



Board of Directors - Notice of Meeting
December 9, 2021 **Time: 10:00 am**
Remote Via Zoom

Tentative Agenda

1. Chair's Remarks
2. Adoption of the Agenda
3. Declaration of Pecuniary Interests
4. Minutes
 - 4.1 Board of Directors November 4, 2021 Minutes
 - 4.2 Executive Committee June 29, 2021 Minutes
5. General Manager's Report
 - 5.1 GM's Report
 - 5.2 SCRCA Bill 229 Draft Transition Plan
6. Chair & Conservation Ontario Report
 - 6.1 CO Council September 27, 2021 Minutes
7. Consent Items
 - 7.1(a) Business Arising
 - 7.1(b) Current Watershed Conditions and Great Lakes Levels
 - 7.1(c) Shoreline Projects
 - 7.1(d) Management of Contaminated Sediment in the St. Clair River
 - 7.1(e) Sydenham Watershed Plan for Phosphorus Management Update
 - 7.1(f) Planning Activity Summary Report
 - 7.1(g) Regulations Activity Summary Report
 - 7.1(h) Planning & Regulations Department Process - Permits
 - 7.1(i) Revenue and Expense Summary
 - 7.1(j) November 2021 Disbursements
 - 7.1(k) 2021 General Levy Summary
 - 7.1(l) Investment Reports
 - 7.1(m) St. Clair River Area of Concern Update
8. Other Business Items
 - 8.1 WECI Projects
 - 8.2 Summary of Comments regarding the 2022 Draft Budget
 - 8.3 2022 Proposed Budget and Non-Matching General Levy
 - 8.4 2022 Proposed Budget and Matching General Levy
 - 8.5 2022 Draft Fees
 - 8.6 Destruction of Documents
 - 8.7 Disposal of Nonessential and Surplus Equipment
 - 8.8 COVID-19 Vaccination Policy
 - 8.9 Proposed Changes to Admin Manual
 - 8.10 Highland Glen Committee Recommendation
9. Delegation
 - 9.1 Peacekeeper Park
 - 9.2 Accompanying Staff Report
10. Director Correspondence
 - 10.1 Glencoe & District Historical Society
11. In-Camera
12. New Business
13. Adjournment

December 9, 2021

Disclaimer: Board members, staff, guests and members of the public are advised that the SCRCA Board meeting is 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.

Board of Directors Proposed Resolutions

1. Chair's Remarks
2. **Moved by:** **Seconded by:**
That the Board of Directors adopts the agenda for the meeting as presented.
3. It is requested that each Director declare a conflict of interest at the appropriate time, on any item within this agenda in that a Director may have pecuniary interest.
- 4.1 **Moved by:** **Seconded by:**
That the minutes of the Board of Directors meeting, held November 12, 2021, be approved as distributed.
- 4.2 **Moved by:** **Seconded by:**
That the minutes of the Executive Committee meeting, held June 29, 2021, be approved as distributed.
- 5.1 **Moved by:** **Seconded by:**
That the Board of Directors acknowledges the General Manager's report, dated November 25, 2021.
- 5.2 **Moved by:** **Seconded by:**
That the Board of Directors approve the proposed transition plan in order that it may be submitted to the Ministry of Environment, Conservation and Parks, Watershed Municipalities and uploaded to the SCRCA website by December 31, 2021.
- 6.1 **Moved by:** **Seconded by:**
That the Board of Directors acknowledges the minutes of the Conservation Ontario Council meeting held remotely on September 28, 2021.

- 7.1 **Moved by:** **Seconded by:**
That the Board of Directors approves the consent agenda and endorses the recommendations accompanying Items 7.1 a - 7.1 m.
- 7.1 (a) *That the Board of Directors acknowledges the updates on business arising from the November 4, 2021 meeting.*
- 7.1 (b) *That the Board of Directors acknowledges the report dated November 26, 2021 on the current watershed conditions and great lakes water levels.*
- 7.1 (c) *That the Board of Directors acknowledges the report on shoreline projects dated November 25, 2021.*
- 7.1 (d) *That the Board of Directors acknowledges the report dated November 23, 2021, on the engineering and design plan for management of contaminated sediment.*
- 7.1 (e) *That the Board of Directors acknowledges the report dated November 25, 2021 on the Sydenham watershed phosphorus management plan.*
- 7.1 (f) *That the Board of Directors acknowledges the St. Clair Region Conservation Authority's monthly planning activity summary report for the month of October, 2021.*
- 7.1 (g) *That the Board of Directors acknowledges and concurs with the regulations activity summary report on "Development, Interference with Wetlands & Alterations to Shorelines & Watercourses" Regulations (Ontario Regulation 171/06) for the month of October, 2021.*
- 7.1 (h) *That the Board of Directors acknowledges the report dated November 25, 2021 regarding the planning and regulation department process for issuing permits.*
- 7.1 (i) *That the Board of Directors acknowledges the revenue and expenditure report to October 31, 2021, as it relates to the budget.*
- 7.1 (j) *That the Board of Directors approves the October 2021 disbursements as presented in the amount of \$365,102.00*
- 7.1 (k) *That the Board of Directors acknowledges the status report on the 2021 general levy receipts to date.*
- 7.1 (l) *That the Board of Directors acknowledges the investment reports to October 31, 2021.*
- 7.1 (m) *That the Board of Directors acknowledges the report dated November 26, 2021 on the St. Clair River Area of Concern (AOC).*

- 8.1 **Moved by:** **Seconded by:**
That the Board of Directors acknowledges the report dated November 25, 2021 on the updates to the WECI projects across the watershed and further approves the General Manager to award the project to the preferred consultant.
- 8.2 **Moved by:** **Seconded by:**
That the Board of Directors acknowledges the verbal summary of comments received to date on the 2022 draft budget.
- 8.3 **Moved by:** **Seconded by:**
That the Board of Directors approves the 2022 budget of \$9,596,597 with a non-matching general levy of \$1,217,513 with all member municipalities deemed as benefitting and further that the levy be apportioned using the modified current value assessment of each municipality within the Authority's area of jurisdiction.
(Weighted Motion)
- 8.4 **Moved by:** **Seconded by:**
That the Board of Directors approves the 2022 budget of \$9,596,597 with a municipal matching general levy of \$161,000 including finalized modified current value assessment values, updates to specific projects and municipal comments received to date.
- 8.5 **Moved by:** **Seconded by:**
That the Board of Directors acknowledges receipt of the 2022 proposed fees and further approves the fee schedule as presented.
- 8.6 **Moved by:** **Seconded by:**
That the Board of Directors acknowledges the report dated November 24, 2021 regarding document retention and approves the destruction of the identified documents as per the SCRCA Document Retention Policy.
- 8.7 **Moved by:** **Seconded by:**
That the Board of Directors acknowledges the report dated November 24, 2021 regarding the disposal of nonessential and surplus equipment and approves the disposal method as outlined.
- 8.8 **Moved by:** **Seconded by:**
That the Board of Directors acknowledges and supports the draft COVID-19 Board Vaccination Policy, as presented and approves implementation of the board policy effective _____, and further, directs staff to develop policies for visitors and contractors.

8.9 **Moved by:** **Seconded by:**
That the Board of Directors acknowledges the summary of proposed changes to the Administration Manual and further approves the changes as outlined.

8.10(a) **Moved by:** **Seconded by:**
That the Board of Directors change the designation of Highland Glen Conservation Area from a regional Conservation Area to a local/rural Conservation Area for 2022 and beyond.

8.10(b) **Moved by:** **Seconded by:**
That the Board of Directors accepts the recommendation of the Highland Glen Committee and directs staff to begin discussions with the Town of Plympton-Wyoming regarding the transition of ownership of the Highland Glen Conservation Area to the Municipality.

(Registered Delegation)

9.1 **Moved by:** **Seconded by:**
That the Board of Directors acknowledges the presentation on the topic of Peacekeeper Park as presented by Sarah Duplisea, Administrative Assistant/Treasurer of Peacekeeper Park.

9.2 **Moved by:** **Seconded by:**
That the Board of Directors acknowledge the staff report on possible locations to lease land to Peacekeeper Park, and that the SCRCA does not have available lands that meet the requirements provided by Peacekeeper Park.

10.1 **Moved by:** **Seconded by:**
That the Board of Directors move in-camera at ____ a.m. to discuss conservation awards and personnel information with the General Manager, Manager of Communications, Director of Finance, Manager of IT and Administrative Assistant/ Board Coordinator remaining.

10.2 **Moved by:** **Seconded by:**
That the Board of Directors rise and report at ____ a.m.

10. **New Business**

11. **Moved by:** **Seconded by:**
That the meeting be adjourned.



Board of Directors Meeting Minutes

Date: November 4, 2021

Time: 10:00 a.m.

Remote

Present: Al Broad, Pat Brown, John Brennan, Terry Burrell, Bill Dennis, Joe Faas, Chair; Larry Gordon, Vice Chair; Aaron Hall, Frank Kennes, Brad Loosley, Betty Ann MacKinnon, Kevin Marriott, Mark McGill, Dan McMillan, Steve Miller, Frank Nemcek, Lorie Scott, Mike Stark, Tim Wilkins

Regrets: Jerry Westgate

Staff Present: Donna Blue, Manager of Communications; Erin Carroll, Director of Biology; Melissa Deisley, Director of Planning and Regulations; Chris Durand, Manager of IT/GIS; Sarah Hodgkiss, Manager of Planning and Natural Heritage; Ashley Fletcher, Administrative Assistant/ Board Coordinator; Tim Payne, Manager of Forestry; Ken Phillips, General Manager; Tracy Prince, Director of Finance; Girish Sankar, Director of Water Resources; Steve Shaw, Manager of Conservation Services; Kelli Smith, Watershed Biologist; Greg Wilcox, Manager of Lands

Guests Present: Stu Seabrook, Riggs Engineering

The Chair greeted all in attendance and welcomed General Manager, Ken Phillips to the meeting. Director of Water Resources, Girish Sankar was thanked for his support and leadership in his role of acting General Manager over the last 2 months. Congratulations were given to former General Manager, Brian McDougall on his retirement and he was thanked for his years of service with the St. Clair Region Conservation Authority. It was then 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.

Directors provided personal introductions.

BD-21-94

Loosley – MacKinnon

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

CARRIED

Minutes of the September 23, 2021 Board of Directors meeting were reviewed.

BD-21-95

Scott – Brown

“That the minutes of the Board of Directors meeting, held September 23, 2021, be approved as distributed.”

CARRIED

BD-21-96

Loosley – Dennis

“That the Board of Directors requests a report from Planning staff regarding recommended best practice, as contained within the Tim L. Dobbie Consulting Ltd Development Application Process Review report, that the approval and issuance of permits be done by the same staff member.”

CARRIED

Minutes of the October 5, 2021 Board of Directors special meeting were reviewed.

BD-21-97

Marriott – Nemcek

“That the minutes of the Board of Directors special meeting, held October 5, 2021, be approved as distributed.”

CARRIED

BD-21-98

Loosley – McMillan

“That the Board of Directors welcomes and acknowledges the hiring of Ken Phillips as General Manager of the St. Clair Region Conservation Authority, effective November 1, 2021 and further that Director of Water Resources, Girish Sankar be thanked for his leadership as acting General Manager for the past 2 months.”

CARRIED

BD-21-99

Scott – Gordon

“That the Board of Directors acknowledges the hiring of Ken Phillips as Secretary Treasurer of the St. Clair Region Conservation Authority, effective November 1, 2021.”

CARRIED

For the purpose of enforcing the regulations made by the SCRCA, pursuant to Section 28 of the *Conservation Authorities Act*, it is necessary for the Authority to appoint

personnel as Enforcement Officers. This appointment pertains to Ontario Regulation 171/06 made under Section 28 of the Act.

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

Jeff Vlasman completed the CA Level 1 – Provincial Offences Officer Course, provided by Conservation Ontario, certificate issued October 1, 2021.

BD-21-100

Miller – MacKinnon

That the Board of Directors acknowledges the report dated October 20, 2021 regarding the appointment of Officer Jeff Vlasman under Section 28 of CAA (O.R. 171/06)

CARRIED

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

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

Meagan Weber completed the CA Level 1 – Provincial Offences Officer Course, provided by Conservation Ontario, certificate issued October 1, 2021.

BD-21-101

Burrell – Brown

“That the Board of Directors acknowledges the report dated October 20, 2021 regarding the Appointment of Officer Meagan Weber under Section 28 of CAA (O.R. 171/06).”

CARRIED

COVID-19:

- The COVID-19 Return To Work Plan has gone through a number of revisions and continues to be updated to reflect direction provided by federal and provincial governments as well as the local health units
- We continue function as per the phase 2 plan that was created in 2021:

- Staffing at the office has been increased to have daily representation by each department – therefore roughly a minimum of 10 staff will be at the office daily with the remaining staff working in the field or from home
- We are prepared to respond to any directives, local, regional or provincial, in order to protect staff and the general public

Budget:

- Staff continue to engage member Municipalities for input into the 2022 draft budget
- A virtual meeting has been scheduled to present the 2022 draft budget and budget process
- An invitation has been sent to Municipalities
- Date of meeting:
 - Nov 10, 2021, 02:00 PM Eastern Time (US and Canada)
- A package has been sent to member Municipalities with:
 - Budget 2022 draft budget booklet
 - SCRCA development Application process review by Tim Dobbie Consulting Ltd
- We look forward to Municipal input into our 2022 budget

Directors Comments: A friendly amendment was brought forth by Director Mike Stark, to include that presentation of the 2023 draft budget, and going forward, should include a comparison of previous audited year totals and projected budget. The amendment was seconded by Director Brad Loosley. Directors expressed further concerns with the current budget format and request that staff reach out to other Conservation Authorities to compare formats in order to simplify and streamline. Director of Finance, Tracy Prince remarked that limitations to our current accounting systems, AccPac (Sage 300) and Microsoft Excel, prevent the possibility of providing previous year actuals alongside the projected 2022 budget, however, there is potential to provide these details in the format requested next year.

BD-21-102

Scott – Broad

“That the Board of Directors acknowledges the Acting General Manager’s report, dated October 25, 2021 and further that previous year actuals be included within the 2023 proposed budget and future draft budgets going forward.”

CARRIED

Verbal reports on the Conservation Ontario (CO) Council meeting, held remotely on September 27, 2021 were provided by the former Acting General Manager/Director of Water Resources Girish Sankar and Vice-Chair Larry Gordon.

The CO 2022 budget was presented and includes a 1% increase. With participating Conservation Authorities (CAs) being a main source of revenue, St. Clair Conservation Authority will be subject to an increase of approximately \$3850 in annual levy. CO continues to bring forth initiatives to assist member CAs and improve service delivery and efficiencies, including templates and detailed work plans.

CO Chair Andy Mitchell commented on the National Truth and Reconciliation Day, on September 30th, which honours First Nations, Inuit and Métis survivors of residential schools, their families and communities. CAs are urged to continue efforts to create and improve relationships with our neighbouring First Nation communities and to take steps toward providing an opening traditional territorial acknowledgement at meetings and events.

CO Chair Andy Mitchell and senior staff members of CO met with Ontario Minister of the Environment, Conservation and Parks (MECP) Dave Paccini, who commented on the many changes and tight timelines faced by CAs. It was suggested that Conservation Authority Act transition timelines may be extended to assist in a smooth transition for both CAs and member Municipalities as we move toward a new funding model. Phase 1 of the regulation release has since occurred. An invite has been extended to Minister Paccini to appear at the CO Council meeting in December.

CO Chair Andy Mitchell has also recently met with Association of Municipalities Ontario (AMO) President Graydon Smith, who has since stepped down and is being replaced by Jamie McGarvey on an interim basis; Green Party leader Mike Schreiner and has plans to meet with all party leaders in the near future.

BD-21-103

Wilkins – Stark

“That the Board of Directors acknowledges the verbal report on the Conservation Ontario Council meeting, held remotely on September 27, 2021.”

CARRIED

Director Comments: Direct Tim Wilkins suggested that municipal planning staff could benefit from an educational presentation on SCRCA mapping tools and processes as they relate to permit applications. Director of Water Resources Girish Sankar agreed that the availability of updated floodplain mapping in early 2022 will present an opportunity for outreach to our municipal partners and that the planning department may also participate in providing guidance on our planning and regulations processes.

BD-21-104

Wilkins – Marriott

“That the Board of Directors directs staff to deliver a presentation meeting with Municipal stakeholders regarding the updated floodplain mapping, when available, with the dual purpose of educating Municipal planning departments regarding the publicly available mapping as it relates to permit applications.”

CARRIED

Director of Water Resources Girish Sankar gave introduction to Stu Seabrook, Senior Hydrotechnical Engineer at Riggs Engineering, who has been working on the SCRCA floodplain mapping project since 2019. A summary presentation on the floodplain mapping project was then given.

Directors Comments: Directors expressed their thanks for the presentation and enquired on the expected timeline of the final product. Mr. Seabrook explained that the mapping is currently under a quality control process and is estimated to be ready for use in late January or February of 2022.

BD-21-105

Wilkins – Broad

“That the Board of Directors acknowledges the presentation on Floodplain Mapping presented by Stu Seabrook of Riggs Engineering.”

CARRIED

The final of three presentations on the Drainage Act, titled SCRCA Drain Review Process was present by Watershed Biologist Kelli Smith.

Directors Comments: Directors gave thanks for the series of presentations and expressed the notion that Conservation Authority regulations should not compete with or impede upon the Drainage Act and further that CAs and Drainage Superintendents must work together to move drainage works along.

BD-21-106

Loosley – Wilkins

“That the Board of Directors acknowledges part three of the Drainage Act presentations, titled *SCRCA Drain Review Process*, presented by Watershed Biologist, Kelli Smith.”

CARRIED

The report on business arising from the September 23, 2021 Board of Directors meeting was reviewed.

9.1 (a) That the Board of Directors acknowledges the updates on business arising from the September 23, 2021 Board of Directors meeting.

The Healthy Watershed Program have restored or enhanced over 1,000 ha of land, and over 4 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. To implement stewardship and outreach, SCRCA staff source grant funding from a variety of sources.

Update:

Outreach events that promote stewardship and understanding of the Sydenham River and the St. Clair watershed:

Saturday, September 11 – **Ipperwash Beach Cleanup**. Once again, this cleanup had great weather and a great turnout. Over 25 volunteers participated and collected over 100 pounds of garbage. This event was supported by MECP COA funding.

Tuesday, September 14 – **Coldstream Fish Day**. A drop-in event highlighting fish and fish monitoring in the Sydenham River. Biology staff did live demonstrations, and had "touch tanks" set up to view the diversity of fish species in the Sydenham River. The event was held at Coldstream Conservation Area, Ilderton. This event was supported by DFO Canadian Nature Fund.

Wednesday September 22 – **National Tree Day**. A celebration of St. Clair Conservation's 60th Anniversary and an event commemorating over 4 million trees planted and 100 ha of wetland restored in our watershed. Staff highlighted the importance of terrestrial and aquatic habitat restoration in the preservation of our local species at risk. Despite the heavy rain, the event brought together past funders and landowners who had implemented stewardship projects. This event was supported by DFO Canadian Nature Fund.

September 18, 19, 30, and October 1 – **Coldstream Boardwalk Replacement**. With funding from MECP Great Lakes Guardian Fund, SCRCA staff coordinated the replacement of 550 feet (167m) of boardwalk at the Coldstream Conservation Area. Over the project days, SCRCA staff pitched in and had over 15 volunteers from Enviro-Friends of Coldstream and the community.

Saturday, October 2 - **Bridgeview Community Tree Planting Event**. Over 600 native shrubs, perennials, and aquatic vegetation were planted at Bridgeview Conservation Area in the Town of Petrolia with ~25 volunteers – including Mayor (and Board Member) Brad Loosely and Councillor Marty Souch. The goal of the event was to further naturalize a portion of the park (on the south side of Petrolia Line). This event was supported by TD Tree Days and MECP Great Lakes Guardian Fund.

Saturday, October 2 – **Strathroy Rotary Club Guided Trail Hikes.** SCRCA biology staff were invited to have an information booth and lead guided hikes around the Conservation Area to highlight the Sydenham River, aquatic species at risk, stewardship and nature. Over 50 people attended the event hosted by the Strathroy Rotary Club.

Stewardship Project update:

This summer has been busy for stewardship projects! Staff have worked with landowners to implement 2 wetlands (1.05 acres), a creek crossing, and 5 erosion control/maintenance projects – including 6 berms and 1 grassed waterway). Staff are working with partners to create 3 more wetlands (2.5 acres) this fall. Conservation Services is gearing up for fall site visits for spring tree planting. There are over 55 landowners interested in trees for the spring!

External Grant update:

Grants Applied for

Fisheries and Oceans Canada (DFO) **Canadian Nature Fund:** An application for 4 years of funding towards stewardship in the St. Clair Region, fish and mussel monitoring, and outdoor education program. The application is requesting \$1.5 million over the next four years and will support multiple departments.

Fisheries and Oceans Canada (DFO) **Canadian Nature Fund:** an additional 4-year application with multiple partners including researchers from University of Toronto and University of Windsor to enhance a coastal wetland complex at the Keith McLean property in Rondeau Bay. The application also includes phragmites control, community aquatic planting event, wetland grand opening event, interpretive sign and post-restoration monitoring. This application is requesting \$172,200

Wildlife Habitat Canada **Habitat Grant:** A 1-year application requesting \$35,000 towards wetland stewardship, education and outreach in the St. Clair Region.

Grants/Contracts Awarded

Fisheries and Oceans Canada (DFO) **Habitat Stewardship Program Terrestrial Species at Risk (SAR):** Biology staff received 1 year of funding (\$53,250 for salary, software, and support) to compile species occurrence records and sightings into a digital template and electronic database (using Kisters Software “KiEco”) that will form the foundation for the GIS Mapping Tool. The compiled information will be useful in identifying management actions for SAR and their habitats on Authority owned and managed lands. Additionally, the project may also suggest locations for appropriate habitat compensation projects or flag species-specific surveys for Environmental Impact Studies. Staff have been encouraged to re-apply for future funding once it is available.

Waste Management Inventories – Twin Creeks Environmental Centre

This fall, Biology staff were contracted by Waste Management – Twin Creeks Environmental Centre to assist with conducting species inventories of the vegetation and animal species at the site. SCRCA staff have completed previous inventories in 2012, 2015, and 2017 as part of the certification requirements for the facility. On September 24th, SCRCA Biology staff completed a species inventory of the vegetation and animal species in designated communities using the Ecological Land Classification System (ELC). An analysis of these areas was provided using the Southern Ontario Floral Inventory Analysis (SOFIA) tool. This tool provides the Twin Creek Environmental Centre with information on not only the species present but also ratio of native and non-native species, coefficient of conservatism and wetness coefficients to generate a holistic understanding of these communities and the wildlife habitat efforts on the property.

Financial Impact:

Should the current applied for grants be awarded, various SCRCA departments may receive up to \$1,535,000 over the next four years.

9.1 (b) That the Board of Directors acknowledges the status report dated October 19, 2021, regarding the Healthy Watershed Program, including the outreach and education events held throughout the watershed and online.

SCRCA has been working with Lambton Public Health to reduce adult mosquito populations throughout Lambton County since 2006. Larvicide treatment is performed in all catch basins in towns, villages and rural areas within the County of Lambton as well as the city of Sarnia. Work is performed under the SCRCA pesticide operator's license, insurance and Ministry of Environment, Conservation and Parks (MECP) permits. Starting in the last week of June and running until the third week of August, fully licensed SCRCA pesticide exterminator staff and trained pesticide technician summer staff treat up to 17,000 individual catch basins with three separate applications of a mosquito growth regulator at 21 to 25 day intervals.

Update:

The 3-year contract between SCRCA and the County of Lambton (signed in 2018) ended in April 2021 was extended for another 2 years until April of 2023. A new contract will be required in 2023 in order for SCRCA to continue to provide this service to the County in future years.

SCRCA also treats catch basins within boundaries of Aamjiwnaang First Nation; however, this service is not part of the contract with the county of Lambton. Conservation services staff attempted to conduct numerous efficacy tests during the summer to monitor the effects of the treatment program. Efficacy results were difficult to obtain due to above normal rain events throughout the summer. Numerous mosquito pupae are required for accurate efficacy determination. Heavy rain events usually

washes mosquito pupae from the catch basins. Some pupae were captured during the summer however, numbers were minimal and did not provide sufficient information to determine proper efficacy.

On a positive note, no positive human cases of West Nile virus have been confirmed in the treatment areas of Sarnia – Lambton to date. A larvicide treatment report will be sent to Lambton Public Health and the MECP before the end of November.

Financial Impact:

Larvicide treatment is fully paid for by the County of Lambton.

9.1 (c) That the Board of Directors acknowledges the status report dated October 21, 2021, regarding West Nile Virus – Lambton County Mosquito Control Program.

The fall season is the busiest time of the year for conservation services which operates with the least number of staff on during this period. Assistance from other departments is occasionally required. This extra assistance is usually necessary every fall to keep services on schedule and is much appreciated by the conservation services department.

Update:

The 2022 tree planting program is moving forward with approximately 60 landowner inquiries to connect with this fall so far. Arrangements for on landowner site visits has started. Several funding opportunities to assist landowners with the cost of trees, planting and future tending have been confirmed for next spring.

The fall tree seed collection program was very successful once again this year with several thousand litres of local hardwood tree seed collected and shipped to the tree nursery, which will be used for growing tree seedlings for the 2023 and 2024 planting seasons.

Fall phragmites control work ran for several weeks and is now complete. Phragmites spraying was completed for one municipality and one landowner in the Oil Springs area. Herbicide spraying for phragmites control was also provided for two organizations in Lambton Shores this year.

The fall tree spraying/herbicide program will be starting for landowner tree planting properties under the authority's tree maintenance program. More than 150,000 trees on more than 75 individual properties require vegetation control work each fall. Spraying operations usually runs well into the month of November, depending on weather conditions, as the season approaches late fall freezing conditions.

Financial Impact:

Project funds received from provincial and federal grants goes toward conservation project expenses incurred by property owners. Staff time for site visits and all other project coordination including seed collection for future tree seedlings does not receive financial support. The seasonal conservation technician position was not filled this year in order to save costs.

9.1 (d) That the Board of Directors acknowledges the status report dated October 21, 2021, regarding conservation services programs across the watershed including multiple funding sources, spring tree planting survival & maintenance and other vegetation control programs.

The regulations activity report on “Development, Interference with Wetlands & Alterations to Shorelines & Watercourses” Regulations (Ontario Regulation 171/06) to September 30, 2021 was reviewed.

9.1 (e) That the Board of Directors accepts the Regulations Activity Reports on “Development, Interference with Wetlands & Alterations to Shorelines & Watercourses” Regulations (Ontario Regulation 171/06), dated October 29, 2021 and includes the period September 1 to 30, 2021 as presented.

The planning activity summary report to September 30, 2021 was reviewed.

9.1 (f) That the Board of Directors acknowledges the St. Clair Region Conservation Authority’s monthly Planning Activity Summary Reports dated October 29, 2021, for the period of September 1 to 30, 2021.

The revenue and expenditure report to September 30, 2021 was reviewed.

9.1 (g) That the Board of Directors acknowledges the revenue and expenditure report to September 30, 2021, as it relates to the budget.

The September, 2021 disbursements were reviewed.

9.1 (h) That the Board of Directors approves the September, 2021 disbursements as presented in the amount of \$633,688.75

The status report on the 2021 general levy receipts to September 21, 2021 were reviewed.

9.1 (i) That the Board of Directors acknowledges the status report on the 2021 general levy receipts to September 21, 2021.

The investment reports for the period ending September 30, 2021 were reviewed.

