



**Board of Directors - Notice of Meeting**  
**May 7, 2020**                      **Time: 10:00 am**  
**Online via Zoom Invitation**

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**Tentative Agenda**

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Special Meeting

1. Chair's Remarks
2. Adoption of Agenda
3. Declaration of Pecuniary Interests
4. Approval of Amended Administrative By-Laws
5. Adjournment

Board of Directors Meeting

1. Chair's Remarks
2. Declaration of Pecuniary Interests
3. Adoption of Agenda
4. Minutes
  - 4.1 Minutes of the February 27, 2020 Board Meeting
5. General Manager's Reports
  - 5.1 GM's Report
  - 5.2 SWWA Appointment
6. Consent Items (Informational)\*
  - 6.1 Adoption of Consent Agenda
    - (a) Business Arising
    - (b) Current Watershed Conditions
    - (c) Healthy Watersheds Program Update
    - (d) Regulations Activity Summary
    - (e) Planning Activity Summary
    - (f) Revenue and Expenditures
    - (g) General Levy Update
    - (h) Investments
    - (i) JHSC Meeting Minutes
    - (j) St. Clair River AOC
    - (k) Communications Update
    - (l) Schoolyard Greening Initiative
    - (m) Indigenous Relationship Building
7. Conservation Areas
  - 7.1 Conservation Areas Update
  - 7.2 Adjustment to Seasonal Camping Fees
  - 7.3 C.J. McEwen Lease Agreement
  - 7.4 Highland Glen Boat Ramp
  - 7.5 Addition to Essential Services List – Seasonal Campgrounds
8. Biology
  - 8.1 SAR Public Registry Consultation – River Darter
  - 8.2 Review on Biosolids
9. Water Resources
  - 9.1 WECl Projects

- 9.2 Management of Contaminated Sediment in the St. Clair River
- 10. Finance
  - 10.1 Disbursements
  - 10.2 Description of Other Income
  - 10.3 Asset Management Program
- 11. Communications
  - 11.1 Conservation Education
- 12. New Business
- 13. Adjournment

Additional Items: News Clippings

\*The Consent Items consist of reports for informational purposes only and will be submitted for Board Approval within one motion. If possible, we request that you please notify Ashley Fletcher in advance to have any item(s) removed from the Consent Items. This will allow staff time to prepare for discussion on the item(s). It should be noted that an item should not be pulled from the consent agenda for a clarification question only. Questions should be brought to the attention of Ashley Fletcher in advance of the Board meeting if possible.

**May 7, 2020**

**Disclaimer:** Board members, staff, guests and members of the public are advised that the SCRCA Special Meeting and Authority Board meetings are being video/audio recorded, and will be posted to the Authority's Facebook/ web site along with the official written minutes. As such, comments and opinions expressed may be published and any comments expressed by individual Board members, guests and the general public are their own, and do not represent the opinions or comments of the Full Authority and/or the SCRCA Board of Directors. The recorded video of the Full Authority meeting is not considered the official record of that meeting. The official record of the Authority meeting shall consist solely of the Minutes approved by the Board of Directors.

### **Special Meeting Proposed Resolutions**

**(Roll call)**

1. Chair's Remarks
2. 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.
3. **Moved by:** **Seconded by:**  
That the Board of Directors adopts the agenda for the special meeting as presented.
4. **Moved by:** **Seconded by:**  
That the Board of Directors approve amendments to Sections 4 of The St. Clair Region Conservation Authority Administrative By-laws enabling electronic participation during declared emergencies and further directs staff to post the amended Administrative By-law publicly as well as the Minister of Environment, Conservation and Parks' correspondence enabling Conservation Authorities to convene a special meeting of the Board electronically in order to make necessary bylaw amendments.
5. **Moved by:** **Seconded by:**  
That the meeting be adjourned.

## Board of Directors Proposed Resolutions

### (Roll call)

1. Chair's Remarks
2. 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.
3. **Moved by:** **Seconded by:**  
That the Board of Directors adopts the agenda for the meeting as presented.
- 4.1 **Moved by:** **Seconded by:**  
That the minutes of the Board of Directors meeting, held February 27, 2020, be approved as distributed.
- 5.1 **Moved by:** **Seconded by:**  
That the Board of Directors acknowledges the General Manager's report, dated April 28, 2020.
- 5.2 **Moved by:** **Seconded by:**  
That the Board of Directors acknowledges the correspondence dated March 9, 2020 regarding the appointment of a technical advisor for the South West Woodlot Association, and further that Tim Payne be appointed to continue in the role of Technical Advisor to the Association for 2020/2021.

## Consent Items Motion

- 6.1 **Moved by:** **Seconded by:**  
**That the Board of Directors approves the consent agenda and endorses the recommendations accompanying Items 6.1 a - 6.1 m.**
- 6.1 (a) *That the Board of Directors acknowledges the updates on business arising from the February 27, 2020 meeting.*
- 6.1 (b) *That the Board of Directors acknowledges the report dated April 24, 2020 on the current watershed conditions and Great Lakes water levels.*
- 6.1 (c) *That the Board of Directors acknowledges the report dated April 1, 2020 on the Healthy Watersheds Program.*

- 6.1 (d) *That the Board of Directors acknowledges and concurs with the Regulations Activity Summary Report dated April 23, 2020 on "Development, Interference with Wetlands & Alterations to Shorelines & Watercourses" Regulations (Ontario Regulation 171/06) from February 1, 2020 to March 31, 2020.*
- 6.1 (e) *That the Board of Directors acknowledges the St. Clair Region Conservation Authority's monthly Planning Activity Summary Report dated April 23, 2020 for February 1, 2020 – March 31, 2020.*
- 6.1 (f) *That the Board of Directors acknowledges the revenue and expenditure report to March 31, 2020, as it relates to the budget.*
- 6.1 (g) *That the Board of Directors acknowledges the status report on the 2020 general levy receipts to date.*
- 6.1 (h) *That the Board of Directors acknowledges the Investment reports to January 31, 2020.*
- 6.1 (i) *That the Board of Directors acknowledges the November 26, 2019 Joint Health & Safety Committee meeting minutes.*
- 6.1 (j) *That the Board of Directors acknowledges the report dated March 30, 2020 on the St. Clair River Area of Concern.*
- 6.1 (k) *That the Board of Directors acknowledges the Communications update report dated April 24, 2020.*
- 6.1 (l) *That the Board of Directors acknowledges the report dated April 23, 2020 on the cancellation of the 2020 Schoolyard Greening Initiative.*
- 6.1 (m) *That the board acknowledges the report dated April 23, 2020 regarding the participation of SCRCA staff in Indigenous Relationship Building Training provided by Cambium Aboriginal Inc.*

7.1 **Moved by:** **Seconded by:**  
 That the Board of Directors acknowledges the Conservation Areas report dated April 16, 2020.

7.2 **Moved by:** **Seconded by:**  
 That the Board of Directors acknowledges the report dated April 23, 2020 and approves an extension of up to two weeks to the 2020 camping season, approves the fee adjustment formula proposed for 2020, approves the fee adjustment to seasonal permits in the event that pools can't open in 2020, and approves the full refund of daily camping fees when staff deem appropriate.

- 7.3           **Moved by:**   **Seconded by:**  
That the Board of Directors approves the draft lease agreement for the C.J. McEwen Conservation Area between the St. Clair Region Conservation Authority and the Corporation of the Town of Plympton-Wyoming as per the report dated April 18, 2020
- 7.4           **Moved by:**   **Seconded by:**  
That the Board of Directors acknowledges the report dated April 18, 2020 and confirms the “Regional” status of Highland Glen Conservation Area and further directs staff to acquire quotes and proceed with an engineered study including site survey, inspection of existing infrastructure, coastal assessment, and plans/specifications for repairs and improvements to the Highland Glen boat ramp to be paid from Highland Glen reserves and 2020 Highland Glen budget.
- 7.5           **Moved by:**   **Seconded by:**  
That That the Board of Directors acknowledges the report dated April 23, 2020 regarding the listing of seasonal campgrounds as an essential service and supports the operation of the campgrounds as an essential workplace providing accommodation to seasonal campers with no other Canadian residence and in need of housing during this emergency.
- 8.1           **Moved by:**   **Seconded by:**  
That the Board of Directors acknowledges the report dated April 24, 2020 on the Species at Risk Act Public Registry Consultation on the River Darter and further endorses the survey responses for submission.
- 8.2           **Moved by:**   **Seconded by:**  
That the Board of Directors acknowledges the report dated April 24, 2020 on the topic of biosolids and accepts the recommendation that Municipalities develop bylaws that require stronger transparency on the processing procedures and sourcing of biosolids.
- 9.1           **Moved by:**   **Seconded by:**  
That the Board of Directors acknowledges the report dated April 23, 2020 on the status of ongoing shoreline projects and the new projects submitted for 2020-2021 under the Water and Erosion Control Infrastructure program and approves the projects submitted and will assist staff in obtaining matching funds, where required, to support these projects upon confirmation of funding approval.
- 9.2           **Moved by:**   **Seconded by:**  
That the Board of Directors acknowledges the report dated April 24, 2020, on the engineering and design plan for management of contaminated sediment.

- 10.1 **Moved by:** **Seconded by:**  
That the Board of Directors approves the January, February and March 2020 disbursements as presented in the amount of \$1,824,968.99
- 10.2 **Moved by:** **Seconded by:**  
That the Board of Directors acknowledges and accepts the report dated April 24 2020 providing a description of other income within the audited financial statements.
- 10.3 **Moved by:** **Seconded by:**  
That the Board of Directors acknowledges the report dated April 24, 2020 on the implementation of an asset management program and approves moving forward with the grant application and potential RFP and further directs staff to include in the 2021 budget, conditional on approval of grant dollars.
- 11.1 **Moved by:** **Seconded by:**  
That the Board of Directors acknowledges the Conservation Education Report, dated April 24, 2020 including the winter programing, program development and expansion, community partnerships, and special events.
12. New Business
13. **Moved by:** **Seconded by:**  
That the meeting be adjourned.

Ministry of the Environment,  
Conservation and Parks

Ministère de l'Environnement,  
de la Protection de la nature et des  
Parcs



Office of the Minister

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March 26, 2020

**TO:** Conservation Authorities as listed in the attached **Schedule "A"**

**SUBJECT:** Minister's Direction for Conservation Authorities during the COVID-19  
Outbreak

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As the COVID-19 outbreak continues to evolve locally and globally, I am writing to provide direction on how conservation authorities can continue operations while maintaining a safe physical distance. To ensure conservation authorities can continue to conduct meetings and hearings as necessary, we are giving conservation authorities the ability to amend their administrative by-laws to allow for virtual meetings, including by teleconference.

As such, I am issuing this Minister's Direction ("**Direction**") pursuant to subsection 19.1 (7) of the *Conservation Authorities Act*. This Direction applies to all conservation authorities in Ontario, listed in **Schedule "A"** as attached. For greater certainty, this Direction also applies to conservation authorities when meeting as a source protection authority under the *Clean Water Act, 2006*.

The *Conservation Authorities Act* requires that, "[e]very meeting held by the authority shall be open to the public, subject to such exceptions as may be specified in the by-laws of the authority." Further, at any meeting that is held, "a quorum consists of one-half of the members appointed by the participating municipalities, except where there are fewer than six such members, in which case three such members constitute a quorum". It has been brought to my attention that the administrative by-laws that conservation authorities have adopted pursuant to subsection 19.1 (1) of the Act may create barriers in meeting these provisions of the Act during this time of emergency, where in-person attendance may not be feasible.

The primary purpose of this Direction is to enable conservation authorities to convene a meeting electronically in order to make the necessary amendments to their by-laws to deal with emergencies. This Direction identifies the minimum areas where the by-laws should be amended, in the manner deemed appropriate by the authority, to make provision for emergency situations. However, each conservation authority, depending on their individual by-laws, may identify the need to make other necessary amendments to respond to emergencies.



Accordingly, I am directing that the conservation authority review and amend their by-laws, as applicable, to ensure they comply with the following Direction and take the other necessary steps as set out in this Direction.

### **Electronic participation, emergencies**

1. During any period where an emergency has been declared to exist, in all or part of an area over which a conservation authority has jurisdiction, under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, that may prevent members of the authority from meeting in person, the by-laws provide:
  - a. That members of the authority be permitted to participate in meetings electronically, which shall include the ability of those members participating electronically to register votes.
  - b. That any member of the authority who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time during the meeting in accordance with the requirement in subsection 16 (2) of the *Conservation Authorities Act*.
  - c. That any member of the authority can participate electronically in a meeting that is closed to the public.
  - d. That any hearing or appeal that is dealt with in the by-laws can be conducted electronically with provisions for applicants and their agents to participate, if the conservation authority holds any such hearing or appeal during any period where an emergency has been declared to exist.

### **Meetings open to the public**

2. Conservation authorities must continue to implement best practices to make board meetings open to the public in accordance with subsection 15 (3) of the *Conservation Authorities Act*. Where possible, conservation authorities must provide for alternative means to allow the public to participate in any meetings electronically.

### **General, emergency measures**

3. If there is anything that is required to be done under the by-laws during the emergency, including the holding of an annual general meeting, that the by-laws permit postponement to a later date.

### **Publication of information**

4. The conservation authorities listed in Schedule "A" shall make this Direction publicly available on a website or other electronic means.

5. In accordance with subsection 19.1 (4) of the *Conservation Authorities Act*, an authority shall make any by-laws that are amended in accordance with this Direction available to the public in the manner it considers appropriate.

### **Implementation procedure**

6. A conservation authority may hold a special meeting to amend a by-law for the purposes of implementing this Direction.
7. Despite any provision in a by-law made under subsection 19.1 (1) of the *Conservation Authorities Act*, members of the authority can participate electronically in any special meeting that is required to implement this Direction.
8. A member of the authority that is participating electronically in such a special meeting may be counted in determining whether or not a quorum of members is present at any time during the meeting.

### **Effective date**

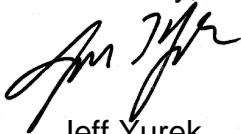
9. This Direction is effective immediately. If it is in the public interest to do so, I will provide further direction or clarification, at a later date, related to the matters set out in this Direction.

If you have any questions related to this Direction, please contact:

Chloe Stuart  
Assistant Deputy Minister, Land and Water Division, MECP  
Robinson PI South Tower, 6<sup>th</sup> Floor  
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Peterborough ON K9J 3C7  
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To learn more about how the province continues to protect Ontarians from COVID-19, please visit [www.ontario.ca/coronavirus](http://www.ontario.ca/coronavirus).

Sincerely,



Jeff Yurek  
Minister of the Environment, Conservation and Parks

- c: The Honourable Steve Clark, Minister of Municipal Affairs and Housing  
The Honourable John Yakabuski, Minister of Natural Resources and Forestry  
Ms. Kim Gavine, General Manager, Conservation Ontario

## **SCHEDULE "A" CONSERVATION AUTHORITIES**

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### **Catfish Creek CA**

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### **Credit Valley CA**

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**Hamilton Region CA**

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**Lake Simcoe Region CA**

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**Raisin Region CA**

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**Saugeen Valley CA**

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**Sault Ste. Marie Region CA**

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**South Nation River CA**

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**St. Clair Region CA**

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**Toronto and Region CA**

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**Upper Thames River CA**

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Ian Wilcox  
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March 31, 2020

## Conservation Ontario Guidance During Pandemic Conditions

### Amendment to CA Administrative Bylaws further to Minister's Direction (March 26, 2020)

#### Issue

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The corona virus disease (COVID-19) was declared a pandemic by the World Health Organization on March 11, 2020. Source of information: <https://www.who.int/>.

Conservation authorities need to amend their Administrative Bylaws to enable ongoing business during a state of emergency.

#### Advice

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On March 26, 2020, the Minister of the Environment, Conservation and Parks issued a Direction to all Conservation Authorities ("CAs") recommending amendments to CA Administrative by-laws to allow for certain electronic processes during declared states of emergencies.

Attached are proposed amendments to the sections in the Model By-Law provided in *Conservation Authority Best Management Practices (BMP) and Administrative By-Law Model* (Conservation Ontario, 2018) to help guide CAs. Each CA will need to consider their own by-laws to determine where best to include these amendments. This is a guideline and CAs may wish to seek independent legal advice.

In the updated model bylaw the citation is 1B under "C. Meeting Procedures" (Section 1 "Rules of Procedure" will become section "1A. Rules and Procedure").

#### **C. Meeting Procedures**

##### **1A. Rules of Procedure**

...

##### **1B. Declared State of Emergency**

*During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, a Member may participate in meetings electronically and shall have the ability to:*



- a. register a vote;
- b. be counted towards determining quorum; and
- c. participate in meetings closed to the public.

*During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, any date or timeline requirement established under any Section in this By-law shall be postponed until such time as the General Membership can reasonably address the issue.*

*During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.1 of the Emergency Management and Civil Protection Act, the Authority shall implement best practices to make meetings of the Authority open to the public in accordance with Subsection 15(3) of the Act. Where possible, the Authority will provide for alternative means for the public to participate in meetings electronically.*

*During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, any hearing or appeal dealt with in this By-law may be conducted electronically with provisions for applicants and their agents to participate if the Authority decides to hold any such hearing or appeal.*

**Ault & Ault Law Firm (working with South Nation Conservation) is acknowledged for their preparation of the draft clauses.**

NOTE: Conservation Ontario guidance memos are not to be considered as legal advice. Conservation authorities are encouraged to obtain a legal opinion where appropriate.

**Questions or More Information:**

Bonnie Fox  
905-717-2008  
[bfox@conservationontario.ca](mailto:bfox@conservationontario.ca)



March 31, 2020

## Conservation Ontario Guidance During Pandemic Conditions

### Procedural Best Practices #1 for CA Board Meetings further to Minister's Direction (March 26, 2020)

#### Issue

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The corona virus disease (COVID-19) was declared a pandemic by the World Health Organization on March 11, 2020. Source of information: <https://www.who.int/>.

Recommended amendments to CA Administrative by-laws have been kept high-level and do not address all possible procedural issues that might arise further to implementation of the Minister's Direction and during a state of emergency, including topics in this Procedural Best Practices #1 related to closed or in-camera sessions and delegations.

#### Advice

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On March 26, 2020, the Minister of the Environment, Conservation and Parks issued a Direction to all Conservation Authorities ("CAs") enabling a special meeting to be held to make some recommended amendments to their Administrative by-laws to allow for certain electronic processes during declared states of emergencies. A separate CO Guidance Memo has been issued on recommended Model bylaw amendments.

In addition to amending the Administrative by-laws, CAs should consider additional procedural issues that may arise during a state of emergency. Some of those issues are outlined below. CAs are also encouraged to review the Minister's Direction carefully including the requirement to *make this Direction publicly available on a website or other electronic means*, and to review the information prepared by the Association of Municipalities Ontario, which provides helpful guidelines for conducting meetings electronically, particularly regarding participation of the public including: [http://www.amo.on.ca/AMO-PDFs/COVID19/AMO\\_MeetingGuidance\\_Mar21.aspx?zs=utKdL1&zl=6F2a1](http://www.amo.on.ca/AMO-PDFs/COVID19/AMO_MeetingGuidance_Mar21.aspx?zs=utKdL1&zl=6F2a1)

#### ***Closed or In-Camera Sessions:***

Prior to the Direction, CA members could not attend closed meetings electronically. The proposed amendments allow for electronic attendance during emergencies. Electronic participation will pose certain challenges. When starting a closed session where members are attending electronically, we recommend taking the following additional steps:

- 1) Roll call: retake attendance and confirm that everyone's connection is working;
- 2) Confirm that all members are in a private setting (ie: family members are not able to listen in on the meeting);
- 3) Remind everyone that all confidentiality rules apply, and they must treat any documents and information with the same level of care that they would in a regular closed meeting.

Closed sessions often deal with sensitive information such as human resources issues, workplace investigations etc. Members must take extra care to maintain privacy. Depending on the nature of the documents they review, the Chair or Secretary-Treasurer may direct members to delete documents at the conclusion of the meeting (for example- documents that would usually be collected at the end of a regular closed meeting).

***Delegations:***

Municipalities and other groups may request to attend meetings as a delegation. Under the template by-laws, they have to request participation in a meeting well in advance. During an emergency, if a group requests to participate as a delegation, the chair is encouraged to reach out the leader of the delegation to plan for their attendance electronically.

**Ault & Ault Law Firm (working with South Nation Conservation) is acknowledged for their preparation of this advice.**

NOTE: Conservation Ontario guidance memos are not to be considered as legal advice. Conservation authorities are encourage to obtain a legal opinion where appropriate.

**Questions or More Information:**

Bonnie Fox  
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**St. Clair Region Conservation Authority  
Administrative By-Laws**

**BY-LAW NO. 1-2018**

Previous Version: November 20, 2018

First, Second &  
Third Reading: May 7, 2020

Adopted: May 7, 2020

# ST. CLAIR REGION CONSERVATION AUTHORITY

## Administrative By-Laws

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## 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 Authority**

#### **3.12.1 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.

For transfers and contracts valued within the Board approved budget, the signing officer may be the Chief Administrative Officer/Secretary-Treasurer.

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

Staff are authorized to purchase goods or services and commit resources as outlined in the Board approved Purchasing Policy.

### **3.12.2 Signing of Cheques**

For the signing of cheques, the signing officers of the Authority shall be:

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

For cheques under \$5,000, the signing officers may be any two of the above signing officers.

In an emergency event, the Payroll Clerk may sign cheques under \$5,000 with one of the above signing officers.

### **3.12.3 Payments Required by Law**

Payments that are required and due by statute may be approved by the Chief Administrative Officer/Secretary-Treasurer or the Director of Finance [for example, statutory deductions, benefit payments, Electronic Funds Transfers (EFTs), and bank drafts].

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 Declared State of Emergency – Electronic Meetings**

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person,

- a) a Member may participate in meetings electronically and shall have the ability to:
  - i. register a vote;
  - ii. be counted towards determining quorum; and
  - iii. participate in meetings closed to the public.
- b) any date or timeline requirement established under any Section in this By-law shall be postponed until such time as the General Membership can reasonably address the issue.
- c) the Authority shall make electronic meetings of the Authority open to the public.
- d) any hearing or appeal dealt with in this By-law may be conducted electronically with provisions for applicants and their agents to participate if the Authority decides to hold any such hearing or appeal.

#### Delegations

Registered delegations will be invited to defer their attendance to a future meeting or may choose to provide a written submission to the Membership instead.

If a delegation requests to address the Membership at an electronic meeting they may do so, provided they have registered as a delegation through the Office of the CAO at least eight calendar days in advance of the meeting. Presentation materials may be shared with the Authority members provided the delegation provides them at least eight calendar days in advance of the meeting. All matters pertaining to number of speakers, length of presentation and content presented by delegations shall be in accordance with the delegations section of this bylaw.

### **4.3 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 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.

#### **4.4 Special Meetings**

The chair may, at his/her pleasure, call a special meeting of the Authority as necessary on three 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.

A special meeting may be held to amend the by-law.

Members of the Authority can participate electronically in any special meeting that occurs during an emergency. A member of the Authority that is participating electronically in a special meeting will be counted in determining whether a quorum of members is present at any time during the meeting.

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

#### **4.5 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.

#### **4.6 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

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.

#### **4.7 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).

#### **4.8 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.

#### **4.9 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.

#### **4.10 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.

#### **4.11 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.

#### **4.12 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.

#### **4.13 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.

#### **4.14 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.

#### 4.15 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.

#### **4.16 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.

#### **4.17 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.

#### **4.18 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.

#### **4.19 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) Interrupt a Member while speaking, except to raise a point of order or a question of privilege;
- c) Speak disrespectfully or use offensive words against the Authority, the Members, staff, or any member of the public;
- d) Speak beyond the question(s) under debate;
- e) 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.

#### 4.20 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 No. 1-2020 shall come into force on the 7<sup>th</sup> day of May, 2020.

The Chair and Secretary-Treasurer are responsible for monitoring and maintaining compliance with By-law No. 1-2020 and dealing with any non-compliance issues. Any breach, or alleged breach, of the By-law shall be investigated in accordance with Section 3.20 (Enforcement of By-laws and Policies) of this By-law.

In the event of conflict between any part of this By-law and any part of any prior by-law or administrative rules, By-law No. 1-2020 prevails.

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

### 6.1 Appendix – Code of Conduct

#### 6.1.1 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.

#### 6.1.2 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.

#### 6.1.3 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.

#### 6.1.4 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.

#### **6.1.5 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.

#### **6.1.6 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.

#### **6.1.7 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.

#### **6.1.8 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.

#### **6.1.9 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*.

#### **6.1.10 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.

#### **6.1.11 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*.

#### **6.1.12 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.

## 6.2 Appendix – Conflict of Interest

### 6.2.1 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.

### 6.2.2 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.

### 6.2.3 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.

### 6.2.4 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.

### 6.2.5 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.

### 6.2.6 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.

### 6.2.7 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.

## 6.3 Appendix – Procedure for Election of Officers

### 6.3.1 Voting

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

### 6.3.2 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.

### 6.3.3 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.

### 6.3.4 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, the election of the office shall be decided by lot drawn by the Acting Chair or designate.

## 6.4 Appendix – 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.



## Board of Directors Meeting Minutes

Date: February 27, 2020      Time: 10:20 am  
 Forest Legion Branch 176, Forest, ON

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**Directors Present:** Al Broad, Pat Brown, Andy Bruziewicz, Terry Burrell, Joe Faas, Chair; Larry Gordon, Vice-Chair; Frank Kennes, Brad Loosley, Betty Ann MacKinnon, Kevin Marriott, Netty McEwen, Mark McGill, Dan McMillan, Steve Miller, Frank Nemcek, Mike Stark, Jerry Westgate

**Regrets:** John Brennan, Carmen McGregor, Lorie Scott

**Staff Present:** Donna Blue, Manager of Communications; Erin Carroll, Director of Biology; Dallas Cundick, Manager of Planning and Regulations; Nicole Drumm, Communication Technician; Chris Durand, Manager of GIS and IT; Ashley Fletcher, Administrative Assistant/ Board Coordinator; Sarah Hume, Payroll/ Accounting Clerk; Brian McDougall, General Manager; Tim Payne, Manager of Forestry; Tracy Prince, Director of Finance; Girish Sankar, Director of Water Resources; Alison Seidler, GIS Specialist; Steve Shaw, Manager of Conservation Services; Jessy VanderVaart, Assistant Superintendent of Warwick CA, Greg Wilcox, Manager of Conservation Areas

**Special Guests Present:** Kris Bedard, Brad Bowden, Ashley Didone, MNP LLP; Ron Dodge, Dean Edwardson, Thames-Sydenham & Region Drinking Water Source Projection; Ian Forster, Plains Midstream Canada; John Fraser, Lambton-Kent-Middlesex; Vince Gagner, Sarnia-Lambton Environmental Association; Greg Gaukrodger; Norm Giffen, St. Clair Region Conservation Foundation; Ken Hall, Enbridge; Susan Houston, Archie Kerr, St. Clair Region Conservation Foundation, Vik Kohli, Enbridge; Anne McGugan, Don McGugan, Robert Simpson, Betty Urbanski, John Urbanski Bill Weber, Warden, Lambton County; Julie Welker, Upper Thames River Conservation Authority; Muriel Wright, Deputy Mayor, Town of Plympton-Wyoming; Richard Wyma, Essex Region Conservation Authority

**Media Present:** Sarah Hornblower, Standard Lambton-Middlesex; Carl Hynatyshyn, Sarnia & Lambton County This Week; Bonnie Stevenson, St. Clair Township Beacon

**Conservation Award Winners Present:** Sam Somerville

The meeting was called to order by the Chair, Joe Faas, who on behalf of the directors and staff of the Conservation Authority welcomed everyone to the 2019 annual meeting and went on to present some of the challenges faced by the Conservation Authority this past year, as well highlighted its many accomplishments.

