



# Board of Directors Annual Meeting

Date: February 16, 2017

Time: 10:00 a.m.

Place: Brooke-Alvinston-Inwood Community Centre

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## Agenda

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1. Chair's Remarks
2. Introduction of Guests
3. Adoption of Agenda
4. Declaration of Pecuniary Interests
5. Minutes
6. Presentations
7. 2016 Audited Financial Statements
8. Conservation Awards
9. Service Awards

*Break*

### 2017 Business

10. Election of Officers
  - Chairman
  - Vice Chairman
11. Nominating Committee Report
12. Authorization to Borrow
13. 2016 Appointments
  - 2017 Auditors
  - Conservation Ontario Representatives
14. Regular Business
15. New Business
16. Adjournment

*Lunch to follow*

February 16, 2017

St. Clair Region Conservation Authority  
Annual General Meeting Proposed Resolutions

3. Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
That the agenda for the Annual General Meeting be adopted.
4. It is 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.
5. (i) Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
That the minutes of the Board of Directors meeting held December 8, 2016, be approved as distributed.
5. (ii) Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
That the minutes of the Executive Committee meeting held February 2, 2017, be approved as distributed.
6. (i) Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
That the Board of Directors acknowledges the presentation regarding the Authority's Phosphorous Reduction Through Stewardship.
- 7.(i) Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
That the St. Clair Region Conservation Authority accepts the recommendation of the Executive Committee and report from the Authority's auditors, MPW Chartered Professional Accountants LLP, and further approves the 2016 Audited Financial Statements.
8. (i) Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
That the Board of Directors congratulates the 2016 Conservation Award Winners and thanks them for their contributions to conservation.
9. (i) Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
That the Board of Directors acknowledges the service awards presented to the directors and staff and further that they be thanked for their years of dedicated service.

**2017 Business**

10. (i) Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
That Bill Bilton be appointed chairperson for the election of the 2017 Chair and Vice Chair.

10. (ii) Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
That Dean Edwardson and Ken Williams be appointed scrutineers in the event of an election.
10. (iii) Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
That nominations for the position of Chair be closed.
10. (iv) Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
That nominations for the position of Vice Chair be closed.
11. (i) Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
That the St. Clair Region Conservation Authority adopts the 2017 Nominating Committee's Report.
11. (ii) Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
That the 2017 Executive Committee for the St. Clair Region Conservation Authority be:  
 \_\_\_\_\_, Chair  
 \_\_\_\_\_, Vice Chair  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
12. Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
That the Authority Chair or the Vice Chair and the General Manager/Secretary-Treasurer or Director of Finance be authorized to borrow from the Libro Credit Union, Strathroy for the general operations and capital program of the Authority, a sum not to exceed \$1,011,455 to be repaid from grants received from the Province of Ontario, Government of Canada, levies assessed the member municipalities and general revenue.
- 13.(i) Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
That MPW Chartered Professional Accountants LLP, be appointed auditors for the St. Clair Region Conservation Authority for 2017.
13. (ii) Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
That the Authority's 2017 representative to Conservation Ontario will be the Authority Chair, the Vice Chair will be the first alternate and the General Manager be the second alternate.

14. (i) Moved by: Seconded by:  
That the Board of Directors acknowledges the General Manager's report dated February 7, 2017.
14. (ii) Moved by: Seconded by:  
That the Board of Directors acknowledges the report dated January 27 2017, regarding current watershed conditions and Great Lakes water levels.
14. (iii) Moved by: Seconded by:  
That the Board of Directors acknowledges the report dated February 5, 2017 on the ongoing Water and Erosion Control Infrastructure projects across the watershed, and further approves the Chair or General Manager to open tenders and award the contract for the Aamjiwnaang Shoreline Naturalization Project subject to the project budget.
14. (iv) Moved by: Seconded by:  
That the Board of Directors acknowledges the report dated February 3, 2017, regarding potential Water and Erosion Control Infrastructure projects that will be submitted to the Ministry of Natural Resources for funding in 2017 - 18.
14. (v) Moved by: Seconded by:  
That the Board of Directors acknowledges and concurs with the Regulations Activity Summary Report dated January 31, 2017 on "Development, Interference with Wetlands & Alterations to Shorelines & Watercourses" Regulations (Ontario Regulation 171/06) for the months November 2016, December 2016 and January 2017.
14. (vi) Moved by: Seconded by:  
That the Board of Directors acknowledges the St. Clair Region Conservation Authority's monthly Planning Activity Summary Reports for November and December 2016.
14. (vii) Moved by: Seconded by:  
That the Board of Directors acknowledges the schedule of Special Events outlined in the attached flyer.
- 14.(viii) Moved by: Seconded by:  
That the Board of Directors acknowledges the status report dated January 30, 2017, regarding Healthy Watersheds program, stewardship outreach events including Lambton Soil and Crop Improvement Association's Annual Meeting and the Southwest Agriculture Conference.

- 14.(ix) Moved by: Seconded by:  
That the Board of Directors acknowledges the report dated February 1, 2017 on the Great Lakes Student Conference.
- 14.(x) Moved by: Seconded by:  
That the Board of Directors acknowledges the minutes of the September 21, 2016 Joint Health and Safety Committee meeting.
- 14.(xi) Moved by: Seconded by:  
That the Board of Directors acknowledges the report, dated February 1, 2017, on the Ontario Community Environment Fund grant “St. Clair Region Conservation Authority (SCRCA)’s Tree Planting, Outreach, and Baseline Health Assessment” and authorizes St. Clair Conservation Authority to enter into a Grant Funding Agreement with the Province of Ontario.
- 14.(xii) Moved by: Seconded by:  
That the Board of Directors approves for the signing authorities for the St. Clair Region Conservation Authority to enter into grant funding or transfer payment agreements with the Province of Ontario.
16. Moved by: Seconded by:  
That the meeting be adjourned.

February 2, 2017

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

Directors Present: Steve Arnold, Chair  
Andy Bruziewicz, Vice Chair  
Muriel Wright  
Betty Ann MacKinnon  
Larry Gordon  
Norm Giffen  
Joe Faas  
Jeff Wesley

Absent: Tony Bruinink

Also Present: Brian McDougall, General Manager  
Marlene Dorrestyn, Administrative Executive Assistant  
Tracy Prince, Director of Financial Services  
Kevan Baker, Director of Lands  
Rick Battson, Director of Communications  
Patty Hayman, Director of Planning  
Dallas Cundick, Environmental Planner/Regulations Officer  
Girish Sankar, Manager of Water Resources  
Ken Williams, MPW Chartered Professional Accountants

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

Minutes of the December 5, 2016 Conservation Ontario Council meeting, were considered.

**EC-17-001**

**Wesley - Bruziewicz**

**“That the Executive Committee acknowledges the minutes of the December 5, 2016 Conservation Ontario Council meeting.”**

**CARRIED**

The General Manager's Report, was reviewed.

Administrative Issues:

- Hours of Operation (Open To The Public)
  - current office hours are 8:00 am – 5:00 pm
  - staff either work 8:00 – 4:30 or 8:30 – 5:00 with an hour unpaid lunch
  - in the mid 1990s – some clients took advantage of the early hours and a few that came in after 4:30 pm

- however, in more recent years, with the significant increase in the use of e-mail, we have seen a significant drop off in the use of the early morning and late afternoon
- today, we average less that 1 visitor per week and less than 3 phone calls per week in this hour of time
- in reviewing 2016 operations, several items were brought forward for discussion including staffing, safety and front desk coverage - aligning our hours of operation with those of our partners provides resolution for these concerns without impacting customer service
- staff would continue to work the same number of hours they currently work per day with a half hour unpaid lunch
- therefore, it is recommended that the posted hours of operation for the Authority be changed to 8:30 am – 4:30 pm effective March 1, 2017
- Administrative Office
  - in the fall of 2016 and the spring of 2017, the Authority has been and will be submitting proposals for funding support that will include requests for funding support for short and long term contract staff
  - all existing office space at the Administrative Office is fully allocated
  - without any additional approvals – 2 and possibly 3 short term contract staff will not have a desk or work station assigned to them this spring/summer
  - our short term solution to meet this need will be to use the Lower Boardroom of the office as work space for these 2-3 staff with the Boardroom table providing their work surface
  - management staff have been looking at alternatives to alleviate this issue in the future
  - these grants and the accompanying staff help us to get all manner of projects completed and often come with some administrative financial support – therefore not applying to grant programs was not viewed as an acceptable alternative
  - on that basis, staff are looking into the need for office space moving forward
    - permanent staffing is not expected to increase, however with some retirements, short term overlap may create some minor issues
    - short term (under 6 months) and long term (over 6 months) contract staff are expected to increase over the next several years with opportunities to contribute to phosphorous targets on Lake Erie, invasive species actions, species at risk review and analysis, Great Lakes Lakewide Action and Management Plans, etc. adding to the current list of programs that the Authority provides action to under grant programs
  - therefore, if we want to continue to work with funding partners to achieve actions locally and if we believe the opportunities for these programs may even expand, how can we accommodate ~ a half dozen staff that we do not have space for in the Administrative Office?
  - staff first looked at what these staff would need to complete their tasks, at various locations, and produced an estimated budget that would be required to meet those needs

- an offsite location would require the availability of high speed internet service and the necessary equipment to provide computer and telephone access to our existing systems, vehicular support, and appropriate work stations ~\$50,000
- an onsite location would reduce this start-up cost to less than ~\$10,000
- with that information in hand, we are looking into all our options for onsite facilities (temporary addition, permanent addition, purchase and renovation)
- at the same time, we are hoping to have some of the anticipated opportunities firm up in order to have a better understanding of needs
- The Foundation has also been made aware of these needs and provided positive feedback in discussing potential funding support to meet the Authority's needs

**EC-17-002**

**MacKinnon - Wright**

**“That the Executive Committee acknowledges the General Manager’s report dated January 23, 2017 and further approves the change in core operating hours to alleviate staffing issues, maintain efficiency and customer service and align with the operating hours of our partners.”**

**CARRIED**

Ken Williams, from MPW Chartered Professional Accountants presented the draft financial statements. The Authority had another successful year financially and operationally. He presented the Auditors statement advising that it was a clean audit and commended Tracy on the great job she had done preparing the information for the audit. Mr. Williams thanked Brian, Tracy and staff for their help in the audit.

**EC-17-003**

**Giffen - Gordon**

**“That the Executive Committee acknowledges the report from the Authority’s auditors, MPW Chartered Professional Accounts, LLP and accepts responsibility for the 2016 financial statements and the Statement of Continuity of Reserves and Reserve Funds and year end finances and further approves the year-end adjustments, reserves and reserve adjustments as outlined in the schedule dated December 31, 2016 and recommends that the Board of Directors approves the 2016 Audited Financial Statements.”**

**CARRIED**

A report regarding shortfalls for 2016 was discussed.

- management staff were very concerned with the use of reserve funds to cover shortfalls identified in the year-end financial statements
- we reviewed the proposed carry forward funds and reserve allocations and believed that it was more important to protect the 2017 projects and programs rather than reallocating available monies to reduce the shortfalls occurring in the Planning and Administration departments
- in order to completely understand how we got here and implement controls and measures to combat future shortfalls, we completed a review of the reasons for the 2016 shortfalls:



- Revenue
  - many grant funding organizations have eliminated support of administrative costs as a portion of the grant funds – in some cases administrative costs or support is permitted to be included as in-kind funding support
  - no major capital projects were approved under the Water & Erosion Control Infrastructure or other grants – historically we have received significant funding support through the use of our expertise in completing these major projects
  - transfer of funds from reserves have been used in budgeting for the Authority for many years – in most years the use of reserve funds to balance department budgets has been avoided through the use of project revenues and reallocation of expenditures to grant funded projects
    - shortfall in Planning was just over \$7,250 greater than the budgeted transfer from reserves (\$149,848 actual vs \$142,576 budgeted)
    - shortfall in Administration was \$29,110 greater than the budgeted transfer from reserves (\$187,440 actual vs \$158,330 budget)
    - the approved 2016 budget identified \$493,050 to be drawn from reserves to balance department budgets while the proposed reserve withdrawals total \$397,550 while proposed deposits to reserves total \$114,000
  - significant shortfalls were identified in Planning Department fees – a marked decrease in the number of regulatory permits and an overestimation of natural heritage comments requested were the main contributors to the shortfall
  - due to the inability to acquire staff with appropriate project management experience at the necessary time, increased consulting fees were necessary for project completion
- Expenditures
  - Market Comparison Adjustment of staff salaries was postponed in 2015, reviewed, approved and implemented in one phase on July 1
  - costs incurred on unsuccessful grant applications and unfulfilled projects with landowners are not recoverable
  - costs of utilities, insurance, software renewals, etc. continue to climb annually – the use of Ontario supply chain management Vendor of Record and capital improvement will assist in reducing cost going forward
- A Way Forward
  - our Strategic Plan specifically identifies the issue of financial sustainability under Goal 4 – Build a stronger and more valued organization through business excellence
  - continued search for grants to support projects of the Authority, projects of our member municipalities and projects to benefit the watershed is imperative, as is the highest possible quality of these applications in order to make them successful – however, as identified above this can be a ‘double edged sword’,

additional grants supporting projects and programs that benefit the watershed, however, there are costs to deliver these projects and programs

- reduced reliance on reserves in establishing and implementing the annual budget
- when and where feasible, implementation of cost saving measures to reduce on-going costs including a review of major costs including staffing levels

**EC-17-004**

**Bruziewicz – Faas**

**“That the Board of Directors acknowledges the General Manager’s report regarding the short falls identified in the year end 2016 financial statements and further the Executive Committee approves the measures outlined in the report.”**

**CARRIED**

December 2016 disbursements, were reviewed.

