviewed under the DART protocol in any given year.
 - in order to recover costs associated with implementing the DART protocol, staff recommend implementation of a fee schedule as follows:

• Minor works	\$	200.00
• Major works	\$	600.00
 - Drainage superintendents will be advised of the fee before proposed implementation in 2014.
 - similar to Fish Habitat and Regulations Review, DART Drain review and input activity will be presented at the Full Board of Directors meetings.

Directors Comments:

- more regulations are coming on new and existing drains
- fees can be added to the drainage report.

BD-13-134

“That the Board of Directors approves the cost recovery proposal, dated August 26, 2013, for implementing the DART protocol, as approved by the Board of Directors April 18, 2013 and that notice be provided to the drainage superintendents and further, that the revision be made to the 2014 Fee Schedule to be presented at the November Board meeting.”

CARRIED

A staff report regarding the sediment study of the Areas of Interest and other AOC activities was presented.

- Sediment Management Options (SMO) Project:
 - all public consultation activities related to the SMO project were completed in the spring of 2013. Results of the public participation were documented and posted on the SCRCA web site for public viewing and response.
 - the St. Clair River Sediment Technical Team (Team) established to manage, direct and decide on the best way to clean up the sediment, met in May to review the public input and assess the strengths and weaknesses of the options included in the SMO report. The Team members selected hydraulic dredging with thin layer backfill as the preferred option for all three Areas of Interests. The two team members from the First Nation communities are consulting with their communities prior to submitting their preference to the Team. The responsible agencies; MOE, EC and SCRCA met in August with the industrial partners: Suncor, Shell, Enbridge, Union Gas and Ethyl Corporation to bring them up to date with the recent SMO developments. Industrial partners were informed of the preferred methods and invited to comment on them. No objections were raised by the industrial partners. However, several industrial partners did raise issues to prevent health and safety concerns and minimize economic loss when working near the commercial docks situated within the three AOI's. All the partners recognized that further discussion will be necessary to address these concerns during the detailed engineering phase of the project.
 - EC and the MOE identified that they have secured funding for the next phase of the project; detailed engineering design and EA. Up to \$2 million over the next two years will be available beginning in the spring of 2014. This phase of the SMO project is expected to be managed through either EC or the MOE.
 - once the Team receives input from all interested parties, it will request concurrence for the selected options from the Canadian RAP Implementation Committee, the Binational Public Advisory Council and First Nations. The local Team will then submit to the senior levels of government the recommended options along with a funding request to implement them.
 - the construction phase of the project is scheduled to begin in 2016-17.
- Public Outreach and Education Work Plan:
 - with the finalization of the St. Clair River Area of Concern 2012-2017 Work Plan earlier this summer, work is moving forward to implement priority actions. A number of activities listed in the Public Outreach and Education plan have already been completed or started including:
 1. *Boating Best Management Practices Factsheet*
 - a two sided factsheet was prepared that outlines a number of best management practices for boaters that will help maintain and improve the environmental quality of the St. Clair River. In particular, the factsheet focusses on the importance of using marine pump-out facilities; conducting hull maintenance out of water and avoiding spillage when filling gas tanks. The factsheet has been distributed to a number of marinas, bait shops and boating organizations and is also available on the Friends of the St. Clair River website (www.friendsofstclair.ca).

2. Update Presentations to First Nation and Municipal Councils
 - update presentations have been conducted or are scheduled for First Nation and Municipal Councils, Environment Committees and Environment Departments. The purpose of these presentations is to highlight the work and accomplishments that have been achieved in the Area of Concern over the last two years. The update presentations were scheduled in August and will continue throughout the month of September.
3. Updated Outreach Materials
 - an updated St. Clair River Area of Concern banner and associated posters have been drafted and are currently being reviewed. The banner provides an overview of Area of Concerns and Remedial Action Plans and a brief history of the St. Clair River while the posters provide information on some recent projects completed along the river. These materials will be available for display at public events.

BD-13-135

Faas - Miller

“That the Board of Directors acknowledges the report dated September 3, 2013 on the status of the sediment study in the Areas of Interest and other AOC related activities on the St. Clair River.”

CARRIED

A letter from the Ministry of Natural Resources dated July 4, 2013 regarding the “amending” regulation that effected the amendments to our Regulation made under Section 28 of the Conservation Authorities Act was reviewed.

BD-13-136

Burrell - MacKenzie

“That the Board of Directors acknowledges the Ministry of Natural Resources correspondence dated July 4, 2013 providing notice that the Minister has signed and approved the “amending” regulation that effected the amendments to our Regulation made under Section 28 of the Conservation Authorities Act, Ontario Regulation 171/06 “Development, Interference with Wetlands & Alterations to Shorelines & Watercourses” and further that the fully signed copy be filed accordingly.”