Directors Comments: Director Terry Burrell expressed concern regarding investments with Scotia Wealth Management and enquired regarding the differences in book value vs. market value. Director of Finance Tracy Prince replied to the enquiry citing the Board approved investment policy and explained that fluctuations may occur. Analysis on the performance of the portfolio will be presented to the board at the April, 2022 meeting. Director Frank Kennes requests that a presentation be made to the Board from the Scotia Wealth Management investment advisor involved in managing our portfolio as well as a review of the SCRCA Investment Policy.

9.1 (j) That the Board of Directors acknowledges the Investment Report, for the period ending September 30, 2021.

Memorial Forest Dedications:

Denning's Memorial Forest Program – 2021

The Denning's Memorial Forest Program was established by the Foundation in partnership with Denning Bros Funeral Homes in 1997. Through this program, Denning's makes donations on behalf of families they serve, which are used to support conservation education and tree planting efforts throughout the region. In 2017, Denning's Funeral Home expanded into Lambton and Chatham-Kent which also expanded the Memorial Forest Program to include seven funeral homes. Memorial forest dedications were held at Victoria Park in Strathroy (May) and at the Keith McLean Conservation Lands in Morpeth (September) to celebrate the memory of those lost. The services typically attracted between 70-100 people, each.

In late 2019 and early 2020, Denning Bros Funeral Homes sold some of their Chatham-Kent establishments and decided to discontinue the dedication service held at the Keith McLean Conservation Lands. Instead, they planned to hold one large event in Strathroy. For the second year in a row, the event was cancelled in 2021 due to the COVID-19 pandemic.

SCRCA staff met with Denning's staff on October 21, 2021 to discuss future "dedication" services for the Denning's Memorial Forest Program. In lieu of the traditional dedication service, Denning's and SCRCA staff will organize a "Walk to Remember" event in June 2022. The event will entail a walk along local trails in the Strathroy area followed by an informal service at Centennial Park at Denning's Memorial Grove.

In 2020, \$16,110 was donated to the Foundation. The 2021 donation will be made available in early 2022.

Foundation Memorial Forest Dedication – 2021

Once again, due to the on-going COVID-19 pandemic, the St. Clair Region Conservation Authority and Foundation made the difficult decision to cancel the in-person Foundation Memorial Forest dedication service scheduled to take place on September 26, 2021, at the Lorne C. Henderson Conservation Area.

Similar to what was prepared in 2020, a recorded service will be released and made available to all the families who made donations this past year. The video prepared to recognize the donations made in 2020 was well received and viewed 170 times on the SCRCA's YouTube channel.

From September 2020 to August 2021, 74 trees were dedicated through individual donations to the program. To date, a total of 2,295 trees have been dedicated through the Foundation's Memorial Forest Program.

Conservation Awards:

A list of possible conservation award recipients will be brought forward at our Board meeting in December. Board members wishing to nominate any individual or organization should contact Donna Blue at the SCRCA Administration Office (dblue@scrca.on.ca; (519) 245-3710 Ext. 219).

St. Clair Region Conservation Foundation:

The St. Clair Region Conservation Foundation raises funds to support the work of the Conservation Authority. At the October 14th meeting, the Foundation approved support for the following projects and programs:

- \$60,000 to support Conservation Education.
- \$15,000 to support five intern positions with the Authority in 2022.
- \$1,700 to support the printing and distribution of the Species at Risk (SAR) Newsletter that will be distributed to over 60,000 households in the St. Clair watershed.
- \$25,000 to support the development and publishing of Watershed Report Cards that analyzes water quality data for the period of 2016-2020.
- \$20,000 to support dam decommissioning studies at the Strathroy and Coldstream Conservation Areas.

St. Clair Challenge Virtual Fundraiser

The inaugural St. Clair Challenge Virtual Fundraiser was launched on July 1st, 2020. The purpose of the fundraiser was to celebrate the St. Clair Region Conservation Authority's 60th Anniversary, and to encourage our watershed residents to get out and

explore the natural areas in our region – all while raising funds to support local conservation efforts.

Between July 1st and August 31st, participants were challenged to walk, run, hike, bike, or paddle along trails or waterways in the SCRCA watershed by registering for one of four “distance challenges” (6 km, 16 km, 36 km, or 60 km). The registration and fundraising webpage were administered through the company, Race Roster (<https://raceroster.com/events/2021/49406/the-st-clair-challenge>).

The fundraiser was promoted in a variety of ways including a media release, newspaper and radio interviews, community event calendars, social media, email blasts to long-term vendors and partners, and presentations to interest groups (e.g., Lambton County Trails Committee).

Participation in the fundraiser was low. Nine participants registered for the challenge (4 for the 6 km challenge, 2 for the 36 km challenge, and 3 for the 60 km challenge) which brought in \$90.00 in registration fees. In addition, fundraising efforts totalled \$228.68 for a grand total of \$318.68 in revenue.

Conservation Education Fundraising

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

Sarnia-Lambton Environmental Association (SLEA):

For over 20 years, the Sarnia-Lambton Environmental Association (SLEA) has provided \$30,000 in funding to sponsor the “River Critters” (JK - Grade 12) and “Go With the Flow” (JK – Grade 8) in-class conservation education programs, allowing the SCRCA to offer these programs free-of-charge. In 2020, SLEA reduced their donation to \$15,000 due to the financial impact of the COVID-19 pandemic.

New management at SLEA is interested in having a new, revitalized education program developed that better align with SLEA’s goals and messaging. Discussions have been ongoing in 2021. The SCRCA Education team presented a new education concept in July 2021 that focusses on four overall goals:

1. Continue to assist students to build a positive relationship to air, water, and land.
2. Assist students in understanding their home, by using place-based learning concepts, aimed at connecting schools and students to local ecosystems, local industries, and local communities.
3. Build student environmental understanding around three major points of focus – human impact on the environment, human responsibility to the environment and differing human perspectives.

4. Use the Bluewater Association for Safety, Environment, and Sustainability (BASES) model coupling environmental science, workplace health and safety, and emergency preparedness to grow educational partnerships between the Conservation Authority, local industries, local school boards, schools, teachers, and students.

The new concept is scheduled to be presented to the SLEA Board of Directors this September.

Plains Midstream Canada:

The SCRCA will again be receiving \$5,000 in funding from Plains Midstream Canada to support the “Spring Water Awareness” program delivered to elementary students (JK - Grade 6) in 2022. This program is offered in March every year and teaches children about the hazards and dangers associated with spring snow and ice melt along streams and rivers.

Friends of the St. Clair River (FOSCR):

The Friends of the St. Clair River community group have committed \$4,000 towards delivering the “River RAP” and “Phosphorus 101” education programs to both elementary and secondary school students throughout the 2021-2022 school year.

Canoe Race Donations (even without a Canoe Race):

Despite the cancellation of the 2021 Sydenham River Canoe and Kayak Race that raises funds to support conservation education programs, a generous member of the community donated \$1,500 towards the SCRCA conservation education program.

Other Funding (through the St. Clair Region Conservation Authority):

1. Department of Fisheries and Oceans Canada (DFO) – Canada Nature Fund for Aquatic Species at Risk

The Department of Fisheries and Oceans Canada (DFO) Canadian Nature Fund is providing \$18,000 for the 2022-2023 fiscal year towards the on-going partnership between the SCRCA and Kettle and Stony Point First Nation in developing Species at Risk education programs that pairs western science with Indigenous-based knowledge to students at Hillside Elementary school.

In cooperation with the SCRCA biology department, an application is being submitted that would continue to support programming at Kettle and Stony Point First Nation and the Aquatic Species at Risk education program until 2026 (proposed funding listed below by fiscal year).

2022-2023 - \$18,000 (confirmed) plus an additional \$27,000 (proposed)

2023-2024 (proposed) - \$45,000

2024-2025 (proposed) - \$45,000

2025-2026 (proposed) - \$45,000

2. Environment and Climate Change Canada – EcoAction

Federal funding in the amount of \$5,750 is secured as part of a two-year agreement to support the Phosphorus 101 Conservation education program for the 2021-2022 fiscal year ending March 31, 2022.

9.1 (k) That the Board of Directors acknowledges the Communications Report dated October 22, 2021 including memorial forests, conservation awards, conservation foundation update and conservation education fundraising.

RAP Coordination

This year, the process for applying for ECCC funds to support RAP Coordination has changed to a multi-year bid. The request for proposals was announced on September 21st with a November 1st deadline. Completion of the bid has been top priority in October. A successful bid will secure partial funding for the project through to the end of March 2024.

Meetings

Canadian RAP Implementation Committee (CRIC)

- Next Meeting: TBD

Friends of the St. Clair River (FOSCR)

- September 28, 2021
- Next Meeting: TBD

Binational Public Advisory Council (BPAC)

- August 19, 2021 – Teleconference
- Next Meeting: TBD

Outreach and Engagement

The Friends of St. Clair River and the RAP Office continue to partner on the production of St. Clair River News, a free monthly E-Newsletter. The goal of this newsletter is to increase awareness and engagement in the Area of Concern and highlight environmental initiatives happening in the region.

Links to Recent Newsletters:

- [August 2021 E-Newsletter](#)
- [September 2021 E-Newsletter](#)
- [October 2021 E-Newsletter](#)

Each of the past newsletters can be viewed at friendsofstclair.ca/about-us/newsletters/.

The first draft of the 2020-2021 St. Clair River Area of Concern Annual Report is complete and under review. The report highlights some of the key accomplishments for the year, including:

- Redesignation of BUI 4: *Fish Tumours and Other Deformities*,
- AOC Science Symposium Virtual Information Series,
- AOC Story Map,
- New monthly E-Newsletters,
- AOC Video

This is the first Annual Report for the St. Clair River Area of Concern.

The angler survey for the St. Clair River Area of Concern continues to be conducted. The first round of raffle winners was announced on October 1, 2021 and provided 3 lucky individuals with \$100 Gift Cards to The Outdoorsman hunting and fishing store in Sarnia, ON. This survey supports the advancement of BUI 1- Restrictions on Fish and Wildlife Consumption and was identified as a deliverable in the 2017-2022 St. Clair River Area of Concern Workplan. The survey can be completed at friendsofstclair.ca/fishsurvey/.

Due to restrictions associated with the COVID-19 pandemic, the St. Clair River Science Symposium was converted to a 3-part virtual series for 2021-22. The second session was delivered via Zoom Webinars on October 20, 2021 from 7pm-8pm. This presentation included an opening and closing prayers by members of Walpole Island First Nation, an AOC 101 presentation by Natasha Pozega, RAP Coordinator, a feature presentation on *Fish and Wildlife Populations in the St. Clair River* by April White, Environment and Climate Change Canada, and question and answer period with professional panelists Giuseppe Fiorino, Habitat Ecologist and Shane DeSolla, Ecotoxicologist, both with Environment and Climate Change Canada. The session recording and question and answers will be made available to the public at friendsofstclair.ca/symposium.

Strategic Objectives(s):

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

9.1 (I) That the Board of Directors acknowledges the report dated October 20, 2021 on the St. Clair River Area of Concern.

BD-21-107

Marriott – Brennan

“That the Board of Directors approves the consent agenda and endorses the recommendations accompanying Items 9.1 a - 9.1 I.”

CARRIED

In September 2021, the Board of Directors approved the formation of a Highland Glen Boat Ramp Committee with the following motion:

BD-21-85

Dennis – Miller

That the Board of Directors form a Highland Glen Boat Ramp Committee, working with staff to evaluate options, evaluate the funding model, and develop recommendations for the full Board’s review and further that the Committee be comprised of the Chair, Vice Chair and one representative from each of Sarnia, Plympton-Wyoming and Lambton Shores, as well as three representatives from the remaining municipalities.

BD-21-108

McMillan – MacKinnon

“That the Board of Directors appoint the following Directors to be members of the Highland Glen Boat Ramp Committee: Chair, Vice Chair, Tim Wilkins (Plympton-Wyoming), Lorie Scott (Lambton Shores), Mike Stark (City of Sarnia), Brad Loosley, Frank Kennes, and Pat Brown.”

CARRIED

Old Lakeshore Road near Penhuron Drive Shoreline Improvements

- Tenders were reviewed in September 2021
- Tender documents were forwarded to Pre-Qualified contractors on Friday, Oct 15, 2021
- Tenders close at 2:00 pm on November 1, 2021
- All permits have been obtained
- An evaluation team (SCRCA, City of Sarnia, Shoreplan Engineering) will reviewing the submissions.
- Following are the list of contractors pre-qualified for Lake Huron shoreline projects
- Shoreline work in this section is expected to start January 2022.

Name of Construction Company

South Shore Contracting	R&M Construction
Van Bree Drainage and Bulldozing Ltd.	Ontario General & Marine Construction
Facca Incorporated	Atlantis Marine Construction Canada

Port Lambton Park Shoreline project

The project site is in Port Lambton along the east shore of the St. Clair River. The site includes a shoreline starting at the north of Queen Street and stretches south a distance of approximately 240 meters. The current shoreline of the site includes varying structures, steel sheet pile, steel sheet pile wall supported by timber piles, concrete rubble, stacked concrete. The condition of the shoreline is poor and needs restoration.

- Design work is complete
- Permit process ongoing
- Consultant preparing draft tender
- Construction expected to start early 2022

BD-21-109

Miller – Scott

“That the Board of Directors acknowledges the report dated October 21, 2021 on the ongoing Shoreline Projects across the watershed and further that the Board of Directors authorizes the Chair and General Manager to sign contract documents if the preferred tender falls within budget.”

CARRIED

The Government of Canada launched the Disaster Mitigation and Adaptation Fund (DMAF), a national merit-based program that will invest \$1.375 billion to support wildfire mitigation activities, rehabilitation of storm water systems, and restoration of wetlands and shorelines. DMAF projects will support the Government of Canada's objectives laid out in the Pan-Canadian Framework on Clean Growth and Climate Change.

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

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

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

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

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

Financial Impact:

The total cost of this project is estimated to be \$23,630,000.

The funding distribution is 40 - 60%, with 60% of the costs to be matched by the Municipality. If SCRCA is successful in receiving the funds, we will require matching funds from municipalities in the magnitude of \$14.18 million dollars over 10 years or 1.42 million every year. SCRCA will apply for other shoreline grants to assist with Municipal contributions.

- 1) City of Sarnia Projects - \$15,830,000 (Total Project cost)
 - a. Old Lakeshore road - Telfer to Mike Weir Park
 - b. Old Lakeshore road - Kenwick to Wildwood Park
 - c. Blackwell side road
 - d. Christina street north

- 2) St. Clair Township - \$7,800,000 (Total Project cost)
 - a. Corunna pumping station
 - b. Water Street – Sombra
 - c. North of Seagar Park

SCRCA staff will continue to work with the Municipal staff.

The main benefits of the undertaking are:

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

BD-21-110

Scott – Marriott

“That the Board of Directors acknowledges the report dated October 21, 2021 on the list of projects submitted through the Disaster Mitigation and Adaptation Fund (DMAF) - intake 2 for shoreline restoration along Lake Huron and St. Clair River.”

CARRIED

A recess was called at 11:40 a.m. and the Board of Directors meeting resumed at 11:45 a.m.

Director Terry Burrell declared a pecuniary interest in relation to the conservation education progress report.

Manager of Communications Donna Blue noted an error contained within the report and

clarified that the minimum program fee for full day field trip is \$200.00.

Explanation of Recommended SCRCA Conservation Education fee Changes

Minimum Program Fee for Full Day Field Trip of \$200.00.

Currently there is no clearly stated 'minimum fee' for schools participating in a full-day program (4 hours). The minimum fee for a half-day program (2 hours) is based on a minimum of 20 students participating. The \$200/full-day minimum fee aligns with this 20 student minimum. NOTE: this is not a change in fee, just a clarification.

Webinar Program Fee of \$500.00/1 hour session

The Conservation Education team has been approached by the Lambton Kent District School Board to deliver Webinar-style programming for virtual students. This style of program allows multiple classes to connect with SCRCA Education staff virtually. Since there is a potential for multiple classes to join the session, as opposed to the usual of only one class per session, a larger fee is required. By delivering Webinar Programs, the SCRCA will receive benefits beyond the \$500 fee including increased exposure to a wider range of teachers, students and families, and the potential for future field trip bookings.

Offer 'Virtual Field Trips' to the community Free of Charge

Virtual Field Trips created during spring, 2020 in response to the initial COVID-19 lockdown, were initially free. For the 2020-2021 school year, a 'Subscription Fee' was charged. Now that traditional field trips are resuming, it would be beneficial to release the Virtual Field Trips as a free resource, helping to enrich teachers' lessons in the classroom. This would augment student learning and connection to the watershed, and increase SCRCA exposure to more teachers, students, and parents, potentially increasing future field trip, school yard and live-stream program bookings.

Fall Education Program Summary

Field Trips

Staff are excited to welcome students back into the Lorne C. Henderson Conservation Area for in-person field trips once again! Many teachers booked early in the fall; to date there have been 400 field trip participants, with an additional 600 participants registered for programming before the end of 2021.

Nature in Your Neighbourhood

Some teachers and/or schools prefer to have Conservation Educators visit their school yards this fall. To accommodate the needs of the schools and students, the SCRCA Education team will be offering Nature in your Neighbourhood School yard programming again this fall, with an estimated total of 650 participants.

Live-Stream with a Naturalist

This program option continues to be a popular choice, especially with schools outside of our watershed. Many school boards in the province continue to restrict traditional field trips or schoolyard visits and Live-Streams give these classes the best opportunity to connect with nature. This program choice is popular with French Schools, as there are very few bilingual Conservation Education Program options. The SCRCA Education team anticipate connecting with approximately 350 students and teachers via Live-Stream this fall.

Sponsored Education Program Updates:

Bluewater Association for Safety, Environment and Sustainability (BASES – formerly SLEA) Programming

Discussion continue with BASES (formerly SLEA) to provide \$30,000 in funding to deliver Conservation Education in-school programming. As part of the transition from SLEA to BASES, the sponsor has requested the development of new programming to better align with the organization's broader goals. Program development is underway; the new program is geared to Kindergarten and grade 1 students. This program, titled 'My Environment' will focus on; Air and Water in the local environment, human impacts (both positive and negative), and the community helpers working to protect Nature. Teachers are eager to book the new program; program delivery is anticipated to begin in January 2022.

Phosphorus 101, River Rap, Aquatic Species at Risk, Watershed 101, and Spring Water Awareness Program

Schools in the Lambton Kent and St. Clair Catholic District School Boards are currently allowing educational visitors into their schools. The Education Team is hopeful to begin in-school sponsored programming this fall. Two schools have already booked in-school Conservation Education sessions. The SCRCA Education team is hopeful to resume 'regular' in-school sponsored programming from December, 2021 through March, 2022.

Kettle and Stony Point First Nation – Canadian Nature Fund, Year 3

Land-Based Education Project

The relationship between Conservation Education Staff and Hillside School staff at Kettle Stony Point First Nation continues to grow. Education staff have been invited to partner with Hillside school in the co-creation of a Land-Based Education Program. Education Staff are visiting Hillside school 1 day per week for the duration of the 2021-2022 school year. This means each student will participate in a hands-on, outdoor education program with St. Clair Staff once every 3rd week. In the spirit of partnership, Education staff are invited to learn from the teachers at Hillside school, expanding knowledge and capacity around topics such as Ojibwee Language, Traditional

Knowledge, Indigenous World View, Initial Instructions, and the Roles and Responsibilities of Anishinabek People.

National Day for Truth and Reconciliation

Conservation Education Staff were invited to participate in 'Orange Shirt Day' activities and ceremonies in the community of Kettle Point. This created an opportunity to grow knowledge, while strengthening partnerships and community participation. During the day, SCRCA Staff joined the students to learn from Residential School Survivors, Second Generation Survivors, Knowledge Keepers and Community Elders.

BD-21-111

Nemcek – Scott

“That the Board of Directors acknowledges the Conservation Education Progress Report dated October 21, 2021, and approves the recommended changes to the SCRCA Conservation Education fees, as presented within the report.”

CARRIED

Further to the Board Meeting August 20, 2021, the Board passed a motion as follows:
That the Board of Directors acknowledges the presentation of the Planning Department Service Delivery Review Report provided by Tim Dobbie Consultants Ltd. And further that staff be directed to include the report recommendations in the draft 2022 budget.

Recommendations from Tim Dobbie Consultants Ltd report include:

5.2 – That the Board of Directors of the St. Clair Region Conservation Authority support increasing the capacity of the complement of staff from the current six to nine. The timing of these three staff joining the SCRCA would be subject to the appropriate funding.

5.3 – That the Board of Directors of the St. Clair Region Conservation Authority direct staff to consider the cost associated with the addition of 3 new technical employees and other corporate priorities to be funded by increases in both the levy and fees in the draft 2022 and 2023 budget.

Through the discussions during the August 20th Board Meeting, it was brought forward that fees should be increased greater than 10% to reflect the increase in development and paid for by the developer. With this in mind, we have proposed an increase in the fees as follows:

- 10% Increase in fees that are generally only used for private individual landowners (i.e. construction of a new single-family dwelling, accessory structure, minor variance comments, etc.). These are highlighted in yellow on the attached fee schedule.

- 15% Increase in fees that could generally be used for both private individual landowners, as well as developers (i.e. review of coastal, geotechnical or engineering studies, minor zoning by-law or official plan amendments, and pre-consultation fees). These are highlighted in green on the attached fee schedule.
- 20% Increase in fees that are generally only used for developers/major development. (i.e. Reviewing Environmental Impact Studies, Storm water Management Plans, major Zoning By-Law Amendment, Official Plan Amendment, or Site Plan Approval, and Draft Plans of Subdivisions/Condominiums). These are highlighted in blue on the attached fee schedule.

Staff forecasted a predicted increase in fee revenue of approximately \$34,000 for 2022, based on the fee revenue received for the first 6 months of 2021. It is important to note that the amount of revenue generated is entirely dependent on the number of applications we receive, and particularly the number of applications that are related to major development (i.e. subdivisions, etc.). In addition, major development files can often stretch over multiple years, where payment is received at the beginning of the process, but staff time is required at multiple stages of review. In recommending the rates and proposed increases on the 2022 fee schedule, staff have also taken into consideration local Municipality's development review fees, and those of the neighbouring Conservation Authority's development review fees to ensure some level of consistency.

The Planning & Regulations department has always been funded through a balance of fee revenue and levy. With increasing development within the watershed, it is important that the cost of staff time and resources is offset by the site-specific development fees, however the development process ties into the development and review of broader scale plans which cannot be covered by developer fees.

Some of the larger-scale policy review aspects that the Planning & Regulations Department is involved with include Official Plan Review, Zoning By-Law Review, Shoreline Plans, Comprehensive Studies and Compensation Plans. These must be reviewed at a broader scale, as they impact the communities and watershed as a whole. In 2021, SCRCA Planning staff have provided input towards five Municipal Official Plan Updates and one County Official Plan Update.

As a public sector organization, the SCRCA Planning & Regulations staff provide a number of pre-consultation services to the public including fielding calls regarding violations, neighbour complaints/disputes or inquiries, walking landowners through finding information on the website, and general information sharing with the public and other Conservation Authorities. As a first step, staff often work with landowners to redirect development outside of hazardous or regulated areas, such that the ultimate proposal does not require a permit, but also does not result in fees being charged. The proposed 10% levy increase to the Planning & Regulations Department would help support an additional staff member to better increase our level of customer service to

the public and Municipalities, while the increase in the fees as noted above would help to ensure that cost recovery for staff time and resources is better reflected, especially for large scale development.

The proposed schedule of planning fees was reviewed.

Directors Comments: Director Mike Stark requests that a policy be drafted for cost recovery over time and presented at the December 9, 2021 meeting

BD-21-112

Marriott – Wilkins

“That the Board of Directors acknowledges and accepts the proposed 2022 planning fee schedule, as presented.”

CARRIED

Volunteers were called from the floor to fulfill the needs of the 2022 Nominating Committee

BD-21-113

Scott – Hall

“That the 2022 Nominating Committee consisting of the following four directors representing the four districts of the Authority being Sarnia, Lambton, Chatham-Kent, and Middlesex be: Terry Burrell, Tim Wilkins, Aaron Hall, Betty Ann MacKinnon and further that the Nominating Committee’s recommendation for the 2022 committee membership be presented at the Annual General Meeting.”

CARRIED

Board of Director and Executive Committee meetings are held at the Administration Office at 10:00 a.m., with the exception of the February annual general meeting (rotating locations within the watershed) and the June meeting which follows the Project Tour.

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

Board of Directors Meetings:

- February 24 (4th Thursday) - Annual General Meeting (Point Edward, ON)
- April 21 (3rd Thursday)
- June 23 (4th Thursday)
- September 15 (3rd Thursday)
- November 10 (2nd Thursday)

- December 8 (2nd Thursday)

Committee Meetings:

Executive Committee

- At the call of the chair.
- February 10 (2nd Thursday) – Audit Review & Recommendation

Flood Action Committee – Wallaceburg Municipal Centre

- January 13 (2nd Thursday) and at the call of the Chair

Low Water Response

- May 19 (3rd Thursday) and at the call of the Chair

Nominating Committee

- At the call of the chair.
- Potentially prior to the February 11 Executive Committee Meeting

Sunset Committees (dates TBD):

- Planning Procedural and Technical Guidelines Committee
- Watershed Management Plan Committee
- Highland Glen Boat Ramp Committee

BD-21-114

Miller – Marriott

“That the Board of Directors approves the 2022 tentative schedule of meetings for the Board of Directors and Committees, dated September 21, 2021.”

CARRIED

Due to unforeseen circumstances it was determined that there was no clear process or definitions in our Administration manual to deal with an appointment of a GM/CAO in the event that the current GM/CAO could not appoint.

The below policy also addresses two areas that may be overlooked, the appointment of the Secretary Treasurer role is identified separately in the CA Act and if not specified in the Board Motion is not assigned automatically. The signing authority of SCRCA & SCRCF, would not be assigned in a temporary or acting position due to the process to have signatories added at the bank and also requires a separate Board Motion.

The below definition provides a clearer expectations of the role Acting GM/CAO it maybe updated periodically to ensure business continuity and outline expectations by the GM/CAO.

For addition to the Administration Manual:

Definition and Policy for Acting General Manager:

An Acting General Manager (GM)/CAO under normal circumstances (i.e. for vacation coverage) will be selected and appointed by the GM/ CAO.

In the event of the resignation, termination, death, disability or otherwise unavailability of the GM/CAO, the Authority Chair will appoint an Acting GM/CAO within five (5) business days.

Role of the Acting GM/CAO:

- The Acting GM/CAO would include Acting as the Executive Director of the Foundation.
- Limited to overseeing daily operations of the organization, ensuring day to day operation continue as per status quo, signing of standard contracts in the works/process as necessary.
- Ensuring that Board Approved policy and procedures are followed.
- Attend meetings as required, representing as Acting GM/CAO, provide updates on those meetings when necessary.
- May not bind the corporation to additional new contracts outside regular course of business, unless approved by Board.
- May not change policies or procedures unless required by law.
- Must educate themselves on Board procedures (i.e. Robert's Rules, parliamentary procedures etc.) for both the Authority and the Foundation.
- The Acting GM/CAO will not receive additional compensation unless duties are expected to extend over 6 months. If applicable, compensation will be temporary in nature and limited to a maximum of 5% over current rate of pay.
- May not hire or fire employees without previous consent or Board Approval.
- During the GM/CAO acting term, contract employee extension may occur if the funding of the position is identified and available.
- Signing authority does not automatically transfer to an Acting GM/CAO. The Director, Finance is a signing Officer with the Chair and Vice Chair for St. Clair Region Conservation. In the absence of the CAO/GM, the Director of Finance has final decision-making responsibility for matters within the CAO/GM's purview.