Record floods impacted many communities across Ontario this year and highlighted the integral role Conservation Authorities hold in flood management and floodplain regulation. In the St. Clair Region alone, 40 flood bulletins were issued over the course of 2019, and the McKeough Floodway was operated for the second time in as many

years.

As a result, it was shocking when provincial transfer payments that support these important programs was cut by 50%, and that the mandate of Conservation Authorities became a topic of debate. Regardless, delivery of important flood management, planning and regulation services to our member municipalities has continued. The St. Clair Region Conservation Authority is actively engaged and involved with provincial representatives while the Conservation Authorities Act continues to be reviewed.

## **2019 Highlights**

- Over 68,000 trees planted throughout the watershed
- Over 12,000 students engaged and educated through Conservation Education programs
- \$8 million dollars in federal funding was received to help support shoreline protection projects along Lake Huron and the St. Clair River, a need highlighted by the record high water levels throughout the Great Lakes.
- Changes to regulatory processes have been made to support provincial priorities and decrease permit approval timelines.
- Almost 800 turtle hatchlings were released into the Sydenham River this year, giving these species at risk a helping hand towards boosting their populations.
- Progress has been made in developing a Detailed Engineering and Design Plan for management of the remaining areas of contaminated sediment in the St. Clair River.
- The continued technical and financial support to local landowners interested in implementing stewardship projects on their properties.
- Over \$3 million in additional funding secured to support our programs thanks to the generosity of local organizations and government agencies.

Greetings were given by: John Fraser on behalf of MPP Monte McNaughton representing Lambton-Kent-Middlesex, Warden Bill Weber on behalf of Lambton County.

The Chair recognized the following special guests and partners in attendance and gave his thanks for their continued support of the St. Clair Region Conservation Authority and its programs:

- Ian Forster, Plains Midstream Canada
- Dean Edwardson, Past General Manager of SLEA representing Thames-Sydenham and Region Drinking Water Protection Committee
- Vince Gagner, Sarnia-Lambton Environmental Association
- Ken Hall and Vik Kohli, Enbridge

A thank you was also given to the Board of Directors, The St. Clair Region Conservation Foundation and staff for their hard work over the past year and all they have done to ensure the future success of the organization. The business portion of the meeting was



then commenced.

It was requested that each Director declare a conflict of interest at the appropriate time, on any item within this agenda in that a Director may have pecuniary interest.

**BD-20-01**

**Loosley – Burrell**

**“That the agenda for the Annual General Meeting be adopted.”**

**CARRIED**

Minutes of the Board of Directors meeting held on December 12, 2019 were reviewed.

**BD-20-02**

**Miller – Burrell**

**“That the minutes of the Board of Directors meeting held December 12, 2019, be approved as distributed.”**

**CARRIED**

Minutes of the Executive Committee meeting held on February 13, 2020 were reviewed.

**BD-20-03**

**MacKinnon – Loosley**

**“That the minutes of the Executive Committee meeting held February 13, 2020, be approved as distributed.”**

**CARRIED**

The 2019 Audited Financial Statements were reviewed.

**Director’s Comments:**

A request was made to MNP Chartered Professional Accountants LLP to provide a report, separate from the Audited Statements providing a full breakdown and explanation of “Other Income” as referenced on page 5 of the statements. This report is to be distributed to the Board of Directors.

**BD-20-04**

**Marriott – Kennes**

**“That the St. Clair Region Conservation Authority accepts the recommendation of the Executive Committee and report from the Authority’s auditors, MNP Chartered Professional Accountants LLP, and further approves the 2019 Audited Financial Statements.**

**CARRIED**

Each Year the Conservation Authority presents Conservation Awards to deserving individuals and groups who have contributed to the environmental health of our region.

This year, we have three deserving award recipients. Al and Lisa Nogueira, Austen Wong and Samuel Somerville.

### **Al and Lisa Nogueira**

Al and Lisa are conservation-minded private landowners who own property on the Sydenham River, north of Wallaceburg in St. Clair Township.

- Since 2007, they have retired over 3 hectares (8 acres) of agricultural land to implement best management practices.
- In total, Al and Lisa have planted 6000 trees on their property (3000 in 2007 and 3000 in 2019) along the north branch of the Sydenham River.
- With low forest cover in the St. Clair Region, their willingness to take 3 hectares of agricultural farmland out of production for the purpose of naturalization was welcomed by the Authority. These tree-planting projects will also contribute to the aquatic health of the Sydenham River.
- In addition to their tree planting efforts, Al and Lisa are fighting against invasive Phragmites that have encroached on their property.
- They contracted our conservation services department to control Phragmites located in a gully on their property. In addition, on their own accord, they have incorporated other Phragmites control practices to prevent re-establishment of this invasive grass.
- Champion landowners like Al and Lisa Nogueira contribute to the sustainability and environmental health of the St. Clair Region watershed and we are thankful for their commitment to conservation.

### **Samuel Somerville and Austen Wong**

- This past summer, the SCRCA was fortunate enough to have Sam and Austen volunteer with the Biology department and assist them with summer fieldwork.
- With staffing challenges and a full schedule of monitoring and data collection, the department welcomed the extra set of hands.
- Sam and Austen helped conduct fish and turtle monitoring, data entry, and planning outreach events.
- It was exciting to see the enthusiasm and commitment displayed by these two young men.
- The success of our biological programs this summer wouldn't have been possible without their contributions.

### **Austen Wong**

- Austen is currently at the University of Western Ontario pursuing a degree in Biology (and probably had classes scheduled!).
- Austen developed his interest for the environmental sciences in Grade 9 and it has clearly carried through into his post-secondary studies.
- Austen has been mentored by Girish Sankar, our Director of Water Resources for a number of years. We look forward to seeing where his career path takes him and are extremely grateful for his help this past summer.

### **Samuel Somerville**

- Sam approached the SCRCA this past spring in hopes of securing a volunteer position with the organization.
- Sam is a resident of Strathroy and had already found evening employment at

- a local restaurant.
- He was looking for an opportunity to learn and increase his skills in the environmental sciences prior to entering the fourth year of his Environmental Science program at the University of Guelph.
- Sam’s willingness to learn, strong work ethic and dedication were assets to our team this summer.

**BD-20-05**

**Burrell – Kennes**

**“That the Board of Directors congratulates the 2019 Conservation Award Winners and thanks them for their contributions to conservation.”**

**CARRIED**

2019 Service Awards were presented

For Five Years of Service:

- Al Broad, Township of Dawn-Euphemia
- Larry Gordon, Village of Point Edward
- Sarah Hume, Payroll and Accounting Clerk
- Jessy VanderVaart, Assistant Superintendent, Warwick Conservation Area

For Ten Years of Service:

- Frank Nemcek, Municipality of Brooke-Alvinston
- Erin Carroll, Director of Biology
- Girish Sankar, Director of Water Resources

For 15 years of Service:

- Dan McMillan, Municipality of Middlesex Centre
- Alison Seidler, GIS Specialist

**BD-20-06**

**Stark – Brown**

**“That the Board of Directors acknowledges the service awards presented to the directors and staff and further that they be thanked for their years of dedicated service.”**

**CARRIED**

The Chair announced the conclusion of 2019 business and called for a break. The meeting resumed for 2020 business at 11:06 a.m.

An acknowledgment of the St. Clair Region Conservation Authority Code of Conduct and Administrative By-laws was reviewed and signed by the 2020 Board of Directors.

**BD-20-07**

**Nemcek – Westgate**

**“That the Board of Directors acknowledges and complies with the St. Clair Region Conservation Authority’s Code of Conduct and Administrative By-laws.”**

**CARRIED**

**BD-20-08**

**Broad – Burrell**

**“That Norm Giffen be appointed chair for the election of the 2020 Chair and Vice Chair.”**

**CARRIED**

**BD-20-09**

**McMillan – Miller**

**“That Ian Forster and Richard Wyma be appointed scrutineers in the event of an election.”**

**CARRIED**

The positions of Chair and Vice Chair were declared vacant and nominations were called for the office of Chairman for 2020.

Betty Ann MacKinnon nominated Joe Faas for the position of Chair

**BD-20-10**

**Burrell – Marriott**

**“That nominations for the position of Chair be closed.”**

**CARRIED**

Joe Faas advised that he would stand.

Joe Faas was declared Chair of the St. Clair Region Conservation Authority for 2020 and addressed the Board of Directors.

Mike Stark nominated Larry Gordon for Vice Chair.

**BD-20-11**

**Miller – MacKinnon**

**“That nominations for the position of Vice Chair be closed.”**

**CARRIED**

Larry Gordon advised that he would stand.

Larry Gordon was declared Vice Chair of the St. Clair Region Conservation Authority for 2020 and addressed the Board of Directors.

The 2020 Nominating Committee report was distributed and presented by the Committee Chair, Larry Gordon.

**BD-20-12**

**Gordon – Miller**

**“That the St. Clair Region Conservation Authority adopts the 2020 Nominating Committee's Report.”**

**CARRIED**

**BD-20-14**

**McMillan – Burrell**

**“That the Authority Chair or the Vice Chair and the General Manager/Secretary-Treasurer or Director of Finance be authorized to borrow from the Libro Credit Union, Strathroy for the general operations and capital program of the Authority, a sum not to exceed \$1,230,926 to be repaid from grants received from the Province of Ontario, Government of Canada, levies assessed to the member municipalities and general revenue.”**

**CARRIED**

**BD-20-15**

**MacKinnon – Loosley**

**“That the Authority's 2020 representative to Conservation Ontario will be the Authority Chair, the Vice Chair will be the first alternate and the General Manager be the second alternate.”**

**CARRIED**

**Ministry of Environment, Conservation and Parks (MECP) Conservation Authority Consultation Engagement Sessions:**

- In November, the Chair, Vice Chair and General Manager met with the Minister's staff to present a brief outlining the Authority's programs & projects
- At that time, it was confirmed that broader consultation was planned for early 2020
- In late January, it was confirmed that 3 consultations would be hosted by MECP in Barrie, Peterborough (moved to Colborne) and London
- In his opening remarks on February 14<sup>th</sup> in London, Minister Yurek announced there will be a fourth consultation in North Bay with details to be announced in the near future
- Minister Yurek also confirmed that Conservation Authorities will not be disbanded and that changes to legislation have not been drafted and will not be until consultation is completed
- The Chair, Vice and 4 other Board members were in attendance at the London Session and their attendance is greatly appreciated
- Each of the consultation sessions has included presentations by several non-government organizations and corporations

- In London, these included Conservation Ontario, Ontario Federation of Agriculture, Ducks Unlimited Canada, London Homebuilders Association, EndPointe Development Inc., and the Federation of Ontario Cottager's Association
- This was followed by discussions at diverse assigned seated tables of eight (including a MECP staff recorder) regarding:
  - Mandatory and Non-mandatory Programs and Services
  - The Existing Conservation Authority Model
  - Partnerships and Collaborations
  - Additional Feedback
- There was exchange of views amongst table colleagues regarding opinions on what the Conservation Authorities, the roles and responsibilities, strengths and weaknesses, and governance
- A link to the Conservation Authorities Consultation survey has been provided below which we have been asked to share with other members of your organization or other organizations as appropriate.  
<https://www.ontario.ca/page/consultation-ontario-conservation-authorities>

**BD-20-16**

**Brown – Marriott**

**“That the Board of Directors acknowledges the General Manager’s report dated February 18, 2020.”**

**CARRIED**

**Regarding BD-18-144**

SCRCA staff suggest having Project Consultants present to the Board of Directors meeting in order to walk through the guidelines on the development of flood lines.

**Deferred to April, 2020**

**Regarding BD-19-169**

The Board of Directors requests that a report is submitted to the December meeting regarding the possibility of providing monthly or quarterly revenue and expenditures for closer monitoring of the budget to date.

**Deferred to April, 2020**

**Regarding EC-20-04**

Committee members recommend implementing an asset management plan as a proactive measure in preparation of the 2021 budget.

**Deferred to April, 2020**

**Regarding EC-20-12**

SCRCA staff are requested to meet with Town of Plympton-Wyoming to discuss possibility of a temporary closure of the Highland Glen Conservation Area and report back to the Board of Directors at the Feb 27, 2020 Annual General Meeting.

**Please refer to Item 15.4**

**Meeting Schedule Update:** The June Project Tour originally scheduled for June 25<sup>th</sup>, 2020 at the Lorne C. Henderson Conservation Area will now take place on June 18<sup>th</sup>, 2020.

**BD-20-17**

**Miller – Bruziewicz**

**“That the Board of Directors acknowledges the report on business arising dated Feb 15, 2020.”**

**CARRIED**

- The Conservation Authority owns 15 conservation areas
- Seven are managed by the local municipality and 8 are operated by the Conservation Authority
- Three of the eight CA’s operated by SCRCA are regional campgrounds offering seasonal camping, overnight camping, and day use opportunities
- Combined, the three campgrounds have over 500 campsites, 420 of these are occupied by seasonal campers
- Surplus Revenues from the campgrounds are held in reserve to fund capital upgrades in the campgrounds
- The camping season in 2020 runs from April 24 to Thanksgiving Day

### **Launch of CAMIS On-line Reservation System for Camping**

On January 6, 2020, SCRCA launched its first on-line camping reservation system. The launch was very successful with almost 120 reservations made in the first 20 minutes. The system did pose some challenges when first launched. A couple minor glitches were discovered which CAMIS has worked to resolve. A few customers had challenges using the on-line system and were guided through the process by SCRCA staff.

- As of January 31, 2020 payments received for overnight camping totalled \$99,827
- Payments received by January 31, 2019 totalled \$77,562
- Overnight camping revenue as of January 31, 2020 was up 28% from 2019
- Starting March 16, 2020 customers will be able to reserve campsites by calling the parks directly or continue to book on-line

### **Recent Campground Improvements (fall/winter):**

#### **Warwick Conservation Area**

- Fiber optic internet cable installed to three locations. Internet will be available to campers at two hub locations.
- Two new internet hub locations being constructed, a pavilion behind the gatehouse on the west side of the park and a new internet building in the day use area on the east side of the park

- A wetland was constructed to reduce erosion, improve water quality, and provide important wildlife habitat. Funding for the project was provided by the Habitat Stewardship Program, Wildlife Habitat Canada, and the St. Clair Region Conservation Foundation.
- 200m of reservoir shoreline will no longer be mowed to the waters edge. A 2-meter perimeter will be naturalized to reduce shoreline erosion.
- Drainage tile installed to improve drainage in the day use area (around the mini-golf course) and drainage installed for 4 seasonal lots that experienced standing water during wet Spring conditions

### **Lorne C. Henderson Conservation Area**

- A new boardwalk has been constructed in one of the ponds to be used by the Education department and campers/visitors
- A walking lane has been created along a short stretch of the entrance lane to separate vehicle and pedestrian traffic

### **Day Use Conservation Areas:**

- A wetland has been constructed at Bridgeview CA, including the wetland, approximately 2 acres of park will be naturalized. More than 50 dead standing (hazard) trees were cut down and removed from the park. Trees and native pollinator habitat will be planted in the spring.
- Almost 50 hazard trees were cut down at Wawanosh CA improving safety along the trails. This spring/summer the existing viewing platform will be decommissioned and a new boardwalk will be constructed extending into the South wetland cell providing improved wildlife viewing opportunities.
- Almost 100 hazard trees were cut down at Strathroy CA improving safety along the trails. Following a January flood, 15 sections of boardwalk had to be rebuilt/repositioned. Planning has begun to upgrade existing boardwalks this spring/summer including installation of some new sections.
- Funding has been secured from Enbridge to conduct phragmites removal at Peers Wetland CA in 2020. Funding will be used to purchase required materials including waders, cane cutters, and personal protective equipment. Work will be completed by volunteers, and organized by the Sydenham Field Naturalists with support of SCRCA staff.
- At Coldstream CA, both the municipality and SCRCA worked to remove hazard trees along the wetland trail. Approximately 30 hazard trees were cut down. Boardwalk repairs were completed in November after sections were damaged during a fall storm.

### **BD-20-18**

#### **Nemcek – Miller**

**“That the Board of Directors acknowledges the update report dated February 5, 2020 on Conservation Areas.”**

**CARRIED**



Highland Glen Conservation Area comprises approximately 26 acres of predominantly wooded land. Situated on the Lake Huron shoreline, it is located in Plympton-Wyoming approximately 10km west of Forest. The property was purchased as two parcels, one in 1976 and one in 1977. The Conservation Area contains an access roadway, parking lot, pavilion, and boat ramp with seawall and groyne protection.

The groyne on the west side of the boat ramp was constructed by the landowner prior to acquisition by the Authority. In 1986/87 the access road, parking lot, and boat ramp were constructed. Due to safety concerns at the ramp, additional protection was constructed in 1990. The works consisted of a steel sheet pile and armour stone breakwall on the northeast side of the ramp and a steel sheet pile curtain wall connected to the existing groyne on the southwest side.

In late November, damage occurred to the seawall protection. The steel sheet pile on the original groyne at the west side was removed by wave action. In addition to the groyne damage, considerable erosion is occurring on both the east and west side of the ramp protection structures. On the east, the erosion is moving closer to the parking lot and within the protection, erosion has exposed the steel sheet wall side of the ramp.

**Safety Concerns:**

- Waves coming from the west can create rough conditions at the ramp
- High water may not allow walkways along the boat ramp to be installed at a safe height above water level
- Since groyne failure, sediment has quickly accumulated beside the ramp which may impact the ability to launch and navigate within the ramp protection
- Erosion has exposed the eastern side of the retaining wall that supports the boat ramp

**Financial Impact:**

Costs of repairs are unknown at this time. Estimated costs of closing the boat ramp for 2020 include:

- \$800 to place 2 concrete barricades at the entry to the ramp
- \$400 for temporary closure signs at Highland Glen CA
- \$8,640 (average of 2017 – 2019) in lost revenue from the boat ramp

Updated quotes including the full scope of necessary repairs will be brought forward to the April 16, 2020 Board of Directors meeting for further discussion.

Staff are awaiting response from the Department of Fisheries and Oceans on the status of Highland Glen as a Safe Harbour. Currently Highland Glen is not included on the map of Safe Harbours.

**BD-20-19**

**Bruziewicz – McMillan**

**“That the Board of Directors acknowledges the report dated February 18, 2020 regarding the boat ramp at Highland Glen and further recommends temporary closure for the 2020 season.”**

**CARRIED**

- Flood threat is moderate due to high water levels on the Great Lakes and in Wallaceburg; ice is not currently a threat
- Lake Huron exceeded its 1987 record-high in January by 8cm, Lake St. Clair met its record
- Water levels for Lakes Huron and St. Clair are projected to exceed record levels over the next 5 months into June
- Precipitation was well below normal in November and December; long-term regional averages are on par with regional normals

**Flood Threat**

The current flood threat is moderate owing to sustained high water levels in the Great Lakes, Lake St. Clair, St. Clair River, and the Sydenham River at Wallaceburg. Fluctuating temperatures and precipitation this winter has resulted in minimal snowpack and ice cover.

- January 2020 water levels in Wallaceburg were 43cm higher than January 2019
- Currently only 15cm freeboard between top of bank and water level

**Great Lakes Levels**

- Lake Huron exceeded the 1987 record by 8cm, while Lake St. Clair met its record level
- Lake Huron is projected to exceed record-high water levels over the next 6 months into July
- Lake St. Clair is projected to exceed record-high water levels over the next 5 months into June

**Precipitation Conditions**

- Precipitation was below normal in November and December 2019, however significant rainfall in January 2020 has increased the overall average for the past 3 months
- Long-term precipitation averages are on par with precipitation normals

**BD-20-20**

**Marriott – Burrell**

**“That the Board of Directors acknowledges the report dated February 12, 2020 regarding current watershed conditions and Great Lakes water levels.”**

**CARRIED**

- DiCocco Contractors was awarded the contract work on December 18, 2019 at a value of \$314,512.90 inclusive of H.S.T. for the shoreline improvement work that involves construction of approximately 70 metres of an armour stone revetment.
- A Contract Change Order was required to be issued in the amount of \$14,400 to remove trees at the shoreline within the Phase 3 work area, not already identified in the contract.
- Work commenced the week of January 20, 2020 with tree removal along the shoreline.
- SCRCA staff will have discussions over opportunities for tree replacement once the project work is complete.
- A stormwater outfall along the shoreline has been identified as needing replacement. SCRCA staff are working with SCRCA's consulting engineer, St. Clair Township, and the contractor to ensure that the outfall is replaced to the satisfaction of the municipality, as part of this contract work.

### **Bright's Grove Shoreline Erosion Control Projects: Three Locations**

#### **Bright's Grove, Kenwick Street to Helen Avenue – Phase 2**

- Cope Construction was awarded the contract work on October 24, 2019 at a value of \$890,111.17 inclusive of H.S.T.
- Work commenced in December 2019 and remains underway.
- Shoreline work progressing slower as expected
- An extension of approximately 50 m will be included as a part of this work and a change order will be issued.
- High water levels posing construction challenges and reducing the work days.
- All in water works must be completed before March 15, 2020.

#### **Bright's Grove, Kenwick Street to Helen Avenue – Phase 3**

- Six tenders were submitted.
- The low tender was submitted by Amico Infrastructures (Oxford) Inc. at a value of \$2,206,534.86, inclusive of H.S.T.
- Based on the experience listed in the tender, the contractor had the ability to complete the work. The contractor also had the ability to work immediately upon award and execution of the contract.
- The contract was awarded to Amico on January 18, 2020.
- A site meeting was held on January 21, 2020 and site work began on February 10, 2020.

#### **Bright's Grove, Old Lakeshore Road East**

- Six tenders were submitted.
- The low tender was submitted by Facca Incorporated Inc. at a value of \$1,570,774.00, inclusive of H.S.T.
- Based on the experience listed in the tender, the contractor had the ability to complete the work. The contractor also had the ability to work immediately upon award and execution of the contract.

- The contract was awarded to Facca Incorporated on January 16, 2020.
- A site meeting was held on January 21, 2020 and site work began on February 10, 2020.

**BD-20-21**

**Bruziewicz – MacKinnon**

**“That the Board of Directors acknowledges the report dated February 14, 2020 on the Phase 3 Courtright Shoreline Revitalization Project and Brights Grove shoreline restoration work.”**

**CARRIED**

The Planning Activity Summary Report for the period from November 1, 2019 to January 31, 2020 was reviewed.

**Directors Comments:**

Directors enquired on the possibility of including the month cases are opened within the planning activity reference number.

**BD-20-22**

**McMillan – Burrell**

**“That the Board of Directors acknowledges the St. Clair Region Conservation Authority’s monthly Planning Activity Summary Report, dated February 3, 2020 for the period from November 1, 2019 to January 31, 2020.”**

**CARRIED**

Regulations Activity Summary Report on "Development, Interference with Wetlands & Alterations to Shorelines & Watercourses" Regulations (Ontario Regulation 171/06) from November 1, 2019 to January 31, 2020 was reviewed.

**BD-20-23**

**Miller – Burrell**

**“That the Board of Directors acknowledges and concurs with the Regulations Activity Summary Report dated February 18, 2020 on "Development, Interference with Wetlands & Alterations to Shorelines & Watercourses" Regulations (Ontario Regulation 171/06) from November 1, 2019 to January 31, 2020.”**

**CARRIED**

**A.W. Campbell Maple Syrup Festival**

Date: Saturday, March 21 to Sunday, March 22, 2020

Time: 10 am to 3 pm

Location: A.W. Campbell Conservation Area

**Sydenham River Canoe and Kayak Race**

Date: Sunday, April 19, 2020  
Registration: 10 am to 11 am  
Start Location: Mossie Line at Sydenham River  
End Location: Shetland Conservation Area

**Denning’s Memorial Forest Dedication**

Date: Sunday, June 7, 2020  
Time: 2 pm  
Location: Centennial Park, Strathroy

**Education Demonstration (Proposed)**

Date: Thursday, June 18, 2020  
Time: 9 - 10 am (Board Meeting to Follow)  
Location: Lorne C. Henderson Conservation Area

**Great Canadian Shoreline Cleanup - Ipperwash Beach**

Date: To Be Determined  
Time: 9 am to 11 am  
Location: Centre Ipperwash Beach Boat Launch

**A Geocaching Adventure - 20th Anniversary**

Date: Sunday, September 20, 2020  
Time: 9 am  
Location: Lorne C. Henderson Conservation Area

**Foundation Memorial Forest Dedication**

Date: Sunday, September 27, 2020  
Time: 2 pm  
Location: Lorne C. Henderson Conservation Area

**Director’s Comments:**

Director Frank Nemcek gave a reminder of the upcoming Alvinston Firefighter’s Maple Syrup Festival Saturday, March 21 to Sunday, March 22, 2020 and encouraged everyone to attend.

**BD-20-24**

**Brown – Nemcek**

**“That the Board of Directors acknowledges the schedule of Special Events outlined in the attached flyer.”**

**CARRIED**

The Healthy Watershed Program have restored or enhanced over 1,000 ha of land, and over 2.3 million trees planted throughout the region. These projects, along with our outreach and education events aim to minimize non-point source sedimentation, nutrient loading, and thermal changes of water bodies within our watershed.

**Strategic Objectives(s):**

The Healthy Watershed Program fulfills Goals 2 and 3 of the St. Clair Region Conservation Authority strategic objectives; Protect, manage, and restore our natural systems including woodlands, wetlands, waterways, and lakes and provide recreation and education opportunities for the public to enjoy and learn from our natural environment. The objective is being achieved through the strategic action; Develop new tools to promote stewardship practices and evaluate the effectiveness of Best Management Practices and Focus on Programs to Reduce Phosphorous Loading into the Great Lakes:

**Financial Impact:**

The Healthy Watershed Program is funded by grants, landowner contribution and corporate donations. Since its beginning, the program has distributed more than \$1.9 million in grants to landowners, which has resulted in over 550 projects (total project cost nearly \$5.75 million).

**Update:****Wetland and Phosphorus Workshop January 14, 2020**

The workshop took place at the SCRCA office, focusing on the implementation of wetlands on retired agricultural land. Thirty-three attendees participated in the event, landowners who have implemented or are thinking about implementing wetlands as well as staff from various CAs. SCRCA staff member, Jessica Van Zwol began the workshop by speaking on the biological diversity and Species at Risk found within the Sydenham River watershed. Racheal Scholten of Ducks Unlimited Canada shared information on their conservation programs and their study on the role of newly implemented wetlands have to capturing phosphorus in agriculture watersheds. This study had contracted SCRCA to conduct on-site monitoring and sampling. Lindsay Buchanan from Rural Lambton Stewardship Network spoke on the advantages and challenges of incorporating wetlands in the Municipal Drain Report of the *Drainage Act*. Nancy Vidler from Lambton Shores Phragmites Community Group spoke on multiple control methods for invasive Phragmites. Two farmers spoke in front of the crowd of the benefits that their restored wetlands had on their agricultural lands.

**Lambton Soils & Crop Improvement Association Annual General Meeting January 17, 2020**

SCRCA Chair Joe Faas was among those who awarded Brad Goodhill the 2020 Lambton Soil & Crop Improvement Association Outstanding Farmer. Brad is a 3<sup>rd</sup> generation farmer in the Warwick Township farming approximately 1,400 acres with his brother, Greg. Brad had a strong influence on other producers to convert to strip till, a practise that he is experienced with. Brad also has a lot of presence in the community, celebrating his 35<sup>th</sup> year on the fire department, 10 of those years as chief and 21 years as deputy chief. He also served 10 years on council and is president of the Watford Medical Centre. SCRCA staff spoke in front of a crowd of 100 to promote grant funding for farmers interested in reducing soil erosion, tree planting or fragile land retirement. Furthermore, staff promoted the upcoming Nutrient Management workshop and Soil Health Day events.

