



**Board of Directors - Notice of Meeting**  
**December 13<sup>th</sup> - 10:00 a.m.,**  
**Administration Office, Strathroy**

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**Tentative Agenda**

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1. Chair's Remarks
2. Adoption of the Agenda
3. Declaration of Pecuniary Interests
4. Hearing
6. Board of Directors November 8, 2018 Minutes
7. General Manager's Report
  - 7.1 GM's Report
8. Chair & Conservation Ontario Report
  - 8.1 Verbal Summary of CO December 10, 2018 Meeting
9. Business Arising from last meeting
10. Conservation Area Reports
  - 10.1 Conservation Areas Update
11. Water Resources Reports
  - 11.1 Current Watershed Conditions and Great Lakes Levels
  - 11.2 DMAF Application
  - 11.3 Courtright Shoreline Project
12. Conservation Services Report
  - 12.1 Angus Tree Seed Plant
13. Biology Reports
  - 13.1 Request for Continued Support of Lake Huron Southeast Shore Collaborative Partnership
  - 13.2 Sydenham River Phosphorus Management Plan
14. Planning and Regulations Report
  - 14.1 Planning Activity Summary Report
  - 14.2 Regulations Activity Summary Report
15. Communications Reports
  - 15.1 St. Clair River AOC Report
16. Finance Reports
  - 16.1 Joint Health & Safety Committee September 26, 2018 Minutes
  - 16.2 Revenue and Expense Summary
  - 16.3 November 2018 Disbursements
  - 16.4 2018 General Levy Summary
  - 16.5 Changes to Administration Manual
  - 16.6 Verbal report on Comments Received on Draft Budget
  - 16.7 Investment Reports
  - 16.8 Presentation from BMO Wealth Management

17. In-Camera
18. New Business
19. Adjournment

Please contact Ashley (519-245-3710/ 1-866-505-3710 x 200 or e-mail [Afletcher@scrca.on.ca](mailto:Afletcher@scrca.on.ca)) at the Administration Office by December 10, 2018, if you are unable to attend.

December 13, 2018

### Board of Directors Proposed Resolutions

1. Chair's Remarks
2. **Moved by:** **Seconded by:**  
That the Board of Directors adopts the agenda for the meeting as presented.
3. 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.
- 4.1 **Moved by:** **Seconded By:**  
That the Board of Directors sit as a Hearing Board and acknowledge the reports and exhibits regarding Application R#2018-146 Developments, Interference with Wetlands and Alterations to Shorelines and Watercourses Ontario Regulation 171/06 following the Hearing Procedures set out by the Conservation Authorities Act.
- 4.2 It is requested that each Director declare a conflict of interest on any item within the Hearing agenda in that a Director may have pecuniary interest.
- 4.3 **Moved by:** **Seconded by:**  
That the Hearing Board move in-camera at \_\_\_\_\_ to deliberate information provided regarding Application R#2018-146.
- 4.4 **Moved by:** **Seconded by:**  
That the Hearing Board rise and report at \_\_\_\_\_ a.m.
5. **Moved by:** **Seconded by:**  
That the Hearing Board sit as a Board of Directors.
- 6.1 **Moved by:** **Seconded by:**  
That the minutes of the Board of Directors meeting, held November 8, 2018, be approved as distributed.
- 7.1 **Moved by:** **Seconded by:**  
That the Board of Directors acknowledges the General Manager's report, dated November 30, 2018.
- 8.1 **Moved by:** **Seconded by:**  
That the Board of Directors acknowledges the verbal report from the Conservation Ontario Council meeting of December 10, 2018.

- 9.1 Moved by:** **Seconded by:**  
That the Board of Directors acknowledges the updates on business arising from the November 8, 2018 meeting.
- 10.1 Moved by:** **Seconded by:**  
That the Board of Directors acknowledges the Conservation Lands report, dated November 26, 2018 outlining the maintenance and development activities on Conservation Lands for 2018.
- 11.1 Moved by:** **Seconded by:**  
That the Board of Directors acknowledges the report dated November 30, 2018 on the current watershed conditions and Great Lakes water levels.
- 11.2 Moved by:** **Seconded by:**  
That the Board of Directors acknowledges the report dated November 30, 2018 on the Disaster Mitigation and Adaptation Fund (DMAF) for shoreline restoration along Lake Huron and St. Clair River and the Board approves the submission of the application and directs staff to work with the City of Sarnia and St. Clair Township to obtain the required matching funding.
- 11.3 Moved by:** **Seconded by:**  
That the Board of Directors acknowledges the report dated November 29, 2018 on Phase 2 of the Courtright Park Shoreline Revitalization Project.
- 12.1 Moved by:** **Seconded by:**  
That the Board of Directors acknowledges the report dated November 30, 2018 on the Angus Tree Seed Plant and exploration of future local tree supply options.
- 13.1 Moved by:** **Seconded by:**  
That the Board of Directors acknowledges the Protecting Lake Huron Strategy and supports the Chair's endorsement of the draft correspondence to the Minister of Environment, Conservation and Parks.
- 13.2 Moved by:** **Seconded by:**  
That the Board of Directors acknowledges the Sydenham River Phosphorus Management Plan update report dated November 29, 2018.
- 14.1 Moved by:** **Seconded by:**  
That the Board of Directors acknowledges the St. Clair Region Conservation Authority's monthly Planning Activity Summary Report for the month of October, 2018.
- 14.2 Moved by:** **Seconded by:**  
That the Board of Directors acknowledges and concurs with the Regulations Activity Summary Report on "Development, Interference with Wetlands & Alterations to Shorelines & Watercourses" Regulations (Ontario Regulation 171/06) for the month of October, 2018.

- 15.1 Moved by:** **Seconded by:**  
That the Board of Directors acknowledges the report dated November 26, 2018 regarding the St. Clair River Area of Concern.
- 16.1 Moved by:** **Seconded by:**  
That the Board of Directors acknowledges the September 26, 2018 meeting minutes of the Joint Health and Safety Committee.
- 16.2 Moved by:** **Seconded by:**  
That the Board of Directors acknowledges the revenue and expenditure report to October 31, 2018, as it relates to the budget.
- 16.3 Moved by:** **Seconded by:**  
That the Board of Directors approves the November 2018 disbursements as presented in the amount of \$383,402.97.
- 16.4 Moved by:** **Seconded by:**  
That the Board of Directors acknowledges the status report on the 2018 general levy receipts to date.
- 16.5 Moved by:** **Seconded by:**  
That the Board of Directors acknowledges the report dated December 4, 2018 and approves the 2018 changes to the Administration Manual.
- 16.6 Moved by:** **Seconded by:**  
That the Board of Directors acknowledges the verbal summary of comments received to date on the 2019 Draft Budget.
- 16.7 Moved by:** **Seconded by:**  
That the Board of Directors acknowledges the presentation from BMO Wealth Management reviewing their investment strategy and options.
- 17.1 Moved by:** **Seconded by:**  
That the Board of Directors move in-camera at \_\_\_\_\_ to discuss Conservation Awards and personnel information with the General Manager, Manager of Communications, Director of Finance and Administrative Assistant/ Board Coordinator remaining.
- 17.2 Moved by:** **Seconded by:**  
That the Board of Directors rise and report at \_\_\_\_\_.
- 18.** New Business
- 19. Moved by:** **Seconded by:**  
That the meeting be adjourned.



## Board of Directors Meeting Minutes

Date: November 8, 2018 Time: 10:00 a.m.  
Administration Office, Strathroy

**Present:** Steve Arnold, Chair; Andy Bruziewicz, Vice Chair; Diane Brewer, Alan Broad, Tony Bruinink, Joe Faas, Norm Giffen, Larry Gordon, Betty Ann MacKinnon, Kevin Marriott, Dan McMillan, Steve Miller, Frank Nemcek, Jeff Wesley, Jerry Westgate, Muriel Wright

**Regrets:** Mike Kelch, John McCharles, Gerry Rupke, Cindy Scholten

**Staff Present:** Brian McDougall, General Manager; Kevan Baker, Director of Lands; Erin Carroll, Director of Biology; Donna Blue, Manager of Communications, Dallas Cundick, Environmental Planner/ Regulations Officer; Chris Durand, IT/GIS Coordinator; Ashley Fletcher, Administrative Assistant/ Board Coordinator; Tracy Prince, Director of Finance; Girish Sankar, Director of Water Resources; Steve Shaw, Manager of Conservation Services

The Chair welcomed everyone to the meeting. Congratulations was offered to those with new council positions and thanks given to all who put their names forward. It was 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-18-136**

#### **Marriott-Giffen**

**“That the Board of Directors adopts the agenda for the meeting as presented.”**

**CARRIED**

Minutes of the September 20, 2018 meeting were reviewed.

### **BD-18-137**

#### **Bruinink-MacKinnon**

**“That the minutes of the Board of Directors meeting, held September 20, 2018 be approved as distributed.”**

**CARRIED**

#### **Minister’s Visit:**

- Minister Rod Phillips of the Ministry of Environment, Conservation and Parks planned visit to Wawanosh Conservation Area on September 19, 2018 was postponed due to the recall of the legislature
- The Minister plans to reschedule the visit to Sarnia and area including the visit to Wawanosh Conservation Area

#### **Canada Nature Fund Application:**

- In early September, an expression of interest was submitted to The Canada Nature Fund (CNF) for funding support in the order of \$1.4 million to support the

creation of a land acquisition strategy, land protection measures and property acquisition

- 175 Expressions of Interest were received with a total funding request of almost \$145 million, unfortunately, our proposal was not among those selected for funding for the Quick Start component
- The next component of the Canada Nature Fund – the Challenge component for protected and conserved areas, including Indigenous Protected and Conserved Areas (IPCAs), and the Private Lands component (a renewal of the Natural Areas Conservation Program) – will be launched via calls for proposals in late Fall 2018
- These programs will provide opportunities for multi-year funding of conservation projects based on criteria similar to that of the Quick Start component
- We encourage your organization to consider building on the work done during the development of your Quick Start Expression of Interest and consider submitting a proposal for multi-year funding if appropriate

#### **Environmental Commissioner's Visit:**

- On October 5<sup>th</sup>, Ontario's Environmental Commissioner Dianne Saxe met with Chair Arnold and staff to gain a better understanding of local environmental issues, challenges and successes
- The Commissioner shared several of her points of interest including: environmental protection, climate change, forest cover and invasive species
- Chair Arnold brought forward a concern regarding expanded uses of salt to cover streets and sidewalks as expressed by the Ministry of Transportation and the potential of increase in runoff to our Great Lakes that are already experiencing increase chlorine elevations
- Staff toured the Commissioner to shoreline projects on the Sarnia Bay, Point Edward and Brights Grove, Authority Conservation Areas Wawanosh, Highland Glen and Warwick, innovative corporate forest cover projects in Sarnia and Warwick and discussed issues of agricultural runoff and drainage, phragmites and invasive species controls and Great Lakes water quality
- The Commissioner was engaged in our projects and very complementary of the tour identifying our local issues and highlighting our multiple successes

#### **Transition to Ministry of Environment, Conservation & Parks:**

- Conservation Authorities and Conservation Ontario continue to communicate with Ministers and staff in both the Ministry of Natural Resources and Forestry (MNRF) and the Ministry of Environment, Conservation and Parks
- At this point there are few questions being answered and no real engagement with us regarding the transition
- One of the few bits of information coming from these questions has addressed one serious concern – flood forecasting and warning, which is currently within the Fire Prevention sector of the MNRF will remain with MNRF
- Little other information is being provided, including no specified timelines for the transitions completion

### **Legalization of Cannabis:**

- Earlier this month the use of cannabis was legalized across the country
- This will have several impacts on Authority administration and programs
- All existing smoking policies have been affirmed by provincial legislation
- A review of administrative drug and alcohol use policies is underway, if changes are necessary a recommendation will be brought back to the Board for approval
- Smoking in campgrounds has been discussed locally as well as at the recent Conservation Areas Workshop which staff attended
- A report will also be returned to the Board for their review regarding cannabis in Conservation Areas and Conservation Area Campgrounds at an upcoming Board meeting

### **BD-18-138**

#### **McMillan-Marriott**

**“That the Board of Directors acknowledges the General Manager’s report, dated October 30, 2018.”**

**CARRIED**

### **Points of Review:**

- Note that the Appendices were renumbered to prevent confusion with any other sections of the By-law document.
- The following is a summary of edits made to Draft 1 of the By-laws after the First Reading on September 20, 2018:
  - *Section 3.4 – Maximum Term for Chair and Vice-Chair(s):* No maximum term will be adopted. (Scholten-Bruziewicz)  
“There is no maximum number of terms that a Chair and/or Vice-Chair(s) are eligible to stand for re-election to the same office.”
  - *Section 4.14 – Notice of Motion:* 4th paragraph struck (Scholten-Bruziewicz)  
~~“Notwithstanding the foregoing, any motion or other business may be introduced for consideration of the Authority provided that it is made clear that to delay such motion or other business for the consideration of an appropriate Advisory Board or Committee would not be in the best interest of the Authority and that the introduction of the motion or other business shall be upon an affirmative vote of a majority of the members of the Authority present.”~~
  - *Section 4.17 – Conduct of Members:* Item b) struck (Scholten-Wright)  
“No Member at any meeting of the Authority shall:  
b) ~~Leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared;~~”
  - *Section 6.3.4 – Election Procedures:* Lot to be drawn after 2nd tied vote (Wright-Scholten)



“Should there be a tie vote between two remaining candidates, new ballots shall be distributed and a second vote held. Should there still be a tie after the second ballot ~~a third vote shall be held. Should there be a tie after the third vote,~~ the election of the office shall be decided by lot drawn by the Acting Chair or designate.”

- Note that *Section 3.12 – Signing Authority* of the By-law has been updated after the First Reading to reflect the existing Board-approved procedures.
- Note that *Section 5.0 – Approval of By-law and Revocation of Previous By-law(s)* has been updated since First Reading and now includes wording regarding compliance.  
“By-law No. 1-2018 shall come into force on the 8th day of November, 2018.”

The Chair and Secretary-Treasurer are responsible for monitoring and maintaining compliance with By-law No. 1-2018 and dealing with any non-compliance issues. Any breach, or alleged breach, of the By-law shall be investigated in accordance with Section 3.20 (Enforcement of By-laws and Policies) of this By-law.

In the event of conflict between any part of this By-law and any part of any prior by-law or administrative rules, By-law No. 1-2018 prevails.”

- The *Building Better Communities and Conserving Watersheds Act* passed in December 2017 requires that By-laws be in place by December 12, 2018; if the Board approves Draft 2 without amendments, the By-laws may be adopted at the November 8, 2018 Board Meeting.

#### **BD-18-139**

**Gordon-Nemcek**

**“That Board of Directors acknowledges the revisions made to the draft of the new St. Clair Region Conservation Authority Bylaws as required through the revisions to the Conservation Authorities Act (Dec 2017) and further that the Bylaws be approved.”**

**CARRIED**

Minutes of the Conservation Ontario council meeting held on September 24, 2018 were reviewed.

#### **BD-18-140**

**Miller-Bruzewicz**

**“That the Board of Directors acknowledges the minutes of the Conservation Ontario Council meeting held on September 24, 2018 at Black Creek Pioneer Village in Toronto.”**

**CARRIED**

- Finance department to report on municipal funding with an emphasis on special levies and where those funds are allocated. To be included within the 2019 draft budget booklet.
- Biology department to provide report regarding Species at Risk legislation in respect to municipal drainage works. A report on this topic was provided within the meeting agenda.

**BD-18-141**

**Westgate-Gordon**

**“That the Board of Directors acknowledges the updates on business arising from the September 20, 2018 Board of Directors meeting.”**

**CARRIED**

**Camping Statistics:**

- 420 full & half seasonal campers have registered in our 3 campgrounds, up from 415 in 2017. 190 seasonal campers are registered at Warwick (189 in 2017), 122 at LC Henderson (119 in 2017) and 108 at A.W. Campbell (107 in 2017).
- Our 3 regional campgrounds were busy this year, gross revenues to the end of September were \$ 1,200,000 (up 3.5 %), (seasonal camping up 2 % to \$842,000; overnight camping up 11% to \$242,000; and pump-out up 27% to \$49,000.00)

**Warwick Conservation Area:**

- Hydro service, lights and a new ag tuff ceiling were installed in the storage shed
- The 9 hole mini golf course has been upgraded with new carpet and 4 x 4 lumber
- All interior and exterior light fixtures have been upgraded with LED bulbs
- A new laundry shed has been constructed at the main washroom building
- Two hydro panels have been upgraded

**L.C. Henderson Conservation Area:**

- Playground equipment surfacing has been upgraded with engineered wood chips and subsurface drainage
- Trailer pads have been installed on 9 campsites in the Towerview camping area
- All interior and exterior light fixtures have been upgraded with LED bulbs
- A catch basin and subsurface tile drainage was installed on two campsites

**A.W. Campbell Conservation Area:**

- A new concrete sidewalk was installed in front of the pool washroom building
- A hydro panel has been upgraded in the main campground
- Playground equipment surfacing has been upgraded with engineered wood chips (Foundation Funded)
- The pavilion roof has been replaced with steel
- A 9 hole portable mini golf course has been constructed (Foundation)
- Roadway improvements have been completed to the main entrance road between the river crossing and the main parking lot

### **Highland Glen Conservation Area:**

- Approximately 60ft of new walkway has been installed along the inside of the boat ramp (funded through 2017 fees)
- A new beacon light has been installed on the outer seawall
- Welding repairs have been completed on a section of the south seawall
- Walkways have been removed for the season

### **Other Lands Activities:**

- Sub-surface drainage and soil erosion works have been completed on Property 82 (McKeough Upstream lands)
- Wetlands have been developed on Property 82 and 103 (McKeough Upstream lands)
- Bannerstone (Foundation) – property access gates, signage, and a small parking area has been constructed
- Bates (Foundation) – a new property identification sign has been installed
- Lambton Heritage Museum (Lambton County) – staff have reopened a 1 km trail in the wooded portion on the Museum property
- Coldstream CA – board walks were upgraded with 40 new boards and 16 cedar post supports
- Strathroy CA – Bonduelle has donated \$2,500.00 towards the upgrade of the boardwalks along the trails
- Staff have planted approximate 75 hardwood trees on Authority lands as part of the Foundation’s memorial forest tree planting program.

### **BD-18-142**

#### **Wright-McMillan**

**“That the Board of Directors acknowledges the Conservation Lands Update, dated October 24, 2018 on Conservation Areas, Foundation, and McKeough Lands including capital projects, facility improvements and camping trends in 2018.”**

#### **CARRIED**

- Reasonably dry conditions throughout the first part of September were followed by several minor storm events in the last week of the month causing an increase in river levels across the watershed into the first part of October. The exception was Strathroy which had significantly greater precipitation.
- The WISKI data and flood management system was recently implemented by our Water Management Department. This new software replaces our aging gauge management system (GDAT) and has become the standard data management system at many CA’s as well as MNRF. Flood management will utilize both systems on an interim basis to confirm data integrity.

### **Precipitation:**

- No significant events were noted in September and into October resulting in the average 3 month precipitation numbers below average at **94.7%** of normal. Notable exception was Strathroy where above average rainfall was experienced

mostly near the end of the month. Overall six month numbers slightly above expected at **104.1%**. Regional numbers for the year remain above average at **105.8%**

## **Weather Conditions and Forecast:**

### **ENSO Conditions**

- Trending towards El Nino conditions in the fall and winter months.

### **November**

- Slightly below normal temperatures for the first part of the month with precipitation expected to be normal. Warming trend toward the end of the month with average precipitation

### **Fall and Winter 2018/ 2019**

- Winter temperatures will be close to normal, on average, with above-normal precipitation and snowfall. The coldest periods will be in mid and late December, early and late January, and early February. The snowiest periods will be in early December, mid-February, and early to mid-March. April and May will be cooler than normal, with above-normal precipitation.

### **Flood Threat:**

While no specific issues relating to flooding are apparent since the watershed levels can accommodate most events at this time of the year, intense storm systems may result in significant rainfall causing drainage ditches and urban areas to become inundated very quickly. Advisories will be issued as needed from our Flood Management Office.

### **Great Lakes Levels:**

September Lake Huron lake level data (latest available as of this report) indicates a slight increase in overall monthly levels compared to last year by **1cm** over September 2017. Lake St Clair and Lake Erie also show slightly higher increases. Current levels remain substantially above the 10 year average as well as above the all-time average (100 years). While it is difficult to establish a trend, lake levels remain high consistent with the overall trend for the past few years.

### **Flood Forecasting Innovation Project:**

St. Clair Conservation is continuing its partnership with Lambton College on the Flood Forecasting Innovation Project. This project will modernize flood forecasting by providing staff the ability to quickly and accurately forecast flood conditions in locations void of monitoring equipment. Project highlights include:

- Installation of the monitoring camera on the Wallaceburg stream gauge. Approval from Chatham-Kent has been received to move the camera to the McDougall Street footbridge beside the gauge, which will allow a greater field of vision to monitor water level and ice conditions.
- The mobile rain gauge has been installed at the Strathroy office, where the equipment is being tested before being deployed in the field. This mobile unit will allow staff to monitor precipitation across the watershed in areas that do not currently have rain gauges.

Next steps of the project include development of the mobile water level logger, which will provide staff the ability to monitor water levels in real-time, in areas that do not have a stream gauge

**BD-18-143**

**Bruinink-Bruziewicz**

**“That the Board of Directors acknowledges the report dated October 24, 2018 on the current watershed conditions and Great Lakes water levels.”**

**CARRIED**

**National Disaster Mitigation Program:**

The National Disaster Mitigation Program (NDMP) was established by the Government of Canada to address the increasing dangers and costs faced by Canadian Communities as a result of flood events. The program will receive \$200 million in funding over the course of five years to improve knowledge regarding flood risks and enhance current flood response programs. These improvements will help protect property and public safety by ensuring more efficient mitigation efforts and recovery procedures following flood events.

**Issues/Analysis:**

In Ontario, Conservation Authorities have been delegated the primary responsibility for risk assessments and flood plain mapping from the Ministry of Natural Resources and Forestry. In the 1970's and 1980's floodplain mapping commenced under the Flood Damage Reduction Program (FDRP). Since that time, there have been no federal or provincial investment towards flood plain analysis.

The existing floodplain mapping of SCRCA is based on older Digital Elevation Models with coarse contour intervals of 5 meters. Floodplain elevation discrepancies are often noticed during the review process, often by 1 – 2 meters or more. Through the SWOOP program, our office has acquired accurate imagery (2010) that can be used to create an extremely detailed DEM with greater accuracy. A flood study using this DEM will deliver accurate floodplain mapping for the watershed.

Staff at SCRCA were successful in the first round of applications to NDMP for floodplain mapping – Phase 1 work which includes City of Sarnia and St. Clair Township.

SCRCA staff propose to apply for Phase 2 funding to complete an updated floodplain mapping study for the remaining part of the watershed. Once these studies are completed (Phase 1 and Phase 2), SCRCA will have updated floodplain mapping for the entire watershed.

**Finance:**

The total cost of this project is estimated to be \$310,500. If approved for NDMP funding, 50% of the costs have to be matched by the Municipality, of which 15% is in-kind contributions such as labour, use of facilities and equipment, which can be readily absorbed by SCRCA. The SCRCA is seeking the remainder (\$135,000) from remaining

Municipalities. Staff will continue to look into other funding sources to provide matching funds for this project.

Staff are in the process of finalizing all supporting documentation for this application. Application was submitted on September 25, 2018.

**Director and Staff Comments:**

The Board of Directors requests a report outlining the potential matching funds required from municipalities over the term of the project.

A discussion was held regarding the accuracy of existing flood lines. SCRCA staff suggest having Project Consultants present to the Board of Directors meeting in order to walk through the guidelines on the development of flood lines.

**BD-18-144**

**Marriott-Miller**

**“That the Board of Directors acknowledges the report dated October 25, 2018, on the application to National Disaster Mitigation Program to update flood plain mapping for the SCRCA watershed in remaining municipalities and further that the Board approves the submission of the application and directs staff to work with the municipalities to obtain the required matching funding.”**

**CARRIED**

**Great Canadian Shoreline Cleanup at Ipperwash Beach – September 8:**

Twenty volunteers met on the beach bright and early on a Saturday morning to scour the beach for garbage left in the dunes from summer beach-goers. It's always amazing what we find each year. This year was no different. We found rugs, lawn chairs, diapers, hundreds of cigarette butts, feminine products, a flashlight, a Christmas ornament, small kitchen knives, broken beach toys on top of the usual plastic bottles and food containers. Special thanks to Ipperwash Beach Club, who provided ice cream to all participants – We think everyone worked harder because of the reward! Thanks to Lambton Shores for supplying the garbage bags and gloves as well as transporting the garbage away for us. Ipperwash Beach benefits from such a great community of volunteers that almost daily collect garbage to keep it a pristine environment.

**#TDTreeDays in Strathroy, Forest, and Sarnia – September 15, 29 and October 20:**

We are amazed at how many community volunteers participate in these events! For the three events, over 120 people attended! Nearly 50 Scouts and Guides attended the Strathroy event, the Mayor of Lambton Shores made sure he planted as many trees as any one else that day, and the Sarnia event brings so many industry volunteers. Over 340 trees were planted through this initiative.