The Secretary Treasurer role must be appointed separately by Board Motion.

Role of Secretary Treasurer:

As per the Conservation Authority Act: The Secretary Treasurer will be responsible to send minutes of Board meetings, and provide notice of apportionment under the Act.

BD-21-115

Stark – Dennis

“That the Board of Directors acknowledge the report dated October 21, 2021 on the proposed edits to the Administration Manual and further approves the inclusion of the edits and additions within the official Administration Manual.”

CARRIED

On August 24, 2021 the Ontario Government amended *O. Reg 364/20: Rules for Areas at Step 3 and at the Roadmap Exit Step (“Regulation”)*. The amended Regulation now includes a requirement that businesses comply with any advice, recommendations, and instructions issued by public health officials about vaccination policies. In the wake of this amendment, many municipal health officials have issued directives and recommendations on the topic of workplace vaccination policies

The Regulation

Following the recent amendment, the Regulation now requires that open businesses and organizations operate in compliance with “any advice, recommendations, and instructions” issued by the Office of the Chief Medical Officer of Health, or by a medical officer of health after consultation with the Office of the Chief Medical Officer of Health that:

- Requires the business or organization to establish, implement and ensure compliance with a COVID-19 vaccination policy; or
- Sets out the precautions and procedures that the business or organization must include in its COVID-19 vaccination policy.

Practically speaking, the impact of this regulatory amendment is that employers will need to be on the lookout for, and ensure they comply with, any advice, recommendation, or instruction about workplace vaccination policies that may be issued by both provincial and municipal public health officials in the jurisdiction(s) in which they operate.

Recommendations from Medical Officers of Health

A number of medical officers of health across various public health units have now issued some form of “advice, recommendation, or instruction” on the topic of workplace vaccination policies.

Many of our community partners as well as municipalities throughout the province have implemented such a policy. Additionally, Middlesex-London Medical Officer, Lambton County’s Acting Medical Officer of Health has strongly recommended that all employers implement mandatory COVID-19 vaccination policies within their workplaces, subject only to human rights considerations.

Since the start of this pandemic, the health and safety of our employees and the public we serve has been a priority. The SCRCA has followed Public Health guidelines and implemented measures in our workplaces such as wearing masks/face coverings, physical distancing, hand hygiene and increased cleaning practices. However, the COVID-19 virus and its variants continue to present a risk in our community and workplaces.

St. Clair Region Conservation Authority (SCRCA) has an obligation to take all necessary precautions to protect the health and safety of its workforce, and recognizes the importance of immunization to reducing the risk of serious infection and transmission of infection among employees and those it supports. To that end, we will strive to do everything we reasonably can to fight COVID-19.

SCRCA has a duty and commitment to protect the health and safety of its employees and those it supports. SCRCA expects all employees to receive the COVID-19 vaccine, subject to the duty to accommodate under the Ontario *Human Rights Code*.

This Vaccination Policy provides a framework for employees entering SCRCA workplaces regarding COVID-19 vaccination status.

Further to this policy a Board Member, Visitor and Contractor vaccine policy will be develop as we move to reopening and a move to face-to-face meetings.

Financial Impact:

There will be a potential financial impact from employees with exemptions under the Ontario Human Rights Code but this will be limited to \$80 per employee. Additional financial impacts may arise from the resources to monitor and ensure compliance with the policies.

Vaccination Policy – Employees - Draft Oct 21, 2021

PURPOSE

St. Clair Region Conservation Authority (SCRCA) has an obligation to take all necessary precautions to protect the health and safety of its workforce, and recognizes the importance of immunization to reducing the risk of serious infection and transmission of infection among employees and those it supports. To that end, we will strive to do everything we reasonably can to fight COVID-19.

SCRCA expects all employees to receive the COVID-19 vaccine, subject to the duty to accommodate under the Ontario *Human Rights Code*.

This Vaccination Policy provides a framework for those entering SCRCA workplaces regarding COVID-19 vaccination status.

APPLICATION

This policy applies to all SCRCA employees.

EFFECTIVE DATE

This policy is to take effect immediately.

POLICY REQUIREMENTS:

A. NEW HIRES

1. All new hires will be required to be fully vaccinated as a condition of employment and provide proof, subject to the duty to accommodate under the Ontario *Human Rights Code*.

B. EMPLOYEES

2. On or before December 1, 2021 current employees must:

- (a) Confirm they are fully vaccinated against COVID-19 and provide valid proof of vaccination; or
- (b) Provide a documented medical inability to receive the vaccine for COVID-19, from as per the OHRC (Ontario Human Rights Commission) policy;

3. Effective, December 16, 2021, employees who are unvaccinated for any reason will be required to participate in regular rapid antigen testing for COVID-19 and provide a digital image of a negative test result (at staff's own cost) to their supervisor via email every Monday and Thursday morning before 8:00 a.m. regardless of the days of the week that the employee is on site that week.

Those who receive a positive rapid antigen screening result must not report to work and must immediately inform their supervisor of the result. The employee is required to immediately self-isolate, book a nasopharyngeal swab (PCR) test at one of the local community testing sites and call their supervisor to report the results upon receipt and to allow the supervisor to begin the contact tracing process as needed. Employees will thereafter follow the direction of the supervisor in terms of next steps depending on the results of the PCR test.

Employee test results will be kept confidential to the supervisor (and in limited need to know circumstances to key managers) and will not be disclosed, except as required for the purposes of implementing and enforcing this policy, staffing, meeting Public Health requirements, and complying with partner directives.

C. ACCOMMODATION

4. SCRCA acknowledges its obligations under the Ontario *Human Rights Code* and will comply with its duty to accommodate in appropriate cases, as outlined in the OHRC policy statement on COVID-19.

5. Current employees and candidates for employment who are not vaccinated due to a medical reason are to provide written proof from a physician or registered nurse in the extended class (Nurse Practitioners) supporting the medical exemption. Current employees and candidates for employment who are not vaccinated due to another protected ground, as set out in the Ontario *Human Rights Code* should advise the Director of Finance, and the employee and SCRCA will follow the requirements of the Ontario *Human Rights Code* with respect to the accommodation process. Employees are expected to cooperate in this process and provide necessary documentation.

Failure by employees to adhere to the requirements of this policy may result in discipline up to and including termination.

This policy and these measures will remain in place until further notice and are subject to change in accordance with Public Health guidelines and directives.

Any concerns or questions related to this Policy should be directed to the Director of Finance.

“full vaccination” means having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and having received the final dose of the COVID-19 vaccine at least 14 days ago (by November 15, 2021).

COVID Rapid Testing Guidelines

Overview

COVID-19 testing in Ontario has been adapting to meet everyone's needs since the start of the pandemic. Rapid antigen tests are a screening tool that is administered through a nasal swab.

The purpose of this guideline is to inform staff of the rapid testing requirements that SCRCA has put in place and includes instruction and guidance on where to get tested, frequency of testing, associated costs, criteria for reimbursement and how to submit test results.

1. SCRCA Requirements and Employee Responsibilities

As per the COVID-19 Vaccination policy, SCRCA employees who are not fully vaccinated or do not self-disclose their status are required to:

- Complete rapid antigen screening tests and are expected to get their test result prior to their shift.
- Communicate these results to their supervisor prior to arriving on-site.
- Provide proof of your test results to their supervisor as soon as possible.

Test results are to be sent directly to the staff's supervisor (e.g. print screen on phone or print out) and the record is not to be retained by the supervisor.

Fully vaccinated staff are not required to undergo rapid antigen screening tests, as the overall health and safety risks to those employees are comparatively lower than to those that are not. This practice is consistent with provincial and local Public Health guidelines.

2. Supervisor Responsibilities

The Director of Finance will inform supervisors which of their employees will need to complete rapid testing.

Supervisors are to ensure that identified employees:

- Complete the rapid antigen test
- Provide their test result prior to arriving on-site
- Provide proof of their test result

As an employee's vaccination status may change over time, this may impact staff such that they may no longer need to be tested. Director of Finance will monitor this and inform supervisors, as applicable.

3. Where to go for Rapid Antigen Testing?

Rapid antigen screening tests are available at selected Ontario pharmacies. After researching many options, this option is the most viable and safe option as testing conducted on site could lead to a possible COVID-19 exposure. It is the employee's responsibility to find a participating pharmacy and inquire whether they accept walk-ins or if an appointment is required.

Note: Self-testing or at-home tests purchased online or over the counter will **not** be accepted.

4. Frequency of Testing

Employees that require rapid antigen screening tests are to have them done outside of working hours, within 48 hours of the start of their weekly shift or designated cohort week, regardless of how many days they work in that week. Employee must provide their test results on Monday and Thursday prior to start of their shift.

In the event of an inconclusive result, the employee must not report to work, and obtain an additional test to confirm or deny COVID-19 infection. Important notes:

- Employees who submit false test results will be subject to disciplinary action up to and including termination of employment.
- Rapid antigen tests are less accurate than lab-based PCR tests and thus it is possible that rapid antigen test results could be inaccurate.

5. Costs

The cost for a rapid antigen test at pharmacies is around \$40 per test but this can vary, so be sure to inquire.

Exemption

Employees who have a legitimate medical and human rights exemption will be eligible to receive reimbursements for two rapid antigen tests, subject to review.

Note: Only rapid antigen tests will be covered. SCRCA will not cover the cost of any other type of COVID test where there is a fee, such as what is required for international travel.

Vaccination Policy – Board Members - Draft – October 21, 2021

PURPOSE

St. Clair Region Conservation Authority (SCRCA) has an obligation to take all necessary precautions to protect the health and safety of its workforce, and recognizes the importance of immunization to reducing the risk of serious infection and transmission of infection among employees and those it supports. To that end, we will strive to do everything we reasonably can to fight COVID-19.

SCRCA expects all Board Members to receive the COVID-19 vaccine.

APPLICATION

This Policy applies to all SCRCA Board Members & SCRCF Directors, attending in-person Meetings.

EFFECTIVE DATE

This Policy is to take effect immediately.

POLICY REQUIREMENTS:

Board Members and Directors

Will be required to be fully vaccinated as a condition of appointment to the Board and provide proof, within 48 hours of the schedule in-person meeting. If not fully vaccinated will not be able to attend in-person meetings and will not be entitled to compensation including per diem and mileage.

In the event that you experience any of the COVID-19 identified symptoms as per Ontario Ministry of Health it is your duty to not attend the meeting. If symptoms develop after the meeting you must report your COVID-19 test results to the Board Coordinator for contact tracing purposes immediately.

Important notes:

Board Members/Directors who submit false test results will be subject to disciplinary action up to and including removal from the Board.

“full vaccination” means having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and having received the final dose of the COVID-19 vaccine at least 14 days prior to the meeting/event.

Directors Comments: Directors request that 2 separate reports are submitted to the December 9, 2021 board meeting; One report to approve the draft COVID-19 Vaccination Policy and supporting documents as they relate to the Board of Directors and another to acknowledge the COVID-19 Vaccination Policy and supporting documents for SCRCA staff approved by Administration.

BD-21-116

Loosley – Stark

“That the Board of Directors acknowledges and supports the draft COVID-19 Vaccination Policies and supporting documents, as presented and further approves implementation of the policies effective _____.”

DEFERRED

A verbal report was delivered by Director of Finance Tracy Prince on feedback from member Municipalities regarding the draft 2022 budget received to date:

- Municipality of Chatham-Kent requests an increase limit of 2%
- Township of Dawn-Euphemia requests that increases are limited to Consumer Price Index
- Town of Plympton-Wyoming has submitted questions regarding the draft 2022 budget which will be addressed at the November 10, 2021 budget presentation to Municipalities.

BD-21-117

Miller – Hall

“That the Board of Directors acknowledges the verbal summary of comments received to date on the 2022 Draft Budget.”

CARRIED

Under New Business:

Due to public concern for the historical/landmark nature of the A.W Campbell House Museum, Director Frank Nemcek wished to bring forth a previously adopted motion BD-21-79 from the September 23, 2021 Board of Directors meeting for reconsideration.

BD-21-79

Burrell - Westgate

That the Board of Directors acknowledges the report dated July 14, 2021 on the removal/tear down of the Campbell House Museum from the A.W. Campbell Conservation Area and approves the recommendations made within the report.

CARRIED

Letters from the Municipality of Brooke-Alvinston and community members urging the Board of Directors to reconsider the removal/tear down of the building were also reviewed.

In reference to motion BD-21-118

Director's Name	For	Against
Brennan, John	✓	
Broad, Alan	✓	
Brown, Pat	✓	
Burrell, Terry	✓	
Dennis, Bill	✓	
Gordon, Larry	✓	
Hall, Aaron	✓	
Kennes, Frank	✓	
Loosley, Brad	✓	
MacKinnon, Betty Ann	✓	
Marriott, Kevin	✓	
McGill, Mark	✓	
McMillan, Dan	✓	
Miller, Steve	✓	
Nemcek, Frank	✓	
Scott, Lorie	✓	
Stark, Mike	✓	
Westgate, Jerry	-	-
Wilkins, Tim	✓	
Faas, Joe	✓	
TOTALS	19	0

BD-21-118

Wilkins – Brown

“That the Board of Directors agrees to reconsider previously adopted motion BD-21-79.”

CARRIED

Directors Comments: Director Frank Nemcek remarked on the support from the local community and Brooke-Alvinston council to save/restore the A.W. Campbell House Museum including fundraising, petitions and in-kind donations. It is suggested that the budgeted estimate of \$16,700 to tear down the building be used toward the repair/restoration. Director Mike Stark made a motion to amend the motion being reconsidered to clarify that any repairs or restorations be done at no cost to the CA. A recorded vote on the amendment was requested.

In reference to motion BD-21-119

Director’s Name	For	Against
Brennan, John	✓	
Broad, Alan	✓	
Brown, Pat	✓	
Burrell, Terry		✓
Dennis, Bill	✓	
Gordon, Larry	✓	
Hall, Aaron	✓	
Kennes, Frank	✓	
Loosley, Brad	✓	
MacKinnon, Betty Ann	✓	
Marriott, Kevin	✓	
McGill, Mark		✓
McMillan, Dan		✓
Miller, Steve	✓	
Nemcek, Frank		✓
Scott, Lorie		✓
Stark, Mike	✓	
Westgate, Jerry	-	-
Wilkins, Tim		✓
Faas, Joe	✓	
TOTALS	13	6

BD-21-119

Stark – Dennis

“That the Board of Directors accept the amendment to motion BD-21-120 that any repairs or restorations to the A.W. Campbell House Museum be done so at no cost to the St. Clair Region Conservation Authority.”

CARRIED

In reference to motion BD-21-120

Director’s Name	For	Against
Brennan, John	✓	
Broad, Alan	✓	
Brown, Pat	✓	
Burrell, Terry	✓	
Dennis, Bill	✓	
Gordon, Larry	✓	
Hall, Aaron	✓	
Kennes, Frank	✓	
Loosley, Brad	✓	
MacKinnon, Betty Ann	✓	
Marriott, Kevin	✓	
McGill, Mark	✓	
McMillan, Dan	✓	
Miller, Steve	✓	
Nemcek, Frank	✓	
Scott, Lorie	✓	
Stark, Mike	✓	
Westgate, Jerry	-	-
Wilkins, Tim	✓	
Faas, Joe	✓	
TOTALS	19	0

The Authority opened the Campbell House Museum in the early 1970’s. The house was furnished with items from the late 1800’s to look like a typical farmhouse from that period. Display items were obtained through donations. Items were acquired during the 1970’s and gift agreements were made with the donors. During the 1970’s the museum typically operated a few days per week from May to September. Operating costs were funded through Ontario’s Historical and Museums Branch.

At some point in time during the 1980s, the Museum hours of operation changed and it only opened one weekend each year during the Maple Syrup festival. It continued to

operate in this fashion until 2001. In 2001, the Museum was broken into and a number of artifacts were stolen. The Museum has not operated since 2001.

An existing memorial plaque is located across the laneway from the Campbell House Museum.

Safety Concerns:

The Museum building has deteriorated and it is unsafe for public use. Throughout recent years, the building has regularly been broken into during the camping season. Young campers cannot resist getting into and exploring the old building. Unfortunately, this could lead to someone being injured.

Building Removal Recommended:

The costs to repair the building would be very significant. The Museum has not operated for approximately 20 years and the recommended option is to remove it. The contents of the building have also deteriorated and only a portion of the contents may be salvaged. Staff will contact local museums to determine the level of interest in the salvaged items. Items remaining will be sold via auction with any revenues being used to cover the cost of the demolition.

Staff will contact Brooke-Alvinston to discuss any available opportunities for building use prior to or during removal.

Removal Steps:

- Disconnect hydro and install a new outdoor panel to feed the Group C camping area which is currently powered by the panel in the Museum
- Remove historical items and store them in a rented storage container until determination is made on what to do with them
- Contact local museums to determine interest in donation of artifacts
- Sell or dispose of remaining items
- Building demolition and site rehabilitation

Financial Impact:

Electrical Work	\$7,500
Storage Container Rental	\$1,200
Demolition and Debris Removal	\$6,500
Site Rehabilitation	\$1,500
Total	\$16,700

Funds to cover costs associated with the removal of the Campbell House Museum will come from the Campground Capital reserve account.

Directors Comments: Director Frank Nemcek requests that a presentation meeting be held after May 1, 2022 for community members in regards to the restoration costs, fundraising results and recommended actions for the A.W. Campbell House Museum. Manager of Lands Greg Wilcox agreed to meet with both council and community members, but offers the disclaimer that the May 1, 2022 deadline will result in a full camping season with the building standing on-site due to hydro connections to some camp sites. The board is reminded that the SCRCA continues to assume liability for the building in its current state during this period.

BD-21-120

Nemcek – Burrell

“That the following previously adopted motion be amended to now read that the Board of Directors acknowledges the report dated July 14, 2021 on the removal/tear down of the Campbell House Museum from the A.W Campbell Conservation Area and that staff be directed to postpone any action relating to the building until May 1, 2022 in order to allow the community to fundraise and for staff to investigate further options and further that any repairs or restorations to the A.W. Campbell House Museum be done so at no cost to the St. Clair Region Conservation Authority.”

CARRIED

Conservation Authorities Act (CA Act) Updates

- February 2, 2021 – Several governance directives proclaimed
- February 22, 2021 – Ministry of Environment, Conservation and Parks (MECP) staff provides a response to request for interpretation regarding whether the newly proclaimed directives were retroactive or from the date of proclamation moving forward
- Although this is not a legal interpretation of the changes to the Act, Conservation Authorities across the Province are requesting exceptions in order to work with the directives from the Province rather than seeking legal interpretation
- April 6, 2021 – As per Board recommendation, a letter was prepared requesting exception from the Minister of Environment, Conservation and Parks regarding Subsection 17(1.3) of the Conservation Authorities Act. An endorsed covering letter and application was sent outlining the request to permit Chair and/ or Vice Chair terms to be no greater than 2 years, subject to annual elections and subject to nominated candidates other than the immediate past Chair and/ or Vice Chair and that this exception recognizes that the term limits be implemented

from the elections of the 2021 Annual General meeting going forward and still further that this be outlined in an update to the Authority's bylaws

- A request for the exception is supported by the following rationale:
 - The Chair and Vice Chair were acclaimed for 2021
 - Previous Chairs have averaged over 6 years in the position at SCRCA and have confirmed that 2 years is not enough time to fully learn all aspects of the position
 - Annual elections of Chair and Vice Chair positions provide a democratic election process for any interested individuals
- October 29, 2021 – A letter was received from MECP notifying that the request for exception to subsections 17 (1.1) and (1.2) of the CAA was not granted and it is further requested that a new Chair and Vice-Chair are elected by the November 4, 2021 Board of Directors Meeting in order to achieve compliance with this direction.

The Chair-endorsed letter to MECP requesting exception was reviewed, as was MECP's response, rejecting the request.

General Manager, Ken Phillips provided an update as well as clarification from MECP regarding the required election. It is understood that the appointment of Chair and Vice-Chair declared within this meeting will only be in place until the Annual General Meeting held on February 24, 2022 at which time, a new Chair and Vice-Chair will be elected. A break in appointments, such as this, will allow for a former Chair or Vice-Chair to run. Electronic election procedures were explained.

BD-21-121

Kennes – Burrell

“That Ken Phillips be appointed chair for the election of the 2021 Chair and Vice Chair.”

CARRIED

BD-21-122

Stark – MacKinnon

“That Chris Durand and Donna Blue be appointed scrutineers in the event of an election.”

CARRIED

Positions of Chair and Vice-Chair were declared vacant and nominations were called for the office of Chairman.

Al Broad nominated Larry Gordon for position of Chair

Tim Wilkins nominated Mike Stark for position of Chair

Kevin Marriott nominated Lorie Scott for position of Chair

Nominations for the position of Chair were closed.

Larry Gordon advised that he would not stand due to personal circumstances.
Mike Stark advised that he would stand, and later withdrew his name for consideration.
Lorie Scott advised that she would stand and was declared Chair of the St. Clair Region Conservation Authority for the remainder of 2021 term.

Lorie Scott nominated John Brennan for position of Vice-Chair

Nominations for the position of Vice Chair were closed.

John Brennan advised that he would stand and was declared Vice-Chair of the St. Clair Region Conservation Authority for the remainder of the 2021 term.

Both Chair Lorie Scott and Vice-Chair John Brennan were congratulated.

BD-21-123

Broad – Burrell

“That the meeting be adjourned.”

CARRIED

Lorie Scott
Chair



Ken Phillips
General Manager



Executive Committee Meeting Minutes

Date: June 29, 2021

Time: 2:00 p.m.

Remote

Members Present: Terry Burrell, Joe Faas, Larry Gordon, Frank Kennes, Brad Loosley, Betty Ann MacKinnon, Mark McGill, Steve Miller, Mike Stark

Staff Present: Chris Durand, Manager of IT/ GIS; Ashley Fletcher, Administrative Assistant/ Board Coordinator; Brian McDougall, General Manager

The Chair welcomed everyone to the meeting and gave his remarks. 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.

EC-21-22

Loosley – Kennes

“That the Executive Committee adopts the agenda for the meeting as presented.”

CARRIED

Minutes of the Executive Committee meeting, held May 6, 2021 were reviewed.

EC-21-23

MacKinnon – Burrell

“That the minutes of the Executive Committee meeting, held May 6, 2021, be approved as distributed.”

CARRIED

- David Logan and Jessica Barnes of the Corporate Services Department with the City of Sarnia have been immensely helpful in working on updating documentation and providing review and comments
- Going forward, they have offered to continue their assistance in providing access to additional posting alternatives that the Conservation Authority would not have access too as well as attending the interviews and providing professional human resources counsel as required
- Comparative salary information has been gleaned from Ontario’s Public Sector Salary Disclosure list for 2020 for your information

EC-21-24

Kennes – Stark

“That the Executive Committee acknowledges the General Manager’s report, dated June 28, 2021.”

CARRIED

EC-21-25

Burrell – Loosley

“That the Executive Committee move in-camera to address personnel matters.”

CARRIED

The draft timeline for recruitment of a General Manager was reviewed.

Committee Member’s Comments:

Committee members expressed concern that the timeline may be aggressive and difficult to achieve. While no overlapping of duty has been planned for, current General Manager, Brian McDougall has made himself available to provide information and act as a resource to the successor following his retirement on October 31, 2021. Discussion was held regarding the possible need to appoint an acting General Manager, should the notice period of 4 weeks be insufficient for the chosen candidate. Though the management team has been made aware of the opportunity to apply for the General Manager position internally, no formal notice of interest has been submitted to date.

EC-21-26

Burrell – Gordon

“That the Executive Committee acknowledges and accepts the draft timeline for the recruitment of a General Manager.”

CARRIED

The draft job posting for the position of General Manager was reviewed.

Committee Member’s Comments:

The compensation range, based on the 2021 SCRCA grade and step grid is confirmed to be \$112,767 - \$132,769 and it is requested that this, along with the work site location and a secure, limited access e-mail address for application submissions be provided within the advertisement.

EC-21-27

Miller – Burrell

“That the Executive Committee acknowledges and accepts the draft job posting, as amended, for the position of General Manager, and further approves internal and external posting to a variety of job posting sites and publications.”

CARRIED

The draft resume scoring matrix for the position of General Manager was reviewed.

EC-21-28

Kennes – Stark

“That the Executive Committee acknowledges and accepts the draft resume scoring matrix for the position of General Manager for use by the interview panel.”

CARRIED

The Conservation Ontario excerpt of the 2020 Ontario Public Sector Salary Disclosure list was reviewed.

Committee Member’s Comments:

Discussion took place regarding the various compensation levels amongst Conservation Authorities and it was noted that SCRCA appears to be competitive amongst neighboring and close comparators.

EC-21-29

McGill – MacKinnon

“That the Executive Committee acknowledges the Conservation Ontario excerpt of the 2020 Ontario Public Sector Salary Disclosure list and receives it as information.”

CARRIED

The General Manager’s briefing document was reviewed.

Committee Member’s Comments:

It was clarified that the intent of the General Manager’s briefing document is to compliment the job advertisement, providing additional information on the role and its responsibilities. Committee members made suggestions for additional advertising oppourtunities to reach a broader job market such as the Municipal Administration Association and Professional Engineers of Ontario. Jessica Barnes, from the City of Sarnia has also offered to post the position on our behalf with municipal recruiting sites. Committee Members encouraged sharing the oppourtunity, once posted, with professional contacts who may be a good fit and interested in the position.

EC-21-30

Gordon – MacKinnon

“That the Executive Committee acknowledges and accepts the General Manager’s Briefing Document as presented.”

CARRIED

Under New Business

Committee member, Brad Loosley brought forth concerns regarding the interview process and whether it is appropriate to have current General Manager, Brian McDougall present during interviews. It was discussed and agreed amongst members that Brian McDougall should remain in attendance of interviews, making himself available as an informational resource, but not in a decision making capacity. It was also noted that Jessica Barnes, City of Sarnia, is willing to sit in on the interviews as a human resources representative.

Discussion was held regarding the type of employment that should apply to the new General Manager position, with pros and cons noted for both contract and permanent salary options. Committee members request that a human resources professional provide clarity on the differences, pros and cons of each type of employment.

Probationary periods were also discussed, with suggested periods of 6 to 12 months depending on the chosen applicant.

The next Executive Committee meeting is to be scheduled in early August.

EC-21-31

McGill – MacKinnon

“That the Executive Committee move out of camera and return to regular business.”

CARRIED

EC-21-32

Miller – McGill

“That the meeting be adjourned.”

CARRIED



Joe Faas
Chair

Brian McDougall
General Manager

Meeting Date: December 9, 2021
Report Date: November 25, 2021
Submitted by: Ken Phillips

Item 5.1

Subject: General Manager Report

Recommendation:

That the Board of Directors receive the General Managers Report as submitted.

Report:

- General Manger assumed the position on November 1, 2021 and has undertaken the task of familiarizing himself with the day-to-day activities at the SCRCA, as well as meeting with individual departments to gain an understanding of pressing issues and current task assignments.
- Attended zoom meeting with neighbouring CAs (LTRCA, UTRCA, ABCA, KCC) November 2, 2021 to ensure roll-out of the transition plan component of Bill 229 is consistent among shared municipalities.
- Attended Source Water Protection zoom meeting November 5, 2021 to get an update on the program and its deliverables.
- Presented an overview of the 2022 budget for interested municipal staff and members of the Board of Directors via zoom on November 10, 2021.
- Attended Conservation Ontario zoom meeting November 15, 2021 with other senior SCRCA staff to get and update on transition strategies pertaining to O. Reg. 686/21 *Mandatory Programs and Services Regulation* and O. Reg. 687/21 *Transition Plan and Agreements Regulation*. Further information on these regulations is provided in a separate report as part of this agenda.
- Began outreach to watershed municipal staff to make introduction and to offer SCRCA to engage with councils and municipal counterparts more frequently.
- Attended Conservation Ontario GM/CAO zoom meeting November 18, 2021. Main topics included Bill 229 and potential expansion of boards to include a member from the agricultural sector.