### **Nutrient Management Workshop January 22, 2020**

The workshop was held at the Brooke-Alvinston-Inwood Community Centre with 25 people in attendance. SCRCA staff member, Jessica Van Zwol began the workshop by speaking on the biological diversity and Species at Risk found within the Sydenham River watershed. Kevin McKague presented about the update toolset on OMAFRA's AgriSuite that calculates manure and fertilizer application needs and total nutrients on one's farm. Peter Kotzeff, a Bruce County farmer, spoke on his management of over 1,800 acres using cover crop and intensive grazing to build soil health, improve water quality and riparian ecosystems. Lastly, Graham McLean from Agris Co-op spoke about Timing Matters, an initiative between OMAFRA and agricultural sector organizations to raise awareness on the risks of winter spreading and provide a peer-to-peer response team to help farmers find alternatives.

### **Soil Health Day February 12, 2020**

Soil Health Day was an all-day event at the Brooke-Alvinston-Inwood Community Centre. The event was funded by the Canadian Nature Fund from the Department of Fisheries and Oceans Canada. The event focused on the current action plans for phosphorus load reductions in Lake Erie watershed as well the conservation and protection of the biological diversity of the Sydenham River watershed.

David Balint (Department of Fisheries and Oceans Canada) spoke on the biological diversity and water quality concerns of the Sydenham River watershed. Dr. Donald Scavia (University of Michigan) and Dr. Awoke Dagne (Environmental Consulting & Technology, Inc) spoke of their modelled phosphorus mass balance of the Lake Erie watershed. They showed how Lake Erie is influenced by Canadian agricultural non-point sources and highlighted BMP that would help reach the 40% phosphorus loading reduction targets. Ian Smith (Lydian Environmental Consulting) provided examples of stream remediation work and cost-effective options to improving the water quality of municipal drains. Bryan Page (Ducks Unlimited Canada) shared the results of the one-year study on the role of newly restored wetlands to capturing phosphorus. Steve Groff video conferenced and spoke about cover crops, planting green, and the importance of improving soil health. Christine George (Soil Health Consultant) spoke on soil microbes found in soils with cover crops.

The afternoon sessions highlighted local farmers Dan Breen and Jim Denys, the 2018 and 2019 OSCIA Soil Champions, respectively. University of Guelph professors, Dr. Naresh Thevathasan and Dr. Richard Heck spoke on carbon sequestration in riparian buffers and the soil structure of the top soil in different crop rotations, respectively. Michael Funk (Upper Thames River Conservation Authority) presented his current on-site research on controlled drainage. Mike Belan (farmer) spoke on cost-effective equipment modifications for inter-seeding and cover crop establishments.

Nearly 100 farmers, agriculture industry, municipal, government and conservation representatives were in attendance.

**BD-20-25**

**McMillan – Burrell**

**“That the Board of Directors acknowledges the status report dated February 18, 2020, regarding Healthy Watersheds Program updates.”**

**CARRIED**

Through financial support provided by Environment and Climate Change Canada (ECCC), the St. Clair Region Conservation Authority (SCRCA) is coordinating the development of a Phosphorus Management Plan for the Sydenham Watershed to reduce the impact of this nutrient on the Great Lakes basin and improve the health of the local ecosystem. Phosphorus is essential to life but when it becomes available in excessive amounts in freshwater environments it can cause algal blooms and hypoxic (low oxygen) conditions. This severely degrades the water quality of lakes and rivers and can impact the safety of water for drinking, recreation, and wildlife.

The objective of this multi-year project is to coordinate with local stakeholders, First Nations, and community members to identify sources of phosphorus and determine best-value solutions for our region. A community engagement and outreach strategy will be developed to implement the Management Plan.

Progress since November 2019 board report:

<b>Date</b>	<b>Item</b>	<b>Details</b>
Ongoing	SCRCA Project Team Work	<ul style="list-style-type: none"><li>• Staff conducting/compiling research and collecting data based on direction from committees</li><li>• Staff drafting reports that will provide the basis for chapter content</li><li>• Staff attending and hosting local rural water quality events</li><li>• Staff participating on the Lake Erie Action Plan Implementation Committee; Agricultural and Natural Heritage Subcommittees</li></ul>



Date	Item	Details
November 29, 2019	Non-Point Source Working Group Meeting	<ul style="list-style-type: none"> <li>• Overview;</li> <li>• Updates;</li> <li>• Special Presentation: Charlie Lalonde, Thames River Phosphorus Reduction Collaborative</li> <li>• Discussion; received feedback and direction</li> </ul>
December 5, 2019	Point Source Working Group Meeting	<ul style="list-style-type: none"> <li>• Overview;</li> <li>• Updates;</li> <li>• Discussion; received feedback and direction</li> </ul>

The SCRCA Project Team is compiling feedback from the committee meetings and one-on-one discussions with committee members to direct ongoing research. This information is being investigated, discussed at meetings, and incorporated into the draft Management Plan.

Upcoming committee meetings:

- Point Source Working Group Meeting
- Non-Point Source Working Group Meeting

**Strategic Objectives:**

The Phosphorus Management Plan is a project that ties into our existing programs and will help us to meet our strategic objective to focus on programs that reduce the loading of phosphorus to the Great Lakes in order to protect, manage, and restore our natural systems.

**Goal 2:**

“Protect, manage, and restore our natural systems including woodlands, wetlands, waterways, and lakes.”

**Strategic Actions:**

“Develop New Tools to Promote Stewardship Practices and Evaluate the Effectiveness of Best Management Practices: Evaluate the current model of landowner outreach and voluntary stewardship and explore new tools and collaborations that expand conservation opportunities utilizing information from our watershed report cards. Best Management Practices (BMPs) are encouraged to promote soil health, improve water quality, and provide for more resilient watersheds. Efforts need to be made to evaluate the various BMPs to ensure they are creating the results expected such as reducing nutrient loss from farm fields (with a focus on phosphorus) and decreasing sedimentation in watercourses. This is an opportunity to work with colleges and

universities, farming groups, and others to develop solid science to evaluate BMP effectiveness.”

“Focus on Programs to Reduce Phosphorous Loading into the Great Lakes: Governments on both sides of the border have been taking action setting targets for the Great Lakes to deal with the problem of excess Phosphorus. Stewardship programs, while also addressing other watershed needs, should focus on reducing Phosphorous levels entering the Great Lakes.”

**Financial Impact:**

Staff have finalized a work plan and signed a three-year contribution agreement with ECCC totaling \$220,000 covering 2019-2022 which will support the development of the Sydenham Watershed Phosphorus Management Plan.

**BD-20-26**

**Gordon – Nemcek**

**“That the Board of Directors acknowledges the update on the Sydenham River Phosphorus Management Plan dated February 18, 2020.”**

**CARRIED**

**Under New Business**

Welcome to Netty McEwen of Plympton-Wyoming, attending on behalf of Director Ron Schenk.

Farewell and appreciation to Dallas Cundick on his last day as Manager of Planning and Regulations. Staff and Directors wish Dallas success in his new endeavour.

Concerns were brought forth regarding temporary storage of bio-solids on local regulated areas within close proximity to bodies of water and/ or drainage. SCRCA Regulatory staff are in discussions with the Ministry of Environment, Conservation and Parks and the Ontario Ministry of Agriculture, Food and Rural Affairs regarding a solution. For the interim, relocation of such storage outside floodplain areas is preferred.

**BD-20-27**

**Broad – Burrell**

**“The Board of Directors requests a report to be provided at the April 16, 2020 Board of Directors Meeting on the subject of bio-solids and its potential effects on local water quality and further that this topic be included as part of the SCRCA Phosphorous Management Plan”**

**CARRIED**

**BD-20-28**

**MacKinnon – Miller**

**“That the meeting be adjourned.”**

**CARRIED**

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**Joe Faas**  
**Chair**



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

**Meeting Date:** May 7, 2020 **Item 5.1**  
**Report Date:** April 28, 2020  
**Submitted by:** Brian McDougall

**Subject:** General Manager's Report

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**Recommendation:**

- That this report be accepted as an update
- That the COVID 19 Action Plan be endorsed and staff be directed to continue to follow the plan, operating as an essential workplace and providing services remotely as required, until conditions permit a return to normal or near normal operations

**COVID 19:**

- Within three weeks of our Annual General meeting in February we were thrust into this new world of isolation and distancing
- Authority staff were very nimble in responding to the necessarily quick conversion to our current operating system and I am proud of how our staff have handled this situation and very happy that we have all remained healthy to date in this crisis
- Our COVID 19 Action Plan is a product of our Business Continuity Plan and our Health & Safety Plan focusing on maintaining operations while protecting staff
- Thankfully, the plan has effectively accomplished those intended goals
- Many of the discussions with the Province have been placed on the back burner with a focus on COVID 19 actions
- However, a group of organizations have submitted correspondence to Premier Ford endorsing the maintenance of the current mandate of Conservation Authorities – this correspondence is attached

**Financial Status**

- This pandemic has thrown a shopping cart full of monkey wrenches into our work plans and our financial plans
- Impacts on and changes to work plans are reviewed in other reports throughout the meeting
- Workloads have not dropped off and staff continue to be busy
- Financially, there are different impacts in each department and we are working to manage each independently as that is how they are funded

- Conservation Areas, specifically campgrounds, are experiencing the greatest impacts – revenue lost in overnight camping through the end of the May, delay and potential loss in seasonal camping, while having to maintain minimal staffing to support Snowbird and other homeless seasonal campers
- Conservation Education has been impacted with the changes in Education resulting in a loss of revenue – staff have created some fantastic virtual learning opportunities that are receiving rave reviews in local and province wide school boards
- Planning is seeing a small increase in fees to date
- Other departments are balancing budgets – some reductions in costs due to reduced mileage and fleet costs and office utilities
- Staff are investigating opportunities for participation in federal and provincial funding programs to assist in balancing financial losses principally from wages



# Business Continuity Plan

## COVID 19 – 2020 Action Plan

Date: March 17, 2020

### Healthy Workplace

SCRCA will take all reasonable steps to ensure that the workplace is free from infection, and to prevent the spread of infection.

There are several components to the action plan for the pandemic:

- Social Distancing
  - This is a polite way of describing “keeping your distance”. Because of the nature of an influenza pandemic, regular, close (one metre or less) contact with strangers or workplace colleagues should be discouraged.
- Personal Hygiene
  - Frequent and careful hand-washing is an extremely effective way of preventing the spread of infection, please see health and safety manual for information on hand washing
  - coughing or sneezing into sleeves instead of hands or the air
  - proper and immediate disposal of used tissues
- Cleanliness of Premises
  - SCRCA will adopt a much higher standard of cleanliness during the pandemic, and frequently disinfect anything (including desks and computer equipment) that is frequently handled. Hand Sanitizer and disinfecting wipes will be made available.
- For staff requiring emotional support due to grief or fear, the Employee / family assistance program is available. The current provider is ComPsych Corporation and can be reached at 844.814.2415 or online at [guidanceresources.com](http://guidanceresources.com) (Our company Web ID: CAEAP)

## Fitness to Work Around People

- Those who are infected with COVID-19 may have little to no symptoms
- You may not know you have symptoms of COVID-19 because they are similar to a cold or flu
- Symptoms may take up to 14 days to appear after exposure to COVID-19 - This is the longest known infectious period for this disease
- Symptoms have included:
  - fever
  - cough
  - difficulty breathing
  - pneumonia in both lungs
- If you become ill
  - If you are ill and must visit a health care professional, call ahead or tell them when you arrive that you have a respiratory illness. You may be asked to wear a mask while waiting for or receiving treatment to prevent the spread of the illness.
  - If you have been confirmed to have COVID 19, you are asked to contact your immediate supervisor to confirm your condition
  - If you have travelled abroad and you develop fever, cough or difficulty breathing in the next 14 days:
    - isolate yourself within the home as quickly as possible and
    - call your health care provider or public health authority
    - Tell them your symptoms and travel history. Let them know whether you have had direct contact with animals or a sick person, especially if they have had symptoms.
  - If you have even mild symptoms, stay home and call the public health authority in the province or territory you are in to inform them. They will provide advice on what you should do.
- Be prepared
  - It is important to know how you can prepare in case you or a family member become ill
  - To limit the spread of infection, employees who are exhibiting symptoms of COVID 19 as described above **must** not come to work, and if they are at work, they will be sent home
  - All those who have been in close contact with any employee showing symptoms should self isolate

## Personal Sickness

- To cover personal sickness time, Full-time staff may use the following:
  - Make use of the sick days received per calendar year as well as accumulated sick days from previous years
  - Use accumulated (SDO / overtime) time
  - Use vacation time
  - Access short term disability if qualified and needed
  - Use Employment Insurance as provided by the Government of Canada

### **Family Care / Work from Home**

- In the event of being directed to work from home, caring for an ill immediate family member, or School / Daycare closure, staff may use the following:
  - Make use of the sick days received per calendar year as well as accumulated sick days from previous years
  - Use accumulated time
  - Use vacation time
  - Access short term disability if qualified and needed
  - Use Employment Insurance as provided by the Government of Canada
  - Work from Home – an option available due to the confirmed Pandemic
    - Staff should be available to work during the standard work day and able to respond to requests / communications in a timely fashion
    - Hours of work will be expanded to all hours during the day rather than confined to the normal work day
    - Hours per week will continue to be 35 – additional hours will not be approved for SDO collection or overtime unless approved by the GM / CAO
    - If work from home hours do not total 7 per day or 35 per week, sick days (hours), accumulated time or vacation time should be used to balance timesheet to standard work week

### **Contract / Seasonal Staff**

Seasonal staff / contract staff – will be provided up to 5 sick days to help employees during this unexpected situation as seasonal and contract staff do not receive sick days or vacation days. They will be required to use banked time or take “unpaid” time for the duration of their illness, unless a work from home option is available. Work from home, directly related to the contract / seasonal staff or other projects assigned by Managers or Directors will be assigned before or during any work from home commencement. Employment Insurance benefits would be a last resort option.

### **Personal Voicemail and Email messages**

- It is important that personal voicemail and email messages be kept up to date, especially if any staff member will be away from the office

### **Essential Duties**

- The Emergency Response Team have determined that the following duties are essential to the organization during this event:
  - Flood monitoring, forecasting and warning
  - Communications
  - Municipal support
  - General administration and corporate services
  - Payroll



- Property oversight
- Staff who undertake these essential duties may be required to report to their work sites to undertake essential works

### **Reduced Office Presence**

- As staff begin to work from home, a reduced office presence will be maintained
- The event management team will ensure that phone calls are answered, mail is opened and reviewed, property oversight is undertaken, etc.

### **Temporary Business Shut Down**

- The GM in consultation with the Chair of the Board of Directors will jointly decide if there comes a time, to completely shut down SCRCA during the pandemic.
- Each Director / Manager will be responsible for calling the staff in their department and will keep staff informed until it is deemed safe to re-open.
- The GM in conjunction with the Emergency Response Team will determine essential functions and those positions will continue to work during the closure of the SCRCA

### **Updates and Return To Work**

- The Emergency Response Team will be reviewing our status on a daily basis
- Updates and information will be shared as it becomes available
- Questions are welcome and can be directed to the GM/CAO and will be responded to the individual or entire team whichever provides greater benefit
- As this situation begins to resolve, the Emergency Response Team will propose a Return To Work Plan
- This GM and the Chair of the Board of Directors will jointly endorse a fixed date for return and this information will be emailed to all staff
- The notice to return to work will provide a minimum of 24 hours notice in order for staff to have time to prepare for the return to work

The Honourable Doug Ford,  
Premier  
Premier's Office  
Room 281  
Legislative Building, Queen's Park  
Toronto, ON  
M7A 1A1

April 27, 2020

Dear Premier Ford,

We, the 112 undersigned organizations, call on the Government of Ontario to retain the current mandate of the province's 36 Conservation Authorities in protecting, restoring and managing the watersheds where 95 percent of Ontarians reside. Their functions and responsibilities with respect to land use planning and permitting, monitoring, stewardship and education must be maintained, for the reasons outlined below.

Our Conservation Authorities are a unique and widely respected Ontario innovation. They were established in the 1940s in response to concerns expressed by agricultural, environmental and sports groups about the unhealthy state of the province's lands and waters as a result of poor resource management practices. The combined impacts of drought and deforestation had led to extensive soil loss and flooding, pointing to the need for a regional approach to managing Ontario's watersheds, for the safety and well-being of communities.

Today, Conservation Authorities provide a much-valued bridge across municipal boundaries to understand and address environmental concerns, such as flooding. Because they operate at the watershed level, they are ideally positioned to encourage science-based collaborative strategies and decision-making.

The Flood Advisor's report showed strong support for the Conservation Authority model in protecting Ontario from the impacts of climate change. Their role in flood mapping, hazard assessment and monitoring is critical to protecting life and property. This model only works, however, if Conservation Authorities have the necessary regulatory power, appropriate staffing and adequate funding to intervene in planning decisions and development applications. Their vital role in land use planning and permitting must be retained to ensure that development does not put communities at risk from flooding and other climate change impacts through loss of wetlands, woodlands and farmland.

The monitoring initiatives implemented by Conservation Authorities are necessary for delivery of flood mitigation and drinking water protection programs. Additionally, they support broader environmental protections including land conservation (including areas of importance to protecting water resources), biodiversity conservation, water quality protection and ecological restoration. This monitoring role is essential to evidence-based decision-making and should be maintained.

Conservation Authorities are locally based organizations that have a solid track record in responding innovatively and effectively to community needs and priorities. They support multiple municipalities and partner with conservation groups, farmers, other landowners and other community members. They deliver regionally significant projects and provide on-the-ground expertise and funding. Such projects include, for example, implementation of agricultural best practices and wetland restoration or creation.

The province's Conservation Authorities are the second largest landowner in Ontario, protecting significant natural areas and hydrological features in our watersheds. They also own and manage conservation areas that are open to the public and provide highly valued nature-based opportunities for recreation and leisure for millions of Ontarians. Here and across their watersheds Conservation Authorities deliver valuable education and outreach programs, serving youth and enriching communities across Ontario.

Any effort to reduce or constrain the mandate of Conservation Authorities is contradictory to the interests of the people of Ontario who are facing enormous risks and costs as a result of climate change and ongoing biodiversity loss. The roles and responsibilities of Conservation Authorities are critical in protecting the lands, waters and wildlife which benefit businesses and communities across Ontario, and upon which our health and well-being ultimately depend.

None of us can afford to ignore the tragic history of poor watershed management and over-exploitation which led to the creation of Conservation Authorities in the last century. Now more than ever we need their expertise to respond effectively to the challenges ahead.

Yours truly,



Caroline Schultz  
Executive Director  
**Ontario Nature**



Tim Gray  
Executive Director  
**Environmental Defence**



Theresa McClenaghan  
Executive Director  
**Canadian Environmental Law Association**

Cc: Jeff Yurek, Minister of the Environment, Conservation and Parks  
Cc: John Yakabuski, Minister of Natural Resources and Forestry  
Cc: Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs  
Cc: Steve Clark, Minister of Municipal Affairs and Housing  
Cc: Jerry DeMarco, Commissioner of the Environment

This letter is endorsed by the following national, provincial and local organizations:

CANADA  
**A ROCHA**

Environmental Stewardship

Luke Wilson  
Chief Executive Officer  
A Rocha Canada



**A2A**

Algonquin to  
Adirondacks  
Collaborative

David Miller  
Executive Director  
A2A- Algonquin to Adirondacks  
Collaborative



Terry Bradt  
Past-President  
Bancroft Field Naturalists



**BAY AREA  
RESTORATION  
COUNCIL**

Chris McLaughlin  
Executive Director  
Bay Area Restoration Council



Deb Sherk  
President  
Bert Miller Nature Club



Liz Purves  
Director, Ontario  
Birds Canada



Lawrence Gunther  
President  
Blue Fish Canada



Norman Wingrove  
Acting President and Secretary  
Blue Mountain Watershed Trust

**BurlingtonGreen**

Together we make a difference

Amy Schnurr  
Executive Director  
BurlingtonGreen  
Environmental Association



Raj Gill  
Great Lakes Director  
Canadian Freshwater Alliance



Tom Wilson  
President  
Carden Field Naturalists



Dr. Dawn Bazely, Chair  
Michelle Kanter, Executive  
Director  
Carolinian Canada Coalition



**Citizens Environment Alliance**

Derek Coronado  
Coordinator

**Citizens Environment Alliance of  
Southwest Ontario**



Bruce Craig  
Chair

**Concerned Citizens of King  
Township**



Michael Douglas  
Spokesperson

**Concerned Citizens of Ramara**



Rachel Plotkin  
Boreal Project Manager  
**David Suzuki Foundation**



Lois Gillette  
President

**Durham Region Field Naturalists**

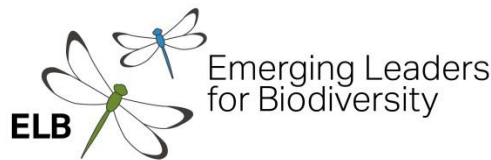


**EARTHROOTS**

Amber Ellis  
Executive Director  
**Earthroots**



Paul Mero  
Executive Director  
**EcoSpark**



Emerging Leaders  
for Biodiversity

Thomas McAuley-Biasi  
Chair

**Emerging Leaders for Biodiversity**



Bob Barnett  
Executive Director  
**Escarpment Biosphere  
Conservancy**



Pat Learmonth  
Director  
**Farms at Work**



Geoff Kettel  
President  
**Federation of Urban  
Neighborhoods**



Raymond Metcalf  
President  
**Four Seasons Conservancy**



Ensuring the Healthy Future of Our Waters

Kristy Meyer  
Associate Director  
**Freshwater Future**



Susan Moore  
President  
**Friends of Salmon River**



Peter Kannar  
President  
**Friends of Second Marsh**



Thomas McClenaghan  
President  
**Friends of the Coves Subwatershed Inc.**



Friends of the Earth  
Les Ami(e)s de la Terre  
*Protecting the Earth for tomorrow / Pour protéger l'avenir de la Terre*

Beatrice Olivastri  
CEO  
**Friends of the Earth Canada**



Libby Racansky  
President  
**Friends of the Farewell**



Rupert Kindersley  
Executive Director  
**Georgian Bay Association**



**GRAND RIVER**  
ENVIRONMENTAL NETWORK

Susan Bryant  
Co-Chair  
**Grand River Environmental Network**



Graham Flint  
President  
**Gravel Watch Ontario**



Richard Witham  
Chair  
**Greater Sudbury Watershed Alliance**



Jennifer Court  
Executive Director  
**Green Infrastructure Ontario Coalition**



Giuliana Casimirri  
Executive Director  
**Green Venture**



**Haldimand Stewardship Council Inc.**

15 Cayuga St. N. P.O. Box 720 Cayuga, ON N0A 1E0

Phone: 905 772-1393 Fax: 905 772-1459  
Email: dan@haldimandstewardshipcouncil.org

Website: www.haldimandstewardshipcouncil.org

Dan Romanoski  
President

**Haldimand Stewardship Council**



Haliburton  
Highlands  
Land Trust

*Protecting the land we love  
for future generations*

Mary-Lou Gerstl  
Chair

**Haliburton Highlands Land Trust**



Halton/North Peel  
Naturalist Club

Don Scallen  
President (Acting)

**Halton/North Peel Naturalist  
Club**



Hamilton  
Naturalists'  
Club

Chris Motherwell  
President

**Hamilton Naturalist Club**



HIGH PARK  
nature

Sharon Lovett  
Co-Chair

**High Park Nature**



Sheila Fleming  
President

**Ingersoll District Nature Club**

*Junction Creek  
Stewardship Committee*



Miranda Virtanen  
Executive Director

**Junction Creek Stewardship  
Committee**



Arthur Gladstone  
President

**Kawartha Field Naturalists**



**Because food is a  
GROWING concern!**

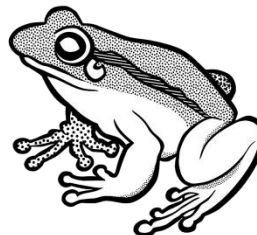
Mary Delaney  
Chair

**Land Over Landings**



Janet McKay  
Executive Director

**Local Enhancement and  
Appreciation of Forests**



Susan Hirst  
President

**Midland-Penetanguishene Field  
Naturalists Club**



Don Ciparis  
President

**National Farmers Union –  
Ontario**



Dorothy McKeown  
President  
**Nature Barrie**



Rose Feaver  
President  
**Nature League**



Gordon Neish  
President  
**Nature London**



Joyce Sankey  
Conservation Director  
**Niagara Falls Nature Club**



Dorothy Wilson  
Communications Officer  
**Nith Valley EcoBoosters**



Cara Gregory  
President  
**North Durham Nature**



Karen Brock  
President  
**Oakvillegreen Conservation Association Inc.**



Steve Hounsell  
Chair  
**Ontario Biodiversity Council**



Kathryn Enders  
Executive Director  
**Ontario Farmland Trust**



ONTARIO LAND TRUST ALLIANCE  
Alison Howson  
Executive Director  
**Ontario Land Trust Alliance Inc.**

Grace Gong

**Ontario Nature Youth Council**



ONTARIO PARKS ASSOCIATION  
*Protecting Tomorrow Today\**

Jim Pitman  
President, OPA Board of Directors  
**Ontario Parks Association**





Linda Heron  
Chair  
**Ontario Rivers Alliance**



Stuart Atkinson  
Lead, Policy and Government  
Relations  
**Ontario Society of Professional  
Engineers**



Ian McLaurin  
Chair  
**Ontario Soil Regulation Task  
Force**



Sandy Donald  
Director  
**Ontario Wildlife Rescue**



Liz Benneian  
Executive Director  
**Ontariogreen Conservation  
Association**



Denis Paccagnella  
President  
**Orillia Naturalists Club**



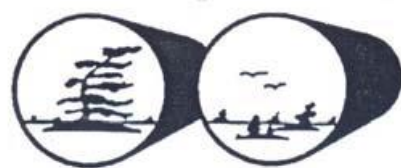
Elizabeth Logue  
Riverkeeper  
**Ottawa Riverkeeper**



Donna DuBreuil  
President  
**Ottawa-Carleton Wildlife Centre**



Dave Harvey  
Executive Director  
**Park People**



Tianna Burke  
Vice President  
**Parry Sound Nature Club**



Matt Brown  
Manager  
**Patagonia Toronto**



Marg Reckahn  
President  
**Penokean Hills Field  
Naturalists**



Steve LaForest  
President  
**Pickering Naturalists**



Dr. John Bacher  
Researcher  
**Preservation of Agricultural Lands Society**



Sandra Dowds  
President  
**Prince Edward County Field Naturalists**

Dr. Simon Courtenay  
Professor and Director  
**School of Environment, Resources and Sustainability – University of Waterloo**

Dr. Merrin MacRae  
Professor and Academic  
**University of Waterloo**



Roger Goulet  
Executive Director  
**Protecting Escarpment Rural Land**



Lenka Holubec  
Position Member  
**ProtectNatureTO**



Edeltraud Neal  
President  
**Provincial Council of Women of Ontario**



George Thomson  
President  
**Quinte Field Naturalists**



Tom Woodcock  
Planning Ecologist  
**rare Charitable Research Reserve**



**Ratray Marsh Protection Association**

Jean L. Williams  
Chair  
**Ratray Marsh Protection Association**



Angus Inksetter  
President  
**Saugen Nature**



Jan Beveridge  
Save Our Water



Lino Grima  
Chapter Chair  
Sierra Club of Ontario



Rosemary Keenan  
Chair  
Sierra Club of Ontario – Peel  
Group



Margaret Prophet  
Executive Director  
Simcoe County Greenbelt Coalition



Paul Harpley  
President  
South Lake Simcoe Naturalists



Mark Cranford  
President  
South Peel Naturalists' Club



André Lachance  
President  
Thames Talbot Land Trust



Mark Bisset  
Executive Director  
The Couchiching Conservancy

Ken Clarke  
President  
Stratford Field Naturalists



Bryan Smith  
Chair  
The Oxford Coalition for Social  
Justice



Ellen Schwartzel  
Co-Vice President  
Toronto Field Naturalists



David Cork  
Executive Director  
TREC

Karen Peterson  
President  
Trout Lake Campers Association

Fran Fendelet  
Co-Chair  
Tyandaga Environmental Coalition  
Inc.