**EC-18-005**

**Wesley – Bruziewicz**

**“That the Executive Committee approves the December 2016 disbursements, as presented in the amount of \$516,485.17.”**

**CARRIED**

All 2016 municipal general levy payments had been received by year end.

**EC-17-006**

**Faas - Gordon**

**“That the Executive Committee acknowledges that all 2016 municipal general levy has been received.”**

**CARRIED**

A staff report regarding Conservation Lands was reviewed.

- the following campground capital improvements were approved in the 2017 budget and completed with profits generated from camping revenues.
  - Warwick Conservation Area
    - a 24 x 32 ft pole type storage shed to be constructed
    - engineered wood chip playground protective surfacing to be installed at the main day use area play equipment
    - roads to be upgraded with gravel
    - pool washroom hydro panel to be upgraded
    - current Wi-Fi system to be upgraded with additional transmitters, this will expand the Wi-Fi coverage within the campground
    - 550 meters of new chip and dust trail to be developed around the perimeter of the 5-acre climate change tree growth plantation.
  - L.C. Henderson Conservation Area
    - campground pool to be renovated with new ladders, entrance railing and repairs made to the pool apron
    - road to be upgraded with gravel

- 10 new picnic tables to be constructed
- shower area to be upgraded with new shower surround and ceramic tile on the floor and walls
- a new sidewalk to be installed in front of the shower areas
- a new hydro panel to be installed in the main washroom building
- LED lighting to be installed on the main washroom building and on 2 utility poles
- A.W. Campbell Conservation Area
  - a new concrete side walk to be constructed at the pool washroom and visitor center
  - permanent hydro (6 – 30 amp campsites) to be installed at the Campbell house group camp area
  - water distribution pump house to be renovated with new internal and external siding and new plastic water lines
  - roads to be upgraded with gravel
  - 10 new picnic tables to be constructed
- Highland Glen Conservation Area:
  - there are significant improvements planned for the conservation area this year, improvements focus mostly on the upgrade of the boat ramp walkways and sea walls.
  - this project was approved in the 2017 general levy budget
  - the improvements are as follows:
    - install approximately 40 ft of new walkways along one side of the boat ramp, this will allow for more than one boat to dock at a time
    - repair existing seawall by excavation and installing new tie back supports
    - remove existing non-operational dock supports from within the harbor area
    - re-position armor stone to provide better protect for steel seawall
    - there will be fees charged this year at the conservation area for use of the boat ramp and vehicle entry
    - cost to launch a boat is \$120.00 per season or \$10.00 per launch; vehicle fees are \$60.00 per season or \$5.00 per day.
    - these fees will be collected through the MacKay Pay system, where payments are collected on line
- Other Lands Activities:
  - Keith McLean Conservation Lands - Matt Caron and Kelly Johnston (property overseers) have resigned their positions effective February 28, 2017
  - this position has been advertised and is scheduled to close on February 15, 2017
  - a new 5-year tower lease is being negotiated with Cogeco Connexion Inc. for the existing tower & building (Peers Wetland CA)
  - existing tennis courts to be removed and new courts constructed at the Esli Dodge Conservation Area (project of Lambton Shores)
  - 15 board walk sections to be constructed and placed along conservation area trails (funded by Foundation)

- staff have been busy taking campsite reservation for the 2017 camping season; to date we have taken 378 reservations (320 in 2016) and have collected over \$56,000.00, in revenue (GST adjusted) (\$44,000.00 in 2016) (numbers to January 19<sup>th</sup>, 2017)

Director's Concerns:

- concerns regarding dogs running off leash at Highland Glen C.A – some people seem to think it is an off leash area – *Kevan Baker reported it is not an off leash area. Signs are posted at all Conservation Areas that dogs must be on leashes.*

**EC-17-007**

**Gordon - MacKinnon**

**“That the Executive Committee acknowledges the Conservation Lands status report dated January 18, 2017.”**

**CARRIED**

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

- Watershed Streamflows
  - watershed flow conditions in most areas continue to remain between 10% and 15% lower than the average for the month of December to date notably due to the lack of consistent precipitation. Snow accumulation in the watershed is minimal.
  - while flow trend in Wallaceburg shows a decline, it is consistent with seasonal fluctuations, it can be noted that the overall impact on flows at the confluence, considering the lower than average conditions in the watershed, varies only slightly year over year by an average of only 10 cm.
- Precipitation
  - while rainfall conditions improved into October following a dry September, November to date is considerably dry with less than 50% of the anticipated rain for the month across the region. This effectively brings the regional 3 month average to only 70% of the average amount of rain. In turn this reduced the six month average to 75% and further decreases the one year rolling average down to 90%. As noted in when comparing number of events 2015 to 2016 there were 48 events in 2015 with many in excess off 15mm as compared to only 31 events in 2016 with many of those being mostly in the 5mm to 10mm range. This trend has resulted in Low Water Conditions in many parts of the province. Based on these results the SCRCA has declared a Level I drought condition based on the three-month data. Further, should final November numbers continue to be significantly low into the winter months, there is the possibility of this condition continuing into 2017.
  - local statistical precipitation analysis for the three-month period indicate current Level I conditions.
  - Low Water Conditions have been officially reported to the MNRF and are now posted. These conditions are consistent with other CA`s in the region and large eastern regions of the province continue to be under Level III conditions.
- Flood Threat
  - based on current conditions there is no concern for any flood conditions as the watershed is able to handle most storm events. With seasonal flows remaining slightly below the average range and future precipitation falling as snow, flood conditions are

less likely to the end of January 2017. We continue to monitor changes in watershed conditions as they occur. As always, we will continue monitor flows and any significant storm events. Advisories will be provided as conditions dictate

- Weather Forecast (Data: Weather Network, Environment Canada, OFA)
  - Short Term Outlook: a return to seasonal temperatures is expected next week.
  - Long Term Outlook: temperatures will be colder with higher precipitation into February 2017 with the potential for significant lake-effect snow conditions. The coldest periods will be in early to mid-January, late January, and late February, with the snowiest periods in mid-February.
- Great Lakes Levels (Canadian Hydrometric, NOAA data – December)
  - the monthly comparison for December 2016 (current available data) indicate that Lake Huron levels have increased by 56cm over December 2015 and continue to remain above the 10 year average for Lake Huron at 60cm. Lake St. Clair levels are almost identical (within 34cm) to last year and 35cm above the 10 year average.

**EC-17-008**

**Bruzewicz - Giffen**

**“That the Executive Committee acknowledges the report dated January 23, 2016 on the Great Lakes water levels and current watershed conditions.”**

**CARRIED**

Minutes of the January 12, 2017 Flood Action Committee, were reviewed.

**EC-17-009**

**Giffen - MacKinnon**

**“That the Executive Committee acknowledges the minutes of the Flood Action Committee held on January 12, 2017 in Wallaceburg.”**

**CARRIED**

A staff report regarding the 2016 Deer Hunt on McKeough Upstream Lands, was presented.

- 56 hunters are on the 2016-2017 McKeough Floodway Upstream Properties Conservation hunting list
- staff are currently reviewing and revising the 2017-2018 hunting package.
- once the final revisions have been completed, the updated 2017-2018 hunting permit application will be posted on our website.
- the controlled deer hunt zone draws were not required this year as the number of hunters applying for each zone were within our allowable numbers, allowing every hunter to hunt their first zone choice.
- the hunting list was emailed to enforcement agencies once the list was finalized and complete and the controlled deer hunt zone allocations were emailed to enforcement agencies before the November and December controlled deer hunt seasons.
- this is the third year that CA staff have not had a complaint from other hunters or neighbors regarding hunting issues on CA Lands.
- November Controlled Deer Hunt
  - 5 hunters were on the controlled deer hunt list for the November season

- McKeough staff patrolled the channel and upstream properties at random times throughout the week during the controlled deer hunt.
- there were no hunting related problems or violations found during this controlled deer hunt
- December Controlled Deer Hunt
  - 10 hunters were on the controlled deer hunt list for the December season
  - the 10 hunters were hunting in 4 groups
  - McKeough staff patrolled the channel and upstream properties at random times throughout the week during the controlled deer hunt.
  - there were no hunting related problems or violations found during this controlled deer hunt
- Issues and suggestions
  - wildlife enforcement officials have once again suggested that we sign all our properties with the boundary designation signs similar to signage on the McKeough upstream properties. It was also suggested that a contact number be included on the sign and that we install no hunting signs on properties that the CA does not permit hunting to inform the public and allow enforcement officials to enforce more stringent game laws and fines.
  - staff received a number of requests for permits to hunt after the August 21<sup>st</sup> deadline as one of the outdoor magazines ran an article listing CA's that permit hunting. Staff discussed the issue and agreed that keeping the August 21<sup>st</sup> deadline was in the best interest of all involved.
  - some hunters have mentioned that the hunting package is easier to find on our website, however others are still having issues locating the hunting documents.

**EC-17-010**

**Wright - Wesley**

**“That the Executive Committee acknowledges the report dated January 11, 2017 regarding the 2016 deer hunt on McKeough Upstream Lands.”**

**CARRIED**

A staff report and presentations regarding unauthorized sheet steel wall installations along the Blue Point bluff in Plympton-Wyoming as discussed.

- Recommendation
  - as a first step, SCRCA will obtain a legal property search on the lands subject to non-compliance. This information will be forwarded to SCRCA's Regulatory solicitor for feedback on proper procedure for enforcement under O.R. 171/06. This is a significant enforcement issue.
  - SCRCA staff will request a cost estimate from solicitor with upset limit amount, incurring monthly or quarterly costs with reporting to the Board of Directors.
  - the enforcement legal estimate will be brought back to the Authority Executive Committee or Board of Directors for direction prior to proceeding. An assessment of cost recovery will be recommended at this time, as funds may not be recoverable through reserves.