CARRIED

Authority revenue and expenditures to July 31, 2013, were reviewed.

BD-13-137

Burrell - Bilton

“That the Board of Directors acknowledges the revenue and expenditure report to July 31, 2013, as it relates to the budget.”

CARRIED

June to August 2013 disbursements totaling \$1,593,643.26 were considered.

BD-13-138

Miller - MacKenzie

“That the Board of Directors approves the June to August 2013 disbursements as presented in the amount of \$1,593,643.26.”

CARRIED

A status report on general levy received to date was discussed.

BD-13-139

Nemcek - Bruinink

“That the Board of Directors acknowledges the status report on the 2013 general levy receipts to August 30, 2013.”

CARRIED

Director Comments:

- director from Sarnia suggested that we send an actual bill three times a year for the levy.

The 2014 preliminary forecast was reviewed. To date the Authority has not received the Modified Current Value Assessment calculations from the Ministry of Natural Resources so the numbers from last year have been used.

BD-13-140

Bilton - Giffen

“That the Board of Directors recommends the 2014 preliminary forecast budget of \$5,429,061 with a municipal general levy of \$679,085 and further that this preliminary budget be revised subject to receipt of the Modified Current Value Assessment calculations from the Ministry of Natural Resources and circulated to member municipalities for information and input based on our budget review process.”

CARRIED

A list of Authority documents to be destroyed, was considered.

BD-13-141

McEwen - Phay

“That the Board of Directors approves the list of documents to be destroyed as determined by the record retention schedule.”

CARRIED

An Investment Policy Statement was discussed.

- Purpose
- Roles and Responsibilities
- Fund Structure
- Investment Beliefs, Objectives and Policy Portfolios
 - Short Term Fund
 - Long Term Fund
- Performance Objectives and Rebalancing

- Short Term Fund
- Long Term Fund

Directors Comments:

- requested that draft document be sent to municipal treasurers.

BD-13-142

MacKinnon – Faas

“That the Board of Directors acknowledges the Investment Policy Statement, dated September 2013 for discussion.”

CARRIED

A communications report was presented:

- Conservation Education
 - Union Gas has agreed to continue its sponsorship of the Spring Water Awareness Program with a donation of \$5,000. This is an in-class program that teaches students about the dangers of thin ice and cold fast-moving water in the spring.
 - with the Conservation Education Program about to launch into its season, a promotional flyer was produced highlighting the numerous programs available to students. The flyers were distributed to each teacher in the region highlighting the 23 outdoor and 5 in-classroom programs offered. Six programs are offered that are free of charge as the costs for these programs are covered by sponsors.
- Coming Events
 - McKenzie and Blundy Memorial Forest Dedication: Wawanosh Wetlands Conservation Area, September 15, 2:00 pm – Greetings will be provided by Steve Arnold
 - a Geocaching Adventure: Lorne C. Henderson Conservation Area, Sunday, September 22, 9:00 a.m. – 3:00 p.m.
 - St. Clair Region Conservation Foundation Memorial Forest Dedication: Lorne C. Henderson Conservation Area, September 22, 2:00 pm – Speakers – Duncan Skinner, President, St. Clair Region Conservation Foundation and Terry Burrell.
- Conservation Scholarships
 - the five scholarships approved at the June meeting were presented in July by Steve Arnold. The students (and parents) were all very appreciative.
 - while updating our recognition board, we noticed this program started in 1989 with a scholarship going to Lisa Pokrajac. A Google search showed that Lisa pursued quite a career. She now works with many professors in Nanotechnology research, several of whom work in the environmental sector. Before graduate school, she worked in the Ecotoxicology Laboratories of the Department of Fisheries and Oceans, and with CanmetENERGY on mining tar sand effluent recovery (environmental impact minimization).

BD-13-143

Nemcek - MacKenzie

“That the Board of Directors acknowledges the Communications Report, dated August 30, 2013, including information regarding Conservation Education, Coming Events and Conservation Scholarships.”

CARRIED

A staff report regarding an update on the Drinking Water Source Protection Report was reviewed.