Raymond Metcalfe  
President  
Upper Ottawa Valley Nature  
Club



John Peach  
Executive Director  
**Upper St. Lawrence Riverkeeper**



Jenna Quinn  
President  
**Waterloo Region Nature**



Katie Krelve  
Ontario Campaigner  
**Wilderness Committee**



Cassie Barker  
Executive Director  
**Women's Healthy Environment Network**



Elizabeth Hendricks  
VP, Freshwater  
**World Wildlife Fund Canada**



Gloria Marsh  
Executive Director  
**York Region Environmental Alliance**



Jeanne Beneteau  
President  
**York Simcoe Nature Club**

**Ministry of Natural Resources and Forestry**

Regional Operations Division  
Integration Branch  
300 Water Street  
Peterborough, ON K9J 3C7  
Tel.: 705-755- 1620  
Fax.: 705-755- 1201

**Ministère des Richesses naturelles et des Forêts**

**Division des opérations régionales**  
Direction de l'intégration  
300, rue Water  
Peterborough (Ontario) K9J 3C7  
Tél.: 705-755- 1620  
Télééc.: 705-755- 1201

April 1, 2020

Mr. Brian McDougall  
General Manager/Secretary-Treasurer  
St. Clair Region Conservation Authority  
205 Mill Pond Crescent  
Strathroy, Ontario N7G 3P9

bmcdougall@scrca.on.ca

Dear Mr. McDougall,

The Ontario government recognizes the importance of conservation authorities, and the services that you provide to communities across this province.

Conservation authorities are a valued partner in protecting people and property from the effects of flooding. I am writing to inform you that the Ministry of Natural Resources and Forestry (MNR) is maintaining operational funding this year. For the 2020/21 fiscal year, \$3.85 million in funding will be provided to conservation authorities in the province.

This funding will help to assist conservation authorities in providing flood forecasting and warning, dam operations and municipal planning support related to natural hazards. The ministry will also provide \$5 million in capital funding through the Water Erosion Control Infrastructure program to support the maintenance of critical water and erosion control infrastructure.

Building healthy and safe communities is our top priority and that is why we have developed Ontario's Flooding Strategy, the province's first comprehensive strategy to protect people and property from flooding impacts. For more information on the strategy, please visit our [website](#).

Sincerely,



Kathy Woeller  
Director



*South West Woodlot Association*  
*A Chapter of the Ontario Woodlot Association*

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March 9<sup>th</sup>, 2020

Brian McDougall  
General Manager / Secretary-Treasurer  
St. Clair Region Conservation Authority  
bmcdougall@scrca.on.ca

Subject: Appointment of a technical advisor.

Dear Brian;

This letter is to ask the St. Clair Region Conservation Authority to appoint a technical advisor to South West Woodlot Association for the 2020 term.

If you have any questions, please contact me, Tom Park at [swwaowa@gmail.com](mailto:swwaowa@gmail.com)

Sincerely,

*Tom Park*

Tom Park.  
2020 Term President

**Meeting Date:** May 7, 2020  
**Report Date:** April 1, 2020  
**Submitted by:** Ashley Fletcher

**Item 6.1 (a)**

**Subject:** Business Arising

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**Regarding BD-18-144**

SCRCA staff suggest having Project Consultants present to the Board of Directors meeting in order to walk through the guidelines on the development of flood lines.

**Deferred to June, 2020**

**Regarding BD-19-169**

The Board of Directors requests that a report is submitted to the December meeting regarding the possibility of providing monthly or quarterly revenue and expenditures for closer monitoring of the budget to date.

**Deferred to June, 2020**

**Regarding EC-20-04**

Committee members recommend implementing an asset management plan as a proactive measure in preparation of the 2021 budget.

**Please refer to Item 10.3**

**Regarding BD-20-04**

The Board of Directors requests a report from MNP Chartered Professional Accountants LLP, separate from the Audited Statements providing a full breakdown and explanation of "Other Income" as referenced on page 5 of the statements. This report is to be distributed to the Board of Directors.

**Please refer to Item 10.2**

**Regarding BD-20-18**

Updated quotes including the full scope of necessary repairs to the Highland Glen boat launch will be brought forward to the April 16, 2020 Board of Directors meeting for further discussion.

**Please refer to Item 7.4**

**BD-20-27**

The Board of Directors requests a report to be provided at the April 16, 2020 Board of Directors Meeting on the subject of bio-solids and its potential effects on local water quality and further that this topic be included as part of the SCRCA Phosphorous Management Plan

**Please refer to Item 8.2**

**Meeting Date:** May 7, 2020  
**Report Date:** April 24, 2020  
**Submitted by:** Emily De Cloet

**Item 6.1 (b)**

**Subject:** Current Watershed Conditions

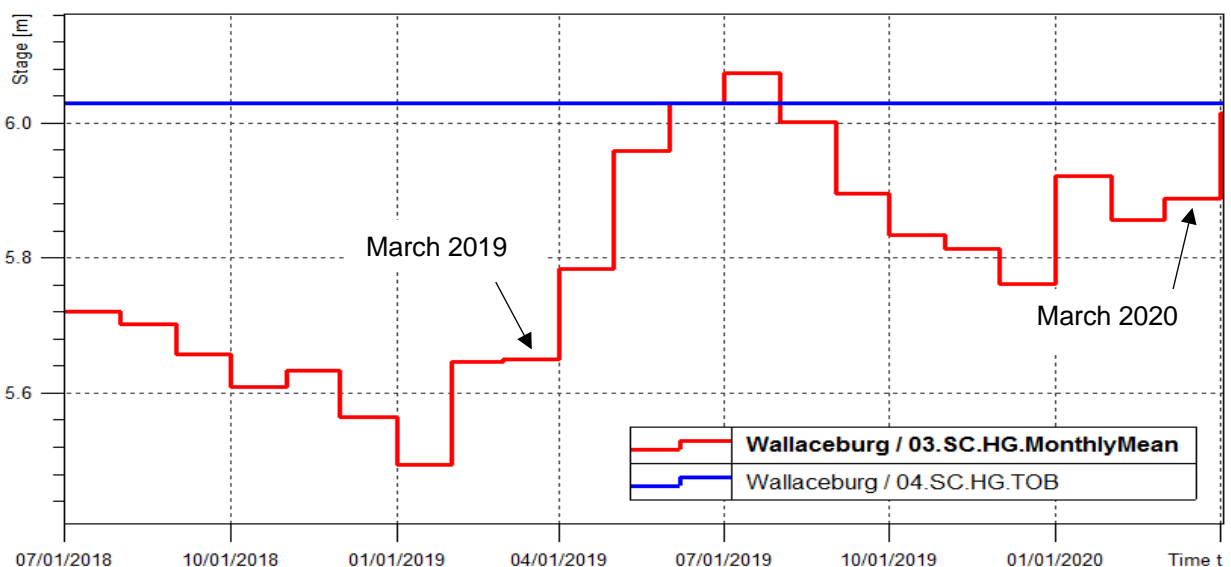
## Highlights:

- Flood threat is moderate due to high water levels on the Great Lakes, Lake St. Clair and in Wallaceburg
- Lake Huron exceeded the February 1986 record by 14 cm, while Lake St. Clair was just below its record level; Lakes Huron, St. Clair and Erie all exceeded the 1986 record levels in March
- Water levels for Lakes Huron and St. Clair are projected to exceed record levels over the next 6 months
- Precipitation totals are on par with normal regional precipitation amounts

## Flood Threat

The current flood threat is moderate owing to sustained high water levels in the Great Lakes, Lake St. Clair, St. Clair River, and the Sydenham River at Wallaceburg. Previously considered minimal amounts of rainfall will have the capacity to elevate water levels into natural floodplain areas, and Wallaceburg will be more susceptible to wind-driven flooding.

**Figure 1: Monthly average water levels at Wallaceburg (red) compared to top of bank (blue).**





- March 2020 water levels in Wallaceburg were 24 cm higher than March 2019; February was 21 cm higher
- As of this report, water levels are currently sitting 5 cm below the top of the bank

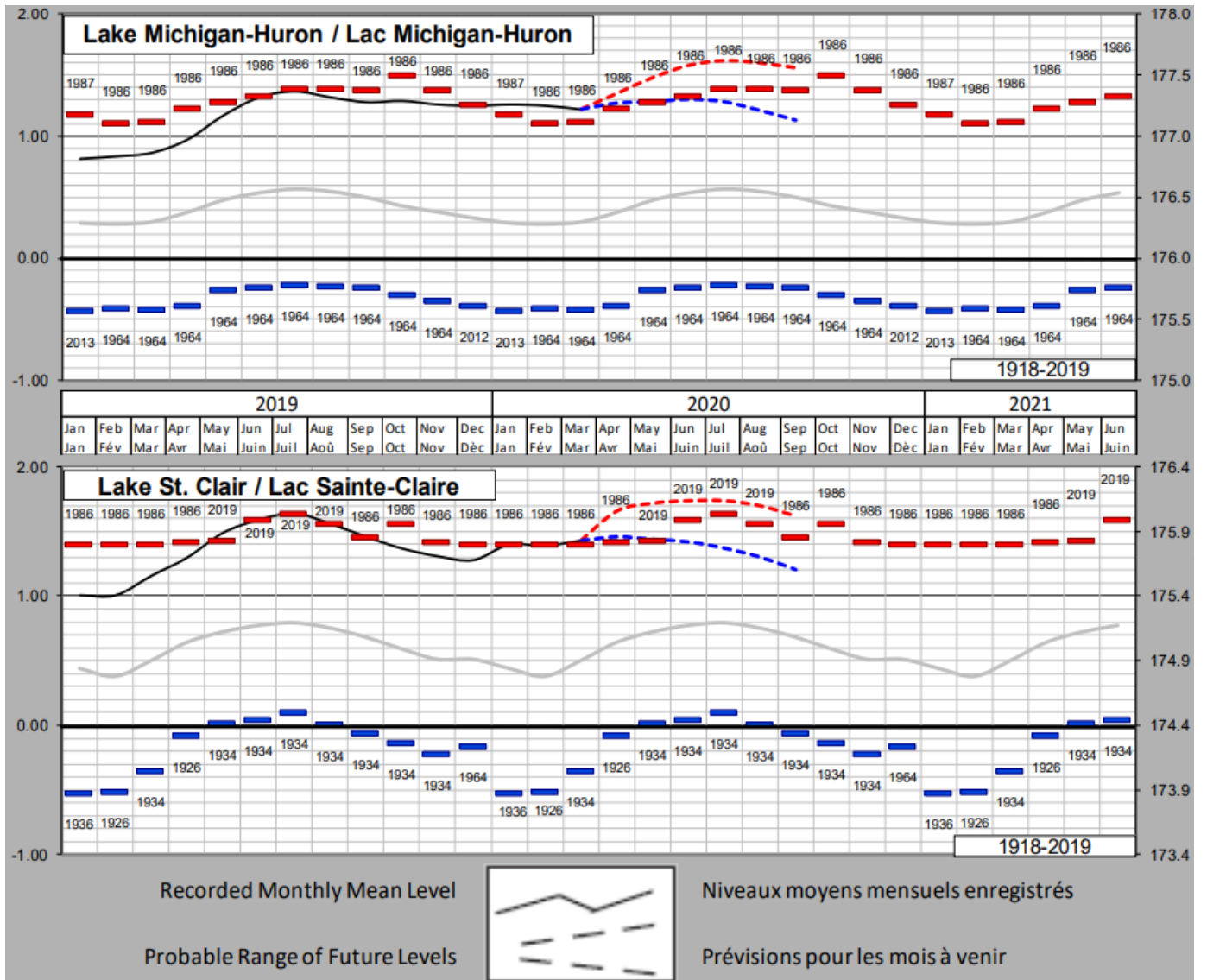
## Great Lakes Levels

**Table 1: Comparison of mean water levels for March 2020. Source: Fisheries and Oceans Canada, 2020.**

March 2020	Lake Huron	Lake St. Clair	Lake Erie
Mean for Month (Preliminary Data)	177.22	175.83	174.95
Mean for Month Last Year	176.86	175.56	174.65
Change	<b>0.36</b>	<b>0.27</b>	<b>0.30</b>
Mean for Month, Last 10 years	176.27	175.05	174.25
Change Compared to Current	<b>0.95</b>	<b>0.78</b>	<b>0.70</b>
Mean for Month, All Time	176.31	175.92	174.09
Change Compared to Current	<b>0.91</b>	<b>-0.09</b>	<b>0.86</b>
<b>Statistics for Period of Record</b>			
Maximum Monthly Mean / Year	177.12	175.80	174.88
	1986	1986	1986
Change Compared to Current	<b>0.10</b>	<b>0.03</b>	<b>0.07</b>
Minimum Monthly Mean / Year	175.58	174.05	173.20
	1964	1934	1934
Change Compared to Current	<b>1.64</b>	<b>1.78</b>	<b>1.75</b>
<b>Next Month Estimate</b>			
Probable Mean for Next Month	177.31	175.98	175.08
Next Month Compared to Current	<b>0.09</b>	<b>0.15</b>	<b>0.13</b>

- All three lakes have exceeded their 1986 record-high levels, with only Lake St. Clair not exceeding its March mean for all time
- Lake Huron and Lake St. Clair are projected to exceed record-high water levels over the next 6 months under the maximum water level scenario, and are anticipated to exceed April and possibly May records under the minimum level scenario (see Figure 2 below)

**Figure 2: Six-month water level projection. Source: Fisheries and Oceans Canada, 2020.**



## Precipitation Conditions

**Table 2: Precipitation totals compared to monthly normals.**

Precipitation (mm)	Sarnia		Strathroy		London		Windsor	
	Actual	Normal	Actual	Normal	Actual	Normal	Actual	Normal
<b>Last Quarter</b>								
January	99.5	50.1	128.4	75.3	129.6	74.2	89.2	57.6
February	26.5	47.7	44.4	61.1	40.6	60	14	57.3
March	15.1	62.6	63.2	74.9	80	78.4	87.6	75
<b>Averages</b>								
last 3 month totals	141.1	160.4	236	211.3	250.2	212.6	190.8	189.9
last 3 month % of normal	88.0%		111.7%		117.7%		100.5%	
regional average	<b>104.5%</b>							
last 6 month totals	363.2	370.8	443.8	469	502.4	469.9	386.2	405
last 6 month % of normal	98.0%		94.6%		106.9%		95.4%	
regional average	<b>98.7%</b>							
last 12 month totals	804.3	846.8	1030.6	945.1	1059.5	987	888.4	918.4
last 12 month % of normal	95.0%		109.0%		107.3%		96.7%	
regional average	<b>102.0%</b>							

- Rainfall averages are below normal in Sarnia for all time periods, however data gaps are currently present for March rainfall totals, accounting for the discrepancy
- Significant rainfall in January 2020 increased the overall average for the past 3 months
- Long-term precipitation averages are on par with precipitation normal.

**Meeting Date:** May 7, 2020  
**Report Date:** April 1, 2020  
**Submitted by:** Jessica Van Zwol

**Item 6.1 (c)**

**Subject:** Healthy Watershed Outreach Update

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**Recommendation:**

That the Board of Directors acknowledges the Healthy Watersheds Program Update dated April 1, 2020.

**Background:**

The Healthy Watershed Program have restored or enhanced over 1,000 ha of land, and over 2.3 million trees planted throughout the region. These projects, along with our outreach and education events aim to minimize non-point source sedimentation, nutrient loading, and thermal changes of water bodies within our watershed. SCRCA secures funding from federal, provincial, municipal and private sources to support landowner-implemented stewardship projects including riparian buffers, block tree planting, windbreaks, wetlands, and erosion control measures. Staff meet with landowners and offer advice and project design and where applicable, support projects with grants.

**Strategic Objectives(s):**

The Healthy Watershed Program fulfils Goals 2 and 3 of the St. Clair Region Conservation Authority strategic objectives; Protect, manage, and restore our natural systems including woodlands, wetlands, waterways, and lakes and provide recreation and education opportunities for the public to enjoy and learn from our natural environment. The objective is being achieved through the strategic action; Develop new tools to promote stewardship practices and evaluate the effectiveness of Best Management Practices and Focus on Programs to Reduce Phosphorous Loading into the Great Lakes:

**Financial Impact:**

The Healthy Watershed Program is funded by grants, landowner contribution and corporate donations. Since its beginning, the program has distributed more than \$1.9 million in grants to landowners, which has resulted in over 550 projects (total project cost nearly \$5.75 million).

## Update:

Staff have applied for the following grants to support landowner stewardship projects, biological monitoring, and education & outreach:

- Environment and Climate Change Canada – Great Lakes Protection Initiative – \$300,000 request for 2-year project implementing Natural Heritage and Soil Health Projects with a focus on reducing phosphorus losses.
- Ontario Ministry of Natural Resources and Forestry – Species at Risk Stewardship Program - \$196,940 request for 2-year project implementing stewardship projects, mussel monitoring, and education and outreach.
- Waste Management and the Town of Petrolia Green Leaders Grant - \$15,000 request for a 1-year project implementing interpretive features at Bridgeview Conservation Area
- Environment and Climate Change Canada – Terrestrial Habitat Stewardship Program - \$95,000 request for 1-year project focusing on habitat stewardship and reptile monitoring in the Sydenham River Watershed

Staff are currently writing up the Final Reports for the Department of Fisheries and Oceans Aquatic Habitat Stewardship Program (\$100,000) and the Canadian Nature Fund for Aquatic Species at Risk (\$285,000, Year 1 of 4-year grant)

### **SCRCA Habitat Stewardship Program 2019-2020**

Total Project Costs: \$490,000

Total land retired: ~98.5 acres

Conservative estimate of value of landowner land retirement (~\$7,500/acre): \$743,000

Total Grants provided to landowners: ~\$410,000

Landowners contributed more than \$77,000 out-of-pocket costs to implement projects.

Staff assisted or found grant funding for the following projects:

- 22 Riparian Buffer and Marginal Land Tree Planting Projects and 22 over the counter tree sales (~54,000 trees)
- 8 Wetland Projects
- 3 Tallgrass Prairie Projects
- 1 Cattle Exclusion Fencing Project
- 1 Grassed Waterway Project
- 1 Erosion Control Project

**Meeting Date:** May 7, 2020 **Item 6.1 (d)**  
**Report Date:** April 23, 2020  
**Submitted by:** Melissa Deisley, Michelle Gallant, Megan Weber

**Subject:** Regulations Activity Summary

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 February 1, 2020 to March 31, 2020

## Regulations Permits Issued

Application #	Location	Municipality	Proposal	Submitted	Issued	Days
R#2019-432	27101 Napier Road	Adelaide-Metcalf	Construct New Single Family Dwelling	2020-02-19	2020-03-19	29
R#2019-195	6680 Petrolia Line	Brooke-Alvinston	Construct new dwelling	2020-03-12	2020-03-19	7
R#2019-870	27314 Fraser Road, Wallaceburg	Chatham-Kent	Addition to existing house	2020-02-25	2020-02-27	2
R#2019-891	Lot 12, concession 10 Dover Township, Chatham Kent	Chatham-Kent	Integrity Dig	2020-01-28	2020-02-03	6
R#2019-917	57 Book Street, Wallaceburg	Chatham-Kent	8 foot addition to master bedroom	2020-01-31	2020-02-12	12
R#2020-0009	306 Turnbull Ave	Chatham-Kent	Garage addition	2020-01-17	2020-02-12	26
R#2020-0014	506 Sandra Crescent, Wallaceburg	Chatham-Kent	Construct new detached garage	2020-01-08	2020-02-05	28
R#2020-0097	402 Victoria Street, Wallaceburg	Chatham-Kent	Construction of a new garage	2020-02-28	2020-03-20	21
R#2020-0104	375 Arnold Street, Wallaceburg	Chatham-Kent	Crane Bay addition to existing building	2020-03-03	2020-03-10	7
R#2020-0041	Shetland Road	Dawn-Euphemia	Remove a damaged aerial crossing of a NPS (60.3 mm OD) pipeline.	2020-01-22	2020-02-11	20
R#2020-0042	12828 Ilderton Road	Middlesex Centre	Install 1576m of NPS 4" (114.3mm OD) between Twelve Mile Rd and Ilderton Rd.	2020-01-22	2020-02-11	20

R#2018-398	5431 Michigan Line	Plympton-Wyoming	Construct addition on existing dwelling	2020-01-30	2020-02-07	8
R#2019-839	3118 Douglas Street, Plympton-Wyoming	Plympton-Wyoming	Shoreline Protection Maintenance	2020-02-07	2020-02-07	1
R#2020-0142	1220 Fort Street, Sarnia	Point Edward	2020 Dredging Permit	2020-03-10	2020-03-30	20
R#2019-468	1852 Lakeshore Road	Sarnia	addition/renovation	2020-02-25	2020-03-19	23
R#2019-607	2992 & 2994 Lakeview Trail	Sarnia	Seawall replacement	2020-02-06	2020-02-13	7
R#2020-0021	1724 Lakeshore Road	Sarnia	House and porch additions and roof replacement on entire dwelling	2020-01-21	2020-02-14	24
R#2020-0024	2697 Old Lakeshore Road	Sarnia	Construct New Dwelling on Vacant Property	2020-02-25	2020-03-18	22
R#2020-0090	1010 Plank Road, Sarnia	Sarnia	Excavate and replace one pipeline valve (5-V-1) at Sarnia Terminal.	2020-02-25	2020-03-03	7
R#2020-0119	1456 Lakeshore Road, Sarnia	Sarnia	Emergency seawall repairs	2020-03-17	2020-03-24	7
R#2020-0120	1424 Lakeshore Road, Sarnia	Sarnia	Emergency seawall repairs	2020-03-17	2020-03-23	6
R#2020-0121	1430 Lakeshore Road, Sarnia	Sarnia	Emergency seawall repairs	2020-03-17	2020-03-23	6
R#2020-0122	1428 Lakeshore Road, Sarnia	Sarnia	Emergency seawall repairs	2020-03-17	2020-03-23	6
R#2020-0124	1432 Lakeshore Road, Sarnia	Sarnia	Emergency seawall repairs	2020-03-17	2020-03-23	6
R#2019-055	Polymoore Drive se corner	St. Clair	Industrial Building	2020-03-17	2020-03-17	1
R#2019-889	697 Catalpa Way, Corunna	St. Clair	New home construction	2020-02-03	2020-02-04	1
R#2019-904	4278 St. Clair Parkway	St. Clair	Remove existing dwelling and replace with new dwelling	2020-02-13	2020-02-14	1
R#2020-0070	2430 Greenfield Road, Courtright	St. Clair	Upgrade an existing station	2020-02-06	2020-03-09	32
R#2020-0105	4675 Riverside Drive	St. Clair	Tear Down/Rebuild	2020-03-16	2020-03-30	14
R#2020-0067	East of 22750 and 22753 Adelaide Road	Strathroy-Caradoc	Repair a low priority "C" Leak crossing the McEvoy Drain	2020-02-27	2020-03-09	11
R#2020-0116	along Rougham Road, Mount Brydges	Strathroy-Caradoc	Install 226m of NPS 4" (114.3mm OD)	2020-02-28	2020-03-18	19

**Total Permits Issued: 31      Average Number of Days to Issue Permit for this Period: 12.9**

## Regulations Inquiries

<b>FileReference</b>	<b>Municipality</b>	<b>Location</b>
R#2018-404	Adelaide-Metcalfe	620 Second Street
R#2020-0058	Adelaide-Metcalfe	1319 Napperton Drive
R#2020-0080	Adelaide-Metcalfe	12 Grogast Court, Strathroy
R#2020-0107	Adelaide-Metcalfe	5172 Scotchmere Drive, Strathroy
R#2020-0166	Brooke-Alvinston	brooke alvinston
R#2020-0170	Brooke-Alvinston	6423 Courtright Line
R#2020-0005	Chatham-Kent	584 Camden Street, Dresden
R#2020-0066	Chatham-Kent	11938 Base Line
R#2020-0084	Chatham-Kent	110 Water Street, Wallaceburg
R#2020-0085	Chatham-Kent	460 Brown Street, Dresden
R#2020-0096	Chatham-Kent	South of 744 Nelson Street, Wallaceburg
R#2020-0109	Chatham-Kent	577 Camden Street, Wallaceburg
R#2020-0128	Chatham-Kent	27860 St. Clair Road, Wallaceburg
R#2020-0130	Chatham-Kent	670 Camden Street, Dresden
R#2020-0133	Chatham-Kent	110 Water Street
R#2020-0135	Chatham-Kent	40 Bank Street, Tupperville
R#2020-0147	Chatham-Kent	180 & 235 Wallace Street
R#2020-0169	Chatham-Kent	11812 Wabash Line, Thamesville
R#2020-0179	Chatham-Kent	10416 Greenvalley Line, Dresden
R#2020-0180	Chatham-Kent	Property east of 4073 Dufferin Ave
R#2020-0181	Chatham-Kent	12619 Cider Mill Line
R#2020-0183	Chatham-Kent	640 Robinson Street
R#2020-0188	Chatham-Kent	12631 Splinter Line
R#2020-0191	Chatham-Kent	29766 Cuthbert Road
R#2020-0110	Dawn-Euphemia	2101 & 2148 Cameron Road
R#2020-0192	Dawn-Euphemia	1697 Gould Road
R#2020-0143	Enniskillen	4525 Churchill Line
R#2020-0152	Enniskillen	4525 Churchill Line
R#2020-0167	Enniskillen	5972 LaSalle Line, Enniskillen
R#2020-0003	Lambton Shores	6754 East Parkway, Ipperwash
R#2020-0071	Lambton Shores	6250 London Road, West Ipperwash
R#2020-0091	Lambton Shores	Lot 70 Con West of Lake Road



