



Board of Directors *Notice of Meeting*

**September 20th, 2018 10:00 a.m.,
Administration Office, Strathroy**

Tentative Agenda

1. Adoption of Agenda
2. Chair's Remarks
3. Declaration of Pecuniary Interests
4. Minutes
 - 4.1 June 28, 2018 Board of Director's minutes
5. General Manager's Report
 - 5.1 GM's Report
 - 5.2 Environmental Registry
 - 5.3 Authority Bylaws
6. Chair & Conservation Ontario Report
 - 6.1 CO June 25, 2018 minutes
7. Business Arising
8. Conservation Area Reports
 - 8.1 Conservation Areas Update
9. Water Resources Reports
 - 9.1 Current Watershed Conditions
 - 9.2 History of McKeough Operating Criteria
 - 9.3 Floodplain Mapping Project
10. Biology Reports
 - 10.1 Healthy Watersheds Program Workshop Update
 - 10.2 Healthy Watershed Program – Walk the Watershed
 - 10.3 Reptiles at Risk
11. Conservation Services Report
 - 11.1 West Nile Virus – Lambton County Mosquito Control Program
 - 11.2 Conservation Services Programs
12. Planning & Research Reports
 - 12.1 Regulations Activity Summary (applications and inquiries)
 - 12.2 Violations Update (verbal)
 - 12.3 Monthly Planning Activity Summary Report
 - 12.4 Drainage Act and Conservation Authorities Act Protocol (DART)
13. Finance Reports
 - 13.1 Revenue & Expenditure Report
 - 13.2 Disbursements
 - 13.3 General Levy

- 13.4 Draft Budget
- 13.5 Investments
- 13.6 Joint Health & Safety Committee Minutes
- 14. Communications
 - 14.1 Communications Report
 - 14.2 St. Clair River AOC Report
- 15. Thames-Sydenham Source Protection
 - 15.1 Source Protection Committee – Member Appointments
- 16. New Business
- 17. Adjournment

Please contact Ashley (call 519-245-3710, 1-866-505-3710 or e-mail Afletcher@scrc.on.ca) at the Administration Office by September 17th, if you are unable to attend.

September 20, 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 minutes of the Board of Directors meeting, held June 28, 2018, be approved as distributed.
- 5.1 Moved by: _____ Seconded by: _____
That the Board of Directors acknowledges the General Manager's report, dated September 10, 2018.
- 5.2 Moved by: _____ Seconded by: _____
That the Board of Directors acknowledges the report, dated September 10, 2018 regarding the review of Environmental Registry postings and further approves the amendments to the Environmental Registry Commenting Procedure.
- 5.3 Moved by: _____ Seconded by: _____
That the Board of Directors acknowledges 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 acknowledges the proposed timeline for review and approval of the Bylaws by December 2018.
- 6.1 Moved by: _____ Seconded by: _____
That the Board of Directors acknowledges the minutes of the June 25, 2018, Conservation Ontario Council meeting.
- 7.1 Moved by: _____ Seconded by: _____
That the Board of Directors acknowledges the updates on business arising from the June 28, 2018, meeting.
- 8.1 Moved by: _____ Seconded by: _____
That the Board of Directors acknowledges the Conservation Lands Update, dated August 27, 2018 on Conservation Areas, Foundation, and McKeough Lands including capital projects, facility improvements and camping trends in 2018.
- 9.1 Moved by: _____ Seconded by: _____
That the Board of Directors acknowledges the report dated September 5, 2018, on the current watershed conditions, flood risk and Great Lakes water levels.

- 9.2 Moved by: Seconded by:
That the Board of Directors acknowledges the report dated September 4, 2018 on the history of the McKeough Operating Criteria.
- 9.3 Moved by: Seconded by:
That the Board of Directors acknowledges the report dated September 4, 2018, on the flood plain mapping project in 2 municipalities; City of Sarnia (urban environment) and St. Clair Township (rural environment).
- 10.1 Moved by: Seconded by:
That the Board of Directors acknowledges the status report dated August 31, 2018, regarding the Healthy Watershed Program Workshop Update.
- 10.2 Moved by: Seconded by:
That the Board of Directors acknowledges the status report dated August 27, 2018, regarding the Healthy Watershed Program - Walk the Watershed, including an update on the Walk the Watershed Program.
- 10.3 Moved by: Seconded by:
That the Board of Directors acknowledges the report dated September 6, 2018, on the Reptiles at Risk Program Update, including highlights of recent collection, incubation and release of Spiny Softshell turtles and snake monitoring.
- 11.1 Moved by: Seconded by:
That the Board of Directors acknowledges the status report dated September 5, 2018, regarding West Nile Virus – Lambton County Mosquito Control Program.
- 11.2 Moved by: Seconded by:
That the Board of Directors acknowledges the status report dated September 5, 2018, regarding conservation services programs across the watershed including multiple funding sources, spring tree planting survival & maintenance and other vegetation control programs.
- 12.1 Moved by: Seconded by:
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 September 6, 2018 and includes the period June 1, 2018 to August 31, 2018, as presented.
- 12.2 Moved by: Seconded by:
That the Board of Directors acknowledges the verbal update from Dallas Cundick, Manager of Planning on the Regulations (Ontario Regulations 171/06) violations status.

- 12.3 Moved by: Seconded by:
That the Board of Directors acknowledges the St. Clair Region Conservation Authority's monthly Planning Activity Summary Reports dated September 6, 2018, for June, July and August, 2018.
- 12.4 Moved by: Seconded by:
That the Board of Directors acknowledges the report, dated September 4, 2018 on Drainage Act and Conservation Authority Act Protocol (DART) Municipal drain activities for July to September 2018.
- 13.1 Moved by: Seconded by:
That the Board of Directors acknowledges the revenue and expenditure report to July 31, 2018, as it relates to the budget.
- 13.2 Moved by: Seconded by:
That the Board of Directors approves the June to August 2018 disbursements as presented in the amount of \$1,242,077.06
- 13.3 Moved by: Seconded by:
That the Board of Directors acknowledges the status report on the 2018 general levy receipts to August 31, 2018.
- 13.4 Moved by: Seconded by:
That the Board of Directors acknowledges the 2019 preliminary draft budget of \$6,304,707 with a proposed municipal general levy of \$913,751 and further that this preliminary budget will be circulated to member municipalities for information and input based on our budget review process.
- 13.5 Moved by: Seconded by:
That the Board of Directors acknowledges the investment statements for the period ending August 31, 2018.
- 13.6 Moved by: Seconded by:
That the Board of Directors acknowledges the minutes of the March 26, 2018 Joint Health and Safety Committee.
- 14.1 Moved by: Seconded by:
That the Board of Directors acknowledges the Communications Report, dated September 4, 2018, including information regarding Conservation Education, Coming Events and Conservation Scholarships.
- 14.2 Moved by: Seconded by:
That the Board of Directors acknowledges the St. Clair River Area of Concern report dated September 5, 2018.

15. Moved by: _____ Seconded by: _____
That the Board of Directors acknowledges the report dated September, 2018 regarding member appointments to the Thames-Sydenham Source Protection Committee.
16. Moved by: _____ Seconded by: _____
That the meeting be adjourned.



Board of Directors Meeting Minutes

Date: June 28, 2018

Time: 1:00 pm

Mooretown Sports Complex, St. Clair Township

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

Regrets: Alan Broad, Mike Kelch

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

The Chair welcomed everyone to the meeting and expressed thank you to SCRCA staff for planning and organizing the annual project tour. 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.

Minutes of the April 19, 2018 meeting were reviewed. A typographical error was noted and corrected.

BD-18-69

Scholten-Giffen

“That the minutes of the Board of Directors meeting, held April 19, 2018, be approved as corrected.”

CARRIED

Healthy Lake Huron

- Since 2011, the partners involved worked on projects in their jurisdictions and in the southeast watersheds of Lake Huron as a whole in a concerted effort to address shoreline water quality concerns such as nuisance algae and bacterial issues and to promote safe and clean beaches from Sarnia to Tobermory
- Progress has been made – in 5 targets watershed, including the watershed in southern Lambton Shores, landowners have been and continue to implement best management practices on farms, repair or replace faulty or failed septic systems and monitoring of water quality of the waterways has provided vital information to assist in decision making
- However, additional works need to be completed to turn the tide against water quality concerns

- This year, a new five year plan is being drafted to provide a new impetus and updated targets using monitoring reports and watershed report cards, the plan to be drafted this summer is to be reviewed this fall and should be available in late 2018

Participants/ Supporters

Government of Canada

- Environment and Climate Change Canada
- Parks Canada
- Fisheries and Oceans Canada

Government of Ontario

- Ministry of Environment and Climate Change
- Ministry of Agriculture, Food and Rural Affairs
- Ministry of Municipal Affairs and Housing
- Ministry of Natural Resources and Forestry

Regional Government

- Bruce County
- Huron County
- Lambton County

Conservation Authorities

- Ausable Bayfield Conservation
- Grey Sauble Conservation Authority
- Maitland Valley Conservation Authority
- Saugeen Valley Conservation Authority
- St. Clair Region Conservation Authority

Public Health

- Grey-Bruce Health Unit
- Huron County Health Unit
- Lambton Public Health

Local Organizations

- Bruce Peninsula Biosphere Association
- Bruce Power
- Environmental Defence
- Lake Huron Centre for Coastal Conservation
- Pine River Watershed Initiative Network
- Western University

International Stakeholders

- Lake Huron Binational Partnership

BD-18-70

Miller-Nemcek

“That the Board of Directors acknowledges the General Manager’s report, dated June 15, 2018.”

CARRIED

- Amendments to the Conservation Authorities Act passed in December 2017 contains a new section
- Section 19.1 outlines a number of specific requirements for Conservation Authority By-laws
- Additionally, all Conservation Authorities are required to have their bylaws updated and approved prior to the end of 2018 and that those bylaws will be in compliance with Section 19.1
- To assist Authorities in completing this task Conservation Ontario worked with staff from the Ministry of Natural Resources and Forestry and several Conservation Authorities to create a template for these updated bylaws as well as best management practices to guide the updating process
- In order for the Board to have appropriate opportunity to revision the updated Bylaw, the following schedule of review is proposed:
 - September 2018 – draft bylaw presented to Board of Directors for review and comment
 - November 2018 – revised bylaw based on comments, etc presented to the Board of Directors for review and comment
 - December 2018 – final draft of bylaw presented to Board of Directors for approval

BD-18-71

Rupke-McMillan

“That the Board of Directors acknowledges the report dated June 15, 2018, regarding the need to approve and implement new bylaws for the Authority based on the updated Conservation Authorities Act and the proposed process for review and approval of new bylaws.”

CARRIED

The Environmental Registry (“Registry”) is a website that provides public access to a database holding information about environmental proposals and decisions made by the Ontario government. Proposals vary from individual permit to take water applications, official plans, environmental compliance and licensing, legislation and regulations, etc.

The Registry is an important part of ensuring that the public can participate in decisions being made on environmental issues. The Environmental Registry is the only one of its

kind in Canada and was created under Ontario's Environmental Bill of Rights, 1993 (EBR).

Through providing internet access to environmentally-relevant information, the Environmental Registry allows the Authority and the public to exercise its right to be given public notice of a range of government proposals and decisions related to environmental matters, and be able to provide comments on those issues.

The Environmental Commissioner of Ontario is responsible for monitoring that the government fulfils its obligations under the Environmental Bill of Rights, including the Registry. Additional information is available on the Environmental Commissioner's website (www.eco.on.ca).

Postings to the Registry ranged from 1416 to 2290 from 2008 – 2014. Postings have been significantly higher since - 2675 postings in 2015, 3261 postings in 2016 and 2680 postings in 2017. With 1271 posting to date in 2018, it appears that the Registry will surpass last year's postings.

The comment period for postings varies greatly. Some postings have comment period of less than 20 days and some as long as 120 days.

Conservation Ontario has been helpful in drawing together comments from all Authorities and providing one submission on our behalf on many issues. However, some issues that are of great importance or may have a regional or local focus require local comments. The Authority has contributed to many of Conservation Ontario's submissions and has also provided comments from the Authority directly – such as the Authority's comments regarding the Conservation Authorities Act review approved by the Authority Board in June of 2016.

Concern has been brought forward that a procedure for Board approval of comments should be established in order for any comments provided under the St. Clair Region Conservation Authority banner has Board support. Several other Authority Boards have had similar concerns and comparable procedures for providing comments have been implemented.

Therefore, the following procedure has been drafted to ensure that any postings relevant to St. Clair Region Conservation Authority will be responded to with any necessary comments.

Proposed Commenting Procedure:

1. Authority staff have established a list of words and phrases that have been provided to the Registry. Any postings containing any of these words and phrases are then automatically emailed to the Planning Ecologist and the General Manager. A copy of this list is found at right.
2. These postings are then reviewed to confirm relevance to St. Clair Region Conservation Authority. If the posting is relevant, the posting is discussed with appropriate staff to determine the necessity for comments.
3. Subject to this review, staff will recommend that comments may be forwarded to Conservation Ontario for inclusion in a broad comments correspondence in response to the posting or that the comments should be provided directly from SCRCA due to the local importance, legislative significance or if Conservation Ontario is not providing a joint comment.
4. If comments are to be forwarded to Conservation Ontario for joint comments, staff will draft the comments for review by the General Manager. Approved comments will be forwarded to Conservation Ontario.
5. If comments are recommended to be directly from SCRCA, staff will review the schedules for Board meetings and Registry posting comments and if required, will request an extension to the Registry posting deadline in order to have the opportunity to present the proposed comments to the Board of Directors for review and approval. Comments will subsequently be drafted for Board review and will be included in the Board package. Subsequent to any edits and approval of the Board of Directors the comments will be submitted in the Authority's name to the Registry.

In the future it is hoped that through improved digital communication (e-mailed links to postings, attached draft comments and emailed responses of support) we may be able to obtain support for proposed comments in a timely fashion.

BD-18-72

Gordon-Bruziewicz

“That the Board of Directors acknowledges the report dated June 15, 2018, regarding Ontario’s Environmental Registry and approves the proposed policy for the submission of comments regarding items posted on the Environmental Registry.”

CARRIED

The St. Clair Region Conservation Foundation has a “Green Meetings” program, designed for environmentally conscious groups (companies, events, family gatherings, etc.) to be able to better understand their carbon footprints and to assist in sequestering an equal amount of carbon via a donation to the Foundation to support tree planting. Similar programs are available through other Foundations across the Province.

A discussion paper on Voluntary Carbon Offsets (MOECC) posted to the Environmental Registry as well as comments from Conservation Ontario submitted in response to the Registry posting were also reviewed.

BD-18-73

Marriott-Scholten

“That the Board of Directors acknowledges the report dated June 15, 2018 regarding Ontario’s proposed Voluntary Carbon Offset Program.”

CARRIED

The Olde Czech Hall has been a fixture in the community of Dresden for decades. The Hall was struggling to make ends meet in the 1980’s and was purchased by Dresden Motors who own the adjacent property for use as a showroom. Some community events continued to be held in the Hall through the generosity of Dresden Motors.

1992

- Purchased as part of Dresden Motors by the St. Clair Region Conservation Authority as part of the Dresden Floodplain Acquisition Program – Dresden remains one of the most flood vulnerable communities in the province
- When the Authority purchased the property the public petitioned the Town of Dresden to keep this building as a community center
- After considerable discussion the property was leased in 1993 to the Town of Dresden, who sublet the building to a group to maintain and operate the facility
- This was intended to be short term as the Province was not prepared to use the Floodplain Acquisition program to purchase a building for recreation purposes
- Certain conditions were placed on the lease, ie no overnight accommodation, development, if any, was to have prior approval and not to increase chances of loss of life and property
- The intent was to eventually remove the building from the floodplain

1999

- Formal lease of this facility to Chatham-Kent as part of the overall lease of Authority owned property in Dresden to Chatham-Kent

2000

- To date the authority has supported the use of the building to meet the needs of the community as requested and based on the conditions of the lease which includes limitations to the development and use as it relates to flooding, property damage and loss of life
- There are several other conditions including the removal of the building from the floodplain once the community sees no further need for the structure

Further:

- There are numerous partners who have enhanced the grounds around the Czech Hall including the Dresden and District Horticultural Society, Lambton Kent

Composite School and numerous volunteers and individual who have contributed time and money

- The St. Clair Region Conservation Foundation continues to provide tax receipts for the Horticultural Society for projects which have enhanced the floodplain area
- Over the past 20 years, multiple meetings have been held to reviews issues, propose ideas and exchange information
- The Authority has supported the Czech Hall project based on the municipal and public requests and will take direction from Chatham-Kent with input from the Olde Czech Hall Committee in determining the point at which the Hall no longer is valued as an event location

Organizational Objectives:

- SCRCA
 - Must ensure that the building is removed and the site is rehabilitated to meet the requirements of the floodplain acquisition program
 - Funds provided to the program by the Ministry of Natural Resources and Forestry covered the 50% of the cost of property acquisition, building removal and site rehabilitation for the Dresden Motors property
 - Funds provide were allocated to works completed to date
 - The cost of building demolition and site rehabilitation will be the remainder of the matching municipal funding required to complete the project and are therefore the responsibility of Chatham-Kent
 - The Authority maintains demolition insurance, to cover the cost of building removal in the event of significant damages
 - The Authority requires that they are also named in the liability insurance for the Olde Czech Hall Committee
- Municipality of Chatham-Kent
 - Maintains its support of the Dresden Floodplain Acquisition Program and the Community of Dresden in having the availability of a small event location on a fee for service basis, however, with other services available in the community and in a continuing effort to reduce risk, Chatham-Kent is seeking to change its involvement in this situation to a partnership rather than a lessee
 - The Authority requires that they are also named in the liability insurance for the Olde Czech Hall Committee
- Olde Czech Hall Committee
 - Is seeking the opportunity to maintain the availability of the Olde Czech Hall as an event location for the residents of the Community of Dresden and surrounding area on a fee for service basis

- Fees are used to support the direct costs of the hall as well as maintenance costs of the structure and the securement of liability insurance
- The proposed 3 party agreement was drafted by the Authority and is being edited by Chatham-Kent Legal Services
- That agreement is intended to satisfy the above identified objectives
- That agreement is intended to satisfy all the above

BD-18-74

Wright-Bruinink

“That the Board of Directors acknowledges the report dated June 15, 2108 regarding the Olde Czech Hall and further accepts the three party agreement in principle and authorizes the General Manager to sign said agreement upon finalization.”

CARRIED

Minutes of the Conservation Ontario Annual General Meeting on April 16, 2018 were reviewed.

BD-18-75

MacKinnon-Wesley

“That the Board of Directors acknowledges the minutes of Conservation Ontario’s Annual General meeting held April 16, 2018 at Black Creek Pioneer Village in Toronto.”

CARRIED

Conservation Areas:

- The Conservation Authority owns 15 conservation areas and manages 17 properties for the Foundation
- Of those 15 conservation areas, 6 are managed by the local municipality and 9 are operated by the Conservation Authority
- Of these 9, 3 conservation areas are regional campgrounds which attract campers from primarily Southwestern Ontario
- Our three regional campgrounds have over 500 campsites and 420 seasonal campers and are financially self sufficient
- Profits obtained from our campgrounds are used to offset capital improvements
- The camping season in 2018 runs from Friday, April 27 to Thanksgiving Day

Warwick Conservation Area

- Hydro service, lights and a new ag tuff ceiling have been installed in the storage shed
- The 9 hole mini golf course has been upgraded with new carpet and 4 x 4 lumber
- Roads have been upgraded with gravel

- All light fixtures and exterior lighting have been upgraded with LED bulbs and new fixtures
- A new laundry shed has been constructed and installed at the main washroom building

L.C. Henderson Conservation Area

- Playground equipment surfacing has been upgraded with engineered wood chips and subsurface drainage
- Roads have been upgraded with gravel
- Trailer pads have been installed on 5 campsites in the Towerview camping area
- All light fixtures and exterior lighting have been upgraded with LED bulbs and new fixtures
- A catch basin and subsurface tile drainage will be installed on two campsites
- A new solar pole light has been installed in the un-serviced camping area
- 36 stumps have been removed and the area leveled with topsoil

A.W. Campbell Conservation Area

- A new concrete sidewalk has been installed in front of the pool washroom building
- Improvements to be made to the main entrance roadway between the river crossing and the main parking lot (fall 2018)
- A hydro panel has been upgraded in the main campground area
- Roads have been upgraded with gravel
- Playground equipment surfacing has been upgraded with engineered wood chips and subsurface drainage (Foundation Funded)
- The pavilion roof has been replaced with steel
- All light fixtures and exterior lighting have been upgraded with LED bulbs and new fixtures

Highland Glen Conservation Area:

- Approximately 60 ft 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 will be completed on a section of the south seawall

Other Lands Activities:

- Sub-surface drainage and soil erosion works have been completed on Property 82 on the McKeough Upstream lands
- A new property identification sign has been installed (Strathroy Conservation Area)
- 13 stumps have been removed from along the access roadway at CJ McEwen
- Bannerstone (Foundation) – property access gates, signage, and a small parking have been constructed

- County Rail trail – staff have cut along the trails edge and graded the gravel surface

Marketing/Camping Statistics:

Our conservation areas have been marketed in the following publications or events in 2018:

- Sarnia Lambton and Chatham-Kent Tourism Guide
- Camping ad has been placed on MyFm website
- Conservation Ontario – “Your Guide to Conservation Areas”
- Central Lambton Travel Guide
- Hayter Publication’s Special Editions (4) “Cottage and Campers”
- Sarnia Art Walk (Downtown Sarnia, June 3rd and 4th)
- 418 seasonal campers have registered in our 3 campgrounds, up from 415 in 2017. 190 seasonal campers are registered at Warwick (189 in 2017), 121 at LC Henderson (119 in 2017) and 107 at A.W. Campbell (107 in 2017).

2018 Conservation Area Staff

Director of Lands Kevan Baker

A.W. Campbell Conservation Area

Mike Tizzard (Superintendent)

Don Skinner (Assistant Superintendent)
 Mary Ann Niewenhuizen (Maint. Foreperson)
 Scott Vail (Visitor Services)
 Michela Searson (Lifeguard - summer)
 Erikah Campbell (Lifeguard- summer)
 Amy Dymond (Visitor Services)

L.C. Henderson Conservation Area

Terry Barrie (Superintendent)

Luke Derks (Assistant Superintendent)
 Sherry Turner (Maint. Foreperson)
 Abbigail Withers (Visitor Services)
 Eric Hughes (Lifeguard – summer)
 Griffin Allen (Gatehouse, summer, part-time)

Warwick Conservation Area:

Bill Turner (Superintendent)

Glenn Baxter (Assistant Superintendent)
 Jesse VanderVaart (Visitor Services- seasonal)
 George Rueger (Visitor Services – seasonal)
 Dawson Nethercott (Visitor Services – seasonal)
 Emily Leyten (Gatehouse/ Events – summer)
 Cailey Cook (Gatehouse/Events – summer)
 Blake Leyten (Maintenance – summer)
 Michael Cotton (Maintenance – summer)

Morgan McKay (lifeguard – summer)
Sydney Robbins (lifeguard – summer)
Keith McLean Conservation Lands:
Scott O'Brien (Superintendent) (Part-time - Foundation)

BD-18-76

McMillan-Wesley

“That the Board of Directors acknowledges the Conservation Lands Update, dated June 11, 2018 on Conservation Areas, McKeough Upstream lands and Foundation properties.”

CARRIED

- Reasonably dry conditions with no major events in May has resulted in river levels close to average into June. Hot and dry weather at the end of May with few major storms saw a reduction in flow at all gauging stations. This is expected to prevail into summer based on long term weather reports

Precipitation:

- With a wet April followed by a drier month of May, the 3 month precipitation numbers remained close to average at 101.5% of normal and overall six month numbers slightly above expected at 108.4%.
- The 12 month numbers remain slightly below average at 95% likely due to a drier period across the region in the fall of 2017.

Weather Conditions and Forecast:

- Overall - Conditions into Summer show relatively neutral conditions in June stronger El Nino influence into July
- June - Below seasonal temperatures into first of the month with 10mm above average precipitation conditions with a warming trend toward the end of the month.
- July - Our region is modelled at warmer than normal temperatures with precipitation modelled to be seasonal to drier than normal. Years identified as being similar based on modelling include 2006 and 2013.

While March had notably below temperature normal numbers conditions improved significantly into April and May as we moved quickly into Summer This graph will continue to be updated in future board reports to show the trend pattern for the entire year.

Great Lakes Levels:

April lake level data (latest available as of this report) indicates a continued increase in overall levels for the Great Lakes in our region by 13cm over April 2017. Similarly, current levels remain above the 10 year average as well as above the all-time average (100 years). In addition, Lake Huron levels are reported to be 14cm higher in June than current reported April Levels.

BD-18-77

Rupke-Scholten

“That the Board of Directors acknowledges the report dated June 1, 2018 on the current watershed conditions and Great Lakes water levels.”

CARRIED

The W. Darcy McKeough Floodway is intended to mitigate flooding in Wallaceburg. The control gates remain open under normal flow conditions, but when Wallaceburg is threatened by flooding, they are closed to divert the flow down the diversion channel into the St. Clair River. The McKeough Floodway controls all flood water upstream of the dam by diversion and temporary storage. The diversion channel is capable of diverting high flows from both the Bear and Black creeks when the dam is closed.

Operating procedure:

The Flood Coordinator shall present the facts on the circumstances of the flood threat to the General Manager. Where there is a probability that operation of the gates should be considered, the General Manager will present the facts with a recommendation to the Chair and a decision will be made. The gates at the dam shall be operated accordingly. The operating procedures for the gates are based on the following three observed/measured parameters:

- Water levels in Wallaceburg
- Rate of rise in Wallaceburg; and
- Bear Creek flow at the Brigden gauge

The table below shows the current operating guidelines established by consulting engineers; this is used as a criterion to operate the Floodway.

| | | | | | | | |
|--|----|---|---|---|------------|--|---|
| Water Levels Rainfall Rate & Amount Ice Conditions Great Lakes Water Levels Meteorological Conditions Snow Conditions Ice Breaking Ice Jamming | + | Flow of Bear Creek at Brigden of 18 cubic m/sec (635 cu. ft./sec) or greater | + | Rate of Rise at Wallaceburg of | And | Water Level at Wallaceburg of | = Closure of the Gates of the McKeough Dam |
| | | | | 50mm/hr or greater | | 176.000m (577.5ft) | |
| | | | | | or | | |
| | | | | 40mm/hr or greater | | 176.060m (577.7ft) | |
| | | | | | or | | |
| | | | | 30mm/hr or greater | | 176.120m (577.9ft) | |
| | or | | | | | | |
| | | 20mm/hr or greater | | 176.180m (578.1ft) | | | |
| | | 10mm/hr or greater | | 176.240m (578.2ft) | | | |
| | | Regardless of R of R | | 176.300m (578.4ft) | | | |

The McKeough Dam has 2 concrete gates that are lowered into place to divert flows from the north branch of the Sydenham River down the channel to the St. Clair River. The gates can operate individually, however, it is recommended that both gates be opened or closed slowly and with the same opening. The exception to this would be when the gates are used on a temporary basis to break-up ice cover or to assist in releasing an established ice jam. It is a general practice to raise/lower gates in intervals of about 0.5 to 1m. The opening of the dam gates is a slow process and usually takes place over a period of 72 hours.

BD-18-78

Nemcek-Marriott

“That the Board of Directors acknowledges the updated report, dated June 15, 2018, on McKeough Operating Criteria.”

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 has 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 review process, often 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 propose to apply for funding to complete an updated floodplain mapping study for the watershed. However, considering the resources and funding limitations, the practical approach is to consider a pilot study to be conducted over the next 2 years (2018 and 2019) focussing on 2 regions in the watershed. Staff have identified a rural watershed (St. Clair Township) and an urban (Sarnia) watershed to conduct this mapping exercise.

Finance:

The total cost of this project is estimated to be \$200,000. SCRCA has been approved for NDMP funding, 50% of the costs have to be matched by the Municipality, of which 15% is the in-kind contribution such as labour, use of facilities and equipment, which can be readily absorbed by SCRCA. The SCRCA is seeking the remainder (\$70,000) from

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

Highlights of this floodplain mapping project will include:

- Hydrologic model using DEM and/or Lidar data
- Surveying work to validate the model
- 2D Hydraulic model using a hydraulic software
- Produce flood maps and reports
- Train staff to develop floodplain mapping
- Calibrating/Validating flood model
- Review flood map

Staff are working on a Terms of Reference for this project. We are looking to partner with a consulting organization that has worked with our office on similar projects previously. Staff have shortlisted 3 pre-qualified consultants for this work.

1. Riggs Engineering
2. Stantec Inc
3. Golder Inc

BD-18-79

Wright-Bruinink

“That the Board of Directors acknowledges the report dated June 15, 2018 on NDMP funding and directs staff to work with the municipalities to obtain the required matching funding and continue to acquire proposals from the pre-qualified consulting firms.”

CARRIED

Water and Erosion Control Infrastructure (WECl)

- 6 projects were submitted
- Only one project secured part funding to date

Courtright Waterfront Restoration – Phase 1

- Approximately 130 meters of Shoreline work has been completed as of today.
- Due to timeline restrictions and higher cost provided by Bre-Ex, SCRCA recommended that no additional work be completed.
- Minor restoration and repair work is completed as of June 15, 2018.
- This is the first phase of construction at Courtright Park.

Sarnia Shoreline Protection – Phase 1

- Construction work was completed on June 1, 2018

- Construction crew faced a number of weather related challenges, but were extremely dedicated to complete the project.
- Restoration work is ongoing and will be completed by June 20, 2018
- This is the first phase of construction for Helen avenue to Kenwick park shoreline restoration

BD-18-80

Bruziewicz-Miller

“That the Board of Directors acknowledges the report dated June 15, 2018 on the ongoing Water and Erosion Control Infrastructure projects across the watershed and further acknowledges the updates on the WECl funding for 2018.”

CARRIED

Walk the Watershed (WTW) is an annual project in Lambton Shores in which landowners voluntarily allow SCRCA staff to walk their property to assess watercourse buffer condition, potential erosion concerns and ground-truth GIS modelling. The project provides an opportunity to build a relationship with local landowners, raise awareness of our presence in Lambton Shores for the purpose of improving water quality and soil health, assist in reducing erosion, and connect landowners with resources and grants to improve best management practices on their properties.

This year’s Walk the Watershed focus area was Shashwandah Creek lowlands, downstream of the Shashwandah headwaters focus area from 2017. Watercourses included in the focus area are, Shashwandah Creek, Stewardson Drain, Ross Drain and Davidson Drain. Over 27 landowners have been contacted. So far, 20 properties and over 500ha have been assessed. Overall landowner feedback has been positive with most landowners agreeing to walk with SCRCA staff. Property assessments are set to finish mid-June.

GIS Procedure for Locating Agricultural BMPs in a Lambton Shores sub-watershed: To identify areas with potential erosion in the focus area, staff used a 2m resolution Digital Elevation Model (DEM) to create two derivative indices: Stream Power Index (SPI) and Topographic Wetness Index (TWI). SPI is a measure of a water body’s erosion power and can predict locations where gullies are likely to occur. SPI is calculated based on slope and contributing area. TWI uses similar data sets as SPI but can be used to predict areas of surface saturation. Staff made improvements to the mapping model based on last year’s experience. Meeting with landowners and showing property maps with the updated overlaid indices allowed staff to ground truth in the field and make use of the landowner’s existing knowledge of the land.

Aerial photos with model layers (SPI and TWI) confirm the value of the infield grassed waterway and berms. Staff confirmed these erosion features in person and with the landowner.

BD-18-81

Marriott-Scholten

“That the Board of Directors acknowledges the report dated June 8, 2018 on the Healthy Watersheds Program “Walk the Watershed” in Lambton Shores, and endorses staff efforts to engage private landowners in Best Management Practices to improve the surface water quality.”

CARRIED

The St. Clair River flows 64 km from Lake Huron to Lake St. Clair. The St. Clair River Area of Concern (AOC) covers 3350 km² (335 000 ha) and includes the river, its delta, channels and its immediate drainage basin. The AOC was designated under the Great Lakes Water Quality Agreement (Canada & US). The wetlands and shallow open waters of the lower St. Clair River and Lake St. Clair provide important habitat for many species and are considered some of the most important wetland areas in the Great Lakes basin. The project focuses on one of the Beneficial Use Impairments (BUI's), “Loss of Fish and Wildlife Habitat”, which requires wetland habitat creation, improved wetland quality, enhanced fish habitat, and tributary buffer creation to remove this BUI.

Ontario Trillium Foundation (OTF) Funding:

An application was submitted in partnership with the Friends of the St. Clair River in November of 2015 for a 3-year Grow Stream Grant for \$160,300. Funding was approved for the full amount. The Grow Grant aligned with the following OTF goals.

Action Area: Green People

Priority Outcome: More ecosystems are protected and restored

Grant Result: Conservation and restoration efforts are better planned and more sustainable

This collaborative project consists of three major components.

1. St. Clair River AOC Aquatic Inventory – The St. Clair River Watershed Plan states that mussel and fish data is lacking for the tributaries in the AOC. Current mussel, fish, invertebrate, and water quality data is essential to prioritizing aquatic restoration efforts mandated to de-list the area.
2. St. Clair River AOC Aquatic Habitat Restoration – Although much of the St. Clair River AOC requires further inventory studies to assist in restoration decisions, some projects were ready to proceed. Aquatic habitat restoration is a key component of the AOC recovery and de-listing efforts. Aquatic habitat restoration project examples include wetland creation/restoration, fish barrier removal, natural riffle/pool construction in streams, and tributary buffer creation.
3. St. Clair River AOC Aquatic Outreach and Education – Improved engagement of local residents through education and outreach on the topic of the loss of fish and wildlife habitat. Education will be provided to school children through hands-on opportunities to experience and learn about the wildlife in the region. The project will help us better understand the AOC aquatic health and communicate the progress made towards de-listing the St. Clair River AOC.

Progress:

Aquatic Inventories

To date, thirty-nine fish surveys have been completed throughout the AOC (15 in 2016/17, 10 in 2017/18, 14 in 2018/19). A total of 57 species have been observed with over 20,000 fish captured and identified. Five species at risk have been observed at sixteen sites. At risk fish include Blackstripe Topminnow (Special Concern), Silver Lamprey (Special Concern), Spotted Sucker (Special Concern), Grass Pickerel (Special Concern), and Lake Chubsucker (Threatened).

Mussel surveys were completed in both 2016 and 2017, with 2018 surveys taking place this summer. The 2016 mussel work consisted of a large mussel relocation on Bear Creek as part of a barrier removal project. The project was successful as over 600 mussels were surveyed and over 300 relocated including 69 Mapleleaf (Threatened). A Fawnsfoot (Endangered) mussel was discovered, which is a new species record for the North Branch of the Sydenham River. Additional species surveyed include White Heelsplitter, Pink Heelsplitter, Giant Floater, Fragile Papershell, Deertoe, Flutedshell, Spike, and Three-ridge.