**Forest Fall Fair – September 21-23:**

As always, our snakes and turtles attract a crowd at the Forest Fall Fair. This year, staff also included our new Invasive *Phragmites* Display. These informational panels aim to provide identification and management tips for rural landowners. Over 250 people stopped by the booth over the weekend and staff shared information on farm best

management practices, conservation areas, and actions individuals can do to improve water quality.

### **Tailgate Talk – Interseeding & Grazing Cover Crops – Oct 3:**

Six local farmers shared their cover cropping experiences and suggestions to a crowd of 25 people. The farmers shared how they were trying to build soil health and stability through cover crops and finding cost benefits in grazing their livestock on the cover crops later into the fall/winter season. Modified cover cropping equipment was on site for farmers to observe and ask questions about. The informal discussions were lively and continued for over an hour beyond our intended end time. A reporter from Today's Farmer attended and the event was funded by a TD FEF grant.

### **BD-18-145**

#### **Bruziewicz-Gordon**

**“That the Board of Directors acknowledges the status report dated November 1, 2018, regarding Healthy Watersheds program, including the outreach and education events held throughout the watershed.”**

**CARRIED**

Environment and Climate Change Canada (ECCC) has provided funding for SCRCA to create a Phosphorus Management Plan for the Sydenham River Watershed. Funding is confirmed for 2018-2019 with possibility of an extension for two more years.

The anticipated outcomes of developing this Plan are:

- a summary of the water quality and nutrient status of the Sydenham River Watershed,
- a summary of information and knowledge gaps that exist in water quality and nutrient status for the Sydenham River Watershed,
- an outline of potential next steps to address those gaps,
- recommendations to guide actions of stakeholders in the future

The overall goal of this Management Plan is to work with stakeholders to compile existing data and knowledge and with that information (or lack thereof), chart a path for phosphorus monitoring, management and reduction in the Sydenham River Watershed.

Year 1 (2018-2019) Goals:

- Determine stakeholders and host a stakeholder meeting to encourage early support of the Plan and obtain data from appropriate sources
- Outline Phosphorus sources as a team of stakeholders
- Develop a Steering Committee and Project Team
- Develop a Project Charter
- Develop a draft Table of Contents to submit to ECCC based on input from stakeholders and available data
- Commence literature reviews on BMP strategies

Environment and Climate Change Canada recognizes the Sydenham River Watershed as a Tertiary Watershed of Lake Erie. Under this classification, both the North and East branch of the Sydenham River, Lake St. Clair Tributaries and the St. Clair River Tributaries are all classified into the “Sydenham River Watershed (02GG)” (see map below). We will be using this classification in the Management Plan.

Although the focus is on the Sydenham Watershed, staff plan to involve all 17 of our member municipalities (through technical staff such as drainage superintendents, WWTP operators, etc.) from the beginning. 14 of the 17 member municipalities have jurisdiction in the Sydenham River Watershed. Staff are seeking municipal and local stakeholder buy-in from the beginning as the Management Plan will benefit from local information regarding possible sources and impacts and suggestions on mitigating concerns arising from identified sources.

We anticipate that with early stakeholder buy-in, all stakeholders will gain an understanding of how collectively, we can address the concerns and move forward with strategies on outreach and engagement, and BMP uptake.

**Strategic Objectives:**

To complete a usable technical report that has support from the beginning from local municipalities and stakeholders to target sources of nutrients, information gaps, and outline potential solutions in our watershed.

The objective of this board report is to encourage the Board to support this large undertaking and promote the plan as it develops.

**Financial Impact:**

ECCC is providing \$100,000 from September 2018 to March 2019 with the expectation that funding will continue until March 2021. This funding can be allocated to staff salary or towards consultant fees if it is decided that the Plan will be contracted out.

The goal at this point is to use the majority of funding for staff time. We will connect with various ministries and Conservation Authorities to assist us in defining the vision, timelines, and statistical analysis wherever possible. We will lean on the input of our Steering Committee and stakeholders for data, sources identification, and promotion of the plan within their sectors.

**Director’s Comments:**

The Board of Directors requests a preliminary agenda and background report regarding the Sydenham Watershed Management Plan prior to the meeting with stakeholders.



**BD-18-146**

**Miller-Faas**

**“That the Board of Directors acknowledges the status report dated November 1, 2018, regarding Environment and Climate Change Canada funding for a Sydenham Watershed Management Plan.”**

**CARRIED**

**Background:**

The Sydenham River is made up of two main branches, the East Branch and the North Branch. The East Branch has long been recognized as a hotspot for mussel diversity whereas the North Branch has often been overlooked and understudied.

The Sydenham River (both branches) has either current or historic occurrences of 11 species at risk (Federal Species at Risk Act) mussels. Another three species have been assessed as at risk by The Committee on the Status of Endangered Wildlife in Canada (COSEWIC) but have no SARA status at this time. Of these 14 species, five had been recorded on the North branch prior to 2016 (Mapleleaf, Lilliput, Rainbow, Round Pigtoe, and Salamander).

This was a 2 year project (2017 and 2018) to inventory freshwater mussels on the North Sydenham (including Bear and Black Creeks). Funding has been provided by Environment and Climate Change Canada through the Habitat Stewardship Program (SAR stream) and the Ontario Trillium Foundation (through a partnership with Friends of the St. Clair River).

**Study Design:**

Current records on the North Sydenham are sparse. Rather than completing repeat sampling or focusing on pre-screened “good habitat” locations, a more systematic approach was taken. Two 7km stretches of river will be surveyed each year with 14 surveys conducted in each stretch. By conducting a large number of surveys in a small section of river, we will better understand the distribution and abundance of mussel species in the system.

Each 7km section of river was divided into fourteen 500m segments. One survey will be completed in each 500m segment. Surveys consist of a 4.5hr intensive timed search which were shown to significantly increase the rate of detection of rare species relative to 1.5hr surveys (Metcalf-Smith et al., 2000). Staff search by hand for mussels in the top 5-10cm of sediment, no excavation tools were used. Both live and dead mussels were collected and identified then returned to the system. Typical surveys included staff searching in ½-hour intervals before stopping to process. Based on the volume of mussels at the site, some sites required more frequent processing. Surveys lasted until 4.5hrs of total search time was reached.

Each 500m segment was not surveyed in its entirety. Survey sites varied in length based on the time required to search. Factors commonly affecting search length included width of channel, density of mussels, substrate type, and water depth.

**Results:**

Throughout the project, 58 surveys were completed. Thirty-five surveys were on Bear Creek and twenty-three on Black Creek. A total of 7945 live mussels and 7825 dead (old shells) were observed. Of the 7945 live mussels, 6161 were observed on Bear Creek and 1784 on Black Creek. That is an average of 176 live mussels per survey on Bear and 78 on Black.

Throughout the project, 22 species were observed (two were dead only). Twenty-one species on Bear Creek and 12 species on Black Creek. Of the species found, six were species at risk (SAR). The following table summarizes the mussels found during the surveys:

Species	Bear Creek	Black Creek	Total Live	SARA Status	COSEWIC Status
Creeper	*	*	28		
Creek Heelsplitter	*		9		
Cylindrical Papershell	*		1		
Deertoe	*	*	305		
Fatmucket	*	*	246		
Flutedshell	*	*	12		
Fragile Papershell	*	*	489		
Giant Floater	*	*	1104		
Lilliput		*	2		Endangered
Mapleleaf	*	*	1754	Threatened	Special Concern
Paper Pondshell	*		6		
Pimpleback	*		2		
Pink Heelsplitter	*	*	125		
Rainbow	*		6	Endangered	Special Concern
Species (Cont.)	Bear Creek	Black Creek	Total Live	SARA Status	COSEWIC Status
Round Pigtoe	*		35	Endangered	Endangered
Salamander	**			Endangered	
Slippershell	**				
Spike	*	**	124		
Threehorn Wartyback	*		8		Threatened
Threeridge	*	*	1216		

<b>Wabash Pigtoe</b>	*		<b>215</b>		
<b>Species (Cont.)</b>	<b>Bear Creek</b>	<b>Black Creek</b>	<b>Total Live</b>	<b>SARA Status</b>	<b>COSEWIC Status</b>
<b>White Heelsplitter</b>	*	*	<b>2245</b>		
<b>Unknown</b>	*	*	<b>13</b>		

(\*) present in watercourse live

(\*\*) present in watercourse dead only

**Significant Observations:**

Pimpleback, Threehorn Wartyback (Threatened – COSEWIC), and Slippershell are all new observations for the North Sydenham. The Lilliput mussel (Endangered – COSEWIC) only had one previous record on the North Sydenham, which was considered historic (1967).

Mapleleaf (Threatened – SARA) was found in high abundance in some areas of the North Sydenham. 1754 Mapleleaf were observed, making it the second most abundant species in the surveys. Although they were found in good numbers, some areas in the watershed did not support the species.

Twenty live species of mussels shows the diversity of the North Sydenham. Historic surveys indicate the presence of an additional four species (Elktoe, Fawnsfoot, Mucket, Plain Pocketbook). Although it does not support 34 species like the East branch, there are only a handful of watercourses in Ontario that have greater diversity.

**Conclusion:**

Mussel monitoring work conducted by SCRCA biology staff throughout the Sydenham watershed plays an important role in the overall research and knowledge of Ontario Freshwater Mussel populations. With the Sydenham River being the most diverse location in Ontario, current knowledge gaps should be filled in order to promote the best possible planning and management practices. SCRCA collects valuable baseline data that is contributing to closing these gaps and providing a greater understanding about species presence and distribution, especially Species at Risk. This data is valuable to a wide range of organizations including the Ministry of Natural Resources and Forestry and the Department of Fisheries and Oceans and will be used for various projects for years to come.

**BD-18-147**

**Wesley-Marriott**

**“That the Board of Directors acknowledges this report dated October 22, 2018 on mussel research on the North Sydenham River including Bear and Black Creeks.”**

**CARRIED**

**Background:**

The Ducks Unlimited Canada Institute for Wetland and Waterfowl Research (IWWR), located in Stonewall Manitoba, conducts research on the unique relationships between wetlands, waterfowl, watershed health, biodiversity, and more.

Bryan Page with DUC is a Research Biologist with work focusing on the cycling of nutrients, the sequestration of carbon and the bioavailability of trace metals in different wetland types across Canada. Bryan is responsible for coordinating the IWWR's water quantity and quality field research activities as well as other projects. Bryan collects data that increases our understanding of the environmental impacts of wetland drainage on water quality and quantity. In particular, he is interested in quantifying the amount of phosphorus and nitrogen exiting wetlands.

In September, Bryan contacted the SCRCA Biology Department about an upcoming project to monitor water chemistry and water quantity flowing into and out of newly constructed wetlands in Southwestern Ontario. Bryan was in need of a partner to complete the weekly monitoring at the wetland sites. Staff were eager to collaborate on a project that monitors the impact of constructed wetlands on nutrient cycles (including phosphorus).

**SCRCA's Project Role:**

SCRCA Biology staff will act as a contractor for DUC and complete weekly monitoring at eight sites for up to 3 years. Deliverables for this contract include tasks such as:

- Manually measure all inflows and outflows
- Collecting water chemistry samples from inflows, outflows, and wetland basins
- Maintain runoff samplers and collect water quality samples
- Downloading data from flow loggers, and level loggers
- Maintain and troubleshoot flow and level loggers
- Aid in collecting bathymetry data for each basin
- Collect soil and sediment samples
- Ship or deliver water samples to the lab
- Data management
- Other miscellaneous tasks

**Financial Impact:**

This contract, signed in September provides \$18,000 (plus applicable taxes) of funding for the period ending March 31, 2019. The contract provides \$36,000 of funding annually and will require renewal each year. Funding will cover staff time and vehicle expense. Any equipment purchases required for the project will be invoiced to DUC.

**BD-18-148****McMillan-Wright**

**“That the Board of Directors acknowledges this report dated October 22, 2018 on DUC/SCRCA's wetland monitoring contract.”**

**CARRIED**

**Background:**

On September 20, 2018 the SCRCA Board asked for further information on how St. Clair Conservation can help the municipal drainage community meet the requirements of Species at Risk (SAR) legislation.

There are both federal and provincial laws that apply to all drain work with species at risk and species at risk habitat: the Endangered Species Act (ESA) and the Species at Risk Act (SARA).

From the **Endangered Species Act (ESA)**, 2007, S.O. 2007, c. 6  
(<https://www.ontario.ca/laws/statute/07e06>):

Biological diversity is among the great treasures of our planet. It has ecological, social, economic, cultural and intrinsic value. Biological diversity makes many essential contributions to human life, including foods, clothing and medicines, and is an important part of sustainable social and economic development.

Unfortunately, throughout the world, species of animals, plants and other organisms are being lost forever at an alarming rate. The loss of these species is most often due to human activities, especially activities that damage the habitats of these species. Global action is required.

The United Nations Convention on Biological Diversity takes note of the precautionary principle, which, as described in the Convention, states that, where there is a threat of significant reduction or loss of biological diversity, lack of full scientific certainty should not be used as a reason for postponing measures to avoid or minimize such a threat.

In Ontario, our native species are a vital component of our precious natural heritage. The people of Ontario wish to do their part in protecting species that are at risk, with appropriate regard to social, economic and cultural considerations. The present generation of Ontarians should protect Species at Risk (SaR) for future generations.

Therefore, Her Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:

The purposes of this Act are:

1. To identify species at risk based on the best available scientific information, including information obtained from community knowledge and aboriginal traditional knowledge.
2. To protect species that are at risk and their habitats, and to promote the recovery of species that are at risk.

3. To promote stewardship activities to assist in the protection and recovery of species that are at risk. 2007, c. 6, s. 1.

On June 29, 2018, the Ministry of Environment, Conservation and Parks assumed responsibility for the Endangered Species Act, 2007. The act was formerly the responsibility of the Ministry of Natural Resources and Forestry.

The purpose of the Federal **Species at Risk Act (SARA)** (<https://laws-lois.justice.gc.ca/PDF/S-15.3.pdf>) is similar:

To prevent wildlife species from being extirpated or becoming extinct, to provide for the recovery of wildlife species that are extirpated, endangered or threatened as a result of human activity and to manage species of special concern to prevent them from becoming endangered or threatened.

Drainage work must follow certain rules if drain improvement, maintenance or repair occurs in a drain or ditch that could affect a protected species or habitat. Municipalities and the drainage community have expressed concerns relating to additional costs and administration of timelines required to comply with this legislation.

#### **SCRCA's Project Role:**

SCRCA currently has no role with regard to species at risk legislation and drains.

#### **Drain Review**

The current role of the Authority in drainage review is to ensure that the proponent meets Regulatory requirements of "O. Reg. 171/06: ST. CLAIR REGION CONSERVATION AUTHORITY: REGULATION OF DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES" (<https://www.ontario.ca/laws/regulation/060171>). Municipal drains are generally watercourses as defined under the CA Act and are therefore regulated by CAs. O. Reg. 171/06 has no mention of species at risk. This separate piece of legislation states that "no person shall straighten, change, divert or interfere in any way with the existing channel of a river, creek, stream or watercourse or change or interfere in any way with a wetland" unless permission is granted by the Authority. SCRCA staff work with municipalities to issue permits.

Staff help member municipalities meet O. Reg. 171/06 regulatory requirements by issuing Standard Compliance Requirements (SCRs) as per the Drainage Act and Conservation Authorities Act (DART) Protocol and Letters of Review (LoR) for projects where DART does not apply (Drainage Act, S. 4: Petition Drains and S. 78: Improvements). Staff also meet with Drainage Superintendents on proposed projects and conduct site visits where necessary. If drain repair and maintenance activities are carried out (with or without permission) and result in impact on regulated areas with respect to the Conservation Authority's responsibilities under the Conservation Authorities Act, the Conservation Authority could be held liable for not under taking or enforcing its regulatory authority.

SCRs and LoRs outline project specific sediment and erosion control measures for all projects. Upstream and downstream flooding are considered where appropriate (e.g., culverts and enclosures) and advice is incorporated into review letters and SCRs. Interference with wetlands is discouraged by negotiating project specific mitigations. St. Clair Conservation staff work with municipalities to try to find solutions that meet the requirements of both the Drainage Act and the Conservation Authorities Act.

### **Species at Risk Stewardship**

St. Clair Region Conservation Authority's involvement with Species at Risk is primarily with grant funded projects. SCRCA receives funding through the Provincial Species at Risk Stewardship Fund and Federal Habitat Stewardship Fund to promote stewardship activities to assist in the protection and recovery of species at risk.

These grants have supported:

- Collection and incubation of endanger Eastern Spiny Softshell turtle eggs: 740 hatchling turtles were released in 2018.
- Delivery of a Species at Risk education program
- Annual Species at Risk newsletter distributed to more than 60,000 residents
- Sydenham River webpage featuring aquatic Species at Risk
- Installation of Eastern Foxsnake Nesting Boxes
- Testing of newly developed Eastern Foxsnake monitoring protocol
- Fish and mussel surveys to determine distributions.
- From 2001- 2018 stewardship funds have been allocated to **over 500 habitat or water quality improvement projects**. Project types include: tree planting, wetland creation, erosion control, tall grass prairie, streambank stabilization and equipment modification projects.

### **How can SCRCA staff help with regard to SAR and Drains?:**

Staff biologists could act as qualified professionals or ESA/SARA advisors, helping Drainage Superintendents to meet the regulatory requirements of the ESA and SARA. This role would go beyond the current scope of SCRCA's work. It is not the type of work that is typically grant funded.

Examples of ways that staff could assist include:

- Screening for Species at Risk
- Assuring drain projects have accounted for Species at Risk in the design phase
- Completing applications, registering activities, or applying for permits
- Suggesting/ helping to implement habitat mitigations
- Identifying applicable timing windows

### **Financial Impact:**

#### **SARA and ESA advisory fee**

The existing staff compliment is already fully occupied with existing board approved programs/projects. Additional staff may be necessary to complete this role. If staff were asked to act as qualified advisors under ESA and SARA, additional costs would

have to be recovered. This new service could be covered by a special levy and/or review fees from partnering municipalities. This structure is similar to the “natural heritage planning advisory service” that SCRCA uses to cover the cost of providing Planning Act comments. The special levy and fee structure could be determined based on number of municipal partners, and number of files annually.

**Director’s Comments:**

A request was made that Erin Carroll, Manager of Biology, meet with staff from the Municipality of Chatham-Kent to further discuss Species At Risk Legislation in respect the drainage works. The Board of Directors also requests a report outlining their discussion and outcomes.

**BD-18-149**

**Faas-Giffen**

**“That the Board of Directors acknowledges the report dated October 24, 2018 regarding the Species at Risk legislation in respect the municipal drainage works.”**

**CARRIED**

**Tree Planting Program:**

- Landowner site visits for the 2019 spring tree planting program were carried out in the summer and will be ongoing throughout the rest of the year.
- There are 14 confirmed planting projects with landowners so far. With the arrival of the fall season, more calls and requests from landowners for tree planting and tree planting grant programs have started to come into the office.
- Approximately 60,000 trees have been ordered and secured from tree nurseries.
- Approximately 30,000 trees have be allocated to landowner projects thus far.
- Tree prices from the nurseries have increased for 2019, putting another 10% cost increase on tree stock for the second year in a row.

**Managed Forest Tax Incentive Program (MFTIP):**

- We have received several requests for managed forest tax plan approvals.
- New plans are due June 30, 2019 for the 2020 tax year.
- New plans must be approved by a certified plan approver and submitted to the MNRF
- MNRF submits the updated property information to MPAC.
- MPAC adjusts property taxes on the managed forested portion of the property that are equal to agricultural tax rates.
- SCRCA has one approver on staff.

**Vegetation Management Program:**

- Approximately 260,000 trees require vegetation control this fall.
- Fall herbicide applications on 2016 to 2018 tree planting sites started in October and will continue into late November after the deciduous seedlings go into dormancy and drop their leaves.



### **Seed Collection Program:**

- Enbridge has supported SCRCA's tree program with another generous donation this year. Funding goes towards tree seed collection efforts and a new tree seed bank planting project to support the future of tree planting in this region.
- A tree seed collector workshop was held at L.C. Henderson CA on October 11<sup>th</sup>. This was a follow up workshop from last year.
- This year, department staff, with help from some new tree seed collectors and several volunteers collected 2,600 litres of tree seed. All seed was shipped to the tree nursery where most of our deciduous trees are purchased. This ensures the trees we plant are genetically indigenous to the region for the health of our future forests.

### **Director's Comments:**

The Provincial Government has invited SCRCA to attend an on-site meeting at the seed plant in Angus, Ontario to discuss the future of the seed plant. The Board of Directors requests an update from staff regarding the outcome of this meeting and a report in 2019 outlining the potential cost involved in developing an in-house seed bank to sustain SCRCA tree planting programs.

#### **BD-18-150**

##### **Giffen-Nemcek**

**"That the Board of Directors acknowledges the report dated October 25, 2018 on the Conservation Services programs and projects across the watershed."**

**CARRIED**

A report outlining the September to October 2018 municipal drain activity associated with the Drainage Act and Conservation Authorities Act Protocol (DART) was reviewed.

#### **BD-18-151**

##### **Wright-Miller**

**"That the Board of Directors acknowledges and concurs with the September to October 2018 municipal drain activity report associated with the Drainage Act and Conservation Authorities Act Protocol (DART)."**

**CARRIED**

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) was reviewed.

#### **BD-18-152**

##### **Faas-Bruinink**

**"That the Board of Directors accepts the Regulations Activity Reports on *"Development, Interference with Wetlands & Alterations to Shorelines & Watercourses"* Regulations (Ontario Regulation 171/06), dated October 25, 2018 and includes the period September 1 to 30, 2018 as presented."**

**CARRIED**

A verbal report regarding Regulations (Ontario Regulations 171/06) violations status was given by Dallas Cundick, Manager of Planning.

**BD-18-153**

**McMillan-Giffen**

**“That the Board of Directors acknowledges the verbal update from Dallas Cundick, Manager of Planning on the Regulations (Ontario Regulations 171/06) violations status.”**

**CARRIED**

A summary of staff activity related to Municipal Plan Input and Review was reviewed.

**BD-18-154**

**Nemcek-Westgate**

**“That the Board of Directors acknowledges the St. Clair Region Conservation Authority’s monthly Planning Activity Summary Reports dated October 25, 2018, for the period of September 1 to 30, 2018.”**

**CARRIED**

The statement of revenue and expenditure to September 30, 2018 was reviewed.

**BD-18-155**

**Bruziewicz-Wright**

**“That the Board of Directors acknowledges the revenue and expenditure report to September 30, 2018, as it relates to the budget.”**

**CARRIED**

The disbursements from September 1 to October 24, 2018 were reviewed.

**BD-18-156**

**Marriott-Gordon**

**“That the Board of Directors approves the September to October 24 2018 disbursements as presented in the amount of \$610,200.88.”**

**CARRIED**

The general levy summary to October 25, 2018 was reviewed.

**BD-18-157**

**Miller-Brewer**

**“That the Board of Directors acknowledges the status report on the 2018 general levy receipts to October 25, 2018.”**

**CARRIED**

The investment statements up to September 30, 2018 were reviewed.

**BD-18-158**

**Faas-Bruziewicz**

**“That the Board of Directors acknowledges the Investment Report, for the period ending September 30, 2018.”**

**CARRIED**

The SCRCA 2019 Draft Fees were reviewed.

**BD-18-159**

**Bruinink-Marriott**

**“That the Board of Directors acknowledges the reports on Conservation Area and Planning fees and approves the Schedule of Fees dated October 2018, for all programs and services for the year 2019 fees and further directs staff to circulate the approved fee schedule to all member municipalities and further directs staff to undertake a fulsome review of all Authority fees, most specifically those intended to achieve cost recovery for the Authority.”**

**CARRIED**

Draft Budgets will be sent to Municipalities the Week of November 12 2018  
Comments received will be taken into consideration.

**BD-18-160**

**Giffen-Gordon**

**“That the Board of Directors acknowledges the verbal summary of comments received to date on the 2019 Draft Budget.”**

**CARRIED**

Minutes of the June 27, 2018 Joint Health & Safety Committee meeting were reviewed.

**BD-18-161**

**McMillan-Marriott**

**“That the Board of Directors acknowledges the June 27, 2018 meeting minutes of Joint Health and Safety Committee.”**

**CARRIED**

**BD-18-162**

**MacKinnon-Bruinink**

**“That the 2019 Nominating Committee consisting of the following four directors representing the four districts of the Authority being Sarnia, Lambton, Chatham-Kent, and Middlesex be: Andy Bruziewicz, Larry Gordon, Joe Faas and Norm Giffen and further that the Nominating Committee’s recommendation for the 2019 committee membership be presented at the Annual General Meeting.”**

**CARRIED**

**Board of Directors:**

February 28 (4<sup>th</sup> Thursday) - Annual General Meeting (Wallaceburg)  
April 18 (3<sup>rd</sup> Thursday)  
June 27 (4<sup>th</sup> Thursday) – Project Tour (Warwick C.A)  
September 19 (3<sup>rd</sup> Thursday)  
November 14 (2<sup>nd</sup> Thursday)  
December 12 (2<sup>nd</sup> Thursday)

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

February 14 (2<sup>nd</sup> Thursday) – Audit Review & Recommendation

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 10 (2<sup>nd</sup> Thursday) and at the call of the Chair

**Low Water Response:** May 16 (3<sup>rd</sup> Thursday) and at the call of the Chair

**Nominating Committee:** At the call of the chair. (Potentially prior to February 14 Executive Committee)

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.