- Background
  - as mentioned in the November 2016 Board Package, Lake Huron is experiencing high lake levels and erosion of the shoreline whereas in the last twenty years minimal erosion has occurred due to low lake levels. There are numerous unauthorized installations of erosion protection along the shoreline as a result. In some instances, new shore protection can be detrimental and can cause erosion to adjacent properties. The St. Clair Region Conservation Authority shoreline is heavily protected with structures that are aging and failing to various degrees.
- Bluepoint Subdivision Shoreline Protection Works
  - the construction of Shoreline Protection Works along the Lake Huron Shoreline in the Bluepoint Subdivision were completed without the prior written approval of the SCRCA. The works are in front of several properties within Con Front Plan 28, and surveys on file indicate the lands are an “area of user common to all owners of the subdivision”. This needs to be investigated through a legal search to determine ownership. SCRCA staff met with municipal staff on January 19, 2017 and municipal staff concurred that a legal search is needed based on their experience.
  - Property Description: Area of User Common to all owners of subdivision PL. 28 Plympton lying N & W of LT 5 to 59 & Unnamed ST PL 28; Plympton-Wyoming.
  - violations are investigated by SCRCA staff with the intent of ensuring compliance with O.R. 171/06. Normally SCRCA staff issue notice of violations to the landowner, their agent and/or contractor. The notice advises the proponents that they are in violation of the regulation and that they are responsible for the work undertaken on their property without permission. The notice also outlines the options available to the proponent; do nothing and risk prosecution to remedy issues, make an application and if necessary with modifications to meet SCRCA development policies (could include removal and rehabilitation). When unauthorized works have been completed within the regulated area of the Authority, the Authority strives to work with the landowner to achieve voluntary restoration to remedy the situation. The Authority is hopeful that the proponents are willing to complete voluntary restoration to restore the site to original condition or better, as the Authority does not wish to proceed with further actions as specified under the *Conservation Authorities Act*.
  - therefore, in order to remedy the situation if the protection works structures are not to be removed, the SCRCA requires that an application for the work undertaken be submitted with appropriate modifications to meet SCRCA development policies. For this site, modifications to meet policy will require a detailed technical report completed by a qualified professional coastal engineer at a minimum addressing:
    - a coastal engineered shoreline hazard assessment;
    - a coastal engineered assessment of the new shoreline protection structures, and;
    - recommendations with respect to shoreline protection design and potential modifications to ensure that coastal process will not be negatively impacted;



- the SCRCA requires that the proponent is responsible for the CA Coastal Engineering review costs.
- Important Facts:
  - the following is referenced from the Board approved 2015 Lake Huron Shoreline Management Plan;
  - the coastal engineering recommendations for Reach 23 (subject lands) state (underline added):
    - community approach to construction and maintenance of protection works is recommended;
    - vertical seawalls and retaining walls are not recommended;
    - **CONSIDER RELOCATION AND MOVEABLE DWELLING DESIGNS** instead of protection works;
    - engineered sloping rubblemound revetment constructed along toe of bluff is recommend approach to protect from continual erosion; bluff stabilization measures (grading, drainage, vegetation) necessary in conjunction with protection woks;
    - revetment design must consider beach stability and erosion (downcutting) of the nearshore lake bottom.
  - Additional Facts:
    - there are only a few examples of historic existing steel sheet pile walls along Lake Huron in the Bluepoint subdivision;
    - will be shown in presentation to Executive Committee;
    - recent pricing quotes outline that new SSP walls installed in the Bluepoint area would cost roughly \$24,000 for a 60 ft. section and \$37,000 for a 85 ft. section;
    - SCRCA has not issued any approvals for shoreline protection structures or new dwellings in the location of the unauthorized shoreline protection works;
    - SCRCA completed cost benefit analysis for shoreline protection works along Bluepoint in 2003;

**EC-17-011**

**MacKinnon - Gordon**

**“That the Executive Committee acknowledges the report and recommendations dated January 20, 2017 regarding unauthorized sheet steel wall installations along the Blue Point bluff in Plympton-Wyoming and further concurs with the recommendations on actions.”**

**CARRIED**



**EC-17-012**  
**Faas - Wesley**  
**“That the meeting be adjourned.”**



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Steve Arnold  
Chair

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Brian McDougall  
General Manager

# General Manager's Report 14.(i)



To: Board of Directors  
Date: February 7, 2017  
From: Brian McDougall, General Manager  
Re: Administrative Office Issues

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## Administrative Office

- ❖ in the fall of 2016 and the spring of 2017, the Authority has been and will be submitting proposals for funding support that will include requests for funding support for short and long term contract staff
- ❖ all existing office space at the Administrative Office is fully allocated
- ❖ without any additional approvals – 2 and possibly 3 short term contract staff will not have a desk or work station assigned to them this spring/summer
- ❖ our short term solution to meet this need will be to use the Lower Boardroom of the office as work space for these 2-3 staff with the Boardroom table providing their work surface
- ❖ these grants and the accompanying staff help us to get all manner of projects completed and often come with some administrative financial support – therefore not applying to grant programs was not viewed as an acceptable alternative
- ❖ with this understanding, management staff are endeavouring to estimate the need for office space moving forward
  - permanent staffing is not expected to increase, however with some retirements, short term overlap may create some minor issues
  - short term (under 6 months) and long term (over 6 months) contract staff are expected to increase over the next several years with opportunities to contribute to phosphorous targets on Lake Erie, invasive species actions, species at risk review and analysis, St. Clair River sediment remediation, Great Lakes Lakewide Action and Management Plans, etc. adding to the current list of programs that the Authority provides action to under grant programs
- ❖ therefore, if we want to continue to work with funding partners to achieve actions locally and if we believe the opportunities for these programs may even expand, how can we accommodate ~ a half dozen staff that we do not have space for in the Administrative Office?
- ❖ Initially, staff investigated existing Authority facilities, then municipal and partner facilities, finally commercial facilities for lease or sale
- ❖ while researching optional locations other staff were developing an estimated budget that would be required to meet those needs of various locations
- ❖ an offsite location would require the availability of high speed internet service and the necessary equipment to provide computer and telephone access to our existing systems, vehicular support, and appropriate work stations ~\$50,000
- ❖ an onsite location would reduce this start-up cost to less than ~\$10,000
- ❖ with that information in hand, we are looking into all our options for onsite facilities (temporary addition, permanent addition, purchase and renovation)
- ❖ at the same time, we are hoping to have some of the anticipated opportunities firm up in order to have a better understanding of needs
- ❖ our Foundation has also been made aware of these needs and provided positive feedback in discussing potential funding support to meet the Authority's needs

# Staff Report

14.(ii)



To: SCRCA Board of Directors  
 Date: January 27, 2017  
 From: Steve Clark, Water Resources Specialist  
 Subject: Current Watershed and Lake Conditions

## Watershed Stream Flow

- Watershed flow conditions in most areas continue to be at or slightly below monthly seasonal averages compared to last report. The additional contribution to flow has been due to several cycles of snowmelt and thaw we have experienced so far this winter. These fluctuations are evident in outflow at Wallaceburg identified in fig 1 with a two to three week cycle of snow melting conditions, which will increase levels, by a range of 35cm at the Wallaceburg gauge location.
- By comparison, fig 2 shows the same period in the 2015\2016 season having much the same outflow pattern as this year with no significant extreme events.
- Fig 3 indicates the expected flow at each gauge for January compared to the actual. As observed, we continue to have a minor reduction in flow becoming less significant as we move into the spring thaw period.

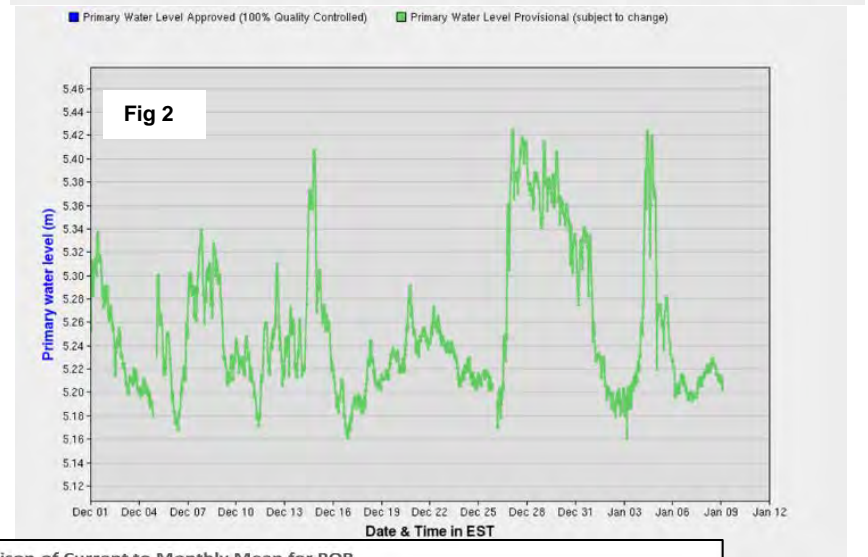
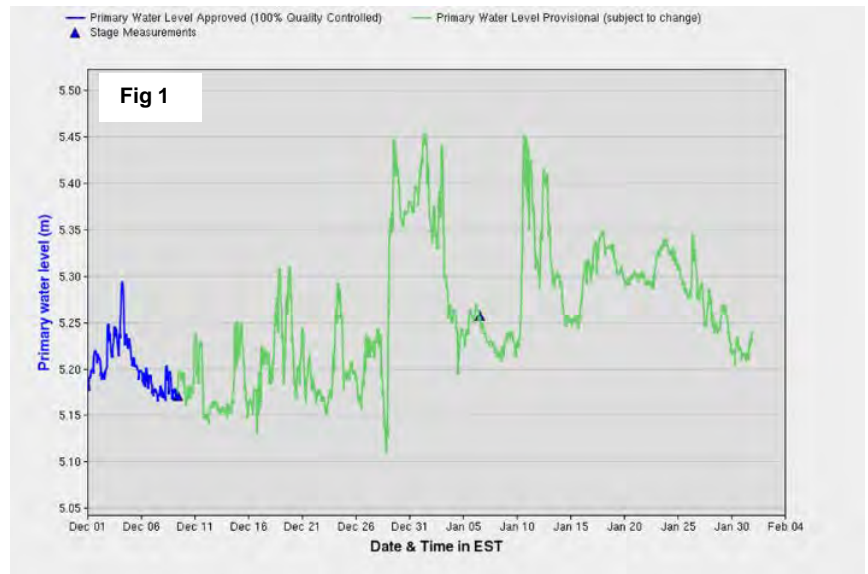
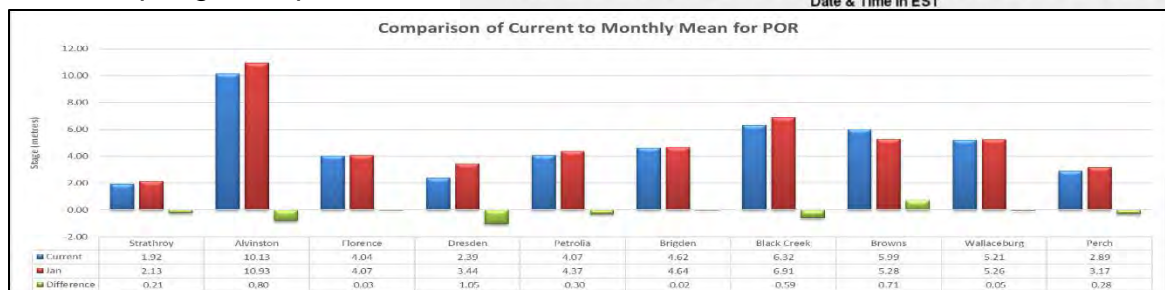


Fig 3

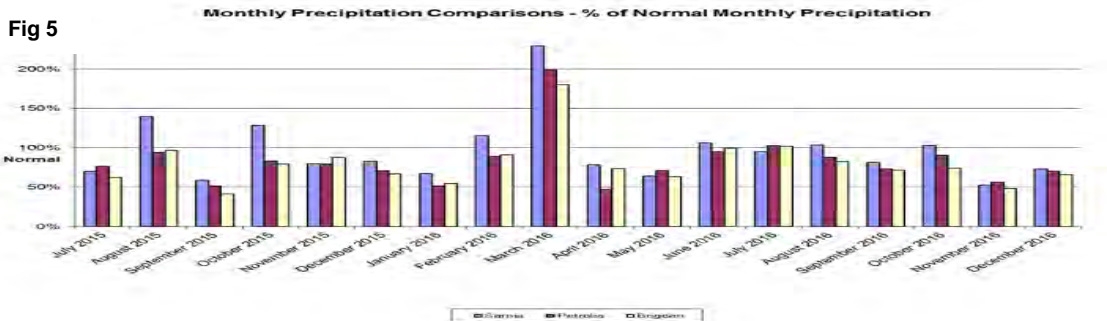
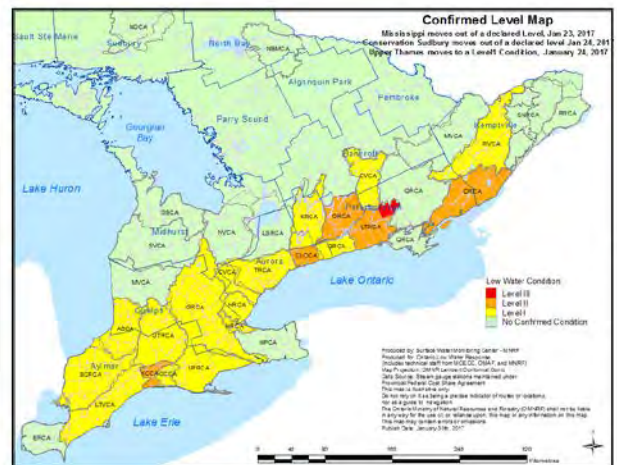
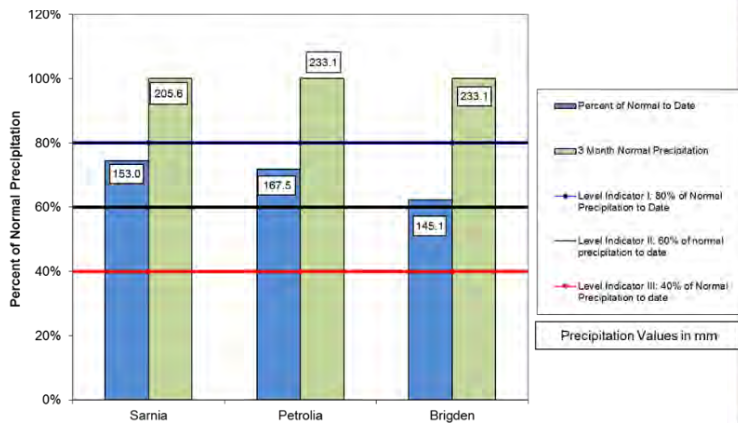


# Precipitation

Precipitation (mm)	Sarnia		Strathroy		London		Windsor	
Last Quarter	Actual	Normal	Actual	Normal	Actual	Normal	Actual	Normal
December	47.9	68	48.2	92.4	81.5	88.6	74.2	74.7
November	34.8	76.4	41.5	94.5	28.1	91.1	36.1	75.5
October	68	66	47.2	70.8	45.5	77.6	67.4	64.9
<b>Averages</b>								
last 3 month totals	150.7	210.4	136.9	257.7	155.1	257.3	177.7	215.1
last 3 month % of normal	71.6%		53.1%		60.3%		82.6%	
regional average	<b>66.9%</b>							
last 6 month totals	342.4	455.6	383.3	501.3	423.5	522.5	511.6	472.8
last 6 month % of normal	75.2%		76.5%		81.1%		108.2%	
regional average	<b>85.2%</b>							
last 12 month totals	757.1	846.8	837.7	945.1	832.9	987	895.3	918.4
last 12 month % of normal	89.4%		88.6%		84.4%		97.5%	
regional average	<b>90.0%</b>							

Total precipitation based on the last three months continues to be lower than average at 67% and our watershed remains in a Level I drought condition (fig 4). This in turn impacts our six month totals at 85% of normal and further on our regional average for the year at 90%. Fig 5 shows the long-term effect of reduced precipitation over the last 18 months. With exception of July 2016 the amount of precipitation measured at various locations was generally below 100% for all other months.