- Along with Greg Wilcox, Manger of Conservation Areas, attended a site meeting at the Campbell House with concerned citizens and representatives from Brooke-Alvinston November 24, 2021.
- General Manager as begun the process of examining cost recovery models from other conservation authorities for CA services, as per a request by the Board of Directors. In order, to have a more comprehensive analysis, the report will be presented at the February Board of Director's of meeting.

Meeting Date: December 9, 2021 **Item 5.2**
Report Date: November 25, 2021
Submitted by: Ken Phillips

Subject: Transition Plan in Accordance with Changes to the Conservation Authorities Act under Bill 229

Recommendation:

That the Board of Directors approve the proposed transition plan in order that it may be submitted to the Ministry of Environment, Conservation and Parks, Watershed Municipalities and uploaded to the SCRCA website by December 31, 2021.

Background:

On October 4, 2021, the Province of Ontario released the first phase of regulations that will begin to implement changes outlined in amendments to the Conservation Authorities Act. Of paramount importance are Ontario Regulation 686/21 Mandatory Programs and Services and Ontario Regulation 687/21 Transition Plans and Agreements.

Ontario Regulation 687/21 (Reg. 681/21) sets up a transition period (July 2022 – January 1, 2024) to provide the local Conservation Authority and its member municipalities the time to inventory and address changes to programs and services into:

1. Category 1 programs and services - the mandatory programs and services supported by levy without agreement
2. Category 2 programs and services - the non-mandatory municipal programs and services provided at the request of a municipality with a supporting memorandum of understanding (MOU)
3. Category 3 programs and services - the other programs and services the conservation authority deems advisable that may be supported by MOU with a municipality

Under Reg. 687/21, a transition plan is the first required deliverable to the MECP and must be submitted by December 31, 2021. It includes a timeline and work plan of how the SCRCA will meet its legislative requirements during the transition period. The transition plan must also be given to SCRCA member municipalities and uploaded to the SCRCA website by December 31, 2021.

Strategic Objectives(s):

Goal 1 – Develop and maintain programs that will protect life and property from natural hazards such as flooding and erosion

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

Goal 4 – Build a stronger and more valued organization through business excellence

ST. CLAIR REGION CONSERVATION AUTHORITY

BILL 229: DRAFT TRANSITION PLAN



NOVEMBER, 2021

DRAFT

BACKGROUND

The Province of Ontario, through the Ministry of Environment, Conservation and Parks (MECP), issued O. Reg. 686/21 *Mandatory Programs and Services Regulation* and O. Reg. 687/21 *Transition Plan and Agreements Regulation* in October 2021. Regulation 686/21 will come into effect January 1, 2022 while Regulation 687/21 came into effect October 1, 2021. These regulations were part of Bill 229 and will guide SCRCA operations and budgeting moving forward. A report was presented to the SCRCA Board of Director's Meeting on September 23 2021 (see item number 5.2 in the agenda). Revisions to the previous work plan have occurred due to the release of the regulations and have been reflected in the Transition Plan provided below.

THE TRANSITION PERIOD

The purpose of the transition period is to provide conservation authorities and municipalities with the time to address changes to the budgeting and levy process based on mandatory programs and services (Category 1), municipal programs and services (Category 2), and other programs and services (Category 3) and the need, in some cases, to reach agreements to allow levies to be collected.

REGULATORY PROCESS REQUIREMENTS FOR THE TRANSITION PLAN

Phase 1 of the transition period is October 7, 2021 – February 28, 2022 and has two deliverables. The first is developing a Transition Plan which includes a timeline and work plan. The Transition Plan is required to be submitted to the member municipalities and MECP by December 31, 2021. The second is the Inventory of Programs and Services, which is to be completed and provided to member municipalities and MECP by February 28, 2022. To be completed by the deadline of December 31, 2021, the Transition Plan must include a work plan and timeline for the authority to meet the requirements for the first and second phases of the transition period. A copy of this transition plan must be sent to each participating municipality in the authority's area of jurisdiction and to the Ministry of Environment, Conservation and Parks. The Transition Plan must be published onto the authority's website or made available to the public by other means (as per Section 3 of the regulation: [Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act](#)).

Phase 2 of the transition period includes developing and finalizing Memorandums of Understanding (MOU) or agreements between conservation authorities and member

municipalities in accordance with any regulations governing municipal programs and services. These agreements must be completed by January 1, 2024.

This document focuses on the Transition Plan.

The Transition Plan is to include the consultation process on the inventory of all the Authority's programs and services and the steps to be taken to enter into MOUs/agreements where municipal levy is required to fund non-mandatory programs and services.

The process will support 2024 budget discussions including the new categorization of Conservation Authority (CA) programs and services:

Category 1: Mandatory programs and services where municipal levy could be used without any agreement.

Category 2: Non-mandatory programs and services at the request of a municipality with municipal funding through a MOU or agreement.

Category 3: This category includes other non-mandatory programs and services a CA determines are advisable. These may use municipal levy through a MOU/agreement. Programs and services in Category 3 may also be funded through other means. In the latter situation, an MOU/agreement with the municipality is not required.

The majority of the efforts will focus on developing financial scenarios and MOUs/agreements. Conservation authority staff will be engaged in this work with communication and consultation with municipalities (staff and council). It is proposed that the CA Board of Directors will review draft documents prior to circulation to municipalities for approval.

TIMELINE CONSIDERATIONS

The October 2022 municipal election has a significant effect on the Transition Plan schedule. The St. Clair Region Conservation Authority work plan is based on the premise that municipalities will prefer the newly-elected councils to enter into the MOU/agreements. The same premise is used with the SCRCA board of directors which may have a turn-over in membership following the election. However, Conservation Authority staff will do background work, consult, draft financial scenarios and prepare the framework of agreements in 2022.

Although each conservation authority has its own budget processes and timelines, we will make efforts to coordinate with neighbouring conservation authorities that share a municipality.

PHASE 1: TRANSITION PLAN AND INVENTORY OF PROGRAMS AND SERVICES

Task	Date
Phase 1: October 2021 – February 28 2022	
<u>Work Plan</u>	
Develop Work Plan Timeline	Aug 2021
Present and get approval of Work plan from Board of Directors	Dec 9 2021
Initial discussions with neighbouring CAs	Sept to Nov 2021
Meet with municipal staff and councils (if requested) regarding work plan and 2022 budget	Nov, Dec 2021
<u>Transition Plan</u>	
Develop Transition Plan Draft	Nov 2021
Circulate Draft Transition Plan to Board of Directors and municipalities	Nov 2021
Present and get approval of Transition Plan from Board of Directors	Dec 9 2021
Provide Transition Plan to Municipalities	Dec 2021
Provide Transition Plan to MECP	Dec 31 2021
Transition Plan on Website	Dec 31 2021
<u>Phase 1 General</u>	
Establish communication with municipal staff	Nov 2021
Municipality determines lead staff person	Nov 2021
<u>Inventory of Programs and Services</u>	
Discuss with neighbouring CAs	Nov, Dec 2021
Develop inventory of current programs & services template	Nov 2021
Review last 3/5 years of budget and prepare inventory	Dec 2021 – Jan 2022
Provide draft inventory to Board of Directors	Jan 2022
Present draft inventory to Board of Directors	Feb 24, 2022
Provide Inventory to Municipalities	Feb.25 2022
Provide Inventory to MECP	Feb. 28 2022
Inventory on Website	Feb. 28 2022

PHASE 2: MOUS/AGREEMENTS

Task	Date
Phase 2: January 2022 -December 2023	
Draft inventory with categories 1, 2 and 3	Jan, Feb 2022
Develop draft Watershed Based Resource Management Strategy to provide strategic guidance for programs 2024 to 2027 – to be finalized in 2024	Jan 2022 to Jan 2023
Negotiate Draft Municipal Planning Agreements	Nov 2021 to July 2022
Consult with municipalities on inventory	July - Aug 2022
Create draft MOU/agreements for "other programs and services" requiring levy	Sept 2022 - June 2023
Draft four-year financial forecast 2024-2027	Feb - Aug '22
Develop 2024 financial scenario to complete 6 deliverable defined by regulation in 2024	Sept 2022 - Jan 2023
Attribute levy into mandatory and non-mandatory service areas	Jan 2023 - June 2023
Bring draft MOU/agreements with cost apportionment scenario to BOD	Feb 2023
Consult with municipal staff on draft MOU/agreements	March 2023
Revise MOU/agreements as necessary	Mar - June 2023
Return to BOD with revised financial plan/MOU/agreements (if necessary)	June 2023
Consult with municipal staff on revised MOU/agreements (if necessary)	July - Aug 2023
Finalize draft MOU/agreements at staff level	Apr - June 2023
Resolution from BOD to circulate MOU/agreements to municipalities	May - July 2023
Circulate MOU/agreements to municipalities	June - Aug 2023
Attend municipal council meetings as requested	Jan 2022 - Nov 2023
Revise and finalize inventory	Sept 2023
Develop draft 2024 budget	Sept 2023
BOD approves draft 2024 budget to circulate to municipalities	Oct 2023
BOD approves 2024 budget	Dec 2023
Submit copies of signed MOU/agreements to MECP	Dec 31 2023
Transition period ends	Jan 1 2024
Submit final version of inventory to municipalities	Jan 31 2024
Submit final version of inventory to MECP	Jan 31 2024
Post final MOUs/agreements on CA website	Jan 31 2024

PROGRESS REPORTS TO MINISTRY OF ENVIRONMENT, CONSERVATION AND PARKS

Progress Reports	Date
Progress report to MECP and municipalities	July 1 2022
Progress report to MECP and municipalities	Oct 1 2022
Progress report to MECP and municipalities	Jan 1 2023
Progress report to MECP and municipalities	April 1 2023
Progress report to MECP and municipalities	July 1 2023
Progress report to MECP and municipalities	Oct 1 2023

COMMUNICATIONS PLAN

A successful transition will require effective and timely communications. Audiences and communication methods will vary but the messages need to be consistent.

Audience	Method of Communications
SCRCA Staff	In person/online meetings, email
SCRCA Board of Directors	Board meeting reports, email
Municipal staff	Phone, email, meetings, respond to inquiries
Municipal councils	Delegations to council, webinars
General public	Media releases, social media, fact sheets, respond to inquiries, webinars
Neighbouring CAs	In person/online meetings, email

CONSERVATION ONTARIO COUNCIL MINUTES
September 27, 2021 (Meeting via Zoom)

Voting Delegates Present:

Chair: Andy Mitchell, Otonabee

Brian Horner, Ausable Bayfield
Alan Revill, Cataraqui Region
Katrina Furlnetto, Cataraqui Region
Rick Cerna, Catfish Creek
Karen Ras, Credit Valley
Deb Martin-Downs, Credit Valley
Tim Pidduck, Crowe Valley
Jeff Lees, Ganaraska Region
Linda Laliberte, Ganaraska Region
Chris White, Grand River
Samantha Lawson, Grand River
Scott Greig, Grey Sauble
Andrea Matrosovs, Grey Sauble
Tim Lanthier, Grey Sauble
Moya Johnson, Halton
Hassaan Basit, Halton
Santina Moccio, Hamilton
Lisa Burnside, Hamilton
Andy Letham, Kawartha
Mark Majchrowski, Kawartha
Grant Jones, Kettle Creek
Elizabeth VanHooren, Kettle Creek
Wayne Emmerson, Lake Simcoe Region
Rob Baldwin, Lake Simcoe Region
Donna Blunt, Lakehead Region
Tammy Cook, Lakehead Region
Michael Columbus, Long Point Region

Judy Maxwell, Long Point Region
Trevor Thompson, Lower Thames
Mark Peacock, Lower Thames
Eric Sandford, Lower Trent
Rhonda Bateman, Lower Trent
Dave Turton, Maitland Valley
Janet Mason, Mississippi Valley
Jeff Atkinson, Mississippi Valley
Sally McIntyre, Mississippi Valley
Bruce Mackenzie, Niagara Peninsula
Chandra Sharma, Niagara Peninsula
Carl Jorgensen, Nickel District (Con.Sudbury)
Mariane McLeod, Nottawasaga Valley
Gail Little, Nottawasaga Valley
Doug Hevenor, Nottawasaga Valley
Dan Marinigh, Otonabee Region
James Flieler, Quinte Region
Pieter Leenhouts, Rideau Valley
Corrina Barrett, Sault Ste Marie Region
George Darouze, South Nation
Angela Coleman, South Nation
Joe Faas, St. Clair Region
Larry Gordon, St. Clair Region
Brian McDougall, St. Clair Region
John Mackenzie, Toronto and Region
Alan Dale, Upper Thames River
Tracy Annett, Upper Thames River

Guests:

Dusty Underhill, Catfish Creek
Brad McNevin, Quinte Conservation
Phil Beard, Maitland Valley Conservation
Lisa Van De Ligt, Raisin Region
Bill Smirle, South Nation Conservation
Garish Sankar, St. Clair Region

Members Absent:

Central Lake Ontario
Essex Region
Mattagami Region
North Bay-Mattawa
Saugeen Valley

CO Staff:

Kim Gavine
Deborah Balika
Kristin Bristow
Lauren McPherson
Nicholas Fischer
Bonnie Fox

Jane Lewington
Nekeisha Mohammed
Patricia Moleirinho
Leslie Rich
Jo-Anne Rzaeki
Rick Wilson

1. Welcome from the Chair

Chair Mitchell welcomed everyone in attendance.

2. Adoption of the Agenda

#43/21 Moved by: Alan Dale, Upper Thames River
Seconded by: Carl Jorgensen, Conservation Sudbury

THAT the Agenda be adopted.

CARRIED

3. Declaration of Conflict of Interest

There was none declared.

4. Approval of the Minutes of the Previous Meeting

#44/21 Moved by: Karen Ras, Credit Valley
Seconded by: Dave Turton, Maitland Valley

THAT the minutes from the June 2021 meeting be approved.

CARRIED

5. Business Arising from the Minutes

There was none.

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

#45/21 Moved by: Andy Letham, Kawartha Region
Seconded by: Michael Columbus, Long Point Region

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

CARRIED

7. Items for Discussion

a. General Manager's Report

Kim Gavine presented the report.

C.W. #46/21 Moved by: Scott Greig, Grey Sauble
Seconded by: Alan Revill, Cataraqui Region

THAT Council receives this report as information.

CARRIED

b. Conservation Ontario's Proposed 2022 Annual Workplan

Kim Gavine presented the report.

**C.W. #47/21 Moved by: George Darouze, South Nation
Seconded by: Alan Dale, Upper Thames River**

THAT Council approve Conservation Ontario's 2022 Annual Workplan.

CARRIED

c. Proposed 2022 Operating Budget and CA Levy

Linda Laliberte, Chair of the CO Budget and Audit Committee, presented the report.

**C.W. #48/21 Moved by: Mariane McLeod, Nottawasaga Valley
Seconded by: Jeff Atkinson, Mississippi Valley**

1) *THAT Council adopt the 2022 Proposed Operating Budget as presented.*

2) *THAT the general levy of \$ 1,343,000 be approved and apportioned in accordance with the attached schedule.*

CARRIED

d. Budget Status Report for the period ending August 31, 2021

Kim Gavine presented the report on the budget status to August 31, 2021.

**C.W. #49/21 Moved by: Karen Ras, Credit Valley
Seconded by: Bruce Mackenzie, Niagara Peninsula**

THAT Council receives this report as information.

CARRIED

e. Update on CO Activities in support of Phase 1 Regulatory Proposals under the *Conservation Authorities Act*

Bonnie Fox provided an update and presentation that is attached to the minutes.

**C.W. #50/21 Moved by: Michael Columbus, Long Point Region
Seconded by: Joe Faas, St. Clair Region**

THAT Council receives this report as information.

CARRIED

f. Update on the CO Client Service and Streamlining Initiative and Extending the Annual Reporting on Permit Review Timelines

Leslie Rich provided an update and presentation which is attached to the minutes.

C.W. #51/21 Moved by: Pieter Leenhouts, Rideau Valley
Seconded by: Michael Columbus, Long Point Region

THAT the update on the Client Service and Streamlining Initiative be received;

AND THAT subject to confirmation, all Conservation Authorities endorse a commitment to tracking and reporting on Section 28 timeliness, beginning in 2022;

AND THAT Leilani Lee-Yates (NPCA) be endorsed as a members of the CO Timely Review and Approvals Taskforce.

CARRIED

g. Amendments to Conservation Authority Best Management Practices (BMPs) and Administrative By-Law Model

Nicholas Fischer provided an update and presentation which is attached to the minutes.

C.W. #52/21 Moved by: Alan Revill, Cataraqui Region
Seconded by: Karen Ras, Credit Valley

THAT Council endorse the amendments to the “Conservation Authority Best Management Practices and Administrative By-Law Model” (CO, 2020) for implementation, as applicable.

CARRIED

h. Update on Conservation Ontario Governance Accountability and Transparency Initiative

Nicholas Fischer provided an update and presentation which is attached to the minutes.

C.W. #53/21 Moved by: Dave Turton, Maitland Valley
Seconded by: George Darouze, South Nation

THAT Council receives this report as information.

CARRIED

i. Amendments to the Section 28(3) Conservation Authorities Act Hearing Guidelines

Leslie Rich presented the report.

C.W. #54/21 Moved by: Scott Greig, Grey Sauble
Seconded by: Michael Columbus, Long Point Region

THAT Council endorse the amendments to the “Conservation Authorities Act Hearing Guidelines” dated September 16, 2021 (CO and NDMNRF, 2005; amended 2018 and 2020).

CARRIED

j. Update and Next Steps for Increased Federal Funding for Great Lakes Water Quality Agreement including Coastal Resilience

Bonnie Fox presented the report.

C.W. #55/21 Moved by: James Flieler, Quinte Region
Seconded by: Bruce Mackenzie, Niagara Peninsula

THAT a letter be sent to the new Minister Environment and Climate Change Canada (ECCC) at the earliest opportunity of their mandate requesting increased funding for Great Lakes protection.

CARRIED

k. Ontario Soil Action Group (SAG) Soil Health Implementation Plan and Short List Priority Actions

Jo-Anne Rzadki presented the report.

C.W. #56/21 Moved by: Alan Dale, Upper Thames River
Seconded by: Donna Blunt, Lakehead Region

THAT Council endorse continued Conservation Ontario support of and engagement in the Soil Action Group collaborative approach to Soil Health Strategy Implementation, as well as the short list priority actions,

AND THAT Conservation Ontario send a letter to the Soil Action Group Co-Chairs indicating this support.

CARRIED

l. Environment Canada Funding: Nature Smart Climate Solutions and Challenge Fund

Jo-Anne Rzadki and Rick Wilson provided an update and presentation which is attached to the minutes.

C.W. #56/21 Moved by: Andy Letham, Kawartha Region
Seconded by: Pieter Leenhouts, Rideau Valley

THAT Council receives this report as information.

CARRIED

14. Consent Items:

C.W. #57/21 Moved by: Alan Reville, Cataraqui Region
Seconded by: Rick Cerna, Catfish Creek

THAT Council approve the consent agenda and endorse the recommendations accompanying Consent Items 7.m-p and 7.qi-qiv.

CARRIED

m. Conservation Ontario's comments on "Modernizing environmental compliance practices of the Ministry of the Environment, Conservation and Parks" (ERO#019-2972)

THAT Conservation Ontario’s comments on “Modernizing environmental compliance practices of the Ministry of the Environment, Conservation and Parks” (ERO#019-2972) submitted to the Ministry of the Environment, Conservation and Parks on June 24, 2021 be endorsed.

- n. Great Lakes Fisheries Commission Resolutions
THAT Council receives this report as information.
- o. Great Lakes Water Quality Agreement Executive Committee and Annex Sub-Committees Updates
THAT Council receives this report as information.
- p. “The Conceptual Framework for Financial Reporting in the Public Sector” and “Financial Statement Presentation, Proposed Section PS 1202” - Consultation Response to Exposure Drafts
THAT Council endorse the collaborative submission to the Public Sector Accounting Board entitled “The Conceptual Framework for Financial Reporting in the Public Sector” and “Financial Statement Presentation, Proposed Section PS 1202” - Consultation Response to Exposure Drafts.
- q. Program Updates
 - i. Drinking Water Source Protection Program Update
THAT Council receives this report as information.
 - ii. Business Development and Partnerships Program Update
THAT Council receives this report as information.
 - iii. Marketing and Communications Program Update
THAT Council receives this report as information.
 - iv. Information Management Program Update
THAT Council receives this report as information.

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

**#58/21 Moved by: Michael Columbus, Long Point Region
 Seconded by: Jeff Atkinson, Mississippi Valley**

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

CARRIED

16. Council Business – Council Adoption of Recommendations

**#59/21 Moved by: Karen Ras, Credit Valley
 Seconded by: Chris White, Grand River**

THAT Conservation Ontario Council adopt Committee of the Whole (C.W.) Recommendations: C.W. #46/21 to C.W. #57/21.

CARRIED

17. New Business

None identified

18. Adjourn

#60/21

Moved by: George Darouze, South Nation

Seconded by: Pieter Leenhouts, Rideau Valley

THAT the meeting be adjourned.

CARRIED

Meeting Date: December 9, 2021
Report Date: November 22, 2021
Submitted by: Ashley Fletcher

Item 7.1 (a)

Subject: Business Arising

Regarding BD-21-29

Report on reserves deferred until Asset Management Plan in place

Directors request a report on the benchmark data from the 2017 Conservation Authorities Statistical Survey and comparative analysis of Conservation Authority annual statements, of which have reserves, focusing on the SCRCA's position of fiscal health.

Regarding BD-21-55

Refer to Item 9.1 and 9.2

A report is requested determining what Authority properties meet the needs of the Peacekeeper Park, if any, and review in comparison to Authority programs.

Regarding BD-21-56

Deferred to Highland Glen Boat Ramp Committee

Directors request that staff to initiate discussion with the Town of Plympton-Wyoming in regards to the Highland Glen Conservation Area and the possibility of deeding the property to their ownership and operation, with a conditional agreement to repair the boat launch prior to a change of ownership, and also that the lands be maintained as a public park and boat launch.

Regarding BD-21-95

Refer to Item 7.1 (h)

Directors request that staff reconsider the recommendation from the Tim Dobbie consultant team to have the staff processing planning applications also issue the permit, to increase efficiency and reduce wait times.

Regarding BD-21-96

Deferred to September, 2022

Directors request that presentations of future draft budgets include the following:

- Actual audited expenditures by department for the last completed fiscal year
- Current year approved budget
- Draft budget for the coming fiscal year

Refer to Item 7.1 (h)

Also, that staff investigate the possibility of delegating the review and processing of simple planning applications to County staff.

Regarding BD-21-107 (Consent Agenda item 9.1 (j))

Deferred to 2022

Directors request that a presentation be made to the Board from the Scotia Wealth Management investment advisor involved in managing our portfolio as well as a review of the SCRCA Investment Policy.

Regarding BD-21-116

Refer to Item 8.8

Directors request that 2 separate reports are submitted to the December 9, 2021 board meeting regarding the COVID-19 vaccination policy; One report to approve the draft policy and supporting documents as they relate to the Board of Directors and another to acknowledge the policy and supporting documents for SCRCA staff imposed by Administration.

Regarding BD-21-112

Deferred to 2022

Directors requests that a policy be drafted for cost recovery over time and presented at the December 9, 2021 meeting

Meeting Date: December 9, 2021
Report Date: November 26, 2021
Submitted by: Emily De Cloet

Item 7.1 (b)

Subject: Current Watershed Conditions

Recommendation:

That the Board of Directors acknowledges the report dated November 26, 2021 on the current watershed conditions and great lakes water levels.

Report Highlights:

- Flood potential is moderate owing to saturated ground which is quick to respond to precipitation inputs
- High amounts of precipitation in June, September, and October have led to high regional averages in the past three and six months, helping bring the twelve-month average near normal (Table 1)
- Lakes Huron, St. Clair and Erie are down compared to a year ago, however still remain well above their 100-year average (Table 2). Levels are predicted to decline over the coming months (Figure 1).

Watershed Conditions

Flood Threat

Flood potential in the watershed is currently moderate, owing to well above normal precipitation amounts in September and October which have left soils saturated. Previously considered minimal amounts of rain (i.e. 10-15 mm) now has the potential to noticeably increase already elevated water levels in both branches of the Sydenham River.

Moving into December and January, freeze-thaw temperature fluctuations, snow melt and rain will be the prominent concerns leading to flooding. Temperatures will also have an impact on ice formation on Lake Huron, which if insufficient, could lead to an ice jam in the St. Clair River similar to that in early February, where strong winds pushed floating ice down and jammed near Walpole Island First Nation and Algonac, Michigan.

At present, the water level in Wallaceburg has approximately 40 cm of freeboard thanks to lower levels on Lake Huron and Lake St. Clair. The potential for flooding in this area from wind-driven backwater and precipitation is low compared to previous years; saturated soils and elevated water levels upstream will have a greater influence in Wallaceburg.

Precipitation

Table 1: Precipitation amounts (in millimetres) for local and surrounding stations.

Precipitation (mm)	Sarnia		Strathroy		London		Windsor	
Last Quarter	Actual	Normal	Actual	Normal	Actual	Normal	Actual	Normal
August	63.1	77.1	91	82.1	121	85.3	57.3	79.7
September	144.4	94	191.8	89.8	162.4	97.7	128.4	96.2
October	132.9	66	126.4	70.8	164.6	77.6	136	64.9
Averages								
last 3 month totals	340.4	237.1	409.2	242.7	448	260.6	321.7	240.8
last 3 month % of normal	143.6%		168.6%		171.9%		133.6%	
regional average	154.4%							
last 6 month totals	555	466.6	676.6	462.9	680.9	512.5	545	493.2
last 6 month % of normal	118.9%		146.2%		132.9%		110.5%	
regional average	127.1%							
last 12 month totals	812.7	846.8	1024.6	945.1	1012.2	987	762.8	918.4
last 12 month % of normal	96.0%		108.4%		102.6%		83.1%	
regional average	97.5%							

- High amounts of precipitation in September and October greatly surpassed normal amounts, and in some locations were double that of normal
- Three and six month averages were well above normal at all surrounding stations due to the September and October rains
- Early indicators of drought in the first half of the year were quenched by high rainfall in June and further reduced with the Fall rainstorms, bringing the regional average for the past twelve months to very near normal values

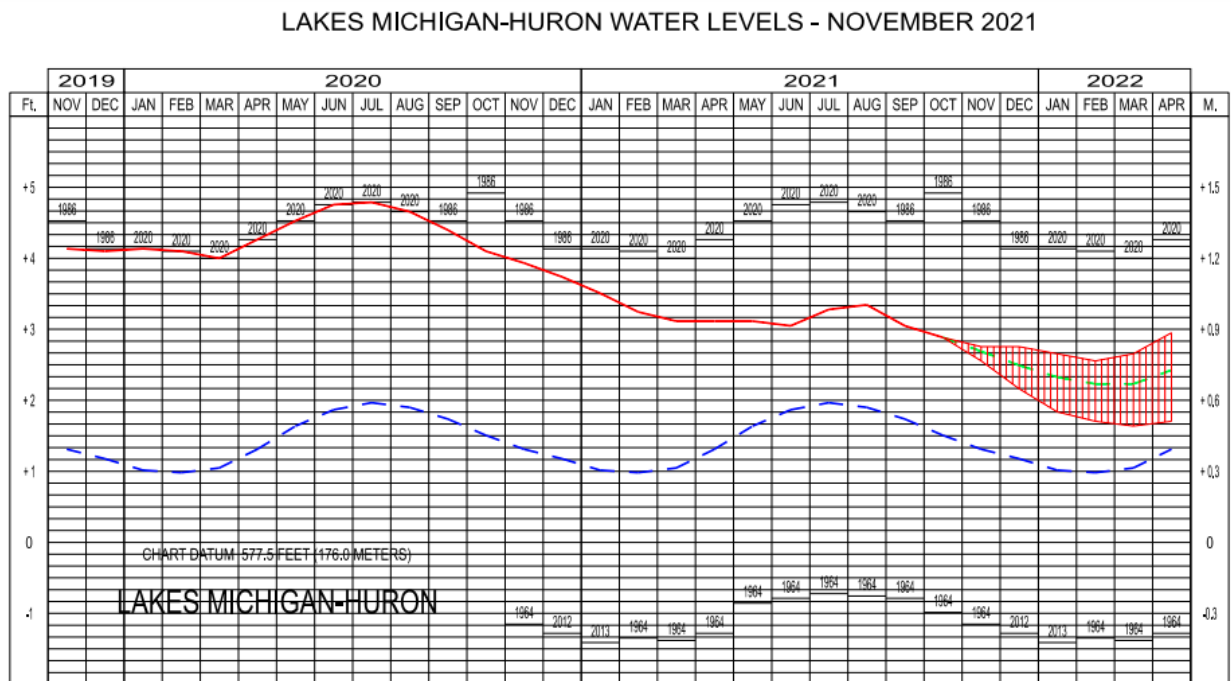
Lake Levels

Table 2: Surrounding lakes water level comparison. Source: U.S. Army Corps of Engineers, 2021.