**BD-18-163**

**Nemcek-Miller**

**“That the Board of Directors approves the 2019 tentative schedule of meetings for the Board of Directors and Committees, dated October 22, 2018.”**

**CARRIED**

**Memorial Forest Dedications:**

Memorial forest dedication services were held on September 16<sup>th</sup> and September 23<sup>rd</sup> this past fall.

**Denning’s Chatham-Kent and West Elgin Memorial Forest Dedication**

The 2<sup>nd</sup> annual Denning’s Chatham-Kent and West Elgin Memorial Forest Dedication was held on Sunday, September 16<sup>th</sup> at the Keith McLean Conservation Lands. Tree planting and conservation education are supported through donations made to the St. Clair Region Conservation Foundation in recognition of families served by the Chatham-Kent and West Elgin Denning Funeral Home branches.

Approximately 70 people attended the dedication service. Duncan Skinner brought remarks on behalf of the Foundation. A Red Maple tree was planted as a symbol of the

trees that will be planted through the Authority's forestry programs and all the children that will take part in the Authority's conservation education programs.

### **Foundation Memorial Forest Dedication**

The Foundation Memorial Forest Dedication was held on Sunday, September 23rd at the Lorne C. Henderson Conservation Area in Petrolia, Ontario. Duncan Skinner and Steve Arnold provided remarks on behalf of the Foundation and Authority, respectively. Seventy people attended the dedication where a Red Maple was planted as a symbol for all trees dedicated over the last year through donations from individuals not associated with a funeral home program. From September 2017 to August 2018, 78 trees were dedicated through individual donations to the program. To date, a total of 2,095 trees have been dedicated through the Foundation's Memorial Forest Program.

### **Conservation Awards:**

A list of possible conservation award recipients will be brought forward at our Board meeting in December. Board members wishing to nominate any individual or organization should contact Brian McDougall or Donna Blue at the SCRCA Administration Office.

### **St. Clair Region Conservation Foundation:**

The St. Clair Region Conservation Foundation raises funds to support the work of the Conservation Authority. At the October meeting, the Foundation approved support for a number of project and programs:

- \$6000 to support land management staff costs for Foundation owned lands
- \$15,000 to support three intern positions
- \$60,000 to support Conservation Education

### **Conservation Education Fundraising:**

One of the main Authority programs supported by the Foundation is Conservation Education. Efforts are made to secure funds from corporate sponsors, special events and the bingo program. Additionally, the Conservation Authority applies for government grants to support the education program. Current support efforts include:

### **Sarnia-Lambton Environmental Association (SLEA)**

A request has been made to SLEA to continue funding for the "River Bottom Critters" and the "Go with the Flow Groundwater" programs in the amount of \$30,000. The "River Bottom Critters" program is targeted at grades JK-12 and the "Go with the Flow" program is offered to students in grades JK-8.

### **Plains Midstream Canada**

Funding in the amount of \$5000 has been secured from Plains Midstream Canada to support the "Spring Water Awareness" program offered to elementary students (JK to grade 6) in March 2019. The cheque presentation will occur in Spring 2019.

### **Friends of the St. Clair River**

A request has been made to FOSCR to continue funding the “River RAP” conservation education program (\$3000). Confirmation of the funding will be received after the next Directors meeting in late October.

### **Waste Management**

In collaboration with the St. Clair Region Conservation Authority Conservation Services department, an application was submitted to Waste Management to support tree planting efforts throughout the watershed and conservation education. A total of \$2000 has been secured to support conservation education programming.

### **Climate Action Fund**

Administered through Environment and Climate Change Canada, an application has been submitted in collaboration with the St. Clair Region Conservation Authority Biology Department to support conservation education. If successful, \$5000 of funding will be available to support programming until March 31, 2019.

### **Middlesex Mutual Insurance Company:**

Through their “Pay-It-Forward” initiative at the 2018 Ilderton Fair, the St. Clair Region Conservation Authority was selected as the 2018 recipient of Middlesex Mutual Insurance Company’s \$250 donation towards conservation education programming.

### **2018 International Plowing Match:**

The 2018 International Plowing Match (IPM) was held between September 18<sup>th</sup> and September 22<sup>nd</sup> in the village of Pain Court, located in the municipality of Chatham-Kent.

The SCRCA with Lower Thames Valley and Essex Region Conservation Authorities partnered on a tent and display for the IPM focusing on creating Healthy Great Lakes. The five-day event drew over 78 000 people to Chatham-Kent from all over Ontario.

The event was a complete success with over 6000 people visiting the Conservation Authority tent over the five days. Displays represented numerous Authority programs related to stewardship and healthy Great Lakes. A broad range of topics were covered including:

- tree planting and wind breaks
- cover crops and buffer strips
- local Species at Risk (SAR)
- biomonitoring techniques (benthic invertebrates)
- water quality monitoring
- regulations and planning
- campgrounds and conservation areas

The tent followed a super hero theme on how you could become a “Great Lakes Guardian”. In addition to the local community and farmers, the tent drew many school children as it was included as a “stop” on the “Education Passport”. This activity required the students to visit four of five tents listed on their “passport” and answer a

question submitted by the organization running the tent.

Over 6000 people visited the Conservation Authority tent over the five days with the largest daily attendance occurring on Saturday of the IPM where we welcomed and engaged over 1700 people.

Visitors could sit on a tree planter and learn about the different tree planting methods and programs offered by Conservation Authorities. Many also had a bit of fun and took advantage of the photo opportunity “pulling” the tree planter.

The importance of nature and outdoor recreation to our overall physical and mental well-being was highlighted in our campground and conservation areas display.

Many children (and adults) were fascinated by Professor Trout who could answer any question about fish, water quality and our local lakes and rivers. Numerous families returned two or three times with their children to talk to “Professor Trout”.

Rainfall simulators educated visitors on how different farming practices (e.g., cover crops vs. no cover crops) can influence the water quality of local water courses.

With funding support from all three Conservation Authorities, the Friends of the St. Clair River, the Chatham-Kent and Lambton Children’s Water Festival and Union Gas, a Virtual Reality Sandbox was purchased to educate students and visitors on water flow, flooding hazards, erosion and landforms.

Buffer strips and their importance in improving water quality and habitat for local species (including many Species at Risk) was demonstrated at the flowing stream display.

**BD-18-164**

**Giffen-Miller**

**“That the Board of Directors acknowledges the Communications Report dated October 23, 2018 including memorial forests, conservation awards, Conservation Foundation update and conservation education fundraising.”**

**CARRIED**

**Fall Education Programs:**

Outdoor Education Funding is continuing through the Ministry of Education. Teachers can apply for \$7.00 per student to be put towards our field trips. The SCRCA class fees increased from \$4.50 to \$5.50 per student per 2-hour program. (First increase in 10 years.) To date, the fee increase has not deterred teachers from booking programs. Our fees are still below neighbouring Conservation Authorities.

Program Flyer for Teachers: The LKDSB has begun distribution of e-flyers only. All flyer requests must now be approved through an on-line portal before the School Principals will have access to them. Printed copies will no longer be distributed through this board. The SCCDSB is continuing with printed flyers at this point.

Healing Hike: Staff from the Sarnia Health Unit visited Henderson Conservation Area for a staff team building day. Multiple high school bookings and interest from Gr 7/8 teachers is helping to build momentum in this new mental health awareness program which teaches stress reduction techniques in natural outdoor settings.

River Day: September 27th, 2018 – Assisted biology staff to run a full day workshop for Riverview Central Public School at the St. Clair River. Every student in the school visited Marshy Creek Park for hands-on education focusing on water.

Biology and education staff teach students about aquatic life found in Marshy Creek. Sector Specific Sustainability Practices: Oct. 23rd and Oct 25th - This new SHSM certification has been co-developed with SCRCA biology department staff. The workshop included a site visit to a local farm demonstrating Best Management Practices being implemented on site. This year we partnered with Belan Farms and showcased their 25 years of cover crop experience.

#### **Geocaching Event:**

Sunday Sept. 16 – Over 50 people were in attendance from as far away as Michigan, UK, Windsor and London. 4 families, who were new to geocaching attended. They enjoyed learning about this opportunity to explore different conservation areas. Our local waterways were highlighted as 8 of the new caches were named after Fish found in the Sydenham River. The trail improvement partnership with SFX high school students last spring was also highlighted in a cache.

#### **Lambton Upland Game Bird Club Youth Day:**

August 18<sup>th</sup>, 2018 – SCRCA staff provided children with nature-based conservation activities in this annual youth day hosted by the Lambton Upland Game Bird Chapter. Connections were made between collected insects and the ecology of farming, fishing and general ecosystem support.

#### **Forest Fair Agriculture in the Classroom:**

September 14<sup>th</sup>, 2018 – Staff provided information and a hands-on learning game for approximately 150 students in grades 3-6. SCRCA staff discussed the importance of soil on the farm and provided a hands-on erosion experiment.

#### **Brigden Fair Agriculture in the Classroom:**

October 5<sup>th</sup>, 2018 – SCRCA education staff provided an educational display with hands-on activities for approximately 800 students in grades 3-6. Staff discussed 'who lives in the ditch' with a focus on species at risk. Students were encouraged to hunt for mussels in our artificial ditch; learning identification skills and life history of our local mussel populations.

#### **Reptiles at Risk Education Day:**

October 10<sup>th</sup>, 2018 – Education staff partnered with Biology staff to offer this annual education experience for Gr 12 students in our watershed. Students from Great Lakes



Secondary School visited Perch Creek to learn more about Reptiles at Risk, and the habitats they depend upon.

**AFSAR Education Days @ Hillside School Kettle Point:**

October 3<sup>rd</sup> and October 22<sup>nd</sup> – As part of our annual education days at the Kettle Point First Nation school, students in Gr 3 and 4 participated in an outdoor and indoor education day with 3 SCRCA staff. During the ‘outdoor visit’ students were taken to the creek to look at the life supported there. The indoor day focused on Species At Risk at Kettle Point, encouraging the kids to share their own experiences and learn new ideas through games and crafts

**BD-18-165**

**McMillan-Faas**

**“That the Board of Directors acknowledges the Conservation Education Report, dated October 24, 2018 including fall education programs and events.”**

**CARRIED**

**Update:**

The Status Assessment Reports for the Beneficial Use Impairments (BUIs) - “Bird or Animal Deformities or Reproductive Problems”, “Restrictions on Dredging” and “Beach Closings” are continuing to move through the re-designation process.

The Binational Public Advisory Council (BPAC) held their last meeting on October 10, 2018 in Port Huron, Michigan. The next BPAC meeting is being planned for late January 2019 on the Ontario side of the St. Clair River.

Kelly Johnson will be speaking about re-designation of the Beach Closings BUI at the Lake St. Clair Conference being held in Michigan on November 1 and 2, 2018.

Kelly is working with Aamjiwnaang First Nation to organize a tree planting event along the St. Clair River. The tentative date for the event is November 7, 2018. Students and scouts from the community will be invited to participate.

A Canadian Remedial Action Plan Implementation Committee (CRIC) meeting is being planned for late November 2018.

Kelly is planning a “St. Clair River Evening” event. A number of presenters will speak about habitat restoration in the AOC. A date for the public event will be decided in the near future, and the event will be held in Sarnia.

Staff continue to draft the 2012 – 2017 Accomplishments Report. It is anticipated that the report will be complete this fall.

**BD-18-166**

**Wright-Bruzewicz**

**“That the Board of Directors acknowledges the St. Clair River Area of Concern report dated October 25, 2018.”**

**CARRIED**

Under New Business, Directors requested an update on the Planning Policy Procedural Manual and Technical Guidelines. A verbal update from Dallas Cundick, Manager of Planning was given. Staff continue to work on the manual and anticipate bringing the first draft to Committee by April, 2019.

**BD-18-167**

**Giffen-Marriott**

**“That the meeting be adjourned.”**

**CARRIED**



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**Steve Arnold**  
**Chair**

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**Brian McDougall**  
**General Manager**

**Meeting Date:** December 13, 2018  
**Report Date:** November 30, 2018  
**Submitted by:** Brian McDougall

**Item 7.1**

**Subject:** General Manager's Report

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**Recommendation:**

That this report be accepted as an update.

**Canada Nature Fund Application:**

- ❖ An expression of interest was submitted to the Canada Nature Fund (CNF) for funding support the creation of a land acquisition strategy, land protection measures and property acquisition
- ❖ Unfortunately, our proposal was not among those selected for funding, however we were encouraged to submit an application under the next component of the Fund
- ❖ The Challenge component for protected and conserved areas, including Indigenous Protected and Conserved Areas (IPCAs), and the Private Lands component (a renewal of the Natural Areas Conservation Program) – was launched in the fall and proposals are to be submitted by December 24
- ❖ This program will provide opportunities for multi-year funding of conservation projects through March 2023
- ❖ Our previous proposal will be updated and submitted through the Fund's website

**Environmental Commissioner's Visit:**

- ❖ On November 8<sup>th</sup>, the Environmental Commissioners Office released a 4 volume report entitled Back to Basics with 4 specific focuses – Respecting the Public's Voice on the Environment, Clean Water, Wildlife and Wilderness and Southern Ontario's Wetlands and Forests
- ❖ The report outlines few highlights and many failures by the Provincial Government with regards to the four areas of focus
- ❖ The report also highlighted Conservation Authority with over 175 references to Conservation Authorities include the positive activities and actions of Conservation Authorities and the potential for the Province to partner with Conservation Authorities to take positive actions in these areas of concern
- ❖ On November 15<sup>th</sup>, after almost a quarter century, the Provincial government eliminated the Office of the Environmental Commissioner.
- ❖ The Provincial government announced that the duties of the Environmental Commissioner will be absorbed by the Auditor General's office
- ❖ It's unclear whether the commissioner, Dianne Saxe or her staff will lose their jobs or will be transitioned to the Auditor General's office.

**Transition to Ministry of Environment, Conservation & Parks:**

- ❖ Conservation Authorities and Conservation Ontario continue to communicate with Ministers and staff in both the Ministry of Natural Resources and Forestry (MNR) and the Ministry of Environment, Conservation and Parks
- ❖ At this point there are few questions being answered and no real engagement with us regarding the transition
- ❖ Little other information is being provided, including no specified timelines for the transitions completion

**Meeting Date:** December 13, 2018  
**Report Date:** November 23, 2018  
**Submitted by:** Ashley Fletcher

**Item 9.1**

**Subject:** Business Arising

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**Recommendation:**

That the Board of Directors acknowledges the updates on business arising from the November 8, 2018 meeting.

**Regarding BD-18-144**

- The Board of Directors requests a report outlining the potential matching funds required from municipalities over the term of the National Disaster Mitigation Program project. Please refer to Item 11.2.
- SCRCA staff suggest having Project Consultants present to the Board of Directors meeting in order to walk through the guidelines on the development of flood lines. Deferred to 2019.

**Regarding BD-18-146**

- The Board of Directors requested a preliminary agenda and background report regarding the Sydenham Watershed Management Plan prior to the meeting with stakeholders. An agenda was sent to Directors along with the invitation to participate. Please refer to item 10.2 for a report on the day's events.

**Regarding BD-18-149**

- A request was made that Erin Carroll, Manager of Biology, meet with staff from the Municipality of Chatham-Kent to further discuss Species At Risk Legislation in respect the drainage works. The Board of Directors also requests a report outlining their discussion and outcomes. A report will be submitted in 2019.

**Regarding BD-18-150**

- The Board of Directors requests an update from staff regarding the outcome of the on-site meeting at the Angus seed plant and a report in 2019 outlining the potential cost involved in developing an in-house seed bank to sustain SCRCA tree planting programs. Please refer to Item 12.1.

**Meeting Date:** December 13, 2018  
**Report Date:** November 26, 2018  
**Submitted by:** Kevan Baker, Director of Lands

**Item 10.1**

**Subject:** Conservation Lands Report

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## Region Conservation Area's key capital projects in 2019:

### Warwick Conservation Area

- Hydro service, lights and a new ag tuff ceiling were installed in the storage shed
- The 9 hole mini golf course was upgraded with new carpet and 4 x 4 lumber
- All interior and exterior light fixtures were upgraded with LED bulbs
- A new laundry shed was constructed at the main washroom building



### L.C. Henderson Conservation Area

- Playground equipment surfacing was upgraded with engineered wood chips and subsurface drainage
- Trailer pads were installed on 9 campsites in the Towerview camping area
- All interior and exterior light fixtures have been upgraded with LED bulbs
- A catch basin and subsurface tile drainage was installed on two campsites
- A new solar pole light was installed in the un-serviced camping area

## A.W. Campbell Conservation Area

- A new concrete sidewalk was installed in front of the pool washroom building
- A hydro panel was upgraded in the main campground
- Playground equipment surfacing has been upgraded with engineered wood chips (Foundation Funded)
- The pavilion roof has been replaced with steel
- A 9 hole portable mini golf course has been constructed (Foundation)
- Roadway improvements were completed to the main entrance road between the river crossing and the main parking lot



## Highland Glen Conservation Area:

- Approximately 60 ft. of new walkway was installed along the inside of the boat ramp (funded through 2017 fees)
- A new beacon light was installed on the outer seawall

## Camper Activities and Events in 2018:

- Our campgrounds are very fortunate to have a group of dedicated volunteers who assist staff to deliver the many events and activities throughout the camping season
- Below are some of the events and activities which were offered in 2018

## Regular Events:

- Bingo/wagon rides/kids train rides
- Pot luck dinners/bagel breakfasts/barbeques
- Horse shoe tournaments/yard sales
- Kids crafts/card nights/karaoke nights
- Slip and slide down the Campbell Hill
- Movie nights

## Special Events:

- Canada Day Events and Fireworks
- Christmas in the Park/Halloween in the Park
- Fish Fry, Chili Cook-off
- Fishing Derby's
- Turtle Birthday Party
- Live Entertainment
- Camper season ending dinners



## Other Lands Activities:

- Sub-surface drainage and soil erosion works were completed on Property 82 (McKeough Upstream lands)
- Wetlands were created on Property 82 and 103 (McKeough Upstream lands)
- Bannerstone (Foundation) – property access gates, signage, and a small parking area has been constructed
- Bates (Foundation) – a new property identification sign was installed

## Fall work and projects:

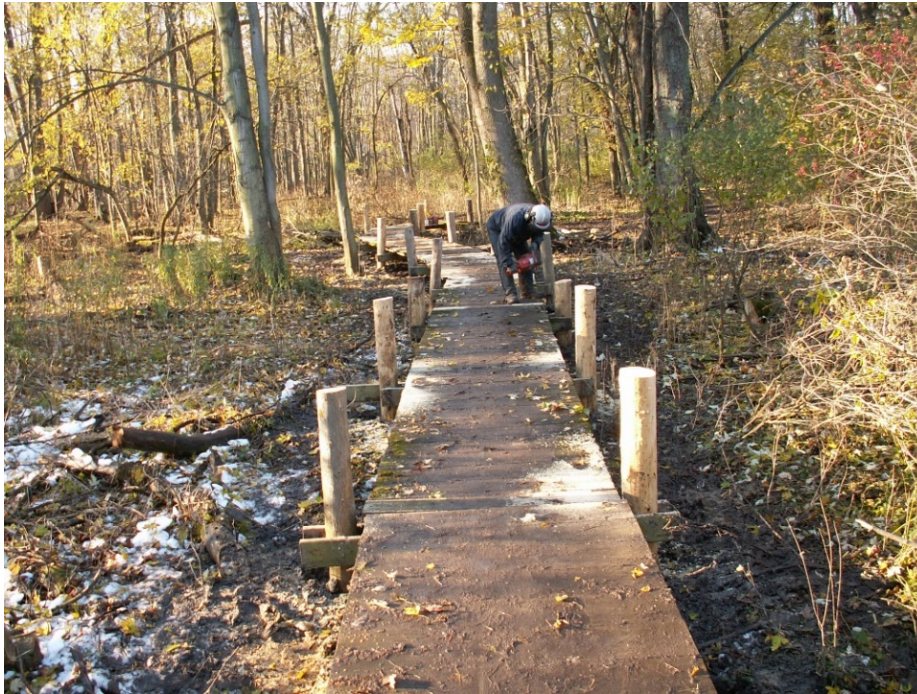
- Lambton Heritage Museum (Lambton County) – staff have reopened a 1 km trail in the wooded portion on the Museum property
- Sandrin Property (Lambton County Heritage Forest) – a new property identification sign was constructed and installed
- Coldstream CA – board walks were upgraded with 40 new boards and 16 cedar post supports
- Strathroy CA – 14 new boardwalks were upgraded along the trail system





(Bonduelle Strathroy donated \$2,500.00 towards this project); approximately 75 dead or dangerous trees have been removed from along the trail system

- Staff have planted approximately 75 hardwood trees on Authority lands as part of the Foundation's memorial forest tree planting program
- Many dead and dangerous trees have been removed from along trails, roadways and in day use areas; where possible these trees will be sold in our campgrounds for firewood
- Many of our rural forested properties have been inspected and have had "no hunting signs" posted



**Meeting Date:** December 13, 2018  
**Report Date:** November 30, 2018  
**Submitted by:** Steve Clark

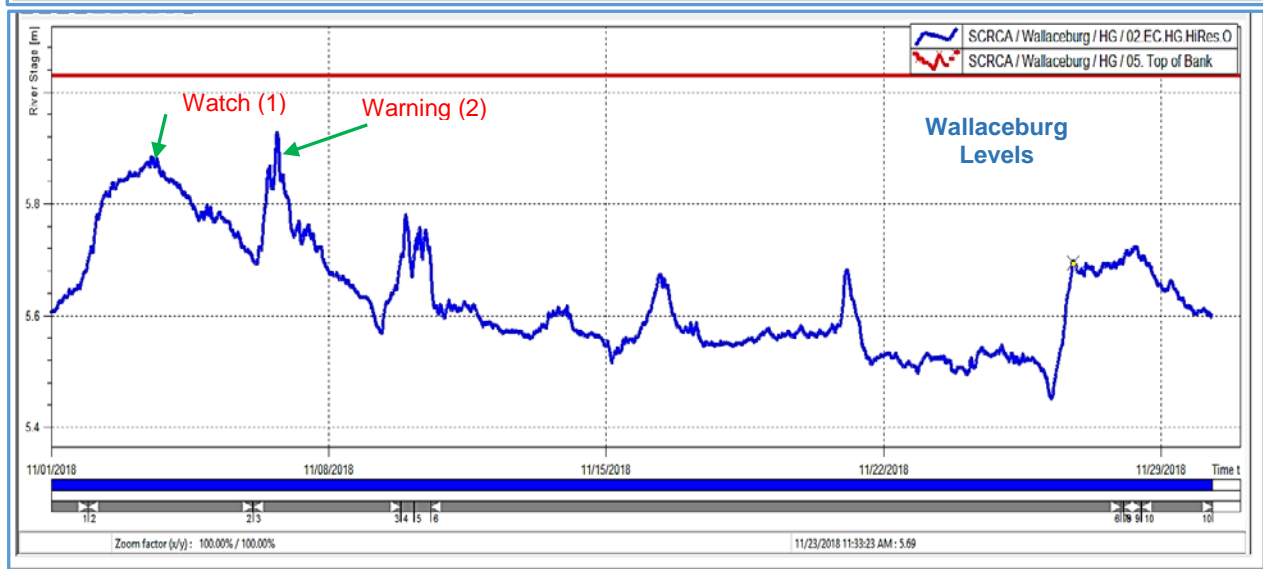
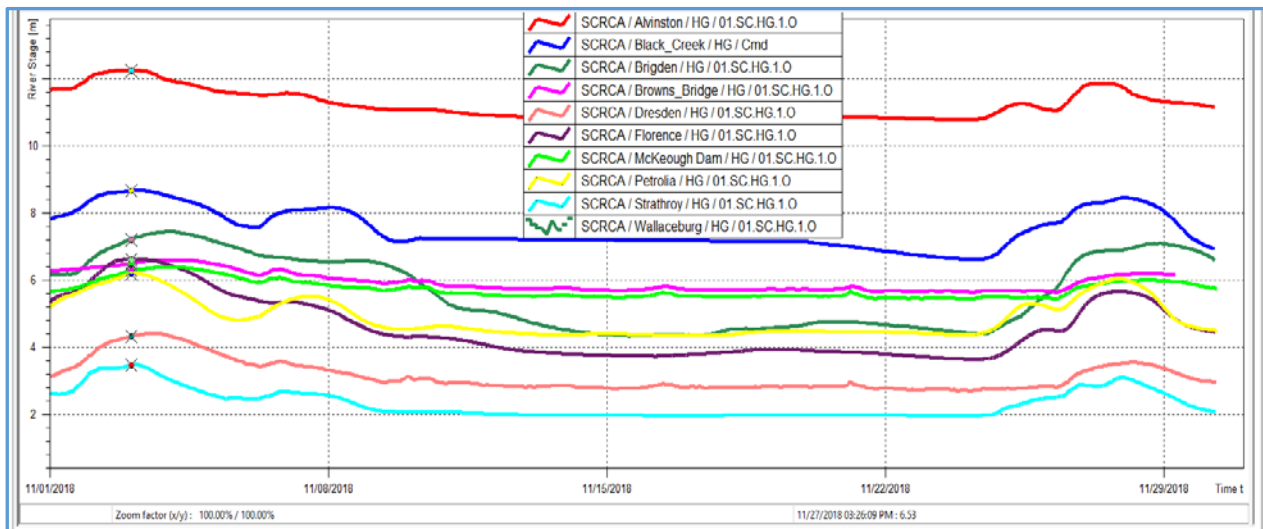
**Item 11.1**

**Subject:** Watershed Conditions Report and  
 Great Lakes Levels

## Current Watershed Conditions:

- Reasonably wet conditions throughout the first part of November were followed by several minor storm events resulting in a Flood Outlook Bulletin (Nov 1<sup>st</sup>) followed by a Flood Watch (Nov 2<sup>nd</sup>) and a further Flood Watch update (Nov 6<sup>th</sup>)

Fig 1 Current River Levels – November all gauges (SCRCA - WISKI Data)



- Levels stabilized back to average flows during the middle of the month however, rain events impacted quickly while precipitation in the form of snow limited flow increases. Temperatures then rose and snowfall melted during the middle weeks of the month resulting in increases across most of the watershed again at the end of the month.