**Fig 4** 3 Month (October 2016 to December 2016) Low Water Response





## Snow Conditions

Snow conditions in our region have fluctuated significantly over this winter resulting from periods of warmer temperatures and melting throughout December and January. Snow measurements conducted by staff on a bi-weekly basis to date has identified only two periods when measurable amounts of snowfall were recorded so far this season. When compared with previous three year data has been included for reference (fig 6). With cooler temperatures and little ice cover on Lake Huron the potential for lake effect snow remains likely.



## Long Term Trend Data

Environment and Climate Change Canada has recently released long term data based on statistical precipitation, temperature and snowfall data using overlapping 30 year periods (fig 7). While further detailed analysis is required, certain trends based on these changes begin to become evident including warmer monthly temperature temperatures, an increase in precipitation but reduced snow cover possible due to warmer winter temperature averages. While these numbers are by no influenced by a number

parameters, as we continue to collect and review data our understanding becomes clearer regarding overall climate change impact.

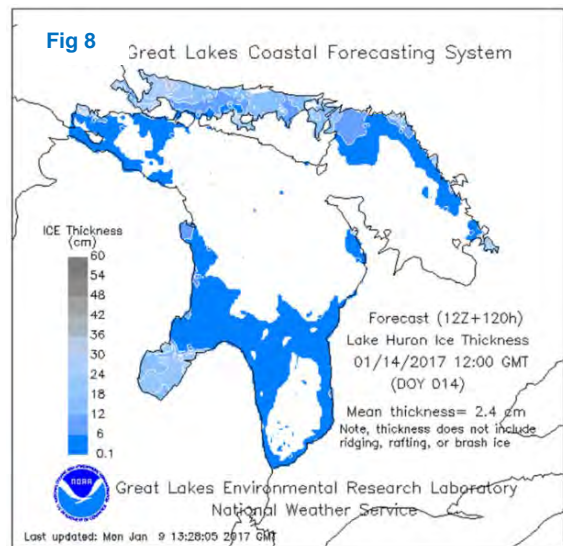
Fig 7	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year
<b>Temperature Average (°C)</b>													
1961-1990	-5.7	-4.9	0.5	6.7	12.6	17.8	21.0	20.3	16.2	9.8	4.0	-2.5	8.0
1971-2000	-5.4	-4.4	0.7	6.5	12.7	18.0	20.9	20.0	16.1	9.9	3.9	-2.3	8.1
1981-2010	-4.8	-3.7	0.6	6.9	12.7	18.2	21.1	20.0	16.4	10.1	4.3	-1.8	8.3
	Warmer	Warmer	Warmer	Warmer	Warmer	Warmer	Warmer	Cooler	Warmer	Warmer	Warmer	Warmer	Warmer
<b>Precipitation (mm)</b>													
1961-1990	43.2	49.5	63.9	72.5	66.7	78.3	67.8	74.6	90.1	65.5	82.7	70.1	824.7
1971-2000	50.1	47.7	62.6	75.4	69.9	85.6	74.1	77.1	94	66	76.4	68	846.8
1981-2010	51.5	50.9	57.5	71.5	79.7	83.1	78.5	78.5	104.7	76.1	82.4	63.9	878.2
	Increase	Increase	Decrease	Decrease	Increase	Increase	Increase	Increase	Increase	Increase	Decrease	Decrease	Increase
<b>Snowfall (cm)</b>													
1961-1990	31.1	28.8	18.4	6.6	0	0	0	0	0	2.4	11	31.5	129.9
1971-2000	31.6	26.3	19.3	5.4	0	0	0	0	0	1.8	10.2	30.3	125
1981-2010	31	24.9	19.1	4.5	0	0	0	0	0	0.5	5.9	26.1	112
	Decrease	Decrease	Increase	Decrease						Decrease	Decrease	Decrease	Decrease
<b>Average Snow Depth (cm)</b>													
1961-1990	11	6	5	0	0	0	0	0	0	0	2	5	
1971-2000	8	9	2	0	0	0	0	0	0	0	0	4	
1981-2010	7	7	3	0	0	0	0	0	0	0	0	3	
	Decrease	Increase	Decrease								Decrease	Decrease	

**Lake ice conditions** continue to reflect the milder trend with only minor ice collecting near shorelines and bays (fig 8).

Fig 9	
<b>Conservation Authority</b>	
1.	Steve Clark
2.	Dwight Boyd
3.	Tom Hogenbirk
4.	Sameer Dhalla
5.	Gordon Earle
6.	Rhonda Bateman
<b>Meteorological Service of Canada</b>	
1.	Geoff Coulson
<b>Water Survey of Canada</b>	
1.	Jeanette Fooks
1B.	Steve Baxter
<b>Ministry of Natural Resources and Forestry</b>	
1.	Dave Burrirt
1B.	Steve Peterson
2.	Liz Mikel
2B.	Ryan Stainton
3.	Jerry Shields
4.	David P. Johnston
5.	Scott Stephen
6.	Amber Langmuir
7.	Brian Smith
<b>Ontario Power Generation</b>	
1.	Rob Carson
1B.	Don Firko
<b>Office of Emergency Management</b>	
1.	Alexandra Lawless

### Flood Threat

Based on current conditions there is no concern for any flood conditions as the watershed is able to handle most storm events. With seasonal flows remaining slightly below the average range and precipitation falling as snow, flood conditions are less likely at this time. In addition, with no significant ice cover and minimal snow in the watershed the possibility of extensive runoff during the freshet will be reduced into Spring of 2017. Advisories will be provided as conditions dictate.



## Provincial Flood Warning Committee

Various ministries including the MNRF Surface Water Monitoring Unit, Conservation Authorities, Emergency Management and Ontario Power Generation participate in a committee overseeing flood management policy, cooperative agreements on data and operational guidelines and procedures. In addition, the committee plans and facilitates the annual Provincial Flood Conference. The SCRCA now has a seat on this committee as the western regional representative for a large group of CA's in Southwestern Ontario. Members of this committee are listed in fig 9.

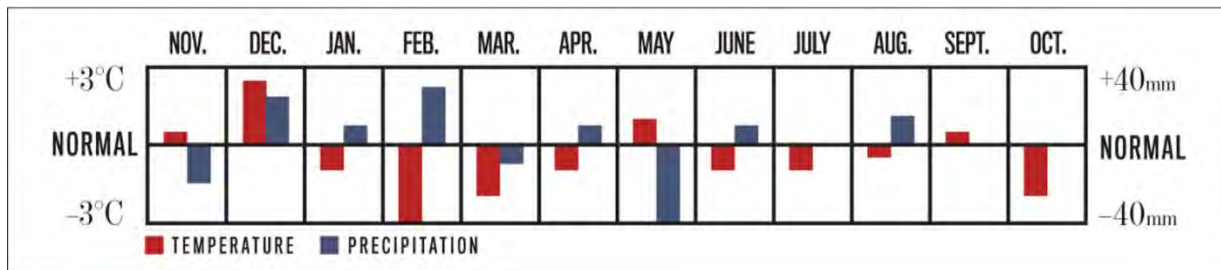
## Weather Forecast (Data: Weather Network, Environment Canada, OFA)

### Short Term Outlook

- Seasonal temperature and precipitation across the region over the next 14 days

### Long Term Outlook

- Environment Canada winter outlook will be warmer than normal into 2017, with above-normal precipitation and snowfall. Temperatures will be slightly above average with higher precipitation the potential for significant lake-effect snow conditions. The coldest periods will be in early to mid-January, late January, and late February, with the snowiest periods in mid- and late December, early January, and mid-February.



## Great Lakes Levels (Canadian Hydrometric, NOAA data – October)

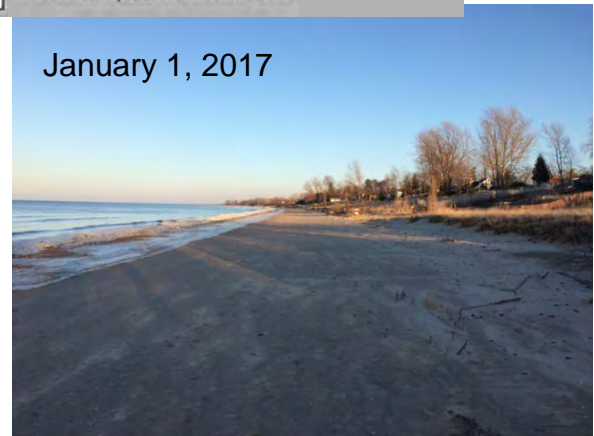
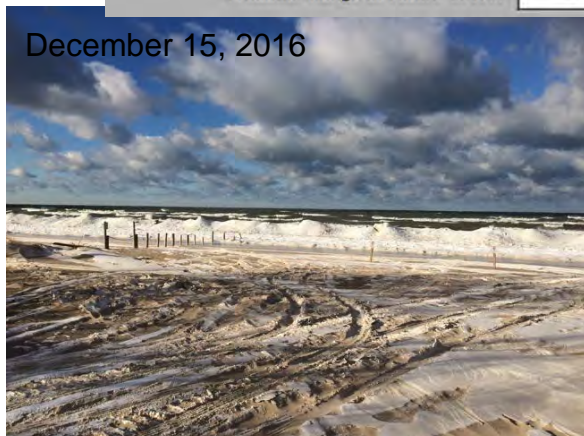
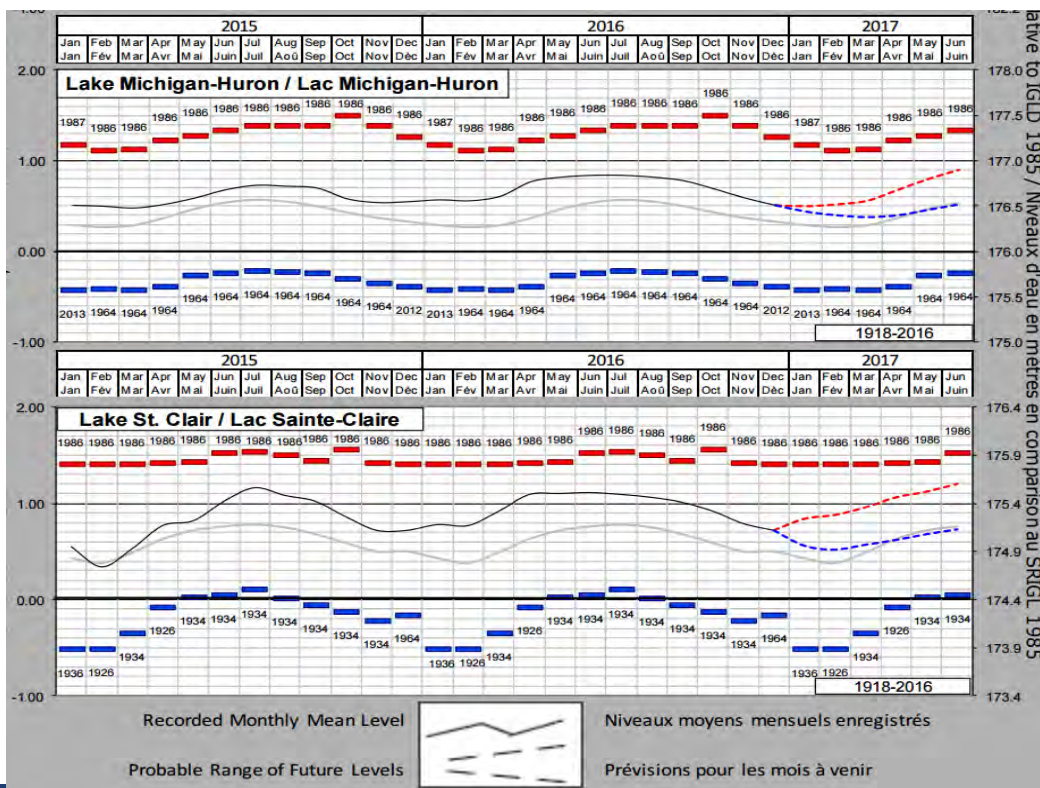
The monthly comparison for December 2016 (current available data) indicates that Lake Huron levels are almost identical with December 2015 but continue to remain above the





10 year average for Lake Huron by **47cm**. Lake St. Clair levels are also identical to last year and **27cm** above the 10 year average. Both Lake Huron and Lake St. Clair current values (December) continue to remain above the average for the entire period of record.