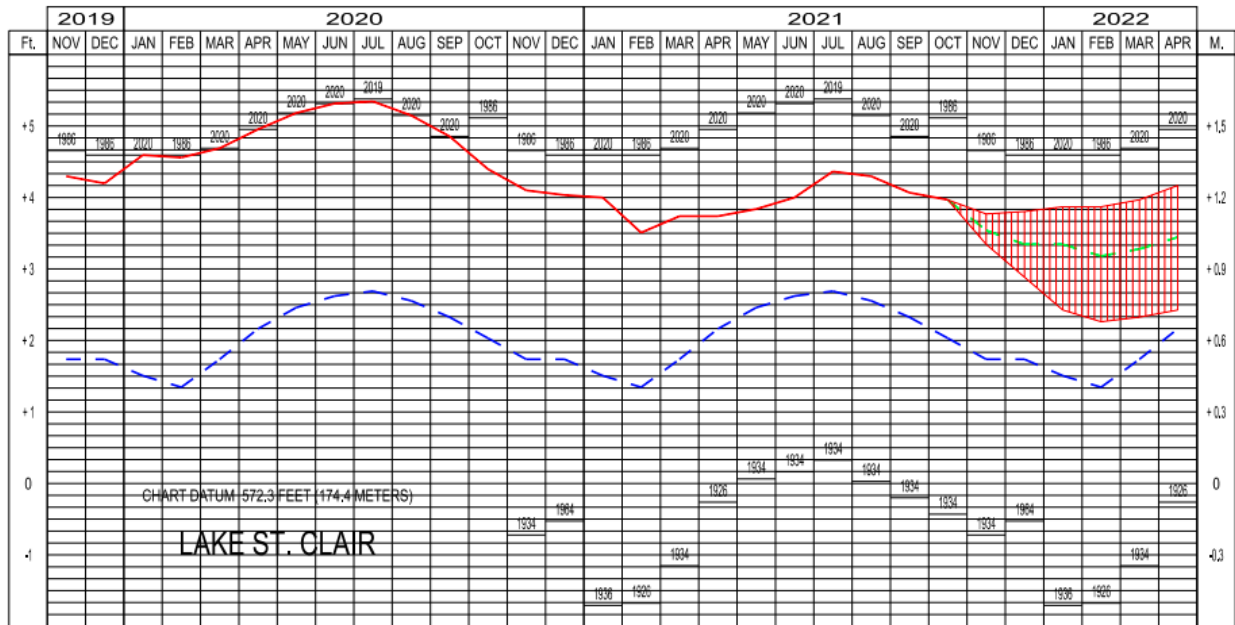
November 2021	Lake Huron	Lake St. Clair	Lake Erie
Mean for Month (Preliminary Data)	176.88	175.61	174.67
Mean for Month Last Year	177.25	175.74	174.72
Change	-0.37	-0.13	-0.05
Mean, for period 1918-2019	176.46	175.02	174.09
Change Compared to Current	0.42	0.59	0.58
Statistics for Period of Record			
Maximum Monthly Mean / Year	177.50	175.96	174.94
	1986	1986	1986
Change Compared to Current	-0.62	-0.35	-0.27
Minimum Monthly Mean / Year	175.70	174.27	173.30
	1964	1934	1934
Change Compared to Current	1.18	1.34	1.37

- Compared to November 2020, Lake Huron has seen a drop in water level of 37 cm, Lake St. Clair of 13 cm, and Lake Erie at 5 cm.
- All lakes remain well above their mean water levels, ranging from 42 cm to 59 cm.
- 1986 remains the record year for November water levels, with Lake Huron currently 62 cm below record, Lake St. Clair 35 cm below, and Lake Erie below by 27 cm.
- Lakes are forecasted to continuing dropping in the coming months, however are predicted to remain above average levels (Figure 1, below)

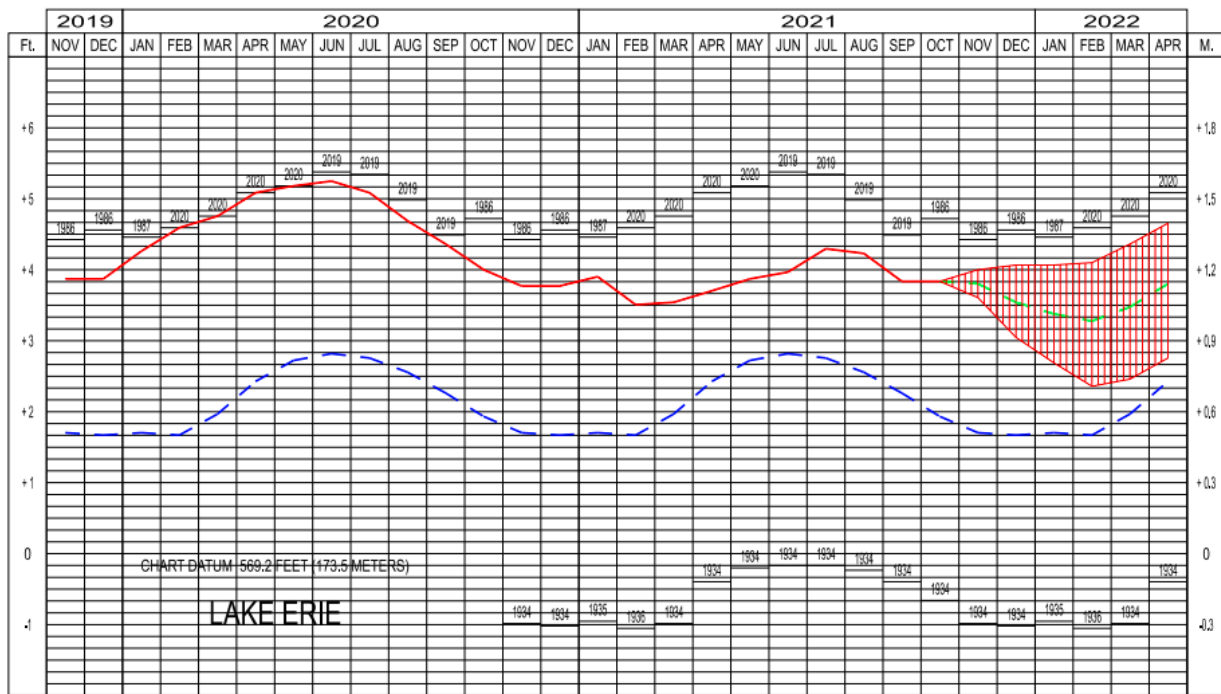
Figure 1: Water level forecast. Source: U.S. Army Corps of Engineers, 2021.



LAKE ST. CLAIR WATER LEVELS - NOVEMBER 2021



LAKE ERIE WATER LEVELS - NOVEMBER 2021



Meeting Date: December 9, 2021
 Report Date: November 25, 2021
 Submitted by: Girish Sankar

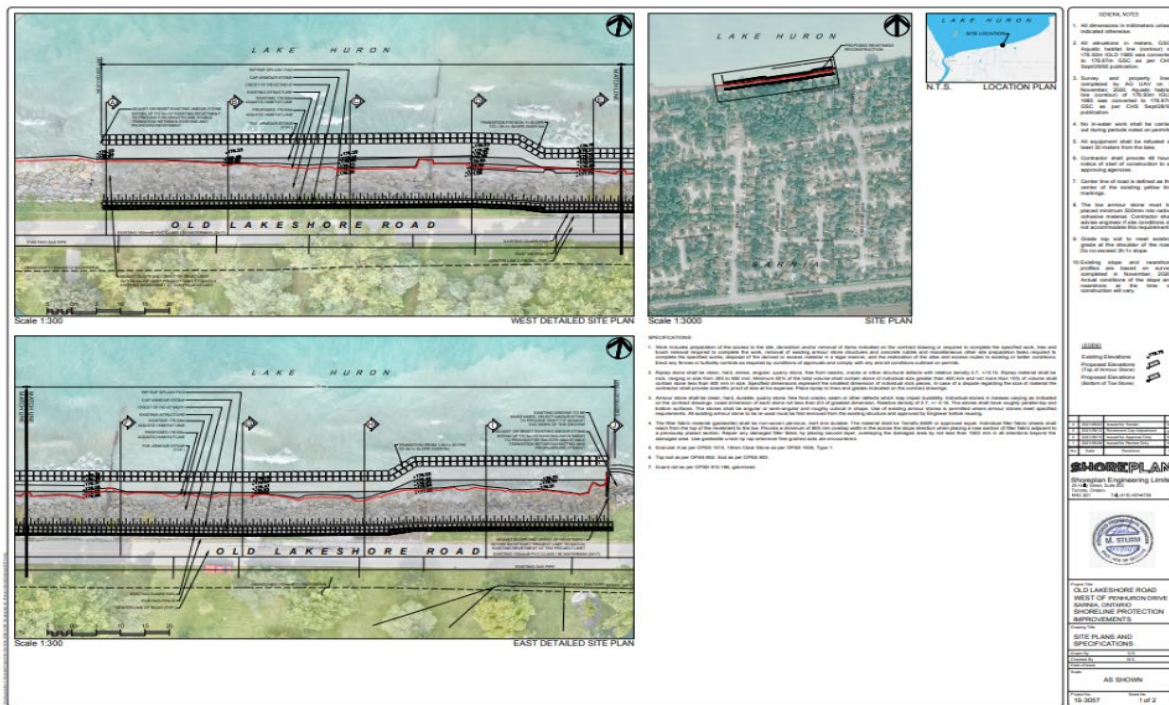
Item 7.1 (c)

Subject: Shoreline Projects

Recommendation:

That the Board of Directors acknowledges the report dated November 25, 2021 on the ongoing Shoreline projects across the watershed and further approves the General Manager to award the tender to the preferred contractor and sign necessary contracts, subject to confirmation that all costs to undertake the work will be covered through the available funding.

Old Lakeshore Road near Penhuron Drive Shoreline Improvements



Pine to Penhuron Avenue - Shoreline design

- An evaluation team (SCRCA, City of Sarnia, Shoreplan Engineering) has reviewed the submissions.
- List of contractors that submitted tenders for this project is provided below:

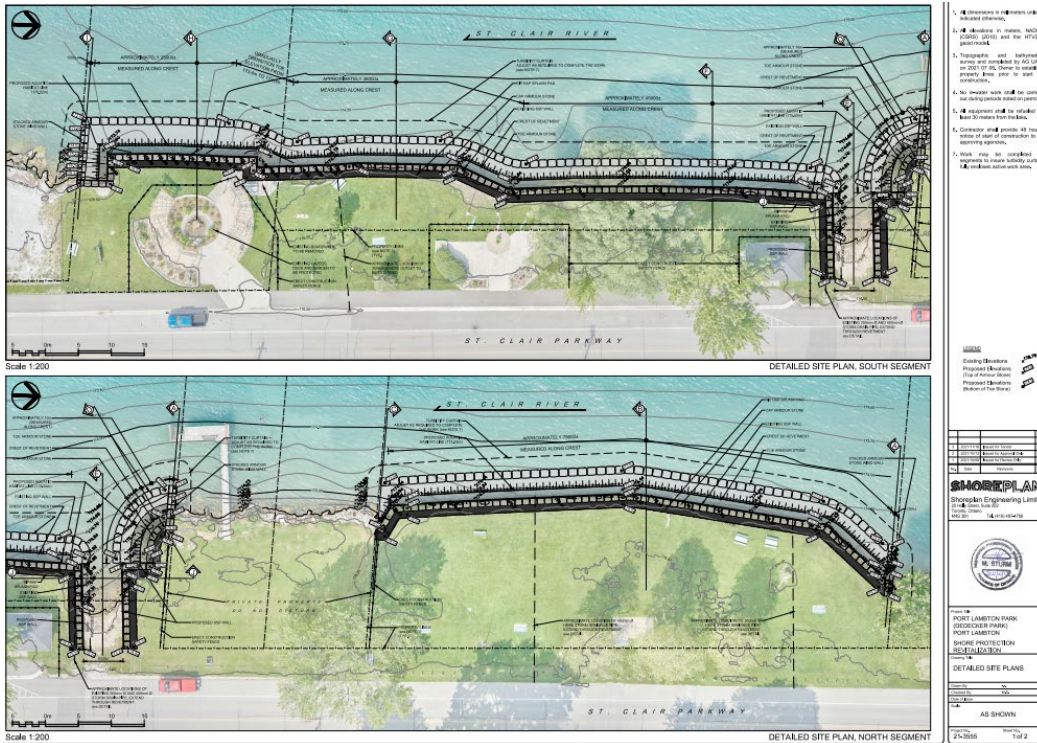
Contracting company	Tendered cost
Van Bree drainage and bulldozing	\$2,914,890
R & M Contracting	\$3,028,504
South Shore Contracting	\$2,977,150

- Contract has been awarded to **Van Bree drainage and Bulldozing**

- Shoreline work in this section is expected to start January 2022.

Port Lambton Park Shoreline project

The project site is in Port Lambton along the east shore of the St. Clair River. The site includes a shoreline starting at the north of Queen Street and stretches south a distance of approximately 240 meters. The current shoreline of the site includes varying structures, steel sheet pile, steel sheet pile wall supported by timber piles, concrete rubble, stacked concrete. The condition of the shoreline is poor and needs restoration.

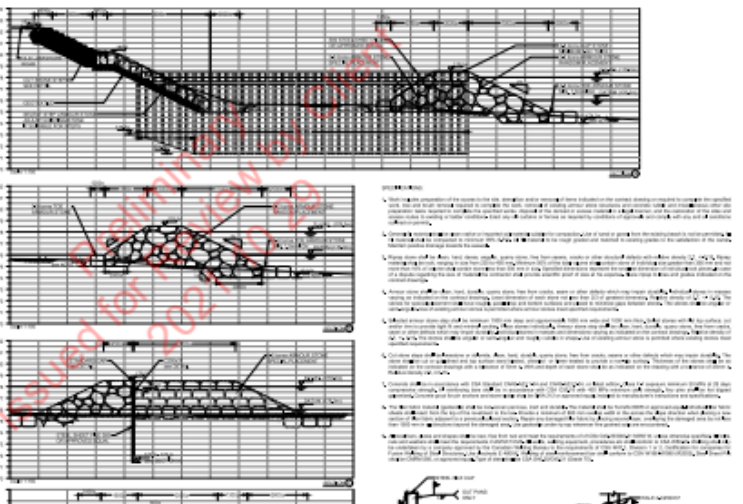
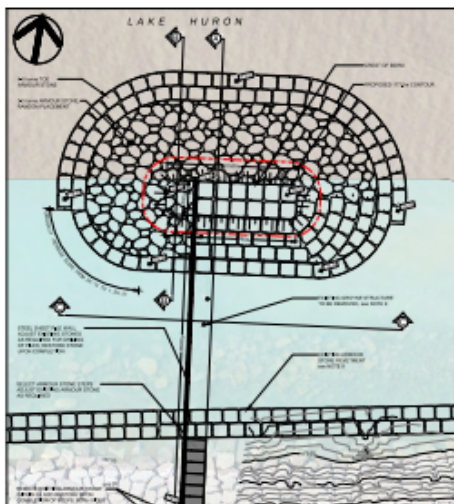
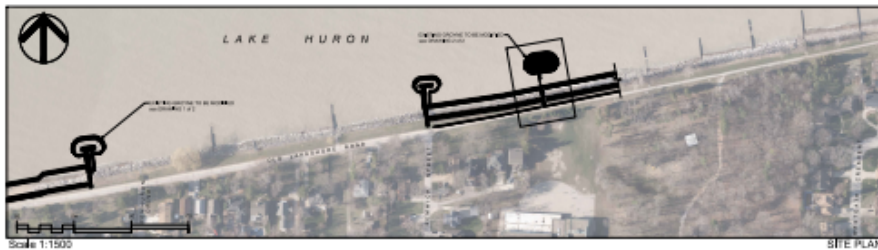
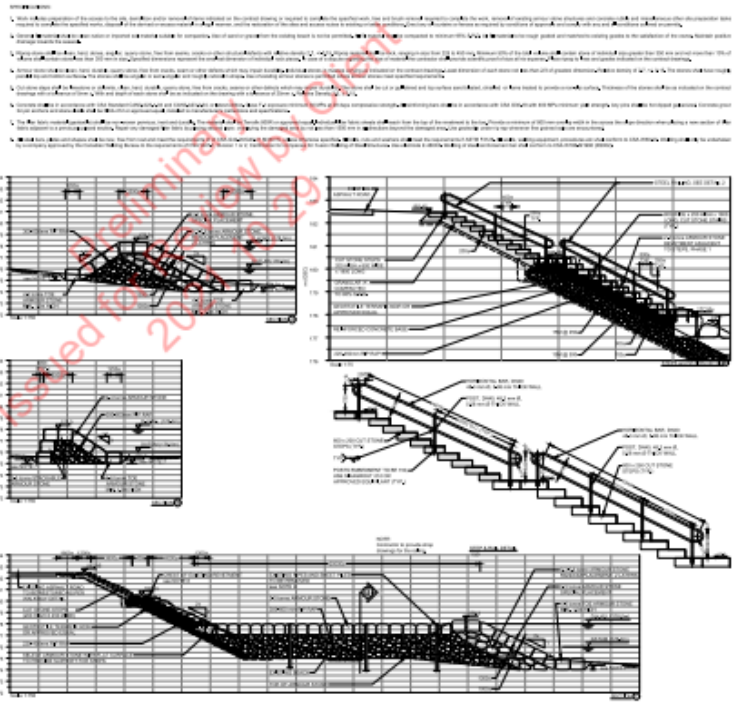
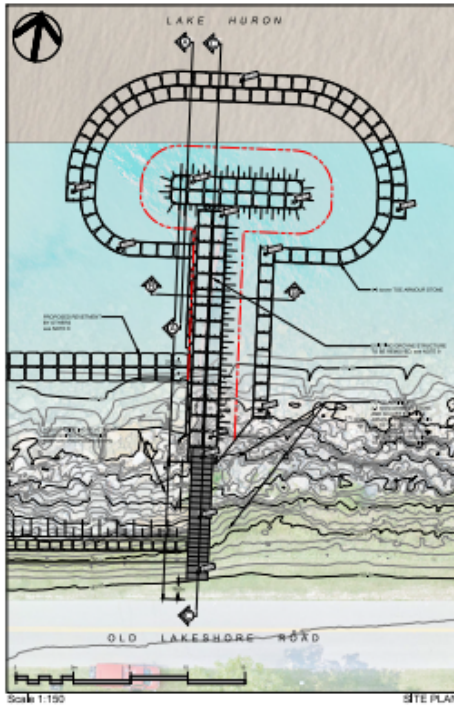


Port Lambton Park- Shoreline design

- Design work is complete
- Permit process ongoing
- Tenders for construction were issued on November 23rd at 9:00 am
- Tenders close on December 14th, 2021, at 2:00 pm
- Construction expected to start early 2022

Groyne only Project

- SCRCA, City of Sarnia and Shoreplan have been working on installation of Groynes along Brights Grove
- 2 groynes will be constructed in 2022
- We have identified the need for - one groyne to the west of Penhuron Dr and another groyne east of Kenwick street
- The drawing below shows the groyne design
- Permit applications have been submitted



Groyne only Project- Shoreline Design

Meeting Date: December 9, 2021 **Item 7.1 (d)**
Report Date: November 23, 2021
Submitted by: Girish Sankar and Mike Moroney

Subject: Engineering and Design Plan for Management of Contaminated Sediment in the St. Clair River – Work Nearing Completion

Recommendation:

That the Board of Directors support the on-going project work so that an engineering and design plan for the management of the contaminated sediment can be completed as planned.

Background:

The St. Clair Region Conservation Authority (SCRCA) is continuing to work with Parsons Inc. on the development of an engineering and design plan for managing contaminated sediment in three priority areas of the St. Clair River. Regularly scheduled Sediment Management Oversight Committee teleconferences continue to be held to provide the committee with updates on the project work and to seek input on various components of the draft plan.

After assessing the extensive amount of new data that was collected in 2019 and 2020, in conjunction with historical data, the consultant concluded that:

- There have been significant decreases in mercury concentrations in surface sediment compared to historical results due to natural recovery.
- As a result, there are currently no measurable risks to fish presented by mercury in sediment.
- This is supported by the fact that the risk-based goal of an average of 3 mg/kg mercury in the surface sediment, to be protective of fish, has already been met in each Priority Area and at the two Buried Deposits.
- Re-exposure of the subsurface buried mercury is unlikely.
- An Erosion Resistant Cover is recommended in focused areas within Priority Areas 1, 2 and 3 to enhance erosion protection and decrease mercury concentrations at the surface.
- The planned remedial actions will achieve the sediment management goals and remedial action objectives.

The SCRCA, with support from Parsons where required, held 8 information sessions to present the results of the field work and the recommended remedial approach. Presentations were made to Aamjiwnaang First Nation, Walpole Island First Nation, regulatory agencies, local industry, local municipalities, the Canadian Remedial Action Plan Implementation Committee, and the Binational Public Advisory Council for the St. Clair River Remedial Action Plan. A Community Information Session was also held for anyone that was interested in participating, including local media. The session was recorded and subsequently posted to SCRCA's web site. The questions and answers from the session were also posted.

Update:

Parsons submitted the draft design plan to the SCRCA in August 2021, which was also shared with representatives on the Oversight Committee. All parties involved reviewed the draft plan and provided comments to Parsons for consideration prior to finalizing the plan.

Additional discussions with Parsons were required on the proposed Water Quality Monitoring Plan to confirm what type of sampling should be conducted during implementation, where it should be conducted, and at what frequency.

Discussions were held with Suncor and Shell to confirm that the activities to be performed during the implementation stage would not adversely impact their site operations.

To confirm what the Environmental Assessment Act requirements would be prior to proceeding with implementation of the proposed work, discussions were held with Conservation Ontario and the Ministry of the Environment, Conservation and Parks.

Next Steps:

Additional discussions with Parsons and Fisheries and Oceans Canada are planned so that requirements under the federal Species at Risk Act can be incorporated into the design plan. Provincial requirements under the Endangered Species Act also need to be confirmed.

Parsons is to finalize the engineering and design plan for submission to the SCRCA in December 2021. The SCRCA and Oversight Committee members are to review the final plan and confirm acceptance before the end of December 2021.

Strategic Objectives(s):

Ensure that our rivers, lakes and streams are properly safeguarded, managed and restored.

Financial Impact:

Monthly invoices received from Parsons continue to be reviewed to ensure that costs incurred align with the key project deliverables and the contract agreement. Cost recovery also continues to occur on a quarterly basis with costs shared amongst each of the funding partners in accordance with the funding agreements. The project work is currently on track for being completed within the established project budget.

Meeting Date: December 9, 2021
Report Date: November 25, 2021
Submitted by: Nicole Drumm

Item 7.1 (e)

Subject: Sydenham Watershed Phosphorus Management Plan Update

Background

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.

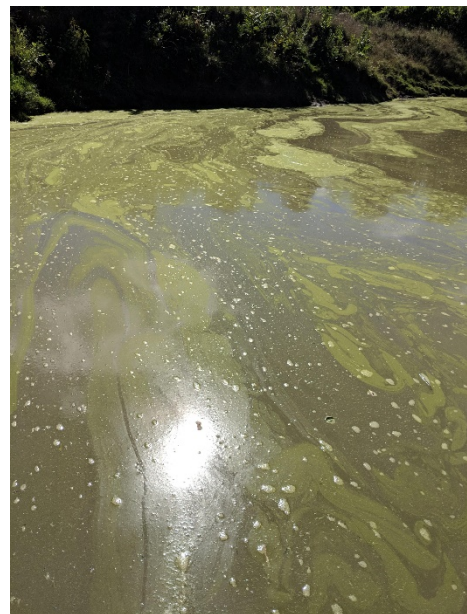
Through the binational Great Lakes Water Quality Agreement (GLWQA), the Canadian and US governments have committed to reducing phosphorus loads to Lake Erie by 40% from 2008 levels. Subsequently, the federal and provincial governments have set out actions in the Nutrient Annex of the Canada-Ontario Great Lakes Agreement (COA) and Lake Erie Action Plan (LEAP), which include the need to support the development of watershed-level phosphorus management plans. As watershed-based resource management agencies, Conservation Authorities in the Lake Erie basin have been identified as key implementation partners and the Sydenham River has been identified as a priority tributary in Canada.

With 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 Lake Erie basin and improve the health of the local ecosystem.

The objective of this multi-year project is to coordinate with local stakeholders, First Nations, and community members to identify sources of phosphorus, determine best-value solutions for our region, and develop a community engagement strategy.