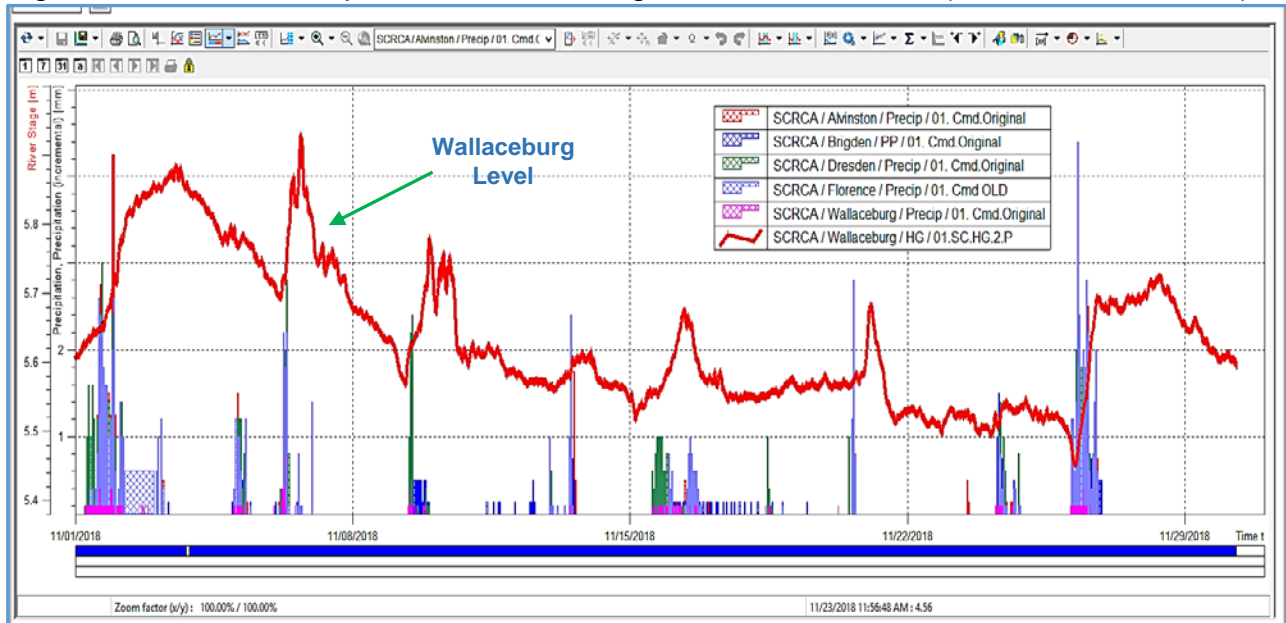
## Precipitation:

Fig 2. Regional Precipitation (ECC Data)

Precipitation (mm)	Sarnia		Strathroy		London		Windsor	
	Actual	Normal	Actual	Normal	Actual	Normal	Actual	Normal
<b>Last Quarter</b>								
Aug	119	77.1	143.2	82.1	72.1	85.3	43.5	79.7
Sept	51.4	94	101.4	89.8	39.5	97.7	77.8	96.2
Oct	68.6	66	102	70.8	96.1	77.6	96.4	64.9
<b>Averages</b>								
last 3 month totals	239	237.1	346.6	242.7	207.7	260.6	217.7	240.8
last 3 month % of normal	100.8%		142.8%		79.7%		90.4%	
regional average	<b>103.4%</b>							
last 6 month totals	459.4	466.6	586.4	462.9	466.5	512.5	490.7	493.2
last 6 month % of normal	98.5%		126.7%		91.0%		99.5%	
regional average	<b>103.9%</b>							
last 12 month totals	818.8	846.8	1110.8	945.1	935.6	987	1090.4	918.4
last 12 month % of normal	96.7%		117.5%		94.8%		118.7%	
regional average	<b>106.9%</b>							

- While there were events at the beginning and end of November, the overall amount of precipitation was divided between rain and snow. Moderately significant events were noted November resulting in the average 3 month precipitation numbers slightly above average 103.4% of normal. Notable exception was again Strathroy where above average rainfall remained higher impacting the upper reaches of the watershed while Sarnia and the southern areas remained near average. Overall six month numbers slightly above expected at **103.9%** very close to the three month average. Regional numbers for the year remain above average at **106.9%**
- Fig 3. below identifies rain events across all gauges in the watershed compared with the actual impact on flows at the Wallaceburg gauge (Blue).

Fig 3. Rain Events Compared to Wallaceburg Levels – November (SCRCA WISKI Data)

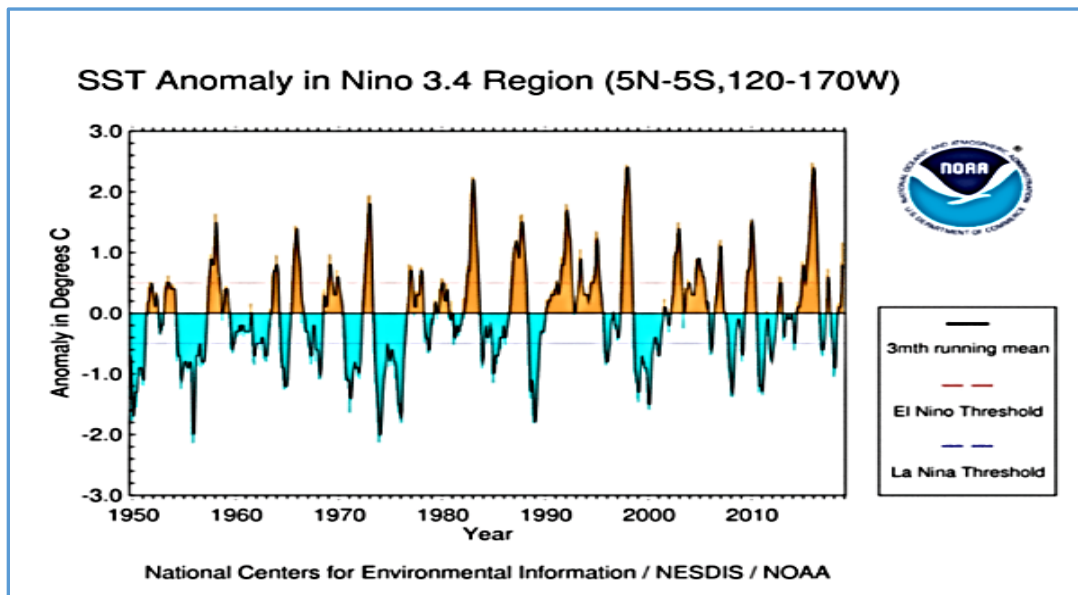


## Weather Conditions and Forecast:

### ENSO Conditions

- Trending towards El Nino conditions in the fall and winter months 2018\2019.

Fig 4 - Historical ENSO Anomolies – (NOAA)



## December

- Slightly milder temperatures to begin December followed by below average (2 degrees below) temperatures into the remainder of the month. Above average

precipitation in the form of snow in the last two weeks leading up to a potentially snowy Christmas. **Chance of a white Christmas 75%**

## Fall and Winter 2018\2019

- Winter temperatures will be close to normal, on average, with above-normal precipitation and snowfall. The coldest periods will be in mid- and late December, early and late January, and early February. The snowiest periods will be in early December, mid-February, and early to mid-March. April and May will be cooler than normal, with above-normal precipitation.

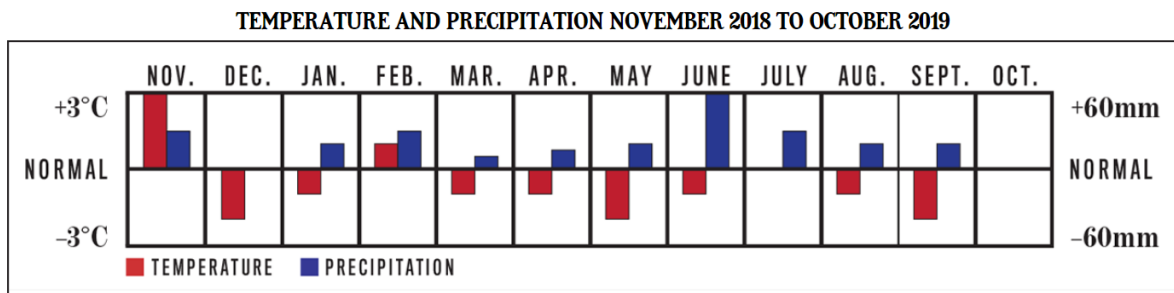
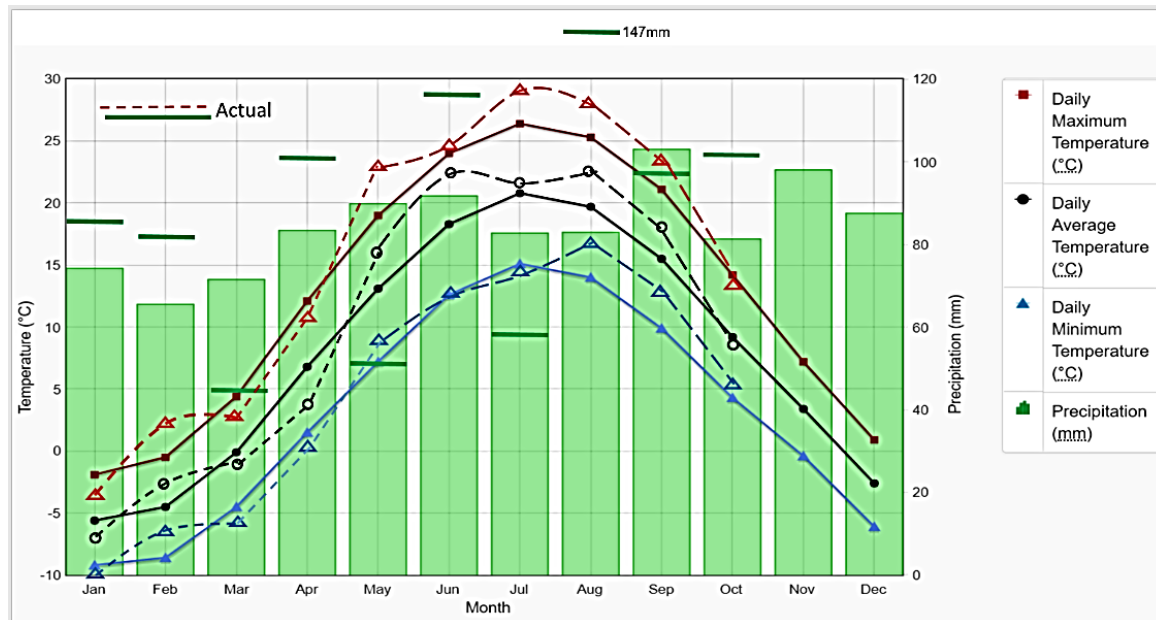


Fig 5. Identifies the seasonal normal (solid lines) with 2018 conditions (dashed lines)



### Flood Threat

While no specific issues relating to flooding are currently apparent since the watershed levels can accommodate most events at this time of the year, intense storm systems may result in significant rainfall causing drainage ditches and urban areas to become inundated very quickly. Advisories will be issued as needed from our Flood Management Office.

## Great Lakes Levels:

October Lake Huron lake level data (latest available as of this report) indicates a slight increase in overall monthly levels compared to last year by 3 cm over October 2017. Lake St Clair and Lake Erie also show slightly higher increases. Current levels remain substantially above the 10 year average as well as above the all-time average (100 years). While it is difficult to establish a trend, lake levels remain high consistent with the overall trend for the past few years however they do not exceed the all-time highest monthly values established in 1986.

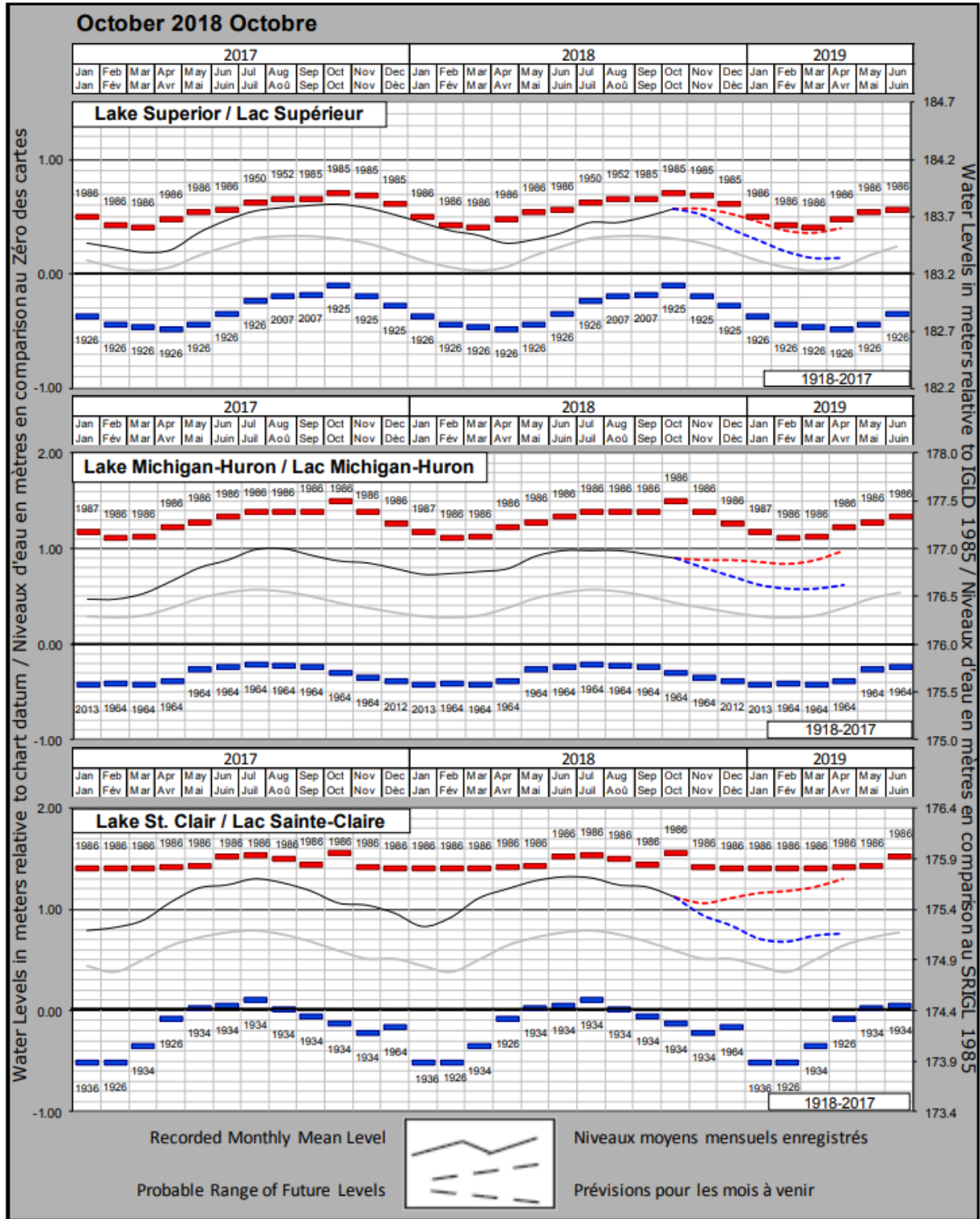
Fig 6. Great Lakes Data (Fisheries and Oceans Canada)

October 2018	Lake Huron	Lake St. Clair	Lake Erie
Mean for Month (preliminary data)	176.90	175.52	174.57
Mean for month last year	176.87	175.46	174.49
Change	<b>0.03</b>	<b>0.06</b>	<b>0.08</b>
Mean for month, last 10 years	176.30	175.04	174.17
Change compared to current	<b>0.60</b>	<b>0.48</b>	<b>0.40</b>
Mean for month, All Time	176.44	175.00	174.07
Change compared to Current	<b>0.46</b>	<b>0.52</b>	<b>0.50</b>
<b>Statistics for period of record</b>			
Maximum monthly mean / year	177.50	175.96	174.94
	1986	1986	1986
Change compared to Current	<b>-0.6</b>	<b>-0.44</b>	<b>-0.37</b>
Minimum monthly mean / year	175.70	174.27	173.30
	1964	1934	1934
Probable mean for next month	176.84	175.40	174.50
Next month compared to current	<b>-0.06</b>	<b>-0.12</b>	<b>-0.07</b>

Ongoing dynamic beach erosion at Ipperwash Beach – October 2018 (left)



Fig 6. Three Year Overview of Lake Levels (Fisheries and Oceans Canada)



**Meeting Date:** December 13, 2018  
**Report Date:** November 30, 2018  
**Submitted by:** Girish Sankar

**Item 11.2**

**Subject:** Disaster Mitigation and Adaptation Fund

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### **Disaster Mitigation and Adaptation fund:**

The Government of Canada launched the Disaster Mitigation and Adaptation Fund (DMAF), a national merit-based program that will invest \$2 billion to support large-scale infrastructure projects to help communities better manage the risks of disasters triggered by natural hazards. DMAF projects will support the Government of Canada's objectives laid out in the Pan-Canadian Framework on Clean Growth and Climate Change.

### **Issues/Analysis:**

Over the past 3 decades, the St. Clair Region Conservation Authority has completed numerous shoreline protection and erosion control Projects along the Lake Huron and St. Clair River.

Several reaches of the existing shoreline appear in a state of disrepair. High winds, ice jams and significant rain events continue to pose a threat to the condition of shoreline. In the last few years, a number of shoreline failures have occurred along Lake Huron and St. Clair River, and this is threatening the existing public and private infrastructure (School, Roads and Parks). In addition, the torn pieces of the existing retaining wall is a safety concern to children, pets and the users of the shoreline.

This project is geared to provide shoreline protection for select locations along Lake Huron and St. Clair River. This shoreline protection will protect critical Municipal Infrastructure of the City of Sarnia and St. Clair Township.

Shoreline rehabilitation work to protect public infrastructure, thereby building resilience to climate change, natural hazards and extreme weather events.

- 1) Review priority areas of shoreline failure
- 2) Design effective shoreline protection measures
- 3) Prioritize shoreline implementation based on severity of shoreline damages and proximity to Municipal infrastructure
- 4) Implement shoreline protection measures
- 5) Inspect and Monitor construction of shoreline works



### Finance:

The total cost of this project is estimated to be \$2,000,000. The screening application submitted in September has been accepted. **SCRCA has been selected for submitting the Final application (January 11, 2019).**

The funding distribution is 40 - 60%, with 60% of the costs to be matched by the Municipality. If SCRCA is successful in receiving the funds, we will require matching funds from municipalities in the magnitude of \$12 million dollars over 10 years or 1.2 million every year. SCRCA will apply for other shoreline grants to assist with Municipal contributions.

- 1) City of Sarnia
- 2) St. Clair Township

Letters have been sent to appropriate contacts in the municipalities providing information on this application.

The main benefits of the undertaking are:

- Prevention of further erosion and river sedimentation
- Improvements to aquatic habitats in the river
- Improvement of the general appearance of the area
- Control of loss of land in this area
- Elimination of hazards associated with existing dilapidated structures
- Improvement of public access to the waterfront

**Meeting Date:** December 13, 2018  
**Report Date:** November 29, 2018  
**Submitted by:** Girish Sankar

**Item 11.3**

**Subject:** Courtright Park Shoreline Restoration – Phase 2

## Courtright Park Shoreline Restoration – Phase 2

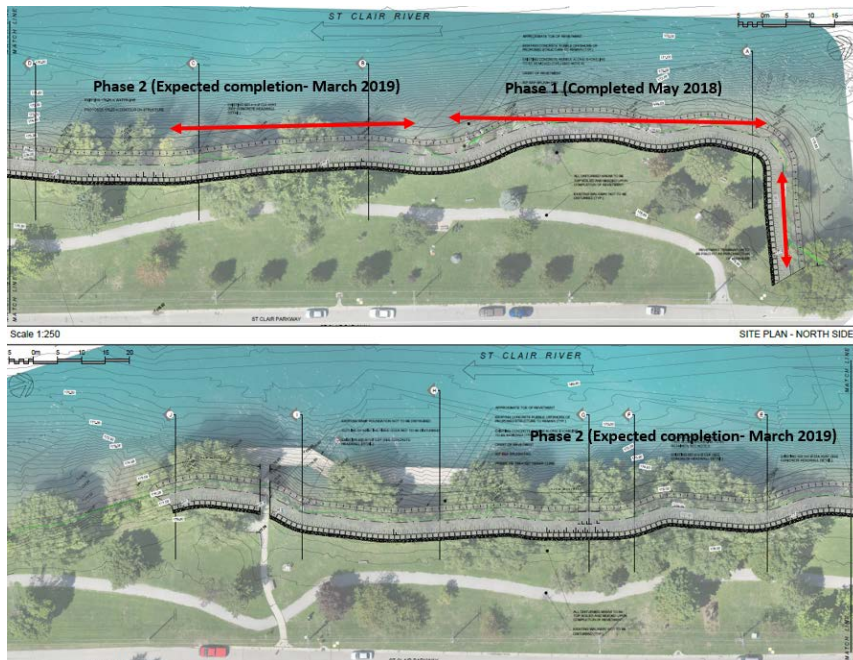
The site is located in the St. Clair Township along the east shore of the St. Clair River in the community of Courtright. The existing site is protected with concrete rubble and stone and extends approximately 400 meters along the St. Clair River shoreline. A number of sections along the exposed shore have failed. The purpose of the undertaking is to provide shore stabilization, improve shoreline access, enhance aquatic habitat and to provide general improvements to the existing shore along the entire project site.

### Phase 1 of the project was completed earlier this year (2018)

Phase 2 funding Breakdown – Total - \$225,000

Carry forward funds	\$80,000
Greatlakes community guardian fund	\$20,000
St. Clair Township	\$125,000

Due to limited funding, approximately 60 meters of shoreline work is expected to be completed. Request for additional funding has been made with the St. Clair Township.



- Staff reviewing design and finalizing tender documents with consulting engineer
- Permits have been obtained
- construction work is expected to start early 2018 (January, 2018)
- habitat/fish monitoring will be starting in January 2018

**Meeting Date:** December 13, 2018**Item** 12.1**Report Date:** November 30, 2018**Submitted by:** Steve Shaw**Subject:** Angus Tree Seed Plant

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**Recommendation:**

That that Board of Directors acknowledges the report dated November 30, 2018 on the Angus Seed Plant and exploration of future local tree supply options.

**Angus Tree Seed Plant**

MNRF held a series of workshops at the Angus tree seed plant the week of November 26<sup>th</sup>:

- a) General Information Workshop - November 27<sup>th</sup>, 2018
- b) Industry Workshop – November 28<sup>th</sup>, 2018
- c) Cultural Heritage Working Group – November 29<sup>th</sup>, 2018

The industry workshop was designed to provide an opportunity for industry service providers to share an overview of their organization, to identify the services they are able to provide in the future as well as discuss current and future market opportunities. MNRF addressed the divestment processes which includes all buildings & land plus all equipment and materials. Further information will be relayed as it becomes available.

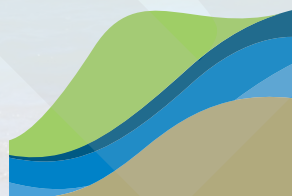
Several non-government seed stakeholders, including Ontario Forest Gene Conservation Association, Forests Ontario, 4 central Ontario Crown Forest Licensees, and two large, Ontario private tree seedling producers carried out a comprehensive review of tree seed management in order to mitigate the effects from the government's exit from tree seed management. A business plan was prepared which included various options. MNRF has been keep involved with these efforts and ongoing review will continue with them in the future.

**Local Seed Storage Options**

SCRCA staff are currently looking into local tree seed storage options, future tree seed bank on CA land and future tree seedling supply options. Staff met with Winkelmolen Tree Nursery in Lynden and the GRCA Burford Tree Nursery west of Woodstock on November 21<sup>st</sup> to investigate potential future options. Further updates will be provided in next year.