Units	Current Monthly Level	Monthly Level Last Year	Change 2015/2016	Current Month Avg for Last 10 Years	Change Current compared to 10 year	Anticipated Next Month	Average for Month for Period of Record (96 years)
<b>Lake St. Clair</b>							
Metric (m)	175.12	175.12	0.00	174.85	0.27	175.12	174.91
Imperial (ft)	574.54	574.54	0.00	573.65	0.89	574.54	573.85
<b>Lake Huron</b>							
Metric (m)	176.51	176.55	-0.04	176.04	0.47	176.47	176.33
Imperial (ft)	579.10	579.23	-0.13	577.56	1.54	578.97	578.51





# Staff Report

To: Board of Directors  
Date: February 3, 2017  
From: Girish Sankar, Director of Water Resources  
Subject: Water & Erosion Control Infrastructure (WECI) Projects

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- We continue to wrap up projects on a monthly basis. Status of other WECI projects is outlined below:

Structure	Project Name	Status
McKeough Dam	Dam Safety Review	Golder Associates have been retained to complete the DSR
McKeough Dam	McKeough Dam Drop structure repair	Completed by Brosco Concrete restoration as of September 2016
Petrolia Dam	Stop log replacement	Completed as of July 2016, additional log is being made and will be installed in spring 2017

- Other Erosion Control Projects

Aamjiwnaang Shoreline	Aamjiwnaang shoreline naturalization	Design work completed, seeking permits. Construction work expected to start early 2017
Courtright Park	Courtright shoreline revitalization	Design work completed, review ongoing

## Aamjiwnaang Shoreline

The project site is located just north of Corunna, Ontario. The site includes the shoreline of approximately 2 kilometers along the Aamjiwnaang First Nation Lands fronting the St. Clair River. The bank is in the order of 10 meters high. The current shoreline of the site, for the most part is protected with rip rap or armour stone revetment. There are some steel sheet structures, docks and a launch ramp within this part of the shoreline. A walkway runs along most of the shore behind the protected shoreline.

The purpose of the undertaking is to develop concepts that would “soften” and naturalize the shoreline. This project will also include shoreline work that will improve shoreline access, enhance aquatic habitat and provide general improvements to the existing shore along the entire project site.



# Staff Report

14.(iv)



To: Board of Directors  
 Date: February 5, 2017  
 From: Girish Sankar, Director of Water Resources  
 Subject: Water & Erosion Control Infrastructure (WECI) Projects

- potential applications for WECI projects are being reviewed by Authority Staff
- 2017- 2018 Projects should be submitted by February 6 2017
- once submitted, all applications will be reviewed by a committee of provincial and conservation authority staff representatives in March and will be ranked in comparison to all submitted projects from across the Province
- list of approved projects is anticipated in May or early June
- list of potential WECI projects is outlined below

Structure	Project Name	Description of Work	Total Project Cost (\$)	Grant Requested (\$)
Courtright Park	Courtright Park Shoreline restoration	Shoreline work at Courtright Park along St. Clair River using armourstone and riprap.	\$600,000	\$300,000
Sarnia Shoreline Protection	Shoreline Repair (Helen and Kenwick Sts) Phase 1	Carry out construction of Phase 1 from the recommendation of engineering study.	\$600,000	\$300,000
Esli Dodge Dam	Esli Dodge Repair Project	Repair of Concrete cable/ retaining wall	\$20,000	\$10,000
L.C.Henderson Weir #1	L.C.H. Outfall Repair Project	Spillway Repair	\$30,000	\$15,000
W. Darcy McKeough Dam	Drop Structure Downstream Erosion Control	Install rip rap at outlet park	\$80,000	\$40,000
W. Darcy McKeough Dam	Vegetation Management Plan	Develop a vegetation management plan for vegetation control within the floodway channel	\$20,000	\$10,000
W. Darcy McKeough Dam	Watercourse Obstruction Removal	Vegetation and debris jam to be removed	\$16,000	\$8,000
W. Darcy McKeough Dam	McKeough Sill Repair	Crack repair to McKeough Dam sill	\$30,000	\$15,000
W. Darcy McKeough Dam	Wing wall repair	Repair cracks in the concrete Wing wall	\$30,000	\$15,000

January 31, 2016

TO: SCRCA Chair and Board of Directors

SUBJECT: Administration – Section 28 Status Report – Development, Interference of Wetlands and Alteration to Shorelines Watercourses Regulation

FROM: Dallas Cundick, Environmental Planner / Regulations Officer  
Melissa Deisley, Regulations Officer

A summary of staff activity related to the Conservation Authority's *Development, Interference of Wetlands and Alterations to Shorelines and Watercourses Regulation* (Ontario Regulation 171/06 under Ontario Regulation 97/04) is presented below. This report covers the period from November 1, 2016 to January 31, 2016.

## November 1, 2016 to November 30, 2016

Application No.	Applicant and Subject Property	<b>Proposed Works</b> <i>Permissions may be granted where in the opinion of the CA, the control of Flooding, Erosion, Dynamic Beach, Pollution, or the Conservation of Land will not be affected by the development.</i>	Submission Complete:
			Permit Issued:
11203	Nova Chemicals Ltd. Kimball Pipeline Replacement Municipality of St. Clair	<ul style="list-style-type: none"> <li>Remove and replace 4km of pipeline;</li> <li>Plans completed by Stantec Consulting Ltd;</li> </ul>	17/10/2016
			02/11/2016
11204	Brian Bradford 3206 Dana Street Geo. Twp. Plympton	<ul style="list-style-type: none"> <li>Construct deck and cabana;</li> <li>Works meet SCRCA Shoreline Policy;</li> </ul>	17/10/2016
			01/11/2016
11205	Union Gas Limited Lot 29, Con 10 Township of Enniskillen	<ul style="list-style-type: none"> <li>Construct a new natural gas pipeline;</li> <li>HDD under watercourse;</li> </ul>	6/10/2016
			07/11/2016
11208	John Aitken 4688 Riverside Drive Township of St. Clair	<ul style="list-style-type: none"> <li>Construct a new single family dwelling;</li> <li>Plans completed by Dave Polowick Design;</li> </ul>	02/11/2016
			03/11/2016
11209	Enbridge Pipelines	<ul style="list-style-type: none"> <li>Integrity Dig;</li> </ul>	27/10/2016

	Plank Rd and McGregor SRd City of Sarnia	<ul style="list-style-type: none"> <li>Plans completed by Dillon Consulting;</li> </ul>	03/11/2016
11210	<b>Enbridge Pipelines</b> 5115 Blackwell Sideroad City of Sarnia	<ul style="list-style-type: none"> <li>Integrity Dig;</li> <li>Plans completed by Dillon Consulting;</li> </ul>	27/10/2016
			03/11/2016
11211	<b>Gary Marcolin</b> 4206 St. Clair Parkway Township of St. Clair	<ul style="list-style-type: none"> <li>Construction of garage and dwelling addition;</li> <li>Plans completed by Middlesex Centre;</li> </ul>	19/10/2016
			07/11/2016
11212	<b>LAWSS</b> Lot 7, Con 2 SER Township of Warwick	<ul style="list-style-type: none"> <li>Installation of watermain;</li> <li>Plans completed by T.W. Gray and Associates;</li> </ul>	14/11/2016
			24/11/2016

**December 1, 2016 to December 31, 2016**

Application No.	Applicant and Subject Property	<p style="text-align: center;"><b>Proposed Works</b></p> <p style="text-align: center;"><i>Permissions may be granted where in the opinion of the CA, the control of Flooding, Erosion, Dynamic Beach, Pollution, or the Conservation of Land will not be affected by the development.</i></p>	Submission Complete:
			Permit Issued:
11213	<b>Rob Collie</b> 1272 Lake Huron Parkway City of Sarnia	<ul style="list-style-type: none"> <li>Construction of a covered lanai addition;</li> <li>Plans prepared by TBouma Design and Drafting;</li> </ul>	07/11/2016
			01/12/2016
11214	<b>Derek and Marlene Weeks</b> 3184 St. Clair Parkway Township of St. Clair	<ul style="list-style-type: none"> <li>Construction of a two car garage;</li> <li>Plans completed by applicant with floodproofing;</li> </ul>	24/11/2016
			02/12/2016
11215	<b>Union Gas Limited</b> 29795 Cuthbert Road Mun. of Chatham-Kent	<ul style="list-style-type: none"> <li>Construct a new natural gas pipeline;</li> <li>HDD under watercourse;</li> </ul>	18/11/2016
			08/12/2016
11216	<b>Mark Hunter</b> 4387 Courtright Line Twp. of Enniskillen	<ul style="list-style-type: none"> <li>Construction of a sunroom addition;</li> <li>Plans completed by Lambton Design Consultants;</li> </ul>	02/12/2016
			12/12/2016
11219	<b>Union Gas Limited</b> Marsh Line Mun. of Chatham-Kent	<ul style="list-style-type: none"> <li>Construct a new natural gas pipeline;</li> <li>HDD under watercourse;</li> </ul>	09/12/2016
			23/12/2016



January 1, 2017 to January 31, 2016

Application No.	Applicant and Subject Property	<p style="text-align: center;"><b>Proposed Works</b></p> <p style="text-align: center;"><i>Permissions may be granted where in the opinion of the CA, the control of Flooding, Erosion, Dynamic Beach, Pollution, or the Conservation of Land will not be affected by the development.</i></p>	Submission Complete:
			Permit Issued:
11186	Ed Verberk 4297 Lakeshore Road Town of Plympton-Wyoming	<ul style="list-style-type: none"> <li>• Construction of a New Addition;</li> <li>• Plans prepared by Aaron Lucas Residential Design Services;</li> </ul>	29/12/2016
			10/01/2017
11197	Union Gas Limited Panhandle Reinforcement Geo. Twp. Dawn to Dover	<ul style="list-style-type: none"> <li>• Install natural gas pipeline ;</li> <li>• Plans completed by Stantec;</li> </ul>	05/01/2017
			09/01/2017
11217	Township of St. Clair 3441 St. Clair Parkway Township of St. Clair	<ul style="list-style-type: none"> <li>• Construction of a community dock;</li> <li>• Plans completed by SS&amp;R;</li> </ul>	10/01/2017
			10/01/2017
11218	Irene Buckland Francis Street Town of Plympton-Wyoming	<ul style="list-style-type: none"> <li>• Construction of a new dwelling;</li> <li>• Proposed works meet SCRCA Shoreline Policy;</li> </ul>	05/01/2017
			05/01/2017
11220	Mun. of Chatham-Kent 27086 Bear Line Road Mun. of Chatham-Kent	<ul style="list-style-type: none"> <li>• Bridge Rehabilitation;</li> <li>• Plans completed by Dillon Consulting;</li> </ul>	02/12/2016
			10/01/2017
11221	Catherine VanDamme 150 Kimball Road Township of St. Clair	<ul style="list-style-type: none"> <li>• Construction of a new single family dwelling;</li> <li>• Plans completed by TBouma Design and Drafting;</li> </ul>	05/01/2017
			10/01/2017
11223	Ken Maaten 2839 Stonehollow Court Town of Plympton-Wyoming	<ul style="list-style-type: none"> <li>• Construction of Erosion Protection;</li> <li>• Plans prepared by Kemco Engineering &amp; Construction Ltd.;</li> </ul>	17/01/2017
			18/01/2017
11224 Amended	Union Gas Limited Brigden Road Mun. of Chatham-Kent	<ul style="list-style-type: none"> <li>• Install natural gas pipeline ;</li> <li>• HDD under watercourses;</li> </ul>	23/01/2017
			26/01/2017
11225	Union Gas Limited Lot 26, Con 7, Moore	<ul style="list-style-type: none"> <li>• Temporary Culvert to Access Integrity Dig;</li> <li>• Plans completed by Union Gas Limited;</li> </ul>	16/12/2016