Progress since June 2021 board report:

- Presentation at the binational Lake St. Clair Conference
- Conducting/compiling research and collecting data based on direction from committees
- Data analysis and mapping



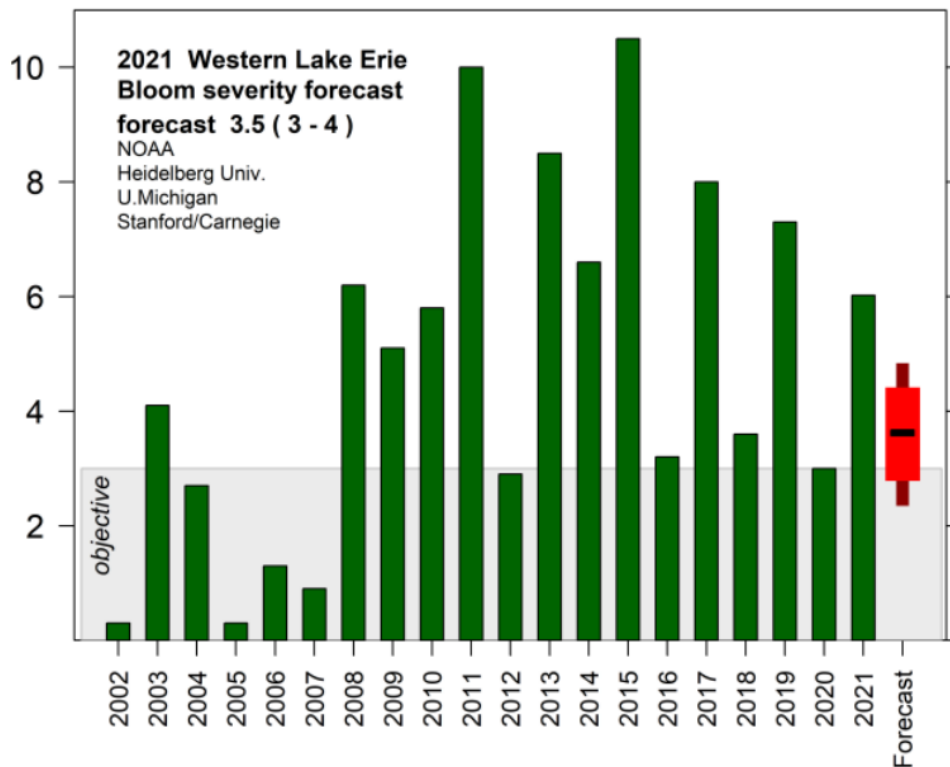
Algal bloom, Sydenham River, August 2020

- Writing and editing draft management plan
- Submitting interim reporting
- Contacting committee members, researchers, government contacts for information
- Sharing data with researchers
- Uploading data into KISTERS water quality software program
- Captured and compiled air photos for communications materials
- Added phosphorus outreach content to the Sydenham SAR website
- Attended virtual Lake Erie, phosphorus, water quality, and Traditional Ecological Knowledge events
- Participating on the Lake Erie Action Plan Implementation Committee and Agricultural Working Group

2021 Lake Erie Harmful Algal Bloom:

Unimpeded overland runoff and overflows during the non-growing season are a typically a major driver of phosphorus loads that contribute to the development of harmful algal blooms (HABs) in western Lake Erie. Due to below average rainfall early this spring, it was forecasted that the bloom for 2021 would have a severity of 2.0-4.5 on a scale of 10 (the bloom severity index), which would have been less severe than average.

The November 1 [end of season assessment by NOAA and Heidelberg University](#) found that the 2021 algal bloom was slow to develop but heavy July rains are believed to have contributed to a bloom that was more severe than expected. Ultimately, the 2021 HAB had a severity of 6.0, which is considered moderately severe (see graph below).



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

For 2021-22, the SCRCA is continuing to coordinate the development of the Sydenham Watershed Phosphorus Management Plan with \$50,000 in financial support from Environment and Climate Change Canada.

Meeting Date: December 9, 2021 **Item** 7.1(f)
Report Date: November 24, 2021
Submitted by: Sarah Hodgkiss, Laura Biancolin

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 October 1 2021 to October 31, 2021.

Municipal Plan Input and Review			
File Reference	Location	Municipality	Municipal File
PL#2021-0011	S of Isaac Street, E of Db St and N of Camden Street	Chatham-Kent	D-28 DR/28/21/O
PL#2021-0104	6865 Base Line	Chatham-Kent	
PL#2019-058	3935 Tile Yard Road	Enniskillen	B#002/21
PL#2018-111	W of Country View Drive	Enniskillen	38T-07001
PL#2021-0112	487, 561 and 571 Moore Line	Enniskillen	B-19-21 A-32-21
PL#2018-087	W of Cliff Road and Ravine Road Con W of Lake Road, Pt Lt 74&75	Lambton Shores	
PL#2021-0103	5512 Beach Street	Lambton Shores	
PL#2021-0107	10504 Ilderton Road	Middlesex Centre	
PL#2021-0113	22603-22669 Vanneck Road	Middlesex Centre	B01/19
PL#2019-056	4055 Oil Heritage Road	Petrolia	
PL#2021-0028	4055 Oil Heritage Road	Petrolia	
PL#2020-0007	4135 London Line/5655 Kerrigan Road	Plympton-Wyoming	
PL#2020-0043	Lakeshore and Flemming Road	Plympton-Wyoming	38T-08005
PL#2020-0086	3096 Lakeshore Road	Plympton-Wyoming	
PL#2021-0044	3706 Beverly Glen	Plympton-Wyoming	
PL#2021-0052	4359 London Line	Plympton-Wyoming	
PL#2021-0110	3484 Egremont Road	Plympton-Wyoming	

PL#2018-014	834 Lakeshore Road	Sarnia	OPA 12 No. 03-2021-85 of 2002 No. SD1-2021
PL#2019-076	21 Ube Drive	Sarnia	
PL#2021-0013	2437 Michigan Line	Sarnia	
PL#2021-0083	5641 Blackwell Sideroad	Sarnia	
PL#2021-0084	1748-1794 Blackwell Road	Sarnia	
PL#2021-0094	1345 Christina St N	Sarnia	
PL#2021-0082	N of Wellington Steet	Southwest Middlesex	
PL#2020-0040	West of Douglas Street, Wilkesport	St. Clair	R-6-2020 B-14/21
PL#2020-0085	403 LaSalle Line	St. Clair	
PL#2021-0010	E of St. Clair Parkway Lot E, Con 6	St. Clair	38T-97002
PL#2021-0037	Lot 27, Con 10	St. Clair	
PL#2021-0090	497 Courtright Line	St. Clair	40 of 2021
PL#2021-0105	W of Hwy 40, N of Courtright Line and S of Moore Line	St. Clair	
PL#2021-0115	1452 Courtright Line	St. Clair	
PL#2019-068	Queen Street & Glendon Drive	Strathroy-Caradoc	ZBA02-2020 39T-SC2001
PL#2020-0009	Adelaide Rd & Falconbridge Drive	Strathroy-Caradoc	
PL#2020-0058	244 Second Street	Strathroy-Caradoc	
PL#2021-0054	N of Napperton Drive, Pt Lot 19, Con 4	Strathroy-Caradoc	
PL#2021-0111	S of Wright Street, E of Agnes Drive	Strathroy-Caradoc	
PL#2021-0057	7140 Egremont Road	Warwick	
PL#2021-0108	344 Pineview Crescent	Warwick	
Total Plan Review Items: 38			

Environmental Assessments

File Reference	Location	Municipality
EA#2020-011	S of Dufferin Ave along Chenail Ecarte	Chatham-Kent
EA#2021-014	4591 Lambton Line	Dawn-Euphemia
EA#2020-016	Canatra Park (Former Michigan Ave Landfill)	Sarnia
EA#2021-015	Hwy 40 and London Line	Sarnia
EA#2021-010	St. Clair Parkway	St. Clair

EA#2021-012	St. Clair Parkway and Marshy Creek	St. Clair
EA#2021-013	French Line and Marshy Creek	St. Clair
Total Environmental Assessments: 7		

Legal Inquiries

File Reference	Location	Municipality
LL#2021-0042	6268 Spruce Street, Lambton Shores	Lambton Shores
LL#2021-0040	3544 Queen Street	Plympton-Wyoming
LL#2021-0038	1453 Confederation Road	Sarnia
LL#2021-0034	421 Moore Line, Mooretown	St. Clair
LL#2021-0035	497 Moore Line, Mooretown	St. Clair
LL#2021-0036	561 Moore Line, Mooretown	St. Clair
LL#2021-0037	571 Moore Line, Mooretown	St. Clair
Total Legal Inquiries: 7		

Meeting Date: December 9, 2021 **Item** 7.1 (g)
Report Date: November 25, 2021
Submitted by: Melissa Deisley, Jeff Vlasman, Kelli Smith

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 October 1, 2021 to October 31, 2021

Regulations Permits Issued

Application #	Location	Municipality	Proposal	Submitted	Issued	Days
R#2021-0414	Shiloh Line	Brooke-Alvinston	HDPE Conduit Pipe Installation	Oct-27	Oct-27	1
R#2020-0723	163 Jeanne Street	Chatham-Kent	New garage.	Oct-05	Oct-05	1
R#2021-0353	8533 Bush Line	Chatham-Kent	Replace Front Porch and Addition	Oct-01	Oct-01	1
R#2021-0615	29 Turnbull Avenue, Wallaceburg	Chatham-Kent	20' x 20' addition to back of house	Sep-07	Oct-26	49
R#2021-0625	7456 Marsh Line	Chatham-Kent	Installation of - 38mm conduits	Oct-20	Oct-26	6
R#2021-0626	8313 Dover Centre Line	Chatham-Kent	Install 2-38mm conduits	Oct-20	Oct-27	7
R#2021-0628	26199 Bear Line Road	Chatham-Kent	Install 2-38mm conduits 2.5M under the Hyatt and Fryer Outlet Drain.	Oct-20	Oct-27	7
R#2021-0620	1330 Pantry School Road	Dawn-Euphemia	Installation of 455m of NPS 2 PE IP gas pipeline	Oct-21	Oct-26	5
R#2021-0497	6790 East Parkway Drive, Lambton Shores	Lambton Shores	Armour Stone Installation	Oct-13	Oct-15	2

R#2021-0588	12 Railroad Way	Lambton Shores	proposed storm drain to replace two (2) existing tile drains	Oct-01	Oct-01	1
R#2021-0358	3232 Michigan Line	Plympton-Wyoming	Expand back lane way that crosses Sproule Drain.	Sep-09	Oct-04	25
R#2021-0422	3548 Queen Street, Camlachie	Plympton-Wyoming	Shoreline Improvements	Oct-29	Oct-29	1
R#2021-0441	3480 Queen Street, Camlachie	Plympton-Wyoming	Steel Pile Shorewall	Jun-22	Oct-20	120
R#2021-0519	3490 Queen Street, Camlachie	Plympton-Wyoming	Shoreline Improvements	Oct-20	Oct-21	1
R#2021-0548	1534 Lakeshore Road, Sarnia	Sarnia	Shoreline Improvements	Aug-05	Oct-22	78
R#2021-0557	1530 Lakeshore Road, Sarnia	Sarnia	Shoreline Improvements	Aug-05	Oct-22	78
R#2021-0581	1724 Lakeshore Road	Sarnia	Accessory Structure	Sep-22	Oct-25	33
R#2021-0604	682 Beach Lane, Sarnia	Sarnia	Alternations to existing dwelling	Oct-05	Oct-20	15
R#2021-0617	46 Indian Road South	Sarnia	Integrity Dig	Sep-08	Oct-12	34
R#2021-0618	Indian Road South at Highway 40	Sarnia	Integrity Dig	Sep-08	Oct-12	34
R#2021-0539	Dundonald Road, Middlesex County	Southwest Middlesex	Installation of HDPE Conduit	Oct-26	Oct-26	1
R#2020-0330	1368 St. Clair Parkway, Courtright	St. Clair	Reinforce existing stacked rock wall	Aug-03	Oct-06	64
Total Permits Issued: 22		Average Number of Days to Issue for this Period: 25.64				

Regulations Inquiries

FileReference	Municipality	Location
R#2021-0701	Brooke-Alvinston	6305 Churchill Line
R#2020-0507	Chatham-Kent	11080 Baseline Road
R#2021-0038	Chatham-Kent	7 Bayview, Mitchell's Bay
R#2021-0659	Chatham-Kent	7 Dunlop Cres
R#2021-0705	Chatham-Kent	6520 Base Line, Wallaceburg
R#2021-0710	Chatham-Kent	10711 Countryview Line

R#2021-0721	Chatham-Kent	11255 Eberts Line
R#2021-0727	Chatham-Kent	15120 Zone Centre Line, Bothwell
R#2021-0561	Dawn-Euphemia	N of Mosside Line, W of the E Sydenham River (Lot 31)
R#2021-0680	Dawn-Euphemia	5602 Bentpath Line, Dawn-Euphemia
R#2020-0677	Enniskillen	4760 Wanstead Road
R#2021-0014	Enniskillen	3196 Black Ash Side Road, Enniskillen
R#2021-0671	Lambton Shores	6897 Clemens Line
R#2021-0679	Lambton Shores	Lot 73 Freeman St
R#2021-0687	Lambton Shores	5325 Broadview Ave, Lambton Shores
R#2021-0722	Lambton Shores	Part Lot 7, Concession 19, West Ipperwash Road, Bosanquet
R#2021-0190	Plympton-Wyoming	4889 Shirley Lane
R#2021-0347	Plympton-Wyoming	3692 Beverly Glen
R#2021-0682	Plympton-Wyoming	6905 Maple Street, Errol
R#2021-0696	Plympton-Wyoming	5507 Co-op Street & Lot 73 Leyton St
R#2021-0700	Plympton-Wyoming	4401 London Line, Plympton
R#2021-0704	Plympton-Wyoming	4145 Bluepoint Drive, Plympton
R#2021-0737	Plympton-Wyoming	3202 Egremont Road, Camlachie
R#2019-215	Point Edward	1220 Fort Street
R#2021-0020	Point Edward	Lake Huron Shoreline
R#2018-359	Sarnia	472 Beacon Court
R#2021-0265	Sarnia	1963 Michigan Line, Sarnia
R#2021-0597	Sarnia	1736 LaSalle Line
R#2021-0751	Sarnia	1332 Michigan Ave, Sarnia
R#2021-0684	St. Clair	2979 St. Clair Parkway
R#2021-0706	St. Clair	Multiple Locations see below
R#2021-0713	St. Clair	3472 Waterworks Road
PL#2021-0100	Strathroy-Caradoc	6783 Century Drive
R#2020-0630	Strathroy-Caradoc	56 Canaan
R#2021-0498	Strathroy-Caradoc	52 Metcalfe Street E, Strathroy
R#2021-0694	Strathroy-Caradoc	8249 Century Drive, Mount Brydges
Total Regulations Inquiries: 36		

Regulations - DART Completed Files

File Reference	Municipality	Drain / Watercourse
R#2021-0707		Vogler Drain
R#2021-0686	Brooke-Alvinston	MacDougall Drain
R#2021-0719	Brooke-Alvinston	Orange Drain No. 2
R#2021-0720	Brooke-Alvinston	9/10 Sideroad
R#2021-0654	Chatham-Kent	Townline Drain
R#2021-0656	Chatham-Kent	13th Concession Drain
R#2021-0676	Chatham-Kent	13th Concession Drain Pump Works
R#2021-0678	Chatham-Kent	Collop Drain
R#2021-0630	Plympton-Wyoming	Noble Wilson Drain
R#2021-0711	St. Clair	Dawson Drain

Total DART Permits Issued: 10

Regulations Inquiries - Drains

File Reference	Municipality	Drain / Watercourse
R#2019-600	Brooke-Alvinston	Steadman Drain No 1 and 2
R#2021-0385	Chatham-Kent	DeCow Drain
R#2021-0387	Chatham-Kent	Crowell Creek Drain South Branch
R#2021-0702	Chatham-Kent	McDonald Drain
R#2021-0703	Chatham-Kent	Leeson Drain
R#2020-0160	Sarnia	Farris Subdivision Drain
R#2021-0691	Sarnia	Beer Drain
R#2021-0692	Sarnia	Mandaumin Drain
R#2021-0725	Sarnia	Woods Creek Drain
R#2020-0280	Southwest Middlesex	Robinson Drain
R#2021-0545	Southwest Middlesex	McArthur Drain
R#2021-0724	Southwest Middlesex	Kavlaar Drain
R#2021-0637	Warwick	Parker Drain
R#2021-0723	Warwick	Welsh Drain

Total Regulations Inquiries Regarding Drains: 14

Meeting Date: December 9, 2021 **Item 7.1 (h)**
Report Date: November 25, 2021
Submitted by: Melissa Deisley, Director of Planning & Regulations

Subject: Planning & Regulations Department Process
Planner Issuing Permits & County Issuing Simple Permits

Recommendation:

That the Board of Directors acknowledge receipt of this report for information.

Background:

This report is written to address the following Business Arising requests from the Board of Directors:

Regarding BD-21-95

Directors request that staff reconsider the recommendation from the Tim Dobbie consultant team to have the staff processing planning applications also issue the permit, to increase efficiency and reduce wait times

Staff Report

Upon review, the recommendations from the Tim Dobbie Consultant report were comprised of the following:

5.1 That the Board of Directors of the St. Clair Region Conservation Authority support the development of memorandums of understanding with all of their municipalities. This is a requirement of changes made by the Province of Ontario with respect to Conservation Authorities. The Board supports that the MOU use would contain all of the necessary technical issues associated with the development application processing, but they would also include all the “principles” of a partnership as developed in this report.

5.2 That the Board of Directors of the St. Clair Region Conservation Authority support increasing the capacity of the complement of staff from the current six to nine. The timing of these 3 staff joining the SCRCA would be subject to the appropriate funding.

5.3 That the Board of Directors of the St. Clair Region Conservation Authority direct staff to consider the cost associated with the addition of 3 new technical employees and other corporate priorities to be funded by increases in both the levy and fees in the draft 2022 and 2023 budget.

5.4 That the Board of Directors support the investigation of additional technologies either from other Conservation Authorities or Municipal partners that might further enhance service delivery.

The comment from the Board of Directors comes from Section 4. E. of the Tim Dobbie report, which looked at comments and practices from 7 comparable Conservation Authorities. This comment is written as follows: *Individual staff members can and should process both planning & permit applications.*

It should be noted that the list from the comparable Conservation Authorities did not specify how many of the CAs follow this practice, or from whom this comment was received. Therefore, SCRCA staff followed up with the comparable Conservation Authorities to gain a better understanding of how this practice plays out at their Conservation Authority. In general, it was found that each comparable Conservation Authority varied slightly in their approach to handling incoming planning & regulation files. The organization of the department largely depended on number of staff, technical expertise, number and types of applications, complement of the department (i.e., ratio of planners to regulations officers).

For information, staff have included the breakdown based on conversations with the comparable Conservation Authorities:

Grand River Conservation Authority

- The planning and regulations department includes 6 Planner positions, 2 Planning Technicians, 3 Regulations Officers, 1 Technical Assistant, 2 Supervisors, 1 Director
- Duties are shared between the planners and regulations officers, however as noted above, there are more planning staff than Regulations staff.

Ausable Bayfield Conservation Authority

- The planning and regulations department includes 1 Director, 1 Regulations Coordinator & Provincial Offences Officer, 1 Planning & Regulations Officer
- Duties are shared among staff, but they are dealing with significantly fewer applications/inquires than the SCRCA. (ABCA processes approximately 200 versus approximately 950 for SCRCA).

Nottawasaga Valley Conservation Authority

- The planning & regulations department includes 1 Director, 1 Manager of Planning, 3 Planners, 3 Regulations Officers, and a Planning & Regulations administration;
- Duties are separated. Planners do not issue regulations permits as a common practice.

Saugeen Valley Conservation Authority

- The planning & regulations department includes 1 Manager of Planning & Regulations, 1 Regulations Coordinator, 3 Regulations Officers, 1 Planning Coordinator, 2 Planning Technicians, 2 Administrative Support Roles
- Planner do not issue regulations permits as a regular practice.

For reference, SCRCA's planning & regulations department includes:

- 1 Director of Planning & Regulations, 1 Manager of Planning & Natural Heritage (Planning Ecologist), 1 Planner, 1 Regulations Officer, 1 Planning & Regulations Clerk, 1 Engineering Technician (Contract position)

Planning Process – SCRCA Involvement

The St. Clair Region Conservation Authority staff provide comments to the Municipalities on applications made under the *Planning Act* within the SCRCA watershed as part of the Provincial One-Window Plan Review service. SCRCA provides comments representing the Provincial interest in regards to Natural Hazards under Section 3.1 of the Provincial Policy Statement, as delegated through the Memorandum of Agreement between Conservation Ontario, the Ministry of Natural Resources and Forestry and Ministry of Municipal Affairs and Housing. SCRCA also provides comments regarding Natural Heritage under Section 2.1 of the Provincial Policy Statement, as agreed with Municipalities within the watershed.

SCRCA review may include:

- Official Plans & Official Plan Amendments
- Zoning By-Laws & Zoning By-Law Amendments
- Plans of Subdivisions and Condominiums
- Site Plans
- Consent to Sever (Severances)
- Minor Variances
- Any other planning activities under the *Planning Act*

The administration of the Regulations and Plan Input and Review are two complimentary, however distinct functions.

The “principle of development” is established through the *Planning Act* approval processes, whereas the Conservation Authorities Act permitting process, similar to the Building Permit process, identifies the specific site requirements prior to activities taking place. For example, the zoning on a property may be changed to eventually permit development, but it is unlikely at the Planning stage to know specific locations, dimensions and construction details.

The SCRCA also provides technical advisory services to its member municipalities for planning applications. In this capacity, SCRCA staff provide technical input regarding potential environmental impacts which applies to a range of matters, including but not limited to, natural hazards, natural heritage and water quality and quantity.

Regulations Process

The SCRCA regulates Section 28 of the Conservation Authorities Act. The regulation is entitled “Development, Interference with Wetlands and Alterations to Shorelines and Watercourses” (O.R. 171/06) and requires the landowner to obtain the permission of the

Authority prior to the commencement of a development activity within a regulated area. Regulated areas include river or stream valleys, Great Lakes and large inland lakes' shorelines, hazardous lands and wetlands. Development activities include: construction, reconstruction or placement of a structure; placement or removal of fill; re-grading; altering a shoreline or watercourse, or impacting the function of a wetland.

At this stage of application, the construction details are known and provided and the works can be reviewed against Ontario Regulation 171/06, to ensure it meets the 5 tests of the regulation (i.e. no impact to flooding, erosion, dynamic beaches, conservation of land, or pollution).

SCRCA Current Process & Recommendations

- The Planning Act application is circulated by the Municipality to SCRCA for comment;
- SCRCA Planner screens the application and confirms with the Municipality/Applicant whether we need to provide comments on the application, along with the applicable fee for comments;
- When planning comments are required, the SCRCA Planner works closely with the Regulations department staff, and Manager of Planning & Natural Heritage to provide comments for the proposal in relation to Section 3.1 (Natural Hazards) and Section 2.1 (Natural Heritage), Ontario Regulation 171/06, and Source Water Protection
- When working through a subdivision application, SCRCA works with Municipal staff and applicant to have conditions (i.e., flood-proofing, grading, setbacks, etc.) incorporated into the subdivision agreement so that each individual lot does not require a separate permit through the Regulation.

At present, and noted above, the SCRCA has only two staff to process all Planning Act applications and Official Plan and Zoning By-Law update from its 17 member Municipalities. Planning Act applications have strict deadlines that must be met so that the application can proceed to Council. At present, having the Planner involved with permitting would result in unwanted delays in analyzing planning applications.

Planning and Regulations staff review two separate sets of legislations (PPS and Ontario Regulations 171/06). This is similar to the Municipal Planning and Building Departments. SCRCA staff have divided the workload to appropriate staff to handle all incoming planning applications and separate staff to handle all incoming permitting applications. In addition, SCRCA Regulations Officers undergo compliance training offered by Conservation Ontario and are approved as Regulations Officers under the Conservation Authorities Act by the Board of Directors. The training provides the level of expertise and legal review needed in order to understand the implications and liabilities for issuing permits under Section 28 of the Conservation Authorities Act, and to be able to follow up appropriately if legal action is required. Planning staff would be required to undergo this training in order to properly issue permits.

Regarding BD-21-96

Also, that staff investigate the possibility of delegating the review and processing of simple planning applications to County staff.

As per Ontario Regulation 171/06 <https://www.ontario.ca/laws/regulation/060171>

3 (3) Subject to subsection (4), **the Authority's executive committee, or one or more employees of the Authority that have been designated by the Authority for the purposes of this section**, may exercise the powers and duties of the Authority under subsections (1) and (2) with respect to the granting of permissions for development in or on the areas described in subsection 2(1). O. Reg 83/13, s. 2.

6 (3) Subject to subsection (4), **the Authority's executive committee, or one or more employees of the Authority that have been designated by the Authority for the purposes of this section**, may exercise the powers and duties of the Authority under subsections (1) and (2) with respect to the granting of permissions for alteration. O. Reg. 83/13, s. 4 (2).

In addition to the above, when the mandatory program and service regulation comes into force January 1, 2022, SCRCA will be further obligated to administer the Section 28 Regulation of the Conservation Authorities Act. <https://www.ontario.ca/laws/regulation/210686#BK8>

8. An Authority shall provide programs and services to ensure that the Authority carries out its duties, functions and responsibilities to administer and enforce the following:

- 1. Section 28 of the Act*
- 2. The regulations made by the Authority under Section 28 of the Act*
- 3. Section 28.0.1 of the Act*
- 4. Section 30.1 of the Act*

It is important that the implementation of the Regulation remain consistent among the 36 Conservation Authorities. Basic permits or clearances still involve a review of the Conservation Authority mapping, elevations, flood and erosion information, and still require that buildings and structures are flood-proofed or set back from watercourses/banks/bluffs. Ultimately, it is the SCRCA that takes liability for permits issued with regards to Section 28 of the Conservation Authorities Act.

Prepared By: Tracy Prince
 Nov 25/21
 DRAFT

ST CLAIR REGION CONSERVATION AUTHORITY
Statement of Revenue and Expenditure
For Ten Months Ended 31/10/2021

	Actual To Date			Annual Budget Prorated Nine Months Ended September 30, 2021		Variance from Budget	
	Revenue	Expenditures	Surplus(Deficit)	Revenue	Expenditures	Revenue	Expenditures
Flood Control & Erosion Control	\$527,245	\$363,130	\$164,115	\$447,208	\$447,208	\$80,037	(\$84,078)
Capital Projects/WECI	\$4,080,834	\$2,738,796	\$1,342,038	\$2,628,333	\$2,628,333	\$1,452,500	\$110,462
Conservation Area's Capital Development	\$8,475	\$11,146	(\$2,672)	\$50,000	\$50,000	(\$41,525)	(\$38,854)
IT Capital	\$16,120	\$3,885	\$12,235	\$16,000	\$16,000	\$120	(\$12,115)
Equipment	\$59,000	\$28,406	\$30,594	\$60,000	\$60,000	(\$1,000)	(\$31,594)
Planning & Regulations	\$541,219	\$411,254	\$129,965	\$538,496	\$538,496	\$2,723	(\$127,242)
Technical Studies	\$523,947	\$96,520	\$427,427	\$232,441	\$232,441	\$291,506	(\$135,921)
Recreation	\$1,445,674	\$1,073,593	\$372,081	\$1,240,808	\$1,237,808	\$204,866	(\$164,215)
Property Management	\$279,562	\$183,229	\$96,332	\$210,257	\$210,257	\$69,305	(\$27,027)
Education and Communication	\$130,314	\$167,281	(\$36,967)	\$222,467	\$222,467	(\$92,153)	(\$55,186)
Source Water Protection	\$293,904	\$126,748	\$167,155	\$360,417	\$360,417	(\$66,513)	(\$233,668)
Conservation Services/Healthy Watersheds	\$1,355,362	\$882,038	\$473,324	\$758,731	\$758,731	\$596,631	\$123,308
Administration/AOC Management	\$1,313,064	\$857,822	\$455,241	\$1,356,976	\$1,356,976	(\$43,912)	(\$499,153)
	\$10,574,718	\$6,943,849	\$3,630,869	\$8,122,133	\$8,119,133	\$2,452,585	(\$1,175,284)

Notes:

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



ST. CLAIR REGION CONSERVATION AUTHORITY
Cheques October 2021

CHQ. #	DATE	VENDOR	DESCRIPTION	AMOUNT
122090	10/7/2021	Tim L. Dobbie Consulting Ltd	Planning Review	\$ 9,237.75
122091	10/7/2021	VALLEY LAWN CARE	Lawn Maintenance	\$ 7,158.55
122098	10/21/2021	Crump Enterprises Ltd	Wetland Creation	\$ 16,897.50
122105	10/21/2021	Minister of Finance	SWOOP Photos	\$ 14,420.61
122107	10/21/2021	Parsons Inc.	Sediment Management Project	\$ 14,395.07

TOTAL CHEQUE DISBURSEMENTS - BANK #1 - **\$ 62,109.48**

INTERNET BANKING October 2021

TRANS #	DATE	VENDOR	DESCRIPTION	AMOUNT
9915	10/31/2021	HYDRO ONE Networks Inc.	Hydro	\$ 27,899.75
9916	10/31/2021	Libro Credit Union - Visa	Employee Purchases	\$ 6,214.56
9917	10/31/2021	OMERS	Pension	\$ 38,518.20
9920	10/31/2021	RECEIVER GENERAL	Source Deductions	\$ 53,852.06
9922	10/31/2021	RWAM Insurance Administrators Inc	Group Benefits	\$ 12,903.68
9928	10/31/2021	WORKPLACE SAFETY & INS. BOARD	WSIB	\$ 6,044.32

TOTAL INTERNET DISBURSEMENTS - BANK NO. 1 - **\$ 145,432.57**

Notes: Visa Computer for GM - \$1,779
Adobe Cloud annual renewal X2 - \$1,057

PAYROLL RUNS

PAYROLL NO. 21	\$	80,125.71
PAYROLL NO. 22	\$	77,434.24
PAYROLL NO.		
PAYROLL NO.		
PAYROLL NO.		
PAYROLL NO.		
PAYROLL NO.		