# PROTECT LAKE HURON

2018-2022



**Healthy  
Lake Huron**

Clean Water, Clean Beaches

[healthylakehuron.ca](http://healthylakehuron.ca)

## Lake Huron ...

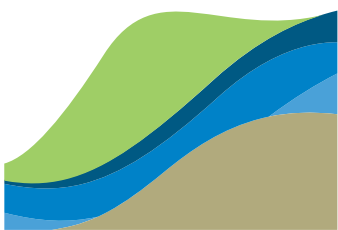
... is a source of drinking water for millions of people, a tourist destination that brings all of Ontario to swim in its waters, and a cornerstone of economic activities from shipping to fishing.

### We need:

- A strong economy and clean water.
- Sustainable food production through healthy soils and good water management.
- A healthy and clean environment that attracts people to the area to live, cottage, boat, and fish.
- A strong economic foundation that depends on agriculture, manufacturing, shipping, fisheries, and tourism.

**This Great Lake is a resource that cannot be replaced.**

**We must protect Lake Huron for human health and economic security.**



# Healthy Lake Huron

Clean Water, Clean Beaches

## Progress

- This collaborative process has resulted in a great deal of success.
- Six key watersheds have been identified as priorities for immediate action.
- Since the start of the Lake Huron Southeast Shores Initiative (Healthy Lake Huron), hundreds of best management projects (BMPs) have been completed to the benefit of Lake Huron and the people who live here.
- Residential or urban projects have included rain garden implementation, septic system inspections and upgrades, and shoreline cleanups.
- Agricultural BMP adoption has included cover crops, reduced tillage, erosion control, creation of buffer strips and restricting livestock from streams. Research has focused on measuring BMP effectiveness and understanding the relationship between land use practices, soil health and water quality, particularly during storm events
- Long-term water quality monitoring in each of the priority watershed areas documents some signs of improvement, the complexity of the challenges, and the need to prevent degradation of the resource.
- Education and outreach activities have reached tens of thousands of people at workshops, demonstration sites, and through other channels.

## The Issues

Lake Huron has persistent nearshore water quality issues:

- Multiple rural and urban runoff sources.
- Nutrients that cause algal blooms – which can impair enjoyment of visitors and residents and which can lead to toxic eutrophication.
- Presence of *Escherichia coli* (*E. coli*), resulting in beach postings or even closings.
- Storm events that result in soil erosion and the flooding of marginal lands.

## The Partners

Since 2010, coordinated actions have been taken to protect and improve water quality on Lake Huron's southeast shore, from Sarnia to Tobermory. This initiative, Healthy Lake Huron, is led by the Ontario Ministry of the Environment, Conservation and Parks and the Ministry of Agriculture, Food and Rural Affairs. Other partners include:

- Ontario Ministry of Natural Resources and Forestry
- Environment and Climate Change Canada
- Parks Canada
- Public Health and Planning support from Bruce, Huron, and Lambton Counties
- Conservation authorities – Ausable Bayfield, Maitland Valley, Saugeen Valley, St. Clair Region, Grey Sauble
- Non-Governmental Organizations: Pine River Watershed Initiative Network, Lake Huron Centre for Coastal Conservation, Bruce Peninsula Biosphere Association
- Industry, resident, agricultural organizations, and more

Areas of Action	Actions Needed
Agricultural Best Management Practices	<ul style="list-style-type: none"> <li>Maintain vegetative cover, crop residue on cropped lands.</li> <li>Enhance flood plains and fragile lands.</li> <li>Create stormwater management improvements to hold water during rain events.</li> </ul>
Urban Best Management Practices	<ul style="list-style-type: none"> <li>Upgrade urban infrastructure with low impact development (e.g., buffers, rain barrels, rain gardens, permeable pavement).</li> </ul>
Long-term Monitoring	<ul style="list-style-type: none"> <li>Monitoring tells us where healthy areas need protection and where areas that are degraded need improving. We need to monitor to know we are making a difference.</li> </ul>
Ongoing Outreach and Education	<ul style="list-style-type: none"> <li>The community has asked government departments and ministries, and local agencies, to report on progress. This partnership can continue to do that, with funding support.</li> <li>We need to engage landowners and funding partners in protecting Lake Huron.</li> </ul>

## A Request for Support

We are asking the Province of Ontario to continue funding, for \$360,000 per year, to continue the work and the momentum of the Healthy Lake Huron collaborative partnership to protect Lake Huron’s southeast shore. This funding will support monitoring, project evaluation, education and outreach, and program delivery. The public has asked us to report to them on what is being done to keep their Great Lake great. This funding support makes it possible for us to do that. Based on the successful track record of this collaborative partnership, we expect this investment to result in more than \$4 million worth of projects to protect Lake Huron’s southeast shore – to the benefit of human health and the rural economy.

Protecting Lake Huron requires action.

Protecting water and soil resources is vital for agriculture, industry, and all other sectors of the economy.

- The cost of protecting Lake Huron is much less than the cost of remediation of degraded environments.
- Implementation of strategic community actions makes ecosystems, economies resilient to extreme weather.
- Landowners; farm and industry groups; local agencies; and other partners on the Lake Huron shoreline have a shared vision to build a sustainable economy.
- We need this investment of financial support to implement this plan for human and economic health.

**RETURN ON INVESTMENT:** Since 2010, provincial funds for the Canada-Ontario Agreement (COA) for the Great Lakes have supported Healthy Lake Huron. These investments have leveraged at least 2:1 local dollars for best practice implementation and evaluation and outreach that has spread beyond the southeast shores. Other support for the Healthy Lake Huron Partnership has been invested by a number of sources including federal funding and the County of Huron, through the Huron County Clean Water Project, to name a few. Combined with other funding, and contributions by landowners, community groups, and other local sources – **total project value is significant.**

*That’s good for water, soil ... and the economy.*

Priority Areas	Annual Investment Requested		Stewardship Project Goals – Over Five Years
	Monitoring, Evaluation	Education, Outreach, and Delivery	Potential Value of Rural Projects
Lambton Shores	\$25,000	\$35,000	\$200,000
Bayfield River	\$25,000	\$35,000	\$1,490,400
North of Bayfield	\$25,000	\$35,000	\$200,000
Garvey-Glenn	\$25,000	\$35,000	\$800,000
Pine River	\$25,000	\$35,000	\$900,000
Bruce Peninsula Biosphere	\$25,000	\$35,000	\$450,000
	<b>Total annual investment needed: \$360,000</b>		<b>Total project value over five years: \$4,040,400</b>



The Healthy Lake Huron partnership was formed, at the request of the public, to address water quality issues along Lake Huron's southeast shore.

### Accomplishments along southeast shore:

The Healthy Lake Huron Partnership has had success in improvements to long-term monitoring of water quality and weather; increased engagement of the public; and work in partnership with landowners and community groups to implement positive actions on the landscape. We have demonstrated:

- Effectiveness of best management practices at the field scale.
- Where to prioritize work.
- Hierarchy of environmental responses (e.g., flow/no flow compared to concentration reductions).
- New approaches to municipal drain management.
- Low-impact urban development (e.g., rain gardens)
- Better understanding of effect of management approaches on downstream water quality.

### Visit [healthylakehuron.ca](http://healthylakehuron.ca) or talk to one of these contacts:

- Jim Ginn – Warden, Huron County
- Jim Campbell – Chair, Maitland Conservation
- Don Farrell – Project Supervisor, Pine River Watershed Initiative Network (PRWIN)

### Accomplishments in priority areas:

For more about accomplishments in the six priority areas visit: [healthylakehuron.ca/areas](http://healthylakehuron.ca/areas)

Partners have worked together to create:

- Actions to trap and treat water running off of land.
- More cover crops and year-round vegetative cover.
- New stormwater management solutions.

#### Bayfield River

- Community developed, implemented Blue Flag plan and actions.
- Established buffers, rain gardens, wetlands, berms.

#### Bruce Peninsula Biosphere

- Developed Community Conservation and Stewardship Plan to protect one of Great Lakes Basin's most ecologically significant regions.
- Network of community partners taking action.

#### Garvey-Glenn

- More than \$1 million in best management practices implemented to prevent runoff and trap and treat runoff. Work has included berms, cover crops, and riparian buffers.
- Worked with all 40 landowners to develop Soil and Water Enhancement Plan identifying priority actions to reduce soil loss, nutrient enrichment.

#### North of Bayfield

- Field-scale monitoring results support cover crop adoption across the region.
- 75 BMPs implemented for erosion control, Water and Sediment Control Basins (WASCoBs), grassed waterways, tillage reduction, precision nutrient application, cover crops, wetlands, fragile land retirement, windbreaks along fields, and more.

#### Lambton Shores

- More than 40 cost-share stewardship projects including tree planting, windbreaks, cover crops, dune grass, wetlands, septic system upgrades, river crossings, eavestroughs, and manure storage.
- Shoreline cleanups and community outreach.

#### Pine River

- Trees planted in sensitive riparian zone along the Pine River and tributaries, stabilizing riverbanks, providing filtration for surface runoff.
- Erosion control structures keep sediment-polluted runoff on landscape longer, allowing pollutants to filter and settle out of this water before it reaches creeks, rivers, and Lake Huron.

**Much has been accomplished**, along the southeast shore, to protect Lake Huron through education and outreach, monitoring and evaluation, and collaborative implementation ... **but more is needed.**

Member  
Municipalities

Township of  
Adelaide-Metcalfe

Municipality of  
Brooke-Alvinston

Municipality of  
Chatham-Kent

Township of  
Dawn-Euphemia

Township of  
Enniskillen

Municipality of  
Lambton Shores

Municipality of  
Middlesex Centre

Village of  
Newbury

Village of  
Oil Springs

Town of  
Petrolia

Town of  
Plympton-Wyoming

Village of  
Point Edward

City of  
Sarnia

Municipality of  
Southwest Middlesex

Township of  
St. Clair

Municipality of  
Strathroy-Caradoc

Township of  
Warwick

December 13, 2018

Item 13.1

Honourable Rod Phillips, MPP  
Ontario Minister of the Environment, Conservation and Parks,  
Ferguson Block, 11th Floor,  
77 Wellesley Street West,  
Toronto, Ontario  
M7A 2T5

**Re: Continued Support for Lake Huron Southeast Shore Collaborative Partnership**

Dear Honourable Minister Phillips,

Please accept my warmest regards from the shore of beautiful Lake Huron. This lake is a foundation for prosperity in our rural area. Lake Huron provides for thriving economic activities ranging from our agricultural industry, to manufacturing, to shipping, to recreational activities such as swimming, fishing, and boating. Lake Huron is a draw for a vibrant tourism industry. This valuable resource entices visitors to this area and attracts new people to live and shop here. Most importantly, millions of people in Ontario also rely on this Great Lake as a source of drinking water.

On behalf of the St. Clair Region Conservation Authority (SCRCA) Board of Directors, I would like to ask your Ministry to continue to support the work of the Healthy Lake Huron – Clean Water, Clean Beaches Partnership to keep this Great Lake great.

Specifically, our Board of Directors would like to endorse the request for your Ministry to continue the support of \$360,000 per year that has resulted in millions of dollars of projects, in partnership with local landowners that are protecting and improving Lake Huron.

Attached, please find a summary that outlines the public health and economic return on investment benefits which your Ministry's support will make possible.

I would like to thank you for your kind and thoughtful consideration of this investment in protecting this valuable resource upon which we, and our economy, rely. An invitation is also extended for you to visit our watershed to see how our rural and urbanizing communities are working together to implement best practices to protect Lake Huron.

Sincerely,

Steve Arnold  
Chair,  
St. Clair Region Conservation Authority



**Meeting Date:** December 13, 2018 **Item 13.2**  
**Report Date:** November 29, 2018  
**Submitted by:** Jessica Van Zwol, Healthy Watershed Specialist

**Subject:** Sydenham River Phosphorus Management Plan update & meeting

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**Background:**

Environment and Climate Change Canada (ECCC) has provided funding for SCRCA to create a Phosphorus Management Plan for the Sydenham River Watershed. Funding is confirmed for 2018-2019 with possibility of extension for two more years.

The anticipated outcomes of developing this Plan are:

- a summary of the water quality and nutrient status of the Sydenham River Watershed,
- a summary of information and knowledge gaps that exist in water quality and nutrient status for the Sydenham River Watershed,
- an outline of potential next steps to address those gaps,
- recommendations to guide actions of stakeholders in the future

The overall goal of this Management Plan is to work with stakeholders to compile existing data and knowledge and with that information (or lack thereof), chart a path for phosphorus monitoring, management and reduction in the Sydenham River Watershed.

Year 1 (2018-2019) Goals:

- Determine stakeholders and host a stakeholder meeting to encourage early support of the Plan and obtain data from appropriate sources
- Outline Phosphorus sources as a team of stakeholders
- Develop a Steering Committee and Project Team
- Develop a Project Charter
- Develop a draft Table of Contents to submit to ECCC based on input from stakeholders and available data
- Commence literature reviews on BMP strategies

On November 27, SCRCA hosted a stakeholder meeting in Warwick. We invited a wide range of stakeholders to the event (see below for list of invited groups – we welcome suggestions!) and we had 65 stakeholders in attendance. The goal of the day was to meet and network with stakeholders, introduce the project and get an idea of which stakeholders would like to participate in working groups and determine where SCRCA can obtain data for analysis for the Plan. The afternoon brainstorming session was quite fruitful and staff are currently working towards collating all of the discussions.

Our next steps involve creating the Project Team, Steering Committee and Working Groups. Of the 27 surveys we received, 20 respondents would like to be a part of a working group. These respondents are from the wastewater sector, municipalities,

provincial and federal departments, agriculture, First Nations, rural non-profit organizations, and Lambton College.

### Feedback we received from our surveys:

“Great conference”

“Excellent first step”

“Any action needs to be win-win for property owners involved”

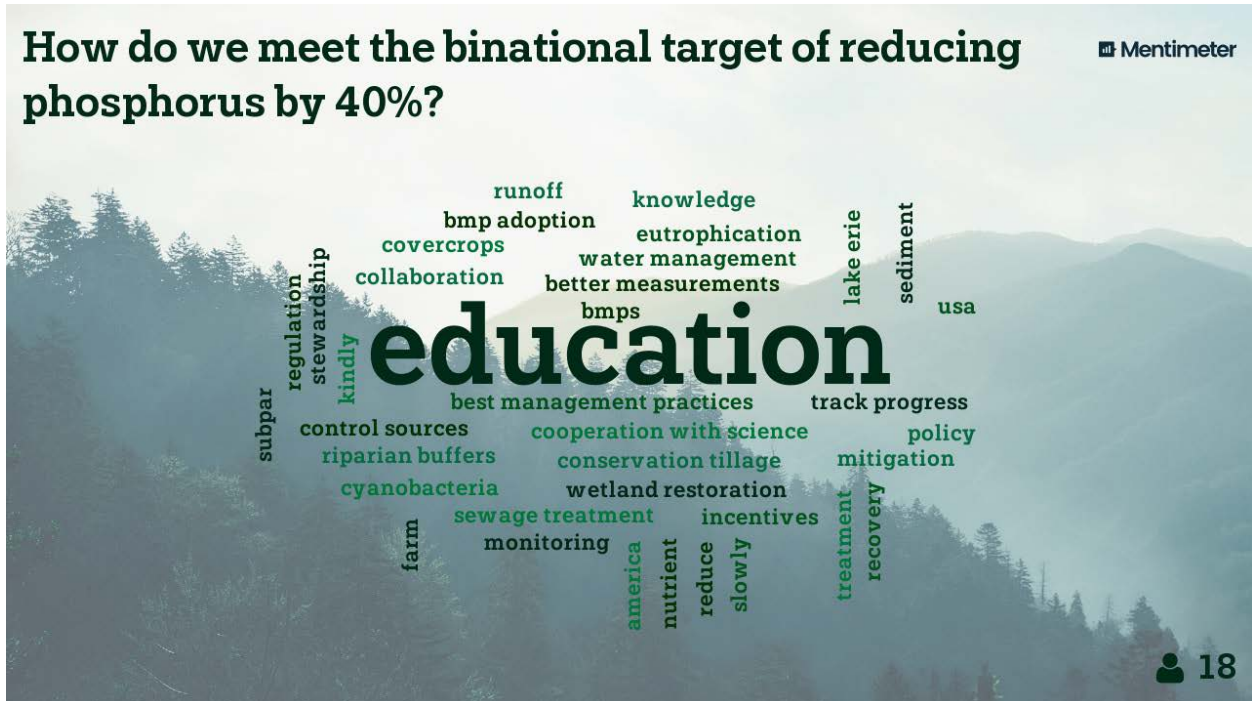
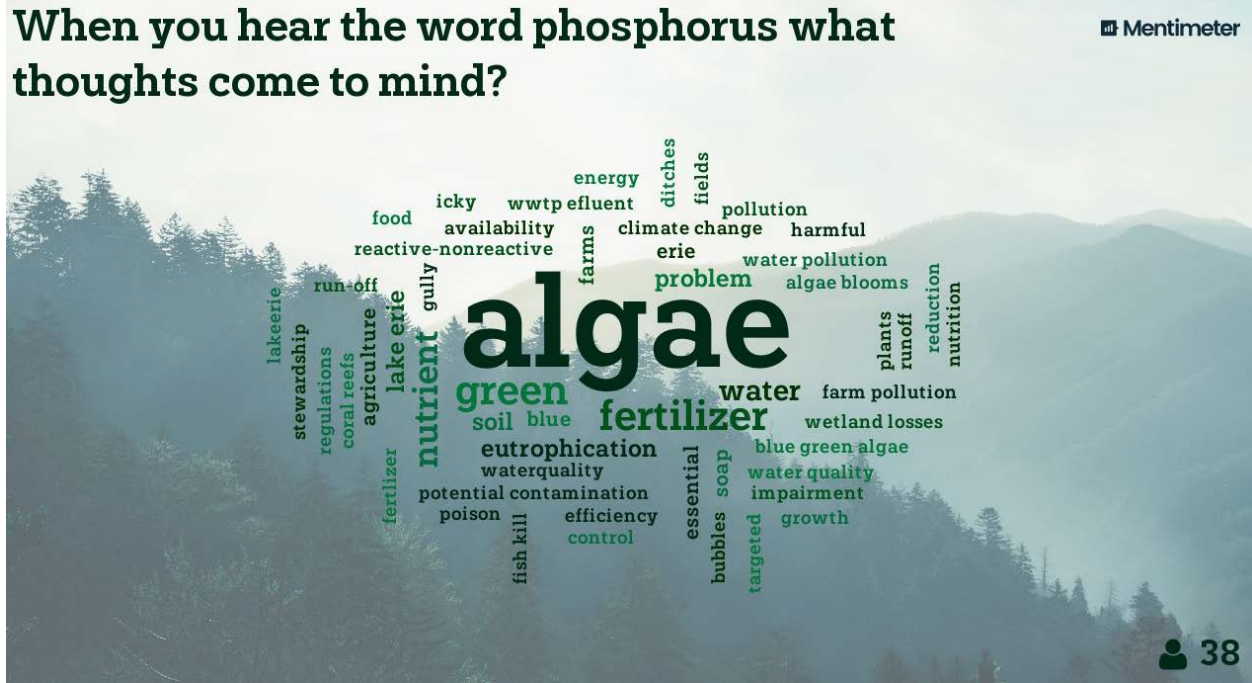
“Your questions here and process launched today support a drive to only your agenda not a shared agenda that everyone will come behind” (For reference – please see our survey questions and agenda)

“Great workshop!” – from ECCC staff

### SURVEY

Please fill out the following survey
Name:
Organization/Municipality:
Email address/Phone number:
Does your industry/sector/company have water quality/quantity data that <u>can be shared</u> with SCRCA? <input type="checkbox"/> Yes <input type="checkbox"/> No
Going forward, who (if not yourself) would be the most appropriate person at your organization to contact regarding participating in future stakeholder meetings and/or providing data? Please provide contact information. Name: Email address/phone number:
Would you be interested in participating in a Working Group (involves providing direction, technical advice, and attending about 3-4 meetings a year)? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what topic(s) are you most knowledgeable about: <input type="checkbox"/> Water quality <input type="checkbox"/> Water quantity <input type="checkbox"/> Best management practices
Comments/specifics:
In your opinion, if money were no object, how could we best reduce phosphorus loadings and subsequent algal blooms in Lake Erie?
What would you like to see included in a Phosphorus Management Plan? <u>i.e.</u> Any specific topics, data analyses, or in depth studies on specific sources that should be addressed/included?
Any other comments?

Results of our interactive quiz with participants at the beginning of the day:



**Sydenham River Phosphorus Management  
Stakeholder meeting  
Warwick Community Centre 7074 Egremont Road, Warwick ON  
November 27, 2018 9:00 AM - 3:00 PM**

**AGENDA**

Doors open for coffee & refreshments 9:00 am		
Time	Topic	Speaker
9:30 - 9:50	Welcome and Introduction	Brian McDougall, <i>General Manager</i> Steve Arnold, <i>Chair</i> <i>St. Clair Region Conservation Authority</i>
9:50- 10:10	Status of Lake Erie	Brad Bass, <i>Researcher</i> <i>Great Lakes Harmful Pollutants Section</i> <i>Environment and Climate Change</i> <i>Canada</i>
10:10- 10:20	Status of the Sydenham River Watershed	Erin Carroll, <i>Director of Biology</i> <i>St. Clair Region Conservation Authority</i>
10:20- 10:50	Opportunities & lessons learned from the Grand River Watershed Water Management Plan	Sandra Cooke, <i>Senior Water Quality Supervisor</i> <i>Grand River Conservation Authority</i>
Break 10:50 - 11:05 am		
11:05- 11:20	Phosphorus reduction through stewardship	Jessica Van Zwol, <i>Healthy Watershed Specialist</i> <i>St. Clair Region Conservation Authority</i>
11:20- 11:40	SWAT modelling of phosphorus loading	Imtiaz Shah, <i>Environmental Engineer</i> <i>Upper Thames River Conservation Authority</i>
11:40- 11:50	Phosphorus reductions through lagoon upgrades & sewer separation	Dave Johnston, <i>WWTP Superintendent</i> <i>City of Sarnia</i>
11:50- 12:00	Lake Erie Watershed Wetland Initiative (LEWWI) program	Darrell Randell, <i>Project Coordinator</i> <i>Ducks Unlimited Canada</i>
12:00- 12:20	4R Nutrient Stewardship	Dale Cowan, <i>Senior Agronomist</i> <i>AGRIS Co-op Ltd.</i>
12:20- 12:40	Characterization of agricultural systems and agri-environmental risk in the Lake Erie basin	Pamela Joosse, <i>Sr. Soil and Nutrient Management Specialist</i> <i>Science and Technology Branch</i> <i>Agriculture and Agri-Food Canada</i>
Lunch 12:40 - 1:30 pm		
1:30 - 2:50	Brainstorming session on phosphorus sources & knowledge gaps	Sarah Hodgkiss, <i>Planning Ecologist</i> <i>St. Clair Region Conservation Authority</i>
2:50 - 3:00	Wrap up	Brian McDougall, <i>General Manager</i> <i>St. Clair Region Conservation Authority</i>

## Invites were sent to the following:

City of Sarnia  
 Dover Township  
 Municipality of Brooke-Alvinston  
 Municipality of Chatham-Kent  
 Municipality of Lambton Shores  
 Municipality of Southwest Middlesex  
 Town of Plympton-Wyoming  
 Township of Adelaide-Metcalf  
 Township of Dawn-Euphemia  
 Township of Enniskillen  
 Township of Middlesex Centre  
 Township of Strathroy-Caradoc  
 Township of St. Clair  
 Township of Warwick  
 Village of Oil Springs  
 Village of Point Edward  
 Village of Newbury

Zone Township  
 Lambton Public Health  
 Lambton Public Works  
 Lambton Planning  
 Middlesex Planning  
 Middlesex Public Health  
 Aamjiwnaang First Nation  
 Kettle & Stony Point First Nation  
 Walpole First Nation  
 Agriculture & Agri-Food Canada  
 Environment & Climate Change Canada  
 Ministry of Agriculture, Food, & Rural Affairs  
 Ministry of Environment, Conservation & Parks  
 Ontario Soil & Crop Improvement Association

AGRIS/Wanstead Farmers Cooperatives  
 Lambton College  
 Thames River Phosphorus Reduction Collaborative  
 Ducks Unlimited Canada  
 Grain Farmers of Ontario  
 Beef Farmers of Ontario  
 Sydenham Field Naturalists  
 Lambton Wildlife  
 Greater London & Area Golf Superintendents  
 Cuddy Farms  
 Rural Lambton Stewardship Network  
 Ontario Farmers Association  
 Grand River CA  
 Upper Thames River CA  
 Ausable Bayfield CA  
 Lower Thames River CA



**Meeting Date:** December 13, 2018 **Item 14.1**  
**Report Date:** November 28, 2018  
**Submitted by:** Erica Ogden, Planner and Sarah Hodgkiss, Planning Ecologist

**Subject:** Planning Activity Summary – October, 2018

A summary of staff activity related to Municipal Plan Input and Review is presented below. This report covers the period from October 1, 2018 to October 31, 2018

### Municipal Plan Input and Review

**File Reference:** PL#2018-086

Municipality:	Chatham-Kent	Municipal Reference:	
Property Location:	325 Margaret Avenue		