R#2020-0095	Lambton Shores	5958 Lakeshore Road, Lambton Shores
R#2020-0151	Lambton Shores	6252 Hickory Creek Line
R#2020-0154	Lambton Shores	Hickory Creek
R#2020-0159	Lambton Shores	6790 East Parkway Ipperwash
R#2020-0078	Middlesex Centre	13153 12 Mile Road
R#2020-0098	Middlesex Centre	22604 Vanneck
R#2020-0072	Oil Springs	4729 Orchard View Drive, Oil Springs
R#2020-0138	Oil Springs	2610 (0) Frederick Street, Oil Springs
R#2019-817	Plympton-Wyoming	4148 Bluepoint Drive
R#2019-827	Plympton-Wyoming	4672 Lakeside Street, Plympton Wyoming
R#2019-903	Plympton-Wyoming	7026 Hillsboro Road
R#2020-0069	Plympton-Wyoming	5094 Lakeshore Road
R#2020-0112	Plympton-Wyoming	3692 Beverly Glen, Camlachie
R#2020-0117	Plympton-Wyoming	5592 Camlachie Road, Plympton Wyoming
R#2020-0126	Plympton-Wyoming	4200 Aberarder Line, Camlachie
R#2020-0137	Plympton-Wyoming	7092 Bonnie Donne Road, Camlachie
R#2020-0148	Plympton-Wyoming	7026 Hillsboro Road
R#2020-0161	Plympton-Wyoming	5592 Camlachie Road
R#2020-0162	Plympton-Wyoming	Cullen Drive
R#2020-0165	Plympton-Wyoming	5008/5010 Egremont Road, Plympton
R#2020-0200	Plympton-Wyoming	4612 Lakeside Street, Plympton
R#2019-216	Sarnia	1602 Lakeshore Road
R#2019-690	Sarnia	1010 Plank Road Sarnia Terminal
R#2020-0086	Sarnia	2966 Sunset Boulevard, Brights Grove
R#2020-0094	Sarnia	604 Beach Lane, Sarnia
R#2020-0108	Sarnia	2341 Michigan Line, Sarnia
R#2020-0158	Sarnia	Churchill Line and Telfer Road
R#2020-0185	Sarnia	1748 Michigan Line
R#2020-0171	St. Clair	Lot 21, Con 7 Moore & Lot 18, Con 5 Moore
R#2019-708	Strathroy-Caradoc	359 Park Street
R#2019-898	Strathroy-Caradoc	7154 Falconbridge Drive, Melbourne
R#2020-0103	Strathroy-Caradoc	8015 Inadale Drive, Mount Brydges
R#2020-0111	Strathroy-Caradoc	375 Scott Street, Unit 44
R#2020-0113	Strathroy-Caradoc	East of 7404 Glendon Drive
R#2020-0129	Strathroy-Caradoc	24478 Glen Oak Road, Strathroy

R#2019-018      Warwick                      8028 Brick Yard Line

**Total Regulations Inquiries: 68**

## Regulations - DART Completed Files

<b>File Reference</b>	<b>Municipality</b>	<b>Drain / Watercourse</b>
R#2020-0099	Adelaide-Metcalf	Van Erp Drain
R#2019-847	Chatham-Kent	Gordon Drain
R#2019-851	Chatham-Kent	Black Creek Drain
R#2020-0089	Chatham-Kent	Chambers
R#2020-0144	Chatham-Kent	11th Concession Pump Works
R#2020-0146	Chatham-Kent	Little Bear Creek South Branch
R#2019-372	Enniskillen	Stewart Drain
R#2020-0079	Plympton-Wyoming	Aberarder Creek Drain
R#2020-0081	Plympton-Wyoming	Falconer - Ramsay Drain
R#2020-0093	Sarnia	Fourth Concession Drain
R#2020-0131	Southwest Middlesex	McIntyre Drain
R#2020-0132	Southwest Middlesex	McCracken Drain
R#2020-0134	Southwest Middlesex	Douglad McCallum
R#2020-0139	Southwest Middlesex	Stocking Drain
R#2019-670	St. Clair	Hubbard

**Total DART Permits Issued: 15**

## Regulations Inquiries - Drain s

<b>File Reference</b>	<b>Municipality</b>	<b>Drain / Watercourse</b>
R#2020-0153		Johnson Drain & Graham Bourne
R#2020-0157		North Woolsey Drain
R#2020-0177		King
R#2020-0178		tbd
R#2019-034	Brooke-Alvinston	Kelly Drain Branch 4
R#2019-049	Chatham-Kent	Hyatt Fryer Outlet Drain
R#2019-061	Chatham-Kent	Matteis-Todino Zone
R#2019-131	Chatham-Kent	Frank Bishop
R#2019-406	Chatham-Kent	Robinson Drain
R#2020-0082	Chatham-Kent	
R#2020-0102	Chatham-Kent	Gordan Drain
R#2020-0077	Dawn-Euphemia	McKa <sup>106</sup>

R#2019-428	Enniskillen	McFadyen
R#2019-691	Lambton Shores	Willemse Municipal Drain
R#2020-0073	Middlesex Centre	Borszcz Drain
R#2019-036	Plympton-Wyoming	Paul Park Municipal Drain
R#2019-094	Plympton-Wyoming	Lang Drain
R#2019-560	Plympton-Wyoming	Montgomery Drain
R#2019-735	Plympton-Wyoming	South Branch MacKinlay Drain No 2
R#2020-0037	Plympton-Wyoming	Pascoe Drain - Outlet to Perch Creek
R#2020-0039	Plympton-Wyoming	Niagara St. Drain Phippen Drain
R#2020-0100	Plympton-Wyoming	4089 Douglas Line Petition
R#2019-285	Sarnia	Kember-Smith Drain
R#2020-0160	Sarnia	Farris Subdivision Drain
R#2020-0172	Sarnia	Waddel Creek
R#2019-727	St. Clair	Hubbard Drain
R#2020-0106	St. Clair	
R#2020-0145	St. Clair	Churcher Drain
R#2019-879	Strathroy-Caradoc	Amiens Road
R#2019-807	Warwick	Perry Drain
R#2019-835	Warwick	McChesney Drain
R#2019-883	Warwick	Ravell-O'Neil Drain
R#2020-0101	Warwick	Legatte / Cundick Drain
<b>Total Regulations Inquiries Regarding Drains: 33</b>		

**Meeting Date:** May 7, 2020  
**Report Date:** April 23, 2020  
**Submitted by:** Erica Ogden, Sarah Hodgkiss

**Item 6.1 (e)**

**Subject:** Planning Activity Summary

A summary of staff activity related to Municipal Plan Input and Review is presented below. This report covers the period from February 1, 2020 to March 31, 2020

Municipal Plan Input and Review			
File Reference	Location	Municipality	Municipal File Reference
PL#2019-109	1425 Melwood Drive	Adelaide-Metcalfe	OPA01-2020 Z02-2020
PL#2019-114	527 Second Street	Adelaide-Metcalfe	
PL#2020-0010	9912 Oldfield Line	Chatham-Kent	B01-20
PL#2018-111	Country View Drive	Enniskillen	38T-07001
PL#2019-011	9532 & 9569 Ipperwash Road	Lambton Shores	ZO-02/2019 B-09/2019, B-10/2019
PL#2020-0011	West Ipperwash Road	Lambton Shores	
PL#2019-008	Timberwalk Trail	Middlesex Centre	ZBA 03 2019 39T-MC1901
PL#2018-109	North of 6810 King Street	Plympton-Wyoming	
PL#2018-022	Queen Street	Plympton-Wyoming	51-2018 38T-18004 B01-2018, B01-2
PL#2018-116	3790 Lakeshore Road	Plympton-Wyoming	
PL#2019-072	4195 Aberarder Line	Plympton-Wyoming	
PL#2019-081	5223 Douglas Line	Plympton-Wyoming	
PL#2019-102	Fleming & Queen Street	Plympton-Wyoming	38T-19004
PL#2020-0001	3368 London Line	Plympton-Wyoming	OPA 41
PL#2020-0007	4135 London Line	Plympton-Wyoming	

PL#2020-0008	3074 Lakeview Ave	Plympton-Wyoming	A-05-20
PL#2018-028	Venetian Boulevard	Point Edward	
PL#2020-0003	Exmouth Street	Point Edward	
PL#2019-115	1600 Venetian Blvd	Point Edward	
PL#2018-08 4	2024 London Line	Sarnia	
PL#2018-05 2	1273-1289 London Road	Sarnia	OPA 20 ZBA 1-2020
PL#2019-06 0	946 Blackwell Sideroad	Sarnia	
PL#2020-0002	1249 London Line	Sarnia	OPA 20 ZBA 13-2019
PL#2020-0013	1575 Plank Road	Sarnia	
PL#2020-0014	6068 Blackwell Side Road	Sarnia	
PL#2020-0015	1597 London Line	Sarnia	
PL#2020-0004	Concession Drive	Southwest Middlesex	
PL#2020-0005	4275 Olde Drive	Southwest Middlesex	P4-2020 B3-2020
PL#2020-0006	5800 Century Dr	Southwest Middlesex	P2/2020 B1/2020
PL#2018-103	Second Street	Strathroy-Caradoc	
PL#2018-09 3	24321 Saxton Road	Strathroy-Caradoc	
PL#2018-058	22701 & 22681 Adelaide Road	Strathroy-Caradoc	ZBA01-2019 39T-SC-CDM1901 B10/2018, B11/2018
PL#2018-026	Thorn Drive	Strathroy-Caradoc	39T-SC1303
PL#2019-065	Bear Creek Golf Course	Strathroy-Caradoc	
PL#2019-068	Queen St and Glendon Dr Mount Brydges	Strathroy-Caradoc	ZBA02-2020 39T-SC2001
PL#2019-08 7	24749 Park Street	Strathroy-Caradoc	ZBA3-2020
PL#2020-0009	Adelaide Rd & Falconbridge Dr	Strathroy-Caradoc	
PL#2020-0012	7806 Confederation Line	Warwick	
<b>Total Plan Review Items: 38</b>			

## Environmental Assessments

File Reference	Location	Municipality
EA#2020-001	Baseline Bridge	Chatham-Kent
EA#2020-002	Nauvoo Rd to Hickory Dr.	Strathroy-Caradoc

**Total Environmental Assessments: 2**

## Legal Inquiries

File Reference	Location
LL#2020-0002	63 McNaughton Ave Chatham-Kent
LL#2020-0003	524 Lafontaine Street Chatham-Kent
LL#2020-0004	218 Margaret Avenue, Wallaceburg Chatham-Kent
LL#2020-0005	13153 Twelve Mile Road, Ilderton Middlesex Centre
LL#2020-0006	203 Indian Road South, Sarnia Sarnia
LL#2020-0007	1148, 1152 & 1154 Richard
LL#2020-0001	229 Riverview Drive, Strathroy Strathroy-Caradoc

**Total Legal Inquiries: 7**

Prepared By: Tracy Prince  
April 24, 2020

**ST CLAIR REGION CONSERVATION AUTHORITY**  
**Statement of Revenue and Expenditure**  
**For the Three Months Ended 31/03/2020**

Item 6.1 (f)

	Actual To Date			Annual Budget Prorated Three Months Ended Mar 31/20		Variance from Budget	
	Revenue	Expenditures	Surplus(Deficit)	Revenue	Expenditures	Revenue	Expenditures
<b>Flood Control &amp; Erosion Control</b>	\$538,484	\$1,119,382	(\$580,898)	\$717,800	\$717,800	(\$179,316)	\$401,582
<b>Capital Projects/WECI</b>	\$85,313	\$7,947	\$77,365	\$55,000	\$55,000	\$30,313	(\$47,053)
<b>Conservation Area's Capital Development</b>	\$72,779	\$2,830	\$69,949	\$29,750	\$29,750	\$43,029	(\$26,920)
<b>IT Capital</b>	\$4,836	\$0	\$4,836	\$19,200	\$19,200	(\$14,364)	(\$19,200)
<b>Equipment</b>	\$17,700	\$0	\$17,700	\$18,000	\$72,000	(\$300)	(\$72,000)
<b>Planning &amp; Regulations</b>	\$50,482	\$117,726	(\$67,244)	\$144,967	\$144,967	(\$94,485)	(\$27,241)
<b>Technical Studies</b>	\$151,405	\$33,369	\$118,036	\$72,082	\$72,082	\$79,322	(\$38,714)
<b>Recreation</b>	\$114,427	\$130,372	(\$15,945)	\$346,808	\$346,808	(\$232,381)	(\$216,436)
<b>Property Management</b>	\$15,347	\$47,957	(\$32,610)	\$61,302	\$61,302	(\$45,955)	(\$13,345)
<b>Education and Communication</b>	\$466	\$67,113	(\$66,647)	\$53,753	\$53,753	(\$53,287)	\$13,360
<b>Source Water Protection</b>	\$148,724	\$48,011	\$100,713	\$101,313	\$101,313	\$47,411	(\$53,301)
<b>Conservation Services/Healthy Watersheds</b>	\$826,655	\$119,283	\$707,371	\$209,167	\$209,167	\$617,487	(\$89,884)
<b>Administration/AOC Management</b>	\$430,667	\$250,132	\$180,534	\$347,556	\$293,556	\$83,110	(\$43,424)
	<b>\$2,457,283</b>	<b>\$1,944,121</b>	<b>\$513,161</b>	<b>\$2,176,698</b>	<b>\$2,176,698</b>	<b>\$280,584</b>	<b>(\$232,577)</b>

**Notes:**

1. Municipal matching, non-matching, and Recreation levies have been invoiced and are Not 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.
3. Budget for the year is divided by 12 and multiplied by the number of months in the reporting period, this does not reflect the seasonality of the nature/ timing of projects



**2020 GENERAL LEVY SUMMARY**

<b>MUNICIPALITY</b>	<b>GROSS LEVY</b>	<b>PAID TO DATE</b>	<b>OUTSTANDING</b>
Sarnia	\$ 407,570.00	\$ 101,892.50	\$ 305,677.50
Chatham-Kent	139,055.00		139,055.00
Brooke-Alvinston Twp.	18,662.00	18,662.00	0.00
Dawn Euphemia Twp.	28,750.00	7,187.50	21,562.50
Enniskillen Twp.	20,242.00		20,242.00
Lambton Shores M.	52,883.00	52,883.00	0.00
Oil Springs V	2,123.00	2,123.00	0.00
Petrolia T	26,981.00	26,981.00	0.00
Plympton-Wyoming T	57,481.00		57,481.00
Point Edward V	23,644.00		23,644.00
St. Clair Twp.	119,814.00		119,814.00
Warwick Twp.	23,597.00	23,597.00	0.00
Adelaide Metcalfe Twp.	20,074.00		20,074.00
Middlesex Centre Twp.	23,547.00		23,547.00
Newbury V	1,651.00	1,651.00	0.00
Southwest Middlesex M.	12,406.00		12,406.00
Strathroy-Caradoc M.	91,448.00	91,448.00	0.00
<b>TOTAL</b>	<b>\$ 1,069,928.00</b>	<b>\$ 326,425.00</b>	<b>\$ 743,503.00</b>



Item 6.1 (h)

Non-registered account #440-17189-13

January 31, 2020

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



## Your Investment Report

### Account Summary

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

Your Investments	Opening Value Jan 1, 2020	Closing Value Jan 31, 2020	Balance on Jan 31, 2020 (CAD\$)
Canadian Dollar Investments			
Cash Account	1,466,170.05	1,466,170.05	1,466,170.05
	1,466,170.05	1,466,170.05	1,466,170.05
<b>Grand Total (CAD\$)</b>			<b>1,466,170.05</b>
		<b>Last Statement Dec 31, 2019</b>	<b>1,466,170.05</b>

You can access up-to-date account information online through BMO Nesbitt Burns Gateway at: [www.gateway.bmonesbittburns.com](http://www.gateway.bmonesbittburns.com). To register for Gateway, please contact your Investment Advisor.

### We're here to help

We're dedicated to helping you succeed in meeting all of your wealth management goals. Call any member of our team referenced below if you have questions about **Your Investment Report**.

JONATHAN BATCH  
Investment Advisor  
519-646-3044

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

MICHAEL COONEY  
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

JTA5007253-0024991-04166-0003-0001-00-

Non-registered account #440-17189-13

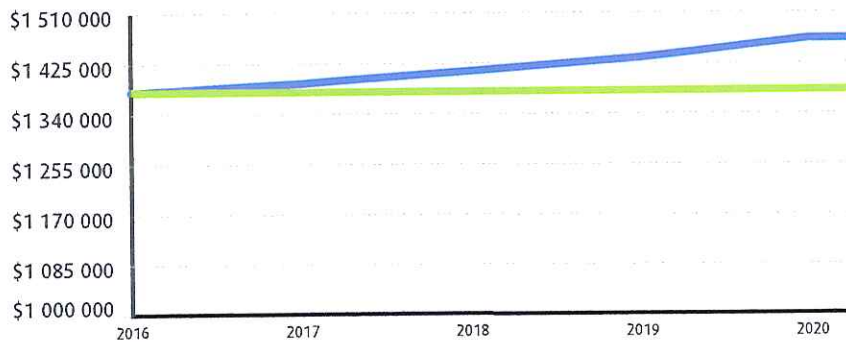
January 31, 2020

## ► 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 (2020)	Since January 1, 2016
<b>Opening Value</b>	<b>1,466,170.05</b>	<b>1,379,179.68</b>
Deposited	+ 0.00	+ 0.00
Withdrawn	- 0.00	- 0.00
<b>Net Invested</b>	<b>= 0.00</b>	<b>= 0.00</b>
Change In Market Value	+ 0.00	+ 86,990.37
<b>Closing Value on Jan 31, 2020</b>	<b>1,466,170.05</b>	<b>1,466,170.05</b>

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






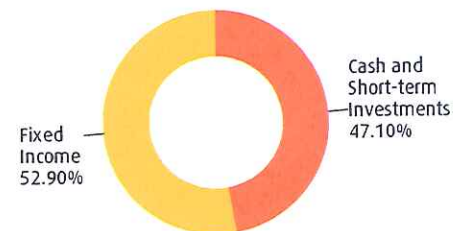
■ MARKET VALUE  
■ NET INVESTED

**The Change in Market Value of your account since January 1, 2016 is \$86,990.37.**  
This includes gains, losses and income received with respect to the investments held in your account.

## ► 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	691,170.05	10.00	47.10
 Fixed Income	775,000.00	90.00	52.90
 Equities	0.00	0.00	0.00
<b>Total</b>	<b>1,466,170.05</b>		<b>100.00</b>



Investments held in your account have been chosen based on objectives you selected on the Client Account Agreement. As your circumstances change, it is important to talk to your Investment Advisor about updating these objectives.

Non-registered account #440-17189-13

January 31, 2020

## Your Canadian Dollar Investments

All amounts are reported in Canadian Dollars.

### ▶ Your investment details

	Quantity	Cost		Market Value on January 31, 2020	
		Per Unit	Total	Per Unit	Total
<b>Cash Account</b>					
<b>• Cash and Short-term Investments</b>					
CASH			3,170.05		3,170.05
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
PEOPLES TRUST GIC ANNUAL DUE 08/26/2020 2.160%	100,000	100.000	100,000.00	100.000	100,000.00
BANK OF MONTREAL GIC ANNUAL DUE 11/30/2020 2.170%	109,000	100.000	109,000.00	100.000	109,000.00
<b>Subtotal</b>			<b>691,170.05</b>		<b>691,170.05</b>
<b>• Fixed Income</b>					
<b>Fixed Income</b>					
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
HOME TRUST COMPANY GIC ANNUAL DUE 05/17/2021 2.540%	100,000	100.000	100,000.00	100.000	100,000.00
BANK OF MONTREAL MORTGAGE CORP GIC ANNUAL DUE 06/28/2021 2.130%	125,000	100.000	125,000.00	100.000	125,000.00
BMO TRUST COMPANY GIC ANNUAL DUE 08/26/2021 2.060%	100,000	100.000	100,000.00	100.000	100,000.00



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Non-registered account #440-17189-13

January 31, 2020

## Your Canadian Dollar Investments (continued)

All amounts are reported in Canadian Dollars.

### ▶ Your investment details (continued)

	Quantity	Cost		Market Value on January 31, 2020	
		Per Unit	Total	Per Unit	Total
EQUITABLE BANK GIC ANNUAL DUE 05/17/2022 2.520%	100,000	100.000	100,000.00	100.000	100,000.00
LBC TRUST GIC ANNUAL DUE 01/20/2023 2.220%	100,000	100.000	100,000.00	100.000	100,000.00
LAURENTIAN BANK GIC ANNUAL DUE 11/28/2023 2.240%	100,000	100.000	100,000.00	100.000	100,000.00
<b>Fixed Income Subtotal</b>			<b>775,000.00</b>		<b>775,000.00</b>
<b>Subtotal</b>			<b>775,000.00</b>		<b>775,000.00</b>
<b>Total for Cash Account</b>			<b>1,466,170.05</b>		<b>1,466,170.05</b>
<b>Total Canadian Dollar Investments</b>			<b>1,466,170.05</b>		<b>1,466,170.05</b>

Average cost and market price indicator descriptions can be found in "Important information about your account".

### ▶ Account activity for this month

Date	Activity	Description	Quantity	Unit Price	Commission	Amount
<b>Cash Account</b>						
Jan 1, 2020		Opening Cash Balance				103,170.05
Jan 20, 2020	Bought	LBC TRUST GIC ANNUAL DUE 01/20/2023 02.220% JAN 20 FLAT	100,000	100.0000	0.00	-100,000.00
Jan 31, 2020		Closing Cash Balance				3,170.05

This report includes activity recorded in your account since your last statement. For a more comprehensive listing of your account activity, sign into your BMO Nesbitt Burns Gateway account.

Non-registered account #440-17189-13

January 31, 2020

## 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 payments we receive from third parties.

See examples of operating charges in "Important Information about your Account". Some fees and charges may be reported as before-tax amounts and applicable tax is reported separately within the 'Sales Tax' line item. Where this is not possible the sales tax is included within the line item.

	CAD (\$)
Operating charges	
<b>Total operating charges</b>	<b>0.00</b>
Transaction charges	
<b>Total transaction charges</b>	<b>0.00</b>
<b>Total fees you paid in 2020</b>	<b>0.00</b>

### ▶ Payments BMO received from third parties

	CAD (\$)
GIC Commission	750.00
<b>Total payments BMO Nesbitt Burns received from third parties in 2020</b>	<b>750.00</b>

### ▶ Bulletin board

The USD/CAD conversion rate is: 1.3235, as of January 31, 2020



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Non-registered account #440-17189-13

January 31, 2020

## ► Important Information about your account

BMO Nesbitt Burns Inc. (BMO Nesbitt Burns) shall assume the contents of this Statement has been acknowledged as correct, approved and consented by you unless we receive written notice to the contrary within 45 days after it is sent to you.

Please let your Investment Advisor or Branch Manager know if there are any changes in your personal or financial situation so that we can ensure you are on track to meet your investment objectives.

Client cash balances in non-registered accounts are held by BMO Bank of Montreal, and client cash balances in registered accounts are held by BMO Trust Company.

We are required to disclose to the Canada Revenue Agency all transactions involving the disposition of securities even if no tax forms are produced for such transactions. Therefore, please retain this Statement of Account for income tax purposes.

A free credit balance represent funds payable on demand which, although properly recorded in our books, are not segregated and may be used in the conduct of our business. All security positions displayed are segregated unless otherwise indicated. Should there be a security in which the account holds a portion of the quantity segregated and a portion registered in your name, this will be indicated under the security description column.

A copy of our most recent statement of our financial condition and a list of directors and senior officers are available on request. Clients in British Columbia are entitled to certain information about BMO Nesbitt Burns, including information about: commission and fees, and any administrative proceedings that may relate to the firm and its staff. For Related and Connected Issuer and Conflicts of Interest Statement, please visit our website: [http://www.bmo.com/nesbitburns/about/nb/bmonb/regulatory\\_documents/conflict\\_s\\_of\\_interest](http://www.bmo.com/nesbitburns/about/nb/bmonb/regulatory_documents/conflict_s_of_interest).

### Price of the securities in your accounts

We strive to provide accurate and current prices for securities. However, because we use numerous information sources for pricing, we cannot guarantee pricing accuracy for securities. Please call your Investment Advisor for the most current prices.

The Average Cost and Total Cost for long positions incorporates the book cost of your investment, comprised of, the total amount paid, transaction charges, commissions and fees, adjusted for any corporate actions, reinvested distributions and return of capital. The Average Cost and Total Cost for short positions incorporates the book cost of your investment comprised of the total amount received, net of any transaction charges, commissions and fees, adjusted for distributions (other than dividends), returns of capital and corporate actions. Book cost on transferred in securities reflects the book cost provided by the transferring institution, or if not provided, the market value on the date of the transfer.

### Legend of Average Cost indicators

**M** – Market Value information was used to estimate part or all of the Average Cost for this security position; **N/D** – Average cost for this security holding cannot be determined; **O** – Market Value information as of October 2, 2015 was used to estimate part or all of the Average Cost for this security position.

### Legend of Market Price Indicators

**E** – There is no active market for this security so we have estimated its market value; and **N** – We are unable to obtain a reliable market value for the security. Therefore, in accordance with our standard practice, the market value of the security is not determinable and has been set to zero. This does not mean that the security does not have a value but only that a value cannot be assigned at this time.

Valuations of the securities positions shown in this statement are provided by BMO Nesbitt Burns and are based on information and sources BMO Nesbitt Burns believes to be reliable. However, the market value cited may be subject to change and we cannot be held responsible if the actual market price differs from the said market price.

BMO Nesbitt Burns acted as principal in all transactions shown in this statement with the symbol “†” in the “Description” column. In all other transactions, BMO Nesbitt Burns acted as agent.

### Deferred Sales Charge (DSC)

Securities with “Deferred Sales Charge” in the security description may be subject to deferred sales charges when sold.

### Investor protection

Clients’ accounts are protected by the Canadian Investor Protection Fund (CIPF) within specified limits. A brochure describing the nature and limits of coverage is available upon request.

For Preferred or Preferred Plus accounts, deposits in your Canadian dollar bank account with BMO Nesbitt Burns are insurable under the Canada Deposit Insurance Corporation Act (CDIC).

Deposits in your US Dollar bank account with BMO Nesbitt Burns are not insurable under the Act and are not insured by the CIPF.

Securities held by BMO Nesbitt Burns in your Account as well as any cash held temporarily by BMO Nesbitt Burns for subsequent credit to the chequing/savings component of your Account are not deposits which are insured under the CDIC Act.

### Insurance products

All insurance products, including segregated funds, are offered through BMO Estate Insurance Advisory Services Inc. by licensed life insurance agents, and, in Quebec, by financial security advisors.

### Restricted share term abbreviations

NCI: Non-Certificate Issue (GIC/Mutual Funds); NVS: Non-Voting Shares; RS: Restricted Shares; RVS: Restricted Voting Shares; SUB: Subscription; SVS: Subordinate Voting Shares; WTS: Warrants; RTS: Rights; DSC: Deferred Sales Charge.

### Operating Charges

Client households minimum annual fee = \$500; Administration of RRSP/RRIF Fee: \$125 per year; Administration of RESP/TFSA: \$50 per year; Administration of Locked-In RRSP, LIRA, LIF, LRIF Fee: \$62.50 per year; Transfer-out of Non-Registered or Registered Account: Fully and partial: \$135 per account; Partial withdrawal of a Registered Account (excluding TFSA, LIF, LRIF and RRIF): \$25 per request; Full Deregistration of a Registered Account (excluding TFSA): \$100 per account. GST / PST / HST where applicable will be added to these fees.

### You can always reach us.

If you are unable to reach your BMO Nesbitt Burns Investment Advisor, the telephone number indicated on the front page of this statement will connect you with your BMO Nesbitt Burns Branch Manager.

Please record your BMO Nesbitt Burns Branch Manager telephone number for future reference.

A complete list of branches and contact information is available under “Contact Us” at [www.bmonb.com](http://www.bmonb.com).

### Sales Tax information

The GST/HST registration number for BMO Nesbitt Burns Inc. is 103854261RT.

BMO Wealth Management is the brand name for a business group consisting of Bank of Montreal and certain of its affiliates, including BMO Nesbitt Burns Inc., in providing wealth management products and services. ‘Nesbitt Burns’ is a registered trade-mark of BMO Nesbitt Burns Inc., a wholly-owned subsidiary of Bank of Montreal. ®/TM Registered trade-marks of Bank of Montreal, used under licence.