In 2017, fourteen intensive timed searches were completed on a 7km stretch of Black Creek. 1296 live mussels were surveyed, as well as 1369 dead mussels. In total 11 species were observed including 529 Mapleleaf (Threatened) and 1 Lilliput (Threatened). The Lilliput is the only current (in the last 25 yrs.) record for the North Sydenham. A 1-year follow up survey was completed as part of the previous year's mussel relocation. An additional 294 mussels were surveyed.

In 2018, another fourteen timed searches will be conducted on Bear Creek. If funding is approved to remove another barrier, a new mussel relocation will begin.

To date, seven watercourses have been monitored for temperature in the AOC. After data analysis, watercourses will be categorized as either warm, cool, or cold water. In 2016, 3 sites had temperature loggers deployed and all 3 were classified as coolwater. In 2017, 2 sites were completed with both classified as warmwater. In 2018, 2 additional sites are being monitored and analysis will be completed in the winter.

Habitat Restoration:

Through the first two years, OTF funds have contributed to 10 restoration projects in the AOC. One project was a barrier removal and riffle habitat creation, seven have been wetland creation, and two were riparian buffer plantings. A total of 23.1 acres of habitat have been improved/created and one in-stream barrier to fish passage has been removed.

Outreach and Education:

In 2016, SCRCA education and biology departments joined a local AOC elementary school in a River Day Celebration along the St. Clair River. Students participated in Fish survey demonstrations and grade appropriate curriculum connected games and activities. All students (160) of the school attended.

In 2017, OTF funds were used to develop and implement the biological component of the Great Lakes Student Conference held in Mooretown. SCRCA staff gave students hands-on opportunities to handle and process live fish. Students also went through a mussel survey station where they could sift through sediment, find mussel shells, and learn how to identify them. The conference was an effort to increase Great Lakes literacy and had participation from the Lambton Kent District School Board (LKDSB). Over 70 students from four LKDSB high schools attended the conference and had the opportunity to learn about issues surrounding the Great Lakes, possible career paths, and explore cultural connections.

In the fall of 2018, we will again run the “River Day” program at an elementary school located close to the St. Clair River.

BD-18-82

Wright-Giffen

“That the Board of Directors acknowledges the report dated June 8, 2018 on the Ontario Trillium Foundation Grant update.”

CARRIED

Healthy Lake Huron

Staff attended a Lambton Shores Communities in Bloom meeting to partner on a few projects. Through Healthy Lake Huron funding, we are providing coupons for discounts to landowners who purchase any of the three native tree/shrub species highlighted by Communities in Bloom this season. Communities in Bloom encourages local residents to plant native vegetation where possible.

To support the local Phrag Phighters team, staff attended a Phrag Info night at the Forest Library on May 9. Although the turnout was smaller than expected, those in attendance were keen to put into action what they learned that evening.

Staff attended the “Is the Coast Clear” 2-day conference hosted by the Lake Huron Coastal Centre for Conservation. It was a great opportunity for networking and learning. We were able to connect with a number of speakers who would provide great educational talks for landowners in our region.

Staff are also planning to attend the Judges Tour on July 10 to highlight the partnerships among local residents, SCRCA, CH2MHill, and Communities in Bloom in the habitat restoration project of the Forest Sewage Lagoons.

Healthy Watersheds Program (watershed wide)

It has been a very busy spring with many site visits regarding wetland and erosion control project implementation! Staff have met with nine landowners, providing project options and ideas. Quite exciting to see such interest in wetlands this spring! Staff will be speaking about Eastern Sand Darter, habitat restoration, and highlighting landowners who have implemented habitat projects in a short film series created by Pinegrove Productions with funding from OMNRF.

Upcoming events staff plan to attend and/or speak at:
Healthy Lake Huron All Committees meeting, Ripley, June 13
Keynote speaker at the Women in Ag event at Podolinsky's, Petrolia, June 19
Innovative Farmers Association Meeting, Guelph, June 27
Southwestern Ontario Crop Diagnostic Days, Ridgeway, July 4 & 5

BD-18-83

Gordon-Nemcek

“That the Board of Directors acknowledges the report dated June 8, 2018 on the Healthy Watersheds Program Update, and endorses staff efforts to engage private landowners in Best Management Practices to improve the surface water quality and continue to work towards a Healthy Lake Huron initiative.”

CARRIED

Tree Planting Program

- Tree seedlings were almost 2 weeks behind normal delivery schedule this spring. The first tree delivery was not received until May 1st, making it the latest spring tree planting start date our tree planting program has ever seen.
- SCRCA planting crews started almost immediately after trees arrived and planted approximately 55,000 trees for 28 separate projects on private and industrial lands over a 3½ week period.
- 9,000 of these trees were planted for Enbridge at the Wilkesport metering station. This marked the final planting year of a multi-phase planting program and agreement between SCRCA and Enbridge gas storage division to naturalize 2 of its large properties in St. Clair Township. To mark the occasion, 17 Enbridge employees volunteered to spend an afternoon planting 900 trees on the site.
- Another 6600 trees were ordered for 40+ landowners to plant on their own.
- More than \$168,000 in federal, provincial and local grant dollars was provided to property owners this year to subsidize some of the cost of trees, planting services and long term vegetation management.
- All sites were sprayed for weed control soon after planting.
- Another 200,000+ trees were resprayed for weed control this spring on sites that were planted in 2015, 2016 and 2017.

Large Stock Trees

- Thirteen landowners plus 2 municipalities purchased approximately 800 large stock trees this spring.
- Wholesale trees were purchased from 3 individual nurseries. There were 9 species of deciduous and coniferous trees to choose from.
- Trees range in size from 0.5 metre tall for evergreen trees to 2.0 metres tall for the hardwood trees. Most of the trees come potted or in a dirt ball with burlap. Some species and oversized trees come in bare root form. The bare root trees are less expensive, however, they require much more protection when transporting and storing.

BD-18-84**Scholten-Bruinink**

“That the Board of Directors acknowledges the report dated June 13, 2018 regarding spring 2018 tree planting on private, corporate and public lands.”

CARRIED

West Nile Virus Program

- The Conservation Authority signed a new 3 year contract with the County of Lambton to treat catch basins in all rural and urban areas within Lambton County, including the City of Sarnia. SCRCA staff will be working under the direction of Lambton Public Health during the treatment operations.
- Aamjiwnaang catch basins will be treated under a separate contract with approval from Health Canada.
- Permits to treat surface water are obtained from the Ministry of the Environment and Climate Change under the Authority’s Pesticide Operators Licence and Insurance.
- Pre-treatment larvae sampling has been scheduled for the week of June 11th. If activity is low, a second sampling may be required the following week.
- Larvae results are sent to Lambton Public Health. Activity levels will be used to determine treatment start date. Approval from the Lambton Medical Officer of Health is required before treatments commence.
- Catch basins will be treated with methoprene in pellet formulation. Methoprene is a growth regulator which prevents the larvae of mosquitoes and other insects from becoming adults. There will be 3 separate larvicide applications set at 21-day intervals starting around June 25th and finishing around the 15th of August.
- The use of larvicide is limited to an exterminator with a Mosquito/Biting Fly licence or a trained technician under the supervision of a Mosquito/Biting Fly licence holder
- SCRCA staff will also conduct efficacy tests as part of the treatment program by collecting mosquito pupa samples throughout the summer. Pupa are monitored for percent adult emergence. Past efficacy tests show an average of 80% effectiveness for controlling mosquito emergence.
- A different colour paint mark for each application of larvicide is applied to the centre of every catch basin treated.

BD-18-85**Nemcek-Bruziewicz**

“That the Board of Directors acknowledges the report dated June 13, 2018 regarding the treatment of catch basins with a larvicide in Lambton County’s rural and urban areas.

CARRIED

The Regulations Summary report for April and May, 2018 were reviewed.

BD-18-86

Faas-McMillan

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 June 5, 2018 and includes the period April 1, 2018 to May 31, 2018, as presented.”

CARRIED

The Planning Summary report for April and May, 2018 was reviewed

BD-18-87

Miller-Westgate

“That the Board of Directors acknowledges the St. Clair Region Conservation Authority’s monthly Planning Activity Summary Reports, dated June 6, 2018 for April and May 2018.”

CARRIED

Michelle Gallant is appointed as an Enforcement Officer for the purpose of enforcing regulations made by the SCRCA, pursuant to Section 28 of the *Conservation Authorities Act*, in order to carry out the responsibility of administration and enforcement of this Act.

For the purpose of enforcing the regulations made by the SCRCA, pursuant to Section 28 of the *Conservation Authority Act*, it is necessary for the Authority to appoint personnel as Enforcement Officers. This appointment pertains to Ontario Regulation 171/06 made under Section 28 of the Act.

It is also necessary to have the staff Enforcement Officers designated as Provincial Offences Officers in order that they may commence proceedings under the *Provincial Offences Act*.

Michelle completed the CA Level 2 Advanced Provincial Offences Officer Course provided by Conservation Ontario, certificate issued May 29, 2018.

BD-18-88

Marriott-Rupke

“That the Board of Directors acknowledges the report dated June 12, 2018 regarding the Appointment of Officer under Section 28 of CAA (O.R. 171/06).”

CARRIED

The Drainage Act and Conservation Authority Act Protocol (DART) report for April and May, 2018 was reviewed

BD-18-89

Gordon-Wright

“That the Board of Directors acknowledges the report, dated June 13, 2018 on Drainage Act and Conservation Authority Act Protocol (DART) Municipal drain activities for April and to date June 2018.”

CARRIED

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

BD-18-90

Scholten-Faas

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

CARRIED

The April and May 2018 disbursements were reviewed.

BD-18-91

Scholten-Bruziewicz

“That the Board of Directors approves the April and May 2018 disbursements as presented in the amount of \$905,572.74.”

CARRIED

The status report on the 2018 general levy receipts to May 31, 2018 was reviewed.

BD-18-92

Bruziewicz-Rupke

“That the Board of Directors acknowledges the status report on the 2018 general levy receipts to May 31, 2018.”

CARRIED

The status report on the financial investments to May 31, 2018 was reviewed.

The Board of Directors requested a comparative review of various banking institutions and their respective investment options.

BD-18-93

McMillan-Giffen

“That the Board of Directors acknowledges the status report on the financial investments through May 31, 2018.”

CARRIED

We are updating the power of duties for the Freedom of Information Coordinator to streamline and expedite the process of an MFIPPA request. The following chart demonstrates the suggested changes in red

| Power of Duty | Executive Committee | GM or Designate |
|--|---------------------|-----------------|
| Severing records (S.4(2)) | X | X |
| Disclosing records: grave environmental, Health, or Safety hazards (S.5) | | X |
| Deciding if exemptions apply: | | |
| • Draft by-laws, private bills, closed meetings (S.6) | | X |
| • Advice or recommendations (S.7) | X | X |
| • Law enforcement (S.8) | | X |
| • Relations with Governments (S.9) | X | |
| • Third party information (S.10) | | X |
| • Economic and other interests (S.12) | X | |
| • Solicitor-Client privilege (S.13) | X | |
| • Danger to safety or health | X | |
| • Personal privacy (S.14) | X | X |
| • Information available or soon to be published (S.15) | X | X |
| • Individual's access to own personal information (S.38) | | X |
| Determining compelling public interest (S.16) | X | |
| Assisting requester clarify request (S.17(2)) | | X |
| Forwarding and transferring requests (S.18) | | X |
| Issuing Notices: | | |
| • Forwarding or transferring requests (S.18(2),(3)) | | X |
| • Regarding access to records (S.19, 21, 22) | | X |
| • Time extensions (S.20) | | X |
| • To affected parties (S.21) | | X |
| Decisions concerning manner of third party representations (S.21 (6)) | | X |
| Granting access to original records (S.23) | X | |
| Making record descriptions available (S.25,34) | | X |
| Preparing Annual Reports | | X |
| Notice of collection of personal information (S.29(2)) | | X |
| Ensuring accuracy of personal information (S.30(2)) | | X |

| Power of Duty Cont. | Executive Committee | GM or Designate |
|--|---------------------|-----------------|
| Disposal of personal information (S.30(4)) | X | |
| Personal information banks (S.35) | | X |
| Access to personal information (S.37(3)) | X | |
| Representing institution on appeal (S.41) | | X |
| Requiring examination of record on site (S.41) | | X |
| Fees (S.45) | X | X |

BD-18-94

Giffen-Marriott

“That the Board of Directors acknowledges and accepts the suggested revisions to the Delegation of Authority (Power Of Duty), and appoints the Director of Finance as the Freedom of Information and Privacy Coordinator under the Municipal Freedom of Information and Protection of Individual Privacy Act.”

CARRIED

Canoe Race:

Due to high water levels at the start and finish of the race, the 2018 Sydenham Canoe Race had to unfortunately be cancelled. Despite the cancellation, some paddlers still made donations to Conservation Education, raising a total of \$1,118.25!

Spring Education Programs

Conservation Education continues to be a popular field trip focus for area schools. Programs are booked daily from early April through to June 26th. Teachers appreciate the hands on opportunities to connect classroom learning to the natural world. They recognize that our programs cannot be replicated in the school yard.

ICE Training: (Innovation, Creativity and Entrepreneurship)

SCRCA continues to expand ICE Training for Secondary School partners. This spring we delivered two full ICE training sessions to watershed schools.

- May 16th, 2018 – Holy Cross Secondary School participated in a condensed 5-hour training session held at Strathroy C.A. and the SCRCA main office.
- May 23rd, 28th and June 4th, 2018 – École Secondaire Catholique Saint-François-Xavier (SFX) participated in a 3-day ICE training session. In addition to the training, SFX was able to secure funding to make the students ‘winning idea’ into a work project at LCH. On June 4th the students built a boardwalk over a ‘problem area’ on one of our teaching trails! It was a wonderful experience to have the students experience the problem (day 1), brainstorm ways to fix the problem (day 2) and finally implement the solution (day 3)!

Special Events

Kid's Fun Fest Sarnia:

SCRCA staff participated in Kids Fun Fest 2018 on Saturday June 19th in Sarnia. The booth highlighted camping and SCRCA programs. Outdoor education staff offered two activities for local kids to learn more about the natural world.

Committees

Sarnia-Lambton Arbour Week Committee:

Education Staff continue to chair the committee and helped to organize a tree planting at Standing Oaks (Home for the medical fragile) in Sarnia this May. We planted 11 large stock native trees including Serviceberry. Sugar maple seedlings were delivered to each student in 4 winning classrooms in Lambton County who participated in the Arbour Week Contest. Students were encouraged to think about the variety of ways that trees protect us and our communities. Each student created a poster that reflects his or her understanding of the important roles trees play in cities and towns.

BD-18-95

Rupke-Wright

“That the Board of Directors acknowledges the education staff report dated June 12, 2018, on the Conservation Education Progress Report.”

CARRIED

Fees have not increased since 2008. A list of current and proposed fees was reviewed.

BD-18-96

Scholten-McMillan

“That the Board of Directors acknowledges the report dated May 25, 2018 on Conservation Education fees and approve the recommended fee increase for Fall 2018 programming.”

CARRIED

For the second year, the SCRCA and Lambton Public Health have partnered for a schoolyard greening initiative called “Tomorrow’s Greener Schools Today – Lambton.” The intent of the project is to plant trees with elementary school students to increase greenspace and shade in playgrounds. From a health perspective, once the trees mature they will protect children from harmful UV radiation. From a conservation perspective, by teaching the children how to plant trees the project encourages environmental stewardship. An educational component regarding the benefits of trees is provided by the Authority and Lambton Public Health during each event.

There is continued enthusiasm for the project. Last year staff planted 40 trees with five elementary schools, this year 68 trees were planted with 139 students at six elementary schools. Feedback from the schools has been very positive – it is a source of pride for the students and it is the first time many of the students have had the opportunity to plant trees.

This year, Lambton Public Health and the Authority were successful in securing a \$5,000 TD Friends of the Environment Foundation grant as well as \$1,000 from the Great Lakes Guardian Community Fund to cover the cost of the trees for 2018.

Positive feedback received from participants of the initiative were reviewed.

BD-18-97

McCharles-Gordon

“That the Board of Directors acknowledges the report on the Schoolyard Greening Program in conjunction with Lambton Public Health dated June 11, 2018.”

CARRIED

On Saturday, June 3rd and Sunday June 4th, Christina Street in downtown Sarnia was closed to traffic to allow for the 16th annual Sarnia Artwalk. The event, which draws approximately 25,000 people to the downtown core, celebrates Sarnia’s arts and culture community.

Once again, the SCRCA set up a booth displaying information on the services and programs we offer. This year, the display focused on our conservation areas and campgrounds along with Species at Risk. Kids and adults alike were drawn to our booth by the Eastern Foxsnake display and the chance to win a free camping weekend at one of our local parks. We also handed out pens and bags with the SCRCA logo along with pamphlets highlighting our campgrounds, conservation areas and stewardship programs.

Despite the rain on Sunday, the event was a resounding success and provided us the opportunity to talk with and educate our local community on who we are as an organization and what we do to promote conservation.

BD-18-98

Westgate-Miller

“That the Board of Directors acknowledges the report on Art Walk dated June 11, 2018.”

CARRIED

After receiving support for re-designation from the Canadian RAP Implementation Committee (CRIC) and the Bi-National Public Advisory Council (BPAC), and acknowledgment from Aamjiwnaang First Nation and Walpole Island First Nation, Status Assessment Reports for three Beneficial Use Impairments (BUIs) - “Bird or Animal Deformities or Reproductive Problems”, “Restrictions on Dredging” and “Beach Closings”, were posted on the Friends of the St. Clair River website for public comment for one month. One comment was received. The Status Assessment Reports have now been presented to federal and provincial government officials for re-designation consideration. If approved, these BUIs will be move from “Impaired” to “Not Impaired” status.

Staff continue to draft the 2012 – 2017 Accomplishments Report. It is anticipated that the report will be complete by the end of summer.

BD-18-99

Bruinink-Nemcek

“That the Board of Directors acknowledges the report, dated June 11, 2018 on the St. Clair River Area of Concern.”

CARRIED

Applications for the St. Clair Region Conservation Authority (SCRCA) Scholarship Program were mailed to local high school principals and their department heads in February 2018. Four scholarships are available to graduating high school students who are pursuing post-secondary studies in an environmental field (e.g., biology, ecology, agriculture, etc.). Eligible students must live or attend a secondary school within the SCRCA boundary.

This year, we received 5 applications. Applications were reviewed by a committee established by the St. Clair Region Conservation Foundation. The selection committee consisted of Steve Arnold, Archie Kerr, Brian McDougall and Donna Blue. The Foundation Board of Directors approved the recommended scholarship recipients at their meeting on June 7, 2018.

All four scholarship recipients have demonstrated their interest and involvement in local environmental initiatives. The following awards will be presented in July.

A.W. Campbell Memorial Scholarship - \$1000

Jared Newport, Lambton Kent Composite School, Dresden, Ontario

Brandon Jordon, Wallaceburg District Secondary School, Wallaceburg, Ontario

Tony Stranak Conservation Scholarship - \$500

Naomi Rosedale, Holy Cross Catholic Secondary School, Strathroy, Ontario

Mary Jo Arnold Conservation Scholarship - \$500

Emily Smith, Great Lakes Secondary School, Sarnia, Ontario

BD-18-100

Faas-Gordon

“That the Board of Directors acknowledges the Scholarship Program report dated June 11, 2018.”

CARRIED

The Board of Directors went in-camera to discuss confidential information.

BD-18-101

Nemcek-Rupke

“That the Board of Directors move in-camera at 1:30 p.m. to discuss confidential information with the General Manager remaining.”

CARRIED

BD-18-102

Wesley-Bruziewicz

“That the Board of Directors rise and report at 1:37 p.m.”

CARRIED

The Municipal Elections Modernization Act, 2016 outlined many changes that effect this fall’s municipal election as well as future elections.

In 2018, one of the specific changes is the duration of the Restricted Acts or “Lame Duck” period for municipal councils and subsequently for Conservation Authority Boards based on the municipal council’s members that comprise many Boards.

There are two potential Restricted Acts or “Lame Duck” periods as follows:

1. Between July 27, 2018 to October 22, 2018 (Nomination Day to Election Day).
2. Between October 23, 2018 and December 1, 2018 (The day after the election to the end of the term of Council).

When is a Council in a “Lame Duck” Situation?

A municipal council can be in a “Lame Duck” situation if it is determined that there is the potential or certainty that less than three-quarters (75%) of the existing council members will not be returning to office as determined on:

1. Nomination Day – July 27, 2018
2. Voting Day – October 22, 2018

The Authority Board of Directors is comprised of 17 elected representatives and 3 appointed representatives. Appointments for 2018 commenced at the 2018 Annual Meeting on February 22, 2018 and continue to the 2019 Annual Meeting scheduled for February 28, 2019.

Therefore, as of this date, as three members of the Board of Directors have confirmed that they are not seeking re-election this fall and as three members of the Board of Directors who have been nominated for the October 22 election and, if circumstances remain unchanged, will face opponents in the election, the Authority Board of Directors fall under the Restricted Acts or “Lame Duck” classification as of July 27, 2018 as less than 75% (a maximum of 14 out of 20, as of this date, equalling 70%) will be returning.

What are the Restricted Acts (Section 275 (3)) of the Municipal Act?

1. The appointment or removal from office of any officer of the municipality;
2. The hiring or dismissal of any employee of the municipality;
3. The disposition of any real or personal property of the municipality which has a value

exceeding \$50,000.00 at the time of disposal; and

4. Making any expenditures or incurring any other liability, which exceeds \$50,000.00.

Act 4, as underlined above, is the only act that the Board of Directors would be in contravention of in the normal course of proceedings for the Authority Board.

Funding applications, agreements and the Authority's annual budget are believed to be the only traditional business exceeding \$50,000.00 that would be transacted during the period from July 27, 2018 – December 1, 2018.

Staff proposed to continue with the traditional budget process for the development and communication of the draft 2019 Budget, save endorsement of a set of guidelines to be used by staff in the preparation of the draft 2019 budget.

The following guidelines have been drafted for the Board's review and support:

- Inflation: Annual Consumer Price Index for Ontario as per Statistics Canada
- General Levy Increase: up to 5%
- Interest Income Surplus directed to Reserves
- Continue to adjust planning and regulation fees toward user pay system
- Balance increased fees and general levy

Further, in order to maintain business continuity, it is recommended that the Board of Directors delegate the General Manager to act on their behalf in submitting applications and executing agreements in the Authority's best interest during the period from July 27 – December 1, 2018. All actions undertaken under this temporary delegation will be reported to the Board of Directors, during the period of "Lame Duck".

BD-18-103

Faas-Miller

"That the Board of Directors acknowledges the report dated June 27, 2018, regarding Restricted Acts (Section 275) of the Municipal Act, and endorses the proposed 2019 budget development guidelines as presented and further approves a temporary increase in the General Manager's signing Authority to \$500,000 for the period from July 27, 2018 – December 1, 2018."

CARRIED

Under New Business, a discussion was held regarding planning regulations and the need for greater accuracy in floodplain mapping. SCRCA staff to investigate further.

BD-18-104

Faas-Wesley

"That the meeting be adjourned."

CARRIED

Steve Arnold
Chair



Brian McDougall
General Manager

Meeting Date: September 20, 2018
Report Date: September 10, 2018
Submitted by: Brian McDougall

Item 5.1

Subject: General Manager's Report

Recommendation:

That this report be accepted as an update.

New Minister and Ministry:

- ❖ As alluded to at the June Board meeting, Conservation Authorities are just one of several initiatives that have change Ministries with the cabinet appointments of the new Provincial government
- ❖ The Ministry of Environment, Conservation and Parks will be the new parent Ministry for Conservation Authorities with a transition expected to begin this fall and be completed in 2019

Minister's Visit:

- ❖ Minister Rod Phillips of the Ministry of Environment, Conservation and Parks will be visiting Wawanosh Conservation Area on September 19, 2018
- ❖ The Minister has asked for a tour and a short meeting at the Area between other meetings in the area



Rod Phillips – Minister of Environment, Conservation and Parks is the former chair of Postmedia and former president and CEO of the Ontario Lottery and Gaming Corporation

Canada Nature Fund Application:

- ❖ The Canada Nature Fund (CNF) was established by the federal government earlier this year with the following objectives in mind:
 - motivate and support the efforts of Canadians whose participation is critical to achieving success in nature conservation
 - support a new approach to the conservation of biodiversity through targeted federal investments that enhance collaboration and partnership on protected and conserved areas and species at risk with the objective of conserving at least 17% of terrestrial areas and inland waters of Canada by 2020 through protected areas, Indigenous protected and conserved areas, and other effective area-based conservation measures

- ❖ The CNF will provide federal funding of \$500 million over five years and matched through leveraged partnership support from foundations, provinces, territories, the corporate and not-for-profit sectors, and others, totaling at least \$1 billion being raised for conservation action



Pathway to Canada Target 1 En route vers l'objectif 1 du Canada

Canada Target 1 is one of the 2020 Biodiversity Goals and Targets for Canada. It states:

By 2020, at least 17% of terrestrial areas and inland water, and 10% of marine and coastal areas of Canada are conserved through networks of protected areas and other effective area-based measures.

- ❖ The CNF will help to establish protected and conserved areas, secure private land, and support terrestrial- and aquatic-species protection efforts by provinces, territories, Indigenous Peoples, and stakeholders
- ❖ The CNF's Quick Start component of the overall fund is directed to advance nearly ready projects and support capacity to help build momentum toward achieving Canada's commitments
- ❖ The Authority's proposal, taking into account the CNF's requirements considered the following:
 - Improved protection of owned and managed properties – boundaries markers, signage, access controls, invasive species control, and ensuring zoning and incentive programs control future property uses and control taxes
 - In late 2017, we identified that a Land Acquisition Strategy would assist in both accepting donated properties (including any necessary severances) as well as reviewing properties for disposal and acquisition where appropriate – CNF grant funds could assist in the completion of this work
 - Areas of significance for natural heritage continue to be under pressure of development and agriculture – in some cases the only opportunity to protect these areas is through acquisition
 - Tree planting on private and corporate lands continues at a steady rate annually across the watershed – however, with diminishing open areas on Authority or municipally owned lands, tree planting space is difficult to find – through review of best management practices on Authority owned and managed lands, some open areas may be made available for tree planting, but the acquisition of land would also present opportunities to complete additional reforestation projects where they will be protected long term

- ❖ Therefore, the Authority's proposal included the following:
 - Development of a long term Land Acquisition Strategy for the Authority that will provide direction on property assessment, prioritization, identifies and states plans and priorities of other local and regional natural heritage protection organizations and outlines potential funding assistance alternatives
 - Obtain through purchase or donation 100 hectares - environmentally sensitive properties that are strictly obtained for protection or require environmental enhancement or expansion
 - Research and monitoring to assess the value and importance of existing and prospective lands by obtaining improved and more scientific understanding of these lands as well as assisting with the updating of management plans for these parcels
 - Protection of existing lands - rezoning properties to ensure that their environmental importance is recognized in officials plans, improving property boundary markers and signage and implementing or expanding protection programs such as invasive species control, controlling access
 - The overall project cost is estimated at \$1.4 million with \$460,000 requested under the Quick Start component

Meeting Date: September 20, 2018
Report Date: September 10, 2018
Submitted by: Brian McDougall

Item 5.2

Subject: Environmental Registry Commenting Procedure - Update

Recommendation:

That the Board of Directors acknowledges this report.

Background:

At the June meeting of the Board of Directors approved the commenting procedure for Environmental Registry postings.

Staff have reviewed the volume of emails regarding posting and will be amending the review portion of the procedure by expanding the list of words and phrases that trigger email correspondence from the Environmental Registry (“Registry”) and an additional staff member will be sharing the review duties

The approved commenting procedure includes:

1. Authority staff have established a list of words and phrases that have been provided to the Registry (the list is shown in the table below). Any postings containing any of these words and phrases are then automatically emailed to the Planning Ecologist and the General Manager. A copy of this list is found at right.


The updated procedure will state:

1. Authority staff have established a list of words and phrases that have been provided to the Registry (the list is shown in the table below). Any postings containing any of these words and phrases are then automatically emailed to either the Planning Ecologist, the Planner or the General Manager.

The separation of the list into 3 sectors and the revision of the list to narrow the focus of review to our region is expected to reduce the number and duplication of e-mails being received for review.

Since July 1st over 400 emails were reviewed with less than 10 being specific to our region or overall concerns of the Authority. All of those postings of interest had been reviewed by, commented on or processed by the Authority previously.

The updated list of words and phrases is found below:

| Environmental Registry Alerts | |  |
|--------------------------------------|--------------------------------|---|
| Keyword Alerts | | |
| Planning Ecologist | Planner | General Manager |
| Biodiversity | Local Planning Appeal Tribunal | Conservation Authority |
| Conservation | Ontario Municipal Board | CA Act |
| Endangered Species | Planning Act | Lambton County |
| Natural Heritage | Natural Hazards | Middlesex County |
| Species At Risk | Flood | Chatham-Kent |
| Wetland | Shoreline | Adelaide Metcalfe |
| Woodland | Provincial Policy Statement | Brooke-Alvinston |
| Woodlot | | Dawn-Euphemia |
| Sydenham River | | Enniskillen |
| St. Clair River | | Lambton Shores |
| Lake Huron | | Middlesex Centre |
| Lake St. Clair | | Oil Springs |
| | | Newbury |
| | | Petrolia |
| | | Plympton Wyoming |
| | | Point Edward |
| | | Sarnia |
| | | Southwest Middlesex |
| | | St. Clair |
| | | Strathroy-Caradoc |
| | | Warwick |
| | | Integrated Pest Management |
| | | Stewardship |

Meeting Date: September 20, 2018
Report Date: September 10, 2018
Submitted by: Brian McDougall, Tracy Prince & Nicole Drumm

Item 5.3

Subject: Update of St. Clair Region Conservation Authority Bylaws

Recommendation:

That the Board of Directors acknowledges this report and the timeline proposed to complete the review and approval of the new bylaws.

Background:

- ❖ Building Better Communities and Conserving Watersheds Act passed in December of 2017. The legislation included a requirement that Conservation Authorities must update their Authority bylaws by December 2018
- ❖ Conservation Ontario is working with MNRF to provide a template for all Authorities to use in updating their bylaws
- ❖ In April 2018, Conservation Ontario Council reviewed and approved the template for use by Authorities in drafting new bylaws
- ❖ This meeting provides the Board's first opportunity to review and provide comments on the draft
- ❖ The Board's November meeting will provide a second opportunity to review and provide comments
- ❖ The final draft will be presented for approval at the Board's December meeting
- ❖ Staff have been diligently working on incorporating our existing policies into the new bylaw template in those sections where existing policies exceed the proposed policies – in other areas, the proposed policies are new or exceed our existing policies
- ❖ Staff have made note of five particular items which several items that may be of interest to the Board to be brought to your attention:

Points of Review:

1. Use of the term “Chief Administrative Officer”: “Chief Administrative Officer” or “CAO” has been adopted in this By-law document in place of “General Manager” as the trend across the province’s other Conservation Authorities has been to adopt the title “CAO” rather than “General Manager.” The current General Manager’s recommendation would be for the title of his future successor to be “Chief Administrative Officer” for consistency with other Conservation Authorities. Throughout the by-law, the term “Secretary-Treasurer” is used, as that is the role defined in the Act. In Section 2.0 Definitions “Chief Administrative Officer” is defined as follows:
“Chief Administrative Officer” (“CAO”) means the General Manager or Chief Administrative Officer of the Authority, and which may, by resolution of the Authority, include the responsibilities of the Secretary-Treasurer.
2. The Authority is required to have a Code of Conduct and Conflict of Interest Policy under the Act.
3. Some Authorities impose a maximum number of terms that a Chair and/or Vice-chair are eligible to stand for re-election to the same office. This is not outlined in the Act. A maximum term can be established if the Board sets a resolution.

Proposed wording options for By-law Section 3.4 Maximum Term for Chair and Vice-Chair(s):

- a) 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.
- b) A Member may only serve as Chair and/or Vice-Chair for [#] of one-year terms.
- c) A Chair and/or Vice-Chair(s) may serve in the same position for no more than [#] one-year terms. In any [#] year period, no Chair and/or Vice-Chair(s) may serve for more than [#] consecutive years.
- d) A Member shall not serve as Chair and/or Vice-Chair for more than [#] consecutive full one-year terms. A Chair and/or Vice-Chair who has been elected to a partial term to fill a vacancy shall not be considered to have served such term for purposes of determining whether such person is eligible to succeed themselves. A Member shall be eligible to serve as Chair and/or Vice-Chair after a lapse of [#] year.

4. Note the following wording for By-law Section 4.10 Delegations:
 - a) Any person or organization who wishes to address the Authority may make a request in writing or email to the Secretary-Treasurer. The request should include a brief statement of the issue or matter involved; the position to be taken; a brief statement of the general outcome expected by bringing the issue or matter to the Members; indicate the name, title (if applicable) and contact information of the proposed speaker; and any or all presentations and/or documents to be circulated to the Members (all materials must be AODA compliant). If such request is received fourteen (14) days in advance of a scheduled meeting, the delegation shall be listed on the published agenda.
 - b) Any person or organization requesting an opportunity to address the Authority, but not having made a written request to do so in the timelines specified above, may appear before the meeting if approved by a majority of Members present, or shall be listed on the published agenda for the following meeting.
 - c) Except by leave of the Chair or appeal by the leave of the meeting, delegations shall be limited to one (1) speaker for not more than ten (10) minutes.
 - d) Speakers will be requested not to repeat what has been said by previous speakers at the meeting. Delegations are limited to one meeting of either the Board of Directors, Executive Committee or advisory board, except by approval of the Chair to be heard at an additional meeting(s).
 - e) A returning delegation will only be allowed to speak again if new, relevant information has become available since their previous presentation. The Chair may choose to end a returning delegation's presentation if, in the opinion of the Chair, the new information being presented is not relevant to a decision facing the General Membership.

5. Note that the By-laws will be reviewed every four years as per Section 3.18 By-law Review:
 - a) In accordance with the Act, these By-laws shall be reviewed by the Authority to ensure the By-laws are in compliance with the Act and any other relevant law.
 - b) The General Membership shall review the By-laws every four (4) years to ensure best management practices in governance are being followed to comply with Section 19.1 of the Act.