	Township of St. Clair		18/01/2017
11226	<b>Union Gas Limited</b> Langbank Line Township of Dawn-Euphemia	<ul style="list-style-type: none"> <li>• Install natural gas pipeline ;</li> <li>• HDD under watercourses;</li> </ul>	13/01/2017
			19/01/2017
11227	<b>Brad Rombouts</b> 8290 Zion line Township of Warwick	<ul style="list-style-type: none"> <li>• Construction of a garage and addition;</li> <li>• Plans completed by Bakker Design and Build Inc.;</li> </ul>	23/01/2016
			27/01/2017
11228a	<b>North Kent Wind 1 LP</b> Centre Side Road Mun. of Chatham-Kent	<ul style="list-style-type: none"> <li>• Construction of Road Entrance Access Culverts;</li> <li>• Part of North Kent Wind Energy Project;</li> <li>• Plans prepared by AECOM</li> </ul>	06/01/2017
			27/01/2017
11228b	<b>North Kent Wind 1 LP</b> Country view Line Mun. of Chatham-Kent	<ul style="list-style-type: none"> <li>• Construction of Road Entrance Access Culvert</li> <li>• Part of North Kent Wind Energy Project;</li> <li>• Plans prepared by AECOM</li> </ul>	06/01/2017
			27/01/2017
11228c	<b>North Kent Wind 1 LP</b> Union Line Mun. Chatham-Kent	<ul style="list-style-type: none"> <li>• Construction of Road Entrance Access Culvert</li> <li>• Part of North Kent Wind Energy Project;</li> <li>• Plans prepared by AECOM</li> </ul>	23/01/2017
			27/01/2017
11228d	<b>North Kent Wind 1 LP</b> Cedar Hedge Line Mun. Chatham-Kent	<ul style="list-style-type: none"> <li>• Construction of Road Entrance Access Culvert</li> <li>• Part of North Kent Wind Energy Project;</li> <li>• Plans prepared by AECOM</li> </ul>	16/01/2017
			27/01/2017
11228e	<b>North Kent Wind 1 LP</b> Cedar Hedge Line Mun. Chatham-Kent	<ul style="list-style-type: none"> <li>• Construction of Road Entrance Access Culverts</li> <li>• Part of North Kent Wind Energy Project;</li> <li>• Plans prepared by AECOM</li> </ul>	16/01/2017
			27/01/2017
11228f	<b>North Kent Wind 1 LP</b> Claymore Line Mun. Chatham-Kent	<ul style="list-style-type: none"> <li>• Construction of Road Entrance Access Culvert</li> <li>• Part of North Kent Wind Energy Project;</li> <li>• Plans prepared by AECOM</li> </ul>	06/01/2017
			27/01/2017
11228g	<b>North Kent Wind 1 LP</b> Countryview Line Mun. Chatham-Kent	<ul style="list-style-type: none"> <li>• Construction of Road Entrance Access Culvert</li> <li>• Part of North Kent Wind Energy Project</li> <li>• Plans prepared by AECOM</li> </ul>	06/01/2017
			27/01/2017
11228h	<b>North Kent Wind 1 LP</b> Countryview Line Mun. Chatham-Kent	<ul style="list-style-type: none"> <li>• Construction of Road Entrance Access Culvert</li> <li>• Part of North Kent Wind Energy Project</li> <li>• Plans prepared by AECOM</li> </ul>	06/01/2017
			27/01/2017

**Total No. of Application = 32**

**Average No. of Days for SCRCA to Issue Permit = 13 Days**

Permit Review Timelines are outlined in the document “*Policies and Procedures for Conservation Authority Plan Review and Permitting Activities*” Final Version May 2010, completed by the Conservation Authority Liaison Committee (CALC). In this document it states;

- CAs are to make a decision (i.e. recommendation to approve or referred to a Hearing) with respect to a permission (permit) application and pursuant to the CA Act within 30 days for a minor application and 90 days for a major application.

Recommended and Approved by:

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Dallas Cundick, Environmental Planner/Regulations Officer

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Melissa Deisley, Regulations Officer

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Patty Hayman, Director of Planning



## SCRCA Planning Activity Summary for the month of **November 2016**

File Ref.	Municipality	Geographic Twp	Lot	Concession	Street
SEV B02/16 ZBA	ADELAIDE-METCALFE	ADELAIDE	LOT 18	CON 5 SER	PIKE ROAD
SUB 39T-AM1301	ADELAIDE-METCALFE	ADELAIDE	LOT 26	CON 2 SER	SECOND STREET
LL 2016	BROOKE-ALVINSTON	BROOKE	LOT 23	CON 3	OIL SPRINGS LINE
EA 07 2016	CHATHAM-KENT	CHATHAM	LOT 2	CON 2 GORE	
GI 2016	ENNISKILLEN	ENNISKILLEN	LOT 7	CON 3	OIL SPRINGS LINE
FI 2016	PETROLIA	ENNISKILLEN	LOT 11	CON 9	ENGLEHART DRIVE
FI 2016	PETROLIA	ENNISKILLEN	LOT 14	CON 11	PETROLIA LINE
LL 2016	PLYMPTON-WYOMING	PLYMPTON	LOT 40	CON FRONT	BLUEPOINT DRIVE
SEV B25/16	PLYMPTON-WYOMING	PLYMPTON	LOT 13	CON FRONT	EGREMONT ROAD
VAR A10/16	PLYMPTON-WYOMING	PLYMPTON	LOT 25	CON FRONT	LAKESHORE ROAD
FI 2016	PLYMPTON-WYOMING	PLYMPTON	LOT 40	CON FRONT	BLUEPOINT DRIVE
VAR A09/16	PLYMPTON-WYOMING	PLYMPTON	LOT 48	CON FRONT	NORMA AVE
SEV B24/16 VAR	PLYMPTON-WYOMING	PLYMPTON	LOT 48	CON FRONT	HILLSBORO ROAD
FI 2016	POINT EDWARD	SARNIA	LOT 69	0	ST. CLAIR STREET
SEV B23/16	SARNIA	SARNIA	LOT 23	CON 9	LAKESHORE ROAD
LL 2016	SOUTHWEST MIDDLESEX	MOSA	LOT 7	CON 9	BUTTONWOOD DRIVE
SEV B08/2016	SOUTHWEST MIDDLESEX	EKFRID	LOT 15	CON 5	OLDE DRIVE
VAR A30/16	ST. CLAIR	SOMBRA	LOT 16	CON 5	KIMBALL ROAD
FI 2016	ST. CLAIR	SOMBRA	LOT E	CON 5	RIVERSIDE DRIVE
LL 2016	ST. CLAIR	MOORE	LOT 20	CON 12	LASALLE LINE
ZBA	ST. CLAIR	SOMBRA	FAWN	ISLAND	GEORGE ROBERTSON
LL 2016	ST. CLAIR	MOORE	LOT 19	CON 12	LASALLE LINE
SUB	STRATHROY-CARADOC	CARADOC	LOT 17	CON 3	
FI 2016	STRATHROY-CARADOC	ADELAIDE	LOT 25	CON 3 SER	

## SCRCA Planning Activity Summary for the month of **December 2016**

File Ref.	Municipality	Geographic Twp	Lot	Concession	Street
VAR	CHATHAM-KENT	DOVER			ISLAND VIEW ROAD
LL 2016	DAWN-EUPHEMIA	EUPHEMIA	LOT 25	CON 4	SMITH FALLS ROAD
VAR 003/16	DAWN-EUPHEMIA	DAWN	LOT 18	CON 14	FLORENCE ROAD
FI 2016	MIDDLESEX CENTRE	LOBO	LOT 9	CON 8	IVAN DRIVE
LL 2016	MIDDLESEX CENTRE	LOBO	LOT 4	CON 8	EGREMONT DRIVE
SUB 2016	SARNIA	SARNIA	LOT 17	CON 7	THE RAPIDS PARKWAY
SEV B26/2015	SARNIA	SARNIA	LOT 1	CON 5	CONFEDERATION LINE
FI 2016	ST. CLAIR	MOORE	LOT 24	CON 12	LA SALLE LINE
SEV B11/16	ST. CLAIR	MOORE	LOT 22	CON 10	PETROLIA LINE
FI 2016	ST. CLAIR	MOORE	LOT 5	CON 1	BICKFORD LINE
VAR A31/16	ST. CLAIR	SOMBRA	LOT F	CON 7	ST. CLAIR PARKWAY
VAR A33/16	ST. CLAIR	SOMBRA	LOT E	CON 5	OLD RIVER ROAD
SUB 39T-SC1101	STRATHROY-CARADOC	ADELAIDE	LOT 23	CON 2 SER	SECOND STREET

# SCRCA Planning Activity Summary for the month of

January 2017

File Ref.	Municipality	Geographic Twp	Lot	Concession	Street
SUB 39T-AM1301	ADELAIDE-METCALFE	ADELAIDE	LOT 26	CON 2 SER	SECOND STREET
LL 2017	ADELAIDE-METCALFE	METCALFE	LOT 6	CON 7	KERWOOD ROAD
SEV B004/2016	BROOKE-ALVINSTON	BROOKE	LOT 22	CON 7	ARGYLL ROAD
GI 2017	CHATHAM-KENT	DOVER	LOT 13	CON 14	BASSESTTE LINE
GI 2017	CHATHAM-KENT	CAMDEN	LOT 5	CON 5	ST. GEORGE ST. N.
FI 2017	ENNISKILLEN	ENNISKILLEN	LOT 10	CON 10	PETROLIA LINE
LL 2017	LAMBTON SHORES	BOSANQUET	LOT 36	SOUTHERN	KING STREET
ZBA 2017	LAMBTON SHORES	BOSANQUET	LOT 57	WEST OF LAKE ROAD	WEST IPPERWASH
ZBA 2017	MIDDLESEX CENTRE	LOBO	LOT 10	CON 4	MELROSE DRIVE
ZBA 2016	MIDDLESEX CENTRE	LONDON	LOT 25	CON 11	MEREDITH DRIVE
LL 2017	MIDDLESEX CENTRE	LOBO	LOT 10	CON 8	ILDERTON ROAD
VAR A004/16	PETROLIA	ENNISKILLEN	LOT 13	CON 11	PETROLIA LINE
OPA 40	PLYMPTON-WYOMING	PLYMPTON	LOT 1	FRONT	LAKESHORE ROAD
SUB 2017	PLYMPTON-WYOMING	PLYMPTON	LOT 13	CON FRONT	EGREMONT DRIVE
FI 2017	PLYMPTON-WYOMING	PLYMPTON	LOT 9	CON 1	CHURCHILL LINE
FI 2017	POINT EDWARD	SARNIA	LOT 69	0	ARTHUR STREET
LL 2017	POINT EDWARD	SARNIA	LOT 69	0	VENETIAL BLVD
LL 2017	SARNIA	SARNIA	LOT 31	CON 9	LAKESHORE ROAD
ZBA 7-2016	SARNIA	SARNIA	LOT 1	CON 1	
ZBA 2017	SARNIA	SARNIA	LOT 17	CON 6	LONDON ROAD
SPA 2016	SARNIA	SARNIA	LOT 16	CON 8	MODELAND ROAD
OPA ZBA	SARNIA	SARNIA	LOT 46	CON 9	MODELAND MICHIGAN
LL 2017	SARNIA	SARNIA	LOT 10	R 4	KENNY STREET
FI 2017	ST. CLAIR	SOMBRA	LOT B	CON 14	ST. CLAIR PARKWAY
LL 2017	ST. CLAIR	SOMBRA	LOT 19	CON 12	BENTPATH LINE
SUB 38T-16002	ST. CLAIR	MOORE	LOT 27	CON 11	BAYHILL DRIVE
LL 2017	ST. CLAIR	MOORE	LOT 65	CON FRONT	ST. CLAIR PARKWAY
SEV B3/17	STRATHROY-CARADOC	ADELAIDE	LOT 22	CON 4 SER	NORTH STREET
SPA 2017	STRATHROY-CARADOC	CARADOC	LOT 17	CON 3	
SUB 39T-SC0501	STRATHROY-CARADOC	ADELAIDE	LOT 23	CON 3 SER	S. OF THORNE AVE
FI 2017	STRATHROY-CARADOC	ADELAIDE	LOT 23	CON 4 SER	RIVERVIEW DRIVE
FI 2017	WARWICK	WARWICK	LOT 3	CON 2 SER	LONDON LINE
FI 2017	WARWICK	WARWICK	LOT 13	CON 7 NER	TOWNSEND LINE