BMO Nesbitt Burns Inc. is a Member - Canadian Investor Protection Fund. Member of the Investment Industry Regulatory Organization of Canada.

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00873



Account Number: **460-16010**

Item 13.4

Account Type: Regular Account

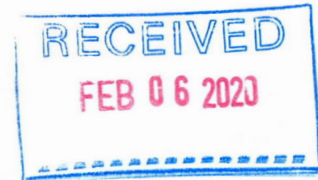
For the Period: **January 1 to 31, 2020**

Last Statement: December 31, 2019

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](http://www.scotiawealthmanagement.com)

Branch Manager: Deborah Vafaei



**Your Wealth Advisor**

Craig Emptage (519) 660-3259  
[craig.emptage@scotiawealth.com](mailto:craig.emptage@scotiawealth.com)

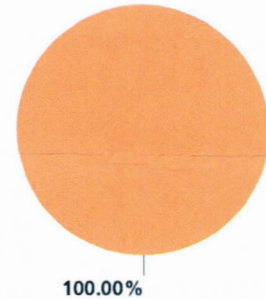
**Your Investment Team**

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

**CANADIAN Account Overview**

Currency: Canadian Dollar

Asset Class Summary	Jan. 31, 2020 Market Value	% of Total Assets
<b>Fixed Income</b>	784,585	100.00
<b>Total Value of Account</b>	<b>\$784,585</b>	<b>100.00</b>
Total Value on Last Statement, December 31, 2019	\$774,481	



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Regulated by  
 Investment Industry Regulatory  
 Organization of Canada

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## Details of Your Account Holdings

Type	Security Description	Quantity	Average Cost	Adjusted Book Value	Market Price	Market Value
<b>Fixed Income</b>						
CASH	MACKENZIE GLOBAL TACTICAL INVESTMENT GRADE BD FD SERIES F (4807)	13,359.568	9.977	133,298	9.693	129,494
CASH	MANULIFE STRATEGIC INCOME FUND CL F NL (659)	15,125.295	12.317	186,303	12.260	185,436
CASH	PIMCO MONTHLY INCOME FUND (CANADA) CL M (505)	16,300.698	14.456	235,654	14.326	233,524
CASH	SIGNATURE CANADIAN BOND CORP CLASS EF NL (15137)	21,805.388	10.283	224,227	10.829	236,131
<b>Total Fixed Income</b>						<b>\$784,585</b>
<b>Total Account Holdings</b>				<b>\$779,482</b>	<b>\$784,585</b>	

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

## Monthly Activity

Date	Type	Activity	Description	Quantity	Price	Credit/Debit(-)
<b>Opening Cash Balance</b>						<b>\$0.00</b>
Jan. 02, 2020	CASH	DIVIDEND	PIMCO MONTHLY INCOME FUND (CANADA) CL M (505) REINVEST 12/31/19 @ \$14.2721 PLUS FRACTIONS OF 0.370 BOOK VALUE \$818.79	57		
Jan. 17, 2020	CASH	SELL	PIMCO MONTHLY INCOME FUND (CANADA) CL M (505) PLUS FRACTIONS OF 0.951 SOLICITED	-153	14.3144	2,203.71
Jan. 21, 2020	CASH	FEE	MPP MANAGED PORTFOLIOS GST/HST 86817 6249 RT0001 QST/TVQ 1019148099 TQ0001 TID#0110F000063984 TID#0110F000063984			-2,203.71
Jan. 27, 2020	CASH	DIVIDEND	MACKENZIE GLOBAL TACTICAL	17		



## Monthly Activity - continued

Date	Type	Activity	Description	Quantity	Price	Credit/Debit(-)
			INVESTMENT GRADE BD FD SERIES F (4807) REINVEST 01/24/20 @ \$9.6611 PLUS FRACTIONS OF 0.539 BOOK VALUE \$169.44			

**Closing Cash Balance**

**\$0.00**

## Summary

### Income Summary

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



### Go paperless with Scotia OnLine

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## A Note From ScotiaMcLeod

### Tax Slips

Visit our tax website at [www.scotiawealthmanagement.com/tax](http://www.scotiawealthmanagement.com/tax) to obtain a schedule of expected mailing dates for your tax slips.

Note: Your tax slips will be mailed shortly after receiving tax information from the issuer and will be in accordance with Canada Revenue Agency (CRA) and Internal Revenue Service (IRS) regulations. Please ensure you have all your tax slips prior to filing your tax returns.

If you have any questions regarding your tax slips, please contact your Wealth Advisor.



# Joint Health & Safety Committee Quarterly Meeting Minutes

Date: November 26, 2019      Time: 8:30 a.m.  
Administration Office, Strathroy

---

**Facilitator:** Greg Wilcox  
**Co-Chair:** Glenn Baxter

**Chair:** Dallas Cundick  
**Minutes:** Emily De Cloet

**Attendees:** Dallas Cundick, Greg Wilcox (Manager Representatives)  
Emily De Cloet, Jeff Sharp (Strathroy Office Worker Representatives)  
Glenn Baxter (Lands Worker Representative)

**Guests:** None

**1. Motion to approve September 25, 2019 meeting minutes, as amended.**

Moved by: G. Baxter

Seconded by: J. Sharp

**Carried**

**2. Business arising from the minutes.**

**2.1 Dallas Cundick** to report on action items:

**2.1.1** Review of incident/injury investigation reports since last meeting (September 25, 2019)

- No new incidents

**2.1.2** Health and Safety Manual Fire Evacuation Area/Section Wardens

- Draft action plan in progress and waiting for peer review by JHSC members. J. Sharp elaborated on section wardens in Section 2.3.1.

**2.1.3** Electrofishing Health and Safety Policy

- Draft policy by Biology is ongoing, no update at this time

**2.1.4** Ergonomic Inspection

- No official report; the ergonomic inspector who was advising on the Planning department setup did an impromptu office inspection at the request of Human Resources and advice was given verbally to staff

**2.2 Glen Baxter** reported on action items:

**2.2.1** WHMIS 2015 SDS Binders

- Updated SDS are sent with new shipments, which are received at the start of the year. If a SDS is needed for the binder, it is downloaded from an online source

**2.2.2** Inspections (Note: this has been documented under Section 3)

**2.3 Jeff Sharp** reported on action items:

**2.3.1 Evacuation Accountability Policy**

- Policy has been drafted with fire evacuation section wardens listed for five areas of the office
- JHSC suggested that a list of staff working out of the Strathroy office, as well as a phone number list, be included with the accountability policy
- Discussion regarding possibilities of tracking in/out status of staff
- Suggested that a fire drill should be conducted after the roll-out of the Evacuation Accountability Policy to assess the success of the plan

**2.4 Greg Wilcox** reported on action items:

**2.4.1 Evacuation Accountability Policy**

- No update; draft will be brought forward to Supervisors meeting, re: area/section volunteers

**2.4.2 JHSC Training**

- Completed Part I October 2, 2019, Part II November 8, 2019

**2.4.3 Henderson Lunch Room**

- Draft budget approved; if hydro is available, looking to build a lunchroom space in the centre of the park to make staff more accessible to campers

**2.4.4 Update on AEDs**

- SCRCA Foundation approved the purchase of two AEDs in 2020, one for A.W. Campbell CA and one for the Strathroy office
- JHSC suggested that workplace inspections include the inspection of AEDs and their pads to ensure they haven't expired

**2.5 Emily De Cloet** reported on action items:

**2.5.1 McKeough Dam**

- Inspection was completed by G. Baxter and E. De Cloet shadowed
- Update on final report from external inspection of the McKeough Dam is ongoing due to unresponsiveness from the contracted inspector

**3. Area Reports and Workplace Inspections**

**3.1 Warwick CA**

- Completed by G. Baxter on September 25, 2019

**3.2 McLean**

- Inspection scheduled for the first week of December 2019

**3.3 Clark Wright**

- Completed by J. Sharp on July 30, 2019

**3.4 SCRCA Office**

- Completed by J. Sharp on September 25, 2019

**3.5 A.W. Campbell**

- Inspection scheduled for November 27, 2019

**3.6 Last two 2018 workplace inspection reports are outstanding and should be forward to Ashley for inclusion in the JHSC binder**

**4. New Business**

**4.1 Dates set for 2020 JHSC meetings**

- March 11, 2020, 1:30 pm
- June 10, 2020, 8:30 am
- September 9, 2020, 8:30 am
- November 12, 2020, 1:30 pm

**5. JHSC Goals and Objectives in 2020**

**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 Lands worker representative in November 2020 for a 3-year term

**5.4** Conduct workplace inspections as required (at least one location each month)

**5.5** To recommend and continually encourage staff in a supervisory role complete safety reviews and 5-point checklists on a frequent basis (ongoing)

**5.6** Update JHSC files on the O drive (ongoing)

**5.7** Recommend supervisory staff schedule retraining refreshers with their staff once a month (ongoing)

- This to be brought up at the supervisors meeting by a Management Rep

**5.8** To send occasional Health and Safety Bulletins to all staff (i.e. Hot and Cold Weather Alerts forwarded to staff from Lambton Public Health)

**6. Proposed next meeting date**

- March 11, 2020, 1:30 pm
- Chair: G. Baxter; Co-Chair: G. Wilcox
- Minutes: J. Sharp

**7. Adjournment**

Moved by: J. Sharp

Seconded by: G. Baxter

**Carried**



March 11, 2020

Signature of Chair

Date



March 11, 2020

Signature of Co-chair

Date

**Meeting Date:** May 7, 2020  
**Report Date:** March 30, 2020  
**Submitted by:** Donna Blue

**Item 6.1 (j)**

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

---

## Recommendation:

That the Board of Directors acknowledges the report dated March 30, 2020 on the St. Clair River Area of Concern.

## Strategic Objective(s):

Goal 2 – Protect, manage, and restore our natural systems including woodlands, wetlands, waterways, and lakes.

## Canadian Remedial Action Plan (RAP) Implementation Committee (CRIC):

The Canadian Remedial Action Plan (RAP) Implementation Committee (CRIC) released their 2017-2022 St. Clair River Area of Concern (AOC) work plan in March 2020. The work plan identifies 47 actions remaining to re-designate all remaining Beneficial Use Impairments (BUIs) to Not Impaired and remove the St. Clair River from the list of Great Lakes AOCs.

The plan is available on the Friends of the St. Clair River website at [www.friendsofstclair.ca](http://www.friendsofstclair.ca).



## Meetings and Events

### Meetings:

Canadian RAP Implementation Committee (CRIC)

- December 9, 2020 - Teleconference

Friends of the St. Clair River (FOSCR)

- December 11, 2020 – Annual General Meeting – Sarnia, Ontario
- March 10, 2020 – Sarnia, Ontario

Binational Public Advisory Council (BPAC)

- January 23, 2020 – Port Huron, Michigan
- March 12, 2020 – Sarnia, Ontario

### Events:

March 7, 2020 - St. Clair River Days, Aamjiwnaang First Nation



On March 7, 2020, the Acting RAP Coordinator attended the Aamjiwnaang First Nation St. Clair River Days event. This is an annual event organized by the Environment Department to educate community members on the AOC program and the progress made towards restoring the St. Clair River.

Approximately 50 communities attended the event.

**Meeting Date:** May 7, 2020  
**Report Date:** April 24, 2020  
**Submitted by:** Donna Blue

**Item 6.1 (k)**

**Subject:** Communication Update

---

**Recommendation:**

That the Board of Directors acknowledges the Communications Update report dated April 24, 2020.

**Strategic Objective(s):**

Goal 3 – Provide recreation and education opportunities for the public to enjoy and learn from our natural environment.

**COVID-19 Media Relations:**

The COVID-19 pandemic has altered the way in which the SCRCA is conducting business including the unfortunate cancellations of the 2020 Maple Syrup Festival (March 21-22, 2020) and Sydenham River Canoe and Kayak race (April 19, 2020).

The SCRCA remains committed to updating our municipalities and communities with updated procedures and activities related to the COVID-19 situation. At the time of this report, six separate media releases have been circulated to local media outlets and have been posted on the SCRCA website and social media (Twitter, Facebook).

**June Board of Directors Meeting – Education Demonstration – June 18, 2020:**

The June Board of Directors Meeting has typically involved a project tour to allow for our Board and guests to see first-hand the work the Conservation Authority undertakes to protect life and property and ensure the conservation of our environmental resources. For the 2020 meeting, our conservation education programs will be highlighted.

This year, Board members will be invited to an education demonstration prior to the June Board of Directors Meeting on June 18, 2020. Our educators will lead a Grade 4-5 class from Lambton Centennial Public School in Enniskillen through the Boots, Birds and Bugs program administered out of the Lorne C. Henderson Conservation Area.

Board members will be provided information on the SCRCA's education program, how it relates to the Ontario curriculum and the philosophy behind program development.

This event is subject to change based on direction from the Ministry of Education and the Ontario Government related to the COVID-19 pandemic.

### **myFM Community Partner:**

The SCRCA was selected by local Strathroy radio station, myFM, as the April 2020 Community Partner. Through this program myFM will donate \$2,500 in airtime to promote the Authority.

Tune into myFM during the month of April to hear Emily De Cloet, Water Resources Specialist, talk about the SCRCA and what we do to protect life, property and our local environment.

### **Media and Social Media Analytics:**

In order to continually improve upon our activities related to local media outlets and social media, communications staff will be reviewing analytics to help assess our communications efforts.

The following are statistics covering the timeframe from January 1, 2020 to March 31, 2020:

#### **Media Relations**

- 9 media releases
- 200 news article mentions

#### **Website**

- 38,222 website views by 12,491 users (11,950 new users – 96%)

#### **Social Media**

- Facebook
  - New Likes = 108 (Total = 1,455)
  - New Followers = 252 (Total = 1,632)
  - Posts = 59
- Twitter
  - Tweets = 68
  - Retweets = 93
  - New Followers = 30 (Total = 595)
  - Engagements (clicks, retweets, replies, follows, and likes) = 1891



**Meeting Date:** May 7, 2020  
**Report Date:** April 23, 2020  
**Submitted by:** Nicole Drumm

**Item 6.1 (I)**

**Subject:** Schoolyard Greening Initiative - Cancelled

---

The SCRCA and Lambton Public Health have partnered for the past three years on the schoolyard greening initiative “Tomorrow’s Greener Schools Today – Lambton.” Through the program, staff plant trees with elementary school students to increase greenspace and shade in playgrounds. More than 400 students from 17 schools have planted 168 trees in schoolyards across Lambton County over the course of the program.

Unfortunately, the difficult decision was made to cancel the program planned for spring 2020 due to the COVID-19 pandemic. Participant and staff safety, school closures, social distancing measures, health unit capacity during a public health crisis, and general uncertainty contributed to the decision to cancel rather than postpone. Authority staff will work with Lambton Public Health to reassess if the program can go forward in the future.

**Financial Impact:**

For the 2020 program, Lambton Public Health was planning to cover the cost of materials (i.e., trees, stakes, mulch), with the cancellation of the program, these funds have been redirected.

The St. Clair Region Conservation Foundation had approved a contribution of \$3,500 to cover costs incurred by the SCRCA in order to participate in the 2020 program including staff time and mileage, these funds will no longer be needed.

**Strategic Objectives:**

Goal 2 – Protect, manage, and restore our natural systems including woodlands, wetlands, waterways, and lakes

Goal 3 – Provide recreation and education opportunities for the public to enjoy and learn from our natural environment.

**Meeting Date:** May 7, 2020 **Item 6.1 (m)**  
**Report Date:** April 23, 2020  
**Submitted by:** Brian McDougall, Nicole Drumm

**Subject:** Indigenous Relationship Building Training

---

### Recommendation:

That the board acknowledges the participation of SCRCA staff in Indigenous Relationship Building Training provided by Cambium Aboriginal Inc.

### Background:

In the SCRCA's 2016 Strategic Plan, "expand[ing] engagement with our First Nation neighbours" is identified as a strategic action. While the SCRCA has positive and productive relationships with local First Nation communities, there is a need to build and expand upon these relationships. The Indigenous Relationship Building Training offered by Cambium Aboriginal Inc., an Indigenous company based in Curve Lake First Nation, was undertaken to provide SCRCA staff with a deeper understanding of the history of Indigenous Peoples in Canada since first contact, historical and contemporary issues, and how our nations can move forward in a way that benefits future generations.

The training included four modules that were delivered over two full-days. The first session, held on December 4, 2019, focused on the history of Indigenous Peoples in Canada, the United Nations Declaration on the Rights of Indigenous Peoples, and the Truth and Reconciliation Commission of Canada's Calls to Action. Beginning with the history of Indigenous Peoples in Canada provided context for present-day legislation and reports.



Brian Charles, Indigenous Cultural Specialist, detailed how Wampum were used to record relationships and treaties between the First Peoples of the Eastern Woodland as well as with settler societies in Canada.

During the second day of training, held on March 12, 2020, participants learned about legislation including the *Indian Act*, *First Nations Land Management Act*, and the Duty to Consult and Accommodate. The group also discussed tools to engage with Indigenous communities and nurture respectful, reciprocal relationships. Local First Nation

communities were notified of the training and were invited to attend the second session. Two members of Aamjiwnaang First Nation participated in the second training session.



Michael Jacobs and Kerry-Ann Charles with Cambium led the second session on legislation and building respectful, reciprocal relationships with Indigenous communities.

When working with Cambium to coordinate Indigenous Relationship Building training for our staff, SCRCA reached out to the surrounding CAs (UTRCA, LTVCA, ERCA) to notify them of this training opportunity and, as the other CAs were all interested in participating, the SCRCA worked with Cambium to lead the coordination of the CA training sessions. Not only did this bring this important training opportunity to more people, coordinating the training session dates created more flexibility as staff could attend other CA sessions and it helped to reduce costs that could be shared among the four CAs. All 42 staff from the SCRCA participated in the training.

This training has improved cultural awareness among staff and will help to open up opportunities for knowledge sharing, collaboration, and partnerships between the Conservation Authority and local Indigenous communities.

### **Strategic Objective:**

#### **Goal 3:**

“Provide recreation and education opportunities for the public to enjoy and learn from our natural environment.”

#### **Strategic Actions:**

“Expand Engagement with our First Nation Neighbours: The SCRCA has been reaching out to our First Nation neighbours by providing education programs, and consulting on programs such as the St. Clair River AOC and Drinking Water Source Protection. This engagement has proved to be productive but has pointed to the need to continue and expand. The SCRCA should develop an Engagement Plan to ensure the sharing of each other’s expertise and knowledge to the benefit of the watersheds we share.”

### **Financial Impact:**

The cost of the two-day training for 42 staff was approximately \$3,000 per day, financial support for this training was contributed by the Fisheries and Oceans Canada Canadian Nature Fund.

**Meeting Date:** May 7, 2020  
**Report Date:** April 16, 2020  
**Submitted by:** Greg Wilcox

**Item 7.1**

**Subject:** Conservation Areas Update

---

**Recommendation:**

That the Board of Directors acknowledges the Conservation Areas report dated April 16, 2020.

**COVID-19:**

March 16, 2020

- All SCRCA facilities closed to the public (no in-person camping payments accepted)
- Campground gates locked, walk-in access only to check on property or walk trails
- Campground superintendents and assistant superintendents continue to maintain the campgrounds, maintain other conservation areas, and communicate with campers by phone and email
- Campground staff to work in their park only (no group projects) or travel individually to maintain other Conservation Areas
- All additional seasonal staff contracts postponed

March 18, 2020

- Trails at SCRCA Conservation Areas to remain open to the public with limited trail maintenance, all other facilities closed

March 24, 2020

- April 15<sup>th</sup> deadline for seasonal camping fees postponed until further notice
- Overnight camping reservations up to May 31<sup>st</sup> can be cancelled with full refund of all fees

April 8, 2020

- Announcement that campgrounds will not be opening on April 24
- Overnight reservations between April 24 and May 13 automatically issued refunds

Note: SCRCA owned properties managed by the local municipality followed the policies put in place by the municipality for COVID-19.

## Campgrounds:

- Work to complete the two Wi-Fi hub locations at Warwick continues including the remaining exterior steel and doors, concrete floor, electrical, and interior finish
- Annual spring maintenance is underway at all campgrounds including grounds maintenance, water system start-up, road grading, trail maintenance
- Significant staff time being spent communicating with campers including providing refunds, monitoring campground traffic, inspecting properties and trails, and monitoring that property users are respecting social distancing
- All seasonal contracts beginning after March 2, 2020 have been postponed
- Campground upgrades on hold including equipment purchases, electrical panel upgrades, stump removal, pool resurfacing, septic study, etc.
- Grass cutting contracts at AW Campbell and Warwick CA suspended until parks open (staff are cutting grass until that time)

## Day Use Conservation Areas:

- Property inspection schedules were increased for these areas, monitoring compliance with COVID-19 social distancing measures
- Public notice signs were posted at all Conservation Areas



## PUBLIC NOTICE

Access to the St. Clair Region Conservation Authority (SCRCA) lands and trails are important during COVID-19 restrictions for both mental and physical well-being.

Currently, these areas remain open to the public so long as social distancing and proper hygiene practices are observed, as set out by the Lambton County Medical Officer of Health and the Province of Ontario:

**Stay 2 metres apart from each other.**

**Avoid crowds and socializing with others in public spaces.**

**Bring your own supplies to practice proper handwashing and sanitizing.**

Please be advised that washroom facilities and playgrounds are closed.

For more information on the SCRCA's response to COVID-19, visit [www.scrca.on.ca/COVID-19](http://www.scrca.on.ca/COVID-19).

Thank you for your understanding and cooperation.

## Shetland CA

On April 7, 2020 we received a formal request for ownership of Shetland CA from The Corporation of the Township of Dawn-Euphemia. A full report on the property will be prepared for a future board meeting.

Please consider the following written request, for review and consideration at the next Board of Directors Meeting.

The Township was recently advised by SCRCA, that an error on title to the Shetland Campground, had been discovered. A request was forwarded to the Council of the Township of Dawn-Euphemia to split the survey and legal costs 50/50, between the municipality and the Authority, to correct the title. The request was discussed at the Regular Council Meeting of Monday April 6, 2020. At that meeting, Council put forward the question whether or not SCRCA would consider the transfer of ownership of the Shetland Campground, to the municipality and the following resolution was passed:

**2020-64 That the St. Clair Region Conservation Authority (SCRCA) be contacted to determine if there is interest in transferring ownership of the Shetland Campground to the Township of Dawn-Euphemia; and further that this be determined prior to discussing the request dated April 1, 2020, to cost share expenses 50/50, between SCRCA and the Township, with respect to correcting an error on title involving the Shetland Park at a cost of \$2,365.95 for the survey and an undetermined amount for legal fees. Carried.**

I understand that due to COVID-19, there has not been a meeting scheduled for the near future. Please note that our request is not urgent. Thank you for your time and consideration.

Yours truly,



Donna Clermont  
Administrator-Clerk

**Meeting Date:** May 7, 2020 **Item 7.2**  
**Report Date:** April 23, 2020  
**Submitted by:** Greg Wilcox

**Subject:** Modifications to Camping Season and Camping Fees

**Recommendation:**

That the Board of Directors approves an extension of up to two weeks to the 2020 camping season, approves the fee adjustment formula proposed for 2020, approves the fee adjustment to seasonal permits in the event that pools can't open in 2020, and approves the full refund of daily camping fees when staff deem appropriate.

**Background:**

Due to COVID-19, SCRCA's camping season will be shorter than normal in 2020. Seasonal campers pay an annual camping fee and associated optional fees for the season. Fees should be reduced in 2020 to compensate for the shorter season.

**Current Seasonal Fees (April 24 – October 12):**

Fee Type	2020 Approved Fee	Season Length	Cost per week
Seasonal Permit	\$2380	24 weeks	\$99.17
Weekly Pump-out	\$425	24 weeks	\$17.71
Bi-weekly Pump-out	\$225	24 weeks	\$9.38
Golf Cart	\$200	24 weeks	\$8.33
Exterior Fridge	\$175	24 weeks	\$7.29

**Proposed Camping Extension:**

The camping season could be extended in 2020 for 2 weeks until October 26. This would provide campers additional opportunity to enjoy the parks while allowing SCRCA to recover some lost revenue.

**Proposed Seasonal Fee Adjustments:**

- All seasonal fees listed in the table above would be adjusted based on the following formula:

$$\text{Season Length (in weeks)} \times \text{Cost per week}$$

2. If pools are not able to operate each seasonal permit would be reduced by \$215 (estimated operating cost of pools/# of seasonal sites)

**Proposed Daily Camping Fee Adjustment**

1. That staff have the discretion to provide full refunds for cancellations or changes to camping reservations due to COVID-19. This would include the elimination of cancel/change fees and the refund of reservation fees when appropriate.

**Financial Impact:**

The full extent of the financial impact of COVID-19 is unknown at this time. Based on the recommended fee changes, estimated lost revenues due to delayed campground opening are as follows.

**Seasonal Camping (All Parks)**

Fee Type	# of Customers	Weekly Revenue	Total
Seasonal Permit	425	\$99.17	\$42,147.25
Weekly Pump-out	10	\$17.71	\$177.10
Bi-weekly Pump-out	252	\$9.38	\$2363.76
Golf Cart Pass	177	\$8.33	\$1474.41
Exterior Fridge	64	\$7.29	\$466.56
Total Weekly Revenue Loss (Includes Taxes)			\$46,729.08

Additional Reduction to Seasonal Camping Permit Fee if Pools Do Not Open  
 \$215 per permit x 425 Seasonal Permits = \$91,375

**Other Camping Fees Collected in 2019**

Fee Type	\$ Collected in May (before tax)	\$ Collected in June (before tax)
Daily Camping	\$23,078	\$40,200
Firewood & Ice	\$729	\$2,272
Total Estimated Monthly Revenue Loss	\$23,807	\$42,472



**Meeting Date:** May 7, 2020  
**Report Date:** April 18, 2020  
**Submitted by:** Greg Wilcox

**Item 7.3**

**Subject:** C.J. McEwen Conservation Area Lease Agreement

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### **Recommendation:**

That the Board of Directors approves the draft lease agreement for the CJ McEwen Conservation Area between the St. Clair Region Conservation Authority and the Corporation of the Town of Plympton-Wyoming.

### **Background:**

At the SCRCA Board of Directors meeting held on September 19, 2019, a motion was passed directing that the ownership of the CJ McEwen Conservation Area be transferred to the Town of Plympton-Wyoming.

In Section 21(2) of the Conservation Authorities Act, approval of the Minister is required to dispose of any lands that have received grant under section 39.

### **Approval of Minister**

(2) If the Minister has made a grant to an authority under section 39 in respect of land, the authority shall not sell, lease or otherwise dispose of the land under clause (1) (c) without the approval of the Minister except if,

- (a) the disposition is for provincial or municipal infrastructure and utility purposes;
- (b) the province, the provincial agency, board or commission affected by the disposition or the municipal government, agency, board or commission affected by the disposition has approved it; and
- (c) the authority informs the Minister of the disposition. 2010, c. 16, Sched. 10, s. 1 (1).

### **Terms and conditions**

(3) The Minister may impose terms and conditions on an approval given under subsection (2), including a condition that the authority pay a specified share of the proceeds of the disposition to the Minister. 1996, c. 1, Sched. M, s. 44 (3).

To date, confirmation of the disposal of the CJ McEwen property has not been received from the province. In the interim, a lease agreement is required allowing the Municipality to begin managing the property. A draft agreement has been prepared for a term of 5 years and allows termination when transfer of ownership occurs. The draft lease agreement will follow this report.