TOTAL PAYROLL RUNS - **\$ 157,559.95**

TOTAL DISBURSEMENTS - **\$365,102.00**



2021 GENERAL LEVY SUMMARY

MUNICIPALITY	GROSS LEVY	PAID TO DATE	OUTSTANDING
Sarnia	\$ 441,956.00	441,956.00	\$ 0.00
Chatham-Kent	153,868.00	153,868.00	0.00
Brooke-Alvinston Twp.	21,080.00	21,080.00	0.00
Dawn Euphemia Twp.	31,269.00	23,451.75	7,817.25
Enniskillen Twp.	23,560.00	23,560.00	0.00
Lambton Shores M.	58,864.00	58,864.00	0.00
Oil Springs V	2,343.00	2,343.00	0.00
Petrolia T	29,919.00	29,919.00	0.00
Plympton-Wyoming T	64,563.00	64,563.00	0.00
Point Edward V	26,135.00	26,135.00	0.00
St. Clair Twp.	132,137.00	132,137.00	0.00
Warwick Twp.	27,176.00	27,176.00	0.00
Adelaide Metcalfe Twp.	22,636.00	22,636.00	0.00
Middlesex Centre Twp.	26,453.00	26,453.00	0.00
Newbury V	1,802.00	1,802.00	0.00
Southwest Middlesex M.	13,807.00	13,807.00	0.00
Strathroy-Caradoc M.	102,008.00	102,008.00	0.00
TOTAL	\$ 1,179,576.00	\$ 1,171,758.75	\$ 7,817.25

Item 7.1 (I)

Non-registered account #440-17189-13

October 31, 2021



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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 Oct 1, 2021	Closing Value Oct 31, 2021	Balance on Oct 31, 2021 (CAD\$)
Canadian Dollar Investments			
Cash Account	1,519,788.70	1,519,788.70	1,519,788.70
	1,519,788.70	1,519,788.70	1,519,788.70
Grand Total (CAD\$)			1,519,788.70
		Last Statement Sep 30, 2021	1,519,788.70

Please examine this statement carefully and report any discrepancies to our auditors:

KPMG LLP, Bay Adelaide Centre,
333 Bay Street, Suite 4600
Toronto, Ontario, M5H 2S5
Attention: Yash Patel;
bmonesbittaudit@kpmg.ca

You can access up-to-date account information online through BMO Nesbitt Burns Gateway at:
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**.

FLICK/BATCH#4
Investment Advisor
519-646-1180

Batch Flick Wealth Management
www.batchflick.com
Assistant: Patricia Daer
Patricia.Daer@nbpcd.com

JAMES YEOMANS
BMO Private Wealth Market Leader
(519) 672-8560

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



Regulated by
Investment Industry Regulatory
Organization of Canada

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Non-registered account #440-17189-13

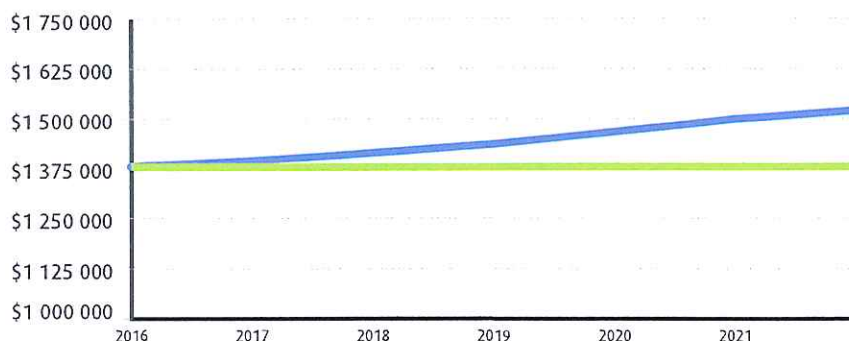
October 31, 2021

▶ 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 (2021)	Since January 1, 2016
Opening Value	1,498,175.04	1,379,179.68
Deposited	+ 0.00	+ 0.00
Withdrawn	- 0.00	- 0.00
Net Invested	= 0.00	= 0.00
Change In Market Value	+ 21,613.66	+ 140,609.02
Closing Value on Oct 31, 2021	1,519,788.70	1,519,788.70

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 \$140,609.02.

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

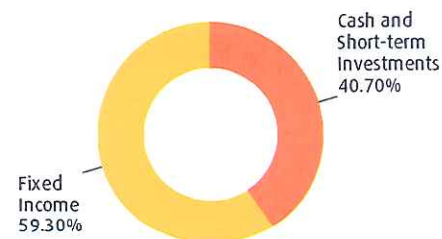
▶ Summary of your investments in Canadian dollars

Your Investor Profile

Investment Objective Income

Time Horizon 10 yrs and more

Investment Category	Amount	Target %	Holdings %
● Cash and Short-term Investments	619,788.70	10.00	40.70
● Fixed Income	900,000.00	90.00	59.30
● Equities	0.00	0.00	0.00
Total	1,519,788.70		100.00



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

October 31, 2021

Your Canadian Dollar Investments

All amounts are reported in Canadian Dollars.

▶ Income you received

Type of Income	Current Month	Year to Date
Interest	0.00	21,674.04
Total	0.00	21,674.04

Under **Income you received**, amounts reported as dividends do not include income from ETFs, REITs and funds even though these transactions are reported as dividends under **Account activity for this month**.

▶ Expenses you paid

Type of Expense	Current Month	Year to Date
Interest	0.00	60.38
Total	0.00	60.38

Under **Expenses you paid**, amounts reported as interest include accrued interest paid on fixed income purchases. Accrued interest is not reported separately for purchase transactions under **Account activity for this month**.

▶ Your investment details

	Quantity	Per Unit	Cost		Market Value on October 31, 2021	
			Total	Per Unit	Total	Per Unit
Cash Account						
▶ Cash and Short-term Investments						
CASH			1,788.70		1,788.70	
BANK OF MONTREAL CAD HISA SERIES A (101) - BMT101	35,000.000	1.000	35,000.00	1.000	35,000.00	
EQUITABLE BANK GIC ANNUAL DUE 05/17/2022 2.520%	100,000	100.000	100,000.00	100.000	100,000.00	
HAVENTREE BANK GIC ANNUAL DUE 05/25/2022 0.840%	100,000	100.000	100,000.00	100.000	100,000.00	
HOME TRUST COMPANY GIC ANNUAL DUE 05/25/2022 0.820%	83,000	100.000	83,000.00	100.000	83,000.00	
VANCITY GIC ANNUAL DUE 06/23/2022 1.150%	300,000	100.000	300,000.00	100.000	300,000.00	
Subtotal			619,788.70		619,788.70	
▶ Fixed Income						
Fixed Income						
LBC TRUST GIC ANNUAL DUE 01/20/2023 2.220%	100,000	100.000	100,000.00	100.000	100,000.00	



Non-registered account #440-17189-13

October 31, 2021

Your Canadian Dollar Investments (continued)

All amounts are reported in Canadian Dollars.

▶ Your investment details (continued)

	Quantity	Cost		Market Value on October 31, 2021	
		Per Unit	Total	Per Unit	Total
EQUITABLE TRUST GIC ANNUAL DUE 01/23/2023 1.160%	100,000	100.000	100,000.00	100.000	100,000.00
HOMEQUITY BANK GIC ANNUAL DUE 05/25/2023 1.080%	100,000	100.000	100,000.00	100.000	100,000.00
CONCENTRA BANK GIC ANNUAL DUE 06/23/2023 1.320%	100,000	100.000	100,000.00	100.000	100,000.00
PEOPLES TRUST GIC ANNUAL DUE 10/10/2023 1.200%	100,000	100.000	100,000.00	100.000	100,000.00
CANADIAN WESTERN BANK GIC ANNUAL DUE 11/06/2023 0.990%	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
B2B BANK GIC ANNUAL DUE 06/24/2024 1.400%	100,000	100.000	100,000.00	100.000	100,000.00
RFA BANK OF CANADA GIC ANNUAL DUE 08/30/2024 1.500%	100,000	100.000	100,000.00	100.000	100,000.00
Fixed Income Subtotal			900,000.00		900,000.00
Subtotal			900,000.00		900,000.00
Total for Cash Account			1,519,788.70		1,519,788.70
Total Canadian Dollar Investments			1,519,788.70		1,519,788.70

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

Non-registered account #440-17189-13

October 31, 2021

▶ Account activity for this month

Date	Activity	Description	Quantity	Unit Price	Commission	Amount
Cash Account						
Oct 1, 2021		Opening Cash Balance				136,788.70
Oct 8, 2021	Bought	BANK OF MONTREAL CAD HISA SERIES A (101) RELATED OR CONNECTED ISSUER TOTAL CHARGES 0.00 AS OF 10/07/21	35,000	1.0000	0.00	-35,000.00
Oct 8, 2021	Bought	PEOPLES TRUST GIC ANNUAL DUE 10/10/2023 01.200% OCT 08 FLAT	100,000	100.0000	0.00	-100,000.00
Oct 31, 2021		Closing Cash Balance				1,788.70

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

October 31, 2021

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.

	CAD (\$)
Operating charges	
Total operating charges	0.00
Transaction charges	
Total transaction charges	0.00
Total fees you paid in 2021	0.00

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.

▶ Payments BMO received from third parties

	CAD (\$)
GIC Commission	2,207.50
Total payments BMO Nesbitt Burns received from third parties in 2021	2,207.50

▶ Bulletin board

The USD/CAD conversion rate is: 1.2376, as of October 31, 2021

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Account Number: **460-16010**
 Account Type: Regular Account
 For the Period: **October 1 to 29, 2021**
 Last Statement: September 30, 2021

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

Address Information

255 Queens Avenue
 Suite 900
 London ON
 N6A 5R8



Phone: (519) 679-9490
 Website: www.scotiawealthmanagement.com
 Branch Manager: Christie Nicolacopoulos



Your Wealth Advisor

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

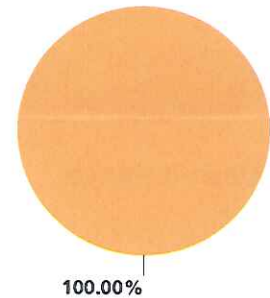
Your Investment Team

Michael Willemse (519) 660-3268
 Tammy Jackson (519) 660-3215
 Yousef Nassereddine (519) 660-3224

CANADIAN Account Overview

Currency: Canadian Dollar

Asset Class Summary	Oct. 29, 2021 Market Value	% of Total Assets
■ Cash	1	0.00
■ Fixed Income	799,417	100.00
Total Value of Account	\$799,418	100.00
Total Value on Last Statement, September 30, 2021	\$808,271	



JTA7003819-0010337-02181-0003-0001-00-



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 Investment Industry Regulatory
 Organization of Canada

Details of Your Account Holdings

Type	Security Description	Quantity	Average Cost	Adjusted Book Value	Market Price	Market Value
Cash						
CASH						1
Total Cash						\$1
Fixed Income						
CASH	CI CDN BD CORP CL EF (15137)	23,850.389	10.307	245,842	10.289	245,397
CASH	MACKENZIE GLOBAL TACTICAL INVESTMENT GRADE BD FD SERIES F (4807)	6,995.497	9.975	69,783	9.612	67,241
CASH	MANULIFE STRATEGIC INCOME FUND CL F NL (659)	17,525.281	12.321	215,937	12.317	215,859
CASH	PIMCO MONTHLY INCOME FUND (CANADA) CL M (505)	19,406.883	14.322	277,960	13.960	270,920
Total Fixed Income						\$799,417
Total Account Holdings				\$809,523	\$799,418	

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

Monthly Activity

Date	Type	Activity	Description	Quantity	Price	Credit/Debit(-)
Opening Cash Balance						
\$0.00						
Oct. 01, 2021	CASH	DIVIDEND	PIMCO MONTHLY INCOME FUND (CANADA) CL M (505) REINVEST 09/30/21 @ \$14.0815 PLUS FRACTIONS OF 0.280 BOOK VALUE \$862.92	61		
Oct. 14, 2021	CASH	SELL	MACKENZIE GLOBAL TACTICAL INVESTMENT GRADE BD FD SERIES F (4807) PLUS FRACTIONS OF 0.194 SOLICITED	-6,716	9.6781	65,000.00

Monthly Activity - continued

Date	Type	Activity	Description	Quantity	Price	Credit/Debit(-)
Oct. 15, 2021	CASH	BUY	MANULIFE STRATEGIC INCOME FUND CL F NL (659) PLUS FRACTIONS OF 0.095 SOLICITED AS OF 10/13/21	1,691	12.3559	-20,895.00
Oct. 15, 2021	CASH	BUY	PIMCO MONTHLY INCOME FUND (CANADA) CL M (505) PLUS FRACTIONS OF 0.691 SOLICITED AS OF 10/13/21	1,489	14.0264	-20,895.00
Oct. 15, 2021	CASH	BUY	CI CDN BD CORP CL EF (15137) PLUS FRACTIONS OF 0.031 SOLICITED AS OF 10/13/21	2,020	10.3439	-20,895.00
Oct. 20, 2021	CASH	FEE	MPP MANAGED PORTFOLIOS GST/HST 86817 6249 RT0001 QST/TVQ 1019148099 TQ0001 TID#0110F100127706			-2,046.95
Oct. 20, 2021	CASH	HST	MPP MANAGED PORTFOLIOS GST/HST 86817 6249 RT0001 QST/TVQ 1019148099 TQ0001 TID#0110F100209076 MPP HST-ON 30 Sep 2021			-266.10
Oct. 25, 2021	CASH	DIVIDEND	MACKENZIE GLOBAL TACTICAL INVESTMENT GRADE BD FD SERIES F (4807) REINVEST 10/22/21 @ \$9.6923 PLUS FRACTIONS OF 0.412 BOOK VALUE \$149.37	15		

Closing Cash Balance **\$1.95**

Summary

Income Summary

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

JTA7003619-0010339-02181-0003-0002-00-

Meeting Date: December 9, 2021 **Item 7.1 (m)**
Report Date: November 26, 2021
Submitted by: Natasha Pozega

Subject: St. Clair River Area of Concern Update

Recommendation:

That the Board of Directors acknowledges the report dated November 26, 2021 on the St. Clair River Area of Concern (AOC).

Background:

RAP Coordination

The St. Clair Region Conservation Authority was selected as the winning bid to *Coordinate Data Compilation, Report Writing, and Engagement for Fish Consumption and Habitat Beneficial Use Impairments* for Environment and Climate Change Canada. The initial contract period is now in effect until March 31, 2023, with an optional extension until March 31, 2024.

Meetings

Canadian RAP Implementation Committee (CRIC)

- Next Meeting: January 20, 2022

Fish and Wildlife Populations and Habitat Sub-committee

- November 17, 2021
- Next Meeting: January 2022

Friends of the St. Clair River (FOSCR)

- September 28, 2021
- Next Meeting: December 8, 2021

Outreach and Engagement

The Friends of St. Clair River and the RAP office continue to partner on the production of St. Clair River News, a free monthly e-newsletter. The goal of this newsletter is to increase awareness and engagement in the Area of Concern and highlight environmental initiatives happening in the region.

Links to Recent Newsletters:

- [September 2021 E-Newsletter](#)
- [October 2021 E-Newsletter](#)
- [November 2021 E-Newsletter](#)

Each of the past newsletters can be viewed at friendsofstclair.ca/about-us/newsletters/.



The 2021 St. Clair River Area of Concern Annual Report is now complete. The report highlights some of the key accomplishments for the year, including:

- Redesignation of BUI 4: *Fish Tumours and Other Deformities*,
- AOC Science Symposium Virtual Information Series,
- AOC Story Map,
- New monthly E-Newsletters,
- AOC Video

This is the first Annual Report for the St. Clair River Area of Concern. The report will enter circulation in December.

Figure 1: St. Clair River AOC Annual Report Cover

Strategic Objectives(s):

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

Meeting Date: December 9, 2021
Report Date: November 25, 2021
Submitted by: Girish Sankar

Item 8.1

Subject: WECI Projects

Recommendation:

That the Board of Directors acknowledges the report dated November 25, 2021 on the updates to the WECI Projects across the watershed and further approves the General Manager to award the project to the preferred consultant.

WECI 2021-2022 Projects:

Structure	Project Name	Description of Work	Status
1) Sarnia Shoreline Protection	Shoreline Repair (Helen and Kenwick St) Phase 3A	Carry out Shoreline stabilization for Phase 3A	Completed April 2021
2) Head Street/ Coldstream Dams	Decommissioning Study	Decommissioning study for the Head street and Coldstream dams	RFPs have been forwarded to Consulting Engineering firms

3) Engineering inspection of Authority Structures:

SCRCA has received 3 proposals from consulting engineers that includes:

- 1) Engineering inspection of all authority owned structures
- 2) Operating criteria review for the McKeough Dam

Consulting company	Total cost
True Consulting	\$28,339
ARIK Engineering	\$33,500
Western University	\$28,000

SCRCA staff recommend the project be awarded to True Consulting at a cost of \$28,339 +H.S.T



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

4591 Lambton Line, RR 4, Dresden, ON N0P 1M0
Tel: 519-692-5148 Fax: 519-692-5511 Public Works: 519-692-5018
Email: admin@dawneuphemia.on.ca Website: www.dawneuphemia.ca

November 3, 2021

St. Clair Region Conservation Authority
205 Mill Pond Cres.
Strathroy, Ontario
N7G 3P9

Via email tprince@scrca.on.ca

Ms. Prince,

At the regular meeting of Council, on Monday, November 1, 2021, the 2022 St. Clair Region Conservation Authority budget was presented to Council, and the following resolution was passed:

2021-174

SCRCA 2022 Budget

That Council acknowledges receipt of the St. Clair Conservation Authority 2022 Draft Budget; and further Council requests the SCRCA keep the overall increase to Ontario Consumer Price Index (CPI).

Carried

Should you require anything further at time, or wish to discuss this further, please do not hesitate to contact the Municipal Office.

Kind Regards,

Terri Towstiu
Deputy-Clerk



St. Clair Region Conservation Authority

2022 Fees

Note: All fees include applicable taxes and may be changed by resolution of the Board of Directors

CAMPING FEES	2022
Reservation Fee	\$ 14.00
Cancellation Fee	\$ 20.00
Reservation Change Fee	\$ 6.00
Peak Season June 27, 2020 - September 7, 2020	2022
Daily, Unserviced	\$ 40.00
Daily, Serviced (hydro & water)	\$ 50.00
Daily, Serviced (hydro only)	\$ 46.00
Weekly, Unserviced	\$ 240.00
Weekly, Serviced	\$ 300.00
Monthly, Unserviced (4 weeks)	\$ 864.00
Monthly, Serviced (4 weeks)	\$ 1,080.00
Off-Peak April 25 - June 26 2020, Sept. 8 - Oct. 12 2020, excluding Victoria Day Weekend & Thanksgiving Weekend (long weekends at peak season rates)	2022
Daily, Unserviced	\$ 32.00
Daily, Serviced (hydro & water)	\$ 37.50
Daily, Serviced (hydro only)	\$ 37.50
Weekly, Unserviced	\$ 210.00
Weekly, Serviced	\$ 250.00
Monthly, Unserviced (4 weeks)	\$ 756.00
Monthly, Serviced (4 weeks)	\$ 900.00
Seasonal Camping Season Fees – April 25, 2020 - Oct. 12, 2020	2022
Full Payment made on or before April 15, 2018	\$ 2,500.00
First instalment payment on or before April 15, 2018	\$ 1,700.00
Second instalment payment on or before June 1, 2018	\$ 850.00
Half Season, (after August 1)	\$ 1,250.00
Quarter Season, (after Sept 1)	\$ 625.00
Seasonal late payment fee	\$ 75.00
Non-refundable seasonal site deposit for the following season (beginning in the fall of 2020 for the 2021 season) - Due October 12, 2020	\$ 200.00
Miscellaneous Fees	2022
Overnight Visitors (per person)	\$ 10.00
Sewage Pump Out per service fee	\$ 40.00
Sewage Pump Out seasonal fee (bi-weekly)	\$ 240.00
Sewage Pump Out seasonal fee (weekly)	\$ 480.00
Exterior fridge/freezer charge	\$ 180.00
Extra hydro fee for electric golf cart	\$ 210.00
Golf Cart (day/month)	\$10.00/\$75.00
Ice	\$ 4.00
Firewood (bundle)	\$ 9.00
DAY USE FEES	2022
Vehicle	\$ 10.00
Pedestrians/Cyclists (16 & over)	\$ 2.00
Seasonal Day Pass	\$ 70.00
Buses	\$ 50.00
Open Pavilion reservation	\$ 60.00
Closed in Pavilion reservation (Warwick/LC Henderson)	\$ 100.00
Maple Syrup Festival - Vehicle Entry	\$ 5.00
Highland Glen Conservation Area	2022
Daily boat ramp fee	Pending
Seasonal boat ramp fee	Pending

CONSERVATION SERVICES FEES		2022
Managed Forest Tax Incentive Program Plan Approvals		
Field Work / Forest Inventory		\$75.00/hr/person
Plan Review & Approval Process (including site visit)		\$350.00/plan
Plan Creation & Plan Approval (includes field work)		
10 to 20 acres		\$600.00/plan
20 to 40 acres		\$700.00/plan
Greater than 40ac		\$900.00/plan
Timber Management		
Field Work / Site Visit		\$75.00/hr/person
Timber Report Creation		\$150.00/person/field day
Drain Maintenance Program		
Spot spray application for vegetation control in drains		\$1050 per ha + chemical Or \$130/hr + chemical for spot treatment applications
Tree Planting (Private Lands) These are guidelines, pricing is dependant on size and location		
Large Stock Program		Cost vary according to size and species
Tree Seedlings		Cost vary according to size and species
Seedling Tree Planting Services Machine planting:		
500 - 999 trees		\$1,250.00/site
1000 – 1999 trees		\$1.25/seedling
2000 plus trees		\$1.20/seedling
Larger sites requiring more than 5000 trees		Quotation provided
Coniferous plantations		10% reduction (>1000)
Includes tree planting and initial herbicide application - HST will be added		
Seedling Tree Planting Services Hand planting:		
Refill planting up to 500 trees		\$1250.00/site
More than 550 trees		\$2.25/tree
Includes tree planting and initial herbicide application - HST will be added		
Herbicide Tending		
up to 750 seedlings		\$300.00 / min charge
750 to 3000 trees		\$0.40/seedling/max charge
more than 3500 trees		\$1225.00
up to 1000 trees requiring backpack sprayer		\$0.35/seedling
>1000+ trees requiring backpack sprayer		\$500.00/site
		\$0.50/seedling
Tree Species (Subject to Availability)		
Coniferous Trees	Native & Traditional Species - bareroot transplant seedlings 20-35 cm tall	
Deciduous Trees & Shrubs	Native & Traditional Species - bareroot seedlings are 25-60 cm tall	
<i>All seedlings will be grown from seeds collected in seed zones suitable to St. Clair Region</i>		



Planning and Regulation Fees

The fee schedule is revised annually by the Authority's Board of Directors. If an applicant has concerns with a fee charged, they have the right to appeal to the Authority's Board of Directors after the fee has been paid. To appeal a fee which has been charged, the applicant must submit a written request to the Authority's Board of Directors via the General Manager outlining their concerns with the fee charged. Written concerns should be submitted to stclair@scrca.on.ca. The decision to revise the fee will be made by the Authority's Board of Directors via an impartial review by the General Manager and Director of Finance. This is in accordance with the MNR/CO Policies and Procedures for Charging of CA Fees, 1997 and the SCRCA Fee Administration Guidelines.

Administrative Fees	2022
Processing Fee	\$140.00
Legal Inquiries	\$220.00
Site Inspection/Meeting Attendance	\$255.00
Technical Report Review	2022
Includes initial review of complete report; review of revised reports are subject to surcharge. Technical Report Review fees are in addition to application fees.	
Terms of Reference ¹	\$435.00
Engineering Study/Technical Report (floodline, geotechnical, meander belt, slope stability, natural heritage, coastal ²)	
Standard	\$460.00
Major - Complex features, potential impact	\$840.00
Environmental Impact Study / Development Assessment Report	
Minor - limited assessment required, adjacent to feature	\$1,060.00
Standard - scoped technical assessment, adjacent or within feature	\$1,980.00
Major - comprehensive technical assessment, adjacent or within feature	\$5,020.00
Mitigation / Monitoring Report	\$795.00
Hydrogeological Assessment	\$1,585.00
Stormwater Management Plans	
Preliminary Concept	\$400.00
Detail Design	\$770.00
Additional Review of Revised Report	25% Surcharge

¹Terms of Reference fee is reduced from the Technical Report Review fee.

²SCRCA will generally require shoreline development to be reviewed by the Conservation Authority retained coastal engineer. Costs for review are to be borne by the proponent. In this case, a Technical Report Review fee would not apply. As per Board of Directors approval November 10, 2016.



Planning and Regulation Fees

Fees are per application unless otherwise noted. Applications are assessed for Natural Hazard and/or Natural Heritage features and fees will be charged accordingly.

	2022
Pre-consultation/Property Inquiry ³	\$280.00
Natural Hazards	
Minor Variance (Waterfront ⁴ 2x)	\$220.00
Severance (per lot created; Waterfront ⁴ 2x)	\$305.00
Site Plan Approval	\$325.00
Major - large scale, complex features, requiring technical studies.	\$765.00
Zoning By Law Amendment	\$325.00
Major - large scale, complex features, requiring technical studies.	\$505.00
Official Plan Amendment	\$325.00
Major - large scale, complex features, requiring technical studies.	\$510.00
Natural Heritage	2022
Minor Variance	\$365.00
Severance (per lot created)	\$550.00
Site Plan Approval	\$495.00
Major - large scale, complex features, requiring technical studies.	\$1,000.00
Zoning By Law Amendment	\$575.00
Major - large scale, complex features, requiring technical studies.	\$1,000.00
Official Plan Amendment	\$575.00
Major - large scale, complex features, requiring technical studies.	\$1,000.00
Draft Plan of Subdivision/Condominium	2022
< 20 Units	\$1,600.00
21-50 Units	\$3,270.00
> 50 Units	\$4,360.00
Additional Natural Heritage Fee	
< 20 Units	\$720.00
21-50 Units	\$1,440.00
> 50 Units	\$2,160.00
Clearance of Conditions (per condition)	\$320.00
Redline Revision (applicant initiated)	25% of initial fee

³This fee will be deducted from the application fee when a formal application is submitted.