## File Reference Codes:

CZ - Comprehensive Zoning	SEV - Severances	GI - General Inquiry	FI - Regulations Inquiry
ZBA - Minor Zoning Bylaws and Amendments	VAR - Variances	LL - Legal Inquiries/Letters	NM - Nutrient Management
OP (A)-Official Plan (Amendments)	EA/PLEA-Environmental Assessments	SP-Site Plan	PTTW- Permit to Take Water
TC-Tree Cutting	SUB-Subdivision	DAR-Development Assessment Review	SPA-Site Plan Approval

## Meetings

### November

- Nov 2 – Wetland Conservation Strategy Webinar – MNRF – SH, DC
- Nov 4 – Pre-consultation Meeting 22828 Rougham Rd, Mt. Brydges – SH, EO
- Nov 14 – Reach 5 Sarnia Open House for Dynamic Beach Assessment – MD, PH
- Nov 16 – AOC BPAC meeting held in Canada – PH, DS
- Nov 15-17 – Latornell Conservation Symposium, Alliston – DC, MD, SH

Nov 21 – Amber meadows subdivision mtg @ S-C Town Hall – PH  
Nov 22 – WOCA Meeting @ KCCA – C.Durand, A.Seidler, L.Atkinson  
Nov 23 – Otter Creek Wind Farm Meeting with Proponents – MD, DC  
Nov 25 – North Kent Wind Project Meeting with Proponents – MD, DC  
Nov 29 – Section 28 Agricultural Land Workshop Black Pioneer Village – MD, JVZ  
Nov 30 – Regulations Committee Meeting – MD, DC, PH, BM, GS, EO

## **December**

Dec 7 – Coastal Group mtg @ Halton CA - PH  
Dec 8 – Baldoon Golf Course, Chatham-Kent, Conference Call with MNRF, CK staff – SH  
Dec 16 – Lambton County O.P. Natural Heritage text screening review with S. Arnold, chair – PH, DC  
Dec 19 – Conservation Ontario conference call re: Gilmour vs 1070 Bruce St, Sarnia – PH

## **January**

Jan 5 – Site inspection (at request of municipality) - Timberwalk Subdivision, Middlesex Centre – SH  
Jan 5 – Preconsultation 834 Lakeshore Rd, Sarnia – PH, EO  
Jan 11 – Preconsultation, Glenview Estates subdivision – BM, PH, DC, SH  
Jan 13 – Strathroy Caradoc Hospital Pre-Consultation Meeting – MD, DC  
Jan 17 – conference call (R. Lucas lead) MTE Eng re N. Strath meadows clearing conditions – PH  
Jan 19 – Open Data (GLOS) meeting/webinar – C.Durand  
Jan 19 – Meeting Plympton-Wyoming Staff re Planning/Regs – PH, DC, EO  
Jan 20 – Conference call, Ponderosa Campground, Lambton Shores – SH, EO, DC  
Jan 24 – EcoHealth Webinar @ noon – PH, SH, EO, DS, BM, EC, JvZ, JS, GS  
Jan 24 – Plympton-Wyoming Official Plan Amendment Public Meeting - EO  
Jan 25 – Natural Heritage Systems Planning Workshop @ UTRCA – PH, SH, EO(\*Note -6 watershed munic planners in attendance)  
Jan 26 – Durco subdivision review with AF @ CA office – PH, GS  
Jan 27 – Preconsultation, Queen St & Lion's Park subdivision, Mt. Brydges – EO, SH, GS  
Jan 27 – EIS comment Bluewater PW internal – SH, GS, EO, DC, PH

# 2017 Special Events

A.W. Campbell Maple Syrup Festival, March 18 - 19, 10:00 - 3:00  
A.W. Campbell Conservation Area

Sydenham River Canoe and Kayak Race, April 23, Registration 10:00 - 11:00 (Mossie Line at the Sydenham River) Race ends at the Shetland Conservation Area

Denning Memorial Forest Dedication - Strathroy, May 28, 2:00  
Centennial Park, Strathroy

Member's Project Tour, June 22

Great Canadian Shoreline Cleanup, Ipperwash Beach - Date tba

Denning Memorial Forest Dedication - McLean Conservation Lands, September 17, 2:00

Geocaching Event, September 17, 9:00 am Lorne C. Henderson Conservation Area

Foundation Memorial Forest Dedication, September 24, 2:00  
Lorne C. Henderson Conservation Area

For details on events visit  
[www.scrca.on.ca](http://www.scrca.on.ca) and click on events



# Staff Report

To: Board of Directors  
Date: January 30, 2017  
From: Jessica Van Zwol, Healthy Watershed Specialist  
Subject: Healthy Watersheds Program Update

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Staff have been quite busy attending a number of agriculture related workshops and conferences over the past few months – as either attendees or hosting a booth.

**November 28** - *Soil Health Research Forum* at the OMAFRA building in Guelph – a day of discussions with all levels of government, researchers, Conservation Authorities and farmers.

**November 29** – *CA Agriculture Permit Workshop* – the focus was on the Greenbelt but also had discussions beyond that region regarding a guideline of a guide to CA Permits on Agricultural lands.

**November 30** - *Lambton Soil and Crop Improvement Association Winter Meeting* in Plympton Wyoming. Staff had a booth and spoke with farmers regarding GLASI funding opportunities.

**December 15** – *Lambton Shores Priority Subwatershed Steering Committee Meeting* in Forest. This landowner group is made up of farmers and cottagers in Lambton Shores and they provide advice to staff regarding ideas for outreach and uptake concerning Healthy Lake Huron and maintaining clean water in Lake Huron.

**January 4 & 5** – *Southwest Agricultural Conference* in Ridgetown. Two staff hosted a booth and attended seminars on soil health. This conference is a great method for producers to put a face to a name in our Conservation Authority. We get a chance to reconnect with producers we've met or worked with in the past and discuss potential projects with new-to-us producers. This conference is a great opportunity for tweeting lots of relevant information regarding soil health, cover crops, reduced tillage, and water quality on Twitter.





**January 13** – *Lambton Soil and Crop Improvement Association Annual General Meeting* – Staff host a booth and have an opportunity to speak in front of all members about upcoming workshops and funding opportunities that exist. This is also an opportunity for our Chair, Mayor Steve Arnold to present the Farmer of the Year Award to a Lambton County farmer who has demonstrated conservation farming practices. This year the Cornelissen Family Farms Inc. was awarded.



**January 16** – *Middlesex Grain Farmers of Ontario Chapter Meeting* – an opportunity to learn and meet with producers in the Middlesex County portion of our watershed.

**January 25** – *Lake Erie Conservation Authority Stewardship Meeting* – met with other Lake Erie CAs regarding phosphorus concerns in Lake Erie and how we can work with producers to address the issue. We learned more about 4R Nutrient Stewardship and cover crops with local Certified Crop Advisors and OMAFRA staff.

***Upcoming events:***

**February 13** – *Middlesex Soil & Crop Improvement Association Annual General Meeting* Ilderton

**March 3 & 4** – *National Farmers' Union Trade Show* Chatham-Kent

***SCRCA-led upcoming events:***

**February 16** – *SCRCA Annual General Meeting*; Jessica Van Zwol to present *Phosphorus Reduction through Stewardship*

**March 9** – *David Brandt workshop* – Cover Crop Innovator from Ohio. Plympton-Wyoming Fairgrounds Dining Hall 1:30-4pm

**March 22** – *Soil Health Discussion Panel* – an afternoon with producers sharing their experiences with improving their soil health on their farms. Woody Van Arkel, Dresden; Jim Patton, Everett; Andy Van Niekerk, Sutton; and Mel Luymes, Drayton to present. This workshop will be held at the Brooke-Alvinston-Inwood Community Centre from 1:30-4pm

# Staff Report

14.(ix)



To: Board of Directors  
Date: February 1, 2017  
From: Rick Battson  
Subject: Great Lakes Student Conference

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The Conservation Authority has entered into an agreement with the Ministry of the Environment and Climate Change to host a student conference with all costs supplied by the Ministry.

The conference will be held on May 18 at the Moore Sports Complex and will be attended by approximately 100 high school students enrolled in the Specialist High Skills Major Program. A steering committee has been established which includes Authority staff, Ministry of the Environment and Climate Change, Ministry of Education, and the Lambton-Kent School Board.

While planning is just beginning, the focus of the conference will be on Great Lake issues such as phosphorus and invasive species and will include information on the efforts to delist the St. Clair River as an Area of Concern. This is a great opportunity to engage students in local environmental issues.

# SCRCA Joint Health & Safety Committee Meeting Minutes

Wednesday, September 21, 2016, 8:30 am

14.(x)

Lower Board Room  
205 Mill Pond Crest.  
Strathroy, ON

<b>Meeting called by:</b>	JHSC Committee	<b>Type of meeting:</b>	Quarterly
<b>Facilitator:</b>	Jeff Sharp	<b>Minutes:</b>	Chris Durand
<b>Attendees:</b>	Kevan Baker, Jeff Sharp, Don Skinner, Sarah Hodgkiss, Recorder: Chris Durand		

## Minutes of Agenda Items

1. Motion to approve June 8, 2016 meeting minutes  
**Motion:** that "The Minutes of the June 8, 2016 JHSC meeting be approved as printed." **Moved/Seconded/Carried – Sarah/Jeff/Carried**
2. Business arising from the minutes
  - 2.1. Review of Action Items  
  
**Don Skinner** reported on:
    - **policy & procedure for dam safety** (*September 23, 2015 – item 4.1, (Dec. 2, 2015, March 8 & June 8, 2016 – item 2.1 – Steve C.)*)  
**Discussion:**
      - Steve Clark added Don's recommendations however further review required**Action Item(s):**
      - Don to review and revise for next meeting for inclusion into Health & Safety Procedures  
**Kevan Baker** reported on:
    - **Managers' review of Risk Assessments/Policies & Procedures that impact staff specific jobs by department** (*March 8 & June 8, 2016 - item 2.1 – Kevan*)  
**Discussion:**
      - Erin noted while training her staff that there were some inconsistencies with training, was told is supervisor's responsibility to ensure staff training is completed and is thorough.**Action Item(s):**
      - Kevan to go over where changes needed and continue to update training materials as needed
    - **Evacuation Plan for LCH** (*June 8, 2016 - item 3.1*)  
**Discussion:**
      - completed evacuation plan for LCH (workshop)
      - has been posted at the workshop**Action Item(s):**
      - no further action required  
**Jeff Sharp** reported on:
    - **development of updated Accident Packages (with accident scene diagram)** (*Dec. 2, 2015 – item 2.1 – Steve & March 8 & June 8, 2016 – item 2.1 - Jeff*)  
**Discussion:**



- was a result of a previous accident, looking at how easy/hard it was to complete accident forms
- still looking into necessity to review/change "lengthy" form
- might just need some updating

**Action Item(s):**

- Jeff to continue to look into for review at future meeting

- **discussions at full staff meeting re: wearing proper PPE, ladder training, spotters when moving porta potties and workplace injury information from MOL website** – item 5.1 (2015 JHSC Goals & Objectives – item 5.1 and Sept. 23, 2015, Dec. 2, 2015 & March 8 & June 8, 2016 - item 2.1 - Jeff)

**Discussion:**

- PPE was discussed at staff meeting and staff seem to understand but still some instances where staff seen not wearing proper footwear
- budget exists for boots but usually doesn't cover full price which may be prohibiting factor (staff have to cover costs from own pocket)
- maybe need to review budget for footwear, higher quality boots are more \$ than staff are allotted
- supervisors need to remind staff that proper footwear is mandatory
- porta potty issue previously discussed – no discussion
- Jeff researched fatality examples from MOL website including ice sliding off roof – something potential for park staff where steel roofing exists
- working from heights also potential for park staff – good reminder
- discussed musculoskeletal issues – some staff "modding" their work stations and getting therapy for various "pain"
- wood splitters also significant cause of workplace injury (pinch point) – important and typically reviewed with staff prior to operating splitter. Fluorescent gloves a good idea, two-handed operation also a good idea

**Action Item(s):**

- Kevan to discuss at next supervisors meeting the use of proper PPE (footwear)

- **recording of near misses following email sent to all staff in December, 2015** (Sept. 23, 2015 - item 4.3 & Dec. 2, 2015 and June 8, 2016 item 2.1 Jeff) (To be followed up with staff after field season and discussed at September JHSC meeting)

**Discussion:**

- recording of near misses is now in Health & Safety manual

**Action Item(s):**

- no further action required

- **external ladder safety training** (March 8 2016 - item 4.2 and June 8, 2016 item 2.1 Jeff)

**Discussion:**

- looking externally for training examples, not much found yet
- OSG website has ladder safety training for a fee

**Action Item(s):**

- Kevan to look into signing up for a couple of staff to do the training from OSG (~\$40) and report back to advise if it was worthwhile

- **update of Health & Safety Policy Manual Change Log** (March 8, 2016 - item 4.4 – and June 8, 2016 item 2.1 Heather)

**Discussion:**

- Heather has completed as discussed

**Action Item(s):**

- no further action required

**Don Skinner** reported on:

- **required length for fall restrict at Petrolia & proposed rescue plan** (*March 8 & June 8, 2016 – item 2.1 - Don*) – see also item 2.1 above.