**MEMORANDUM OF AGREEMENT**

THIS AGREEMENT made this        Day of        , 2020

**BETWEEN:**                    **St. Clair Region Conservation Authority**  
(Hereinafter the “**Authority**”)

**OF THE FIRST PART**

**AND**                            **The Corporation of the Town of Plympton-Wyoming**  
(Hereinafter the “**Municipality**”)

**OF THE SECOND PART**

**WHEREAS:**

- A.     The Authority warrants that it is the registered owner of the lands legally described as 4318 LAKESHORE RD CON FRONT N PT LOT 26 IRREG. known as C.J. McEwen Conservation Area (hereinafter referred to as the “**Lands**”);
- B.     The Owner is a watershed management agency within the meaning of the *Conservation Authorities Act*, R.S.O. 1990, c. C.27, as amended or replaced, and operates and manages the C.J. McEwen Conservation Area, which operates on the above identified Lands;
- C.     The Municipality is a municipal corporation within the meaning of the *Municipal Act, 2001*, SO 2001, c 25, as amended or replaced (hereinafter the “**Municipal Act**”);
- D.     Pursuant to section 9 of the *Municipal Act*, as amended or replaced, municipalities have “natural person” powers which includes the ability to enter into agreements;
- E.     Pursuant to section 8 of the *Municipal Act*, as amended or replaced, the powers of municipalities shall be interpreted broadly so as to confer broad authority to enable municipalities to govern their own affairs as they consider appropriate and to enhance their ability to respond to municipal issues;
- F.     The Authority and the Municipality have agreed to enter into this Agreement for the Municipality to maintain, develop and use the said demised lands for park, recreational and conservation purposes only, and for no other purpose except with the Lessor prior written approval

**Incorporation of Recitals**

- 1.     The above recitals are true and are hereby incorporated into this Memorandum of Agreement by reference.

**Term and Renewal**

- 2.     The Term of this Agreement shall be for a period of five (5) years, beginning on May 1, 2020, and expiring on December 31, 2024 (the “**Term**”).
- 3.     This Agreement may be renewed for an additional five (5) year period subject to six (6) months prior to the end of the Term, the Parties agree to meet to negotiate renewal terms. If no renewal agreement is reached prior to the last day of the Term, this Agreement shall expire unless the Parties mutually agree in writing to extend the application of the provisions of this Agreement and enter into a negotiation period for sixty (60) days (hereinafter referred to as the “**Extension Period**”). In the event renewal terms have not been agreed to by the Parties at the end of the Extension Period, this Agreement shall terminate immediately on the last day of the Extension Period.

## THE SAID LESSEE COVENANTS WITH THE SAID LESSOR:

- (4) To maintain, develop and use the Lands for park, recreational and conservation purposes only, and for no other purpose except with the Lessor prior written approval;
- (5) And to submit all plans for such maintenance, development and use of the said demised lands to the Lessor for its prior written approval, and to carry out such maintenance, development and use only in accordance with such approved plans provided that if in the opinion of the Lessor the said demised lands are not being properly maintained, the Lessor, its servants and agents may on notice to the Lessee enter upon the said demised lands for the purpose of maintaining them and may effect or require the said Lessee to effect such maintenance as the Lessor may deem necessary; and any cost incurred by the Lessor in respect of any action undertaken by it pursuant to this provision shall be paid to the Lessor by the Lessee forthwith upon demand therefore;
- (6) And to pay all costs of maintenance, development and use of the said demised lands;
- (7) And to provide, at its own expense, all necessary administration and supervisory services and facilities in connection with the maintenance, development and use of the said demised lands;
- (8) And not to erect any building or structure on the said demised lands without first obtaining the Lessors written approval of the plans for location, design, construction and use of such building or structure; and to erect and use such building or structure only in accordance with such plans as approved;
- (9) And to reimburse the Authority for all taxes paid and other charges levied against the said demised lands, including lands under water;
- (10) And not to harvest timber, only removing trees for public safety and in compliance with local by-laws and provincial legislation;
- (11) And will not assign or sub-let without leaves;
- (12) And that it will leave the premises in good repair, reasonable wear and tear and damage by fire, lightning and tempest only excepted;

## Responsibility, Indemnification, Limitation on Liability, and Insurance

- (13) The Authority shall be responsible for administering the existing grass cutting contract until its completion on October 30, 2021 (the "**Maintenance Services**"). The Municipality will reimburse the Authority for all grass cutting expenses paid to the contractor. The Municipality will review the grass cutting contract annually and will have the option to take over grass cutting responsibilities.
- (14) The Municipality shall be responsible for all responsibilities associated with being the Manager of the Lands and operating the C.J. McEwen Conservation Area, including without limitation, tree maintenance, cutting and removals, trail maintenance, building repairs and maintenance, opening and closing of washrooms, cleaning of washrooms, maintenance of the beach access, maintenance of the laneway and parking lot, and garbage collection.
- (15) The Authority hereby releases, indemnifies, and holds harmless the Municipality and its officers and employees from liability attributable directly to a breach of contract by the Authority and/or the negligent acts, errors or omissions of the Authority in providing the Maintenance Services. Notwithstanding the foregoing, the Owner shall not be liable to any person in any manner for indirect, special, or consequential damages, however caused or contributed to by its provision of the Maintenance Services as described herein.
- (16) The Municipality hereby releases, indemnifies, and completely holds harmless the Authority, its Directors, officers, employees, legal counsel, agents and contractors from and against any suits, judgments, claims, demands, expenses, actions, causes of action, duties, assessments, fees, penalties, liabilities, losses and costs, including any loss, damage or injury to any person or property, and for any and for all liability, including any direct, indirect, special or consequential damages not caused directly by the breach of contract or negligence of the Authority.

- (17) The Municipality at its own expense shall obtain and maintain during the Term, including any extensions or renewals thereto, Municipal Liability Insurance on an occurrence basis insuring against damage or injury to persons or property with a limit of not less than five million dollars (\$5,000,000.00) per occurrence, underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy will include contractual liability coverage insuring the activities of the Authority under this agreement.
- (18) The Authority at its own expense shall obtain and maintain during the Term, including any extensions or renewals thereto, Commercial Liability Insurance on an occurrence basis insuring against damage or injury to persons or property with a limit of not less than five million dollars (\$5,000,000.00) per occurrence, underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy will include contractual liability coverage insuring the activities of the Municipality under this agreement.

## Termination

- (19) The Authority may at any time during this Agreement terminate this Agreement in its sole and absolute discretion by giving (2) months' notice of such termination to the Municipality, and the Municipality shall not be entitled to any damages as a result of the termination pursuant to this paragraph.
- (20) The Municipality may at any time during this Agreement terminate the Agreement in its sole and absolute discretion by giving two (2) months' notice of such termination to the Authority, and the Authority shall not be entitled to any damages as a result of the termination pursuant to this paragraph.
- (21) This agreement shall be terminated immediately if the lands are transferred to the Municipality.
- (22) Without limiting the foregoing and notwithstanding any other provision of this Agreement, should either the Municipality or the Authority materially breach this Agreement, the non-breaching party may consider such material breach cause for immediate termination of this Agreement and shall communicate such termination forthwith including written reasons for determining that the breach has been a material breach. In the alternative, the non-breaching party may give notice of default or breach to the breaching party and, failing remedy of such default or breach within fifteen (15) business days, the non-breaching party may, at its option, terminate the contract with notice to the breaching party.

## General Provisions

- (23) Any notice of communication required or permitted to be given to the Municipality or Authority under this Agreement shall be in writing and delivered to the persons and address as follows:

to the Authority at:

St. Clair Region Conservation Authority  
205 Mill Pond Crescent  
Strathroy, Ontario N7G 3P9  
Attention: General Manager

to the Municipality at:

The Corporation of the Town of Plympton-Wyoming  
546 Niagara Street, P.O. Box 250  
Wyoming, ON, N0N1T0  
Attention: Clerk

or to any other address as any party may at any time advise the other by communication given or made in accordance with this paragraph.

Any communication delivered to the party to whom it is addressed will be deemed to have been given or made and received on the day it is delivered at that party's address, provided that if that day is not a business day then the communication will be deemed to have been given or made and received on the next business day. Any communication transmitted by facsimile, e-mail or other functionally equivalent electronic means of transmission will be deemed to have been given or made and received on the day on which it is transmitted; but if

the communication is transmitted on a day which is not a business day or after 4:00p.m. (local time of the recipient), the communication will be deemed to have been given or made and received on the next business day.

- (24) No amendment, discharge, modification, restatement, supplement, termination or waiver of this Agreement or any section of this Agreement is binding unless it is in writing and executed by the Parties to be bound. No waiver of, failure to exercise, or delay in exercising, any section of this Agreement constitutes a waiver of any other section (whether or not similar) nor does any waiver constitute a continuing waiver unless otherwise expressly provided.
- (25) Neither this Agreement nor any right or obligation under this Agreement may be assigned by any Party, other than provided for herein, without the prior written consent of the other Parties.
- (26) This Agreement enures to the benefit of and is binding upon the Parties and their respective heirs, executors, administrators, estate trustees, trustees, personal or legal representatives, successors and permitted assigns.
- (27) This Agreement may be executed by the Parties and delivered by facsimile or PDF transmission and in one or more counterparts which when held together shall be considered one and the same Agreement.
- (28) This Agreement shall be governed by, interpreted and enforced in accordance with the laws in the Province of Ontario and the laws of Canada as applicable in the Province of Ontario.

**IN WITNESS WHEREOF** the Parties have hereunto set their hands and seals or caused to be affixed their corporate seals under the hands of their duly authorized officers, as the case may be.

**ST. CLAIR CONSERVATION AUTHORITY**

Per: \_\_\_\_\_  
Joe Faas, Chair

Per: \_\_\_\_\_  
Brian McDougall, General Manager  
*We have authority to bind the Authority.*

**Town of Plympton-Wyoming**

Per: \_\_\_\_\_  
Lonny Napper, Mayor

Per: \_\_\_\_\_  
Erin Kwarciak, Clerk  
*We have authority to bind the Corporation.*

**Meeting Date:** May 7, 2020  
**Report Date:** April 18, 2020  
**Submitted by:** Greg Wilcox

**Item 7.4**

**Subject:** Highland Glen Boat Ramp

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### **Recommendations:**

1. That the Board of Directors confirms the “Regional” status of Highland Glen Conservation Area.
2. That the Board of Directors direct staff to acquire quotes and proceed with an engineered study including site survey, inspection of existing infrastructure, coastal assessment, and plans/specifications for repairs and improvements to the Highland Glen boat ramp to be paid from Highland Glen reserves and 2020 Highland Glen budget.

### **Background:**

In late November of 2019, damage occurred to the boat ramp seawall protection. The steel sheet pile on the original groyne at the west side was removed by wave action. In addition to the groyne damage, considerable erosion is occurring on both the east and west side of the ramp protection structures. On the east, the erosion is moving closer to the parking lot and within the protection, erosion has exposed the steel sheet wall side of the ramp.

### **Safety Concerns:**

- Waves coming from the west can create rough conditions at the ramp
- High water may not allow walkways along the boat ramp to be installed at a safe height above water level
- Since groyne failure, sediment has quickly accumulated beside the ramp which may impact the ability to launch and navigate within the ramp protection
- Erosion has exposed the eastern side of the retaining wall that supports the boat ramp

Due to safety concerns, the ramp has been closed for the 2020 season. Concrete blocks have been placed at the top of the ramp.



Concrete blocks at the top of the boat ramp.

### **Highland Glen Regional Status:**

In 1996 Highland Glen was designated a regional conservation area.

GM-96-157 (November 21, 1996)

Rankin – Webb

“That the Board of Directors approves the recommendation from the Executive Committee, that the Highland Glen Conservation Area be designated a regional conservation area in 1997 and beyond.”

As a regional conservation area, the costs associated with the property are paid through a non-matching levy (general levy) and revenues generated by the boat ramp. Fees have been charged for use of the boat ramp since 2016. At the end of 2019, surpluses allocated to the Highland Glen Conservation Area reserve total \$11,619.25 (unaudited).

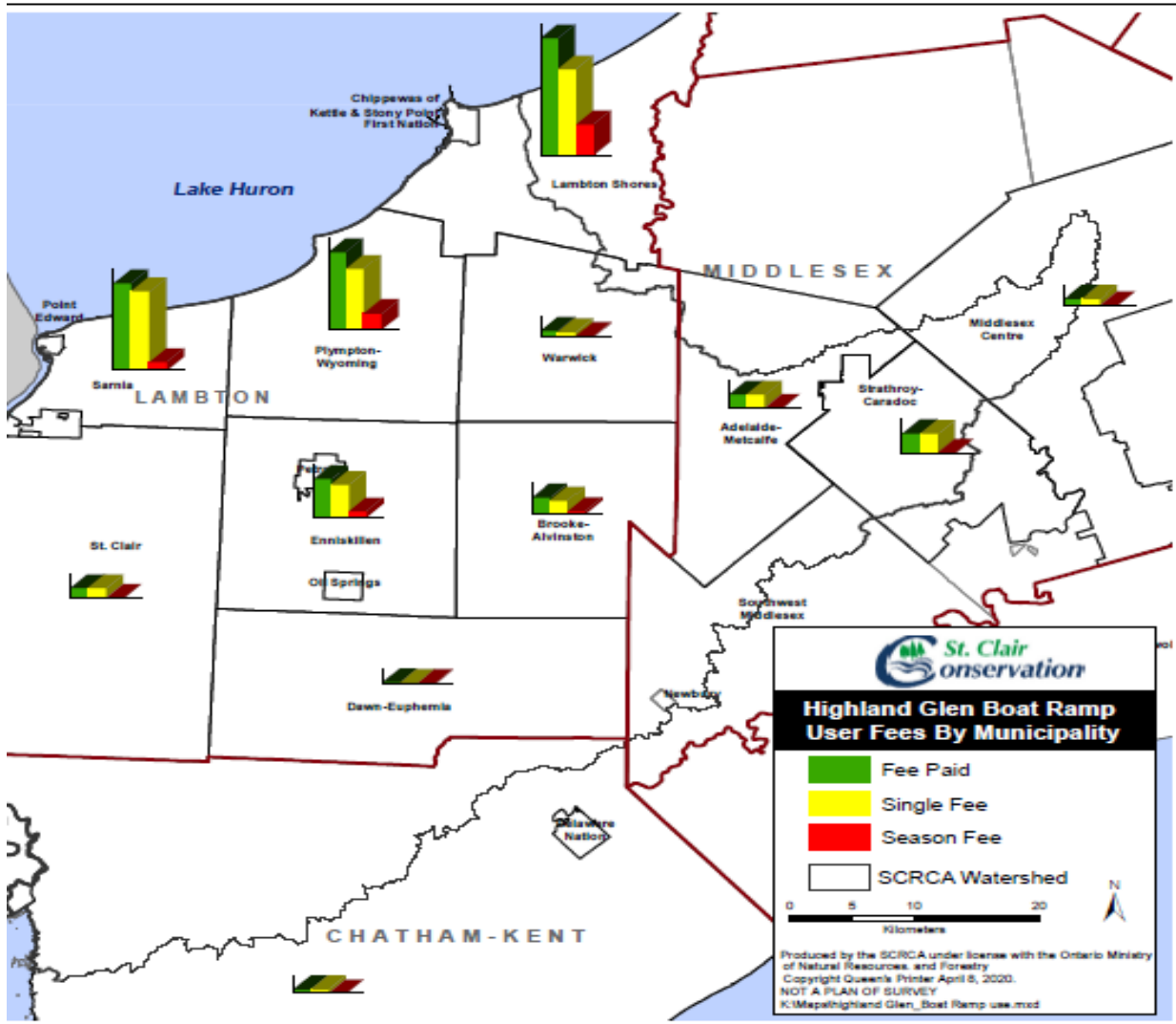
### **Boat Ramp Use Study:**

Licence plate numbers are collected through the MacKay Pay app for every vehicle that pays for use of the boat ramp. All licence plate numbers collected in 2017-2019 were submitted to the Ministry of Transportation for a dissemination area data request. Dissemination area codes were used to determine the municipality of origin for each transaction. The following table and map illustrate the results.



Municipality	Any Fee Paid	Single Use Fee	Season Fee
Adelaide-Metcalfe	22	22	0
Brooke-Alvinston	27	22	5
Chatham-Kent	6	6	0
Dawn-Euphemia	2	1	1
Enniskillen	61	52	9
Lambton Shores	188	138	49
Middlesex Centre	10	10	0
Plympton-Wyoming	125	98	27
Sarnia	140	127	13
St. Clair	16	16	0
Strathroy-Caradoc	32	31	1
Warwick	10	8	2
Out of Watershed	207	189	18
No Data	98	77	21

Fees paid by municipality. This does not capture any boat ramp use that was not paid for or where the licence plate was entered incorrectly.



**Financial Impact:**

One shoreline contractor has provided an estimate to date. Three additional contractors are quoting, none submitted at the time of report. Additional quotes received prior to the meeting will be provided.

1. Estimated \$300,000 and recommended replacing the damaged section of groyne with armour stone. Work would be completed from shore as they would not be comfortable bring barge to this location.

One engineering firm has provided pricing to complete a study of the boat ramp and erosion at Highland Glen.

RIGGS Engineering - , \$14,260 + hst (quote is item 8.4b)

- Site topographical survey

- Dock inspection by boat and soundings
- Coastal assessment
- Technical Memo
- Plans and specifications



March 30, 2020

Mr. Girish Sankar, M.A.Sc., P. Eng.  
 Director of Water Resources  
 St. Clair Region Conservation Authority  
 205 Mill Pond Crescent,  
 Strathroy, ON N7G 3P9

Dear Sir,

Re: **Hyland Glen Conservation Area  
 Launching Ramp Erosion Protection**

I refer to your request for services related to erosion at the launching ramp.

We understand repairs will be required to the shoreline as well as the armour stone at the north face of the sheet piling.

We propose to undertake the following:

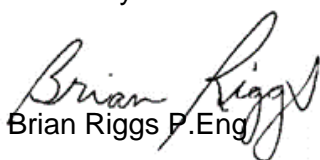
Task	Hours and Hourly Rate					Totals
	140 Riggs	120 Seabrook	80 Vardaoulis	80 Marczenko	110 Hyland	
Site topographical survey			8	8		\$1,280
Dock inspection by boat and soundings			8	8	8	\$2,160
Coastal Assessment	2	15				\$2,080
Technical Memo	1	2		10	10	\$2,280
Plans and specifications	2	4	30		30	\$6,460
Person Hours	5	21	46	26	48	
Sum Per Person	\$700	\$2,520	\$3,680	\$2,080	\$5,280	\$14,260

\$14,260

At this time I believe field work can be implemented with proper safety precautions. If so, we can complete the assignment within 6 weeks of notification to proceed.

Thank-you for your consideration.

Yours truly

  
 Brian Riggs P.Eng.

**Meeting Date:** May 7, 2020 **Item 7.5**  
**Report Date:** April 23, 2020  
**Submitted by:** Greg Wilcox

**Subject:** Seasonal Campgrounds Added to Essential Services List for  
“Snowbirds” and Those Without Another Residence

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**Recommendation:**

That the Board of Directors acknowledges this report dated April 23, 2020 and supports the operation of the campgrounds as an essential workplace providing accommodation to seasonal campers with no other Canadian residence and in need of housing during this emergency.

**Background:**

SCRCA campgrounds were scheduled to open for both seasonal and overnight camping on April 24, 2020. On April 8, 2020 SCRCA announced that campgrounds would not be opening for the scheduled start to the camping season due to COVID-19. Campgrounds were not deemed an essential service and staffing was limited to those required to maintain the campgrounds and other Conservation Areas.

A number of seasonal campers contacted SCRCA, expressing their concerns that our campgrounds were their only place to live during the camping season. Both snowbirds and those who had rental leases ending in April contacted the Authority requesting permission to stay at their trailers during the pandemic.

Initially campers were told they would not be able to move into their trailers as the park was not deemed an essential service and could not operate. On April 16, 2020 the essential business list was updated to include seasonal campgrounds. Seasonal campgrounds were to allow occupants only if they met strict criteria.

Essential Workplaces Criteria for Seasonal Campgrounds:

**Seasonal campground requirements**

- 3.1 Every person who operates a seasonal campground shall ensure that,
  - a. campsites are provided only to individuals who do not have another residence in Canada and are in need of housing during the emergency period;
  - b. only campsites with electricity, water service and facilities for sewage disposal are provided for use;

- c. campsites are made available only for trailers and recreational vehicles; and
- d. all recreational facilities in the campground, and all other shared facilities in the campground such as bathrooms, are closed.

On April 22, SCRCA announced that the parks would open on April 24, 2020 only for existing seasonal campers who meet the criteria set out by the province. Seasonal campers that had provided an email address were the press release by email. All campers that had made staff aware that they were in this situation were contacted by phone.

Campers allowed to return to the park ahead of opening have been made aware that:

- the park is not open to the public at this time
- they will be required to follow all COVID-19 recommendations including self-isolation for 14 days upon returning from another country
- no washrooms or shared facilities are open
- they only have access to their site and open trails
- staff will not conduct sewage pump outs during any 14 day isolation, water will need to be conserved, a portable washroom will be provided if needed, and a contractor will be supplied to empty their tanks at the end of isolation
- gates will be unlocked, but access to the parks is restricted
- staff are to be contacted only by phone/email
- full fees apply at this time

### **Financial Impact:**

- Full fees being collected from the campers who are returning (estimated 6-10 sites)
- Current staffing levels will be sufficient to provide necessary services to the returning campers, however increased time will be spent controlling park access, and addressing the needs of occupied sites
- Pump out safety protocols will be modified to include additional PPE, training, cleaning, and showering
- Until all PPE can be sourced and training completed, an outside contractor will be hired to complete all sewage handling

**Meeting Date:** May 7, 2020 **Item 8.1**  
**Report Date:** April 24, 2020  
**Submitted by:** Erin Carroll, Jessica VanZwol, Michelle Gallant, Sarah Hodgkiss

**Subject:** River Darter Comments for Board Endorsement

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**Recommendation:**

That the Board of Directors endorses River Darter survey response.

**Background:**

The Government of Canada would like input on listing the River Darter (Great Lakes – Upper St. Lawrence populations) as Endangered under the Species at Risk Act, and any comments on the benefits and costs this listing would have on you, your industry, your community and/or the ecosystem. Answers will be used to help inform the decision whether or not to list the species.

The Species at Risk Act recognizes that “wildlife, in all its forms, has value in and of itself and is valued by Canadians for aesthetic, cultural, spiritual, recreational, educational, historical, economic, medical, ecological and scientific reasons”.

The survey is posted online at the following address:

<https://www.canada.ca/en/environment-climate-change/services/species-risk-public-registry/consultation-documents/river-darter-2020.html>

Comments are due May 21, 2019

Before endorsing this survey response, you may wish to review the following background information found at the links below:

2016 COSEWIC Assessment and Status Report on the River Darter (PDF, 2.48 MB):  
[https://wildlife-species.canada.ca/species-risk-registry/virtual\\_sara/files/cosewic/sr\\_River%20Darter\\_2016\\_e.pdf](https://wildlife-species.canada.ca/species-risk-registry/virtual_sara/files/cosewic/sr_River%20Darter_2016_e.pdf)

Other information on the species can be found on the Species at Risk Public Registry:  
<https://www.canada.ca/en/environment-climate-change/services/species-risk-public-registry.html>

**Strategic Objectives(s):**

Goal 2 – Protect, manage, and restore our natural systems including woodlands, wetlands, waterways, and lakes.

**Financial Impact:**

The financial impact is summarized in the survey responses below.

**SCRCA Response to Survey on the listing of River Darter (Great Lakes – Upper St. Lawrence populations) under the Species at Risk Act**

**1. Do you think protecting the River Darter (Great Lakes – Upper St. Lawrence populations) under the Species at Risk Act would have economic, environmental, cultural and/or social benefits for you or your group /organization?**

Yes

**Please provide any other comments that you would like us to consider:**

Protecting the River Darter supports St. Clair Region Conservation Authority (SCRCA)'s Mission and Vision. The vision of the SCRCA reflects the future desired state of our region: "A healthy and sustainable natural environment in the St. Clair region." 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. "

River Darter and other sensitive aquatic species, such as freshwater mussels, act as sentinels for the overall health of our watersheds. By taking action to protect the most vulnerable species in a system, the overall aquatic environment is better conserved. SCRCA's targeted conservation programs, such as the Healthy Watershed Program, provide technical guidance and financial incentive for landowners to implement projects and practices to improve watershed health. Projects address stressors such as eutrophication, sedimentation and promoting a healthy riparian zone. These stewardship actions taken to protect our most sensitive aquatic species will also protect the broader watershed health with spin-off benefits to tourism, fisheries, drinking water source protection.

**2. Do you think protecting the River Darter (Great Lakes – Upper St. Lawrence populations) under the Species at Risk Act would have economic, environmental, cultural and/or social costs for you or your group /organization?**

No.

**Please provide any other comments that you would like us to consider:**

There continues to be pressure on the health of watersheds of the St. Clair Region from the intensification of development and agriculture. If stressors are not managed appropriately, the costs will be a degradation of watershed health and the potential loss



of At-Risk species. Despite the potential implications, there are very few studies on the economics of taking no action to support watershed health. A recent study by Environment and Climate Change Canada demonstrates the economic cost of algal blooms in the Lake Erie economy will amount to \$272 million a year over a 30-year period if left alone (Smith et al, 2019). The tourism sector will be the hardest hit, with a \$110 million equivalent annual cost. The study shows that are significant costs with doing nothing to conserve our aquatic resources. Working to protect and conserving River Darter is a component of maintaining a healthy and sustainable natural environment in the St. Clair region.

Reference: Smith RB, Bass B, Sawyer D, Depew D and Watson SB. Estimating the economic costs of algal blooms in the Canadian Lake Erie Basin. Harmful Algae. 2019 Jul;87:101624. doi: 10.1016/j.hal.2019.101624. Epub 2019 Jun 24. <https://www.sciencedirect.com/science/article/pii/S1568988319300915?via%3Dihub>

**3. Should the Government of Canada add the River Darter (Great Lakes – Upper St. Lawrence populations) as Endangered to the List of Wildlife Species at Risk for protection under the Species at Risk Act?**

Yes.

**Please provide any other comments that you would like us to consider:**

The scientific evidence supports adding River Darter as Endangered under SARA. A review conducted by COSEWIC, an independent committee of experts that assesses which wildlife species are in some danger of disappearing from Canada and assigns a status to these species recommended the Endangered status for River Darter. COSEWIC conducts its assessments based on the best available information including scientific data, local ecological knowledge, and indigenous traditional knowledge. Listing this species will help release public funds needed to mobilize agencies to take action to protect this animal.

**4. If the River Darter (Great Lakes – Upper St. Lawrence populations) is listed, do you want to help in its recovery or survival?**

Yes.

**If yes, how would you like to be involved?**

SCRCA develops and delivers watershed-based programs that work with nature to protect, restore and effectively manage our water resources. SCRCA offers an education program that provides opportunities for our citizens to understand and appreciate the value of their natural environment as well as the social and economic benefits of protecting that environment. These programs can be tailored to incorporate recovery actions specifically targeted at improving conditions for River Darter. SCRCA, with funding from Canada Nature Fund is developing a long-term Species at Risk fish

monitoring program. This new program could help to monitor population abundance and distribution of River Darter based in the St. Clair Region. SCRCA is willing to assist with the recovery this species through development of conservation, education and monitoring programs.

**5. Please provide any other comments about this listing consultation that you would like us to consider.**

Conservation Authorities exist to organize and deliver programs and services that further the conservation, restoration, development and management of natural resources in watersheds in Ontario. Protection and recovery of River Darter and other aquatic Species at Risk complements this mandate. When we work to protect the most imperiled species, other natural resources also benefit, such as clean water, and healthy aquatic habitat is needed to support aquatic biodiversity. St. Clair Region Conservation Authority's healthy watershed program provides project assistance and incentives to landowners wanting to implement stewardship projects.