**File Reference:** PL#2018-092

Municipality:	Enniskillen	Municipal Reference:	
Property Location:	5583 Churchill Line		

**File Reference:** PL#2018-087

Municipality:	Lambton Shores	Municipal Reference:	
Property Location:	Pt Lt 74&75, Lake Road W, 25R2229 except Pt 1&4, 25R2611 Pt 1, 25R4034		

**File Reference:** PL#2018-088

Municipality:	Middlesex Centre	Municipal Reference:	B20/18
Property Location:	24499 Nairn Road		

**File Reference:** PL#2018-073

Municipality:	Plympton-Wyoming	Municipal Reference:	
Property Location:	4914 Ann Street		

**File Reference:** PL#2018-091

Municipality:	Sarnia	Municipal Reference:	
Property Location:	608 Errol Road West		

**File Reference:** PL#2018-081

Municipality:	Sarnia	Municipal Reference:	
Property Location:	544 Lakeshore Road		

**File Reference: PL#2018-014**

Municipality:	Sarnia	Municipal Reference:	
Property Location:	834 Lakeshore Road		

**File Reference: PL#2018-089**

Municipality:	Strathroy-Caradoc	Municipal Reference:	
Property Location:	66 Oxford Street		

**File Reference: PL#2018-090**

Municipality:	Strathroy-Caradoc	Municipal Reference:	
Property Location:	429 Metcalfe Street East		

**File Reference: PL#2018-017**

Municipality:	Strathroy-Caradoc	Municipal Reference:	39T-SC1704
Property Location:	22828 Rougham Road		

**File Reference: PL#2018-094**

Municipality:	Warwick	Municipal Reference:	
Property Location:	5896 First School Road		

**File Reference: PL#2018-085**

Municipality:	Warwick	Municipal Reference:	A-05-18
Property Location:	7074 Confederation Line		

**Environmental Assessment Review****File Reference: EA2018-011 Municipality: Sarnia**

Proposal:	Development Area 2 - Servicing Study		
Proponent:	Sarnia		

**Legal Inquiries**

LL#2018-017	Part Lot 11-14	Chatham-Kent
LL#2018-014	1601 Cuthbert Road	Dawn-Euphemia
LL#2018-013	Ilderton Road	Middlesex Centre
LL#2018-015	M306-1520 Venetian Blvd	Point Edward
LL#2018-016	821 Devine Street	Sarnia

**Meeting Summary**

- Oct 11 – Live Stream of OPPI Conference – EO
- Oct 11 – Meeting with City of Sarnia – DC, BM, EC, GW
- Oct 15 – Meeting with Adelaide-Metcalfe – DC, EO

**Meeting Date:** December 13, 2018 **Item 14.2**  
**Report Date:** November 29, 2018  
**Submitted by:** Dallas Cundick, Melissa Deisley, Michelle Gallant

**Subject:** Regulations Activity Summary for October 2018

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 October 1, 2018 to October 31, 2018

### Regulations Permits:

<b>Application No:</b>	R#2018-190	<b>Municipality:</b>	Chatham-Kent		
<b>Subject Property:</b>	577 Trerice Street West				
<b>Proposal:</b>	Construction of a New 12ft by 20ft Storage Shed				
<b>Submission Complete By:</b>	Oct 15	<b>Permit Issued:</b>	Oct 15	<b>Days:</b>	1

<b>Application No:</b>	R#2018-326	<b>Municipality:</b>	Chatham-Kent		
<b>Subject Property:</b>	9023 Glasgow Line				
<b>Proposal:</b>	New Non-Habitable Accessory Structure				
<b>Submission Complete By:</b>	Oct 03	<b>Permit Issued:</b>	Oct 04	<b>Days:</b>	1

<b>Application No:</b>	R#2018-295	<b>Municipality:</b>	City of Sarnia		
<b>Subject Property:</b>	1828 Lakeshore Road				
<b>Proposal:</b>	7 feet of existing groyne repair				
<b>Submission Complete By:</b>	Oct 22	<b>Permit Issued:</b>	Oct 27	<b>Days:</b>	5

<b>Application No:</b>	R#2018-308	<b>Municipality:</b>	City of Sarnia		
<b>Subject Property:</b>	1420 Lakeshore Road				
<b>Proposal:</b>	Shore Protection Works				
<b>Submission Complete By:</b>	Oct 11	<b>Permit Issued:</b>	Oct 19	<b>Days:</b>	8

<b>Application No:</b>	R#2018-344	<b>Municipality:</b>	Dawn-Euphemia		
<b>Subject Property:</b>	8268 Aughrim Line				
<b>Proposal:</b>	Erosion Control Project & Wetland Creation				
<b>Submission Complete By:</b>	Oct 01	<b>Permit Issued:</b>	Oct 19	<b>Days:</b>	18

<b>Application No:</b>	R#2018-337	<b>Municipality:</b>	Lambton Shores		
<b>Subject Property:</b>	6328 William Street				
<b>Proposal:</b>	Construction of a New House				
<b>Submission Complete By:</b>	Oct 16	<b>Permit Issued:</b>	Oct 16	<b>Days:</b>	1



<b>Application No:</b>	R#2018-198	<b>Municipality:</b>	Municipality of Chatham-Kent		
<b>Subject Property:</b>	10607 Croton Line				
<b>Proposal:</b>	Construction of a New Single Family Dwelling				
<b>Submission Complete By:</b>	Oct 11	<b>Permit Issued:</b>	Oct 30	<b>Days:</b>	19

<b>Application No:</b>	R#2018-076	<b>Municipality:</b>	Municipality of Strathroy-Caradoc		
<b>Subject Property:</b>	24246 Saxton Road				
<b>Proposal:</b>	Construct a New 40ft by 80ft workshop				
<b>Submission Complete By:</b>	Oct 09	<b>Permit Issued:</b>	Oct 18	<b>Days:</b>	9

<b>Application No:</b>	R#2018-248	<b>Municipality:</b>	Plympton-Wyoming		
<b>Subject Property:</b>	5553 Confederation Line				
<b>Proposal:</b>	New Detached Accessory Structure				
<b>Submission Complete By:</b>	Oct 03	<b>Permit Issued:</b>	Oct 04	<b>Days:</b>	1

<b>Application No:</b>	R#2018-341	<b>Municipality:</b>	Plympton-Wyoming		
<b>Subject Property:</b>	4895 Lakeshore Road A24				
<b>Proposal:</b>	Construct Cement Pad & Place Mobile Home Trailer On Site				
<b>Submission Complete By:</b>	Oct 12	<b>Permit Issued:</b>	Oct 16	<b>Days:</b>	4

<b>Application No:</b>	R#2018-324	<b>Municipality:</b>	Sarnia		
<b>Subject Property:</b>	1460 Lakeshore Road				
<b>Proposal:</b>	Existing Groyne Repair				
<b>Submission Complete By:</b>	Oct 15	<b>Permit Issued:</b>	Oct 18	<b>Days:</b>	3

<b>Application No:</b>	R#2018-339	<b>Municipality:</b>	Sarnia		
<b>Subject Property:</b>	2289 Passingham Drive, 25R-10139				
<b>Proposal:</b>	Construction of a New Single Family Dwelling				
<b>Submission Complete By:</b>	Oct 03	<b>Permit Issued:</b>	Oct 16	<b>Days:</b>	13

<b>Application No:</b>	R#2018-345	<b>Municipality:</b>	St. Clair		
<b>Subject Property:</b>	2274 Waterworks Road				
<b>Proposal:</b>	Construction of Erosion Berm and Wetland/Sediment Trap				
<b>Submission Complete By:</b>	Oct 01	<b>Permit Issued:</b>	Oct 19	<b>Days:</b>	18

<b>Application No:</b>	R#2018-331	<b>Municipality:</b>	Township of St. Clair		
<b>Subject Property:</b>	403 Beresford Street				
<b>Proposal:</b>	Seawall Repairs				
<b>Submission Complete By:</b>	Sep 11	<b>Permit Issued:</b>	Oct 09	<b>Days:</b>	28

<b>Application No:</b>	R#2018-240	<b>Municipality:</b>	Township of St. Clair		
<b>Subject Property:</b>	609 Courtright Line				
<b>Proposal:</b>	New Single Family Dwelling				
<b>Submission Complete By:</b>	Oct 02	<b>Permit Issued:</b>	Oct 18	<b>Days:</b>	16

<b>Application No:</b>	R#2018-219	<b>Municipality:</b>	Township of Warwick		
<b>Subject Property:</b>	6252 Hickory Creek Line				
<b>Proposal:</b>	Clear Trees and regrade slopes				
<b>Submission Complete By:</b>	Oct 18	<b>Permit Issued:</b>	Oct 18	<b>Days:</b>	1

**Total No. of Applications: 16    Average No. of Days to Issue Permit: 9**

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 the 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.

**Regulations Inquiries:**

R#2018-354	Adelaide-Metcalf	14 Grogast Court
R#2018-351	Chatham-Kent	470 Brown Street
R#2018-356	Chatham-Kent	7810 Bay Line
R#2018-320	Dawn-Euphemia	1212 Mawlam Road
R#2018-332	Lambton Shores	6302 William Street
R#2018-328	Lambton Shores	Beach Street
R#2018-283	Lambton Shores	5242 & 5241 Cliff Road
R#2018-335	Middlesex Centre	10278 Ilderton Road
R#2018-329	Petrolia	552 First Avenue
R#2018-352	Plympton-Wyoming	4532 William Street
R#2018-334	Plympton-Wyoming	4336 Michigan Line
R#2018-347	Sarnia	2173 Confederation Line
R#2018-290	Sarnia	1929 Franklin Avenue
R#2018-349	Southwest Middlesex	3316 Knapdale Drive
R#2018-301	Southwest Middlesex	Lot 6, Concession 3
R#2018-322	St. Clair	1265 Pretty Road
R#2018-321	St. Clair	1898 Baseline Road
R#2018-338	St. Clair	143 Lasalle Line

**Total No. of Inquiries: 18**

**Meeting Date:** December 13, 2018  
**Report Date:** November 26, 2018  
**Submitted by:** Kelly Johnson

**Item 15.1**

**Subject:** St. Clair River Area of Concern Update

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**Recommendation:**

That the Board of Directors acknowledges the St. Clair River Area of Concern report dated November 26, 2018.

**Update:**

The Canadian Remedial Action Plan Implementation Committee (CRIC) for the St. Clair River Area of Concern announced, in November, a “Not Impaired” status has been granted for three Beneficial Use Impairments (BUIs) - *Restrictions on Dredging Activities, Beach Closings* and *Bird or Animal Deformities or Reproduction Problems*. Comprehensive surveys and monitoring confirm restoration targets have been successfully achieved. The “Not Impaired” designation of these BUIs represents significant progress towards the restoration of the St. Clair River.

The “*Restrictions on Dredging Activities*” BUI was initially deemed “Impaired” because dredged material from the navigational channel of the St. Clair River and Sarnia Bay (which was federally owned and serviced freighters) often contained concentrations of metals, polychlorinated biphenyls (PCBs), oil and grease that exceeded the Provincial guidelines for open water disposal. This added a significant cost for dredging proponents who were required to transport the dredged material to an inland disposal facility instead of disposing within the open water. Today, open water disposal is no longer an acceptable method of disposal due to adverse impacts on fish and fish habitat and dredged materials are clean enough to be reused for beach nourishment and in-fill for construction.

Since 2000, most dredged material from the St. Clair River has been re-used and none has required special handling or treatment due to contaminant levels. Maintaining safe depths for navigation in the St. Clair River is the main purpose of ongoing dredging in the St. Clair River. Both the federal and provincial governments provide comprehensive control and oversight around the dredging and the disposal of dredged material. The procedures for navigational dredging and disposal of dredged material within the St. Clair River AOC are consistent with those that occur throughout the Great Lakes.

The “*Beach Closings*” BUI was originally deemed “Impaired” due to excessive levels of bacteria at swimming areas along the St. Clair River. Major sources were identified as combined sewer overflows (CSOs), Water Pollution Control Plant (WPCP) effluent, and agricultural runoff. Since that time, all local municipalities in the AOC have invested in

WPCP upgrades and sewer separation. The City of Sarnia alone has invested \$35 million dollars since 2012 for WPCP upgrades and \$60 million in sewer separation projects. Communities along the river have been connected to municipal sewers and Wallaceburg has successfully separated 95% of their combined sewers. In addition, best management practices have been implemented in rural communities including thirty-seven riparian buffer projects that have mitigated the input of bacterial pollution from the surrounding areas.

These combined efforts have dramatically reduced bacteria levels and improved overall water quality of the river. Bacteria levels observed at beaches and swimming areas in the AOC are no different than those recorded at locations outside of the AOC. In most cases, bacteria levels recorded at AOC locations were below the Provincial Water Quality Guideline for safe swimming. Where exceedances were observed, waterfowl and other non-anthropogenic sources were identified as the primary inputs.

The “*Bird or Animal Deformities or Reproduction Problems*” BUI for the St. Clair River AOC was initially identified as “Requiring Further Assessment”. The re-designation of this BUI to “Not Impaired” status is the culmination of several exposure and field studies conducted between 2006 and 2014 by Environment and Climate Change Canada. These studies assessed the prevalence of deformities and reproductive success in two aquatic indicator species, the Northern Leopard frog and the Common Snapping turtle. Based on the studies conducted and the results they revealed, there was sufficient evidence for the designation of “Not Impaired” status.

Final approval of the re-designations was received from the federal agency overseeing the Great Lake’s Area of Concern program. This re-designation means there are now two BUIs designated as “Requires Further Assessment” and four remain “Impaired”.

\* \* \* \*

Kelly Johnson, St. Clair River RAP Coordinator, spoke at the biennial Lake St. Clair Conference held in Michigan at the beginning of November. The presentation focused on the monitoring that was completed relating to the “*Beach Closings*” BUI. The work ultimately led to the recommendation to re-designate the BUI to “Not Impaired” status.

The CRIC met at Aamjiwnaang First Nation on November 22, 2018. One topic of discussion was the 2012 – 2017 Accomplishments Report. CRIC members are now reviewing the document, and hope to have it finalized by early 2019.

<b>SCRCA Joint Health &amp; Safety Committee Meeting Minutes</b> – Wednesday, September 26, 2018, 8:30 am			Lower Board Room 205 Mill Pond Cres. Strathroy, ON		
<b>Meeting called by:</b>		JHSC Committee		<b>Type of meeting:</b>	Quarterly
<b>Facilitator:</b>		S. Hodgkiss	<b>Minutes:</b>	Eva Baker	
<b>Attendees:</b>		K. Baker, G. Baxter, S. Hodgkiss, D. Cundick			
<b>Guests:</b>					
<b>Please read:</b>	Minutes from previous meeting & come prepared to present information on your Action Items (see 2.1)			<b>Please bring:</b>	
<b>Agenda Items</b>					
<b>1. Motion to approve June 27, 2018 meeting minutes</b> Moved by: Sarah H Seconded By: Dallas <b>Carried</b>					
<b>2. Business arising from the minutes</b> 2.1 Review of Action Items <ul style="list-style-type: none"> <li>• Managers to remind staff to be cautious when driving off road especially in wet or icy conditions.</li> </ul> <p><b>Sarah Hodgkiss</b> to report on:</p> <ul style="list-style-type: none"> <li>• Review of incident/injury investigation reports since June 27, 2018, meeting <ul style="list-style-type: none"> <li>○ Injury Report on July 7, 2018 <ul style="list-style-type: none"> <li>▪ Staff sprained thumb opening truck and cut finger handling equipment</li> <li>▪ Follow-up on safety checklist (wearing gloves when handling equipment)</li> </ul> </li> <li>○ Injury Report on July 16, 2018 <ul style="list-style-type: none"> <li>▪ Staff developed poison ivy rash, likely secondary contact from equipment, ensure equipment is washed</li> </ul> </li> <li>○ Workplace violence and harassment incident on June 30, 2018 <ul style="list-style-type: none"> <li>▪ Verbal harassment towards park staff member by visitors, visitor put hands on staff member during incident</li> <li>▪ details of the incident were recorded and documented by supervisor</li> <li>▪ staff member decided to not contact police/ press charges</li> <li>▪ follow-up with the camper/group is ongoing</li> </ul> </li> </ul> </li> </ul> <p><b>Glenn Baxter</b> to report on:</p> <ul style="list-style-type: none"> <li>• Review of policies (fall arrest, tree cutting, tractor safety) <ul style="list-style-type: none"> <li>○ Fall arrest policy <ul style="list-style-type: none"> <li>▪ Emily has provided comments</li> <li>▪ Forward to others who have rec'd fall arrest training for input</li> </ul> </li> <li>○ Tree cutting policy <ul style="list-style-type: none"> <li>▪ policy was reviewed and approved</li> </ul> </li> <li>○ Tractor Safety</li> </ul> </li> </ul>					

- McKeough tractor policy was compared to existing SCRCA tractor policy
- Operator's Manual and Safe Implement Hitching guide should be reviewed prior to operating tractors – ensure that these are available at each facility where tractors are operated
- Hitching guide may not be required for all tractors

**Dallas Cundick** to report on:

- Chemical storage at McKeough
  - Work in progress - issue has been brought forward to the manager.
    - Dallas and Girish discussed options in July and met in August.
      - Girish is looking into having an external inspector to assess the safety of the storage of chemicals, working next to electrical panel, etc.
      - JHSC staff can suggest potential external inspectors (contact the company that did JHSC training?)
      - Dallas to follow up with Girish to make arrangements for inspection
    - Kevan discussed storage options off site, both at Bannerstone and McLean, for items such as sandbags that aren't frequently used

**Kevan Baker** to report on:

- Evacuation accountability policy
  - Suggest breaking up office into zones, accountability for individuals in each zone.
  - In general, supervisors are responsible for their staff in the event of an evacuation.
  - Review safety policies in manual to determine proper procedure for evacuation plan and staff accountability.
  - Can we have staff lists and procedures at each exit accessible to review during evacuation?
    - Make sure staff list is up to date during workplace inspections

**Action:** Sarah to follow-up with Upper Thames about their evacuation policy.

- Review of policies - maple syrup production policies
  - **Action:** Sarah to finalize with Sharon
- Scent Free Workplace
 

**Action:** Kevan will send to JHSC to review, available in JHSC docs, Sept 2018 meeting

**Action:** Sarah to complete policy for SCRCA- including staff awareness at a staff meeting.
- Workplace Violence and Harassment Policy
  - Under review by management
  - **Action:** Once final approval rec'd from management, send to all staff, discuss use of forms at next staff meeting

### 3. Area Reports & Workplace Inspections

#### 3.1 LCH, WWK, AWC, McLean - (Glenn)

- Completed with no issues
- Ashley has sent updated health and safety board documents needed for the parks
  - JHSC meeting dates and minutes
  - JHSC contact names
  - Valid first aid certificates
  - Workplace inspection dates and reports

#### 3.2 LCH Education Centre – (Glenn)

- Still to be done (October 17<sup>th</sup>). Include Donna for the inspection.

### 3.3 Other Departments (**Sarah**)

- Office, McKeough
  - Completed
    - potholes in the parking lot have improved since inspection
    - temperatures in Planning Department area recorded as low as 17 degrees (overnight) over the past month, regularly 19/20 during the day, continuing to monitor
    - Refer to “Thermal Comfort for Office Work” from the Canadian Centre for Occupational Health and Safety ([https://www.ccohs.ca/oshanswers/phys\\_agents/thermal\\_comfort.html](https://www.ccohs.ca/oshanswers/phys_agents/thermal_comfort.html))
      - Summer conditions: optimum temperature of 24.5°C with an acceptable range of 23-26°
      - Winter conditions: optimum temperature of 22°C with an acceptable range of 20-23.5°C.
    - Recommend reviewing heating/cooling system to improve temperature control, might need to add heat source (in certain areas, running space heaters does not work with current wiring).

## 4. New Business

### 4.1 Management Rep for 2019

- Ongoing
  - Action:** Kevan to review with Brian.

### 4.2 Update regarding JHSC worker members to replace Sarah at end of term, and if Dallas moves to management rep

- Ongoing, to be determined.

**Action:** Sarah will send email to staff to ask for interest in joining JHSC.

### 4.3 Tick safety.

- Request update re reporting form (Tracy developing) for staff returning to the office from the field to note if ticks were present/attached/etc.
- Action:** Kevan to follow-up with Tracy
- Vials should be kept in vehicles for ticks to be taken to Health Unit.

### 4.4 Staff First Aid Training

- Group first aid training for staff planned early 2019 as many staff certifications are expiring
  - Ashley is looking into getting training for staff.
  - Staff should be trained before expiration (sometime in March).

**Action:** Kevan to talk to Tracy for an update.

- AED
  - Suggest we have an AED at Head Office.
  - Include AED training with staff first aid training.
  - Currently have AEDs at Warwick and Henderson CAs

**Action:** Look into getting one at our Office- possibility of funding to cover cost?

### 4.5 WHMIS 2015

- Are our documents consistent with WHMIS 2015? Review policy 16.18 of manual and associated documents
- Sarah reviewed policy and updated
- “Controlled products” are now referred to as “hazardous products”

- “Material Safety Data Sheets (MSDS) are now referred to as “Safety Data Sheets (SDS)”
- Are any updates required for the WHMIS binders? Review during inspections/are supervisors to review

**Action:** Glenn to ensure SDSs are updated on site.

**5. Goals and Objectives in 2018**

- 5.1 To regularly review MOL website to educate ourselves and learn from documented investigations and fines (ongoing)
- 5.2 To review Health and Safety Manual and make changes as necessary (ongoing)
- 5.3 To appoint a worker rep. in October, 2018 for a 3-year term (to replace Sarah Hodgkiss), determine when to elect worker rep to replace Dallas
- 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) – to be brought to supervisors meeting by management rep
- 5.8 To send occasional Health & Safety Bulletins to all staff (i.e. Hot & Cold Weather Alerts forwarded to all staff as received from Lambton Public Health)

**6. Proposed next meeting dates:** November 28, 2018

**7. Adjournment**

Moved by: Dallas  
 Seconded by: Glenn  
**Carried**

**Misc. Information**

<b>Contacts:</b>	Worker Co-chair: Management Co-chair: Workplace Inspectors:  Worker Reps.:  Meeting Recorder:	Sarah Hodgkiss Kevan Baker Sarah Hodgkiss, Glenn Baxter, Dallas Cundick, Kevan Baker Glenn Baxter, Sarah Hodgkiss, Dallas Cundick Eva Baker
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*Sarah Hodgkiss*

November 26, 2018

Signature of Co-Chair

Date

*Kevan Baker*

November 26, 2018

Signature of Co-Chair

Date



**ST CLAIR REGION CONSERVATION AUTHORITY**  
**Statement of Revenue and Expenditure**  
**For the Ten Months Ended 31/10/2018**

	Actual To Date			Annual Budget		Variance from Budget	
	Revenue	Expenditures	Surplus (Deficit)	Revenue	Expenditures	Revenue	Expenditures
<b>Flood Control &amp; Erosion Control</b>	\$1,879,500	\$1,405,147	\$474,353	\$1,851,200	\$1,851,200	\$28,300	(\$446,053)
<b>Capital Projects/WECI</b>	\$276,500	\$38,329	\$238,171	\$267,500	\$267,500	\$9,000	(\$229,171)
<b>Development</b>	\$68,500	\$58,702	\$9,798	\$68,500	\$68,500	\$0	(\$9,798)
<b>IT Capital</b>	\$16,120	\$19,755	(\$3,635)	\$19,200	\$19,200	(\$3,080)	\$555
<b>Equipment</b>	\$59,000	\$40,769	\$18,231	\$72,000	\$72,000	(\$13,000)	(\$31,231)
<b>Planning &amp; Regulations</b>	\$347,105	\$418,336	(\$71,231)	\$558,155	\$558,155	(\$211,050)	(\$139,819)
<b>Technical Studies</b>	\$450,183	\$197,737	\$252,445	\$316,819	\$316,819	\$133,363	(\$119,082)
<b>Recreation</b>	\$1,351,956	\$1,040,880	\$311,077	\$1,305,160	\$1,305,160	\$46,796	(\$264,280)
<b>Property Management</b>	\$238,786	\$168,927	\$69,859	\$243,096	\$243,096	(\$4,310)	(\$74,169)
<b>Education and Communication</b>	\$135,056	\$195,146	(\$60,090)	\$232,110	\$232,110	(\$97,054)	(\$36,964)
<b>Source Water Protection</b>	\$160,408	\$109,370	\$51,039	\$160,400	\$160,400	\$8	(\$51,030)
<b>Conservation Services/Healthy Watersheds</b>	\$1,248,718	\$684,588	\$564,130	\$754,335	\$754,335	\$494,383	(\$69,747)
<b>Administration/AOC Management</b>	\$789,900	\$671,487	\$118,413	\$1,167,112	\$1,167,112	(\$377,212)	(\$495,625)
	<b>\$7,021,732</b>	<b>\$5,049,172</b>	<b>\$1,972,560</b>	<b>\$7,015,587</b>	<b>\$7,015,587</b>	<b>\$6,145</b>	<b>(\$1,966,415)</b>

**Notes:**

1. The 2014 MNR Operating grant of 310,000 is recorded in the actual revenue reported above.
1. Municipal matching, non-matching, and Recreation levies have been invoiced and are recorded in the actual revenue reported above. See General Levy Report for amounts outstanding.
2. The significant variances from budget to actual is reflective of the nature/timing and uniqueness of the particular projects. The variances will reduce and disappear as the year progresses.