St. Clair Region Conservation Authority Administrative By-Laws

DRAFT: 1

First Reading: September 20, 2018

Second Reading: November 8, 2018

Third Reading: December 13, 2018

To Be Adopted: December 13, 2018

ST. CLAIR REGION CONSERVATION AUTHORITY

Administrative By-Laws

TABLE OF CONTENTS

- 1.0 Introduction 4
 - 1.1 Participating Municipalities..... 4
 - 1.2 Vision..... 4
 - 1.3 Mission 4
 - 1.4 Powers of Conservation Authorities 4
- 2.0 Definitions 7
- 3.0 Governance..... 8
 - 3.1 Board Members 8
 - 3.1.1 Appointments..... 8
 - 3.1.2 Term of Board Member Appointments 8
 - 3.1.3 Powers of the General Membership..... 8
 - 3.1.4 Board Member Accountability 9
 - 3.1.5 Applicable Legislation 9
 - 3.1.6 Relationship Between Members and Staff 9
 - 3.2 Officers 9
 - 3.2.1 Chair 10
 - 3.2.2 Vice-Chair(s)..... 10
 - 3.2.3 Chief Administrative Officer/Secretary-Treasurer 10
 - 3.3 Absence of Chair and Vice-Chair(s) 10
 - 3.4 Maximum Term for Chair and Vice-Chair(s) 10
 - 3.5 Representatives to Conservation Ontario Council 11
 - 3.6 Election of Chair and Vice-Chair 11
 - 3.7 Appointment of Auditor 11
 - 3.8 Appointment of Financial Institution 11
 - 3.9 Financial Statements and Report of the Auditor 11
 - 3.10 Borrowing Resolution..... 11
 - 3.11 Levy Notice..... 11
 - 3.12 Signing Officers 11
 - 3.13 Executive Committee 12
 - 3.14 Advisory Boards and Other Committees 12
 - 3.15 Remuneration of Members..... 12
 - 3.16 Records Retention 13

| | | |
|--------|--|----|
| 3.17 | Records Available to Public | 13 |
| 3.18 | By-law Review | 13 |
| 3.19 | By-law Available to Public..... | 13 |
| 3.20 | Enforcement of By-laws and Policies | 13 |
| 3.20.1 | Informal Complaint Procedure | 14 |
| 3.20.2 | Formal Complaint Procedure | 14 |
| 3.21 | Indemnification of Members, Officers and Employees..... | 15 |
| 4.0 | Meeting Procedures | 16 |
| 4.1 | Rules of Procedure | 16 |
| 4.2 | Notice of Meeting | 16 |
| 4.3 | Meetings Open to Public..... | 16 |
| 4.4 | Agenda for Meetings..... | 17 |
| 4.5 | Quorum..... | 17 |
| 4.6 | Order of Business | 18 |
| 4.7 | Debate..... | 18 |
| 4.8 | Members' Attendance | 18 |
| 4.9 | Electronic Participation | 18 |
| 4.10 | Delegations..... | 19 |
| 4.11 | Annual General Meeting | 19 |
| 4.12 | Meetings with Closed "In Camera" Sessions..... | 19 |
| 4.13 | Voting | 20 |
| 4.14 | Notice of Motion..... | 21 |
| 4.15 | Motion to Reconsider | 21 |
| 4.16 | Duties of the Meeting Chair..... | 22 |
| 4.17 | Conduct of Members..... | 22 |
| 4.18 | Minutes of Meetings..... | 22 |
| 5.0 | Approval of By-law and Revocation of Previous By-law(s)..... | 24 |
| 6.0 | Appendices to the Administrative By-law | 25 |
| | Appendix 1 – Code of Conduct..... | 25 |
| 1. | Background | 25 |
| 2. | General | 25 |
| 3. | Gifts and Benefits | 25 |
| 4. | Confidentiality..... | 25 |
| 5. | Use of Authority Property | 26 |
| 6. | Work of a Political Nature | 26 |
| 7. | Conduct at Authority Meetings..... | 26 |
| 8. | Influence on Staff | 26 |
| 9. | Business Relations | 26 |

| | | |
|-----|--|----|
| 10. | Encouragement of Respect for the Authority and its Regulations..... | 27 |
| 11. | Harassment | 27 |
| 12. | Breach of Code of Conduct..... | 27 |
| | Appendix 2 – Conflict of Interest..... | 28 |
| 1. | Municipal Conflict of Interest Act | 28 |
| 2. | Disclosure of Pecuniary Interest | 28 |
| 3. | Chair’s Conflict of Interest or Pecuniary Interest..... | 28 |
| 4. | Closed Meetings..... | 28 |
| 5. | Member Absent..... | 28 |
| 6. | Disclosure Recorded in Minutes | 28 |
| 7. | Breach of Conflict of Interest Policy | 28 |
| | Appendix 3 – Procedure for Election of Officers | 30 |
| 1. | Voting..... | 30 |
| 2. | Acting Chair..... | 30 |
| 3. | Scrutineer(s)..... | 30 |
| 4. | Election Procedures | 30 |
| | Appendix 4 – Section 19 of the <i>Conservation Authorities Act</i> | 32 |

1.0 INTRODUCTION

The St. Clair Region Conservation Authority is a non-share corporation, established under Section 3 of the *Conservation Authorities Act*, with the objects to provide, in the area over which it has jurisdiction, programs and services designed to further the conservation, restoration, development and management of natural resources other than gas, coal and minerals.

Under the Act, municipalities within a common watershed are enabled to petition the province to establish a conservation authority. The purpose of the Act is to provide for the organization and delivery of programs and services that further the conservation, restoration, development and management of natural resources in watersheds in Ontario. The Authority is comprised of its Members, appointed as representatives by the Participating Municipalities.

1.1 Participating Municipalities

The following are the seventeen (17) Participating Municipalities of the St. Clair Region Conservation Authority:

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

1.2 Vision

The St. Clair Region Conservation Authority has as its vision, watersheds where human needs are met in balance with the needs of the natural environment.

1.3 Mission

The St. Clair Region Conservation Authority has as its mission, to provide leadership through coordination of watershed planning, implementation of resource management programs and promotion of conservation awareness, in cooperation with others.

1.4 Powers of Conservation Authorities

The Members of the Conservation Authority form the General Membership of the Conservation Authority. The Members are bound by the Act and other applicable legislation. The Authority must always act within the scope of its powers. As a non-share corporation, the Authority has the capacity and, subject to the Act and other applicable legislation, the rights, powers and privileges of a natural person. The powers of a conservation authority to accomplish its objects are set out in the Act, including those identified under subsection 21(1).

Powers of authorities

21 (1) For the purposes of accomplishing its objects, an authority has power,

(a) to study and investigate the watershed and to determine programs and services whereby the natural resources of the watershed may be conserved, restored, developed and managed;

(b) for any purpose necessary to any project under consideration or undertaken by the authority, to enter into and upon any land and survey and take levels of it and make such borings or sink such trial pits as the authority considers necessary;

(c) to acquire by purchase, lease or otherwise and to expropriate any land that it may require, and, subject to subsection (2), to sell, lease or otherwise dispose of land so acquired;

(d) despite subsection (2), to lease for a term of five years or less land acquired by the authority;

(e) to purchase or acquire any personal property that it may require and sell or otherwise deal therewith;

(f) to enter into agreements for the purchase of materials, employment of labour and other purposes as may be necessary for the due carrying out of any project or to further the authority's objects;

(g) to enter into agreements with owners of private lands to facilitate the due carrying out of any project;

(h) to determine the proportion of the total benefit afforded to all the participating municipalities that is afforded to each of them;

(i) to erect works and structures and create reservoirs by the construction of dams or otherwise;

(j) to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof;

(k) to alter the course of any river, canal, brook, stream or watercourse, and divert or alter, as well temporarily as permanently, the course of any river, stream, road, street or way, or raise or sink its level in order to carry it over or under, on the level of or by the side of any work built or to be built by the authority, and to divert or alter the position of any water-pipe, gas-pipe, sewer, drain or any telegraph, telephone or electric wire or pole;

(l) to use lands that are owned or controlled by the authority for purposes, not inconsistent with its objects, as it considers proper;

(m) to use lands owned or controlled by the authority for park or other recreational purposes, and to erect, or permit to be erected, buildings, booths and facilities for such purposes and to make charges for admission thereto and the use thereof;

(m.1) to charge fees for services approved by the Minister;

Note: On a day to be named by proclamation of the Lieutenant Governor, clause 21 (1) (m.1) of the Act is repealed. (See: 2017, c. 23, Sched. 4, s. 19 (3))

(n) to collaborate and enter into agreements with ministries and agencies of government, municipal councils and local boards and other organizations and individuals;

(o) to plant and produce trees on Crown lands with the consent of the Minister, and on other lands with the consent of the owner, for any purpose;

(p) to cause research to be done;

(q) generally to do all such acts as are necessary for the due carrying out of any project or as may be desirable to further the objects of the authority.

2.0 DEFINITIONS

“**Authority**” means the St. Clair Region Conservation Authority.

“**Act**” means the *Conservation Authorities Act*, R.S.O. 1990, chapter C.27

“**Chair**” means the Chairperson as referenced in the Act as elected by the Members of the Authority.

“**Chief Administrative Officer**” (“CAO”) means the General Manager or Chief Administrative Officer of the Authority, and which may, by resolution of the Authority, include the responsibilities of the Secretary-Treasurer.

“**Fiscal Year**” means the period from January 1 through December 31.

“**General Membership**” means all of the Members, collectively; may be referred to as the Board of Directors.

“**Levy**” means the amount of costs apportioned to Participating Municipalities in accordance with the Act and Regulations under the Act.

“**Majority**” means half of the votes plus one.

“**Minister**” means the Minister responsible for administration of the Act.

“**Members**” shall mean the Members appointed to the Authority by the Participating Municipalities in the Authority’s area of jurisdiction; Members have the responsibilities of Directors of the corporation that is the Authority; may be referred to as Board Members.

“**Non-matching Levy**” means that portion of an Authority’s levy that meets the definition of non-matching levy as found in Ontario Regulation 139/96.

“**Officer**” means an officer of the Authority empowered to sign contracts, agreements and other documents on behalf of the Authority in accordance with Section 19.1 of the Act, which shall include the Chair, Vice-Chair(s), and the Chief Administrative Officer/Secretary-Treasurer.

“**Participating Municipality**” means a municipality that is designated by or under the Act as a participating municipality in a conservation authority.

“**Pecuniary Interest**” includes the financial or material interests of a Member and the financial or material interests of a member of the Member’s immediate family.

“**Secretary-Treasurer**” means Secretary-Treasurer of the Authority with the roles specified in the Act.

“**Staff**” means employees of the Authority as provided for under Section 18(1) of the Act.

“**Vice-Chair**” means the Vice-Chairperson as elected by the Members of the Authority. If a first and second Vice-Chair are elected, they shall be called First Vice-Chair and Second Vice-Chair.

“**Weighted Majority**” means the votes of 51 per cent of those represented after the votes are weighted by the percentage that applies under Ontario Regulation 139/96 for Municipal Levies.

3.0 GOVERNANCE

3.1 Board Members

3.1.1 Appointments

Participating Municipalities within the jurisdiction of the St. Clair Region Conservation Authority may appoint Members in accordance with Section 14 of the Act.

Appointed Members must reside in a Participating Municipality within the Authority's area of jurisdiction and may include citizens as well as elected members of municipal councils.

Collectively, the appointed Members comprise the Authority, and for the purposes of this By-law are also referred to as the General Membership.

3.1.2 Term of Board Member Appointments

In accordance with Section 14 of the Act, a Member shall be appointed for a term of up to four years at the discretion of the appointing municipal council; such term beginning at the first meeting of the Authority following his or her appointment and ending immediately before the first meeting of the Authority following the appointment of his or her replacement. The Secretary-Treasurer shall notify the appropriate municipality in advance of the expiration date of any Member's term, unless notified by the municipality of the Member's reappointment or the appointment of his or her replacement. A Member is eligible for reappointment. A Member can be replaced by a Participating Municipality at the municipality's discretion prior to the end of their term.

3.1.3 Powers of the General Membership

Subject to the Act and other applicable legislation, the General Membership is empowered without restriction to exercise all of the powers prescribed to the Authority under the Act. In addition to the powers of an Authority under s.21 of the Act for the purposes of accomplishing its objects, as referenced in Section 1.4 (Powers of Conservation Authorities) of this By-law document, the powers of the General Membership include but are not limited to:

- a) Approving by resolution, the creation of Committees and/or Advisory Boards, the members thereof and the terms of reference for these Committees and/or Advisory Boards;
- b) Appointing a Chief Administrative Officer and/or Secretary-Treasurer;
- c) Terminating the services of the Chief Administrative Officer and/or Secretary-Treasurer;
- d) Approving establishing and implementing regulations, policies and programs;
- e) Awarding contracts or agreements where the approval of the Authority is required under the Authority's purchasing policy;
- f) Appointing an Executive Committee and delegate to the Committee any of its powers except:
 - i. The termination of the services of the Chief Administrative Officer and/or Secretary-Treasurer;
 - ii. The power to raise money; and
 - iii. The power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the Authority.
- g) Approving by resolution, any new capital project of the Authority;
- h) Approving by resolution, the method of financing any new capital projects;
- i) Approving details on budget allocations on any new or existing capital projects;
- j) Approving of the total budget for the ensuing year, and approving the levies to be paid by the Participating Municipalities;

- k) Receiving and approving the Financial Statements and Report of the Auditor for the preceding year;
- l) Authorizing the borrowing of funds on the promissory note of the Authority in accordance with subsection 3(5) of the Act;
- m) Approving by resolution, any proposed expropriation of land or disposition of land, subject to the requirements under the Act;
- n) Approving permits or refusing permission as may be required under any regulations made under Section 28 of the Act;
- o) Holding hearings required for the purpose of reviewing permit applications, and advising every applicant of their right to appeal the decision to the Minister through the Mining and Lands Tribunal;
- p) Performs other duties as outlined in Section 28 (Mandate, Committees and Directors) of the Authority's General Administration Manual.

3.1.4 Board Member Accountability

Participating Municipalities appoint Members to the Authority as their representatives. Members have the responsibilities of Directors of the corporation that is the Authority. While the administration is responsible for the day-to-day operations, the General Membership is responsible for matters of governance, ensuring compliance with applicable legislation, and ensuring appropriate policies are in place and for financial soundness of the Authority.

All Members have the responsibility to be guided by and adhere to the Code of Conduct (Appendix 1) and Conflict of Interest Policy (Appendix 2), as adopted by the Authority.

Members are responsible for:

- a) Attending all meetings of the Authority;
- b) Understanding the purpose, function and responsibilities of the Authority;
- c) Being familiar with the Authority's statutory and other legal obligations;
- d) With the administration, setting strategic direction for the Authority.

3.1.5 Applicable Legislation

In addition to the Act, the Members are subject to other legislation including, but not limited to:

- a) *Municipal Conflict of Interest Act*
- b) *Municipal Freedom of Information and Protection of Privacy Act*

If any part of the By-law conflicts with any provision of the *Municipal Conflict of Interest Act* or the *Municipal Freedom of Information and Protection of Privacy Act* or a provision of a regulation made under one of those acts, the provision of that act or regulation prevails.

3.1.6 Relationship Between Members and Staff

The General Membership relies on the Chief Administrative Officer and/or Secretary-Treasurer to manage the operations of the organization, including all employees of the Authority. The Chief Administrative Officer/Secretary Treasurer is accountable to the Authority, working cooperatively to achieve the goals established by the Authority.

The General Membership will ensure that a process exists for regular performance evaluations of the Chief Administrative Officer/Secretary-Treasurer. The Chair will undertake the performance review of the CAO on a regular basis.

3.2 Officers

The Officers of the Authority, and their respective responsibilities, shall be:

3.2.1 Chair

- a) Is a Member of the Authority;
- b) Presides at all meetings of the General Membership and Executive Committee;
- c) Calls special meetings if necessary;
- d) Acts as a public spokesperson on behalf of the General Membership;
- e) Serves as signing officer for the Authority;
- f) Ensures relevant information and policies are brought to the Authority's attention;
- g) Keeps the General Membership apprised of significant issues in a timely fashion;
- h) Performs other duties when directed to do so by resolution of the Authority;
- i) Performs other duties as outlined in the Authority's General Administration Manual.

3.2.2 Vice-Chair(s)

- a) Is/are a Member(s) of the Authority;
- b) Attends all meetings of the Authority and Executive Committee;
- c) Carries out assignments as requested by the Chair;
- d) Understands the responsibilities of the Chair and acts as Chair immediately upon the death, incapacity to act, absence or resignation of the Chair until such time as a new Chair is appointed or until the Chair resumes his/her duties;
- e) Serves as a signing officer for the Authority;
- f) Performs other duties as outlined in the Authority's General Administration Manual.

3.2.3 Chief Administrative Officer/Secretary-Treasurer

Responsibilities of the Chief Administrative Officer/Secretary-Treasurer as assigned by the Authority include, but are not limited to the following:

- a) Is an employee of the Authority;
- b) Attends all meetings of the General Membership and Executive Committee or designates an acting CAO if not available;
- c) Works in close collaboration with the Chair and Vice-Chair(s) and keeps them apprised of relevant information and significant issues in a timely fashion;
- d) Develops a strategic plan for approval by the General Membership and implements short and long-range goals and objectives;
- e) Is responsible for the management of the operations of the Authority, including all staff and programs of the Authority;
- f) Ensures resolutions of the Authority are implemented in a timely fashion;
- g) Develops and maintains effective relationships and ensures good communications with Participating Municipalities, federal and provincial government ministries/agencies, Indigenous communities, other conservation authorities, Conservation Ontario, stakeholders, community groups and associations;
- h) Fulfills the requirements of the Secretary-Treasurer as defined in the Act;
- i) Is the custodian of the Corporate Seal;
- j) Serves as a signing officer for the Authority;
- k) Performs other duties as outlined in the Authority's General Administration Manual.

3.3 Absence of Chair and Vice-Chair(s)

In the event of the absence of the Chair and Vice-Chair(s) from any meeting, the members shall appoint an Acting Chair who, for the purposes of that meeting has all the powers and shall perform all the duties of the Chair.

3.4 Maximum Term for Chair and Vice-Chair(s)

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.

3.5 Representatives to Conservation Ontario Council

The Authority shall appoint three Representatives to Conservation Ontario Council (“Council”), designated as Voting Delegate and Alternates. Council will consist of the Voting Delegates appointed by each Member Conservation Authority. The Authority shall appoint the following annually:

- a) The Chair shall serve as the Voting Delegate;
- b) The Vice-Chair shall serve as the First-Alternate; and
- c) The Chief Administrative Officer shall serve as the Second-Alternate.

The Voting Delegate and Alternates shall be registered with Conservation Ontario annually.

3.6 Election of Chair and Vice-Chair

The election of the Chair and Vice-Chair shall be held each year at the Annual General Meeting. Should a vacancy of either position arise between Annual meetings, election for such positions will be held at the next regular meeting of the Board of Directors. All elections shall be in accordance with the Authority’s Procedures for Election of Officers (Appendix 3).

3.7 Appointment of Auditor

The General Membership shall appoint an auditor for the coming year at the Annual General Meeting in accordance with Section 38 of the Act.

3.8 Appointment of Financial Institution

The General Membership shall appoint a financial institution at the Annual General Meeting to act as the Authority’s banker by Resolution.

3.9 Financial Statements and Report of the Auditor

The General Membership shall receive and approve the Audited Financial Statements and Report of the Auditor annually for the previous year at the Annual General Meeting.

The Authority shall forward copies of the Audited Financial Statements and Report of the Auditor to Participating Municipalities and the Minister in accordance with Section 38 of the Act and will make the Audited Financial Statements available to the public. Audited Financial Statements will be published electronically on the Authority’s website, or provided in print upon request.

3.10 Borrowing Resolution

If required, the Authority shall establish a borrowing resolution by March 31 of each year and such resolution shall be in force until it is superseded by another borrowing resolution.

3.11 Levy Notice

The levy due to the Authority from Participating Municipalities shall be communicated to those municipalities in accordance with the Act and any applicable Regulations.

3.12 Signing Officers

All deeds, transfers, assignments, contracts, and obligations entered into by the Authority shall be signed by the signing officers of the Authority, as follows:

- a) The Chair or Vice-Chair; and
- b) The Chief Administrative Officer/Secretary-Treasurer.

When necessary, the Board of Directors may delegate the responsibility of signing officer(s) to senior staff by resolution for a defined period of time (for example: due to absences, vacancies, or end of appointments of signing officers).

For the signing of cheques, the signing officers of the Authority shall be the Chair or the Vice-Chair and the Chief Administrative Officer/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. In an emergency event, the Payroll Clerk may sign cheques under \$5,000 with another signing officer.

The Director of Finance can approve for direct payment all statutory deductions, benefit payments, Electronic Funds Transfers (EFTs), and bank drafts that are above \$5,000 as these payments are required and due by statute.

Signing authority that was authorized by any previous Administration Regulation or By-law is superseded by this By-law.

3.13 Executive Committee

The Authority may appoint an Executive Committee at the Annual General Meeting of the General Membership each year in accordance with the Section 19 of the Act and Section 3.1.3(f) of this By-law.

3.14 Advisory Boards and Other Committees

In accordance with Section 18(2) of the Act, the Authority shall establish such Advisory Boards as required by regulation and may establish such other Advisory Boards or Committees as it considers appropriate to study and report on specific matters.

The General Membership shall approve the terms of reference for all such Advisory Boards and Committees, which shall include the role, the frequency of meetings and the number of members required.

Resolutions and policies governing the operation of the Authority shall be observed in all Advisory Board and Committee meetings.

Each Advisory Board or Committee shall report to the General Membership, presenting any recommendations made by the Advisory Board or Committee.

The dates of all Advisory Board and Committee meetings shall be made available to all Members of the Authority.

For current and standing Advisory Boards and Committees, refer to Section 28 (Mandate, Committees and Directors) of the Authority's General Administration Manual.

3.15 Remuneration of Members

The Authority shall establish a per-diem rate from time to time to be paid to Members for attendance at General Meetings and Advisory Board or Committee meetings, and at such other business functions as may be from time to time requested by the Chair, through the Secretary-Treasurer. In addition, an honorarium may be approved by the Authority for the Chair and Vice-Chair(s) as compensation for their additional responsibilities. A single per-diem will be paid for attendance at more than one meeting if they occur consecutively on the same day.

The Authority shall reimburse Members' reasonable travel expenses incurred for the purpose of attending meetings and/or functions on behalf of the Authority. A per-kilometre rate to be paid for

use of a personal vehicle shall be approved by Resolution of the General Membership from time-to-time. Requests for such reimbursements shall be submitted within a timely fashion and shall be consistent with Canada Revenue Agency guidelines.

3.16 Records Retention

The Authority shall keep full and accurate records including, but not limited to:

- a) Minutes of all meetings of the Authority, including registries of statements of interests in accordance with the *Municipal Conflict of Interest Act*;
- b) Assets, liabilities, receipts and disbursements of the Authority and Financial Statements and Reports of the Auditors;
- c) Human Resources Files for all employees and Members as applicable;
- d) Workplace Health and Safety documents including workplace inspections, workplace accidents, investigations, etc.;
- e) Electronic Communications including emails;
- f) Contracts and Agreements entered into by the Authority;
- g) Strategic Plans and other documents providing organizational direction;
- h) Projects of the Authority;
- i) Technical Studies and data gathered in support of Programs of the Authority;
- j) Legal Proceedings involving the Authority;
- k) Incidents of personal injury or property damage involving the Authority and members of the public.

Such records shall be retained and protected in accordance with all applicable laws and the Records Retention Policy of the Authority's General Administration Manual as approved by the General Membership from time-to-time.

3.17 Records Available to Public

Records of the Authority shall be made available to the public, subject to requirements of the *Municipal Freedom of Information and Protection of Personal Privacy Act* (MFIPPA).

The Authority shall designate the Executive Committee to act as head of the Authority for the purposes of MFIPPA. The General Membership shall appoint a staff member by resolution to act as the Authority's Freedom of Information and Privacy Coordinator for the purposes of MFIPPA.

3.18 By-law Review

In accordance with the Act, these By-laws shall be reviewed by the Authority to ensure the By-laws are in compliance with the Act and any other relevant law. The General Membership shall review the By-laws every four (4) years to ensure best management practices in governance are being followed to comply with Section 19.1 of the Act.

3.19 By-law Available to Public

In accordance with the Act, the Authority shall make its By-laws available to the public on the Authority's website. By-laws shall also be available for review by any member of the public at the Authority's administration centre or provided in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

3.20 Enforcement of By-laws and Policies

The Board Members shall respect and adhere to all applicable By-laws and policies (for example, the Code of Conduct and Conflict of Interest). The Authority may take reasonable measures to enforce its By-laws and policies, including the enforcement mechanisms under the *Municipal Conflict of Interest Act*.

Complainants (which may include any Board Member, Authority staff member, or any other member of the general public) may use the Informal Complaint Procedure and/or Formal Complaint Procedure to indicate concerns regarding perceived breaches of the By-laws or policies (collectively referred to in this Section of the By-law as the “Policies”). The complaint and enforcement procedure(s) shall be as follows:

3.20.1 Informal Complaint Procedure

The Informal Complaint Procedure will provide an opportunity to immediately identify and address behaviours and activities which are considered to be in contravention of the Policies.

The Complainant shall:

- a) Advise the Chair (or Vice-Chair in the case where the Chair is involved in the complaint) and Board Member that the Member’s behaviour or activity contravenes the Policies (this may or may not be in writing);
- b) Request that the Board Member immediately discontinue the prohibited behaviour or activity;
- c) Take note of the incident including date, time, location, other persons present and any other relevant information;
- d) In the event of a dissatisfactory or no response from the Member, consider the need to pursue the matter in accordance with the Formal Complaint Procedure.

Complainants are encouraged to initially pursue the Informal Complaint Procedure as a means of stopping and remedying a behaviour or activity contrary to the Policies. However, it is not a precondition or a prerequisite that the Informal Complaint Procedure be initiated or completed prior to pursuing the Formal Complaint Procedure as described in the Formal Complaint Procedure option.

3.20.2 Formal Complaint Procedure

The Formal Complaint Procedure shall be as follows:

- a) A dated signed written complaint detailing the relevant particulars shall be submitted to the Chief Administrative Officer.
- b) Upon receipt of the complaint, the Chief Administrative Officer or designate shall prepare an information package that shall include the following:
 - i. The Complaint;
 - ii. A copy of the Policies that are relevant; and
 - iii. Such other information or documentation that the Chief Administrative Officer deems relevant.
- c) A Special Committee made up of three (3) Members of the Board of Directors not directly involved in the complaint shall be formed by the Chair to address the complaint. In the case where the Chair is involved in the complaint, the Vice-Chair will form the Special Committee.
- d) The information package referred to above shall be provided to the Board Member alleged to be in contravention forthwith and to the Special Committee on appointment.
- e) The Chief Administrative Officer shall submit a brief report to the Board of Directors in closed session at a regularly scheduled Board meeting advising that a complaint was received, providing the following information:
 - i. Name of Alleged Offender;
 - ii. Name of Complainant;
 - iii. The provision of the Policies allegedly contravened;
 - iv. A summary of the facts constituting the alleged contravention;

- v. The date of request.
- f) The Special Committee shall complete an investigation of the complaint (which shall include an opportunity to the affected Board Member to respond to the allegation) within 30 days of receipt of the information package or such longer period as it may require not to exceed 60 days, and provide a report to the Chair (or Vice-Chair as the case may be) on the matter as to the validity of the complaint and its written recommendations as to the appropriate measures to be taken by the Board of Directors. The report shall be tabled in closed session at the next regularly scheduled Board of Directors meeting.
- g) The Board of Directors shall receive the report and recommendations from the Special Committee and may determine the appropriate action(s) to be taken, if any. Following such determination by the Board of Directors, the appointing municipality shall be notified of such determination.

3.21 Indemnification of Members, Officers and Employees

The Authority undertakes and agrees to indemnify and save harmless its Members, Officers and Employees and their heirs and legal representatives, respectively, from and against all costs, charges and expenses, including all amounts paid to settle an action or satisfy any judgement, reasonably incurred by any such Member, Officer or Employee in respect of any civil, criminal or administrative action or proceeding to which any such Member, Officer or Employee is made a party by reason of being a Member, Officer or Employee of the Authority (except in respect of an action by or on behalf of the Authority to procure a judgment in its favour) if:

- a) Such Member, Officer or Employee acted honestly, in good faith with a view to the best interests of the Authority and within the scope of such Member's, Officer's or Employee's duties and responsibilities; and
- b) In the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty that such Member, Officer or Employee had reasonable grounds for believing that the conduct was lawful.

4.0 MEETING PROCEDURES

The Meeting Procedures below governing the procedure of the Authority shall be observed in Executive Committee and Advisory Board meetings, as far as they are applicable, and the words Executive Committee or Advisory Board may be substituted for the word Authority as applicable.

4.1 Rules of Procedure

In all matters of procedure not specifically dealt with under the Act and this By-law, the current edition of Robert's Rules of Order shall be binding.

The Authority may choose to conduct its business as a committee of the whole.

4.2 Notice of Meeting

The General Membership shall approve a schedule for regular meetings in advance. The Secretary-Treasurer shall send Notice of regular meetings to all Members at least five (5) calendar days in advance of a meeting. Notice of all regular or special meetings of the General Membership or its Committees shall be made available to the public as soon as possible after its delivery to General Membership.

Notice of any meeting shall indicate the time and place of that meeting and the agenda for the meeting.

All material and correspondence to be dealt with by the Authority at a meeting will be submitted to the Secretary-Treasurer in advance of the meeting. All material and correspondence to be included in the published agenda must be received fourteen (14) days in advance. Items to be tabled and introduced at the meeting should be received four (4) days in advance.

The Chair may, at his/her pleasure, call a special meeting of the Authority as necessary providing five (5) calendar days notice in writing or email. That notice shall state the business of the special meeting and only that business shall be considered at that special meeting. Any member, with 50% support of the other members, may also request the Chair to call a meeting of the Authority and the Chair will not refuse.

The Chair or the Secretary-Treasurer may, by notice in writing or email delivered to the members so as to be received by them at least twelve (12) hours before the hour appointed for the meeting, postpone or cancel any meeting of an Advisory Board or other Committee until the next scheduled date for the specific Advisory Board or Committee affected.

The Chair or the Secretary-Treasurer may, if it appears that a storm or like occurrence will prevent the members from attending a meeting, postpone that meeting by advising as many members as can be reached. Postponement shall not be for any longer than the next regularly scheduled meeting date.

4.3 Meetings Open to Public

All meetings of the General Membership and Executive Committee shall be open to the public.

A meeting or part of a meeting may be closed to the public if the subject matter being considered is identified in the closed meeting section of the agenda and the subject matter meets the criteria for a closed meeting as defined in this By-law.

4.4 Agenda for Meetings

Authority staff, under the supervision of the Secretary-Treasurer, shall prepare an agenda for all regular meetings of the Authority that shall include, but not necessarily be limited to, the following headings:

- a) Approval of Agenda
- b) Chair's Remarks
- c) Declaration of Pecuniary Interests
- d) Approval of Previous Meeting Minutes
- e) Chief Administrative Officer's Report
- f) Chair and Conservation Ontario Report (if applicable)
- g) Business Arising from Last Meeting
- h) Staff Reports
- i) Hearings (if applicable)
- j) Delegations (if applicable)
- k) Material from Committees or Advisory Boards (if applicable)
- l) In Camera (if applicable)
- m) New Business
- n) Adjournment

The agenda for special meetings of the Authority shall be prepared as directed by the Chair.

Agendas for meetings shall be forwarded to all Members at least five (5) calendar days in advance of the meeting. Such agendas shall be made available to the public on the Authority's website at the same time, unless the meeting is closed to the public in accordance with this By-law. Such agendas shall also be available in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

4.5 Quorum

At any meeting of the General Membership, a quorum consists of one-half of the Members appointed by the Participating Municipalities, except where there are fewer than six (6) such Members, in which case three (3) such Members constitute a quorum. At any Executive Committee, Advisory Board or Committee meeting, a quorum consists of one-half of the Members of the Executive Committee, Advisory Board or Committee.

If there is no quorum within one half hour after the time appointed for the meeting, the Chair for the meeting shall declare the meeting adjourned due to a lack of a quorum, or shall recess until quorum arrives, and the recording secretary shall record the names of the Members present and absent.

If during the course of an Authority or Advisory Board or Committee meeting a quorum is lost, then the Chair shall declare that the meeting shall stand recessed or adjourned, until the date of the next regular meeting or other meeting called in accordance with the provisions of this By-law. Agenda items including delegations present may be covered and presented and issues discussed, but no formal decisions may be taken by the remaining Members which do not constitute a quorum.

Where the number of Members who are disabled from participating in a meeting due to the declaration of a conflict of interest is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, the remaining number of Members shall be deemed to constitute a quorum, provided such number is not less than two (2).

4.6 Order of Business

The business of the Authority shall be taken up in the order in which it stands on the agenda unless otherwise decided by a majority of those Members present.

No Member shall present any matter to the Authority for its consideration unless the matter appears on the agenda for the meeting of the Authority or leave is granted to present the matter by the affirmative vote of a majority of the Members present.

4.7 Debate

The Authority shall observe the following procedures for discussion/debate on any matter coming before it:

- a) A Member shall be recognized by the Chair prior to speaking;
- b) Where two (2) or more Members rise to speak, the Chair shall designate the Member who has the floor, who shall be the Member who in the opinion of the Chair was first recognized;
- c) All questions and points of discussion shall be directed through the Chair;
- d) Where a motion is presented, it shall be moved and seconded before debate;
- e) No Member shall speak more than once to the same question without leave from the Chair, except in explanation of a material part of the speech;
- f) Any Member may ask a question of the previous speaker through the Chair;
- g) The Member who has presented a motion, other than a motion to amend or dispose of a motion, may speak again to the motion immediately before the Chair puts the motion to a vote;
- h) When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn, or to extend the hour of closing the proceedings;
- i) When a motion is under consideration, only one amendment is permitted at a time.

4.8 Members' Attendance

The Authority shall provide a listing of Members' attendance at scheduled meetings of the Authority to the Participating Municipalities at least annually.

In the event that a Member misses three (3) consecutive meetings without due notice, the Chair shall contact the Member. If there are subsequent absences without due notice, the Authority will advise the Member's municipality of the unaccountable absences.

Upon a Member's vacancy due to death, incapacity or resignation occurring in any office of the Authority, the Authority shall request the municipality that was represented by that Member appoint a Member replacement.

If a Member is unable to attend any meeting and wishes to bring any additional information or opinion pertaining to an agenda item to the General Membership, the Member shall address in writing or email to the Chair or Secretary-Treasurer such correspondence prior to the start of the meeting. The correspondence shall be read aloud by the Secretary-Treasurer without comment or explanations.

4.9 Electronic Participation

Members may participate in a meeting that is open to the public by telephonic or other electronic means that permits all participants to communicate adequately with each other during the

meeting. A Member participating in a meeting electronically can participate in discussion but shall not be counted in determining quorum, shall not vote, and shall not receive remuneration.

A Member shall not participate electronically in a meeting that is closed to the public.

4.10 Delegations

Any person or organization who wishes to address the Authority may make a request in writing or email to the Secretary-Treasurer. The request should include a brief statement of the issue or matter involved; the position to be taken; a brief statement of the general outcome expected by bringing the issue or matter to the Members; indicate the name, title (if applicable) and contact information of the proposed speaker; and any or all presentations and/or documents to be circulated to the Members (all materials must be compliant with the *Accessibility for Ontarians with Disabilities Act*). If such request is received fourteen (14) days in advance of a scheduled meeting, the delegation shall be listed on the published agenda.

Any person or organization requesting an opportunity to address the Authority, but not having made a written request to do so in the timelines specified above, may appear before the meeting if approved by a majority of Members present, or shall be listed on the published agenda for the following meeting.

Except by leave of the Chair or appeal by the leave of the meeting, delegations shall be limited to one (1) speaker for not more than ten (10) minutes.