**6. Please indicate if you are commenting as an individual (member of the General Public or Indigenous Person) or on behalf of one of the groups\* listed below.**

**\* If you are commenting on behalf of your group, band, community, business, academic institution, or association/organization, please provide the requested contact information at the end of this survey.**

Non-profit Organization.

**7. Where do you live? or Where does your group/organization operate? (Please check all that apply)**

Ontario.

**8. For what purpose(s) do you fish for or harvest the River Darter (Great Lakes – Upper St. Lawrence populations)? (Please check all that apply)**

Other.

**Please specify.**

SCRCA monitors fish within the St. Clair Region, but to-date none of our fish surveys have detected River Darter.

**Meeting Date:** May 7, 2020 **Item 8.2**  
**Report Date:** April 24, 2020  
**Submitted by:** Anastassia Lagounova, Erin Carroll, Melissa Deisley

**Subject:** Review on Biosolids and the Involvement of SCRCA

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The legislation surrounding biosolids is regulated at a municipal and provincial level and SCRCA is limited in the actions that can be taken. The Ministry of the Environment, Conservation and Parks is the agency that follows up with nutrient related spills and all other pollution issues through the Spills Action Centre. Municipalities have the ability to adopt their own policies to manage Low and Moderate threats for biosolids.

SCRCA legislation and policies regulate fill if it is within the meander belt of the watercourse, within a floodplain, within or adjacent to a wetland, or if it is causing erosion and sedimentation. If the fill is placed near an area of concern for Drinking Water Source Protection, other policies and legislation may be applicable and enforced by local Conservation Authorities.

If the fill is in an area where development could be allowed, such as within the estimated engineered floodplain, a SCRCA approval is usually provided.

### **Recommendation:**

To protect watershed health, SCRCA staff suggest that the Municipality could develop bylaws that require stronger transparency on the processing procedures and sourcing of biosolids. The information will help with the understanding on the presence of emerging substances of concerns (ESOCs) because current data to understand their short and long term impacts are significantly lacking, especially in Canada. As with any nutrient based pollution, distance from sensitive areas, such as rivers and creeks or drinking water sources and mandatory watercourse buffers would be an appropriate best management practice.

### **Background:**

#### **What is it?**

Biosolids are referred to as solid or semi-solid material from wastewater treatment plants. It has been processed by remixing the liquid effluent. If the biosolids do not exceed the regulation standards for contaminants, pathogens and odour, it can be applied on agricultural land as a non-agricultural source material (NASM) (OMAFRA, 2016). Biosolids can be sold or imported as a fertilizer or supplement because of its nutritional content for mineral and organic nitrogen, phosphorus and micronutrients such as zinc, magnesium and copper (OMAFRA, 2016). Biosolids have been used as a

fertilizer for the agriculture industry in Canada for more than 30 years (OMAFRA, 2016). It benefits the industry by improving soil fertility, reducing the use of commercial fertilizers. Similar to the use of manure, it adds organic matter improving soil structure, soil moisture and its permeability. Approval for biosolids to be applied on land must be obtained by the generators (e.g. municipalities), land applicators or landowners for many jurisdictions.

### **What are the concerns?**

Variations on the nutrient content of biosolids bring public concerns on its use for land application. Some examples include the leaching of nitrates, which if in high concentrations in water is a human health risk (Vanderlei, 2014). Concerns on the accumulation of metals are also present as biosolids can be found to contain trace amounts of elements such as arsenic, lead and mercury (OMAFRA, 2016). If landowners do not practice all best management practices or do not follow the approved regulations, biosolids can enter the watercourse or groundwater supply.

### **Legislation of Bio-solids**

Using biosolids as a fertilizer as a NASM is regulated under the Nutrient Management Act, 2002 and the Nutrient Management Regulation (CCME, 2012). The Nutrient Management Regulation allows land managers to incorporate the benefits of land applied biosolids without degrading the ecosystems and risk the health of humans or animals. The regulation has criteria for (CCME, 2012):

- The concentrations of eleven metals of concern
- The quantity, method and timing of land application
- Separation distances from sensitive areas, such as wells, surface waters and neighbouring homes and businesses
- Suitable soil types and topography

Furthermore, details of the Nutrient Management Regulation include that (Fraser, 2010):

- It cannot be applied or stored on a floodplain
- It cannot be applied on a slope greater than 3%
- It cannot be stored on top of tile drains
- Designated setback distances from wells and dwellings
- A minimum distance of 50 metres from watercourses or tile inlet
- Storage of biosolids is only allowed to have a quantity required for one growing year
- Detailed records on the storage and application such as date, quantities and locations are required

Analysis of biosolids for nutrient and metal concentration are done when being used as a fertilizer to find appropriate application rates onto the agricultural lands. However, not much is said for the presence of emerging substance of concern (ESOCs), some examples such as industrial chemicals, pharmaceutical compounds, hormones and personal care products. The regulations on its presence is dependent on the regulations provincially and by municipalities. Research on the concentrations of ESOCs and its

potential long-term impacts are heavily lacking in research, especially for Canada. A literature review of ESOs in biosolids was developed by the Canadian Council of Ministers of the Environment (2009) detailing that studies were based from Europe or the United States. For the full report, please refer to [https://www.ccme.ca/files/Resources/waste/biosolids/pn\\_1440\\_contam\\_invt\\_rvw.pdf](https://www.ccme.ca/files/Resources/waste/biosolids/pn_1440_contam_invt_rvw.pdf). The report described the current knowledge on industrial chemicals, alkylphenols and their ethoxylates, pharmaceutical compounds, hormones and sterols, personal care products, metals and metalloids and other substances.

## References:

Benedetti, V. (2014). Bio-solids have potential. Pulp & Paper International; San Francisco. 56:38-41.

Canadian Council of Ministers of the Environment. (2009). Emerging substances of concern in biosolids: concentrations and effects of treatment processes. Final Report-Literature Report.

Canadian Council of Ministers of the Environment. (2012). Guidance document for the beneficial use of municipal biosolids, municipal sludge and treated septage. Retrieved from [https://www.ccme.ca/files/Resources/waste/biosolids/pn\\_1473\\_biosolids\\_guidance\\_eng\\_1.0.pdf](https://www.ccme.ca/files/Resources/waste/biosolids/pn_1473_biosolids_guidance_eng_1.0.pdf)

Fraser, H.W. (2010). Temporary field storage of solid manure or other agricultural source material. Factsheet Order No. 10-039. Ministry of Agriculture, Food and Rural Affairs.

Ontario Ministry of Agriculture, Food and Rural Affairs. (2016). Sewage biosolids-managing urban nutrients responsibly for crop production. Retrieved from <http://www.omafra.gov.on.ca/english/nm/nasm/info/brochure.htm>

## Update:

The SCRCA received concerns from both private landowners and the Municipality of Dawn-Euphemia with regards to the storage of biosolids in a few different locations. SCRCA Staff spoke to the landowner/biosolid operator to confirm that there are no biosolid piles located at Kerwood Road and Winter Drive, and also none at Plank Road in Sarnia. Photos are provided below of the only other reported biosolid piles. There are two locations in question, 1) Oil Springs Line and 2) Hale School Road. Both of these locations are within an agricultural field. SCRCA Regulations Policies generally do not apply to agricultural practices, including the temporary storage of manure/fertilizer. OMAFRA regulations allow the storage of manure temporarily (up to 300 days). <http://www.omafra.gov.on.ca/english/engineer/facts/10-039.html> The concerns around the storage of manure/fertilizer should be directed to OMAFRA and MECP.

1) Oil Springs Line. From SCRCA staff site visits, the biosolid pile is half tarped and located approximately 200m from the top of bank. The pile is located within the estimated engineered floodplain and a clearance could be obtained by the landowner, but it is SCRCA staff's understanding that the pile is temporary.

### Oil Springs Line



2) Hale School Road. From SCRCA Staff site visits, this biosolid pile is fully tarped. The pile is located in close proximity to the roadside ditch and near ponding water however this ditch does not have a direct connection to a natural watercourse or municipal drain. The biosolid pile is located approximately 130-150m from Long Creek. The pile is located within the estimated floodplain, but could receive SCRCA permission in the form of a clearance. Again, it is SCRCA staff's understanding that this pile is temporary.



**Meeting Date:** May 7, 2020  
**Report Date:** April 23, 2020  
**Submitted by:** Girish Sankar

**Item 9.1**

**Subject:** Water & Erosion Control Infrastructure (WECI) Projects

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**Recommendation:**

That the Board of Directors acknowledges the report dated April 23, 2020 on the status of ongoing shoreline projects and the new projects submitted for 2020-2021 under the Water and Erosion Control Infrastructure program and approves the projects submitted and will assist staff in obtaining matching funds, where required, to support these projects upon confirmation of funding approval.

**Proposed WECI 2020-2021 Projects:**

- SCRCA has submitted three projects for WECI 2020 - 2021 program
- A total of 102 projects have been submitted from 30 CA's
- All applications have been reviewed by a committee of Provincial and Conservation Authority staff representatives
- A list of approved projects will be available in May
- SCRCA WECI projects for 2020 - 2021 is outlined below

Structure	Project Name	Description of Work	Total Project Cost (\$)	Grant Requested (\$)
Sarnia Shoreline Protection	Shoreline Repair (Helen and Kenwick St) <b>Phase 3</b>	Carry out shoreline construction between Helen and Kenwick Street.	\$800,000	\$400,000
Head Street/ Coldstream Dams	Decommissioning Study	Study to consider decommissioning of the Head street and Coldstream dams	\$120,000	\$60,000
W. Darcy McKeough Dam	McKeough Dam-Culvert, slump, erosion repairs	Repair cracks, erosion, slumpage and install instrumentation to monitor structural health of the McKeough Dam.	\$56,000	\$28,000



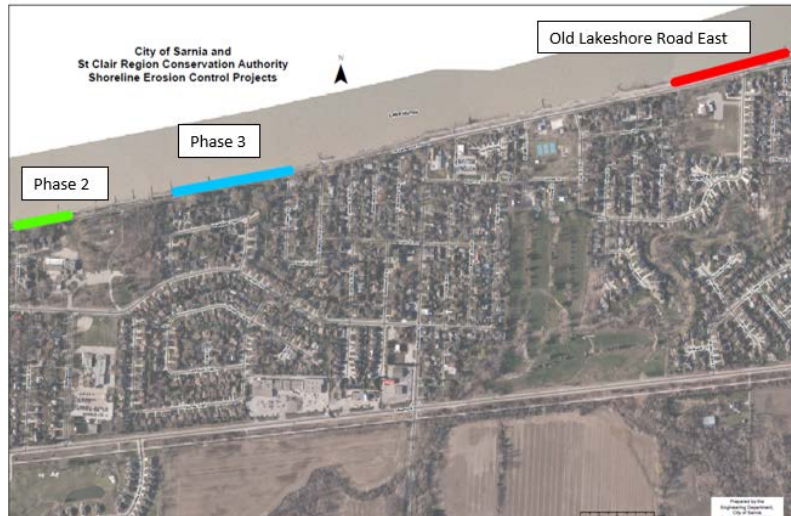
### Courtright Waterfront Park – Phase 3



- DiCocco Contractors commenced the week of January 20, 2020 with tree removal along the shoreline.
- Shoreline revetment work was extended to a total of 120 m as requested by the Municipality.
- A number of stormwater outfalls (5) along the shoreline were identified during repair work and they have been replaced to the satisfaction of the municipality, as part of this contract work. Additional project costs have been incurred due to these upgrades.
- All shoreline work is completed, restoration work is planned for May 2020.
- SCRCA staff are seeking input from the municipality over opportunities for tree planting along the shoreline.



## Bright's Grove Shoreline Erosion Control Projects: Three Locations



### (1) Bright's Grove, Kenwick Street to Helen Avenue – Phase 2

- Cope Construction commenced shoreline work in December 2019 and remains underway.
- An extension of approximately 50 m has been included as a part of this work and a change order has been issued.
- All in - water work has been completed as of March 31, 2020
- Revetment work will continue in April and May 2020
- High water levels posing construction challenges and reducing the work days.



### (2) Bright's Grove, Kenwick Street to Helen Avenue – Phase 3

- Amico Infrastructures commended this work on February 10, 2020
- Approximately 60 meters of in-water work has been completed.
- Significant project delays due to bad weather and inferior quality of armor stones and placement
- Construction work has been temporarily stopped due to the in- water timing window restrictions.
- Work to resume on July 15, 2020.



### **(3) Bright's Grove, Old Lakeshore Road East**

- Facca Incorporated Inc. started shoreline work on February 10, 2020.
- Approximately 40 meters of in -water work has been completed
- Significant project delays due to bad weather and quarry unable to deliver rocks as per engineer specification
- Construction work has been temporarily stopped due to the in- water timing window restrictions.
- Work to resume on July 15, 2020.



SCRCA was successful in getting extensions from DFO to the timing window from March 15<sup>th</sup> to April 15<sup>th</sup>. However, additional extensions were not permitted from DFO to this emergency shoreline work.

Brights Grove shoreline continues to be severely impacted due to high water levels, a number of recent failures have been identified. Shoreline work should proceed to prevent the Old Lakeshore Road from undermining. SCRCA has submitted another emergency application to DFO on April 17<sup>th</sup> to allow us to continue with in-water shoreline revetment work.

**Meeting Date:** May 7, 2020 **Item: 9.2**  
**Report Date:** April 24, 2020  
**Submitted by:** Girish Sankar and Mike Moroney  
**Subject:** Engineering and Design Plan for Management of Contaminated Sediment in the St. Clair River – Work Underway

### **Overview**

The St. Clair Region Conservation Authority (SCRCA) is continuing to lead the work to develop a detailed engineering and design plan for managing the contaminated sediment in the three remaining priority areas of the St. Clair River. Funding for this project has been provided by Environment and Climate Change Canada, the Ontario Ministry of the Environment, Conservation and Parks and Dow Canada. That parties that provided funding are actively participating in oversight of the project work through a Sediment Management Oversight Committee.

Parsons Inc., the consulting firm that has been retained by the SCRCA to prepare the engineering and design plan, is continuing with its work on preparing the plan. Parsons subcontracted the field work component to Pollutech EnviroQuatics Limited, a firm with experience in providing environmental consulting and ecotoxicity services.

Working with Pollutech, Parsons prepared a pre-design field investigation workplan, outlining the details of the planned field work for fall 2019, and the health and safety protocols to be followed. The plan was accepted by the Sediment Management Oversight Committee and approved by the SCRCA.

Due to inclement weather, the amount of field work had to be reduced from what was originally planned in fall 2020. Pollutech was able to collect surface sediment samples and measure water velocity to assist with assessing sediment stability, and was able collect a number of deeper core sediment samples in Priority Area 1 to measure contaminant concentrations.

### **Project Update:**

Following completion of the fall 2019 field work, the consultant shared information with the SCRCA on the preliminary results and began development of a plan for conducting the spring 2020 field work. Work that remained included more deep core sediment sampling and the use of a diver to assess the condition of structures in the area.

The engineering consultant has identified some areas where additional work may be required. The SCRCA is working closely with the engineering consultant and the

Sediment Management Oversight Committee to determine the best path forward to ensure that the project work is completed within the established project budget.

Due to the implementation of measures in March 2020 by Canada and Ontario to reduce the risk of spreading the COVID-19 virus, the engineering consultant is reassessing their ability to perform the planned field work in accordance with provincial guidelines and legislative requirements. This is expected to impact the timing for undertaking the spring 2020 work, and the timing for completion of other project deliverables as well. The SCRCA has requested submission of a revised project schedule from Parsons.

Obtaining information on the various pipeline crossings in the vicinity of the areas of contaminated sediment is an important part of the project work. The SCRCA held separate teleconference meetings in March 2020 with the engineering consultant and each of the pipeline owners to confirm what information was available on the location of each of the pipelines, and any restrictions when performing work in close proximity to the pipelines. Information provided as a result of these meetings is being assessed to determine where any information gaps remain and next steps.

#### **Finance:**

Funds provided by Environment and Climate Change Canada for fiscal year 2019/20 for the engineering consultant work have been fully utilized as planned. Funds made available through the Ministry of the Environment, Conservation and Parks and Dow Canada, however, have not been fully utilized and will be carried over into fiscal year 2020/21. The need to carry over these funds was the result of delays in the consultant being able to complete all of the planned field work in fall 2019.

The SCRCA's project manager is continuing to monitor the progress of the consultant's work closely and is tracking progress against key deliverables, costs and timelines.



ST. CLAIR REGION CONSERVATION AUTHORITY  
Cheques January to March 2020

CHQ. #	DATE	VENDOR	DESCRIPTION	AMOUNT
20909	1/14/2020	BF ENVIRONMENTAL CONSULTANTS	Wetland Creation	\$ 14,072.00
20919	1/14/2020	MNP LLP	Audit	\$ 5,932.50
20921	1/14/2020	Parsons Inc.	Sediment Project	\$ 29,221.73
20925	1/14/2020	Shelley Machine & Marine	Repair - McKeough	\$ 8,588.00
20932	2/4/2020	CONSERVATION ONTARIO	2020 Levy	\$ 15,095.00
20983	3/5/2020	Cope Construction and Contracting Inc	Helen to Kenwick	\$ 257,357.33
20995	3/5/2020	Parsons Inc.	Sediment Project	\$ 57,623.13
20999	3/5/2020	SHOREPLAN ENGINEERING LTD.	Helen to Kenwick	\$ 64,834.88
21009	3/5/2020	BF ENVIRONMENTAL CONSULTANTS	Wetland Creation	\$ 6,615.17
21039	3/31/2020	Amico Infrastructures (Oxford Inc)	Helen to Kenwick	\$ 170,419.17
21040	3/18/2020	BF ENVIRONMENTAL CONSULTANTS	Wetland Creation	\$ 24,589.16
21041	3/31/2020	Dazzl Inc	Server	\$ 15,125.05
21043	3/31/2020	Dicocco Contractors Inc	Courtright Shoreline	\$ 426,588.28
21054	3/18/2020	Minister of Natural Resources (MNR)	Return of Grant	\$ 23,080.50
<b>TOTAL CHEQUE DISBURSEMENTS - BANK #1 -</b>				<b>\$ 1,119,141.90</b>

INTERNET BANKING January to March 2020

TRANS #	DATE	VENDOR	DESCRIPTION	AMOUNT
9429	1/31/2020	Libro Credit Union - Visa	Employee Expenses	\$ 5,225.17
9430	1/31/2020	OMERS	Pension	\$ 32,128.88
9433	1/31/2020	RECEIVER GENERAL	Source Deductions	\$ 50,128.89
9435	1/31/2020	RWAM Insurance Administrators Inc	Group Benefits	\$ 15,921.29
9449	2/29/2020	Libro Credit Union - Visa	Employee Expenses	\$ 9,720.65
9451	2/29/2020	Municipality of Chatham-Kent - Property Taxes	Property Tax	\$ 5,392.05
9455	2/29/2020	OMERS	Pension	\$ 32,429.56
9458	2/29/2020	RECEIVER GENERAL	Source Deductions	\$ 51,325.91
9460	2/29/2020	RWAM Insurance Administrators Inc	Group Benefits	\$ 15,974.95
9464	2/29/2020	Township of St. Clair - Property Taxes	Property Tax	\$ 17,639.80
9470	2/29/2020	WORKPLACE SAFETY & INS. BOARD	WSIB	\$ 5,694.98
9482	3/31/2020	OMERS	Pension	\$ 34,546.34
9485	3/31/2020	RECEIVER GENERAL	Source Deductions	\$ 56,388.10
9487	3/31/2020	RWAM Insurance Administrators Inc	Group Benefits	\$ 15,974.95
9492	3/31/2020	WORKPLACE SAFETY & INS. BOARD	WSIB	\$ 5,368.51
<b>TOTAL INTERNET DISBURSEMENTS - BANK NO. 1 -</b>				<b>\$ 353,860.03</b>

Notes: 1/31/2020 Visa - GPS units and Camera  
2/29/2020 Visa - AED's

**PAYROLL RUNS**

PAYROLL NO. 1	\$	55,063.63
PAYROLL NO. 2	\$	55,466.89
PAYROLL NO. 3	\$	55,669.20
PAYROLL NO. 4	\$	58,406.24
PAYROLL NO. 5	\$	59,767.05
PAYROLL NO. 6	\$	67,594.05
PAYROLL NO.		
		<b>\$ 351,967.06</b>

**TOTAL PAYROLL RUNS -**

**TOTAL DISBURSEMENTS - \$ 1,824,968.99**

<b>Account</b>	<b>Final Dec 31 2019</b>	<b>Description</b>
03700-0100 Other Income	(1,206.18)	NSF Fees
03700-0125 Other Income	(61,894.62)	Dow Project Income
03700-0165 Other Income	(25.00)	
03700-0176 Revenue Aquatic Sys Monitoring	(25,140.00)	Ducks Unlimited project funding
03700-0210 Other Income	0.00	
03700-0283 Other Income	(1,200.00)	RFP fee charged to bidders
03700-0284 Other Income	0.00	
03700-0285 Other Income	(700.00)	
03700-0305 Other Income	(412.94)	
03700-0310 Other Income	(2,389.75)	
03700-0500 Other Income - Hunting fee	(5,740.00)	
03700-0550 Other Income	(29,587.83)	County of Lambton Bylaw
03700-0600 Other income	(4,943.25)	
03740-0100 Project Admin	(12,600.00)	Admin Fee charged to RMO
03750-0700 Expense Recovery Income	(1,708.40)	
03760-0100 Rent - Admin Office	(14,900.04)	Rental fee & Charge to Flood control operations
03760-0500 Rental Income	(141,135.64)	Land Lease Rental
03770-0100 Oil & Gas Revenue - Admin Fee	(37,388.43)	Admin fee recovered from Oil and Gas leases
03999-0090 Transfer to Reserves	0.00	
03999-0100 Transfer from Reserves	0.00	
03999-0150 Transfer to Reserves	0.00	
<b>2438 Other income</b>	<b>(340,972.08)</b>	



**Meeting Date:** April 16, 2020  
**Report Date:** April 24, 2020  
**Submitted by:** Tracy Prince

**Item 10.3**

**Subject:** Asset Management Program

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**Recommendation:**

That the Board approves moving forward with the grant application and potential RFP for an Asset Management Program and to include in the 2021 Budget, conditional on approval of grant dollars.

**Background:**

At the February 2020 Executive Meeting the Committee members recommended the implementation of an asset management plan as a proactive measure in preparation of the 2021 budget in line with the local municipalities.

We have received one proposal from CityWide who will be putting forward a grant application to FCM with the estimated cost of \$68,450 and an annual support cost of 13,480 plus applicable HST. If we receive grant funding we will need to provide 20% matching and would need to support the annual costs of \$13,480 a 1% increase in levy for 2021. If we proceed we will need to issue an RFP for competitive bid pricing on similar product package.

The funding would cover 80% of the project cost, up to a maximum of \$50,000.00. The total estimated project cost would be \$70,000.00, our contribution would be \$20,000.00, as we would maximize the grant if approved. (see attached proposal estimates)

**Financial Impact:**

Increase in Administrative Budget for 2021 to cover cost of annual support of approximately \$13,480, which would result in an approximately 1% increase in levy.

**Summary of Project Costs**

<b>SOFTWARE COSTS 2020</b>			
<b>SERVICE</b>	<b>LICENSE</b>	<b>IMPLEMENTATION</b>	<b>TOTAL</b>
CITYWIDE ASSET MANAGER WITH GIS VIEWER ASSET MANAGEMENT MODULE	\$5,750.00	\$9,800.00	<b>\$15,550.00</b>
CITYWIDE WORKS WORK ORDER MANAGEMENT MODULE	\$11,500.00	\$20,800.00	<b>\$32,200.00</b>
CITYWIDE ENTERPRISE EGIS	N/A	\$1,400.00	<b>\$1,400.00</b>
<b>TOTAL</b>			<b>\$49,250.00</b>
<b>ANNUAL SUPPORT COSTS</b>			
CITYWIDE ASSET MANAGER/GIS VIEWER			<b>\$1,990.00</b>
CITYWIDE MAINTENANCE MANAGER (WORK ORDER SYSTEM)			<b>\$6,990.00</b>
CITYWIDE ENTERPRISE EGIS			<b>\$4,500.00</b>

**Optional Project Pricing**

<b>CONSULTING COSTS 2020</b>	
ASSET MANAGEMENT PLAN	<b>\$19,200.00</b>
<b>TOTAL</b>	
	<b>\$19,200.00</b>

**Meeting Date:** May 7, 2020 **Item 11.1**  
**Report Date:** April 24, 2020  
**Submitted by:** Sharon Nethercott, Melissa Levi

**Subject:** Conservation Education Progress Report

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### **Winter Programming:**

In-school programming continued to be popular in January and February. Staff were invited into watershed schools to teach the highly valued curriculum connected programs offered by SCRCA Education Staff. Sponsors and associated programs are listed below:

Sarnia Lambton Environmental Association:	Groundwater and River Bottom Critters
Plains Midstream Canada:	Spring Water Awareness
Friends of the St. Clair River:	River Rap and Phosphorus 101
Habitat Stewardship Program:	Aquatic Species at Risk

Teacher contract negotiations prohibited teachers from participating in field trips in the New Year. A “Nature In Winter” program at Henderson Conservation Area, previously booked in the fall, provided a welcome opportunity to connect primary students to nature on a beautiful snowy day.

### **Novel COVID-19 - Special Event and School Updates:**

In order to keep staff and community members safe, the unfortunate decision was made to cancel both the Alvinston Maple Syrup Festival and Sydenham River Canoe Race.

Education Staff have developed “Virtual Pond Field Trips” for teachers to share on-line with their students. Virtual Field trips for Kindergarten, as well as grades 1, 2, 3, and 4 have been completed and emailed to teachers in our participating Boards of Education. There has been a tremendously positive response (see teacher feedback below)! Thanks to some keen French students, all presentations have been translated for French Immersion and French Elementary school students! Other Education tasks include Program development, curriculum document review, trail maintenance, and thorough cleaning of classroom and supplies.

Teacher Feedback – Virtual Pond Field Trips:

*“I love this! Thank you so much. I was just asking everyone today what they enjoy most about the earth and was sharing that my favourite activity was to go*

*dip netting. This is beautifully done and so timely. I like the opportunity at the end to share through SeeSaw and Google classroom.*

*I have sent it directly to the principal to forward on and will highlight it at our Division meeting this Friday. The French teachers are going to be so pleased to have a French language version. You've thought of everything!"*

*Lambton-Kent District School Board Teacher*

### **Family Nature Fun:**

Staff are providing nature activities on the SCRCA Facebook page to encourage watershed families to be active outside during this time of school closures. Further development is on-going as we continue to advance ourselves as leaders in promoting a positive connection with nature at this challenging time.

### **Ojibwee Land-Based Learning/Aquatic Species at Risk Education Partnership:**

The Canada Nature Fund provided an opportunity for a partnership between SCRCA staff and Hillside School. As part of a new 'Land-based Education' initiative, the Ojibwee instructors felt SCRCA could provide a 'western science' perspective to complement their Traditional Ecological Knowledge lessons.

From September to March, education staff spent 1-2 days per month instructing 140 students. The three main goals were:

1. Providing Aquatic Species at Risk education
2. Strengthening partnerships between SCRCA, Hillside School and the Kettle Point community
3. Increasing SCRCA's understanding of the watershed's Traditional Ecological Knowledge.