- background
 - once the Source Protection Plan (SPP) is approved by the Minister of the Environment, the plan must be implemented. The SPP uses Part IV of the Clean Water Act to manage the risk of Significant Drinking Water Threats (SDWT), under the very specific circumstances which result in the activity being a SDWT, while still allowing the land use to occur. These tools also allow for prohibition where the Source Protection Plan requires prohibition and a screening tool which integrates these new tools with Land Use Planning and Building Permit approvals. These Part IV tools must be implemented by Risk Management Officials and Risk Management Inspectors who are a responsibility of municipalities who have the authority to pass bylaws pertaining to water production, treatment and storage. Municipalities may delegate these responsibilities by agreement with other municipalities (who have the same authority), Source Protection Authorities or Health Units.
 - Conservation Authorities have developed considerable expertise and experience in Source Protection Planning through their involvement in developing Assessment Reports and the Source Protection Plan. An understanding of the policies and science behind the Source Protection Plan is critical in the implementation of the Part IV responsibilities. As a result of this experience and economies of scale municipalities requested that the CAs consider offering Risk Management Services. Last summer, these requests resulted in CAs requesting expressions of interest. Twelve municipalities expressed an interest in having the CA provide a proposal for Risk Management Services while 2 municipalities decided to provide these services themselves. Since receiving the expressions of interest, CAs have: proceeded with training staff as Risk Management Official/Inspector; explored the program requirements and options; and most recently discussed those services with municipal staff in a series of workshops. Further, we have begun developing a work plan for the provision of these services. The proposal is intended to provide the municipality with the information necessary to confirm their interest in having the CA provide the services and ultimately would lead to the negotiation of CA-Municipal agreements for Source Protection Risk Management Services. Since forwarding the proposals to municipal CAOs we have met with staff to discuss the proposal and the options which the municipalities have.
- Risk Management Services
 - the proposal outlines the scope of services which the CA can provide to fulfill this municipal responsibility. For the purposes of this proposal, the work to be carried out by the Risk Management Officials and Inspectors and the related technical and administrative support of those positions is collectively referred to as Risk Management Services.
 - the following program areas are outlined in the proposal provided to the twelve municipalities:

Program Development and Administration	<ul style="list-style-type: none"> • Development and refinement of the services • Integration into current programs • Written guidance for building and land use planning approvals requiring notice from RMO (s59) and other policies, procedures, and guidance • Development of detailed work plan • Forms, templates and information management • Required bylaws and regulations to allow the program to be administered
Risk Management	<ul style="list-style-type: none"> • Based on a negotiation with the person engaged or planning to engage in the activity • RMO to work with the person to explain the threat and risks, identify existing risk

Plan negotiation	<p>management measures and discuss additional measures which might be appropriate with a goal to come to agreement on the RMP and its implementation on site</p> <ul style="list-style-type: none"> • While the negotiation process is similar, the proposal separates future and existing threats as these are apportioned differently to the municipalities
Restricted Land Use	<ul style="list-style-type: none"> • Screening tool to identify proposed SDWT through existing approval processes • Notice from RMO required in areas where SDWT may occur • Excludes residential land use • Must be integrated with current municipal approval processes
Land Use Planning Support	<ul style="list-style-type: none"> • Support to respond to inquiries from municipal staff, provincial implementers, property owners/leasers, prospective purchasers, lawyers and real estate agents, developers, consultants, etc.
Site Specific Risk Assessment	<ul style="list-style-type: none"> • Review Site Specific Risk Assessments if a proponent chooses to undertake their own risk assessment based on site specific information • Proponent may challenge aspects such as intrinsic vulnerability of the site
Compliance monitoring and enforcement	<ul style="list-style-type: none"> • Success of the program depends on effective compliance program • Public identified importance of compliance program through consultation, CWA includes the tools to allow for an effective compliance program • Will identify existing and future threats not in existing inventories or not required to go through existing approvals processes • Confirm compliance with RMPs • Opportunity for education and outreach • Includes appeals and legal proceedings
Monitoring and Reporting	<ul style="list-style-type: none"> • Legislative responsibility of RMO/I to report annually to SPA and province • Local reporting requirements required by SPP • Annual reporting to the municipalities on the implementation of the services

- much of the work in completing the Source Protection Plan and Assessment Reports was completed through municipal-CA partnerships lead by the staff of the CA. Many of the staff which led this work would be involved in the Risk Management Services. Through the partnership established between the CAs in the region, the services are able to include the engineering, hydrogeological, planning, information management, stewardship and agricultural extension services which would be needed to support these Risk Management Services. This technical support would be provided by staff that, for the past 5 years, has been responsible for the Source Protection technical work and policy development. It will however, be necessary to hire new staff to fill some of the roles.
- timing
 - once the Source Protection Plan comes into effect, municipalities are required to implement these policies and therefore will require the services outlined in this proposal. It will be important to have the services in place prior to the plan coming into effect to prevent delays in planning act and building permit approvals. It is anticipated that the Source Protection Plan may take effect sometime after mid-2014. Prior to that time it is important that:
 - people are in place and trained;
 - policies, procedures and other guidance documents are ready;
 - forms and templates are developed; and
 - information management and administrative systems are in place.
 - in order to be ready it will be important to initiate work on the services in the first half of 2014.