Speakers will be requested not to repeat what has been said by previous speakers at the meeting. Delegations are limited to one (1) meeting of either the Board of Directors, Executive Committee or Advisory Board, except by approval of the Chair to be heard at an additional meeting(s). A returning delegation will only be allowed to speak again if new, relevant information has become available since their previous presentation. The Chair may choose to end a returning delegation's presentation if, in the opinion of the Chair, the new information being presented is not relevant to a decision facing the General Membership.

4.11 Annual General Meeting

The Authority shall designate one meeting of the General Membership each year as the Annual General Meeting and shall include the following items on the agenda, in addition to the normal course of business:

- a) Approval of the Audited Financial Statements and Report of the Auditor for the prior year;
- b) Election of Officers;
- c) Appointment of Members to Committees and/or Advisory Boards;
- d) Adoption of a Borrowing Resolution;
- e) Appointment of the Auditor for the upcoming year;
- f) Appointment of the Financial Institution for the upcoming year.

4.12 Meetings with Closed "In Camera" Sessions

Every meeting of the General Membership, Executive Committee and Advisory Boards, if applicable, shall be open to the public as per Section 15(3) of the Act, subject to the exceptions set out below.

Meetings may be closed to the public if the subject matter being considered relates to:

- a) The security of the property of the Authority;
- b) Personal matters about an identifiable individual, including employees of the Authority;
- c) A proposed or pending acquisition or disposition of land by the Authority;

- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals (e.g. Local Planning Appeal Tribunal), affecting the Authority;
- f) Advice that is subject to solicitor-client privilege;
- g) A matter in respect of which the General Membership, Executive Committee, Advisory Board or Committee or other body may hold a closed meeting under another act;
- h) Information explicitly supplied in confidence to the Authority by Canada, a province or territory or a Crown agency of any of them;
- i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Authority, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) A trade secret or scientific, technical, commercial or financial information that belongs to the Authority and has monetary value or potential monetary value; or
- k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Authority.

The Authority shall close a meeting if the subject matter relates to the consideration of a request under MFIPPA, and the Authority is the head of an institution for the purposes of MFIPPA.

Before holding a meeting or part of a meeting that is to be closed to the public, the Members shall state by resolution during the open session of the meeting that there will be a meeting closed to the public and the general nature of the matter to be considered at the closed meeting. Once matters have been dealt with in a closed meeting, the General Membership shall reconvene in an open session.

The General Membership shall not vote during a meeting that is closed to the public, unless:

- a) The meeting meets the criteria outlined in this By-law to be closed to the public; and
- b) The vote is for a procedural matter or for giving directions or instructions to Officers, employees or agents of the Authority.

Any materials presented to the General Membership during a closed meeting shall be returned to the Secretary-Treasurer prior to departing from the meeting and shall be treated in accordance with the Authority's procedures for handling confidential material.

A meeting of the Authority, Executive Committee, Advisory Board or other Committee may also be closed to the public if:

- a) The meeting is held for the purpose of educating or training the Members; and
- b) At the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Authority, the Executive Committee, Advisory board or other Committee.

4.13 Voting

In accordance with Section 16 of the Act:

- a) Each Member, including the Chair, is entitled to one vote; and
- b) A majority vote of the Members present at any meeting is required upon all matters coming before the meeting.

If any Member who is qualified to vote abstains from voting, they shall be deemed to have voted neither in favour nor opposed to the question, which will not alter the number of votes required for a majority.

On a tie vote, the motion is lost.

Interrelated motions shall be voted on in the order specified in Robert's Rules of Order.

Unless a Member requests a recorded vote, a vote shall be by a show of hands or such other means as the Chair may call. No question shall be voted upon more than once at any meeting, unless a recorded vote is requested.

If a Member present at a meeting at the time of the vote requests immediately before or after the taking of the vote that the vote be recorded, each Member present taken alphabetically by municipality, except a member who is disqualified from voting by any Act, shall announce his or her vote openly answering "yes" or "no" to the question, and the Secretary-Treasurer shall record each vote.

At the meeting of the Authority at which the Non-Matching Levy is to be approved, the Secretary-Treasurer shall conduct the vote to approve of Non-Matching Levy by a Weighted Majority of the Members present and eligible to vote, in accordance with Ontario Regulation 139/96.

Where a question under consideration contains more than one item, upon the request of any Member, a vote upon each item shall be taken separately.

Except as provided in Section 3.6 (Election of Chair and Vice-Chair) of this By-law, no vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.

4.14 Notice of Motion

Written notice of motion to be made at an Authority, Executive Committee, Advisory Board or Committee meeting may be given to the Secretary-Treasurer by any Member of the Authority not less than seven (7) business days prior to the date and time of the meeting and shall be forthwith placed on the agenda of the next meeting. The Secretary-Treasurer shall include such notice of motion in full in the agenda for the meeting concerned.

Recommendations included in reports of Advisory Boards or Committees that have been included in an agenda for a meeting of the General Membership or Executive Committee, shall constitute notice of motion for that meeting.

Recommendations included in staff reports that have been included in an agenda for a meeting of the General Membership or Executive Committee, shall constitute notice of motion for that meeting.

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.

4.15 Motion to Reconsider

If a motion is made to reconsider a previous motion, a two-thirds majority vote shall be required in order for reconsideration to take place. If a motion to reconsider is passed, the original motion

shall then be placed on the agenda at a future meeting to be debated and voted upon, and the result of that vote, based on a simple majority, shall supersede.

4.16 Duties of the Meeting Chair

It shall be the duty of the Chair, with respect to any meetings over which he/she presides, to:

- a) Preserve order and decide all questions of order, subject to appeal; and without argument or comment, state the rule applicable to any point of order if called upon to do so;
- b) Ensure that the public in attendance does not in any way interfere or disrupt the proceedings of the Members;
- c) Receive and submit to a vote all motions presented by the Members, which do not contravene the rules of order or regulations of the Authority;
- d) Announce the results of the vote on any motions so presented;
- e) Adjourn the meeting when business is concluded.

4.17 Conduct of Members

Members shall maintain a high standard for conduct and at all times comply with applicable laws and the Authority's Code of Conduct (Appendix 1).

No Member at any meeting of the Authority shall:

- a) Speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;
- b) Leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared;
- c) Interrupt a Member while speaking, except to raise a point of order or a question of privilege;
- d) Speak disrespectfully or use offensive words against the Authority, the Members, staff, or any member of the public;
- e) Speak beyond the question(s) under debate;
- f) Resist the rules of order or disobey the decision of the Chair on the questions or order or practices or upon the interpretation of the By-laws.

4.18 Minutes of Meetings

The Secretary-Treasurer shall undertake to have a recording secretary in attendance at meetings of the Authority, the Executive Committee and each Advisory Board or Committee. The recording secretary shall make a record in the form of minutes of the meeting proceedings and in particular shall record all motions considered at the meeting.

If a recording secretary is not present in a closed session, the Secretary-Treasurer shall take notes of any direction provided, for endorsement by the Chair and Vice-Chair.

Minutes of all meetings shall include the time and place of the meeting and a list of those present and shall state all motions presented together with the mover and seconder and voting results.

The Secretary-Treasurer or designate shall include draft minutes of the previous meeting available to each member of the Authority at the same time as agendas for the next meeting are distributed.

After the minutes have been approved by resolution, original copies shall be signed by the Secretary-Treasurer and copies of all non-confidential minutes shall be posted on the Authority's website. Such minutes shall also be available for review by any member of the public at the

Authority's administration centre or provided in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

5.0 APPROVAL OF BY-LAW AND REVOCATION OF PREVIOUS BY-LAW(S)

By-law number _____ is hereby repealed;

By-law number _____ shall come into force on the _____ day of _____, 20____

READ A FIRST AND SECOND TIME

Date

READ A THIRD TIME AND FINALLY PASSED

Date

Signed:

Chair

Secretary-Treasurer

6.0 APPENDICES TO THE ADMINISTRATIVE BY-LAW

Appendix 1 – Code of Conduct

1. Background

The St. Clair Region Conservation Authority demands a high level of integrity and ethical conduct from its General Membership. The Authority's reputation has relied upon the good judgement of individual Members. A written Code of Conduct helps to ensure that all Members share a common basis for acceptable conduct. Formalized standards help to provide a reference guide and a supplement to legislative parameters within which Members must operate. Further, they enhance public confidence that Members operate from a base of integrity, justice and courtesy.

The Code of Conduct is a general standard. It augments the laws which govern the behaviour of Members, and it is not intended to replace personal ethics.

This Code of Conduct will also assist Members in dealing with confronting situations not adequately addressed or that may be ambiguous in Authority resolutions, regulations, or policies and procedures.

2. General

All Members, whether municipal councillors or appointed representatives of a municipality, are expected to conduct themselves in a manner that reflects positively on the Authority.

All Members shall serve in a conscientious and diligent manner. No Member shall use the influence of office for any purpose other than for the exercise of his/her official duties.

It is expected that Members adhere to a Code of Conduct that:

- a) Upholds the mandate, vision and mission of the Authority;
- b) Considers the Authority's jurisdiction in its entirety, including their appointing municipality;
- c) Respects confidentiality;
- d) Approaches all Authority issues with an open mind, with consideration for the organization as a whole;
- e) Exercises the powers of a Member when acting in a meeting of the Authority;
- f) Respects the democratic process and respects decisions of the General Membership, Executive Committee, Advisory Boards and other Committees;
- g) Declares any direct or indirect pecuniary interest or conflict of interest when one exists or may exist; and
- h) Conducts oneself in a manner which reflects respect and professional courtesy and does not use offensive language in or against the Authority or against any Member or any Authority staff.

3. Gifts and Benefits

Members shall not accept fees, gifts, hospitality or personal benefits that are connected directly or indirectly with the performance of duties, except compensation authorized by law.

4. Confidentiality

The members shall be governed at all times by the provisions of the *Municipal Freedom and Information and Protection of Privacy Act*.

All information, documentation or deliberations received, reviewed, or taken in a closed meeting are confidential.

Members shall not disclose or release by any means to any member of the public, either in verbal or written form, any confidential information acquired by virtue of their office, except when required by law to do so.

Members shall not permit any persons, other than those who are entitled thereto, to have access to information which is confidential.

In the instance where a member vacates their position on the General Membership they will continue to be bound by MFIPPA requirements.

Particular care should be exercised in protecting information such as the following:

- a) Human Resources matters;
- b) Information about suppliers provided for evaluation that might be useful to other suppliers;
- c) Matters relating to the legal affairs of the Authority;
- d) Information provided in confidence from an Aboriginal community, or a record that if released could reasonably be expected to prejudice the conduct of relations between an Aboriginal community and the Authority;
- e) Sources of complaints where the identity of the complainant is given in confidence;
- f) Items under negotiation;
- g) Schedules of prices in tenders or requests for proposals;
- h) Appraised or estimated values with respect to the Authority's proposed property acquisitions or dispositions;
- i) Information deemed to be "personal information" under MFIPPA.

The list above is provided for example and is not exhaustive.

5. Use of Authority Property

No Member shall use for personal purposes any Authority property, equipment, supplies, or services of consequence other than for purposes connected with the discharge of Authority duties or associated community activities of which the Authority has been advised.

6. Work of a Political Nature

No Member shall use Authority facilities, services or property for his/her election or re-election campaign to any position or office within the Authority or otherwise.

7. Conduct at Authority Meetings

During meetings of the Authority, Members shall conduct themselves with decorum. Respect for delegations and for fellow Members requires that all Members show courtesy and not distract from the business of the Authority during presentations and when others have the floor.

8. Influence on Staff

Members shall be respectful of the fact that staff work for the Authority as a whole and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence.

9. Business Relations

No Member shall borrow money from any person who regularly does business with the Authority unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

No Member shall act as a paid agent before the Authority, the Executive Committee or an Advisory Board or Committee of the Authority, except in compliance with the terms of the *Municipal Conflict of Interest Act*.

10. Encouragement of Respect for the Authority and its Regulations

Members shall represent the Authority in a respectful way and encourage public respect for the Authority and its Regulations.

11. Harassment

It is the policy of the Authority that all persons be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment. Harassment of another Member, staff or any member of the public is misconduct. Members shall follow the Authority's Harassment Policy as approved from time-to-time.

Examples of harassment that will not be tolerated include: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to an individual's race, religious beliefs, colour, gender, physical or mental disabilities, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. The Authority will also not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit and any other prohibited grounds under the provisions of the *Ontario Human Rights Code*.

12. Breach of Code of Conduct

Should a Member breach the Code of Conduct, they shall advise the Chair and Vice-Chair, with a copy to the Secretary-Treasurer, as soon as possible after the breach.

Should a Member allege that another Member has breached the Code of Conduct, the said breach shall be communicated to the Chair, with a copy to the Secretary-Treasurer, in writing. In the absence of the Chair, or if a Member alleges that the Chair has breached the Code of Conduct, the said breach shall be communicated to the Vice-Chair, with a copy to the Secretary-Treasurer, in writing.

Should a member of the public or a municipality allege that a Member has breached the Code of Conduct, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Code of Conduct shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.

Appendix 2 – Conflict of Interest

1. Municipal Conflict of Interest Act

The Authority Members commit themselves and the Authority to ethical, businesslike, and lawful conduct when acting as the General Membership. The Authority is bound by the *Municipal Conflict of Interest Act*. This appendix to the By-law is intended to assist Members in understanding their obligations. Members are required to review the *Municipal Conflict of Interest Act* on a regular basis.

2. Disclosure of Pecuniary Interest

Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Authority, Executive Committee, Advisory Board or Committee at which the matter is the subject of consideration, the Member:

- a) Shall, prior to any consideration of the matter at the meeting, disclose the pecuniary interest and the general nature thereof;
- b) Shall not take part in the discussion of, or vote on any question in respect of the matter; and
- c) Shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

3. Chair's Conflict of Interest or Pecuniary Interest

Where the Chair of a meeting discloses a conflict of interest with respect to a matter under consideration at a meeting, another Member shall be appointed to chair that portion of the meeting by Resolution.

4. Closed Meetings

Where a meeting is not open to the public, a Member who has declared a conflict of interest shall leave the meeting for the part of the meeting during which the matter is under consideration.

5. Member Absent

Where the interest of a Member has not been disclosed by reason of their absence from the particular meeting, the Member shall disclose their interest and otherwise comply at the first meeting of the Authority, Executive Committee, Advisory Board or Committee, as the case may be, attended by them after the particular meeting.

6. Disclosure Recorded in Minutes

The recording secretary shall record in reasonable detail the particulars of any disclosure of conflict of interest or pecuniary interest made by Members and whether the Member withdrew from the discussion of the matter. Such record shall appear in the minutes/notes of that particular meeting of the General Membership, Executive Committee, Advisory Board or Committee, as the case may be.

7. Breach of Conflict of Interest Policy

Should a Member breach the Conflict of Interest Policy, they shall advise the Chair and Vice-Chair, with a copy to the Secretary Treasurer, as soon as possible after the breach.

Should a Member allege that another Member has breached the Conflict of Interest Policy, the said breach shall be communicated to the Chair, with a copy to the Secretary Treasurer, in writing. In the absence of the Chair, or if a Member alleges that the Chair has breached the

Conflict of Interest Policy, the said breach shall be communicated to the Vice-Chair, with a copy to the Secretary-Treasurer, in writing.

Should a member of the public or a municipality allege that a Member has breached the Conflict of Interest Policy, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Conflict of Interest Policy shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.

Appendix 3 – Procedure for Election of Officers

1. Voting

Voting shall be by secret ballot and no Members may vote by proxy.

2. Acting Chair

The General Membership shall appoint a person, who is not a voting Member, as Acting Chair or Returning Officer, for the purpose of Election of Officers.

3. Scrutineer(s)

The appointment of one or more scrutineers is required for the purpose of counting ballots, should an election be required. All ballots shall be destroyed by the scrutineers afterwards. The Acting Chair shall call a motion for the appointment of one or more persons, who are not Members or employees of the Authority, to act as scrutineers. A Member, who will not stand for election, may be appointed as an additional scrutineer if requested.

4. Election Procedures

The Acting Chair shall advise the Members that the election will be conducted in accordance with the Act as follows:

- a) The elections shall be conducted in the following order:
 - i. Election of the Chair, who shall be a Member of the Authority;
 - ii. Election of one or more Vice-Chairs, who shall be Member(s) of the Authority.
- b) The Acting Chair shall ask for nominations to each position;
- c) Only current Members of the Authority who are present may vote;
- d) Nominations shall be called three (3) times and will only require a mover. Nominators will provide the name and representation of the nominee;
- e) The closing of nominations shall require both a mover and a seconder;
- f) Each Member nominated shall be asked to accept the nomination. The Member must be present to accept the nomination unless the Member has advised the Secretary-Treasurer in writing or by email in advance of the election of their willingness to accept the nomination.

If One Nominee:

- g) If only one nominee the individual shall be declared into the position by acclamation.

If More than One Nominee:

- h) In the event of an election, each nominee shall be permitted not more than three (3) minutes to speak for the office, in the order of the alphabetical listing by surnames.
- i) Upon the acceptance by nominees to stand for election to the position of office, ballots shall be distributed to the Members by the scrutineers for the purpose of election and the Acting Chair shall ask the Members to write the name of one individual only on the ballot.
- j) The scrutineers shall collect the ballots, leave the meeting to count the ballots, return and advise the Acting Chair who was elected with more than 50% of the vote.

A majority vote shall be required for election. If there are more than two nominees, and upon the first vote no nominee receives the majority required for election, the name of the person with the least number of votes shall be removed from further consideration for the office and new ballots shall be distributed. In the case of a vote where no nominee receives the majority required for election and where two or more nominees are tied with the least number of votes, a special vote shall be taken to decide which one of such tied nominees' names shall be dropped from the list of names to be voted on in the next vote.

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.

Appendix 4 – Section 19 of the *Conservation Authorities Act*

The *Conservation Authorities Act*, as amended by the *Building Better Communities and Conserving Watersheds Act, 2017*, provides direction for conservation authorities to make such By-laws as are required for its proper administration.

Section 19.1 of the Act, sets out the requirements for By-laws as follows:

By-laws

19.1 (1) An authority may make by-laws,

- (a) respecting the meetings to be held by the authority, including providing for the calling of the meetings and the procedures to be followed at meetings, specifying which meetings, if any, may be closed to the public;
- (b) prescribing the powers and duties of the secretary-treasurer;
- (c) designating and empowering officers to sign contracts, agreements and other documents on behalf of the authority;
- (d) delegating all or any of its powers to the executive committee except,
 - (i) the termination of the services of the secretary-treasurer,
 - (ii) the power to raise money, and
 - (iii) the power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the authority;
- (e) providing for the composition of its executive committee and for the establishment of other committees that it considers advisable and respecting any other matters relating to its governance;
- (f) respecting the roles and responsibilities of the members of the authority and of its officers and senior staff;
- (g) requiring accountability and transparency in the administration of the authority including,
 - (i) providing for the retention of records specified in the by-laws and for making the records available to the public,
 - (ii) establishing a code of conduct for the members of the authority, and
 - (iii) adopting conflict of interest guidelines for the members of the authority;
- (h) respecting the management of the authority's financial affairs, including auditing and reporting on the authority's finances;
- (i) respecting the by-law review required under subsection (3) and providing for the frequency of the reviews; and
- (j) respecting such other matters as may be prescribed by regulation.

Conflict with other laws

(2) If a by-law made by an authority conflicts with any provision of the *Municipal Conflict of Interest Act* or the *Municipal Freedom of Information and Protection of Privacy Act* or a provision of a regulation made under one of those Acts, the provision of the Act or regulation prevails.

Periodic review of by-laws

(3) At such regular intervals as may be determined by by-law, an authority shall undertake a review of all of its by-laws to ensure, amongst other things, that the by-laws are in compliance with any Act referred to in subsection (2) or any other relevant law.

By-laws available to public

(4) An authority shall make its by-laws available to the public in the manner it considers appropriate.

Transition

(5) An authority shall make such by-laws under this section as are required for its proper administration,

- (a) in the case of an authority that was established on or before the day section 16 of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017* comes into force, within one year of that day; and
- (b) in the case of an authority that is established after the day section 16 of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017* comes into force, within one year of the day the authority is established.

Same

(6) Despite the repeal of section 30 by section 28 of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017*, a regulation that was made by an authority under that section continues in force after the repeal until the earlier of,

- (a) the day that is one year after the day section 16 of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017* comes into force; and
- (b) the day the regulation is revoked by the authority.

Direction by Minister

(7) The Minister may give an authority a written direction to make or amend a by-law on any matter described in subsection (1), in accordance with the direction, within such period of time as may be specified in the direction.

Compliance

(8) The authority that receives a direction under subsection (7) shall comply with the direction within the time specified in the direction.

Regulation where failure to comply

(9) If an authority fails to adopt a by-law in accordance with the direction made under subsection (7), the Minister may make regulations in relation to the matters set out in the direction that are applicable in the area of jurisdiction of the authority.

Same

(10) Any regulation made by the Minister under subsection (9) prevails over any conflicting by-law that the authority may have adopted.

COUNCIL MEETING

Minutes from Meeting #2/18

June 25, 2018

Black Creek Pioneer Village

Voting Delegates Present:

Chair: Don MacIver, Credit Valley

Brian Horner, Ausable Bayfield
Alan Revill, Cataraqui Region
Geoff Rae, Cataraqui Region
Chris Darling, Central Lake Ontario
Deb Martin-Downs, Credit Valley
Tim Pidduck, Crowe Valley
Richard Wyma, Essex Region
Wendy Partner, Ganaraska Region
Linda Laliberte, Ganaraska Region
Joe Farwell, Grand River
Cathy Little, Grey Sauble
Sonya Skinner, Grey Sauble
Dick Hibma, Grey Sauble
Peter Raymond, Kawartha Region
Mark Majchrowski, Kawartha Region
Elizabeth VanHooren, Kettle Creek
Geoffrey Dawe, Lake Simcoe Region
Mike Walters, Lake Simcoe Region
Tammy Cook, Lakehead Region
Judy Maxwell, Long Point Region
Jim Alyea, Lower Trent Region
Glenda Rodgers, Lower Trent Region
Jim Campbell, Maitland Valley

Mark Burnham, Mississippi Valley
Duncan Abbott, Mississippi Valley
Paul Lehman, Mississippi Valley
Sandy Annunziata, Niagara Peninsula
James Kaspersetz, Niagara Peninsula
Lin Gibson, Nickel District (Cons. Sudbury)
Carl Jorgensen, Nickel District (Cons. Sudbury)
Gail Ardiel, Nottawasaga Valley
Doug Hevenor, Nottawasaga Valley
Sherry Senis, Otonabee
Dan Marinigh, Otonabee
Janice Maynard, Quinte
Richard Pilon, Raisin Region
Lyle Pederson, Rideau Valley
Sommer Casgrain-Robertson, Rideau Valley
Wayne Brohman, Saugeen Valley
Rhonda Bateman, Sault Ste Marie
Fernand Dicaire, South Nation
Angela Coleman, South Nation
Steve Arnold, St. Clair Region
Brian McDougall, St. Clair Region
John Mackenzie, Toronto and Region
Murray Blackie, Upper Thames Region
Ian Wilcox, Upper Thames Region

Members Absent:

Halton
Hamilton
Lower Thames Valley

Mattagami Region
North Bay Mattawa

Guests:

Phil Beard, Maitland Valley
Mark Brickell, Niagara Peninsula
Tammy Hart, Raisin Region

CO Staff:

Kim Gavine
Jane Dunning
Bonnie Fox
Chitra Gowda
Jane Lewington

Nekeisha Mohammed
Leslie Rich
Jo-Anne Rzadki
Rick Wilson

1. Welcome from the Chair

Chair Don MacIver called the meeting to order and welcomed everyone in attendance.

Members were asked if they would consider a different start time for Council meetings, and were asked to note their preferences on the meeting effectiveness survey.

2. Adoption of the Agenda

**#17/18 Moved by: Sandy Annunziata
Niagara Peninsula**

**Seconded by: Mark Burnham
Mississippi Valley**

THAT the Agenda be adopted as circulated.

CARRIED

3. Declaration of Conflict of Interest

There was none.

4. Approval of the Minutes of the Previous Meeting

**#18/18 Moved by: Lin Gibson
Conservation Sudbury**

**Seconded by: Mark Burnham
Mississippi Valley**

THAT the minutes from the meeting April 16, 2018 be approved.

CARRIED

5. Business Arising from the Minutes

There was none.

6. Motion to move from Full Council to Committee of the Whole

**#19/18 Moved by: Dick Hibma
Grey Sauble**

**Seconded by: Lin Gibson
Conservation Sudbury**

THAT the meeting now move from Full Council to Committee of the Whole.

CARRIED

7. Discussion Items

a. Update on Conservation Ontario's 2018 Annual Workplan

C.W.#15/18 Moved by: Richard Pilon Raisin Region Seconded by: John MacKenzie Toronto and Region

THAT Conservation Ontario Council receives this report as information.

CARRIED

b. Conservation Ontario's Comments on "Bill C-68 An Act to amend the Fisheries Act and other Acts in consequence"

C.W.#16/18 Moved by: Lyle Pedersen Rideau Valley Seconded by: Deb Martin-Downs Credit Valley

THAT Conservation Ontario's comments on "Bill C-68 An Act to amend the Fisheries Act and other Acts in consequence" sent to the Standing Committee on Fisheries and Oceans on May 10, 2018 be endorsed.

CARRIED

c. Federal Ottawa River Watershed Study

Angela Coleman (SNC) highlighted the report on behalf of the North Bay-Mattawa, Rideau Valley, Mississippi Valley and South Nation Conservation Authorities.

C.W.#17/18 Moved by: Mark Burnham Mississippi Valley Seconded by: Richard Pilon Raisin Region

THAT Conservation Ontario Council receive and file the Federal Ottawa River Watershed Study report.

CARRIED

d. Implementation of the Conservation Authorities Act Review Outcomes

Kim Gavine and Bonnie Fox's presentation is attached to the minutes of the meeting.

C.W.#18/18 Moved by: Joe Farwell Grand River Seconded by: Gail Ardiel Nottawasaga Valley

THAT Conservation Ontario Council receives this report as information.

CARRIED

e. Overview of the 2018 Conservation Authority Watershed Report Cards

Jane Lewington (CO)’s slides are attached to the minutes of the meeting.

f. Good Practices for Winter Maintenance in Salt Vulnerable Areas

Chitra Gowda’s presentation is attached to the minutes of the meeting.

**C.W.#19/18 Moved by: Dick Hibma Seconded by: Lin Gibson
 Grey Sauble Conservation Sudbury**

THAT the Good Practices for Winter Maintenance in Salt Vulnerable Areas submitted to the Ontario Good Roads Association in June 2018 be endorsed by Council.

CARRIED

g. Program Updates

i. Drinking Water Source Water Protection

Chitra Gowda’s presentation is attached to the minutes of the meeting.

**C.W.#20/18 Moved by: Rhonda Bateman Seconded by: Peter Raymond
 Sault St. Marie Kawartha Conservation**

THAT Conservation Ontario Council receives this report for information.

**CARRIED
1 opposed**

h. Conservation Ontario Levy Distribution

Kim Gavine (CO) and Mark Burnham (Treasurer), highlighted the report.

**C.W.#21/18 Moved by: Geoffrey Dawe Seconded by: Wendy Partner
 Lake Simcoe Ganaraska Region**

THAT the annual CA Levy be distributed according to the regression method previously approved by Council using the revenue numbers provided by the CAs through the annual statistical survey and excluding any Provincial Source Water Protection and WECA funding.

**CARRIED
1 opposed**

8. Consent Items

**C.W.#22/18 Moved by: Mark Burnham Seconded by: Peter Raymond
Mississippi Kawartha**

THAT Council approve a consent agenda and endorse the recommendations accompanying Items 8a – 8k.

CARRIED

a. General Manager's Report

THAT Conservation Ontario Council receives this report as information.

b. Budget Status Report for the period ending May 31, 2018

THAT Conservation Ontario Council receives this report as information.

c. Conservation Ontario's Comments on the federal "Consultation Paper on Approach to Revising the Project List – A Proposed Impact Assessment System" and the "Consultation Paper on Information Requirements and Time Management Regulations – A Proposed Impact Assessment System"

THAT the comments on the "*Consultation Paper on Approach to Revising the Project List – A Proposed Impact Assessment System*" and the "*Consultation Paper on Information Requirements and Time Management Regulations – A Proposed Impact Assessment System*" submitted to the Government of Canada on May 31, 2018 be endorsed.

d. CO Comments on "Updating the Part II Order request process under the Environmental Assessment Act" (EBR #: 013-2099)

THAT Conservation Ontario's comments on "*Bill C-68 An Act to amend the Fisheries Act and other Acts in consequence*" sent to the Standing Committee on Fisheries and Oceans on May 10, 2018 be endorsed.

e. Great Lakes Water Quality Agreement Executive Committee and Annex Sub-Committees - Updates

THAT Conservation Ontario Council receives this report.

f. Drinking Water Source Protection Joint Advisory Committee Membership Renewal

THAT Council endorse the appointment of Rhonda Bateman (Sault Ste Marie Region Conservation Authority) as north regional representative on the Source Water Protection Joint Advisory Committee as of June 1, 2018.

- g. A Report of the Wetland Conservation Strategy Advisory Panel Canadian Standards Association (CSA) Technical Committee for Flood Resiliency in Communities – Conservation Ontario Representative

THAT Conservation Ontario Council receives this report for information.

h. Program Updates

- i. Marketing & Communications

THAT Conservation Ontario Council receives this report for information.

- ii. Business & Development & Partnerhips

THAT Conservation Ontario Council receives this report for information.

- iii. Information Management

THAT Conservation Ontario Council receives this report for information.

i. Correspondence

- i. From Minister of Agriculture, Food and Rural Affairs to CO re: Agricultural Soil Health and Conservation Strategy
- ii. Minister of Public Safety and Emergency Preparedness to CO re: Natural Disaster Mitigation Program

j. Project Tracking

9. Motion to Move from Committee of the Whole to Full Council

| | | | | |
|---------------|------------------|----------------------------------|---------------------|--|
| #20/18 | Moved by: | Sherry Senis Otonabee | Seconded by: | Lin Gibson Conservation Sudbury |
|---------------|------------------|----------------------------------|---------------------|--|

THAT the meeting now move from Full Council to Committee of the Whole.

CARRIED

10. Council Business – Council Adoption of Recommendations

| | | | | |
|---------------|------------------|--|---------------------|--|
| #21/18 | Moved by: | Mark Burnham Mississippi Valley | Seconded by: | Lyle Pederson Rideau Valley |
|---------------|------------------|--|---------------------|--|

**THAT Conservation Ontario Council adopt Committee of the Whole (C.W.) Recommendations:
C.W. #15/18 to C.W. #22/18.**

CARRIED

11. New Business

Deb Martin-Downs (Credit Valley) reported on the creation of a Mayor's Council on Nature and Communities which will be piloted in Ontario with a focus on creating natural spaces in urbanized areas to contribute to national efforts to reach the UN Convention on Biodiversity 17% natural spaces target by 2020. She has spoken with the Mayor Bonnie Crombie of Mississauga and the Great Lakes St. Lawrence Cities initiative to indicate that CAs are well positioned to help with this endeavor. They may be looking for data provision through the CAs,

A reminder that Latornell Conservation Symposium is coming up in November and the committee is looking for auction items to help raise funds for the Grant program. This being the 25th year, the committee plans to provide 25 1 or 3 day grants for those who otherwise cannot attend the symposium.

Dick Hibma (Grey Sauble) encouraged Chairs and General Managers to attend the Latornell Conservation Symposium, a worthwhile learning and networking opportunity.

Geoff Dawe (LSRCA) encouraged members to reach out to new MPPs to encourage that dialogue, and to tell them about great work CAs are doing.

Gail Ardiel (NVCA), also Vice Chair of Ontario Small Urban Municipalities (OSUM), and a director on the AMO, encouraged members to attend the 2018 AMO Conference in August, and to submit delegation requests before the July 6 deadline.

12. Adjourn

#22/18 **Moved by: Wendy Partner**
Ganaraska Region

THAT the meeting be adjourned.

Meeting Date: September 20, 2018
Report Date: September 3, 2018
Submitted by: Ashley Fletcher

Item 7.1

Subject: Business Arising

Recommendation:

That the Board of Directors acknowledges the updates on business arising from the June 28, 2018 meeting.

- The Board of Directors requested a report comparing current and new investment options across various banking institutions. A report will be provided in December, 2018.
- The Board of Directions expressed concern regarding the need for increased accuracy in floodplain mapping. A verbal update will be provided by Girish Sankar, Manager of Water Resources.

Meeting Date: September 20, 2018
Report Date: August 27, 2018
Submitted by: Kevan Baker, Director of Lands

Item 8.1

Subject: Conservation Lands Report

Conservation Areas:

- The Conservation Authority owns 15 conservation areas and manages 17 properties for the Foundation
- Of those 15 conservation areas, 6 are managed by the local municipality and 9 are operated by the Conservation Authority
- Of these 9, 3 conservation areas are regional campgrounds which attract campers from primarily Southwestern Ontario
- Our three regional campgrounds have over 500 campsites and 420 seasonal campers and are financial self sufficient
- Profits obtained from our campgrounds are used to offset capital improvements
- The camping season in 2018 ends on Thanksgiving Day

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
- Roads have been upgraded with gravel
- 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
- Roads have been upgraded with gravel
- 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 new solar pole light has been installed in the un-serviced camping area
- 36 stumps have been removed and the area leveled with topsoil
- 2 shade canopies were installed at the pool
- A catch basin and subsurface tile drainage will be installed on two campsites

**A.W. Campbell Conservation Area**

- A new concrete sidewalk has been installed in front of the pool washroom building
- A hydro panel has been upgraded in the main campground
- Roads have been upgraded with gravel
- Playground equipment surfacing has been upgraded with engineered wood chips (Foundation Funded)
- The pavilion roof has been replaced with steel
- All interior and exterior light fixtures have been upgraded with LED bulbs
- A 9 hole portable mini golf course has been constructed (Foundation)
- Roadway improvements will be completed to the main entrance road between the river crossing and the main parking lot (fall 2018)

**Highland Glen Conservation Area:**

- Approximately 60 feet 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
- A set of steel stairs were installed to provide better and safer beach access
- Welding repairs have been completed on a section of the south seawall

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)
- A new property identification sign has been installed at the Strathroy Conservation Area
- 13 stumps have been removed from along the access roadway at CJ McEwen
- Bannerstone (Foundation) – property access gates, signage, and a small parking area has been constructed
- County Rail Trail – conservation lands staff have been maintaining the trail this year; this involves the cutting of grass along the trail edge, removing dead or dangerous trees, trimming trees and grass around the access gates and grading the trail surface



Marketing/Camping Statistics:

Our conservation areas have been marketed in the following publications or events in 2018:

- Sarnia Lambton and Chatham-Kent Tourism Guide
- Camping ad has been placed on MyFm website
- Conservation Ontario – “Your Guide to Conservation Areas”
- Central Lambton Travel Guide
- Hayter Publication’s Special Editions (4) “Cottage and Campers”
- Sarnia Art Walk (Downtown Sarnia, June 3rd and 4th)
- 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).