**ST. CLAIR REGION CONSERVATION AUTHORITY  
DISBURSEMENTS FROM: November 2018**

**Item 16.3  
Sarah Kellestine**

<b>CHQ. #</b>	<b>DATE</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
20166	11/19/2018	BF ENVIRONMENTAL CONSULTANTS	Wetland Creations	\$ 17,345.00

**\$ 17,345.00**

**TOTAL CHEQUE DISBURSEMENTS - BANK #1 -**

**INTERNET BANKING October 2018**

<b>TRANS #</b>	<b>DATE</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
9090	10/31/2018	WORKPLACE SAFETY & INS. BOARD	WSIB	6,506.26
9087	10/31/2018	Township of Enniskillen - Property Taxes	Property Taxes	8,474.12
9084	10/31/2018	RWAM Insurance Administrators Inc	Group Benefits	11,944.68
9077	10/31/2018	HYDRO ONE Networks Inc.	Utility	34,078.81
9079	10/31/2018	OMERS	Pension	38,727.78
9082	10/31/2018	RECEIVER GENERAL	Source Deductions	54,320.18

**\$ 154,051.83**

**TOTAL INTERNET DISBURSEMENTS - BANK NO. 1 -**

**PAYROLL RUNS**

PAYROLL NO. 22	\$	70,641.50
PAYROLL NO. 23	\$	69,988.64
PAYROLL NO. 24	\$	71,376.00
PAYROLL NO.		
PAYROLL NO.		
PAYROLL NO.		
PAYROLL NO.		
PAYROLL NO.		

**TOTAL PAYROLL RUNS -**

**\$ 212,006.14**

**TOTAL DISBURSEMENTS -**

**\$ 383,402.97**

2018 GENERAL LEVY SUMMARY

GLYSUM2018  
Sarah Kellestine  
30-Nov-18

<u>MUNICIPALITY</u>	<u>GROSS LEVY</u>	<u>PAID TO DATE</u>	<u>OUTSTANDING</u>
Sarnia	\$ 338,134.00	\$ 338,134.00	\$ 0.00
Chatham-Kent	112,683.00	112,683.00	0.00
Brooke-Alvinston Twp.	14,218.00	14,218.00	0.00
Dawn Euphemia Twp.	21,506.00	16,129.50	5,376.50
Enniskillen Twp.	15,762.00	15,762.00	0.00
Lambton Shores M.	42,668.00	42,668.00	0.00
Oil Springs V	1,710.00	1,710.00	0.00
Petrolia T	21,898.00	21,898.00	0.00
Plympton-Wyoming T	45,371.00	45,371.00	0.00
Point Edward V	20,209.00	20,209.00	0.00
St. Clair Twp.	95,034.00	95,034.00	0.00
Warwick Twp.	17,812.00	17,812.00	0.00
Adelaide Metcalfe Twp.	15,479.00	15,479.00	0.00
Middlesex Centre Twp.	18,349.00	18,349.00	0.00
Newbury V	1,257.00	1,257.00	0.00
Southwest Middlesex M.	9,852.00	9,852.00	0.00
Strathroy-Caradoc M.	71,914.00	71,914.00	0.00
<b>TOTAL</b>	<b>\$ 863,856.00</b>	<b>\$ 858,479.50</b>	<b>\$ 5,376.50</b>

Proposed Changes to Administration Manual					
Page	Section	Item	Section Title	Reason for Change	What has Changed
Throughout Document				Consistency	Change all ampersands (&) to "and"
Throughout Document				Consistency	Capitalize "Department Director", "Department Manager" and "Department Head"
Throughout Document				Consistency	Change "½" to "0.5" (e.g. "Less than <del>4½</del> 1.5 hour late deduct one hour")
Throughout Document				Consistency	Remove periods after acronyms (e.g. "S.D.O." to "SDO"; "O.M.E.R.S." to "OMERS")
Throughout Document				Consistency	Capitalize section title when referencing in text body (e.g. "will be subject to section 7..." to "will be subject to Section 7...")
Throughout Document				Consistency	Clarification on "Department Head" and differentiating between roles and responsibilities of General Manager, Director and Manager
Throughout Document				Consistency	Renumbering and reformatting was required within many sections.
3	1	9	Introduction	Clarification/ Wording	Department <del>Directors Heads</del> are those staff <del>who whose</del> titles include the term Director.
6	2	4.4	Code of Conduct	Grammatical	Employees should not engage in private employment or render services for any person or <del>corporation which corporation, which</del> has, or may have, business dealings with St. Clair Region Conservation Authority.
7	2	7.1	Code of Conduct	Grammatical	Prior to accepting a gift or benefit, employees shall report to their supervisor all specific <del>benefits or gifts so offered to the employee or his or her family</del> benefits, gifts so offered to the employee or his or her family, or associates.
7	2	8.1	Code of Conduct	Clarification/ Wording	The hiring of relatives in situations where the related employee would be in the same Department and under the direct supervision <del>of the relative is not permitted</del> . In other words, no employee shall work under the direct supervision of another employee who is a member of his or her immediate family. Please note, however, that in general, the fact that a potential employee is related to an existing employee or member of the Authority neither prejudices nor advances that person's hiring prospects, where the new employee will not be working in the same Department as the existing employee.

Proposed Changes to Administration Manual					
Page	Section	Item	Section Title	Reason for Change	What has Changed
10	3	2.2.7	Employee Categories	Removal as per Bill 47	May receive sick pay credits, however, credits are not accumulated, unless grandfathered from another category or negotiated. <del>The first 2 days used in the calendar year will count towards the ESA (Employment Standards Act) paid Personal Emergency Leave. If at the time of a qualified ESA Personal Emergency Leave these 2 days have not been used then the employee will be allowed to allocate the first two days from their sick time.</del>
10	3	2.4	Employee Categories	Removal as per Bill 47	Contract employees are generally considered seasonal employees subject to terms of their contract, <del>requirements of benefit carriers, OMERS pension plan and Ontario Labour Standards.</del>
11	4	1.1	Hours of Work and Overtime	Clarification/ Wording	<del>Lunch is either</del> Either lunch is 30 minutes or 1 hour unpaid food break, based on <del>Department Head Director or General Manager</del> approved work schedule. <del>For staff in the Strathroy Office, lunch must start no earlier than 11am and no later than 2pm.</del>
11	4	1.2	Hours of Work and Overtime	Item Number Correction	<del>1.2</del> 1.2.1 All personnel shall maintain individual weekly, monthly, or such other attendance and work records as approved by the Director and/ or General Manager. These records shall show the employee's name, location, time (day or hours), nature of work and periods of absence with reasons.

Proposed Changes to Administration Manual					
Page	Section	Item	Section Title	Reason for Change	What has Changed
11	4	1.2	Hours of Work and Overtime	New Policy	<p>1.2.2 Employees must notify their supervisor of any unscheduled absence, tardiness, or unscheduled early departure as far in advance as possible. An employee who will be unable to report to work as scheduled, who will be tardy, or who plans to leave early must contact his/her supervisor or the department's designated call-in number as far in advance as possible and at the latest prior to the start of the shift or the early departure. Notification and acknowledgment by a supervisor of tardiness, unscheduled early departure, or unscheduled absence will not excuse it.</p> <p>1.2.3 Employees must record attendance and absences in the attendance tracking system. Immediate supervisors are responsible for reviewing and verifying attendance records (at least monthly) and recording occurrences, if applicable, to ensure the accuracy of the records and consistent application of policy.</p> <p>1.2.4 An unscheduled absence will be recorded as one (1) occurrence. Each tardy or unscheduled early departure will be recorded as one-half (.5) an occurrence. However, pattern absences, failure to provide timely notification, or failure to comply with the Sick Leave Policy may result in absences being counted as unscheduled absences.</p> <p>1.2.5 Employees will be subject to immediate corrective action for no call/no show. Two (2) or more workdays of no call/no show may be considered job abandonment and result in termination of employment. It is the employee's responsibility to inform their supervisor and/or manager along with the Administrative office if work location is Strathroy of unplanned absence including tardiness in excess of 1 hour.</p> <p>1.2.6 An unscheduled absence typically is unpaid unless an employee's supervisor approves the use of accrued vacation, sick leave, or personal holiday time in accordance with Authority policy. Acceptable means of verifying the reason for the unscheduled absence may be required. An employee will not be compensated for unscheduled absences that extend beyond his/her accrual balances.</p> <p>1.2.7 Due to the nature of the services the Authority provide we are rarely able to close our operations. With that in mind, employees are expected to report for work on severe weather days and to plan ahead to anticipate any difficulties that might be encountered. If an employee will be late or unable to report to work, the employee must notify his or her supervisor as soon as possible. The employee may use any accumulated time, SDO, Vacation or elect to take the day as unpaid leave.</p>
12	4	1.4.2	Hours of Work and Overtime	Clarification/ Wording	<p>1.4.2 Travel time for Educational or conferences (not work) is non-compensable and is not included in Overtime calculation.</p>
12	4	1.4.2	Hours of Work and Overtime	Item Number Corrections	<p><del>4.4.2</del> 1.4.3 In accordance with the Ministry of Labour, both the employer and employee must have a written agreement which states the following:</p> <p><del>4.4.2.1</del> 1.4.3.1 That the employee has received an updated copy of the Information for Employees About Hours of Work and Overtime Pay (this can be accessed online and printed out and posted near the employees work area ex. Lunch room)</p> <p><del>4.4.2.2</del> 1.4.3.2 And that the employee agrees to work up to the specified hours exceeding a 48 hour work week but not exceeding 60 hours per week.</p>

Proposed Changes to Administration Manual					
Page	Section	Item	Section Title	Reason for Change	What has Changed
16	4	3.8	Hours of Work and Overtime	Item Number Corrections	<p><del>3.8</del> 3.7 Monitoring:  <del>3.8.4</del> 3.7.1 It will be done by the payroll department to ensure that the employees have properly recorded their <del>S.D.O.</del> SDO on their timesheets. If there is any discrepancy, they will be notified by payroll to make the correction in their time allotted for <del>S.D.O.</del> SDO.</p>
16	4	3.9	Hours of Work and Overtime	Wording/ Clarification	<p>3.9 Training:  3.9.1 If an employer requires a non-exempt employee to attend training, meetings, or lectures during the employee's regular work hours, the time is compensable.  3.9.2 Training time is paid unless all of the following criteria are met: <span style="float: right;">a.</span>  Attendance is voluntary;  b. The training is scheduled outside of the employee's regular work hours;  c. The training is not directly related to the employee's job; and  d. the employee does not perform any productive work during such training.</p>
16	4	3.10	Hours of Work and Overtime	Clarification/ Wording	<p>3.10 On-Call Time (Effective January 1, 2019)  3.10.1 A non-exempt employee who is required to remain on-call on Authority premises is working while on-call and must be compensated  3.10.2 An employee who is required to remain on-call at time, or who is allowed to leave a message where he/ she can be reached is not working (in most cases) while on-call and may not need to be compensated. Additional constraints on the employee's freedom could make this time compensable.  3.10.3 On-Call Pay:  No requirement to provide remuneration for employees to be put on-call.  The new entitlement will not apply where a person is put on call for the purpose of ensuring the continued delivery of essential public services, and the person is not required to work. This will apply regardless of who delivers the essential public services.</p>

Proposed Changes to Administration Manual					
Page	Section	Item	Section Title	Reason for Change	What has Changed
17	4	3.11	Hours of Work and Overtime	Clarification/ Wording	<p>3.11 Travel Time - For Work</p> <p>3.11.1 To determine whether time spent in travel is compensable time for a non-exempt employee, the type of travel involved must be considered. For example:</p> <p>a. A non-exempt employee who travels from home before the regular workday and returns to his/ her home at the end of the workday is engaged in ordinary home to work travel (i.e. commuting), which is not work time and is not compensable.</p> <p>b. If a non-exempt employee regularly works at a fixed location and commutes to a different location to work, the time spent travelling to and from the other work location is work time and it is compensable. The Authority may deduct (not count) that time the non-exempt employee would normally spend commuting to the regular work site.</p> <p>c. Travel spent by a non-exempt employee in travel as part of his/her principal activity, such as travel from job site to job site during the workday, is work time and is compensable.</p> <p>d. Travel that keeps a non-exempt employee away from home overnight qualifies as work time if it takes place during the non-exempt employee's regularly scheduled workday. This travel time qualifies as work time even if it occurs during the employee's corresponding working hours on nonworking days. Time spent traveling outside of the employee's regular working hours is not considered work time and is not compensable, unless otherwise approved by the General Manager.</p> <p>e. Regular meal period times are not considered compensable time while traveling.</p>
18	5	1	Summary of Benefits		<p>St. Clair Region Conservation Authority will strive to mitigate financial impact on permanent full time employees, by bridging employee salary after exhausting accumulate sick time, vacation time earned and any other bank time to the LTD threshold of <b>75 consecutive working days (105 consecutive days)</b>.</p> <p>Approved Short Term Sick/<b>Disability</b> Leave after exhausting all bank time (SDO, vacation, overtime, etc.) and providing appropriate documentation <b>as required</b>:</p> <p>After 2 years of Service as a permanent regular service employee, 75% of gross pay. From 4 to 5 years of service as a permanent regular service employee, 85% of gross pay. From 5 to 10 years of service as a permanent regular service employee, 95% of gross pay. After 10 years of service 100%</p>
21	5	3.7	Summary of Benefits	Clarification/ Wording	<p>3.7.1 Regular service permanent employees on an approved leave of 12 months or less in duration will continue to accrue service. After 12 months, employees will continue to earning service time for calculation of vacation time entitlement. Vacation time and pay will be awarded on a prorated basis in the year in which the employee returns to work .</p>
22	5	4.7	Summary of Benefits	Removal as per Bill 47	<p>4.7 Whenever in a month an employee's days of illness exceed their cumulative sick day credits at the end of such month, the excess days of illness shall not be charged against credit becoming available in the future, and it shall be regarded as days of illness without pay. <del>Exception: when PEL under ESA has not been allocated then unearned sick time can be used to the maximum pf paid PEL.</del></p>



Proposed Changes to Administration Manual					
Page	Section	Item	Section Title	Reason for Change	What has Changed
22	5	4.12	Summary of Benefits	Removal as per Bill 47	<del>4.12 The first 2 incidents* used/taken in the calendar year will count towards the ESA (Employment Standards Act) paid Personal Emergency Leave. If at the time of a qualified ESA Personal Emergency Leave these 2 incidents have not been used through either sickness or bereavement then the employee will be required to allocate the first two days payment of their first two incidents from their sick time for the PEL.</del>
24	5	8	Summary of Benefits	Clarification/ Wording	8. Leave of Absence (all employees with 1 week of service will be entitled to <del>2 days unpaid emergency</del> leave as defined under the Labour Standards Act. <del>This paid time will be allocated from unearned or earned sick time if eligible).</del>
24	5	8.1	Summary of Benefits	Clarification/ Wording and Removal as per Bill 47	8.1 Bereavement: Leave of absence with pay may be granted to a regular service permanent employee for up to three (3) days in a case of a death in his/her immediate family and one (1) day in the case of other relatives. Immediate family includes: spouse, mother/father, sister/brother, common-law partner, children, and mother/father-in-law, these include step relationship of the same (as set-out in employment standards). <del>Relative – a person connected by blood or marriage.</del> *Employees may use two (2) sick days from their sick leave accumulation to supplement these bereavement leaves. Bereavement leave will count towards <del>the unpaid your personal emergency</del> leave (PEL) under ESA.
24	5	8.2	Summary of Benefits	Clarification/ Wording	<del>8.2 Special: Unpaid</del> Leaves of absence for other reasons may be granted at the discretion of the Executive Committee or the General Manager. Individuals who take leaves without approval will be subject to section 7 of this manual.
25	5	8.3.1	Summary of Benefits	Clarification/ Wording	8.3.1 The leave is structured as a dual entitlement. In each calendar year, an employee may take up to 10 days of leave and may take up to 15 weeks of leave as well. The first 5 days of the leave must be paid using earned/ <del>accumulated</del> sick time. In the event that no sick time accumulation is available then the time will be borrowed against <del>future the next period's</del> unearned sick time entitlements. The provision requires employees to advise the employer prior to claiming the leave where possible. If requested by the employer, the employee may also be required to provide "evidence reasonable in the circumstances".
25	5	8.4	Summary of Benefits	Clarification/ Wording	8.4 Other <del>Unpaid</del> Leaves as outline in the Employment Standards Act and Service Canada Employment Insurance.
25	5	8.4.1	Summary of Benefits	Clarification/ Wording and Removal as per Bill 47	8.4.1 <del>Up to 3 days of unpaid "family responsibility leave" as defined in the Employment Standards Act and Bill 47. Personal Emergency Leave—please see Sick Leave Accumulation section.</del>

Proposed Changes to Administration Manual					
Page	Section	Item	Section Title	Reason for Change	What has Changed
25	5	8.4.1.2	Summary of Benefits	Removal as per Bill 47	<del>8.4.1.2 Both Sick Leave and Bereavement count towards the 3 days paid within the year. If at the time of a qualified ESA Personal Emergency Leave these 2 paid days have not been used through either sick time or bereavement then the employee will be required to allocate the first two days from their paid sick time. If the employee does not have any accumulated sick time and this leave does not fall under bereavement or sick, they will be allowed only for this purpose to borrow 2 days from future earned sick time.</del>
30	7	2.3.2.1	Hiring, Separation, Absences	Item Number Corrections	<del>2.3.2.1</del> 5.3.2.1 If a more formal approach becomes necessary, the supervisor must notify the employee that verbal warning is being issued and that if the problem is not corrected ...
31	7	5.1	Hiring, Separation, Absences	Grammatical	5.1 Notwithstanding that each employee is an employee-at-will and can be terminated at any time for any non-discriminatory reason, the Authority maintains a <del>Corrective Correction</del> Action and Discipline procedure that is designed to be both fair and impartial. This procedure is based on the premise that corrective action and discipline is positive rather than punitive in nature.
32	7		Hiring, Separation, Absences	Grammatical	5.3 Outlined below are the steps generally followed in the Corrective Action and Discipline process: Each of these steps requires that the supervisor <del>documents document</del> pertinent events that occur prior to and during the corrective action and discipline. The General Manager should be involved in all corrective action steps, with the exception of problem solving, prior to the action being taken. While it is generally appropriate to begin the corrective action and discipline proves at the <del>problem-solving problem-solving step</del> , certain behaviours may justify immediate escalation to a written warning, suspension or termination.
38	8	7	Travel Regulations	Wording/ Clarification	<del>7-2-4</del> 6.2.1 The cost of using either a taxi or common carrier (airline, train, bus), including taxes and administration charges and <del>reasonable/customary</del> tip.
39	8	8	Travel Regulations	Wording/ Clarification	<del>7.1.3 Conventions, Seminars and Training courses are considered Non-compensable as they are not working time unless mandated. Upon approval of events during regular daytime hours only regular hours will be paid there will be no accumulation of time or payment of travel time for events scheduled beyond standard/scheduled workday. Time at events occurring after regular scheduled workday will not be compensated. Travel time to events after regular scheduled workday may be compensated based on the event and approval of the General Manager.</del>
40	9	1.1	Vehicles and Equipment	Wording/ Clarification	1.1.5 Any employee authorized to operate an Authority vehicle must have a <del>valid</del> license in accordance with the Ministry of Transportation and Communications Regulations.

Proposed Changes to Administration Manual					
Page	Section	Item	Section Title	Reason for Change	What has Changed
49	10	3.6	Uniform Policy	Clarification/ Wording	The following charts are the uniform requirements for each Authority positions. Colours allowable for the uniform policy: <b>Pp</b> ants may be any reasonable colour acceptable for type of work,; <b>T</b> ops (including jackets, shirts, vests, sweatshirts) <b>must be</b> white or any a shade of <b>B</b> lue (e.g. dark blue, royal blue, light blue, not aqua). All tops must be logoed.
52	11	1.3	Training and Development	Clarification/ Wording	1.3 The General Manager shall, as necessary, make allowances for time off for course work <b>if employee is directed or required to take a course</b> ; and make recommendations regarding pay adjustments as a result of time lost, if appropriate.
52	11	1.4	Training and Development	Addition	<b>1.4 If an employee was hired or promoted without the educational job requirements; it is the employee's responsibility to obtain those educational requirements at their own expense of money and time.</b>
51	11	n/a	Accessibility Customer Service and Training Protocol for Persons with Disabilities	Section Number Correction	Section <b>44 12</b> - Accessibility Customer Service and Training Protocol for Persons with Disabilities
56	13	6.5.1.2	Salary and Wage Administration	Clarification/ Wording	The employee <b>request</b> s a review
65	15	1.4	Substance Abuse Policy	Clarification/ Wording	1.4 Drug and alcohol abuse is not acceptable in the workplace. The Conservation Authority acknowledges its obligation to take all reasonable steps to ensure the health and safety of its workers, <b>while addressing the needs of the individual.</b>
65	15	1.5	Substance Abuse Policy	Addition	<b>1.5 It is the employees responsibility to self identify if they have a dependency or addiction to drugs or alcohol. Once an employee self identifies the authority will seek assistance to support the employee through appropriate medical programs. If an employee fails to self identify and is found to be under the influence/impaired or not fit for work, prior to an incident, that puts the Authority or Authority Staff at risk the employee will be immediately terminated.</b>

Proposed Changes to Administration Manual					
Page	Section	Item	Section Title	Reason for Change	What has Changed
65	15	1.5 - 1.7	Substance Abuse Policy	Clarification/ Wording and Item Number Corrections	<p><del>4.5</del> 1.6 The Drug and Alcohol policy applies to all employees of St. Clair Region Conservation Authority. This policy may also be extended to subcontractors.</p> <p><del>4.6</del>-1.7 For the purpose of this policy, the following are prohibited:</p> <p><del>4.6.1</del> 1.7.1 Being impaired <del>by or under the influence by</del> of alcohol/drugs (not fit for work) while at <del>w</del>work or operating machinery or vehicles. <del>It is the employees responsibility to arrive to work "fit to work and perform the duties of their job"</del>.</p> <p><del>4.6.2</del> 1.7.2 The possession or use of illicit drugs on Company premises, at Company worksites, or in Company vehicles.</p> <p><del>4.6.3</del> 1.7.3 The presence in the body of illicit drugs (or their metabolites) while at work or operating machinery or vehicles.</p> <p><del>4.6.4</del> 1.7.4 Illicit drugs included but are not limited to: <del>Cannabis (marijuana)</del>, Cocaine, LSD, Amphetamines, Heroin, injected drugs, solvents inhaling etc.</p> <p><del>4.6.5</del> 1.7.5 Abuse of Prescription or non-prescription drugs including but not limited to: Prescription Pain Relievers, Sleeping Pills, Tranquilizers, Anti-depressants, diet pills/Stimulants, <del>medical marijuana or its derivatives</del>.</p>
67	15	3.1	Substance Abuse Policy	Clarification/ Wording and Item Number Corrections	3.1 Employees are NOT to report to work or be at work if they are not fit for work, under the influence or impaired by alcohol or drugs ( <del>prescription or non-prescription</del> ).
67	15	3.5	Substance Abuse Policy	Clarification/ Wording	3.5 The Authority reserves the right to temporarily remove, reassign or suspend an employee pending a determination of the employee's fitness for work, assessment of <del>a</del> drug/alcohol <del>usage-problem</del> , or completion of an investigation into possible violation of this policy.
67	15	3.6	Substance Abuse Policy	Clarification/ Wording	3.6 Job performance will be the primary factor of personnel actions affecting employees who suffer from drug dependency and return to work following or during rehabilitation. <del>If a reoccurrence of a self identify dependency occurs after an agreed upon treatment and return to work plan. It will be at the Authorities discretion based on previous program commitment and supporting documentation, to determine whether another course of treatment will be pursued or termination of the employee/employer relationship.</del>

Proposed Changes to Administration Manual					
Page	Section	Item	Section Title	Reason for Change	What has Changed
68	15	4	Substance Abuse Policy	Clarification/ Wording	<p>4.1 Employees who have drug or alcohol problems are encouraged to seek medical assistance and/or rehabilitation before performance problems (whether or not in violation of this policy) lead to disciplinary action. Employees can speak with their supervisor or general manager regarding appropriate arrangements for rehabilitation such as a leave of absence. <b>It is up to the employee to self-identify if they have a drug or alcohol dependency/addiction prior to actions that would result in disciplinary procedures or termination.</b></p> <p>4.2 On being approached by an employee for help in overcoming a drug/alcohol problem/<b>dependency/addiction</b>, the organization may put the employee in contact with a medical practitioner who, if necessary, will make a referral to appropriate agency (eg. AADAC).</p> <p>4.3 An acknowledgment by an employee of a drug/alcohol <b>problem/dependency/addiction abuse problem</b> will not be a cause for disciplinary action. Notwithstanding such, an employee's request for assistance will not be a defense to the imposition of disciplinary action where a violation of this or other policies/workplace rules has occurred <b>prior to the employee acknowledgment..</b></p>
69	16	n/a	Harassment and Workplace Violence Policy	Section Number Correction	No section number listed, should be "Section 16"
69	16	n/a	Harassment and Workplace Violence Policy	Removal and refer	Harassment policy details removed and refer to Health and Safety Committee Policy created March 2018
79	18	2	Personnel Files	Addition	<b>2.10 Signed privacy and use of information form (New 2018)</b>
80	18	4	Personnel Files	Removal	<p>4. An employee's Personnel File is confidential and only the following persons are authorized to examine them:</p> <p><del>4.1 Members of the Board of Directors and its duly appointed committees, when authorized to do so, for a specific reason.</del></p> <p>4.2 The General Manager or his/her appointee, <b>Director of Finance acting as HR, Payroll/Accounting Clerk</b></p> <p><del>4.3 Individuals having direct authority over the employee, when authorized to do so by the General Manager</del></p> <p><del>4.4 Members of supervisory staff considering the employee for transfer into their department (at the discretion of the General Manager)-</del></p>
90	24	3.2.2	Risk Management	Clarification/ Wording	Formulate, enforce and update Authority <del>h</del> Health <b>&amp;</b> <del>s</del> Safety policies.