- Options
 - the municipality which has the authority to pass bylaws pertaining to water production, storage and treatment is responsible for the enforcement of part IV in the municipality. These municipalities have options in providing these services. They can:
 - provide the services themselves by training or hiring/contracting Risk Management Officials and Inspectors;
 - delegate the services through agreement to another municipality who is provided with this responsibility by the CWA. This would give the contracted municipality jurisdiction within the vulnerable areas within the other municipality; or
 - contract the services from a Source Protection Authority or Board of Health.
- Costs and Apportionment
 - the proposal estimates the total cost of the services for the first five years to be approximately \$1,860,000 for the 12 municipalities. This total cost is averaged over five years resulting in an annual cost estimate of \$ 372,000 per year. These costs are proposed to be apportioned to the participating municipalities based on the following factors discussed in the proposal:
 - the number of existing significant drinking water threats are used to apportion those costs associated with negotiation of risk management plans with the existing drinking water threats. While the inventory used is not expected to be absolute, it does provide a relative factor upon which costs can be apportioned. Efforts are underway to verify the existing significant threats.
 - the number of parcels, land use and type of vulnerable areas where significant drinking water threats can exist in the municipality are used to apportion the costs related to future threats and compliance monitoring programs.
 - program development, enforcement, administration and monitoring/reporting costs are apportioned equally to all participating municipalities.
 - different factors are used for each of the program areas to provide a reasonable estimate of the overall level of work required in each municipality. However, it is proposed that this estimate be used for the first three years and that the remaining two years, of the proposed five year agreement, be estimated and apportioned based on the experiences from the first three years.
 - while we have done our best to estimate the cost of these new services, it is anticipated that the cost will need to be updated based on discussions with the municipalities and other factors identified in the proposal. In developing the proposal it was assumed that most of the municipalities receiving this proposal will proceed with an agreement for the services. If some municipalities decline the services, it will affect both the total program costs and the apportionment to the municipalities.
 - the proposal also includes some options on partially funding some program areas through cost recovery. Some of the program areas may be able to recover costs through fees collected from the proponent. This could be collected by the CA or the municipality and used to offset the municipal costs of the program. If the CA is to collect these fees it would need to be consistent across the region.
 - while it is not expected that the Province would fund Risk Management Services, it is assumed that CA requirements by the CWA would be funded by the province and therefore these costs are not included in this proposal. It is noted that in the 2013 provincial budget the province committed to providing \$13.5 million over 3 years to assist small and rural municipalities with the implementation of SPP. No details have been provided on whom or what would be eligible.
 - following distribution of the proposal we have met (or will) meet with all of the municipalities included in the proposal. By mid September, we are asking that municipalities provide us with

an indication of whether this proposal will be recommended by staff to their council. Based on the support of staff we may have to revise proposals to remove municipalities from the proposal and re-allocate costs to the municipalities remaining. We would then work with municipal staff to provide the municipalities with the information council will need to make a decision on how they will be providing these required services. We will be looking for council support by the end of October.

- Conclusions
 - these services provide protection of municipal drinking water sources which are critical to healthy and prosperous communities.
 - the CA proposal is intended to satisfy the municipal responsibility to meet the requirements under Part IV of the Clean Water Act.
 - the proposal was prepared in response to municipal interest in having the CAs provide the services and is one of the options the municipalities may consider in providing these services.
 - the proposal provides a level of service which the CA can be comfortable in providing. It includes all aspects of the service at a level which the CA can provide without having to look for funding from the levy or return to the municipalities for increased funding.
 - the proposal suggests the fee schedule be reviewed after 3 years and fees for the remaining 2 years of the agreement would be based on the costs and relative levels of effort within each municipality.

Directors Comments:

- can LAWSS bill everyone who takes water?

BD-13-144

Faas - Miller

“That the Board of Directors acknowledges the report dated August 23, 2013 regarding Source Protection Risk Management and further acknowledges a proposal by the region’s Conservation Authorities to provide risk management services to municipalities that will require such services to be implemented subject to the approval of the Thames Sydenham and Region Source Protection Plan.”

CARRIED

BD-13-145

MacKenzie - Miller

“That the meeting be adjourned.”



Steve Arnold
Chair



Brian McDougall
General Manager