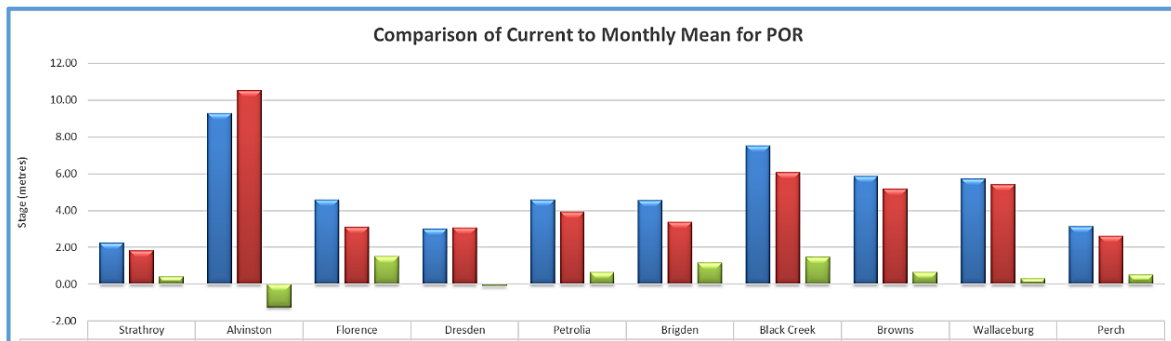
Meeting Date: September 20, 2018
Report Date: September 5, 2018
Submitted by: Steve Clark

Item 9.1

Subject: Watershed Conditions Report and
 Great Lakes Levels

Current Watershed Conditions:

Fig 1 Current River Levels Compared to June Average Levels (SCRCA Data)



- Reasonably wet conditions throughout August has resulted in higher than average current river levels as a response to several major events in August. This affected areas mostly in the central parts of the watershed. River levels (blue) are above the average (red) at most gauging stations into August.

Precipitation:

Fig 2 Regional Precipitation (ECC Data)

| Precipitation (mm) | Sarnia | | Strathroy | | London | | Windsor | |
|---------------------------|---------------|--------|-----------|--------|--------|--------|---------|--------|
| Last Quarter | Actual | Normal | Actual | Normal | Actual | Normal | Actual | Normal |
| June | 83.9 | 85.5 | 115.2 | 74.5 | 99.2 | 86.8 | 76.4 | 89.8 |
| July | 91.2 | 74.1 | 59.4 | 71.7 | 110.4 | 82.2 | 42.8 | 81.8 |
| Aug | 119 | 77.1 | 143.2 | 82.1 | 72.1 | 85.3 | 43.5 | 79.7 |
| Averages | | | | | | | | |
| last 3 month totals | 294.1 | 236.7 | 317.8 | 228.3 | 281.7 | 254.3 | 162.7 | 251.3 |
| last 3 month % of normal | 124.3% | | 139.2% | | 110.8% | | 64.7% | |
| regional average | 109.7% | | | | | | | |
| last 6 month totals | 486.7 | 444.6 | 540.6 | 461.2 | 482.2 | 497.8 | 489.1 | 492.2 |
| last 6 month % of normal | 109.5% | | 117.2% | | 96.9% | | 99.4% | |
| regional average | 105.7% | | | | | | | |
| last 12 month totals | 805 | 846.8 | 1042.2 | 945.1 | 916.9 | 987 | 1034.4 | 918.4 |
| last 12 month % of normal | 95.1% | | 110.3% | | 92.9% | | 112.6% | |
| regional average | 102.7% | | | | | | | |

- With a wet June followed by a drier month of July, wet conditions returned in August with several intense storm systems, which stalled over SW Ontario, resulted in the average 3 month precipitation numbers close to 109.5% of normal and overall six month numbers slightly above expected at 105.7%.
- Wetter summer months in 2018 increased the 12 month numbers higher than average at 102.7%

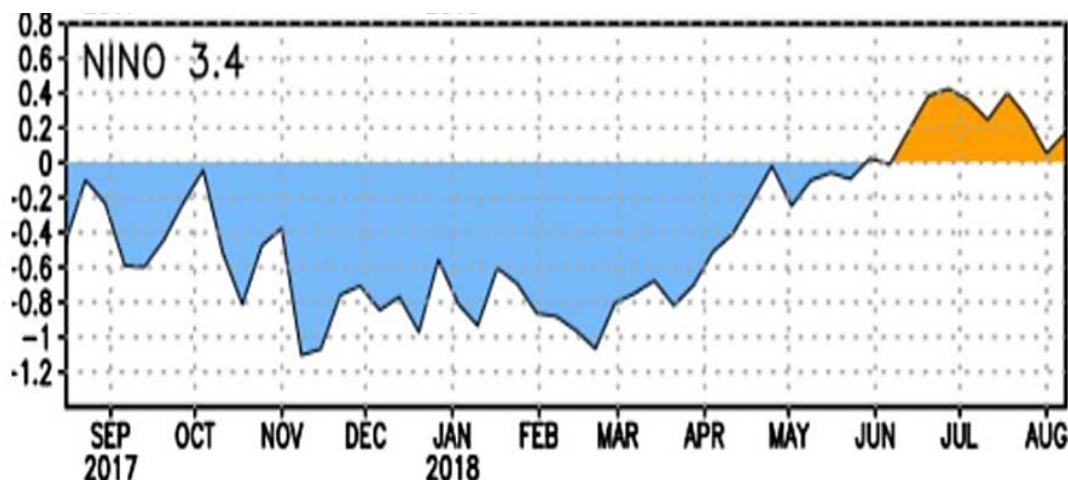
Weather Conditions and Forecast:

August

- First half of the month has seen a lot of warm temperatures with the last half expecting seasonal to slightly higher temperatures
- Precipitation generally normal but susceptible to intense thunderstorm conditions

ENSO Conditions

- Trending towards El Nino conditions, however not quite into the influence - trend is expected to continue into El Nino



Matching Years

- 1969 for September and 2009, 2002 for fall

September

- Seasonal temperatures, with slightly above normal temps along St. Clair River/Lake Huron with precipitation drier than normal (approximately 60mm less than normal being predicted)

October

- Lower than normal temperatures (2-3 degrees below normal, expecting quick shift from September with precipitation normal (around NW area - near Sarnia) to below normal in other areas of watershed

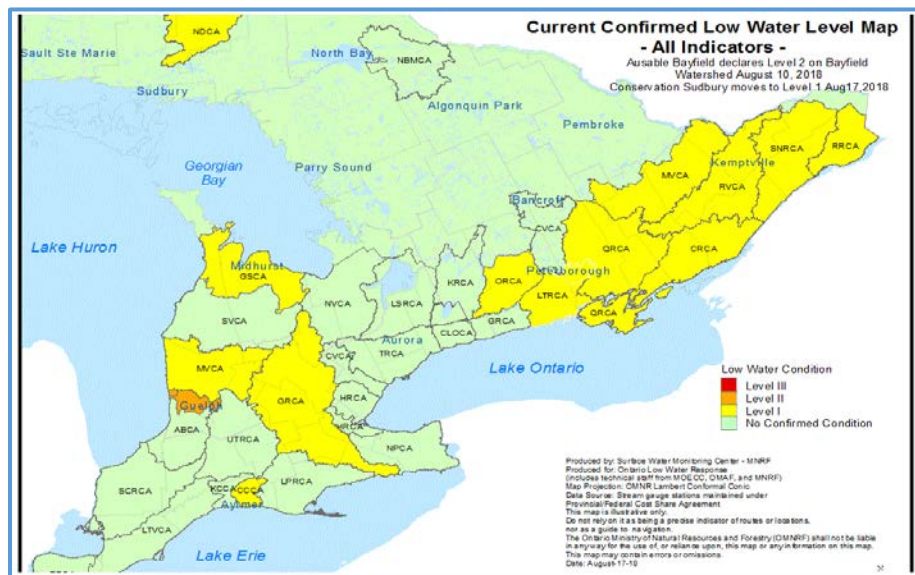
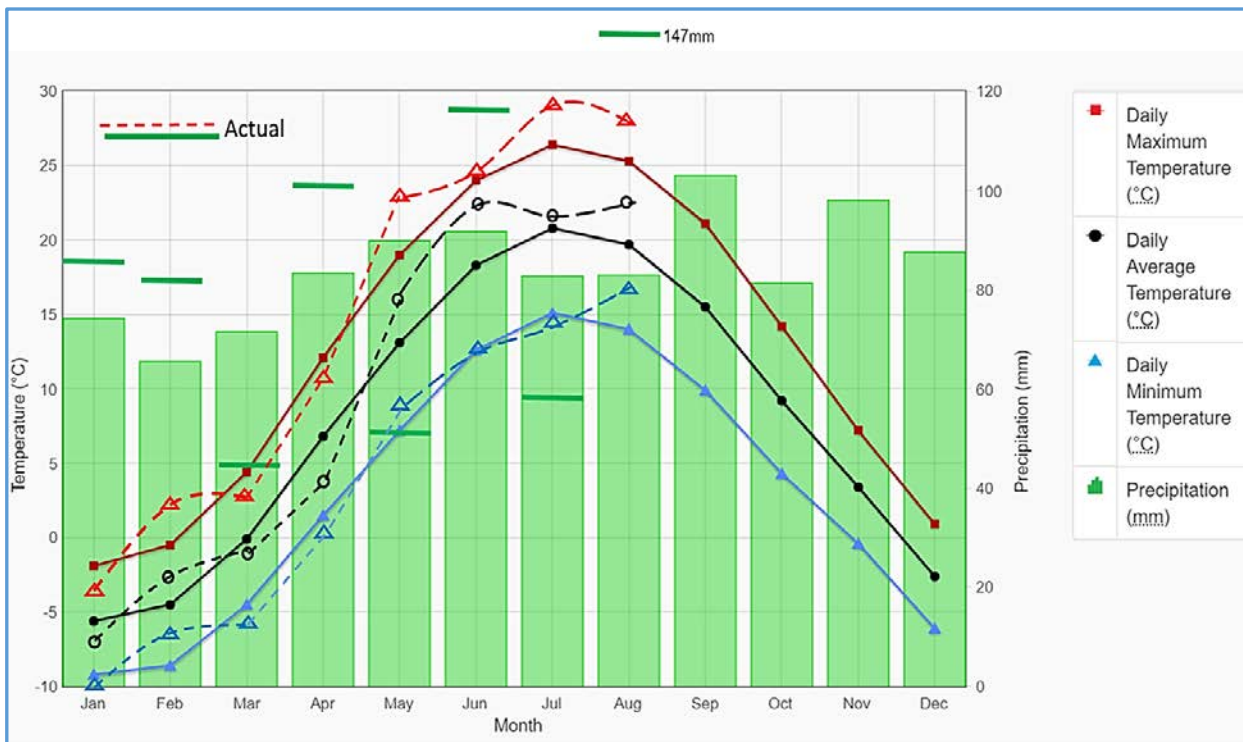
November

- Slightly above normal temperatures with precipitation expected to be slightly below normal

Fall 2018

- Over a 3 month averaged period, temperatures balance out to be seasonal with precipitation for 3 months (averaged) expected to be far below normal

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



Low Water Conditions:

Some areas of the province have received less rainfall notably the eastern areas of Ontario as a result of localized storm systems staying further to the south.

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.**

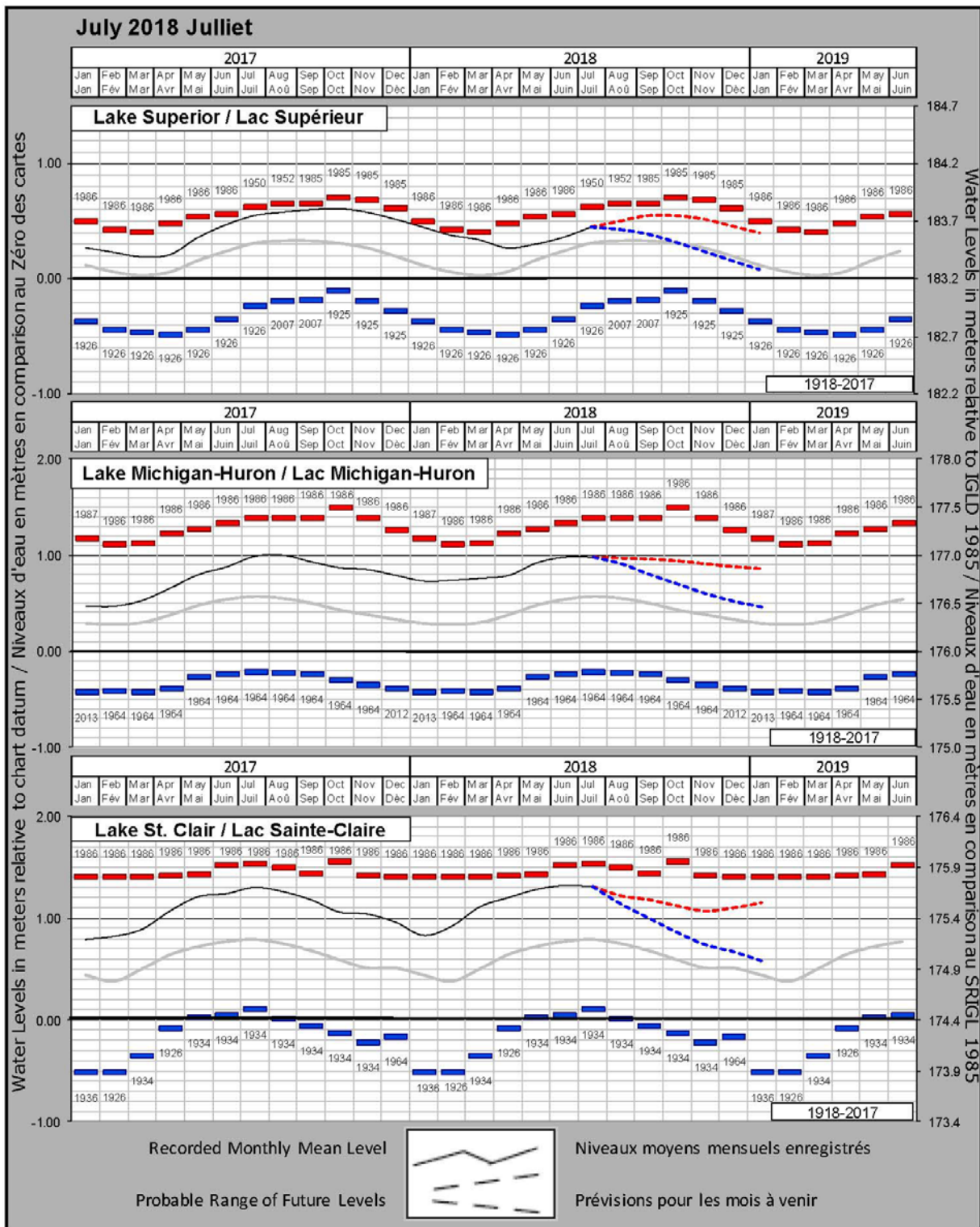
Great Lakes Levels:

July lake level data (latest available as of this report) indicates a slight **decrease** in overall monthly levels compared to last year for the Great Lakes in our region by 1cm over July 2017. However, current levels remain above the 10 year average as well as above the all-time average (100 years). While it is difficult to establish a trend, a reduction in year over year deviates from the trend over the past several years. There has been significant rainfall in the lower Great Lakes this summer which may reduce the rate of fall into the next few months.

Fig 6. Great Lakes Data (Fisheries and Oceans Canada – *all figures in Metres)

| July 2018 | Lake Huron | Lake St. Clair | Lake Erie |
|--|--------------|----------------|--------------|
| Mean for Month (preliminary data) | 176.98 | 175.71 | 174.82 |
| Mean for month last year | 176.99 | 175.7 | 174.81 |
| Change | -0.01 | 0.01 | 0.01 |
| Mean for month, last 10 years | 176.44 | 175.27 | 174.45 |
| Change compared to current | 0.54 | 0.44 | 0.37 |
| Mean for month, All Time | 176.58 | 175.20 | 174.33 |
| Change compared to Current | 0.40 | 0.51 | 0.49 |
| Statistics for period of record | | | |
| Maximum monthly mean / year | 177.39 | 175.93 | 175.03 |
| | 1986 | 1986 | 1986 |
| Change compared to Current | -0.41 | -0.22 | -0.21 |
| Minimum monthly mean / year | 175.78 | 174.5 | 173.45 |
| | 1964 | 1934 | 1934 |
| Probable mean for next month | 176.94 | 175.58 | 174.7 |
| Next month compared to current | -0.04 | -0.13 | -0.12 |

Fig 7. Three Year Overview of Lake Levels (Fisheries and Oceans Canada)



Meeting Date: September 20, 2018
Report Date: September 4, 2018
Submitted by: Girish Sankar

Item 9.2

Subject: History of McKeough Operating Criteria

Introduction:

The W. Darcy McKeough Floodway is intended to mitigate flooding in Wallaceburg. The control gates remain open under normal flow conditions, but when Wallaceburg is threatened by flooding, they are closed to divert the flow down the diversion channel into the St. Clair River. The McKeough Floodway controls all flood water upstream of the dam by diversion and temporary storage. The diversion channel is capable of diverting high flows from both the Bear and Black creeks when the dam is closed.

General operating procedure:

The procedure and rules for McKeough Dam operation are outlined in the Manual. These rules are intended to provide guidance for the operation of the gates under various circumstances. Improper operation of the gates may create damage to the gates, improper hydraulic performance of the stilling basin and /or erosion problems.

Operating Criteria:

The initial operating criteria of the McKeough Dam had allowed for modifications to the operating rule with experience and knowledge of different scenarios requiring McKeough dam operation. The criteria was modified in 1985 and 1987. In the mid 1990's, a review was undertaken with a committee of Authority Board Members consummating in a decision to maintain the existing criteria.

Subsequent to the February 2009 Flood in Wallaceburg and February 2018, it has been requested that the operating criteria be reviewed and recommendations be brought forward to improve the data available to assist in decision making. This report documents the evolution of the operating criteria from 1984 to present.

History of Operating Criteria:

Dec 1985 (Based on 2 events)

In 1985 an interim method of operating the dam was established as requested by SCRCA and MNRF. A relatively simple and safe method of operation was derived which considers only two gate positions, i.e. completely closed or completely open.

Three parameters are used as indicators of the watershed and the potential for flooding in Wallaceburg:

- 1) The water level in Wallaceburg
- 2) The rate of rise of water level in Wallaceburg

| Rate of Rise in Wallaceburg | Levels in Wallaceburg |
|------------------------------|-----------------------|
| 75 mm/Hr | 175.6 |
| Irrespective of rate of rise | 176.0 |

- 3) Threshold flow value at the streamflow gauging station at Brigden (18cms)

This approach was believed to provide a conservative and a fool proof method in dam operation. After additional experience is gained in operating the dam and the necessary instrumentation is installed at strategic locations within the watershed, a sophisticated operation rule was to be developed.

“Based on the historical water level data, gate closure is necessary when the water level in Wallaceburg reaches elevation of 176.0m. This is approximately 0.3m below the elevation at which minor flooding begins in Wallaceburg. Gate closure is required at this lower elevation due to the lag time between the dam site and Wallaceburg. Closing the dam gates at elevation 176.0m ensures that the flows passing the dam just prior to closing the gates will not contribute to the peak flow passing through Wallaceburg.”

An additional factor which may create unwarranted gate closure is the wind set up. Past experience has shown that significantly high levels can be produced in Wallaceburg due solely to strong winds acting on Lake St. Clair.

To minimize the frequency of gate closure and still ensure the intended protection for Wallaceburg, two additional parameters have been incorporated into the operation rule. A rate of rise criteria for Wallaceburg and a threshold flow at Brigden.

Key Highlights

- McKeough Dam operation when Wallaceburg levels reach 176.0m and
- Flows in Brigden reached 18cms
- Additional monitoring required to optimize dam operation.

May 1987 (Based on 3 past events)

Key Highlights

- McKeough Dam operation when Wallaceburg levels reach 176.0m and
- A **detailed** rate of rise concept was introduced.

| Rate of Rise in Wallaceburg (6 hours) | Levels in Wallaceburg |
|---------------------------------------|-----------------------|
| 50 mm /hr or Greater | 176.0 |
| 40 mm /hr or Greater | 176.06 |
| 30 mm /hr or Greater | 176.12 |
| 20 mm /hr or Greater | 176.18 |
| 10 mm /hr or Greater | 176.24 |

- Brigden threshold of 18cms
- Additional monitoring required to optimize dam operation.

July 1992

The Manual dated 1987 was updated to July 1992 with no changes. An appendix A was attached dated October 25, 1990 named **“The Decision and Approval procedure to close of open the gates”**.

There were no technical updates to the operating criteria established through this review. However, a procedure outlining the responsibility of the flood coordinator was established.

“The flood coordinator shall present the facts on the circumstances of the flood threat to the General Manager. Where it is probable that operation of the gates should be considered, the General Manager will present the facts with a recommendation to the Chairman and a decision will be made and the gates at the dam shall be operated accordingly.”

McKeough Dam operations since last review to the Operating Criteria

- Dec 1990 – Jan 1991
- Feb 2009
- Feb 2018

Current Conditions:

SCRCA has tabulated water levels recorded in the Wallaceburg gauge in 2018. This graph below highlights the level in February 2018, the McKeough Dam was operated during this event. The next event corresponds to April 16 2018 when the levels in Wallaceburg reached 176.11.

Our office received numerous calls from concerned residents of Wallaceburg. A few residents had experienced flooding during this event. It is unclear if flooding is due to riverine flooding or sump pumps not able to keep up or a combination of urban and riverine flooding.

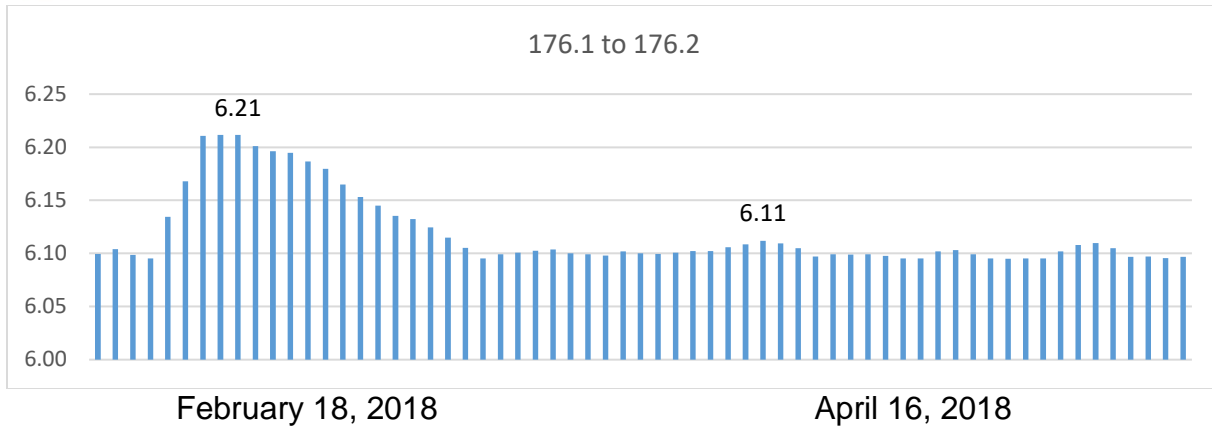


Figure 1. Water levels comparison at Wallaceburg

Operating Criteria Review:

Requests to review the operating criteria have been brought forward on several occasions from the Town of Wallaceburg (previously) and more recently from Chatham-Kent. Concern has most often been focused on the fact that some minor flooding is already occurring in Wallaceburg, before the criteria for gate closure is met.

Further, there have been multiple requests for the review of the criteria to permit operation of the floodway to reduce flooding in areas beyond the boundaries of Wallaceburg. Although these can be reviewed, the expropriations certificate which provided the basis for acquiring upstream easements and properties appears to close off this option.

Thirty years of data on water levels, flows, wind conditions and lake effects as well as a quarter century of experience in operating the floodway could provide significant input into an engineer’s review of the operating criteria of the structure.

Particular attention should be given to:

- Rate or rise in Dresden and McKeough Dam
- Condition of the retaining wall in Wallaceburg
- Intense and localized storms in the watershed
- Localized Ice jams
- Rate of Rainfall
- Building a safety factor for the flooding in Wallaceburg.

Meeting Date: September 20, 2018
Report Date: September 4, 2018
Submitted by: Girish Sankar

Item 9.3

Subject: Floodplain Mapping Project

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:

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 review process, often 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.

Finance:

The total cost of this project is estimated to be \$230,000. **SCRCA has been approved for NDMP funding**, 50% of the costs have to be matched by the Municipality, of which 15% is the in-kind contribution such as labour, use of facilities and equipment, which can be readily absorbed by SCRCA. The SCRCA is seeking the remainder (\$100,000) over the next 2 years from:

- 1) City of Sarnia (\$60,000)
- 2) St. Clair Township (\$40,000)

Letters have been sent to appropriate contacts seeking confirmation of funds for this project.

Highlights of this floodplain mapping project will include:

- Hydrologic model using DEM and/or Lidar data
- Surveying work to validate the model
- 2D Hydraulic model using a hydraulic software
- Produce flood maps and reports

- Train staff to develop floodplain mapping
- Calibrating/Validating flood model
- Review flood map

Staff have received proposals from the following consultants. We are currently reviewing the proposals on the following criteria.

NDMP Floodplain Mapping Project

CONSULTANT SCORING MATRIX

| EVALUATION FACTOR | Golder Associates Ltd | Stantec | Riggs Engineering Ltd |
|---|-----------------------|------------------|-----------------------|
| 1. QUALITY OF PROPOSAL (25 Points Maximum) | | | |
| 2. CONSULTANT QUALIFICATIONS / EXPERIENCE (25 Points Maximum) | | | |
| 3. AVAILABILITY AND CAPACITY OF CONSULTANT (25 Points Maximum) | | | |
| 4. PROPOSED TRAINING (25 Points Maximum) | | | |
| PROJECT COST (Tax not included) | \$188,881 | \$202,151 | \$194,780 |

Meeting Date: September 20, 2018 **Item 10.1**
Report Date: August 31, 2018
Submitted by: Jessica Van Zwol and Laura Biancolin

Subject: Healthy Watersheds Program Workshop Update



Lambton Soil & Crop Improvement Association Twilight Tour – August 8

Almost 200 people attended the Lambton Soil and Crop Improvement Association’s twilight tour at Greg Goodhill’s farm just outside of Watford. This year’s focus was strip tillage. Strip tillage (aka strip till) is a minimum tillage technique that combines the soil warming benefits of conventional tillage in the planting row, all the while providing the benefits of no till between the rows. Local farmers and dealerships brought five different strip till units for

attendees to see. Speakers included Peter Johnson (Real Agriculture), Aaron Breimer (Veritas Farm Management), Dale Cowan (Agris Co-op), and Ben Rosser (OMAFRA). Peter and Aaron presented their recent strip-till research project, Dale spoke about the 4R nutrient certification, and Peter and Ben ended the night with a question and answer period. SCRCA staff had a display with factsheets and soil health test kits.

Middlesex Soil & Crop Improvement Association Twilight Tour – August 21

Staff had a booth at this event and had the opportunity to share with attendees grants available and extend an invitation for the Rotational Grazing & Pasture Tour.

Great Canadian Shoreline Cleanup at Ipperwash Beach – September 8

Invitations were extended to local community groups and associations as well as the municipality of Lambton Shores and Kettle & Stony Point First Nation. The local Ipperwash Beach Club offered an incentive to attend – free ice cream!



Staff attended these events for training and outreach as well:

July 10 – Lambton Shores Communities in Bloom Judges Tour – Forest Sewage Lagoons

Upcoming Events:

September 12 – Innovative Farmers Association of Ontario Director’s meeting

September 14 – Lambton Shores Ag in the Classroom

September 14 – Soil & Cover Crop day with local Dresden farmers

September 15 – Strathroy #TDTreeDays at the Skateboard Park – **come volunteer!**

September 18-20 – International Plowing Match – Healthy Watershed staff will be on site – **come say hi!**

September 21-23 – Forest Fall Fair (staff to have booth – **come say hi!**)

September 29 – Forest #TDTreeDays at Esli Dodge Conservation Area – **come volunteer!**

October 2 – Cover Crop Tailgate Talk – Interseeding and Fall Grazing (Oil Springs, ON)

October 21 – Sarnia #TDTreeDays at Howard Watson Trail – **come volunteer!**

Lambton County Invasive Phragmites Project Displays

With funding from Lambton County, outreach staff have designed two Phragmites pull-up displays along with an informative tabletop display. The displays will be exhibited at numerous fall events throughout Lambton County promoting awareness about the invasiveness of Phragmites, how to recognize it, and how to eliminate it from private property.



Meeting Date: September 20, 2018
Report Date: September 6, 2018
Submitted by: Olivia Sroka, Aquatic Research Technician

Item 10.3

Subject: Reptiles at Risk

Recommendation:

That the Board of Directors acknowledges this report dated September 20, 2018 on the ongoing efforts of the Reptiles at Risk Program focused on the recovery of the Spiny Softshell Turtle and the Eastern Foxsnake within the Sydenham River Watershed.

SCRCA Reptiles at Risk Program:

The Province has established the Species at Risk Stewardship Fund to enhance stewardship resources and efforts and stimulate investment in species at risk protection and recovery. Through the Species at Risk Stewardship Fund the Province intends to provide grants to individuals and organizations for projects which improve the status of species at risk and their habitats throughout Ontario.

With this funding, St. Clair Region Conservation Authority's recovery efforts focus on the Spiny Softshell Turtle and the Eastern Foxsnake as part of our Reptiles at Risk Program. This program has been ongoing for 7 years and has seen a consistent increase in success throughout.

Turtles:

The Sydenham River Corridor within the East Branch of the Sydenham River contains one of the last remaining [inland] connected green corridors in Southwestern Ontario. This imperiled and vulnerable habitat provides refuge for the Eastern Spiny Softshell turtle, a species that was up listed to Endangered in 2016.

The Spiny Softshell Turtle is an olive coloured flat turtle often referred to as the "pancake turtle". The leathery carapace of the spiny softshell makes it vulnerable to predators. For this reason, it is very shy and skittish. These turtles can get almost half the oxygen they require by breathing through their skin while in water, which allows them to hide under water for up to five hours.

The primary threats to this species are:

- habitat and population fragmentation by infrastructure,
- alteration of the water regime (flooding of nests) by dams and changing weather patterns,
- increased recreational and agricultural use of nesting areas and adjacent aquatic habitats by humans (disturbance during nesting due to ATV use, horseback

riding, watercraft use), invasion of nesting areas by non-native plants (e.g., European Common Reed (*Phragmites a. australis*))

- high populations of mammalian egg predators and egg poachers, and
- Cyanobacterial blooms (e.g., toxin bioaccumulation, impact on prey) may also impact the species.

Habitat loss is a major contributor to the decline of this species. In the Sydenham, individuals may move up to 30 kilometres between nesting and hibernation sites. Daily movements exceeding 4 kilometres have been observed which is believed to be linked to the lack of critical habitat features. Female softshells prefer to lay eggs in sandy, sunlit areas, which appear to be in limited supply on the Sydenham.

The program consists of the preparation of nesting habitat sites, and the collection, incubation, and release of Spiny Softshell turtles (*Apalone spinifera*). Before nesting season begins, communal nesting sites are prepared with the removal of vegetation growing throughout the site and the addition of fresh sand and gravel substrate. Everyday during nesting season, the Biology team visits the nesting sites and collects eggs that are in immediate danger of high waters or predation. These collected nests are placed in incubation with assistance of Salthaven Wildlife & Education Centre.



Figure 1 Releasing Spiny Softshell hatchlings

Once hatched, the turtles are monitored for a short amount of time to ensure that no difficulties are being had, and re-released in a slow-water, sheltered areas near the original nesting site.

Thus far, in 2018, 740 turtle hatchlings have been released including 263 Spiny Softshell and 389 Northern Map turtles. More eggs have yet to hatch and will be released in coming days. These numbers have drastically increased and is now our most successful year to date since 2017, in which 178 Spiny Softshell and 210 Northern Map turtles, were incubated and released.

Snakes:

We have also continued our snake monitoring and rehabilitation initiatives with focus on the recovery of the Eastern Foxsnake. The Eastern Foxsnake, endangered, is the second largest snake found in Ontario, reaching lengths of up to 1.7 metres. They have a distinct reddish head and a yellowish to light brown body with dark brown blotches running down the back and alternating blotches on either side. When threatened, the Eastern Foxsnake vibrates its tail and, especially when it meets dry vegetation, makes a buzzing or “rattling” sound. Eastern Foxsnakes have a very restricted global distribution,

with about 70 percent of their entire range occurring in Ontario, where population abundance continues to decline. Causes of the species decline include:

- wetland drainage for agriculture,
- impacts resulting from housing and cottage development,
- road mortality and,
- human persecution and collection for the pet trade

In order to help facilitate the recovery of this species, SCRCA's Reptile at Risk program has focused on a number of efforts including:

- **Artificial Nesting Boxes**

These structures help to protect eggs from predators and create ideal conditions for gravid females to lay their eggs. There are currently nine nesting boxes situated on SCRCA lands and another five have been installed on private landowner properties. The nesting boxes are installed in early spring and are then sorted through and checked in the fall for remnants of eggs and nesting activity. For three consecutive years, SCRCA has documented increased hatchling success in these



Figure 2 SCRCA Staff installing an Artificial Nesting Box

artificial structures. This year unfortunately, a small mammal predated one of the nesting boxes for the first time. With this, it has been made aware that smaller mammals are still able to enter the nesting box and come the future will allow for the progression of nesting box design to keep predators out indefinitely.

- **Coverboard Monitoring**

Coverboards are sheets of plywood laid on the ground in order to provide protection and create an insulated heat source for snakes, which are attracted to the underside of the board. Coverboard transects are situated in a line at an equal distance between each board on North facing slopes in order to attract the most sunlight. Monitoring is completed by quickly flipping the coverboard to reveal any snakes hidden underneath. When a snake is present, it is captured, identified to species and photographed. All of these values as well as location, time of day, weather, and a variety of others variables are recorded and shared with Ontario Ministry of Natural Resources and Forestry for long-term monitoring.



Figure 3 Plywood coverboard used for reptile monitoring



Figure 4 Eastern Foxsnake found under a coverboard

This year SCRCA collaborated with Ontario Nature to test the newly developed Long Term Monitoring Protocol for Ontario Snakes. This protocol outlined specific variables in which surveys should take place including weather conditions, survey times and duration, coverboard size, coverboard placement and required equipment. Two new transects were set up on SCRCA properties following the new protocol. Within two weeks of surveying, multiple snakes were found, which ultimately led to the decision to reorganize the original coverboard transects present throughout the McKeough Floodway that were being used for SCRCA own Foxsnake sampling. Sampling took place for 8 weeks and numerous species were found including Eastern Foxsnake, Eastern Gartersnake and Butlers Gartersnake. This data will be shared with Ontario Nature and all coverboard transects will remain in the same location for next season.