Proposed Changes to Administration Manual					
Page	Section	Item	Section Title	Reason for Change	What has Changed
93	25	2	Official Records and Retention	Additional Wording and Item Number Corrections	<p>2. Authority Records to be retain with this policy will include both paper and electronic files. Electronic files will be backed up, retained, protected and destroyed in the same manner as paper files, using the schedule below.</p> <p><del>2- 3.</del> A record retention schedule has been established and approved by the Executive Committee in 1987 and updated in 2017. Using this schedule, a detailed list of files and records to be destroyed each year will be approved by the Executive Committee prior to their destruction. This approved yearly list will be kept indefinitely in the Destroyed Records File.</p> <p><del>2-1 3.1</del> Revisions to the master Record Retention Schedule (Chart 2.2) will be approved by the Executive Committee when required.</p>
97	25	6.3	Official Records and Retention	Clarification/ Wording	6.3 All records, including handwritten notes made by an employee while carrying out the duties and functions of his/her job, are property of the Authority. These records remain property of the Authority during and after the employment of the person who made them. They shall not be removed from the custody and control of the Authority. <b>Except as outlined under retention policy for the transitory type documents.</b>
97	25	6.4	Official Records and Retention	Clarification/ Wording	6.4 Original records may not be borrowed or removed from <del>municipal</del> <b>conservation authority</b> property. Photocopies of any record which is open to the public may be made upon permission of the responsible department. Photocopy fees will be \$0.20 per page.
98	25	6.5	Official Records and Retention	Clarification/ Wording	6.5 All records of the Authority shall be classified, retained and destroyed in accordance with the Authority's Records Retention ( <del>By-Law Chart 2.2 above</del> ) <del>-(A By-Law to Establish Schedules of Retention Periods during which receipts, vouchers, instruments, rolls or other documents, records and papers must be kept by the Authority),</del> and amendments thereto.
98	25	6.6	Official Records and Retention	Clarification/ Wording	6.6 Records designated for destruction as per the Authority's Record Retention <del>By-Law</del> Policy shall first be approved by the Records Management Coordinator.
114 - 120	28	10	Mandate, Committees and Directors	Item Number Correction	<p><del>10. Corporate Committee Structure</del> <span style="float: right;"><del>11-</del></span></p> <p>10 Boards and Committees</p> <p>Items 11 changed to Items 10</p> <p>Items 12 changed to Items 11</p>
121	30	3	Accountability and Transparency	Consistency	Definition(s) <del>F</del> for the purpose of this <del>P</del> policy:

Proposed Changes to Administration Manual					
Page	Section	Item	Section Title	Reason for Change	What has Changed
121	30	3	Accountability and Transparency	Clarification/ Wording	governance that enhance public trust in municipalities and its elected officials. They are achieved through the Corporation adopting measures ensuring, to the best of its ability, that all activities and services are undertaken utilizing a process that is open and accessible to its stakeholders and compliant with the Act and any other relevant legislation. Wherever possible, the municipality will engage those that it serves throughout its decision making process which will be open, visible and transparent to the public.
125	31	3.1	Freedom of Information and Protection of Personal Information	Change in Staffing	Director of <del>Communication</del> Finance St. Clair Region Conservation Authority 205 Mill Pond Cres. Strathroy, Ontario N7G 3P9 (519) 245-3710
126	31	N/A	Freedom of Information and Protection of Personal Information	Update as per Board Motion	Power of Duty table updated as per Board Motion.
128	32	1.6	Media	Change in Staffing	All interviews with the news media should be reported to the <del>Director</del> Manager of Communications, so that an accurate record of coverage may be maintained.
129	33	1 - 2	Mail	Change in Staffing	Administrative <del>Executive</del> Assistant
129	33	2.3	Mail	Change in Staffing	Newspapers will go to the <del>Director</del> Manager of eCommunications, who will clip and circulate clippings periodically.
132	37	2.1	Authority Owned Cell Phone Use	Clarification/ Wording	All employees requiring the use of an Authority-owned cell phones for...
154	42	3.1	Miscellaneous Finance and Administration	Clarification/ Wording	3.1 Personnel: From time to time employees have access to privileged information on personnel issues ranging from an employee's age to salary. This information is confidential to the employee, <del>his/her</del> their supervisor, the General Manager and the Board. Accordingly, every effort is to be made to keep personnel information confidential to this group. Releases beyond this group are at the discretion of the Board or the General Manager and must conform the Act.

Proposed Changes to Administration Manual					
Page	Section	Item	Section Title	Reason for Change	What has Changed
156	42	6.3	Miscellaneous Finance and Administration	Addition	6.3 Lunch will be taken starting no earlier than 11:00 a.m. and no later than 2:00 p.m.
158	42	10	Miscellaneous Finance and Administration	Addition	10. Interviewing Guidelines – To ensure a balanced interview process all interview teams shall consist at least of one individual that identifies as female, one individual that identifies as male. In the event that an employee identifies as gender fluid it is recommended that there are three members on the interview teams.
178	47	1	Signing	Removal as per official By-laws approved by the Board of Directors	<p><del>1.1 The signing officers of the Authority shall be the Chairman or the Vice Chairman and the General Manager/ Secretary-Treasurer or the Director of Finance, except for cheques under \$5,000 where the signing officers may be any of two of these signing officers as per Authority resolution. In an emergency event, the Accounts Payable/ Payroll Clerk can sign cheques under \$5,000 with another signing officer.</del></p> <p><del>1.2 Director of Finance can approve for direct payment all statutory deductions and benefit payments that are above the \$5,000, as these payments are required and due by statute.</del></p> <p><del>1.3 All deeds, transfers, assignments, contracts, cheques and obligations entered into by the Authority must be signed by the Chairman or Vice Chairman and the General Manager/ Secretary-Treasurer. These officers are empowered to sign such documents as are necessary for works approved by the Authority and authorized by the Executive Committee.</del></p> <p><del>1.4 The above purposes, the signing officers are empowered to arrange for the borrowing of the funds necessary for approved projects and programs of the Authority.</del></p>
178	47	2.1.2	Signing	Clarification/ Wording	2.1.2 All items to <del>the</del> Board of Directors of the Authority, including notices, minutes, correspondence, etc.
179	47	3.2	Signing	Clarification / Wording	3.2 Expense accounts and time reports and vacation approval are to be signed by the General Manager for individuals reporting directly to this position and by the appropriate <del>Department</del> Supervisor at the level of <del>Director or Manager</del> for all others. Unless expense is over the signing limits as set out in Section 43 – Appendix 1, then it must be signed by General Manager.
179	47	3.3	Signing	Clarification/ Wording	3.3 Training and Development, must be recommended by the supervisor at the level of Director or Manager and approved by the General Manager.



Proposed Changes to Administration Manual					
Page	Section	Item	Section Title	Reason for Change	What has Changed
179	47	4	Signing	Addition	<p>4. Use of Electronic Signature and Signature Stamp</p> <p>4.1 For internal control purposes the use of Electronic Signature and Signature stamp of the Chair and/or Vice Chair is limited to the Administration Department and will only be applied based on receipt of verification from the Chair or Vice Chair that they are in agreement and aware of the use of their signature. 4.2 The verification via e-mail or other written correspondence will be attached to the document that the electronic signature or signature stamp is used on for future reference and will be kept with that document following the retention policy.</p>
182	49	2.1.5	Disposal of Real Estate Property	Clarification / Wording	2.1.5 All valid Offers to Purchase will be presented to the Board of Directors for their approval, prior to submission for provincial approval, where applicable.



**CORPORATION OF THE  
TOWNSHIP OF DAWN-EUPHEMIA**

4591 Lambton Line R.R.#4, Dresden, Ontario N0P 1M0  
Tel: (519) 692-5148 Fax: (519) 692-5511 Public Works Dept: (519) 692-5018

November 22, 2018

St. Clair Region Conservation Authority  
205 Mill Pond Crescent  
Strathroy, Ontario  
N7G 3P9  
Attn: Ashley Fletcher, Administrative Assistant/Board Coordinator

**Re: SCRCA 2019 Draft Budget**

Ms. Fletcher,

Thank you for your email with the attached 2019 draft budget for the St. Clair Region Conservation Authority. It was presented to Council on Monday, November 19, 2018, and the following resolution was passed:

**2018-230** That Council acknowledges receipt of the St. Clair Region Conservation Authority (SCRCA) 2019 Draft Budget; and that a letter be sent to the SCRCA stating that any 2019 budget increases be kept to the rate of inflation. *Carried*

Should you require anything further at this time, please do not hesitate to contact our office.

Kind Regards,

Terri Towstiu  
Deputy-Clerk

Item 16.7

Non-registered account #440-17189-13

October 31, 2018

JTA3366332 E D

08610

ST. CLAIR REGION  
CONSERVATION AUTHORITY  
205 MILL POND CRESCENT  
STRATHROY ON N7G 3P9



## Your Investment Report



### ▶ Account Summary

This table provides an overview of your account, including the opening and closing balance for the reporting period.

Your Investments	Opening Value Oct 1, 2018	Closing Value Oct 31, 2018	Balance on Oct 31, 2018 (CAD\$)
Canadian Dollar Investments			
Cash Account	1,434,690.61	1,434,690.61	1,434,690.61
	1,434,690.61	1,434,690.61	<b>1,434,690.61</b>
<b>Grand Total (CAD\$)</b>			<b>1,434,690.61</b>
		<b>Last Statement Sep 30, 2018</b>	<b>1,434,690.61</b>

### Important: Please Read

Please examine this account statement carefully and report any errors or omissions to our auditors.

KPMG LLP  
Bay Adelaide Centre  
333 Bay Street, Suite 4600  
Toronto, ON M5H 2S5  
Attn: Elda Kusuri  
Fax: (416) 777-8818

You can access your up-to-date account information online through BMO Nesbitt Burns Gateway at:  
<https://gateway.bmonesbitburns.com>.  
If you have not yet registered for Gateway access, please contact your Investment Advisor.

JTA3366332-0059047-08610-0004-0001-00-

### ▶ We're here to help

Our team is dedicated to helping you succeed in meeting all of your wealth management goals. Please call any member of the team referenced below if you have questions about Your Investment Report. Visit [bmo.com/nesbitburns](http://bmo.com/nesbitburns) for the latest information on investing and wealth planning.

JONATHAN BATCH  
Investment Advisor  
519-646-3044

Batch Investment Group  
[www.batchinvestmentgroup.com](http://www.batchinvestmentgroup.com)  
Assistant: Sharon Tingley  
[sharon.tingley@nbpcd.com](mailto:sharon.tingley@nbpcd.com)

DAVID HAAK  
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Suite 1900  
One London Place  
255 Queens Avenue  
London, ON N6A 5R8



Regulated by  
Investment Industry Regulatory  
Organization of Canada

Non-registered account #440-17189-13

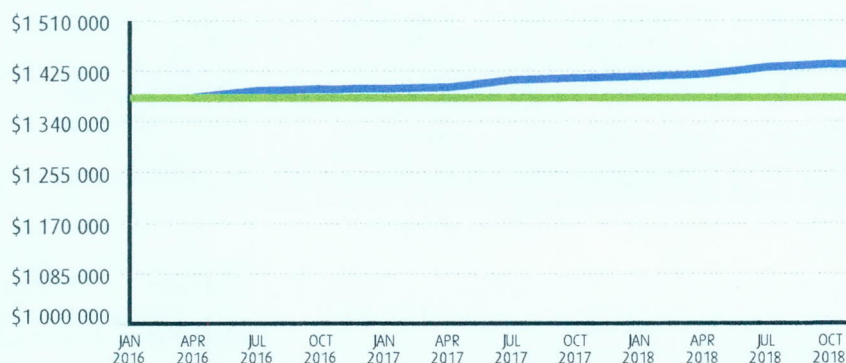
October 31, 2018

## ► Changes to your account

This table provides a summary of the change in value of your account, including all deposits, withdrawals and the change in market value of your investments, for both the current year and as of the start of reporting. Where applicable, balances have been converted to Canadian dollars, see page 1 for exchange rates.

Net Invested is the value of total deposits less the value of total withdrawals.

	This Year (2018)	Since January 1, 2016
<b>Opening Value</b>	<b>1,413,457.76</b>	<b>1,379,179.68</b>
Deposited	+ 0.00	+ 0.00
Withdrawn	- 0.00	- 0.00
<b>Net Invested</b>	<b>= 0.00</b>	<b>= 0.00</b>
Change In Market Value	+ 21,232.85	+ 55,510.93
<b>Closing Value on Oct 31, 2018</b>	<b>1,434,690.61</b>	<b>1,434,690.61</b>



**The Change in Market Value of your account since January 1, 2016 is \$55,510.93.**

This amount includes gains, losses and income received with respect to the investments held in your account.

Non-registered account #440-17189-13

October 31, 2018

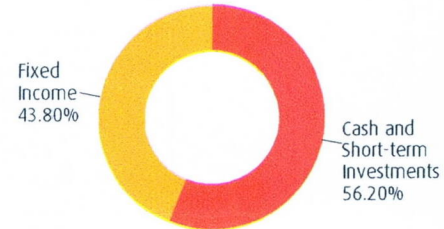
## ▶ Summary of your investments in Canadian dollars

### Your Investor Profile

Investment Objective Income

Time Horizon 10 yrs and more

Investment Category	Amount	Target %	Holdings %
● Cash and Short-term Investments	805,690.61	10.00	56.20
● Fixed Income	629,000.00	90.00	43.80
● Equities	0.00	0.00	0.00
<b>Total</b>	<b>1,434,690.61</b>		<b>100.00</b>



The investments in your account have been chosen based on the investment objectives you selected on the Client Account Agreement. As your life circumstances change, it is important to talk to your Investment Advisor about updating these objectives as may be applicable.

## Your Canadian Dollar Investments

All amounts are reported in Canadian Dollars.

### ▶ Income you received

Type of Income	Current Month	Year to Date
Interest	0.00	21,232.85
<b>Total</b>	<b>0.00</b>	<b>21,232.85</b>

### ▶ Your investment details

	Quantity	Cost		Market Value on October 31, 2018	
		Per Unit	Total	Per Unit	Total
<b>Cash Account</b>					
● <b>Cash and Short-term Investments</b>					
CASH			5,690.61		5,690.61
CANADIAN WESTERN BANK GIC ANNUAL DUE 05/13/2019 2.200%	100,000	100.000	100,000.00	100.000	100,000.00
EQUITABLE BANK GIC ANNUAL DUE 05/13/2019 2.200%	100,000	100.000	100,000.00	100.000	100,000.00

Non-registered account #440-17189-13

October 31, 2018

## Your Canadian Dollar Investments (continued)

All amounts are reported in Canadian Dollars.

### ▶ Your investment details (continued)

	Quantity	Cost		Market Value on October 31, 2018	
		Per Unit	Total	Per Unit	Total
PEOPLES TRUST GIC ANNUAL DUE 06/14/2019 2.200%	100,000	100.000	100,000.00	100.000	100,000.00
BANK OF MONTREAL MORTGAGE CORP GIC ANNUAL DUE 08/22/2019 2.360%	100,000	100.000	100,000.00	100.000	100,000.00
BMO TRUST COMPANY GIC ANNUAL DUE 08/22/2019 2.360%	100,000	100.000	100,000.00	100.000	100,000.00
BANK OF MONTREAL GIC 30 DAY CASHABLE ANNUAL DUE 08/27/2019 1.350%	300,000	100.000	300,000.00	100.000	300,000.00
<b>Subtotal</b>			<b>805,690.61</b>		<b>805,690.61</b>
<b>Fixed Income</b>					
<b>Fixed Income</b>					
CONCENTRA BANK GIC ANNUAL DUE 06/15/2020 2.750%	100,000	100.000	100,000.00	100.000	100,000.00
LBC TRUST GIC ANNUAL DUE 06/15/2020 2.600%	100,000	100.000	100,000.00	100.000	100,000.00
VANCITY GIC ANNUAL DUE 06/15/2020 2.350%	279,000	100.000	279,000.00	100.000	279,000.00
HOMEQUITY BANK GIC ANNUAL DUE 05/13/2021 2.220%	50,000	100.000	50,000.00	100.000	50,000.00
PRESIDENT'S CHOICE BANK GIC ANNUAL DUE 05/13/2021 2.360%	100,000	100.000	100,000.00	100.000	100,000.00
<b>Fixed Income Subtotal</b>			<b>629,000.00</b>		<b>629,000.00</b>
<b>Subtotal</b>			<b>629,000.00</b>		<b>629,000.00</b>
<b>Total for Cash Account</b>			<b>1,434,690.61</b>		<b>1,434,690.61</b>
<b>Total Canadian Dollar Investments</b>			<b>1,434,690.61</b>		<b>1,434,690.61</b>

Average cost and market price indicator descriptions can be found in Important information about your account at the end of this statement.

JTA3386332-0059050-08610

Non-registered account #440-17189-13

October 31, 2018

## ▶ Account activity for this month

Date	Activity	Description	Quantity	Unit Price	Commission	Amount
<b>Cash Account</b>						
Oct 1, 2018		<b>Opening Cash Balance</b>				5,690.61
		<i>No Account Activity</i>				
Oct 31, 2018		<b>Closing Cash Balance</b>				5,690.61

This report includes only activity recorded in your account since your last report. For a more comprehensive listing of your account activity, sign into your BMO Nesbitt Burns Gateway at: <https://gateway.bmonesbittburns.com>.



Non-registered account #440-17189-13

October 31, 2018

## Your Year-to-Date Fees Summary

### ▶ Fees you paid

This section summarizes all compensation received by BMO Nesbitt Burns with respect to your account. Our compensation comes from two sources: what we charge you directly (Operating and Transaction Charges), and what we receive through any third parties.

	CAD (\$)
<b>Operating charges</b>	
<b>Total operating charges</b>	<b>0.00</b>
<b>Transaction charges</b>	
<b>Total transaction charges</b>	<b>0.00</b>
<b>Total fees you paid in 2018</b>	<b>0.00</b>

Please see examples of standard operating charges in the Important Information about your Account section. Some fees and charges may be reported as before-tax amounts and applicable tax is being reported separately within the 'Sales Tax' line item. Where this is not possible the sales tax is included within the line item. Please contact your Investment Advisor if you have any questions about your 'Year-to-Date Fees Summary'.

### ▶ Payments BMO received from third parties

	CAD (\$)
GLC Commission	3,946.37
<b>Total payments BMO Nesbitt Burns received from third parties in 2018</b>	<b>3,946.37</b>

### ▶ Bulletin board

For foreign exchange rates, please refer to the Account Summary section on page one of your statement.



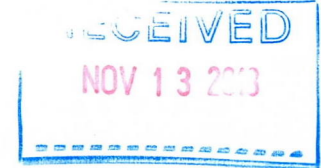
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Account Number: **460-16010**  
 Account Type: Regular Account  
 For the Period: **October 1 to 31, 2018**  
 Last Statement: September 28, 2018

ST. CLAIR REGION CONSERVATION  
 AUTHORITY  
 205 MILL POND CRES  
 STRATHROY ON N7G 3P9

**Address Information**

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 N6A 5R8



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 Website: www.scotiawealthmanagement.com  
 Branch Manager: Deborah Vafaei

**Your Wealth Advisor**


Craig Emptage (519) 660-3259  
 craig.emptage@scotiawealth.com

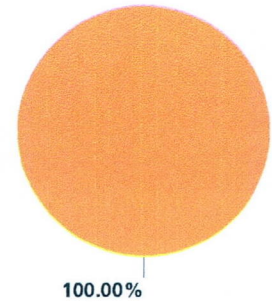
**Your Investment Team**

Michael Willemse (519) 660-3268  
 Tammy Jackson (519) 660-3215

**CANADIAN Account Overview**

Currency: Canadian Dollar

Asset Class Summary	Oct. 31, 2018 Market Value	% of Total Assets
 <b>Fixed Income</b>	726,735	100.00
<b>Total Value of Account</b>	<b>\$726,735</b>	<b>100.00</b>
Total Value on Last Statement, September 28, 2018	\$732,239	



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Regulated by  
 Investment Industry Regulatory  
 Organization of Canada

## Details of Your Account Holdings

Type	Security Description	Quantity	Average Cost	Adjusted Book Value	Market Price	Market Value
<b>Fixed Income</b>						
CASH	MACKENZIE GLOBAL TACTICAL INVESTMENT GRADE BD FD SERIES F (4807)	22,749.662	10.002	227,551	9.494	215,985
CASH	MANULIFE STRATEGIC INCOME FUND CL F NL (659)	6,467.534	12.709	82,201	11.576	74,868
CASH	PIMCO MONTHLY INCOME FUND (CANADA) CL M (505)	16,200.861	14.474	234,497	13.846	224,317
CASH	SIGNATURE CANADIAN BOND CORP CLASS EF NL (15137)	21,707.863	10.282	223,202	9.746	211,565
<b>Total Fixed Income</b>						<b>\$726,735</b>

**Total Account Holdings** **\$767,451** **\$726,735**

*The average cost and adjusted book value displayed on this statement incorporates re-invested dividends and/or mutual fund distributions and does not necessarily reflect your original purchase price. Please see Average Cost & Adjusted Book Value in the Statement Notes for more information.*

## Monthly Activity

Date	Type	Activity	Description	Quantity	Price	Credit/Debit(-)
<b>Opening Cash Balance</b> <span style="float: right;"><b>\$0.00</b></span>						
Oct. 01, 2018	CASH	DIVIDEND	MANULIFE STRATEGIC INCOME FUND CL F NL (659) REINVEST 09/28/18 @ \$11.7170 PLUS FRACTIONS OF 0.962 BOOK VALUE \$198.74	16		
Oct. 01, 2018	CASH	DIVIDEND	PIMCO MONTHLY INCOME FUND (CANADA) CL M (505) REINVEST 09/28/18 @ \$13.8980 PLUS FRACTIONS OF 0.012 BOOK VALUE \$708.97	51		
Oct. 18, 2018	CASH	SELL	PIMCO MONTHLY INCOME FUND (CANADA) CL M (505) PLUS FRACTIONS OF 0.518 SOLICITED	-150	13.8806	2,089.28
Oct. 18, 2018	CASH	FEE	MPP MANAGED PORTFOLIOS			-2,089.28

## Monthly Activity - continued

Date	Type	Activity	Description	Quantity	Price	Credit/Debit(-)
			GST/HST 86817 6249 RT0001 QST/TVQ 1019148099 TQ0001 TID#0110F000078232 TID#0110F000078232			
Oct. 22, 2018	CASH	DIVIDEND	MACKENZIE GLOBAL TACTICAL INVESTMENT GRADE BD FD SERIES F (4807) REINVEST 10/19/18 @ \$9.5202 PLUS FRACTIONS OF 0.930 BOOK VALUE \$456.30	47		
Oct. 29, 2018	CASH	DIVIDEND	MANULIFE STRATEGIC INCOME FUND CL F NL (659) REINVEST 10/26/18 @ \$11.5897 PLUS FRACTIONS OF 0.772 BOOK VALUE \$182.79	15		

**Closing Cash Balance**

**\$0.00**

## Summary

### Income Summary

	This Period	Year-to-Date
<b>Total Income</b>	<b>\$0</b>	<b>\$0</b>

## A Note From ScotiaMcLeod

### Auditor's Message

Our auditors, KPMG LLP, are presently engaged in the examination of our year-end financial statements. Please compare this statement against your records and advise our auditors of any discrepancies: Shareholders' Auditors, Attention: Olivia Giommarioli, SCI Audit Team, Bay Adelaide Centre, 333 Bay Street - Suite 4600, Toronto, ON, M5H 2S5, Canada, fax at (416) 777-8818 or email: [scotiacapitalconfirm@kpmg.ca](mailto:scotiacapitalconfirm@kpmg.ca)

### Updated ScotiaMcLeod Referral Disclosures Document

Please be advised that updates have been made to the ScotiaMcLeod Referral Disclosures Document, which can be located at:

<https://www.scotiabank.com/content/dam/scotiabank/canada/common/documents/pdf/Ref-Disclosures-Eng.pdf>

Alternatively, this document can be sent directly to you by contacting either the Scotia Wealth Contact Centre at 1-866-437-4990 or your Advisor team.