**Discussion:**

- required length is 6 feet

**Action Item(s):**

- Don to review draft for dam safety and report back next meeting

**Sarah H** to report on:

- **requirements for posting “The Green Book” on all Health & Safety boards** (*March 8 & June 8, 2016 item 2.1 – Sarah*)

**Discussion:**

- is the new book required every time? Minimal changes between versions
- have added sticker on front cover of book citing website for latest version

**Action Item(s):**

- no further action required

### 3. Area Reports/Workplace Inspections

#### 3.1. LCH, WWK, AWC, McLean – (**Kevan & Don**)

**Discussion:**

- WWK done in June, McLean done in July with only a couple things to report
- WWK fire extinguisher needs to be checked more frequently
- WWK evacuation plan for workplace – does that include entire campground? No, just workshop. What about evacuation meeting place?
- WWK workshop was accumulating “stuff”, has been addressed
- McLean – no pre-op checklist for some equipment but there is now

**Action Item(s):**

- Kevan has addressed issues, no further action required until next inspection

#### 3.2. LCH Education Centre – (**Kevan & Don**)

**Discussion:**

- nothing to report for LCH

**Action Item(s):**

- no current action required

#### 3.3. General CAs – Strathroy, CW, McKeough (**Jeff**)

**Discussion:**

- Strathroy - Sarah and Jeff did inspection
- CW – mold issue in storage area (walls and door) in Biology area, room needs to be checked more frequently. Staff informed and mold was sprayed and wiped off
- CW – molding on door had popped and was removed to resolve issue
- CW – ongoing issue with shelving – sturdy but not attached to the wall
- Jeff has taken care of updates to H&S message board

**Action Item(s):**

- CW – Kevan to look into attaching shelves to the wall for Biology

#### 3.4. Other Departments

**Discussion:**

- nothing to report

**Action Item(s):**

- no action items

#### 4. New Business

##### 4.1. Review of Incident/Injury Investigation Reports since June 8, 2016 meeting

**Discussion:**

- 1 report – camper's dog off-leash incident was reported
- 1 report of staff member who cut finger on a rake – gloves were provided

**Action Item(s):**

- ensure seasonal staff are wearing proper PPE (gloves)

##### 4.2. Exterior light – repair completed

**Discussion:**

- exterior light wasn't working at night – noted by DOF
- light was repaired

**Action Item(s):**

- no further action required

##### 4.3. Annual review needed of Violence Policy & Procedure and Harassment Policy and Procedure (Jeff)

**Discussion:**

- another signed copy needs to be put on message board
- violence and harassment policy needs to be signed (currently Sept 2015)

**Action Item(s):**

- Jeff to get printed and signed and posted

##### 4.4. Updating needed to Sampling and Survey Safety Instruction Form (see below)

- referenced to in the Health and Safety Manual but no copy of document in manual
- being used by Biology - has old logo and items 11 & 17 need updating

**Discussion:**

- see previous discussion above

**Action Item(s):**

- no further action required as updates to these documents are done by supervisors and do not need to go through JHSC

##### 4.5. Email from John Cann (County of Lambton EMS) re: AED's

**Discussion:**

- County has an extra AED and wanted to know if SCRCA needed one at WWK
- County offered free training for SCRCA staff for 2017 season
- need to discuss appropriate safe location for it

**Action Item(s):**

- Jeff to let County know that we are interested in the AED and training

##### 4.6 Health and Safety Manual Needs updates and clarification of roles and responsibilities

**Discussion:**

- need to review highlighted changes as per Jeff's notes
- Jeff noted that lock out procedures are in the manual but may need revisions to be more practical for SCRCA
- Roles and Responsibilities section needs review to reflect reality

**Action Item(s):**

- Kevan to check document version with Steve C and Sarah H to start reviewing necessary changes to create up-to-date document

5. Goals and Objectives in 2015

- 5.1. To regularly review MOL website to educate ourselves and learn from documented investigations and fines (ongoing)
- 5.2. To review Safety Manual and make changes as necessary (ongoing)

**Discussion:**

- See 4.6 above

**Action Item(s):**

- See 4.6 above

- 5.3. To appoint a worker rep. in October, 2016 for a 3-year term (to replace Jeff Sharp)

**Discussion:**

- new rep. to be elected at the Full Staff Meeting in October

**Action Item(s):**

- Jeff to email staff
- Jeff to carry out election process at October staff meeting

- 5.4. Conduct workplace inspections as required (at least one location each month)
- 5.5. To encourage supervisors to complete safety reviews and 5-point check lists on a more frequent basis (ongoing)
- 5.6. To update the JHSC files on the O drive (ongoing)
- 5.7. To recommend that Supervisors schedule retraining refreshers with their staff, once a month (ongoing)
- 5.8. To incorporate the drivers' safety training program into our orientation of all staff (in process)
- 5.9. To send occasional Health & Safety Bulletins to all staff (Hot & Cold Weather Alerts forwarded to all staff as received from Lambton Public Health)
- 5.10. To Establish a new Workplace Inspection Report specific for each location (completed)

6. Proposed future 2016 meeting dates: November 30<sup>th</sup>

7. Adjournment – 10:30 am

**Motion:** that "The meeting be adjourned." **Moved/Second/Carried – Sarah/Don/C**

**Misc. Information**

<b>Contacts:</b>	Worker Co-chair/Inspector:	Jeff Sharp	jsharp@scrca.on.ca
	Management Co-chair:	Kevan Baker	kbaker@scrca.on.ca
	Worker Reps.:	Sarah Hodgkiss	shodgkiss@scrca.on.ca
		Jeff Sharp	jsharp@scrca.on.ca
	Committee Secretary:	Don Skinner	dskinner@scrca.on.ca
		Heather Long	hlong@scrca.on.ca
Meeting Recorder:	Chris Durand	phayman@scrca.on.ca	

*Kevan Baker*

Signature of Co-chair

*Sarah Hodgkiss*

Signature of Co-chair

*January 13/2017*

Date

*January 13, 2017*

Date

# Staff Report

14.(xi)



To: Board of Directors  
Date: February 1, 2017  
From: Greg Wilcox, Biological Technical Assistant  
Subject: Sydenham Tree Planting, Outreach, and Baseline Health Assessment

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The Sydenham watershed is heavily impacted through human activities. Sustained monitoring of benthic communities and surface water is important to assess long-term changes in water quality. By obtaining baseline data on these watercourses we can better understand the risks of nutrient loading, runoff, and potential spills from various land uses and how to manage them. Tree planting such as block planting, wind breaks, and riparian buffers help to sequester carbon, improve water quality, reduce erosion, and provide wildlife habitat.

In February 2016, a proposal was submitted to the Ontario Ministry of the Environment and Climate Change (MOECC) requesting \$37,715 from the Ontario Community Environment Fund (OCEF) to support for St. Clair Conservation's Aquatic Monitoring Program and Tree Planting Program.

Specifically, SCRCA requested funding to:

- conduct annual sampling at 13 benthic macro-invertebrate stations
- collect surface water quality samples from 14 stations monthly from April to November.
- plant 15 000 trees within the Sydenham watershed

Amount requested from OCEF:	\$37, 715	
Amount from all other sources (cash / donations):		\$88, 373
Amount from all other sources (in-kind):	\$39, 390	
Total value of project:	\$165, 478	

St. Clair Conservation was notified by MOE in November of 2016 that \$36, 045 was allocated from the OCEF towards the project for 2017/18.

Before St. Clair Conservation can begin undertaking this project, the Authority is "required to provide a copy of their resolution authorizing the Conservation Authority to enter into a Grant Funding Agreement with the Province of Ontario."

It is recommended that Board of Directors acknowledges this report on the Ontario Community Environment Fund grant "Sydenham Tree Planting, Outreach, and Baseline Health Assessment" and authorizes St. Clair Conservation Authority to enter into a funding agreement with the Province of Ontario.

January 31, 2017

2017 Members Appointed to the St. Clair Region Conservation Authority

Adelaide Metcalf	2	Betty Ann MacKinnon, 24394 Dundonald Rd., R.R. # 2, Glencoe, N0L 1M0	519-287-2699
Brooke Alvinston	2	Frank Nemcek, 2973 Ebenezer Road, R.R. # 1, Alvinston, N0N 1A0	519-847-5591
Chatham- Kent	2	Joe Faas, 368 Hughes Street, Box 977, Dresden, N0P 1M0	519-436-3208
Chatham- Kent	2	Jeff Wesley, 28750 Island View Road, Wallaceburg, N8A 4K9	519-436-3229
Dawn- Euphemia	2	Alan Broad, 1126 Davis Rd., Box 106, Florence, N0P 1R0	519-784-0373
Enniskillen/ Oil Springs	2	Kevin Marriott, 5383 Shiloh Line, R.R. # 1, Petrolia, N0N 1R0	519-844-2307
Lambton Shores	2	Gerry Rupke, 6757 East Parkway Dr., Lambton Shores, N0N 1J3	519-243-3470
Middlesex Centre	2	Dan McMillan, 10365 Ilderton Road, R.R. # 2, Ilderton, N0M 2A0	519-666-1549
Petrolia	2	John McCharles, 284 Evergreen Trail, Petrolia, N0N 1R0	519-882-2455
Plympton Wyoming	2	Muriel Wright, 5174 Egremont Rd., Camlachie, N0N 1E0	519-899-2345
Point Edward	2	Larry Gordon, 9 Village Green Crt., Point Edward, N7V 4J3	519-336-8581
Sarnia	2	Mike Kelch, 324 Tawny Road, Sarnia, N7S 5J6	519-491-2245
Sarnia	2	Cindy Scholten 337 Shepherd Street, N7T 3J7	519-337-1203
Sarnia	2	Andy Bruziewicz, 665 Stonecrest Ave., N7V 2K3	519-332-2639
Southwest Middlesex/ Newbury	1	Don McCallum, 80 Victoria Dr. Melbourne, N0L 1T0	519-289-2053
St. Clair	2	Steve Arnold, 3256 Douglas Street, Wilkesport, N0P 2R0	519-381-7440
St. Clair	2	Steve Miller, 4238 St. Clair Pkwy., P.O. Box 231, Port Lambton, N0P 2H0	519-677-5676
Strathroy/ Caradoc	2	Norm Giffen, 215 Riverview Drive, Strathroy, N7G 2G4	519-245-1100
	2	Tony Bruinink, R.R.# 2, 2550 Emerson, Mt. Brydges, N0L 1W0.	519-264-9750
Warwick	2	Jerry Westgate, 35 Warwick St., P.O. Box 364, Watford, N0M 2S0	519-876-2517



## 2017 Tentative Schedule of Meetings

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### **Board of Directors:**

February 16 (3<sup>rd</sup> Thursday) - Annual General Meeting (Alvinston)  
April 20 (3<sup>rd</sup> Thursday)  
June 22 (4<sup>th</sup> Thursday)  
September 21 (3<sup>rd</sup> Thursday)  
November 9 (2<sup>nd</sup> Thursday)  
December 14 (2<sup>nd</sup> Thursday)

**Executive Committee:** at the call of the chair.

All Board of Director and Executive Committee meetings are held at the Administration Office at 10:00 a.m., with the exception of the June meeting which follows the Project Tour.

**Flood Action Committee:** January 12 (2<sup>nd</sup> Thursday) and at the call of the Chair

**Low Water Response:** May 18 (3<sup>rd</sup> Thursday) and at the call of the Chair

**Nominating Committee:** At the call of the chair.

Please Note: This is a tentative schedule and circumstances may necessitate changes. Accordingly, these dates should be confirmed with the Administration Office prior to the meeting date.