Reptile Program Education and Outreach:

- Second Annual Turtle Birthday Party at AW Campbell CA, August 17
 - Approximately 50 participants attended this year's Turtle Birthday Party to learn about SCRCA's Reptile at Risk Program. A short presentation was given outlining the program and general information on Ontario's turtle species, followed by a number of related activities and refreshments. The highlight of the day for most was the special appearance made by three different hatchling species!
- Species at Risk Newsletter
 - The Species at Risk Newsletter is awaiting distribution to approximately



Figure 3 2nd Annual Turtle Birthday Party

65,000 residents. The 2017 Newsletter focuses on Mussel Research and turtle and snake article's related to the Reptiles at Risk Program. It is predicted that the newsletter be distributed by the middle of September.

Conclusion:

The Species at Risk Stewardship Fund has created a number of opportunities for ongoing recovery efforts of two of the Sydenham's Reptile Species at Risk. Valuable partnerships have been created with other organizations and have closed knowledge gaps regarding monitoring surveys and stewardship efforts. Although the program has succeed with every year that passes, it has also allowed for progression and growth in upcoming years. SCRCA hopes to be able to own in house incubators for the incubation of turtle eggs in years to come. The biology team will be working on a new design for the artificial snake nesting boxes, photographing captured snakes to identify individuals and continuing with the coverboard monitoring while following the Long Term Monitoring Protocol.

Meeting Date: September 20, 2018
Report Date: September 5, 2018
Submitted by: Steve Shaw

Item 11.1

Subject: West Nile Virus – Lambton County Mosquito Control Program

- SCRCA Staff treated approximately 16,500 catch basins in Sarnia and Lambton towns and villages this summer under direction from Lambton Public Health as part of their mosquito control program for public safety to help prevent West Nile Virus.
- Six staff working from the Strathroy office and 2 staff from the Darcy McKeough Dam treated approximately 16,500 municipal catch basins throughout Lambton County with 3 separate applications of methoprene pellets at 21 day intervals between June 25th and August 17th.
- Each treatment is marked with a different colour code indicator.
- Pre-treatment sampling was conducted in mid-June and post treatment efficacy testing was conducted between each scheduled treatment, as well as the last week of August, approximately 15 days after the third and final round of catch basin treatments. Results showed very good control for the pellets this year (over 90% effective). Results and a report will be sent to the Lambton Public Health.
- Two permits for the mosquito control works were issued by the Ministry of Environment and Climate Change (MOECC) in June. A report to the Ministry is required by December 1st, 2018
 1. Sarnia-Lambton – Three rounds methoprene pellets for up to 17,000 catch basins
 2. Sarnia-Lambton – Bti for wetlands and emergency situations

Aamjiwnaang First Nation was also treated with three rounds of methoprene pellets. A pesticide permit was not required under MOECC for treatment of these catch basins.



Methoprene Pellets



Meeting Date: September 20, 2018
Report Date: September 5, 2018
Submitted by: Steve Shaw

Item 11.2

Subject: Conservation Services Programs

Tree Planting Program:

- Landowner interest for trees and tree planting assistance is above average for the 2019 program. Staff have been busy this summer meeting with landowners, developing planting plans and seeking grant opportunities to assist landowners with project costs.
- All projects that meet specific program criteria will be reviewed in November/December for grant approval under one or more of the funding programs that SCRCA has available for financial incentive for 2019 grant year including the Forests Ontario 50 Million Tree Program, Essex - Kent - Lambton OPG fund Lambton Tree Cutting-Tree Replacement Fund, Waste Management Greening Initiative, Ontario Community Environment Fund, Suncor Cedar Point Wind Farm reforestation funds and other habitat stewardship grants
- Approximately \$150,000 of grant support is required annually for planting projects
- Survival assessments for planting projects for the current year, one year old and five year old projects were completed by seasonal staff during the summer months. These include trees planted by SCRCA and funded by Forest Ontario's 50 Million Tree Program in 2018, 2017 and 2014. Tree survival results were very good with more than 90% average success rate.
- Survival rates are only attainable at this level when landowners do their general vegetation maintenance combined with SCRCA's 3-year herbicide application program.

Managed Forest Tax Incentive Program (MFTIP):

- Five new managed forest tax plans were written and approved for 2019 tax year for 5 private landowners including one SCRCA property in Enniskillen Township. These new plans are registered with MPAC for 10 years before an update plan is required.
- Three managed forest tax plans were updated and approved in July for the 2019 to 2028 tax term.
- We have one forest management plan approver on staff certified to write and approve forest management plans for tax purposes.
- Approved plans are sent to MNRF and then updated information is sent to MPAC.
- MPAC adjusts property taxes on the forested portion of the property equal to farm tax rates.

Vegetation Management Program:

- Approximately 240,000 trees require vegetation control this fall.
- Fall herbicide applications on 2016 to 2018 tree planting sites are scheduled to start in the 1st week of October and will continue into late November after the deciduous seedlings go into dormancy and drop their leaves.

Seed Collection Program:

- This year's tree seed collection will start the first week of October.
- Enbridge has once again provided SCRCA with a very generous donation towards it's tree seed collection mentoring/ training course to train local, interested individuals how to forecast, collect, clean and store tree seed. Seed collectors earn money and provide this area with a much needed service.
- This area of Ontario does not have certified tree seed collectors that are actively collecting. Without people collecting tree seed, we do not have genetically suitable trees available for the tree planting program.

**Update on Province closing Angus Seed Plant:**

- After hearing the many concerns related to the closure of the Ontario Tree Seed Plant in Angus, Minister of Natural Resources and Forestry, Jeff Yurek directed his Ministry to review the closure decision.
- On August 28th a selected number of stake-holders were invited to attend a scheduled consultation in Angus, Ontario with Ministry Yurek to share their perspectives on the closing of the seed plant.
- Conservation Ontario, SCRCA and two other Conservation Authorities were invited to this meeting.
- The Ministry will follow up with a final decision later in the year.

Meeting Date: September 20, 2018 **Item 12.1**
Report Date: September 6, 2018
Submitted by: Dallas Cundick, Melissa Deisley, Michelle Gallant

Subject: Regulations Activity Summary for June, July, and August 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 June 1, 2018 to August 31, 2018.

Regulations Permits:

| | | | | | |
|--------------------------------|---------------|-----------------------|------------------|--------------|----|
| Application No: | R#2018-277 | Municipality: | Adelaide-Metcalf | | |
| Subject Property: | Sexton Road | | | | |
| Proposal: | Integrity Dig | | | | |
| Submission Complete By: | Aug 13 | Permit Issued: | Aug 29 | Days: | 16 |

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|--------------------------------|-----------------------------|-----------------------|------------------|--------------|---|
| Application No: | R#2018-243 | Municipality: | Brooke-Alvinston | | |
| Subject Property: | 8357 Shiloh Line | | | | |
| Proposal: | 32 X 64 Accessory Structure | | | | |
| Submission Complete By: | Aug 16 | Permit Issued: | Aug 16 | Days: | 1 |

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|--------------------------------|--------------------------------------|-----------------------|------------------|--------------|---|
| Application No: | R#2018-274 | Municipality: | Brooke-Alvinston | | |
| Subject Property: | White Pine Road | | | | |
| Proposal: | Replacement of Existing Road Culvert | | | | |
| Submission Complete By: | Aug 28 | Permit Issued: | Aug 28 | Days: | 1 |

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|--------------------------------|---------------------|-----------------------|------------------|--------------|----|
| Application No: | R#2018-206 | Municipality: | Brooke-Alvinston | | |
| Subject Property: | Gully Mor Road | | | | |
| Proposal: | Culvert Replacement | | | | |
| Submission Complete By: | Jun 20 | Permit Issued: | Jul 17 | Days: | 27 |

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|--------------------------------|------------------|-----------------------|------------------|--------------|----|
| Application No: | R#2018-148 | Municipality: | Brooke-Alvinston | | |
| Subject Property: | Hardy Creek Road | | | | |
| Proposal: | Integrity Dig | | | | |
| Submission Complete By: | May 30 | Permit Issued: | Jun 11 | Days: | 12 |

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|--------------------------------|-----------------------|-----------------------|------------------|--------------|----|
| Application No: | R#2018-149 | Municipality: | Brooke-Alvinston | | |
| Subject Property: | Hardy Creek Road West | | | | |
| Proposal: | Integrity Dig | | | | |
| Submission Complete By: | May 30 | Permit Issued: | Jun 11 | Days: | 12 |

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|--------------------------------|-----------------------------|-----------------------|--------------|--------------|---|
| Application No: | R#2018-246 | Municipality: | Chatham-Kent | | |
| Subject Property: | 29520 Dawn Valley Road | | | | |
| Proposal: | Construction of an Addition | | | | |
| Submission Complete By: | Aug 09 | Permit Issued: | Aug 09 | Days: | 1 |

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|--------------------------------|---|-----------------------|--------------|--------------|---|
| Application No: | R#2018-194 | Municipality: | Chatham-Kent | | |
| Subject Property: | 11981 Croton Line | | | | |
| Proposal: | Construction of Rear Addition and Covered Porches | | | | |
| Submission Complete By: | Jul 18 | Permit Issued: | Jul 19 | Days: | 1 |

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|--------------------------------|--|-----------------------|--------------|--------------|---|
| Application No: | R#2018-056 | Municipality: | Chatham-Kent | | |
| Subject Property: | 30518 Zone Road 5 | | | | |
| Proposal: | Construction of New Single Family Dwelling | | | | |
| Submission Complete By: | Jun 14 | Permit Issued: | Jun 15 | Days: | 1 |

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|--------------------------------|--|-----------------------|--------------|--------------|---|
| Application No: | R#2018-229 | Municipality: | Chatham-Kent | | |
| Subject Property: | 28708 Islandview Road | | | | |
| Proposal: | Construction of a New Single Family Dwelling | | | | |
| Submission Complete By: | Jul 26 | Permit Issued: | Jul 27 | Days: | 1 |

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|--------------------------------|-------------------------------------|-----------------------|--------------|--------------|---|
| Application No: | R#2018-131 | Municipality: | Chatham-Kent | | |
| Subject Property: | 69 McNaughton Ave | | | | |
| Proposal: | Construct a New 4100sq.ft. Building | | | | |
| Submission Complete By: | Jun 20 | Permit Issued: | Jun 24 | Days: | 4 |

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|--------------------------------|--|-----------------------|---------------|--------------|----|
| Application No: | R#2018-253 | Municipality: | Dawn-Euphemia | | |
| Subject Property: | Lambton Line spanning North Branch Longs Creek Drain | | | | |
| Proposal: | Replacement of Existing Structure 39 | | | | |
| Submission Complete By: | Aug 20 | Permit Issued: | Aug 30 | Days: | 10 |

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|--------------------------------|---------------|-----------------------|-------------|--------------|---|
| Application No: | R#2018-278 | Municipality: | Enniskillen | | |
| Subject Property: | Wanstead Road | | | | |
| Proposal: | Integrity Dig | | | | |
| Submission Complete By: | Aug 23 | Permit Issued: | Aug 29 | Days: | 6 |

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|--------------------------------|--------------------------|-----------------------|-------------|--------------|---|
| Application No: | R#2018-214 | Municipality: | Enniskillen | | |
| Subject Property: | 3068 Tile Yard Road | | | | |
| Proposal: | Wetland Creation Project | | | | |
| Submission Complete By: | Jul 23 | Permit Issued: | Jul 23 | Days: | 1 |

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|--------------------------------|--|-----------------------|-------------|--------------|----|
| Application No: | R#2018-164 | Municipality: | Enniskillen | | |
| Subject Property: | 4623 LaSalle Line | | | | |
| Proposal: | Tear Down & Rebuild New Single Family Dwelling | | | | |
| Submission Complete By: | Jun 27 | Permit Issued: | Jul 10 | Days: | 13 |

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|--------------------------------|---|-----------------------|-------------|--------------|---|
| Application No: | R#2018-126 | Municipality: | Enniskillen | | |
| Subject Property: | Shiloh Line | | | | |
| Proposal: | Installation of New Culvert for Access Road | | | | |
| Submission Complete By: | Jun 04 | Permit Issued: | Jun 04 | Days: | 1 |

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|--------------------------------|--|-----------------------|----------------|--------------|---|
| Application No: | R#2018-275 | Municipality: | Lambton Shores | | |
| Subject Property: | Lakeshore Road | | | | |
| Proposal: | Install 1.9km of 2 inch Plastic Gas Main via HDD | | | | |
| Submission Complete By: | Aug 28 | Permit Issued: | Aug 28 | Days: | 1 |

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|--------------------------------|--|-----------------------|----------------|--------------|---|
| Application No: | R#2018-234 | Municipality: | Lambton Shores | | |
| Subject Property: | West Parkway Drive & West Ipperwash Road | | | | |
| Proposal: | Install 1285m of NPS 2 inch Pipeline & 841m of NPS 4 inch Pipeline | | | | |
| Submission Complete By: | Jul 30 | Permit Issued: | Jul 30 | Days: | 1 |

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|--------------------------------|--|-----------------------|----------------|--------------|---|
| Application No: | R#2018-233 | Municipality: | Lambton Shores | | |
| Subject Property: | East Parkway Drive & Army Camp Road | | | | |
| Proposal: | Install 3623m of NPS 2 inch Pipeline via HDD | | | | |
| Submission Complete By: | Jul 30 | Permit Issued: | Jul 30 | Days: | 1 |

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|--------------------------------|-------------------------|-----------------------|----------------|--------------|---|
| Application No: | R#2018-021 | Municipality: | Lambton Shores | | |
| Subject Property: | 6536 West Parkway Drive | | | | |
| Proposal: | Foundation Repairs | | | | |
| Submission Complete By: | Jul 28 | Permit Issued: | Jul 30 | Days: | 2 |

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|--------------------------------|--------------------------------|-----------------------|----------------|--------------|----|
| Application No: | R#2018-128 | Municipality: | Lambton Shores | | |
| Subject Property: | 64 Main Street, Forest | | | | |
| Proposal: | Construction of a New Addition | | | | |
| Submission Complete By: | May 22 | Permit Issued: | Jun 04 | Days: | 13 |

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|--------------------------------|------------------------|-----------------------|------------------|--------------|---|
| Application No: | R#2018-159 | Municipality: | Plympton-Wyoming | | |
| Subject Property: | 3280 Devonshire Road | | | | |
| Proposal: | Existing Groyne Repair | | | | |
| Submission Complete By: | Jul 04 | Permit Issued: | Jul 12 | Days: | 8 |

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|--------------------------------|--|-----------------------|------------------|--------------|---|
| Application No: | R#2018-259 | Municipality: | Plympton-Wyoming | | |
| Subject Property: | 3913 Pointview Drive | | | | |
| Proposal: | Construction of a Minor Addition (covered Porch) | | | | |
| Submission Complete By: | Aug 16 | Permit Issued: | Aug 16 | Days: | 1 |

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|--------------------------------|------------------------|-----------------------|------------------|--------------|----|
| Application No: | R#2018-250 | Municipality: | Plympton-Wyoming | | |
| Subject Property: | 4862 Forsyth Trail | | | | |
| Proposal: | Construct new dwelling | | | | |
| Submission Complete By: | Aug 07 | Permit Issued: | Aug 27 | Days: | 20 |

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|--------------------------------|---------------------------------------|-----------------------|------------------|--------------|----|
| Application No: | R#2018-193 | Municipality: | Plympton-Wyoming | | |
| Subject Property: | 6885 Dalrymple Street | | | | |
| Proposal: | Construction of a New Detached Garage | | | | |
| Submission Complete By: | Jun 27 | Permit Issued: | Jul 09 | Days: | 12 |

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|--------------------------------|------------------------|-----------------------|--------|--------------|---|
| Application No: | R#2018-195 | Municipality: | Sarnia | | |
| Subject Property: | 1994 Lakeshore Road | | | | |
| Proposal: | Existing Groyne Repair | | | | |
| Submission Complete By: | Aug 15 | Permit Issued: | Aug 15 | Days: | 1 |

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|--------------------------------|--|-----------------------|--------|--------------|----|
| Application No: | R#2018-228 | Municipality: | Sarnia | | |
| Subject Property: | 2245 Lakeshore Road | | | | |
| Proposal: | Tear Down & Rebuild New Single Family Dwelling | | | | |
| Submission Complete By: | Jul 30 | Permit Issued: | Aug 17 | Days: | 18 |

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|--------------------------------|------------------------|-----------------------|--------|--------------|---|
| Application No: | R#2018-160 | Municipality: | Sarnia | | |
| Subject Property: | 880 Tudor Close East | | | | |
| Proposal: | Existing Groyne Repair | | | | |
| Submission Complete By: | Jun 28 | Permit Issued: | Jun 29 | Days: | 1 |

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|--------------------------------|---------------------------------|-----------------------|--------|--------------|----|
| Application No: | R#2018-109 | Municipality: | Sarnia | | |
| Subject Property: | 1090 Braemar Lane | | | | |
| Proposal: | Construction of a Major Additon | | | | |
| Submission Complete By: | Aug 09 | Permit Issued: | Aug 20 | Days: | 11 |

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|--------------------------------|-----------------|-----------------------|--------|--------------|---|
| Application No: | R#2018-221 | Municipality: | Sarnia | | |
| Subject Property: | 1010 Plank Road | | | | |
| Proposal: | Integrity Dig | | | | |
| Submission Complete By: | Jul 25 | Permit Issued: | Jul 25 | Days: | 1 |

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|--------------------------------|------------------|-----------------------|--------|--------------|---|
| Application No: | R#2018-226 | Municipality: | Sarnia | | |
| Subject Property: | 350 LaSalle Road | | | | |
| Proposal: | Integrity Dig | | | | |
| Submission Complete By: | Jul 25 | Permit Issued: | Jul 25 | Days: | 1 |

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|--------------------------------|--|-----------------------|--------|--------------|---|
| Application No: | R#2018-181 | Municipality: | Sarnia | | |
| Subject Property: | 1420 Lakeshore Road | | | | |
| Proposal: | Tear Down & Rebuild New Single Family Dwelling | | | | |
| Submission Complete By: | Jul 01 | Permit Issued: | Jul 03 | Days: | 2 |

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|--------------------------------|---|-----------------------|--------|--------------|---|
| Application No: | R#2018-188 | Municipality: | Sarnia | | |
| Subject Property: | 2054 Lakeshore Road | | | | |
| Proposal: | Construct a Covered Roof Structure over Existing Deck | | | | |
| Submission Complete By: | Jul 05 | Permit Issued: | Jul 05 | Days: | 1 |

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|-----------------------------------|---|-----------------------------|--------|
| Application No: R#2018-172 | | Municipality: Sarnia | |
| Subject Property: | 620 Beach Lane | | |
| Proposal: | Reconstruct Back Addition of Existing House | | |
| Submission Complete By: | Jun 05 | Permit Issued: | Jun 25 |
| | | Days: | 20 |

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|-----------------------------------|--------------------------------|-----------------------------|--------|
| Application No: R#2018-129 | | Municipality: Sarnia | |
| Subject Property: | 2986 Lakeview Trail | | |
| Proposal: | Construction of a New Addition | | |
| Submission Complete By: | May 23 | Permit Issued: | Jun 05 |
| | | Days: | 13 |

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|-----------------------------------|---|--------------------------------|--------|
| Application No: R#2018-264 | | Municipality: St. Clair | |
| Subject Property: | Part Lot 25 Con 10 Moore Being Part 1, Plan 25R10646 Polymoore Drive | | |
| Proposal: | Temporary Construction Yard Cut and Fill | | |
| Submission Complete By: | Aug 10 | Permit Issued: | Aug 30 |
| | | Days: | 20 |

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|-----------------------------------|---|--------------------------------|--------|
| Application No: R#2018-276 | | Municipality: St. Clair | |
| Subject Property: | 520 Polymoore Drive | | |
| Proposal: | Install 260m of NPS 4 inch Natural Gas Pipeline via HDD | | |
| Submission Complete By: | Aug 24 | Permit Issued: | Aug 29 |
| | | Days: | 5 |

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|-----------------------------------|---------------------------------------|--------------------------------|--------|
| Application No: R#2018-263 | | Municipality: St. Clair | |
| Subject Property: | 4160 St. Clair Parkway | | |
| Proposal: | Construction of a New Detached Garage | | |
| Submission Complete By: | Aug 24 | Permit Issued: | Aug 24 |
| | | Days: | 1 |

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|-----------------------------------|--------------------------------|--------------------------------|--------|
| Application No: R#2018-205 | | Municipality: St. Clair | |
| Subject Property: | 921 St. Clair Parkway | | |
| Proposal: | Construction of a New Addition | | |
| Submission Complete By: | Jul 16 | Permit Issued: | Jul 16 |
| | | Days: | 1 |

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|-----------------------------------|--|--------------------------------|--------|
| Application No: R#2018-065 | | Municipality: St. Clair | |
| Subject Property: | 4661 Riverside Drive | | |
| Proposal: | Construction of New Single Family Dwelling | | |
| Submission Complete By: | Jul 04 | Permit Issued: | Jul 20 |
| | | Days: | 16 |

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|-----------------------------------|----------------------------|--------------------------------|--------|
| Application No: R#2018-213 | | Municipality: St. Clair | |
| Subject Property: | 723 St. Clair Parkway | | |
| Proposal: | Construction of a New Dock | | |
| Submission Complete By: | Jul 23 | Permit Issued: | Jul 24 |
| | | Days: | 1 |

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|--------------------------------|---------------------------|-----------------------|-----------|--------------|---|
| Application No: | R#2018-217 | Municipality: | St. Clair | | |
| Subject Property: | 2011 Moore Line | | | | |
| Proposal: | Construction of a Wetland | | | | |
| Submission Complete By: | Jul 24 | Permit Issued: | Jul 24 | Days: | 1 |

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|--------------------------------|------------------|-----------------------|-----------|--------------|---|
| Application No: | R#2018-222 | Municipality: | St. Clair | | |
| Subject Property: | 679 LaSalle Line | | | | |
| Proposal: | Integrity Dig | | | | |
| Submission Complete By: | Jul 25 | Permit Issued: | Jul 25 | Days: | 1 |

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|--------------------------------|---|-----------------------|-----------|--------------|---|
| Application No: | R#2018-155 | Municipality: | St. Clair | | |
| Subject Property: | 355 West Pointe Line | | | | |
| Proposal: | Tear Down & Rebuild New Single Family Dwelling with Attached Garage | | | | |
| Submission Complete By: | Jun 14 | Permit Issued: | Jun 22 | Days: | 8 |

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|--------------------------------|---|-----------------------|-----------|--------------|---|
| Application No: | R#2018-104 | Municipality: | St. Clair | | |
| Subject Property: | 51 Charlton Street | | | | |
| Proposal: | Repair Existing Deck and Construct Dock | | | | |
| Submission Complete By: | May 27 | Permit Issued: | Jun 03 | Days: | 7 |

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|--------------------------------|---|-----------------------|-------------------|--------------|---|
| Application No: | R#2018-235 | Municipality: | Strathroy-Caradoc | | |
| Subject Property: | 6652 to 7030 Calvert Drive | | | | |
| Proposal: | Abandon and Install 2.22km of NPS 4 inch Gas Main via HDD | | | | |
| Submission Complete By: | Jul 31 | Permit Issued: | Jul 31 | Days: | 1 |

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|--------------------------------|---------------|-----------------------|-------------------|--------------|----|
| Application No: | R#2018-183 | Municipality: | Strathroy-Caradoc | | |
| Subject Property: | Amiens Road | | | | |
| Proposal: | Integrity Dig | | | | |
| Submission Complete By: | Jun 06 | Permit Issued: | Jul 04 | Days: | 28 |

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|--------------------------------|---------------------------------------|-----------------------|-------------------|--------------|----|
| Application No: | R#2018-192 | Municipality: | Strathroy-Caradoc | | |
| Subject Property: | 424 Victoria Lane | | | | |
| Proposal: | Construction of a New Detached Garage | | | | |
| Submission Complete By: | Jun 25 | Permit Issued: | Jul 08 | Days: | 13 |

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|--------------------------------|---|-----------------------|---------|--------------|----|
| Application No: | R#2018-176 | Municipality: | Warwick | | |
| Subject Property: | 6243 Hickory Creek Line | | | | |
| Proposal: | Construction of a 40ft x 40ft detached garage | | | | |
| Submission Complete By: | Jul 19 | Permit Issued: | Jul 30 | Days: | 11 |

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|--------------------------------|--|-----------------------|---------|
| Application No: | R#2018-154 | Municipality: | Warwick |
| Subject Property: | 8117 Zion Line | | |
| Proposal: | Expansion of Existing Greenhouse Installation of Tile Outlet to Kersey Drain | | |
| Submission Complete By: | Jul 13 | Permit Issued: | Jul 20 |
| | | Days: | 7 |

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|--------------------------------|---|-----------------------|---------|
| Application No: | R#2018-153 | Municipality: | Warwick |
| Subject Property: | 6982 Egremont Rd to 6244 Warwick Village Road | | |
| Proposal: | Install HOPE Pipe Via HDD | | |
| Submission Complete By: | Jun 01 | Permit Issued: | Jun 13 |
| | | Days: | 12 |

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|--------------------------------|--|-----------------------|---------|
| Application No: | R#2018-152 | Municipality: | Warwick |
| Subject Property: | 6101 to 6038 Warwick Village Road | | |
| Proposal: | Install HDPE Pipe and 12 Fibre Via HDD | | |
| Submission Complete By: | May 31 | Permit Issued: | Jun 12 |
| | | Days: | 12 |

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|--------------------------------|----------------------------|-----------------------|---------|
| Application No: | R#2018-151 | Municipality: | Warwick |
| Subject Property: | 7073 to 7109 Egremont Road | | |
| Proposal: | Install HDPE Pipe Via HDD | | |
| Submission Complete By: | May 31 | Permit Issued: | Jun 12 |
| | | Days: | 12 |

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|--------------------------------|----------------------------|-----------------------|---------|
| Application No: | R#2018-150 | Municipality: | Warwick |
| Subject Property: | 6982 to 7006 Egremont Road | | |
| Proposal: | Install HDPE Pipe Via HDD | | |
| Submission Complete By: | May 31 | Permit Issued: | Jun 12 |
| | | Days: | 12 |

Total No. of Applications: 54 Average No. of Days to Issue Permit: 7

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:

| File Reference | Municipality | Location |
|-----------------------|---------------------|------------------------------|
| R#2018-238 | Adelaide-Metcalf | 3215 Napperton Drive |
| R#2018-173 | Adelaide-Metcalf | 28275 Centre Rd |
| R#2018-265 | Brooke-Alvinston | 4288 Old Walnut Drive |
| R#2018-262 | Brooke-Alvinston | Gully Mor Road & Rokeby Line |
| R#2018-255 | Brooke-Alvinston | 6305 Churchill Line |

| | | |
|------------|------------------|--|
| R#2018-138 | Brooke-Alvinston | 3196 River Street |
| R#2018-145 | Brooke-Alvinston | 1 & 3 Queen Street |
| R#2018-144 | Brooke-Alvinston | 6552 James Street |
| R#2018-241 | Chatham-Kent | 260 Lindsley Road |
| R#2018-212 | Chatham-Kent | 508 Davies Street |
| R#2018-231 | Chatham-Kent | 30632 Jane Road |
| R#2018-191 | Chatham-Kent | 298 Lindsley Street |
| R#2018-161 | Chatham-Kent | 148 Margaret Ave |
| R#2018-169 | Chatham-Kent | 29692 Oakdale Rd. |
| R#2018-184 | Chatham-Kent | 12298 Wabash Line |
| R#2018-147 | Chatham-Kent | 662 Camden Street |
| R#2018-121 | Chatham-Kent | 26602 Winter Line Road |
| R#2018-171 | Chatham-Kent | 13203 Base Line |
| R#2018-182 | Chatham-Kent | Across Sydenham River near Knight Street |
| R#2018-132 | Chatham-Kent | 12155 Base Line |
| R#2018-251 | Dawn-Euphemia | 373 Irish School Road |
| R#2018-130 | Dawn-Euphemia | 2119 Dobbyn Road |
| R#2018-157 | Dawn-Euphemia | 1595 Inwood Road |
| R#2018-177 | Enniskillen | 5860 Petrolia Line |
| R#2018-134 | Enniskillen | 4760 Wanstead Road |
| R#2018-279 | Lambton Shores | Lot 75-81 & Lot 76-80 |
| R#2018-266 | Lambton Shores | Lakeshore Road |
| R#2018-268 | Lambton Shores | 6603 East Parkway Drive |
| R#2018-267 | Lambton Shores | 9338 Ipperwash Road |
| R#2018-245 | Lambton Shores | Nauvoo Road |
| R#2018-244 | Lambton Shores | Kinnaird Road at Thomson Line |
| R#2018-200 | Lambton Shores | Vance Drive & Ravine Road |
| R#2018-135 | Lambton Shores | Maylard Avenue |
| R#2018-201 | Lambton Shores | 5241 Cliff Road |
| R#2018-202 | Lambton Shores | 5500 Beach Street |
| R#2018-258 | Lambton Shores | 6298 William Street |
| R#2018-256 | Lambton Shores | 6372 Cottage Way Lane |
| R#2018-197 | Middlesex Centre | 5233 Egremont Road |
| R#2018-210 | Petrolia | Lot 3 Englehart Drive |
| R#2018-280 | Plympton-Wyoming | 6795 Eton Court |
| R#2018-257 | Plympton-Wyoming | 4374 Lambton Lane |
| R#2018-232 | Plympton-Wyoming | 4025 Cullen Drive |
| R#2018-230 | Plympton-Wyoming | 7165 Bonnie Doon Road |
| R#2018-140 | Plympton-Wyoming | 3228 Devonshire Road |
| R#2018-187 | Plympton-Wyoming | Lot 27, Between 4340 and 4346 Lambton Line |
| R#2018-136 | Plympton-Wyoming | 4200 Bluepoint Drive |
| R#2018-166 | Plympton-Wyoming | 7388 Ivy Lane |
| R#2018-261 | Sarnia | 2457 Lakeshore Road |
| R#2018-247 | Sarnia | St. Clair River and Inland Watercourses |

| | | |
|------------|---------------------|-----------------------|
| R#2018-158 | Sarnia | 1650 Tyrie Drive East |
| R#2018-220 | Sarnia | Plank Road |
| R#2018-168 | Sarnia | Blackwell Sideroad |
| R#2018-156 | Sarnia | 544 Lakeshore Rd |
| R#2018-167 | Sarnia | 544 Lakeshore Rd |
| R#2018-208 | Sarnia | Imperial Road |
| R#2018-165 | Sarnia | 544 Lakeshore Road |
| R#2018-218 | Southwest Middlesex | 24988 Dundonald Road |
| R#2018-273 | St. Clair | 1351 Lambton Line |
| R#2018-204 | St. Clair | 3284 Kimball Road |
| R#2018-209 | St. Clair | 1714 Moore Line |
| R#2018-216 | St. Clair | 1048 Pointe Line |
| R#2018-272 | Strathroy-Caradoc | 51 Queen Street |
| R#2018-203 | Strathroy-Caradoc | 32 Colborne Street |
| R#2018-215 | Strathroy-Caradoc | 100 Bradley Street |
| R#2018-223 | Strathroy-Caradoc | 8432 Pauline Crescent |
| R#2018-133 | Strathroy-Caradoc | 6755 Century Drive |
| R#2018-175 | Warwick | 5781 Bethesda Road |

Total No. of Inquiries: 67

Meeting Date: September 20, 2018 **Item 12.3**
Report Date: September 6, 2018
Submitted by: Erica Ogden, Sarah Hodgkiss

Subject: Planning Activity Summary for June, July, and August 2018

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

Municipal Plan Input and Review

File Reference: PL#2018-044

| | | | |
|--------------------|----------------------|----------------------|------------|
| Municipality: | Adelaide-Metcalf | Municipal Reference: | ZBA06-2018 |
| Property Location: | 2941 Napperton Drive | | |

File Reference: PL#2018-047

| | | | |
|--------------------|------------------|----------------------|---------|
| Municipality: | Brooke-Alvinston | Municipal Reference: | B002/18 |
| Property Location: | 2-6 Queen Street | | |

File Reference: PL#2018-069

| | | | |
|--------------------|---------------------|----------------------|--|
| Municipality: | Lambton Shores | Municipal Reference: | |
| Property Location: | 9569 Ipperwash Road | | |

File Reference: PL#2018-070

| | | | |
|--------------------|---------------------|----------------------|--|
| Municipality: | Lambton Shores | Municipal Reference: | |
| Property Location: | 9731 Army Camp Road | | |

File Reference: PL#2018-046

| | | | |
|--------------------|------------------|----------------------|--|
| Municipality: | Lambton Shores | Municipal Reference: | |
| Property Location: | 7518 Forest Road | | |

File Reference: PL#2018-059

| | | | |
|--------------------|----------------|----------------------|----------|
| Municipality: | Lambton Shores | Municipal Reference: | A08/2018 |
| Property Location: | Beach Street | | |

File Reference: PL#2018-034

| | | | |
|--------------------|-------------------|----------------------|------------|
| Municipality: | Lambton Shores | Municipal Reference: | ZO-04/2018 |
| Property Location: | 6218 Juniper Lane | | |

File Reference: PL#2018-053

| | | | |
|--------------------|---------------------|----------------------|--|
| Municipality: | Middlesex Centre | Municipal Reference: | |
| Property Location: | 10155 Ilderton Road | | |

File Reference: PL#2018-050

| | | | |
|--------------------|--------------------|----------------------|--|
| Municipality: | Petrolia | Municipal Reference: | |
| Property Location: | 4249 Lancey Street | | |

File Reference: PL#2018-064

| | | | |
|--------------------|-------------------|----------------------|--|
| Municipality: | Plympton-Wyoming | Municipal Reference: | |
| Property Location: | 3548 Queen Street | | |

File Reference: PL#2018-055

| | | | |
|--------------------|---------------------|----------------------|--|
| Municipality: | Plympton-Wyoming | Municipal Reference: | |
| Property Location: | 3424 Egremont Drive | | |

File Reference: PL#2018-065

| | | | |
|--------------------|--------------------|----------------------|--|
| Municipality: | Plympton-Wyoming | Municipal Reference: | |
| Property Location: | 4892 Forsyth Trail | | |

File Reference: PL#2018-071

| | | | |
|--------------------|--------------------|----------------------|--|
| Municipality: | Plympton-Wyoming | Municipal Reference: | |
| Property Location: | 3237 Egremont Road | | |

File Reference: PL#2018-073

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

File Reference: PL#2018-075

| | | | |
|--------------------|-------------------------|----------------------|---------|
| Municipality: | Plympton-Wyoming | Municipal Reference: | A-17/18 |
| Property Location: | 5553 Confederation Line | | |

File Reference: PL#2018-076

| | | | |
|--------------------|--------------------------|----------------------|---------|
| Municipality: | Plympton-Wyoming | Municipal Reference: | A-18/18 |
| Property Location: | 4895 Lakeshore Road A24P | | |

File Reference: PL#2018-045

| | | | |
|--------------------|---------------------|----------------------|-----------|
| Municipality: | Plympton-Wyoming | Municipal Reference: | 38T-18005 |
| Property Location: | 5706 Lakeshore Road | | |

File Reference: PL#2018-063

| | | | |
|--------------------|---------------------|----------------------|----------|
| Municipality: | Plympton-Wyoming | Municipal Reference: | A16/2018 |
| Property Location: | 7026 Hillsboro Road | | |

File Reference: PL#2018-041

| | | | |
|--------------------|-------------------|----------------------|----------|
| Municipality: | Plympton-Wyoming | Municipal Reference: | A12/2018 |
| Property Location: | 6908 Maple Street | | |

File Reference: PL#2018-040

| | | | |
|--------------------|----------------------|----------------------|--|
| Municipality: | Plympton-Wyoming | Municipal Reference: | |
| Property Location: | 3236 Devonshire Road | | |

File Reference: PL#2018-039

| | | | |
|--------------------|---------------------|----------------------|----------|
| Municipality: | Plympton-Wyoming | Municipal Reference: | A09/2018 |
| Property Location: | 4106 Aberarder Line | | |

File Reference: PL#2018-038

| | | | |
|--------------------|-----------------------|----------------------|----------|
| Municipality: | Plympton-Wyoming | Municipal Reference: | A08/2018 |
| Property Location: | 6885 Dalrymple Street | | |

File Reference: PL#2018-049

| | | | |
|--------------------|--------------------|----------------------|--------|
| Municipality: | Plympton-Wyoming | Municipal Reference: | A13/18 |
| Property Location: | 4862 Forsyth Trail | | |

File Reference: PL#2018-025

| | | | |
|--------------------|-------------------------|----------------------|--------|
| Municipality: | Point Edward | Municipal Reference: | A01/18 |
| Property Location: | 1460 Venetian Boulevard | | |

File Reference: PL#2018-068

| | | | |
|--------------------|---------------------|----------------------|---------------|
| Municipality: | Sarnia | Municipal Reference: | A30 & 31 2018 |
| Property Location: | 1619 Lakeshore Road | | |

File Reference: PL#2018-072

| | | | |
|--------------------|------------------|----------------------|--|
| Municipality: | Sarnia | Municipal Reference: | |
| Property Location: | 1873 London Line | | |

File Reference: PL#2018-067

| | | | |
|--------------------|------------------|----------------------|--|
| Municipality: | Sarnia | Municipal Reference: | |
| Property Location: | 1972 London Line | | |

File Reference: PL#2018-052

| | | | |
|--------------------|-----------------------|----------------------|--|
| Municipality: | Sarnia | Municipal Reference: | |
| Property Location: | 1273-1289 London Road | | |

File Reference: PL#2018-048

| | | | |
|--------------------|---------------------|----------------------|--|
| Municipality: | Sarnia | Municipal Reference: | |
| Property Location: | 1408 Churchill Road | | |

File Reference: PL#2018-043

| | | | |
|--------------------|-------------|----------------------|-----------|
| Municipality: | St. Clair | Municipal Reference: | 38T-18002 |
| Property Location: | Hill Street | | |

File Reference: PL#2018-035

| | | | |
|--------------------|----------------|----------------------|---------|
| Municipality: | St. Clair | Municipal Reference: | A-19-18 |
| Property Location: | 155 Moore Line | | |

File Reference: PL#2018-051

| | | | |
|--------------------|-------------------|----------------------|--|
| Municipality: | Strathroy-Caradoc | Municipal Reference: | |
| Property Location: | 370 Albert Street | | |

File Reference: PL#2018-074

| | | | |
|--------------------|-------------------|----------------------|------------|
| Municipality: | Strathroy-Caradoc | Municipal Reference: | 39T-SC1801 |
| Property Location: | Park Street | | |

File Reference: PL#2018-057

| | | | |
|--------------------|--------------------|----------------------|--|
| Municipality: | Strathroy-Caradoc | Municipal Reference: | |
| Property Location: | 8361 Glendon Drive | | |

File Reference: PL#2018-056

| | | | |
|--------------------|---------------------------|----------------------|--|
| Municipality: | Strathroy-Caradoc | Municipal Reference: | |
| Property Location: | Pt Lt 25, Con 3 Second St | | |

File Reference: PL#2018-058

| | | | |
|--------------------|---------------------------|----------------------|--|
| Municipality: | Strathroy-Caradoc | Municipal Reference: | |
| Property Location: | 22701 & 22681 Adelaide Rd | | |

File Reference: PL#2018-060

| | | | |
|--------------------|-----------------------|----------------------|--|
| Municipality: | Warwick | Municipal Reference: | |
| Property Location: | 7890 Industrial Drive | | |

Environmental Assessment Review

File Reference: EA2018-001 Municipality: Warwick

| | | | |
|------------|--|--|--|
| Proposal: | Class EA for Bear Creek Bridge | | |
| Proponent: | County of Lambton (Village of Warwick) | | |

Legal Inquiry Summary

| | | |
|-------------|--------------------------------|-------------------|
| LL#2018-009 | 3215 Napperton Drive | Adelaide-Metcalf |
| LL#2018-008 | 26115 Kerwood Road | Adelaide-Metcalf |
| LL#2018-006 | 219 Camden Street, Dresden | Chatham-Kent |
| LL#2018-007 | 8777 Birch Street | Lambton Shores |
| LL#2018-004 | 2989 St. Clair Parkway, Sombra | St. Clair |
| LL#2018-010 | 7718 Inadale Drive | Strathroy-Caradoc |
| LL#2018-005 | 16 Elgin Place | Strathroy-Caradoc |

Meeting Summary

| | | |
|-----------|--|------------|
| June 13 | Plympton-Wyoming OPA 32 | EO, DC, GS |
| June 18 | Plympton-Wyoming 4892 Forsyth Trail | EO, DC |
| June 19 | Middlesex Centre Poplar Wood Subdivision | DC, EO, SH |
| July 24 | Plympton-Wyoming 6908 Maple Street | DC, MD, EO |
| August 2 | Sarnia 1972 London Line | EO |
| August 9 | Brooke-Alvinston Council Meeting | EO |
| August 21 | Plympton-Wyoming Bluewater Subdivision | EO, DC |
| August 23 | Sarnia 1873 London Line | EO, EB |
| August 30 | Sarnia Planning Department Staff | DC, SH, EO |

Meeting Date: September 20, 2018
Report Date: September 4, 2018
Submitted by: Kelli Smith

Item 12.4

Subject: Drainage Act and Conservation Authorities Act Protocol (DART)
 Completed Files

Recommendation:

That the board acknowledges and concurs with the July 2018 to September 2018 municipal drain activity report associated with the Drainage Act and Conservation Authorities Act Protocol (DART)

Background:

| SCRCA DART FILES | | | 2018 JULY | | |
|-------------------------|---------------------|-------------|-----------------------|--|---|
| 2913 | Adelaide-Metcalf | Adelaide | Jarriott Tyler Drain | Bottom only cleanout plus one bank slope, brushing side slope, brushing top of bank, bank repair and stabilization | 4 |
| 2892 | Chatham-Kent | Chatham | Pollock Drain | Bottom only cleanout | 1 |
| 2893 | Chatham-Kent | Chatham | Kennedy Drain | Bottom only cleanout | 1 |
| 2900 | City of Oil Springs | Oil Springs | Shepherd Drain | Culvert replacement | 1 |
| 2901 | Enniskillen | Enniskillen | Lennan McGregor Drain | Bottom only cleanout, brushing bank slope | 2 |
| 2902 | Enniskillen | Enniskillen | Scott Drain | Culvert replacement | 1 |
| 2903 | Enniskillen | Enniskillen | Scott Drain | Bottom only cleanout, brushing bank slope | 2 |

| | | | | | |
|------------------|---------------------|--------------------------------|-------------------------------|---|------------------------|
| 2904 | Enniskillen | Enniskillen | Strangway Brydges Drain | Bottom only cleanout, brushing bank slope | 2 |
| 2910 | Enniskillen | Enniskillen | Noble Wooley Drain | Bottom only cleanout, brushing bank slope, pipe junction box or catchbasin repair and maintenance | 3 |
| 2920 | Lambton Shores | Bosanquet | McPherson Drain | Full cleanout | 1 |
| FHR # | Municipality | Geographic Township | Drain Name | Project Description | SCRs Issued |
| 2916 | Sarnia | Sarnia | Brown drain | Road culvert replacement as part of work not through DS | 1 |
| 2894 | St. Clair | Moore | Jarvis Drain | Bottom only cleanout | 1 |
| 2909 | St. Clair | Moore | Garbutt Drain | Bottom only cleanout, brushing bank slope | 2 |
| 2895 | St.Clair | Moore | Wheeler Drain | Bottom only cleanout within regulated wetland, brushing top of bank, additional mitigations for work in Bickford Oak Woods | 2 |
| 2908 | Warwick | Warwick | Holbrook- Fenner Drain | Brushing bank slope | 1 |
| 2911 | Warwick | Warwick | Faulds Drain | Brushing bank slope | 1 |
| 2918 | Warwick | Warwick | Huctwith Drain | Brushing bank slope | 1 |

SCRCA DART FILES**2018 AUGUST**

| | | | | | |
|------|------------------|----------|----------------------------|---|---|
| 2925 | Chatham-Kent | Camden | Malcolm Drain | Bottom only cleanout, brushing bank slope | 2 |
| 2926 | Chatham-Kent | Camden | Malcolm Drain Branch | Bottom only cleanout, brushing bank slope | 2 |
| 2927 | Chatham-Kent | Camden | Malcolm Turner-Cragg Drain | Bottom only cleanout, brushing bank slope | 2 |
| 2923 | Plympton-Wyoming | Plympton | Tait Drain | Bottom only cleanout, brushing bank slope | 2 |

ST CLAIR REGION CONSERVATION AUTHORITY
Statement of Revenue and Expenditure
For the Seven Months Ended 31/7/2018

| | Actual To Date | | | Annual Budget | | Variance from Budget | |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|----------------------|----------------------|
| | Revenue | Expenditures | Surplus(Deficit) | Revenue | Expenditures | Revenue | Expenditures |
| Flood Control & Erosion Control | \$1,305,506 | \$1,214,486 | \$91,019 | \$1,851,200 | \$1,851,200 | (\$545,694) | (\$636,714) |
| Capital Projects/WECl | \$276,500 | \$28,329 | \$248,171 | \$267,500 | \$267,500 | \$9,000 | (\$239,171) |
| Conservation Area's Capital Development | \$68,500 | \$44,536 | \$23,964 | \$68,500 | \$68,500 | \$0 | (\$23,964) |
| IT Capital | \$11,284 | \$1,637 | \$9,647 | \$19,200 | \$19,200 | (\$7,916) | (\$17,563) |
| Equipment | \$41,300 | \$40,769 | \$531 | \$72,000 | \$72,000 | (\$30,700) | (\$31,231) |
| Planning & Regulations | \$311,575 | \$297,569 | \$14,006 | \$558,155 | \$558,155 | (\$246,580) | (\$260,586) |
| Technical Studies | \$439,558 | \$117,285 | \$322,272 | \$316,819 | \$316,819 | \$122,738 | (\$199,534) |
| Recreation | \$1,215,281 | \$617,339 | \$597,942 | \$1,305,160 | \$1,305,160 | (\$89,879) | (\$687,821) |
| Property Management | \$152,908 | \$116,228 | \$36,680 | \$243,096 | \$243,096 | (\$90,188) | (\$126,868) |
| Education and Communication | \$129,154 | \$135,233 | (\$6,079) | \$232,110 | \$232,110 | (\$102,956) | (\$96,877) |
| Source Water Protection | \$105,791 | \$74,314 | \$31,477 | \$160,400 | \$160,400 | (\$54,609) | (\$86,086) |
| Conservation Services/Healthy Watersheds | \$942,512 | \$519,326 | \$423,186 | \$754,335 | \$754,335 | \$188,177 | (\$235,009) |
| Administration/AOC Management | \$721,100 | \$505,773 | \$215,327 | \$1,167,112 | \$1,167,112 | (\$446,012) | (\$661,339) |
| | \$5,720,970 | \$3,712,824 | \$2,008,146 | \$7,015,587 | \$7,015,587 | (\$1,294,617) | (\$3,302,763) |

Notes:

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 June 1 to August 31 2018**

**Item 13.2
Sarah Kellestine**

| CHQ. # | DATE | VENDOR | DESCRIPTION | AMOUNT |
|---------------|-------------|---|----------------------------------|----------------------|
| 19773 | 6/5/2018 | Bre-Ex Construction Inc | Courtright Park Shore Protection | \$ 41,606.03 |
| 19776 | 6/5/2018 | CONSERVATION ONTARIO | Levy | \$ 14,650.00 |
| 19801 | 6/5/2018 | SOMERVILLE NURSERIES INC. | Trees | \$ 33,768.48 |
| 19807 | 6/5/2018 | SWISH MAINTENANCE LIMITED | Paper Supplies (Parks) | \$ 11,448.17 |
| 19817 | 6/15/2018 | Atlantis Marine Construction Canada Inc | Brights Grove | \$ 102,699.30 |
| 19830 | 6/15/2018 | Kent Fabricators Ltd | Field Pump (McLean) | \$ 9,100.66 |
| 19855 | 6/15/2018 | Townsend Lumber Inc | Park Mats | \$ 5,819.50 |
| 19860 | 7/4/2018 | Aamjiwnaang First Nation Envir | RAP | \$ 25,000.00 |
| 19864 | 7/4/2018 | BF ENVIRONMENTAL CONSULTANTS | Wetlands | \$ 14,787.01 |
| 19876 | 7/4/2018 | JOHNSTON BROS.(BOTHWELL) LTD. | Gravel | \$ 19,864.75 |
| 19929 | 7/16/2018 | SHOREPLAN ENGINEERING LTD. | Courtright Park Shore Protection | \$ 77,071.84 |
| 19940 | 8/2/2018 | Bre-Ex Construction Inc | Courtright Park Shore Protection | \$ 44,246.12 |
| 19961 | 8/2/2018 | PODOLINSKY FARM EQUIPMENT | Lawn Tractor | \$ 23,183.45 |
| 19967 | 8/2/2018 | SHOREPLAN ENGINEERING LTD. | Brights Grove | \$ 22,839.31 |
| 20014 | 8/23/2018 | Dazzl Inc | Server | \$ 20,118.99 |
| | | | | \$ 466,203.61 |

TOTAL CHEQUE DISBURSEMENTS - BANK #1 -

INTERNET BANKING May to August 2018

| TRANS # | DATE | VENDOR | DESCRIPTION | AMOUNT |
|----------------|-------------|---|------------------------------------|---------------|
| 8968 | 6/30/2018 | HYDRO ONE Networks Inc. | Utilities | 22,514.12 |
| 8969 | 6/30/2018 | MASTERCARD | Supplies | 5,907.43 |
| 8970 | 6/30/2018 | OMERS | Pension | 39,152.74 |
| 8971 | 6/30/2018 | ONTARIO MINISTER OF FINANCE | Employer Health Tax (May and June) | 11,369.16 |
| 8973 | 6/30/2018 | RECEIVER GENERAL | Source Deduction | 67,286.49 |
| 8975 | 6/30/2018 | RWAM Insurance Administrators Inc | Group Benefits | 12,192.10 |
| 8978 | 6/30/2018 | Township of St. Clair - Property Taxes | Property Taxes | 17,482.14 |
| 8986 | 6/30/2018 | WORKPLACE SAFETY & INS. BOARD | WSIB | 7,653.83 |
| 8990 | 7/31/2018 | Canada Revenue Agency - HST | HST | 30,092.90 |
| 8995 | 7/31/2018 | HYDRO ONE Networks Inc. | Utilities | 22,521.07 |
| 8998 | 7/31/2018 | Municipality of Chatham-Kent - Property Taxes | Property Taxes | 7,062.35 |
| 8999 | 7/31/2018 | OMERS | Pension | 38,371.96 |

| | | | | |
|------|-----------|-----------------------------------|---------------------|----------------------|
| 9000 | 7/31/2018 | ONTARIO MINISTER OF FINANCE | Employer Health Tax | 5,034.07 |
| 9009 | 7/31/2018 | RECEIVER GENERAL | Source Deduction | 70,557.65 |
| 9011 | 7/31/2018 | RWAM Insurance Administrators Inc | Group Benefits | 12,128.41 |
| 9018 | 7/31/2018 | WORKPLACE SAFETY & INS. BOARD | WSIB | 8,388.19 |
| 9020 | 7/31/2018 | PETRO CANADA INC. | Fuel | 5,500.89 |
| 9030 | 8/31/2018 | HYDRO ONE Networks Inc. | Utilities | 31,689.75 |
| 9031 | 8/31/2018 | MASTERCARD | Supplies | 6,141.32 |
| 9037 | 8/31/2018 | OMERS | Pension | 37,347.88 |
| 9039 | 8/31/2018 | PETRO CANADA INC. | Fuel | 6,106.59 |
| 9040 | 8/31/2018 | RECEIVER GENERAL | Source Deduction | 65,511.77 |
| 9042 | 8/31/2018 | RWAM Insurance Administrators Inc | Group Benefits | 12,023.82 |
| 9048 | 8/31/2018 | WORKPLACE SAFETY & INS. BOARD | WSIB | 7,953.36 |
| | | | | \$ 236,171.98 |

TOTAL INTERNET DISBURSEMENTS - BANK NO. 1 -

PAYROLL RUNS

| | | |
|----------------|----|------------|
| PAYROLL NO. 12 | \$ | 81,118.42 |
| PAYROLL NO. 13 | \$ | 86,807.45 |
| PAYROLL NO. 14 | \$ | 104,132.73 |
| PAYROLL NO. 15 | \$ | 90,890.41 |
| PAYROLL NO. 16 | \$ | 88,223.78 |
| PAYROLL NO. 17 | \$ | 88,528.68 |
| PAYROLL NO. | | |
| PAYROLL NO. | | |

TOTAL PAYROLL RUNS -

\$ 539,701.47

TOTAL DISBURSEMENTS -

\$ 1,242,077.06

2018 GENERAL LEVY SUMMARY

GLYSUM2018
Sarah Kellestine
31-Aug-18

| MUNICIPALITY | GROSS LEVY | PAID TO DATE | OUTSTANDING |
|------------------------|----------------------|----------------------|----------------------|
| Sarnia | \$ 338,134.00 | \$ 253,600.50 | \$ 84,533.50 |
| Chatham-Kent | 112,683.00 | | 112,683.00 |
| Brooke-Alvinston Twp. | 14,218.00 | 14,218.00 | 0.00 |
| Dawn Euphemia Twp. | 21,506.00 | 10,753.00 | 10,753.00 |
| 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 |
| 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 | 53,935.50 | 17,978.50 |
| TOTAL | \$ 863,856.00 | \$ 592,537.00 | \$ 271,319.00 |

**2019 Municipal Funding
Schedule "B"**

| Municipality | 2018 | | 2018 | 2019 | 2018/2019 |
|------------------------|-----------------|-----------------|-----------------|-----------------|---|
| | CVA Apport.% | CVA Apport.% | General Levy | General Levy | General Levy Increase or (Decrease) |
| Adelaide Metcalfe Tp | 1.7919% | 1.7919% | \$ 15,479 | \$ 16,373 | \$ 894 |
| Brooke-Alvinston Tp | 1.6459% | 1.6459% | \$ 14,218 | \$ 15,039 | \$ 821 |
| Chatham-Kent M | 13.0442% | 13.0442% | \$ 112,683 | \$ 119,191 | \$ 6,508 |
| Dawn-Euphemia Tp | 2.4895% | 2.4895% | \$ 21,506 | \$ 22,748 | \$ 1,242 |
| Enniskillen Tp | 1.8246% | 1.8246% | \$ 15,762 | \$ 16,672 | \$ 910 |
| Lambton Shores M | 4.9393% | 4.9393% | \$ 42,668 | \$ 45,133 | \$ 2,465 |
| Middlesex Centre M | 2.1241% | 2.1241% | \$ 18,349 | \$ 19,409 | \$ 1,060 |
| Newbury V | 0.1455% | 0.1455% | \$ 1,257 | \$ 1,330 | \$ 73 |
| Oil Springs V | 0.1979% | 0.1979% | \$ 1,710 | \$ 1,808 | \$ 98 |
| Petrolia T | 2.5349% | 2.5349% | \$ 21,898 | \$ 23,163 | \$ 1,265 |
| Plympton-Wyoming T | 5.2521% | 5.2521% | \$ 45,371 | \$ 47,991 | \$ 2,620 |
| Point Edward V | 2.3394% | 2.3394% | \$ 20,209 | \$ 21,376 | \$ 1,167 |
| Sarnia C | 39.1424% | 39.1424% | \$ 338,133 | \$ 357,664 | \$ 19,531 |
| Southwest Middlesex M | 1.1405% | 1.1405% | \$ 9,852 | \$ 10,421 | \$ 569 |
| St. Clair Tp | 11.0011% | 11.0011% | \$ 95,034 | \$ 100,523 | \$ 5,489 |
| Strathroy - Caradoc Tp | 8.3248% | 8.3248% | \$ 71,914 | \$ 76,068 | \$ 4,154 |
| Warwick Tp | 2.0619% | 2.0619% | \$ 17,812 | \$ 18,841 | \$ 1,029 |
| | | | \$ 863,855 | \$ 913,751 | \$ 49,896 |

| 2019 | | | |
|--------------------------|----------------------------|------------|-------------------------|
| Flood Control Oper/Maint | Erosion Control Oper/Maint | Recreation | Total Municipal Funding |
| | | | \$16,373 |
| | | | \$15,039 |
| \$39,000 | \$1,500 | \$10,850 | \$170,541 |
| | | \$9,900 | \$32,648 |
| | | | \$16,672 |
| | | \$1,175 | \$46,308 |
| | | \$1,300 | \$20,709 |
| | | | \$1,330 |
| | | | \$1,808 |
| | | \$900 | \$24,063 |
| | | \$12,110 | \$60,101 |
| | \$2,000 | | \$23,376 |
| | \$15,000 | \$10,000 | \$382,664 |
| | | | \$10,421 |
| \$2,000 | \$1,000 | | \$103,523 |
| | \$1,000 | \$26,100 | \$103,168 |
| | | | \$18,841 |
| \$41,000 | \$20,500 | \$72,335 | \$1,047,586 |

Schedule "D"

2018 Conservation Area Maintenance and Operation Budget

| | 2018 Budget | 2019 Budget | Special Levy |
|---------------------|---------------------|---------------------|------------------------------|
| 403- Shetland | \$ 11,000 | \$ 11,000 | \$9,900(Dawn-Euphemia) |
| 404 - Sinclair | \$ 1,000 | \$ 1,000 | |
| 405 - Wawanosh | \$ 11,000 | \$ 11,000 | \$10,000 (City of Sarnia) |
| 413 - Clark Wright | \$ 3,100 | \$ 3,100 | \$3,100 (Strathroy-Caradoc) |
| 416 - -Bridgeview | \$ 900 | \$ 900 | \$900 (Town of Petrolia) |
| 417 - Campbell | \$ 331,650 | \$ 326,850 | |
| 419 - Coldstream | \$ 1,300 | \$ 1,300 | \$1,300 (Middlesex Centre) |
| 448 - Crothers | \$ 2,900 | \$ 3,300 | \$3,300(Chatham-Kent) |
| 455 - Peers | \$ 7,100 | \$ 11,600 | \$1,650 (Chatham-Kent) |
| 458 - Warwick | \$ 528,600 | \$ 537,900 | |
| 470 - Stranak | \$ 7,200 | \$ 5,900 | \$5,900 (Chatham-Kent) |
| 472 - Henderson | \$ 319,800 | \$ 332,000 | |
| 474 - Strathroy | \$ 24,500 | \$ 23,000 | \$23,000 (Strathroy-Caradoc) |
| 485 - McEwen | \$ 13,400 | \$ 13,510 | \$12,110 (Plympton-Wyoming) |
| 486 - Mclean | \$ 22,100 | \$ 23,400 | |
| 489 - Highland Glen | \$ 18,000 | \$ 18,000 | |
| 493 - Dodge | \$ 500 | \$ 1,175 | \$1,175(Lambton-Shores) |
| Total | \$ 1,304,050 | \$ 1,324,935 | \$ 72,335 |

Notes:

Regional Conservation Areas (A.W. Campbell, L.C. Henderson, Warwick, Highland Glen)

Local Conservation Areas (Shetland, Wawanosh, McEwen, Clark Wright)

In Town Conservation Areas (Strathroy, Coldstream, Dodge, Stranak, Crothers, Bridgeview)

Detailed budgets for specific conservation areas available upon request.

The areas are supported by employment programs, fundraising, friends of groups, St. Clair Region Foundation and grants programs from corporate and non-profit organizations.

| Non-Matching General Levy | Revenues | Foundation | Other Donations | Other |
|--------------------------------------|---------------------|-------------------|----------------------------|-----------------|
| \$ 1,100 | | | | |
| | | \$ 1,000 | | |
| \$ 1,000 | | | | |
| | | | | |
| | \$ 324,150 | | \$ 2,500 | |
| | | | | |
| | \$ 8,000 | | | \$ 1,950 |
| | \$ 537,900 | | \$ - | |
| | | | | |
| | \$ 332,000 | | | |
| | | | | |
| \$ 1,400 | | | | |
| | \$ 22,100 | | | |
| \$ 10,000 | \$ 8,000 | | | |
| | | | | |
| \$ 13,500 | \$ 1,232,150 | \$ 1,000 | \$ 2,500 | \$ 1,950 |

Summary of Authority / Foundation Land Holdings

Hectares

| | |
|-------------------------|-------------|
| Conservation Lands | 556 |
| Conservation Forests | 81 |
| McKeough Upstream Lands | 746 |
| McKeough Dam & Channel | 236 |
| Foundations Lands | <u>317</u> |
| Total | 1936 |

Flood Easements 647

To ensure the wisest use of these lands, the Authority works with the public and private sectors by entering into various lease agreements including agricultural, residential and other resource management leases. 918 hectares are under lease.

**2019 Municipal Funding
Schedule "E" - Water Erosion Control Infrastructure**

| Municipality | 2019 Proposed General Levy | 2019 Proposed Special Levy | 2019 | | |
|------------------------|-------------------------------------|-------------------------------------|---------------------------------------|--|-------------------------------|
| | | | Courtright Shoreline Protection | Sarnia Erosion Control Kenwick to Helen | Total Municipal Funding |
| Adelaide Metcalfe Tp | \$ 16,373 | \$ - | | | \$16,373 |
| Brooke-Alvinston Tp | \$ 15,039 | \$ - | | | \$15,039 |
| Chatham-Kent M | \$ 119,191 | \$ 51,350 | | | \$170,541 |
| Dawn-Euphemia Tp | \$ 22,748 | \$ 9,900 | | | \$32,648 |
| Enniskillen Tp | \$ 16,672 | \$ - | | | \$16,672 |
| Lambton Shores M | \$ 45,133 | \$ 1,175 | | | \$46,308 |
| Middlesex Centre M | \$ 19,409 | \$ 1,300 | | | \$20,709 |
| Newbury V | \$ 1,330 | \$ - | | | \$1,330 |
| Oil Springs V | \$ 1,808 | \$ - | | | \$1,808 |
| Petrolia T | \$ 23,163 | \$ 900 | | | \$24,063 |
| Plympton-Wyoming T | \$ 47,991 | \$ 12,110 | | | \$60,101 |
| Point Edward V | \$ 21,376 | \$ 2,000 | | | \$23,376 |
| Sarnia C | \$ 357,664 | \$ 25,000 | | | \$382,664 |
| Southwest Middlesex M | \$ 10,421 | \$ - | | | \$10,421 |
| St. Clair Tp | \$ 100,523 | \$ 3,000 | \$200,000 | | \$303,523 |
| Strathroy - Caradoc Tp | \$ 76,068 | \$ 27,100 | | | \$103,168 |
| Warwick Tp | \$ 18,841 | \$ - | | | \$18,841 |
| | \$ 913,751 | \$ 133,835 | \$200,000 | \$0 | \$1,247,586 |

Note : WECl Projects are considered if there is matching funds from both the Province and the benefitting Municipality and vary from year to year based on granting approval process.

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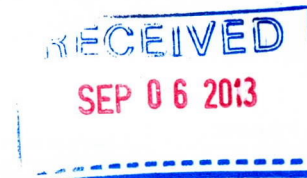


Account Number: **460-16010**
 Account Type: Regular Account
 For the Period: **August 1 to 31, 2018**
 Last Statement: July 31, 2018

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

Address Information

255 Queens Avenue
 Suite 900
 London ON
 N6A 5R8



Phone: (519) 679-9490
 Website: www.scotiawealthmanagement.com
 Branch Manager: Deborah Vafaei



Your Wealth Advisor

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

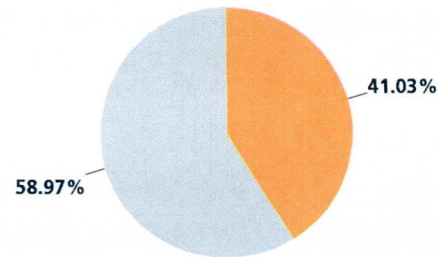
Your Investment Team

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

CANADIAN Account Overview

Currency: CANADIAN DOLLAR

| Asset Class Summary | Aug. 31, 2018 Market Value | % of Total Assets |
|--|-------------------------------|----------------------|
| ■ Fixed Income | 301,419 | 41.03 |
| ■ Other | 433,207 | 58.97 |
| Total Value of Account | \$734,626 | 100.00 |
| Total Value on Last Statement, July 31, 2018 | \$733,755 | |



JTA3107831-0004233-01059-0002-0001-00-



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 |
|-------------------------------|---|------------|--------------|---------------------|------------------|------------------|
| Fixed Income | | | | | | |
| CASH | MANULIFE STRATEGIC INCOME FUND CL F NL (659) | 6,414.506 | 12.718 | 81,581 | 11.771 | 75,505 |
| CASH | PIMCO MONTHLY INCOME FUND (CANADA) CL M (505) See Endnote 1 | 16,236.454 | 14.477 | 235,069 | 13.914 | 225,914 |
| Total Fixed Income | | | | | | \$301,419 |
| Other | | | | | | |
| CASH | MACKENZIE GLOBAL TACTICAL INVESTMENT GRADE BD FD SERIES F (4807) See Endnote 1 | 22,652.893 | 10.004 | 226,628 | 9.629 | 218,125 |
| CASH | SIGNATURE CANADIAN BOND CORP CLASS EF NL (15137) | 21,707.863 | 10.282 | 223,202 | 9.908 | 215,082 |
| Total Other | | | | | | \$433,207 |
| Total Account Holdings | | | | \$766,480 | \$734,626 | |

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(-) |
|-----------------------------|------|----------|--|----------|-------|-----------------|
| Opening Cash Balance | | | | | | \$0.00 |
| Aug. 01, 2018 | CASH | DIVIDEND | PIMCO MONTHLY INCOME FUND (CANADA) CL M (505) REINVEST 07/31/18 @ \$14.0055 PLUS FRACTIONS OF 0.214 BOOK VALUE \$759.30 | 54 | | |
| Aug. 27, 2018 | CASH | DIVIDEND | MACKENZIE GLOBAL TACTICAL INVESTMENT GRADE BD FD SERIES | 54 | | |

JTA3107831-0004234-01059

Monthly Activity - continued

| Date | Type | Activity | Description | Quantity | Price | Credit/Debit(-) |
|------|------|----------|--|----------|-------|-----------------|
| | | | F (4807) REINVEST 08/24/18 @ \$9.6125 PLUS FRACTIONS OF 0.307 BOOK VALUE \$522.03 | | | |

Closing Cash Balance

\$0.00

Summary



Income Summary

| | This Period | Year-to-Date |
|---------------------|-------------|--------------|
| Total Income | \$0 | \$0 |



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ScotiaMcLeod® clients can choose paperless record keeping within Scotia OnLine. Receive monthly statements, trade confirmations, mutual fund prospectuses, annual trading summaries and tax slips, all within the secure environment of your Scotia OnLine account.

To learn more about the ScotiaMcLeod services and features available through Scotia OnLine, please contact your advisor or a member of their team.

A Note From ScotiaMcLeod

Coming in September: A new summary section for multiple currencies

Starting with the September statement, accounts with multiple currencies will receive a summary on the first page that displays the foreign currencies held within the account and the Canadian dollar equivalent. The summary will also list the foreign exchange rates used as well as an aggregated total value for the account.

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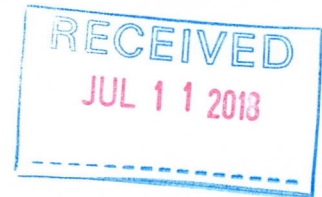
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ST. CLAIR REGION
CONSERVATION AUTHORITY
205 MILL POND CRESCENT
STRATHROY ON N7G 3P9



Non-registered account #440-17189-13

June 30, 2018



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 Jun 1, 2018 | Closing Value Jun 30, 2018 | Balance on Jun 30, 2018 (CAD\$) |
|-----------------------------|------------------------------|--|------------------------------------|
| Canadian Dollar Investments | | | |
| Cash Account | 1,425,474.79 | 1,429,506.88 | 1,429,506.88 |
| | 1,425,474.79 | 1,429,506.88 | 1,429,506.88 |
| Grand Total (CAD\$) | | | 1,429,506.88 |
| | | Last Statement May 31, 2018 | 1,425,474.79 |

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

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▶ 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/nesbittburns for the latest information on investing and wealth planning.

JONATHAN BATCH
Investment Advisor
519-646-3044

Batch Investment Group
www.batchinvestmentgroup.com
Assistant: Sharon Tingley
sharon.tingley@nbpcd.com

DAVID HAAK
Branch Manager
(519) 672-8560

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

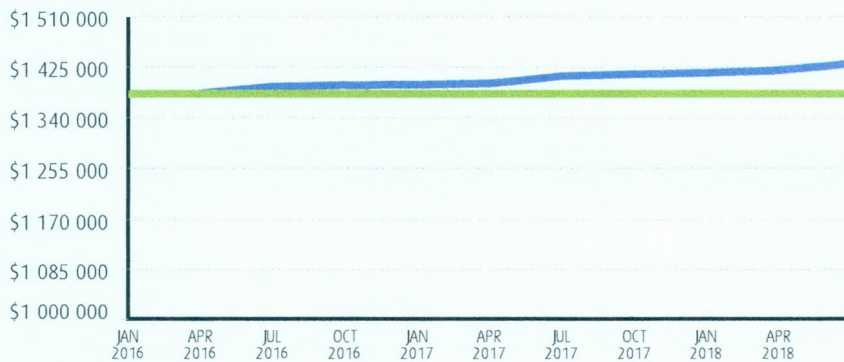
June 30, 2018

► 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.

| | This Year (2018) | Since January 1, 2016 |
|--------------------------------------|---------------------|--------------------------|
| Opening Value | 1,413,457.76 | 1,379,179.68 |
| Deposited | + 0.00 | + 0.00 |
| Withdrawn | - 0.00 | - 0.00 |
| Net Invested | = 0.00 | = 0.00 |
| Change In Market Value | + 16,049.12 | + 50,327.20 |
| Closing Value on Jun 30, 2018 | 1,429,506.88 | 1,429,506.88 |

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



● MARKET VALUE
● NET INVESTED

The Change in Market Value of your account since January 1, 2016 is \$50,327.20.

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

Non-registered account #440-17189-13




June 30, 2018

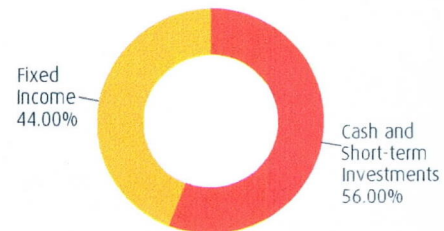
▶ Summary of your investments in Canadian dollars

Your Investor Profile

Investment Objective Income

Time Horizon 10 yrs and more

| Investment Category | Amount | Target % | Holdings % |
|---|---------------------|----------|---------------|
|  Cash and Short-term Investments | 800,506.88 | 10.00 | 56.00 |
|  Fixed Income | 629,000.00 | 90.00 | 44.00 |
|  Equities | 0.00 | 0.00 | 0.00 |
| Total | 1,429,506.88 | | 100.00 |



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 | 4,032.09 | 16,049.12 |
| Total | 4,032.09 | 16,049.12 |

▶ Your investment details

| | Quantity | Cost | | Market Value on June 30, 2018 | |
|--|----------|----------|------------|-------------------------------|------------|
| | | Per Unit | Total | Per Unit | Total |
| Cash Account | | | | | |
| • Cash and Short-term Investments | | | | | |
| CASH | | | 984.88 | | 984.88 |
| BMO TRUST COMPANY GIC ANNUAL DUE 08/20/2018 1.400% | 153,800 | 100.000 | 153,800.00 | 100.000 | 153,800.00 |
| LAURENTIAN BANK GIC ANNUAL DUE 08/20/2018 1.460% | 100,000 | 100.000 | 100,000.00 | 100.000 | 100,000.00 |

Non-registered account #440-17189-13

June 30, 2018

Your Canadian Dollar Investments (continued)

All amounts are reported in Canadian Dollars.

▶ Your investment details (continued)

| | Quantity | Cost | | Market Value on June 30, 2018 | |
|---|----------|----------|---------------------|-------------------------------|---------------------|
| | | Per Unit | Total | Per Unit | Total |
| BANK OF MONTREAL GIC 30 DAY CASHABLE ANNUAL DUE 11/26/2018 0.850% | 245,722 | 100.000 | 245,722.00 | 100.000 | 245,722.00 |
| 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 |
| PEOPLES TRUST GIC ANNUAL DUE 06/14/2019 2.200% | 100,000 | 100.000 | 100,000.00 | 100.000 | 100,000.00 |
| Subtotal | | | 800,506.88 | | 800,506.88 |
| Fixed Income | | | | | |
| Fixed Income | | | | | |
| 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 |
| Fixed Income Subtotal | | | 629,000.00 | | 629,000.00 |
| Subtotal | | | 629,000.00 | | 629,000.00 |
| Total for Cash Account | | | 1,429,506.88 | | 1,429,506.88 |
| Total Canadian Dollar Investments | | | 1,429,506.88 | | 1,429,506.88 |

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

Non-registered account #440-17189-13

June 30, 2018

▶ Account activity for this month

| Date | Activity | Description | Quantity | Unit Price | Commission | Amount |
|---------------------|------------|--|----------|------------|------------|-------------------|
| Cash Account | | | | | | |
| Jun 1, 2018 | | Opening Cash Balance | | | | 313,952.79 |
| Jun 8, 2018 | Redemption | CONCENTRA BANK GIC ANNUAL DUE 06/08/2018 INT 1.550% ISSUE REDEEMED FOR CASH | -87,000 | | 0.00 | 87,000.00 |
| Jun 8, 2018 | Interest | CONCENTRA BANK GIC ANNUAL DUE 06/08/2018 INT 1.550% CPN INT ON 87000 BND REC 06/07/18 PAY 06/08/18 | 87,000 | | 0.00 | 1,348.50 |
| Jun 8, 2018 | Redemption | PEOPLES TRUST GIC ANNUAL DUE 06/08/2018 INT 1.800% ISSUE REDEEMED FOR CASH | -88,000 | | 0.00 | 88,000.00 |
| Jun 8, 2018 | Interest | PEOPLES TRUST GIC ANNUAL DUE 06/08/2018 INT 1.800% CPN INT ON 88000 BND REC 06/07/18 PAY 06/08/18 | 88,000 | | 0.00 | 1,584.00 |
| Jun 8, 2018 | Redemption | VANCITY GIC ANNUAL DUE 06/08/2018 INT 1.250% ISSUE REDEEMED FOR CASH | -87,000 | | 0.00 | 87,000.00 |
| Jun 8, 2018 | Interest | VANCITY GIC ANNUAL DUE 06/08/2018 INT 1.250% CPN INT ON 87000 BND REC 06/07/18 PAY 06/08/18 | 87,000 | | 0.00 | 1,087.50 |
| Jun 14, 2018 | Bought | CONCENTRA BANK GIC ANNUAL DUE 06/15/2020 02.750% JUN 14 FLAT | 100,000 | 100.0000 | 0.00 | -100,000.00 |
| Jun 14, 2018 | Bought | PEOPLES TRUST GIC ANNUAL DUE 06/14/2019 02.200% JUN 14 FLAT | 100,000 | 100.0000 | 0.00 | -100,000.00 |
| Jun 14, 2018 | Bought | LBC TRUST GIC ANNUAL DUE 06/15/2020 02.600% JUN 14 FLAT | 100,000 | 100.0000 | 0.00 | -100,000.00 |



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Non-registered account #440-17189-13

June 30, 2018

Your Canadian Dollar Investments (continued)

All amounts are reported in Canadian Dollars.

▶ Account activity for this month (continued)

| Date | Activity | Description | Quantity | Unit Price | Commission | Amount |
|--------------|----------|--|----------|------------|------------|---------------|
| Jun 14, 2018 | Bought | VANCITY GIC ANNUAL DUE 06/15/2020 02.350% JUN 14 FLAT | 279,000 | 100.0000 | 0.00 | -279,000.00 |
| Jun 22, 2018 | Interest | INTEREST ON CREDIT BALANCE AT 0.050% 05/22 THRU 06/21 | | | 0.00 | 12.09 |
| Jun 30, 2018 | | Closing Cash Balance | | | | 984.88 |

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

June 30, 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 (\$) |
|------------------------------------|-------------|
| Operating charges | |
| Total operating charges | 0.00 |
| Transaction charges | |
| Total transaction charges | 0.00 |
| Total fees you paid in 2018 | 0.00 |



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 (\$) |
|---|-----------------|
| GIC Commission | 2,696.37 |
| Total payments BMO Nesbitt Burns received from third parties in 2018 | 2,696.37 |

▶ Bulletin board

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

| | | | | |
|--|---|--|--|--------------------------------------|
| SCRCA Joint Health & Safety Committee Meeting Agenda – Draft Monday, March 26, 2018, 8:30 am | | | Lower Board Room 205 Mill PondCrest. Strathroy, ON | |
| Meeting called by: | | JHSC Committee | | Type of meeting: Quarterly |
| Facilitator: | | Kevan Baker | Minutes: Jessica Van Zwol | |
| Attendees: | | K. Baker, G. Baxter, S. Hodgkiss, D. Cundick | | |
| Guests: | | | | |
| Please read: | Minutes from previous meeting & come prepared to present information on your Action Items (see 2.1) | | Please bring: | Department reports |
| <i>Agenda Items</i> | | | | |
| 1. Motion to approve November 29, 2017 meeting minutes (Kevan) Moved by: Seconded By: Carried | | | | |
| 2. Business arising from the minutes 2.1 Review of Action Items Kevan Baker to report on: 2.2. Revised copy of Evacuation Accountability Policy <ul style="list-style-type: none"> • Discussed with fire chief, we do not require a separate fire evacuation policy Send Policy to Admin department for review & make changes (any updates following Marsh Risk Consulting Crisis Management Planning Webinar? Do we want to use any of their templates) • Will have update for next meeting 2.3. Report on alternatives/solutions regarding Shane's workspace (Girish) <ul style="list-style-type: none"> • Girish is working on solutions (incl. possibility of building a lunch room) • Potential other solutions include decluttering garage (offsite storage for infrequently used supplies), build small shed, & obtaining temporary storage for chemicals offsite for lesser used chemicals • Shane has concerns about chemical storage safety requirements and whether the current situation is sufficient/adequate. • These concerns are consistently noted on inspections • Lots of vandalism – locks broken often so storage safety is important • Kevan can provide plans for a building to Girish • We recommend that their department comes up with a plan to move forward to resolve these issues by next JHSC meeting 2.4 Report on changes to Health and Safety Manual <ul style="list-style-type: none"> • Sarah will work with Ashley to update changes log and update manual • Send specific sections to appropriate departments to update (Glenn to review working at heights) Glenn Baxter to report on: 2.5 Certification Schedule | | | | |

- Glenn is fully certified – Health and Safety Certification Level 1 and 2

Sarah H to report on:

- 2.6 Review of incident/injury investigation reports since Nov 29, 2017, meeting
- Once incident report – staff member lifting a box that was too heavy. Sarah had discussion with staff regarding not over packing boxes and using proper lifting techniques
- 2.7 Updated section 2.3.7 Visitors and the General Public to the Main Office (Strathroy) policy in H&S manual; new updates to violence and harassment policy and procedures (see new business)

3. Area Reports & Workplace Inspections

3.1 LCH, WWK, AWC, McLean - (**Kevan & Glenn**)

- All staff have been updated and refreshed on all required training
- We need Ashley to update H&S binders
- Additional staff starting in April and May, Kevan will arrange training for them

3.2 LCH Education Centre – (**Kevan & Glenn**)

- Scheduled for April

3.3 General CAs - Strathroy, CW, McKeough - (**Sarah H & Dallas**)

- All inspections completed as scheduled
- Sarah had no concerns with the office other than some fire extinguishers hadn't been installed in for the last month's inspection, but a follow up conversation with Tracy determined the inspections had been logged in a separate location.
- Dallas noted no concerns at Clark Wright (but document storage room was not inspected)
- McKeough – See Section 2.3; Shane provided revised tractor safety procedure he uses at McKeough; will need to be reviewed by appropriate staff and potentially incorporated into an updated policy for all staff who use this equipment; an electronic copy should be obtained and saved on the O drive.
- McKeough – Ashley to make available updated H&S board information for McKeough

3.4 Other Departments (**JHSC as received**)

4. New Business

4.1 Reminder to please submit signed paper copies of 2018 workplace inspections to Ashley (outstanding: McKeough)

4.2 Update to SCRCA Workplace Harassment and Violence Policy, Procedure and related documents based on the Occupational Health and Safety Act requirements

4.2.1 Updates required to Health and Manual re: violence and harassment include:

- Section 4 – Hazard Identification and Control – section 4.1 Job Hazard Analysis Procedures – under Hazard - Psychosocial, add Harassment
- Under Forms and Documents, add Workplace Violence Risk Assessment Form
- Section 6.0 – Workplace Accident/Incident Reporting – add a paragraph on Workplace Harassment and Violence specific Incident Reporting Form and Incident Investigation Forms
- Section 13 – Refusal to Work – include “that workplace violence is likely to endanger himself or herself or another worker”

4.2.2 Updated “Workplace and Violence Policy” document

4.2.3 Updated “Workplace Harassment and Violence Program” document

4.2.4 Updated “Workplace Violence Assessment Form” document

4.2.5 New “Workplace Harassment and Violence Complaint Form” document

4.2.6 New “Workplace Harassment and Violence Investigation Form” document

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)
- 5.4 Conduct workplace inspections as required (at least one location each month)
- 5.5 To encourage supervisors to complete safety reviews and 5-point check lists on a more frequent basis (ongoing)
- 5.6 To update the JHSC files on the O drive (ongoing)
- 5.7 To recommend that Supervisors schedule retraining refreshers with their staff, once a month (ongoing)
- 5.8 To 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: June 27, 2018

- Kevan will not be here. Meeting to be rescheduled (potential date June 20, 2018)

7. Adjournment

Moved by: Glenn Baxter
 Seconded by: Sarah Hodgkiss
Carried

Misc. Information

| | | |
|------------------|---|--|
| Contacts: | 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 Jessica van Zwol |
|------------------|---|--|



Signature of Co-chair

June 27, 2018

Date



Signature of Co-chair

June 27, 2018

Date

Meeting Date: September 20, 2018
Report Date: September 4, 2018
Submitted by: Donna Blue

Item 14.1

Subject: Communications Report

Recommendation:

That the Board of Directors acknowledges the Communications Report, dated September 4, 2018 including information regarding Conservation Education, Conservation Scholarships, the International Plowing Match and Upcoming Events.

Conservation Education:

With school back in session, staff are preparing for another successful year of conservation education at local schools within our watershed. Two promotional flyers were produced highlighting the numerous programs available to both elementary and high school students. Of particular interest is the expanded Specialist High Skills Major (SHSM) certification programs offered by the SCRCA. Developed over the last few years, the programs highlight the important role the SCRCA plays in supporting students enrolled in the SHSM program.

The flyers will be distributed to each teacher in the St. Clair region. Copies have been included in this package.

Conservation Scholarships:

Four scholarships were presented this July by SCRCA chair Steve Arnold. The students and parents were all very proud and appreciative of the Authority's support as they pursue their post-secondary education in the environmental field.

A.W. Campbell Memorial Scholarship - \$1,000

Jared Newport, Lambton Kent Composite School

Brandon Jordan, Wallaceburg District Secondary School

Tony Stranak Conservation Scholarship - \$500

Naomi Rosedale, Holy Cross Catholic Secondary School

Mary Jo Arnold Conservation Scholarship - \$500

Emily Smith, Great Lakes Secondary School



Brandon Jordan – 2018 A.W. Campbell Memorial Scholarship Recipient



Naomi Rosedale – 2018 Tony Stranak Conservation Scholarship Recipient



Jared Newport – 2018 A.W. Campbell Memorial Scholarship Recipient



Emily Smith – 2018 Mary Jo Arnold Conservation Scholarship Recipient

2018 International Plowing Match:

The 2018 International Plowing Match (IPM) is taking place September 18-22, 2018 in Pain Court, Ontario. The annual agricultural event sees upwards of 100,000 visitors over the five days. The SCRCA in partnership with the Lower Thames Valley Conservation Authority and the Essex Region Conservation Authority will host a tent highlighting the Great Lakes and what Conservation Authorities are doing to protect them.

Upcoming Events:

Denning's Chatham-Kent and West Elgin Memorial Forest Dedication – Sunday, September 16, 2018 at 2 p.m., Keith McLean Conservation Lands

A Geocaching Adventure – Sunday, September 16, 2018 at 9 a.m., Lorne C. Henderson Conservation Area

2018 International Plowing Match – September 18-22, 2018 from 8:30 a.m. – 5 p.m., Pain Court, Ontario

Foundation Memorial Forest Dedication – Sunday, September 23, 2018 at 2 p.m., Lorne C. Henderson Conservation Area

St. Clair Region Conservation Authority

Conservation Education Programs 2018–2019



hands-on, curriculum-based elementary and secondary school programs

For more information on elementary and secondary school
programs visit us at www.scrca.on.ca

CONSERVATION EDUCATION AT ST. CLAIR

The St. Clair Region Conservation Authority provides both in-class and outdoor conservation education experiences which are closely tied to a variety of grade-specific curricula. Demand for these programs is very high, so it is recommended you book early to avoid disappointment. By visiting our website, you can find information on how to book a program. Many of the programs listed can be adapted to suit your specific interests. First-hand self-learning is the emphasis of our program activities.

OUTDOOR PROGRAMS

Outdoor education brings classroom studies to life. We offer 22 hands-on elementary programs available at the Lorne C. Henderson Conservation Area near Petrolia. Other Conservation Areas may be available for certain programs (discuss with our staff when booking). Most programs are 2 hours in length.

Primary/Junior Programs

The Lorax (Grades JK–2)

This Dr. Seuss story introduces students to the importance of clean air, fresh water, and animal habitats through a slide presentation, hike, and nature activities.

Pond Pals (Grades JK–2)

Hands-on investigation of the pond highlights this primary wetland study. Emphasis will be placed on the needs and habitat of pond critters.

Fabulous Fall (Grades JK–4)

Preparation for winter is the job of every living organism in the autumn. Hibernation, migration, fall flowers, life cycles, and a variety of other topics will be presented to your students by a series of slides, a nature hike, and activities.

Nature in Winter (Grades JK–4)

Through nature activities and a guided hike, students are encouraged to explore natural habitats in the winter. Topics to be investigated include how active animals meet their needs in harsh winter conditions, hibernation, and dormancy in plants. Highlights of the program include searching for animal tracks and a chance to hand-feed wild birds at the woodland bird feeder. Please note – there are no guarantees the birds will co-operate.

Spring Has Sprung (Grades JK–4)

Start your spring by studying the variety of changes that occur in nature. Flowers in blossom, budding trees, nest building, and animal habitats are all discussed.

The Circle of Life (Grade 2)

In the *circle of life* many creatures experience changes in both appearance and activity. Students will have the opportunity to role play the life cycle of a butterfly and to explore the metamorphosis of some other insects and amphibians.

Maple Syrup (Grades 2–3)

Only offered March 19, 20, 21, 2019 at A.W. Campbell C.A.

Experience the sights and sounds of the Sugar Bush from the First Nations and Pioneering perspective. Weather permitting, students may taste sap straight from the tree on an interpretive walk. Hands-on displays (yoke, brace and bit) will allow students to experience some of the pioneer sugar bush traditions.



More Than Just a Bunch of Trees (Grades 2–4)

Plants fuel all food chains on earth and the relationships they have with insects and other animals form the foundation of all habitats. Students will study the needs of plants, their relationships, and become *tree detectives* as they learn tree identification skills. Butterfly-net insect collection from a tall meadow can be included upon request.

Choose Your Own Adventure Orienteering (Grades 2–5)

Students navigate through a “Choose Your Own Adventure Story” with the aid of a map and compass to locate “adventure” stations. Along the route, animal survival decisions are made which determine the main character’s actions. Students earn “survival points” to determine the strongest survivor.

Slippery Soils (Grades 3–4)

Students are given a hands-on opportunity to explore a soil community, digging under leaves and logs to see who calls this habitat home. Soil formation, soil types, decomposition, and interconnections between soil, plants and habitats are all topics that are discussed through a guided hike and outdoor activities.

Owl Prowl (Grades 3–5)

Birds of prey by night or day, hunt their food before it strays. Students become owls and through an active simulation game learn how owls meet their needs, what specialized adaptations help them survive and the roles they play within their habitats.

Junior/Intermediate Programs

Geocaching (Grades 3–10)

Geocaching is a high-tech treasure hunt using a Global Positioning System Receiver (GPS) and longitude and latitude coordinates to find hidden caches. During the 2 hour program, students will be taught how to mark and hide a cache. Students will then use the learned knowledge to locate hidden geocaches.

All Day Geocaching Adventure (Grades 3-10)

You may choose to stay for an All Day Geocaching Adventure – older grades can search for published geocaches. Following the morning program, students spend the afternoon searching for published geocaches at the 135 ha Conservation Area. Two program fees apply for full day activities.

Boots, Birds and Bugs (Grades 4–6)

Aquatic food chains and adaptations are emphasized in this hands-on pond community investigation. Students dip their nets into the pond and identify the life forms they discover.

Endangered Species Game (Grades 4–6)

This active game introduces students to some of the Species at Risk found in Ontario. Through a role-playing activity, students will portray species trying to survive the many threats that imperil our wildlife.

Nature in Flight (Grades 4–6)

Winged animals, insects, birds and bats are used to examine flight. Adaptations allowing these animals to fly and the unique spaces they fill within their habitats will be discussed. Properties of air and the characteristics of flight will be identified and human impacts on winged animals will be explored.

Orienteering (Grades 4–8)

With compass and map in hand, students find their way through a designated course. Students learn the basic parts of both a map and a compass and how to use them together in order to orient themselves.

Pokecaching (Grades 4–8)

Pokecaching is a “Pokemon Go” inspired geocaching game designed by LKDSB Enrichment Students that puts Geography curriculum into action. Participating students will use GPS units to locate Pokecaches. Tokens will be collected for a “Pokemon Gym Battle” at the conclusion of the 2 hour program.

Instincts for Survival (Grades 4–10)

Survival of the fittest is the harsh law required for the balance of nature. This simulation game teaches students about animal interdependencies, predator/prey relationships, disease, elements, camouflage, and the various influences of humans.

A Bug’s World (Grades 6–8)

Investigation of vertebrates and invertebrates highlights this hands-on biodiversity study. Students collect and classify animals from two different habitats to observe the complex diversity of life. Examination of the organism, its community, and the abiotic parts of the ecosystem allow a greater understanding of the animal and its role within the ecosystem.

Conservation in Crisis; with GPS technology (Grades 6–8)

The state of the environment is a serious problem in our world today. Loss of habitat, pollution, erosion, and climate change are only a small portion of the problems we face. The Conservation Authority’s role in finding solutions to these problems will be explored through outdoor activities and a self-guided hike using GPS receivers. A short introduction to the GPS units is included.

Wild Wild Wetlands (Grades 7–8)

What is the value of a wetland? Students will explore this question through a guided hike and a hands-on wetland ecosystem study. Students will discover that plants, animals, and abiotic factors all play a vital role in the health of the ecosystem. Habitat, flood control, erosion, pollution, climate change, and ecosystem services will all be discussed.



IN-SCHOOL PROGRAMS

A Conservation Education Instructor can be made available to bring the outdoors into your classroom. In addition to programs listed below, specialized programs can be developed including animal/plant preparation for winter/spring, life cycles, soils, etc. Activities can include power point presentations, games and nature activities. Some activities can be played in the school yard. Please call for details.

Aquatic Species at Risk (Grades 4-8)

Offered mid-November - March

This program provides an in-depth look at LOCAL species at risk (including hands-on investigation of specimens). Exploration of the species, their importance, the factors that cause species decline, and the solutions available to help restore healthy populations are all discussed in the presentation.

Spring Water Awareness (Grades JK-6)

**Sponsored by Plains Midstream Canada*

Offered March Only

Children often don't think about the dangers of ice and waterways during the spring thaw. This program will highlight dangers to watch for – hypothermia, protecting floodplains, and the impact of climate change. An introduction to the natural world around us is also included through a power point presentation and grade-appropriate activities.

Go with the Flow (Grades JK-8)

**Sponsored by the Sarnia-Lambton Environmental Association*

Offered mid-November - March

Using an interactive Groundwater Model, this program demonstrates how interdependence links the soil, earth materials, and water, making them part of the same system needed to support life. Different activities for each Grade: Water in our Environment; Soil Erosion; Rocks and Minerals; Energy; Electricity; Ecosystems and Water Systems.

St. Clair River Bottom Critters (Grades JK-8)

**Sponsored by the Sarnia-Lambton Environmental Association*

Offered mid-November, January and February

Students will explore live critters from the bottom of the St. Clair River which are used to determine the quality of the environment. They will discover that a healthy environment is important to everyone – industry and residents alike. **In-class Program**

River RAP (Grades 6-8)

**Sponsored by the Friends of the St. Clair River*

Offered mid-November - March

Learn about local threats to our watershed using a hands-on 'enviro-scape' model. Students will learn about current strategies to ensure safe, healthy water for the St. Clair River community and the plants and animals that inhabit it.

Outdoor Program Fees

\$5.50 per student for a two hour program

\$10.00 per student for 4 hours (2 programs)

Minimum Fee: \$110.00 (two hour program)

In-Class Program Fees*

\$100.00 per class for a 1 hour program

\$75.00 for each additional class for the same school on the same day

\$75.00 surcharge to cover mileage for schools outside the SCRCA watershed

*Some programs are sponsored and are free of charge – these are noted with the program

This program is sponsored in part by the generous contributions of:



For further information on how to book a program visit our website at www.scrca.on.ca

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St. Clair Region Conservation Authority

Conservation Education Programs for Secondary Schools 2018–2019

The St. Clair Region Conservation Authority provides both in-class and outdoor conservation education experiences which are closely tied to a variety of grade-specific curricula.

Visit our website to learn more about each program and how to book a program. Many of the programs listed can be adapted to suit your specific interests.

First-hand self-learning is the emphasis of our program activities.



hands-on, curriculum-based secondary school programs

For more information on elementary and secondary school programs visit us at www.scrca.on.ca

CONSERVATION EDUCATION AT ST. CLAIR

OUTDOOR PROGRAMS

Outdoor education brings classroom studies to life. We offer seven hands-on high school programs that are available at the Lorne C. Henderson Conservation Area near Petrolia. Other Conservation Areas may be available for certain programs (discuss with our staff when booking). Most programs are 2 hours in length.

Forest Inventory

Using biotic and abiotic forest indicators, students analyze the health of two distinct survey sites – a mature forest and a plantation. Students explore the definition of a forest, its complexity and fragility; as well as the ‘value’ of a forest based upon differing perspectives. A culminating hands-on restoration activity is available on request. Topics discussed include resource management, habitat restoration, species inventories, indicators of biodiversity, the role of plants in the ecosystem, invasive species and human impact on the environment.

GPS Training and Geocaching

Uses and applications of GPS units allow students to develop spatial technology skills and navigate the Conservation Area while marking waypoints, elevation, and developing routes. You may choose to stay for an ALL DAY GEOCACHING adventure. Following the 2-hour morning program, students spend an additional 2 hours searching for published geocaches at the 135-hectare Conservation Area. Two program fees apply for full day activities. (4 hours)

NEW! Healing Hike

Research continues to grow connecting time spent in nature with human health. Studies have shown that time spent in the forest is connected to an improvement in physical health and mental health. Join us for a ‘healing hike’ where a nature guide leads the group through a series of awareness building, stress-reducing activities allowing students to experience these benefits first-hand. Students record heart rate, breathing rate and stress rates before and after the hike to add a measurable component to the experience.



Insects vs. Humans

Offered September - November

Students receive an introduction to the world of insects. Hands-on specimen collection provides an opportunity to expand perspectives while teaching insect identification, classification, specialization and diversity. Emphasis is put on the relationships between humans and insects; links are made with agriculture, pollination, medicine, water quality, climate change, biomimicry, and ecosystem services. A discussion of both positive and negative impacts allow students to examine their own relationship with insects.

Instincts for Survival

‘Survival of the Fittest’ is the harsh law required for the balance of nature. This simulation game teaches students about animal interdependencies, predator/prey relationships, disease, food pyramids, trophic levels, adaptations for survival as well as the power and responsibility of human beings.

Introduction to GIS

Spatial Technology Skills are developed through field data collection and analysis. Using a pre-set problem, students will discuss GIS criteria, build data sets, complete GIS analysis, determine output and make a final decision following their analysis. A simple introduction to QGIS programming demonstrates the use of data collection. GPS training is a prerequisite – both the “GPS Training” and “Introduction to GIS” programs can be chosen for a full day of activities.

Stream Assessment

Students are led through an on-site stream investigation and are taught to analyze the chemical, biological and physical characteristics of the stream. Discussion focuses on the health of the stream based upon chemistry, benthic macroinvertebrate populations, signs of erosion and streambank stability. Historical information on the stream is shared and the students learn causes for current stream conditions. They are encouraged to brainstorm potential ways to lessen human impact and improve stream health in the future.

SPECIALIST HIGH SKILLS MAJOR (SHSM)

CERTIFICATION WORKSHOPS

Conservation Authority staff can facilitate a number of sector recognized certification programs for a variety of majors. In addition to certifications listed below, specialized certifications can be developed upon request. Please contact the Education staff or visit our website for more detailed information.

Nutrient Management Certification

Available as ½ day certification only

Learn about nutrient management from a Conservation Authority perspective. Keeping nutrients on the land and out of the water creates a more productive farm and protects the local watershed. The focus of this certification is the importance of Best Management Practices in modern agriculture.

Principles of Drainage Certification

Available as ½ day certification only

Students will explore the rich local history of drainage in the St. Clair Region watershed, from the beginnings of the 150,000 acre Enniskillen Swamp through time to modern drainage techniques.

Species Identification of Ontario's Freshwater Mussels

Available as a full day program only

The Sydenham River boasts the highest freshwater mussel diversity in Canada, however, many of these species are at risk. In addition to basic identification techniques, students will learn about our local species, their threats and SCRCA's efforts to protect and preserve these unique animals.

Watershed Management

Offered as a ½ day or full day certification

Human, ecological and environmental health are dependent upon the condition of local watersheds. We will look at local Watershed Report Cards and assess the quality of ponds at the Lorne C. Henderson Conservation Area by performing an inventory of the macroinvertebrates found within.

Habitat Restoration

Offered as a 1/2 day or full day certification

Students will learn the history of habitat changes and challenges within the St. Clair Region watershed. Students will learn how to assess a forest for overall habitat health and will decide upon an appropriate restoration project for their team.

Animal and Plant Management

Offered as a ½ day or full day certification

As a Conservation Authority, there are two primary areas of concern in animal and plant management; species at risk and invasive species. Students will explore local species at risk, habitat requirements, threats, and recovery strategies and participate in a habitat improvement project.

Introduction to Stream Assessment Protocol

Offered as a 1/2 day or full day certification

Modelled after the OBBN (Ontario Benthic Biomonitoring Network) protocol, students will learn the basics of stream assessment from 3 data sets; physical streambank characteristics, water chemistry and benthic invertebrate communities.

Tree Planting

Offered as a ½ day certification only

This certification offers an introduction to tree planting basics; students will learn to look at trees from a conservation perspective. Conservation Authorities plant trees for a variety of reasons; plantations for reforestation and habitat restoration, windbreaks to improve energy efficiency and reduce soil erosions, riparian buffers to protect water quality and even to study the effects of climate change.

Environmental Awareness

Currently under development - please contact education staff for details

Please visit our website for additional SHSM certifications offered by the SCRCA including:

- *Compass/Map/Global Positioning System (GPS)*
- *Geographic Information System (GIS)*
- *Stress Management Techniques*

INNOVATION, CREATIVITY, ENTRE- PRENEURSHIP (ICE) TRAINING

Conservation Authority staff are available to partner in ICE Training sessions for SHSM students as either:

- **Sector Partner** - Providing authentic 'sector' relevant challenges for SHSM students under the guidance of a facilitating teacher
- **Facilitator** - acting as sector partner and facilitator, ICE trained Conservation Authority staff will lead students through the three gears of ICE training: Empathy and Need Finding; Ideation and Prototyping; and Strategy and Testing

IN-CLASS PROGRAMS

A Conservation Education Instructor can be made available to bring the outdoors into your classroom. In addition to programs listed below, specialized programs can be developed. Please call for details.

Aquatic Species at Risk

Offered mid-November - March

This program provides an in-depth look at LOCAL species at risk. The river these animals depend upon for survival, the Sydenham River, is considered one of the most biodiverse rivers in Canada. Exploration of the species, their ecological importance, the current environmental stressors they face and the solutions that can help them, provides students with a better appreciation of their community and their role within the system.

River RAP

**Sponsored by the Friends of the St. Clair River*

Offered mid-November - March

Learn about local threats to our watershed using a hands-on 'enviro-scape' model. Students will learn about current strategies to ensure safe, healthy water for the St. Clair River community and the plants and animals that inhabit it. Topics discussed: watersheds, water quality threats, non-sustainable agriculture, erosion and sedimentation, wetlands as purifiers, water treatment processes and Remedial Action Plans.

St. Clair River Bottom Critters

**Sponsored by the Sarnia-Lambton Environmental Association*

Offered mid-November, January and February

Students will identify live benthic invertebrates and learn how these animals act as living indicators of environmental health. Topics discussed include biological monitoring techniques and water quality improvement efforts. Students will learn how this data is used to monitor and improve the St. Clair watershed.

Outdoor Program Fees

\$5.50 per student for a two hour program
\$10.00 per student for 4 hours (2 programs)
Minimum Fee: \$110.00 (two hour program)

Specialist High Skills Major (SHSM)

Certification Workshops

½ day - \$250.00

Full day - \$400.00

Innovation, Creativity, Entrepreneurship (ICE)

Full day - \$400.00

In-Class Program Fees*

\$100.00 per class for a 1 hour program

\$75.00 for each additional class for the same school on the same day

\$75.00 surcharge to cover mileage for schools outside the SCRCA watershed

*Some programs are sponsored and are free of charge – these are noted with the program



For further information on how to book a program visit our website at www.scrca.on.ca

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The SCRCA education program is sponsored in part by the generous contributions of:



Meeting Date: September 20, 2018
Report Date: September 5, 2018
Submitted by: Kelly Johnson

Item 14.2

Subject: St. Clair River Area of Concern Update

Recommendation:

That the Board of Directors acknowledges the St. Clair River Area of Concern report dated September 5, 2018.

Background:

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.

Work has started on redevelopment of the Friends of the St. Clair River website. This website also hosts content for the St. Clair River Area of Concern. Once the new website is complete, it will be more user friendly and easier to navigate than the current version.

The Binational Public Advisory Council (BPAC) hosted a meeting at the home of Canadian Chairperson Kris Lee on July 26th. The next BPAC meeting is scheduled for October 10th in Port Huron, Michigan.

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

Report to St. Clair Region Conservation Authority Board of Directors

Item 15.1

Cc SP Management Committee

Date September, 2018

From Jenna Allain, Source Protection Coordinator

Re: Source Protection Committee – Member Appointments

Purpose

To provide information on the recent appointments to the Thames-Sydenham and Region Source Protection Committee

Background

In June 2017 the Thames-Sydenham and Region Source Protection Committee (SPC) was reduced from 21 to 15 members. At that time 7 members were offered appointment extensions to June 2018 and 8 members were offered appointment extensions to June 2019. These membership appointment terms were based on the *Clean Water Act, 2006* regulation requiring that the terms of all current members must expire before January 1, 2020.

In the spring of 2018, the Striking Committee for the Thames-Sydenham and Region initiated a selection and appointment process for the SPC member positions that were expiring in June.

Discussion

After a successful selection process, the Striking Committee appointed the following Source Protection Committee members for a 3-year term that extends until June 2021:

| SPC Member | Representing Sector | New Appointment or Reappointment |
|-------------------|---|----------------------------------|
| Brian Lima | Municipal – London and Middlesex | New Appointment |
| Brent Clutterbuck | Municipal – Elgin, Essex and Chatham-Kent | Reappointment |
| John Van Dorp | Agriculture | Reappointment |
| Earl Morwood | Industry | Reappointment |
| Hugh Moran | Oil and Gas | Reappointment |
| Gary Martin | Public | New Appointment |
| Nicholas Seebach | Public | New Appointment |

The following Source Protection Committee members, who left the Committee, are recognized for the dedication to the protection of municipal drinking water sources, and their years of service:

| Former SPC Member | Representing Sector | Years of Service |
|-------------------|----------------------------------|------------------|
| Pat Donnelley | Municipal – London and Middlesex | 11 |
| Valerie M’Garry | Public | 11 |
| Joe Kerr | Public | 11 |

All future SPC membership terms are as follows:

- Members appointed in June 2018 will have a term that extends to June 2021 (3 years)
- Members appointed in June 2019 will have a term that extends to June 2023 (4 years)
- Beyond these appointments, all future appointments will be for 4 year terms with half of the member's terms expiring every other year.