⁴Waterfront includes properties within the Shoreline Hazard along Lake Huron, St. Clair River, Chenal Ecarte and Lake St. Clair.

Ontario Regulation 171/06 Review Fees

Application fees are applied per works/project.

	2022
Property Inquiry ⁵	\$280.00
Application Fees	
Minor Works Routine Permit Limited review, minor in nature relative to cost, location, or impact	\$240.00
Standard Works Minor Permit A Small scale, and/or consistent with policy	\$470.00
Major Works Minor Permit B Medium scale, primary structures, and/or consistent with policy	\$730.00
Complex Works Major Permit Large scale, requiring technical studies, and/or inconsistent with policy	\$1,235.00
Drainage Act Review⁶	
DART Review	
Minor - project value under \$500.00	\$65.00
Standard	\$380.00
Major - wetland	\$1,010.00
Engineer's Report Review	\$510.00
Other Fees	
Aggregate Resources Act review	\$3,355.00
Environmental Assessment Act	
Standard	\$3,355.00
Major	\$8,385.00
Commercial Renewable Energy Projects	Double
Golf Course Development/Realignment	\$1,010.00
Hearing Request	\$805.00
Application Revisions and Permit Revisions/Extensions	\$135.00
Applications for Work Proceeded without Authorization	Double

⁵This fee will be reduced from the application fee provided no change has occurred in the proposal and the application moves forward within a 2 year limit.

⁶If an Ontario Regulation 171/06 application is required for a drain enclosure, or works within or adjacent to a wetland additional fees, as appropriate, may be charged. Section 76 reports are exempt.

ADMINISTRATION FEES	2022
Administrative Fees negotiated by contract	
NSF Cheques	\$55.00
Processing Fee - Oil & Gas Long term	
a) Oil & Gas Long Term	\$340.00
b) Annual	\$550.00
GIS Services (plus tax)	2022
Data Requests (includes up to 3 data sets, \$100.00 per additional data set)	\$330.00
GIS Service Fees (per hour, minimum 1 hour charge)	\$105.00
Digital Aerial Photography (requires license agreement) per tile	\$60.00

EDUCATION FEES	2021/2022
Half Day Class/Student	\$5.50
Minimum Charge for other programs (per instructor)	\$110.00
Full Day Class/student	\$10.00
Minimum Program Fee for Full Day	\$200.00
In Class program (without sponsors) first class	\$100.00
In Class program (without sponsors) second class same school/day	\$75.00
ICE (Innovation, Creativity & Entrepreneurship) per day	\$400.00
SHSM (Specialist High Skills Major) 1/2 day	\$250.00
SHSM (Specialist High Skills Major) Full day	\$400.00
Webinar Program Fee - 1 hour session	\$500.00
Nature in Your Neighbourhood Schoolyard Program Fee - 1 hour session	\$100.00
Nature in Your Neighbourhood Schoolyard Program Fee - second class, same school/day	\$75.00
Live-Stream with a Naturalist Program Fee - 1 hour session	\$100.00
WATERSHED SERVICES TECHNICAL FEES	2022
Technical Reports - Adobe digital (pdf) format on CD	\$60.00
Data and Information Requests	
a) HEC II, HYMO, Hyrdo Pak, Streamgauge, Precipitation, Meteorological or Flow Data	\$100.00
b) Additional cost for data or information collection in excess of one hour	\$55.00/hr
c) Additional cost for CDs or printed reports	\$60.00
Miscellaneous Fees	
Hunting - McKeough Properties Only (annual permit)	\$70.00
Trapping Permit	\$10.00

Meeting Date: December 9, 2021
Report Date: November 24, 2021
Submitted by: Sarah Hume

Item 8.6

Subject: Document retention and destruction of identified documents

Recommendation:

That the following documents be scheduled for destruction in accordance with the St. Clair Region Conservation Authority Official Records and Retention Policy (section 25 of the General Administration Manual)

Documents to be destroyed:

- 2014 accounts payables, including government remittances, OMERS remittances, group benefit remittances and property tax remittances.
- 2014 deposits, including camping deposits and invoices
- 2013-2015 vehicle inspection sheets

Background:

The current retention policy states that accounts payable and accounts receivable documents are to be retained for 7 years.

The current retention policy states that vehicle records are to be retained for 6 years.

Meeting Date: December 9, 2021
Report Date: November 24, 2021
Submitted by: Chris Durand

Item 8.7

Subject: Disposal of Non-functional, Non-essential and Surplus Equipment

Recommendation:

That the Board of Directors acknowledges the report dated November 24, 2021 regarding the disposal of non-essential and surplus equipment and approves the disposal method as outlined.

Background:

The following surplus equipment has no value, and will be disposed of:

Lexmark 543dn Printer S/N 9468NNZ – surplus	Donated (no value)
Desktop PC C0090 – 11 years old, 32-bit machine – not compatible	Donated (no value)
Microwave no longer working	Electronics disposal

Meeting Date: December 9, 2021
Report Date: October 21, 2021
Submitted by: Tracy Prince

Item 8.8

Subject: Admin Manual Policy – Vaccination Policy Board
Members/Directors

Recommendation:

That the Board of Directors acknowledges and supports the draft Covid-19 Board Vaccination Policy, as presented, approves implementation of the Board Policy effective _____ and further directs staff to develop policies for visitors and contractors.

Background:

Recommendations from Medical Officers of Health

A number of medical officers of health across various public health units have now issued some form of “advice, recommendation, or instruction” on the topic of workplace vaccination policies.

Many of our community partners as well as municipalities throughout the province have implemented such a policy and require attestations from organizations performing work on their properties. Additionally, Middlesex-London Medical Officer and Lambton County’s Acting Medical Officer of Health have strongly recommended that all employers implement mandatory COVID-19 vaccination policies within their workplaces, subject only to human rights considerations.

Since the start of this pandemic, the health and safety of our employees and the public we serve has been a priority. The SCRCA has followed Public Health guidelines and implemented measures in our workplaces such as wearing masks/face coverings, physical distancing, hand hygiene and increased cleaning practices. However, the COVID-19 virus and its variants continue to present a risk in our community and workplaces.

SCRCA and SCRCA Board Members have a duty and commitment to protect the health and safety of its employees and those it supports.

Further to this policy a Visitor and Contractor vaccine policy will be developed as we move to reopening, returning to the office and face-to-face meetings.

Vaccination Policy – Board Members - Draft – October 21, 2021

PURPOSE

St. Clair Region Conservation Authority (SCRCA) has an obligation to take all necessary precautions to protect the health and safety of its workforce, and recognizes the importance of immunization to reducing the risk of serious infection and transmission of infection among employees and those it supports. To that end, we will strive to do everything we reasonably can to fight COVID-19.

SCRCA expects all Board Members to receive the COVID-19 vaccine.

APPLICATION

This Policy applies to all SCRCA Board Members, attending in-person Meetings.

EFFECTIVE DATE

This Policy is to take effect immediately.

POLICY REQUIREMENTS:

Board Members and Directors

Will be required to be fully vaccinated as a condition of appointment to the Board and provide proof, within 48 hours of the scheduled in-person meeting. If not fully vaccinated will not be able to attend in-person meetings and will not be entitled to compensation including per diem and mileage.

In the event that you experience any of the COVID-19 identified symptoms as per Ontario Ministry of Health it is your duty to not attend the meeting. If symptoms develop after the meeting you must report your COVID-19 test results to the Board Coordinator for contact tracing purposes immediately.

Important notes:

Board Members/Directors who submit false test results will be subject to disciplinary action up to and including removal from the Board.

“full vaccination” means having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and having received the final dose of the COVID-19 vaccine at least 14 days prior to the meeting/event.

Proposed Changes to Administration Manual					
Page	Section	Item	Section Title	Reason for Change	What has Changed
1	Table of Contents	8-50	Various	Item Number Correction	Due to addition of policies
1	Table of Contents	10	Vehicles, Equipment and Fleet Vehicle Policy	Item Number Correction	Inclusion of Fleet Vehicle Policy (previously standalone)
3	1	7	Introduction	Clarification/wording	The words his/her are used interchangeably in this document. The words he or she or they are used interchangeably in this document and are used to include all individuals no matter how the individual identifies.
4	2	1.2	Code of Conduct	Grammatical	If possible, the employee should also sign a statement of refusal to sign.
6	2	7.1	Code of Conduct	Grammatical	Recipients should not allow themselves to reach a position where they potentially might be, are, or appear to have been influenced in making a decision deciding as a consequence of accepting such hospitality.
8	2	12	Code of Conduct	Addition	General Provisions 12.1 All employees are required to ensure that they arrive to work "fit for Work" and able to perform duties as specified in their job description 12.2 All employees and volunteers will be trained and sign off on current Health and Safety Awareness Training, as well as any job specific training required by their supervisor.
13	4	1.4.3.2	Hours of Work & Overtime	Grammatical	And that the employee agrees to work up to the specified hours exceeding a 48 hour 48-hour work week but not exceeding 60 hours per week.
13	4	1.4.3.3	Hours of Work & Overtime	Addition	Employees in agreement will average the numbers of hours worked over separate, non-overlapping, contiguous periods of 4 weeks for the purpose of determining the employee's entitlement to overtime pay.
14	4	3.3	Hours of Work & Overtime	Clarification/wording	Accrual/Banking (SDO):
15	4	3.4.2	Hours of Work & Overtime	Addition	Employees are not eligible if they are on a Emergency Work From Home order, or on a modified Work From Home program approved by the General Manager.
15	4	3.5.1	Hours of Work & Overtime	Clarification/wording	Employees will be expected to make arrangements plan for personal appointments on their own time, taking advantage of their SDO
16	4	3.10.1	Hours of Work & Overtime	Clarification/wording	A non-exempt employee who is required to remain on-call on Authority premises is working while on-call and must be compensated (paid for actual hours working)

Proposed Changes to Administration Manual					
Page	Section	Item	Section Title	Reason for Change	What has Changed
18	5	1	Summary of Benefits	Grammatical	St. Clair Region Conservation Authority will strive to mitigate financial impact on permanent full-time full-time employees, by bridging employee salary after exhausting accumulate sick time, vacation time earned and any other bank time to the LTD threshold of 75 consecutive working days (105 consecutive days).
20	5	3.2.2	Summary of Benefits	Addition	Vacation is earned in half day increments and need to be taken in the same increment. If paid out then vacation is paid on actual prorated earned amount.
21	5	4.3.5	Summary of Benefits	Addition	Scheduled Vacation/SDO
22	5	4.12	Summary of Benefits	Addition	Employee must advise their supervisor of their sick day off through e-mail or phone.
26	5	11.2.2	Summary of Benefits	Grammatical	The Authority shall undertake to contribute such amount from time to time as may be required, in addition to the contribution made by the employee, to insure ensure that benefits stipulated in the plan will be provided in full.
36-37	8	1.2	Definition and Policy for Acting GM	Addition	Addition of policy (approved at the Nov 4, 2021 Board Meeting)
47	10	4.13.13	Vehicles, Equipment and Fleet Vehicle Policy	Clarification/wording	If the collision involves an unattended vehicle, you must attempt to notify the owner. If that is not directly possible, attach a note to the vehicle asking the owner to contact you. Notify the police immediately telling them that you have attempted to make contact with the owner.
53	12	1.2	Training and Development	Addition	Where the course is graded, reimbursement will occur once an employee can provide successful completion/passing grade.
53	12	1.3 - 1.5	Training and Development	Item Number Correction	Due to addition of item 1.2
55	12	4.1.4	Training and Development	Clarification/wording	All awards will bear suitable engraving and/or SCRCA logo, where appropriate
57	13	4.2	Accessibility, Customer Service and Training Protocol for Persons with Disabilities	Clarification/wording	When providing any documentation to a person with a disability, the Authority shall do so in a manner and a format that takes into account considers the person's disability.

Proposed Changes to Administration Manual					
Page	Section	Item	Section Title	Reason for Change	What has Changed
57	13	4.4	Accessibility, Customer Service and Training Protocol for Persons with Disabilities	Clarification/wording	If requested, an alternate format shall be provided in a manner in which is agreed upon between the requester and the Authority, and which takes into account considers the person's disability (e.g. Braille, audio recordings, electronic copies).
58	13	6	Accessibility, Customer Service and Training Protocol for Persons with Disabilities	Clarification/wording	The Authority strives to provide assistance aid those with disabilities by providing accommodations to enhance their work environment.
70	19	1-5	Vaccination Policy	Addition	Vaccination Policy for staff previously reviewed at the November 4, 2021 meeting
83	25	2.1	Security and Maintenance	Clarification/wording	Keys for building are held and distributed by the Administrative Executive Assistant.
83	25	3.1	Security and Maintenance	Removal/Addition	Conservation Authority staff who have trailers at regional campgrounds are providing additional security and site supervision for the Conservation Area, therefore the General Manager is authorized to waive their campground fees when appropriate contracts security services for the regional campgrounds.
84	26	1.1	Risk Management	Staffing Change	The Director Manager of Lands is the Authority's Management Representative on the Health and Safety Committee.
88	26	5	Risk Management	Clarification/wording	The General Manager (or appropriate designate) will, upon receipt of a verbal or written complaint, conduct an investigation investigate in confidence.
92	27	5.4	Official Records and Retention	Clarification/wording	Where approval has been granted to go through the files, remove material from the files or to remove the files from the Administration Office, records of a record of what is taken and when it is to be returned shall be kept by those supervising the release of this material.
105	29	7.2.5.2	Mandate, Committees and Directors	Removal	To continue to develop, manage and operate the A.W. Campbell House Museum and Marsh General Store as demonstrations of early rural Ontario social, economic and political life and its relationship to natural resources. (SCRCA no longer owns or manages this building)
105	29	7.2.5.3	Mandate, Committees and Directors	Removal	To develop operating plans, pricing policies and marketing strategies for A.W. Campbell House Museum. and the Marsh General Store (SCRCA no longer owns or manages this building)

Proposed Changes to Administration Manual					
Page	Section	Item	Section Title	Reason for Change	What has Changed
113	30	2	Committee Rooms	Addition	Use by government related bodies will provide during regular business hours, at no cost to the agency and subject to availability or to other appropriate organizations at a rate of \$50 \$100.00 per day.
122	34	2.1.2	Mail	Clarification/wording	More than 1 day, the mail will be routed by the Officer-in-Charge/ Acting GM .
112	34	2.1.3	Mail	Clarification/wording	The Officer-in-Charge/ Acting GM will keep the General Manager informed by report and/or copy on sensitive issues.
131	40	3.1	Building Closure	Clarification/wording	Each Supervisor may make a determination decide to send employees home early and will be responsible for ensuring the level of staff commensurate with the maintenance of operations in the department.
141	41	5.4.3	Computer Usage and Social Media	Clarification/wording	If there is anyone else on your contact list who have not provided either express or implied consent (e.g. purchased a mailing list, etc.) or who have not signed up, become a member, volunteered, made a donation donated , or provided express consent, you may not send them any electronic messages after July 1, 2014.
148	43	9.1	Miscellaneous Finance and Administration	Staffing Change	Contact: Marlene Dorrestyn Board Coordinator to arrange a time to address the Board
152	44	1.5	Purchasing and Resource Commitment	Removal	SCRCA no longer uses purchase orders
153	44	1.5 - 1.6	Purchasing and Resource Commitment	Item Number Correction	Due to removal of item 1.5 Purchase Orders
154	44	2.5.2	Purchasing and Resource Commitment	Removal	Each invoice is to be carefully matched with the related purchase order and packing slip and verified as to goods and price. (SCRCA no longer uses purchase orders)
154	44	2.6.1	Purchasing and Resource Commitment	Removal	Office and technical supply needs should normally be placed through the Accounting Department by means of a purchase requisition unless extenuating circumstances do not permit same.

Proposed Changes to Administration Manual					
Page	Section	Item	Section Title	Reason for Change	What has Changed
156	44	Appdx. 1	Purchasing and Resource Commitment	Clarification/wording	All other staff \$500 Field Superintendents \$500 Planners \$500 Conservation Education Co-ordinator \$500 Conservation Service Specialist \$500 Technicians, Administrative Staff \$500
161	46	5.3	Investments	Clarification/wording	Type and term limitations shall be reviewed annually by the Conservation Authority General Manager and this policy shall be amended as necessary to minimize the Conservation Authority's exposure to changes in the financial marketplace after giving consideration to considering the available financial information.
167	48	4.1	Signing	Clarification/wording	For internal control purposes the use of Electronic Signature and Signature stamp of the Chair and/or Vice Chair is limited to the Administration Department and will only be applied based on receipt of verification from the Chair or Vice Chair that they are in agreement agree and aware of the use of their signature.



Meeting Date: December 9, 2021 **Item 8.10**
Report Date: November 29, 2021
Submitted by: Greg Wilcox

Subject: November 29th Highland Glen Committee Meeting

Recommendation:

That the Board of Directors change the designation of Highland Glen Conservation Area from a regional Conservation Area to a local/rural Conservation Area for 2022 and beyond, and that the Board of Directors accepts the recommendation of the Highland Glen Committee and directs staff to begin discussions with the Town of Plympton-Wyoming regarding the transition of ownership of the Highland Glen Conservation Area to the Municipality.

Background:

The Highland Glen Conservation Area was purchased by SCRCA in 1976 and 1977 to provide public access to the Lake Huron shoreline. It comprises approximately 26 acres of predominantly wooded land. Situated on the Lake Huron shoreline, it is located in Plympton-Wyoming, approximately 10km west of the Town of Forest. The Conservation Area contains an access roadway, parking lot, pavilion, and boat ramp with seawall and groyne protection. The boat ramp remains closed at this time due to facility damage and safety concerns.

In October of 2021, the Highland Glen Boat Ramp Committee was formed to evaluate the Authority's options including review of the funding model, review of AECOM's report, and to develop recommendations for the full Board's review.

November 29, 2021 Highland Glen Boat Ramp Committee Meeting:

The Highland Glen Boat Ramp Committee convened at the Highland Glen CA for a site visit followed by a meeting at the Camlachie Firehall. The committee reviewed reports on the Authority Conservation Area funding model, the history of the Highland Glen CA, and the AECOM report on the Highland Glen boat ramp.

The Committee passed the following motion, including recommendations for the full Board's review.

Stark – Loosley

"That the Committee recommends to the SCRCA Board of Directors the re-designation of the Highland Glen Conservation Area from a Regional to Local Conservation Area and that the property ownership and maintenance be ceded to the Municipality of Plympton-

Wyoming through steps as recommended by Administration using the McEwen property as a model, under the same condition that the lands remain a public domain and further, that no funding, beyond the approved 2022 budget, be provided by the Authority to rehabilitate the boat launch.”

CARRIED

Financial Impact:

The Authority would move forward with 2022 budgeted repairs at Highland Glen CA, including beach access stairs (\$10,000), West Breakwater damage repair (\$9,000), and Northeast Breakwater damage repair (\$12,000).

All costs associated with the transition of ownership would be the responsibility of the Town of Plympton-Wyoming.

Peacekeeper Park, A Living Memorial was founded in 2001 and the brain child of the late Major Eugene Smith Retired of Petrolia. We are a non for profit registered charity.

It was brought to our attention, that the St. Claire Conservation Authority may have land available that we could utilize. In June of 2021, the Lambton Council, motioned by Mayor Mike Bradly, voted unanimously to help us move to Lambton County. Mayor Brad Loosely of Petrolia noted that Highland Glen or Lorne Henderson Conservation Areas may be available.

We understand that if the Peacekeeper Park is indeed granted park land in Lambton County, that should we move, or dissolve as a charity, we would return the land to the county in the state that we received it and keep it park land. Mayor Loosley, also noted in conversations, that should we be granted Highland Glen, we would be responsible for the upkeep of the boat launch. We are willing to take on this responsibility, should it be an option.

As conservation of our land is very important to us at Peacekeeper Park, we also plan on doing an environmental land study on our new home to see how many people can be accommodated without doing damage to the lands.

The original goal of Peacekeeper Park, was to honour Canadian Peacekeepers, and open a training centre for cadets with the closing of Base Ipperwash. We also opened it up to the military and first responder groups to use our grounds for training purposes.

In our second year, we started a summer camp for youth with special needs. Its original goal was to fill the need for a summer camp program for cadets with disabilities as they were not accepted in to the cadet summer programs. Everyone slept in tents, and roughed it cooking on camp stoves. It was a huge success.

After a year or so, we started to get calls from Scout and Guide groups with the closing of their camp facilities. Soon followed other various youth groups, as we continued to grow. Every weekend from early spring to late fall the park was filled with youth from all over Ontario.

Within short order, our summer camp program had exploded, and we started to accept youth (ages 12-21) with disabilities to our program, no longer needing to be a cadet that was turned away from the cadet camps. There are no summer camps for this population in this age group in the area. We were turning away campers the demand was so huge. All of the staff for this program has always been a fabulous group of very dedicated volunteers.

We offer a significant amount of programming while at Peacekeeper Park by our fully trained in house instructors.

- Canoeing
- Abseiling
- Rock Wall
- Low Ropes & team building
- Confidence Course
- Hiking
- Archery

Our programming is very popular with populations of youth at risk, including 2+LGBTQ. We offer a lot of unique programming that allows for youth to be in a safe space to step out of their comfort zones.

As many youth groups encourage citizenship & community service, we offer plenty of opportunities for youth to gain these hours. These youth have built first aid rooms, our cabins, done our landscaping, cooking, office work just to name a few of the things they help us with. Even as we are tearing down our location, we are still utilizing our youth and signing off volunteer hours. We have signed off over **15 000** hours for local youth. One of our current volunteers, a student from North Lambton Secondary School is going to be graduating with well over 500 hours this spring, all earned at Peacekeeper Park. He is eligible for several bursaries because of it.

Our memorial path, had a cross in recognition of every Peacekeeper killed in action in a peacekeeping mission, along with story boards telling about the various peacekeeping missions that Canada had taken part in.

Our cabins were named in honour of fallen soldiers, including local veterans, Gunner Wally Clark of Petrolia, Pvt William Cushley of Port Lambton. Our tower was named in honour of Cpl Brent Poland of Chamlachie. We intend to keep this tradition going.

We offer free accommodations and use of the park for any members of the military. Any first responder groups can utilize our grounds for training purposes for no cost. Groups we have hosted in the past are the London OPP tactical units, K9 clubs, search and rescue. We worked with the Malahide Fire department, and built windows in to our abseil tower, and they used the tower for training purposes. Our tower was also used for heights training for the Ministry of Labour.

As we are planning our move, we plan on expanding our memorials and programming. We would like to honour first responders, focusing on local members who have lost their lives in the line of duty.

We very much look forward in working with the St. Claire Conservation Authority in the future, to help bring this amazing program to Lambton County.

Meeting Date: December 9, 2021 **Item 9.2**
Report Date: November 10, 2021
Submitted by: Tim Payne
Greg Wilcox
Subject: Lands for Use by Peace Keeper Park

Recommendation:

That the Board of Directors acknowledge this report on possible locations to lease land to Peacekeeper Park, and that the SCRCA does not have available lands that meet the requirements provided by Peacekeeper Park.

Background:

Peacekeeper Park is a not-for-profit organization dedicated to honouring and paying tribute to Canadian peacekeepers and emergency first response personnel through various initiatives including public memorials, public programming, youth camps and youth programming. It attracts many visitors to its site.

Peacekeeper Park most recently operated out of lands owned and operated by the Kettle Creek Conservation Authority and their lease with the Authority has expired. The organization is now looking for alternate lands capable of housing their facilities and amenities and hosting their activities. Specifically, Peacekeeper Park is looking for lands large enough (approximately 20 acres), on or near a body of water, to accommodate, amongst other assets, the following:

- a memorial to the fallen,
- four (4) cabins capable of accommodating twelve (12) campers each,
- staff/volunteer quarters (accommodations),
- a kitchen,
- a dining hall,
- a boardroom,
- and various outdoor amenities and equipment such as a climbing wall, archery range, and agility/fitness courses.

Upstream McKeough Agricultural Lands

The St. Clair Region Conservation Authority McKeough Upstream lands do not currently meet the criteria the Peacekeeper Park group is looking for. None of the lands have services such as electricity, potable water, or sanitary systems. These lands were acquired due to flooding that occurs during the operation of the W. Darcy McKeough Dam. These lands are either natural or pre-existing agriculture lands. New 5-year agricultural leases were implemented in 2021 for all agricultural properties. This revenue is used to manage, make improvements, and pay fixed expenses for the lands. In some cases, the lands have passive recreation and/or provide hunting opportunities through a permitting process during the various hunting seasons.

Conservation Areas

SCRCA's Conservation Areas provide recreational opportunities such as hiking, picnicking, fishing, camping, and beach access to the general public. SCRCA's Conservation Areas do not have the acreage requested for lease by Peacekeeper Park without significantly reducing or eliminating the area available to the general public. Reducing public access to Conservation Areas would not align with SCRCA's core mandate to provide passive recreation opportunities to the public.

Agricultural lands within Conservation Areas are currently leased to agricultural tenants. It would be difficult to service these areas as hydro usage is at capacity at the campgrounds. Agricultural lands are leased for between \$133 and \$200 per acre and provide a much needed revenue stream for the Conservation Areas.

The Peace Keeper Park group recently sent a letter dated October 28, 2021 specifically identifying Highland Glen Conservation Area as a potential property for their new location. (*attached*) Highland Glen CA was acquired to provide public access to Lake Huron, which is limited from Sarnia through the Plympton-Wyoming area. This is a popular picnicking and beach attraction with limited day use space. Reducing or eliminating public access would not align with SCRCA's core mandate to provide passive recreation opportunities to the public.

Highland Glen CA is entirely within SCRCA's regulated area for Lake Huron Shoreline Hazards and Riverine Hazards. Development at this location would be subject to geotechnical engineering review, coastal review, and/or floodplain analysis to ensure development would not impact or be impacted by flooding and erosion hazards on the property. Plympton-Wyoming's current zoning indicates the property is zoned H (hazard). This designation does not permit buildings or structures to be erected on the property.

Strategic Objectives(s):

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

Management of Authority Owned Lands: Through the completion of Property Management Plans, the Authority continues to manage its lands to balance revenue production and effective management of woodlands, wetlands, and bio-diversity.

Financial Impact:

Staff have not identified a suitable location at this time. As a result, discussions with Peacekeeper Park regarding lease details have not occurred. The financial impacts of a lease agreement are difficult to determine at this time given several variables:

- Who would assume the cost to provide all sufficient services to the property and buildings?
- If the agreement is terminated, who would assume the costs to decommission the services?
- Potential current revenue lost depending on location
- Would there be a revenue stream from the Peacekeeper Park group?

Mailing Address:
% Sarah Duplisea
6089 Lakeshore Road
Lambton Shores, ON N0N 1J7

28 October, 2021

Ashley Fletcher
Administrative Assistant,
St. Clair Regional Conservation Authority
205 Millpond Cres,
Strathroy ON
N7G 3P9

Ms Fletcher,

It was recently brought to my attention that the Conservation Authority may be considering different options for the land that currently houses the Highland Glen Conservation area at 5046 Lakeshore Road in Plympton Wyoming.

At the Lambton Council meeting held on 2 June, 2021, the council voted unanimously to assist Peacekeeper Park to find new land in Lambton County. We would be absolutely delighted to discuss the option of Highland Glen as a new home to Peacekeeper Park. This is still an unclosed matter on their agenda.

We understand that we would be responsible for the upkeep or the boat launch, and would keep it open to the public. We also understand that the land, should we ever decide to vacate it, would always be used as park land, and not for public sale.

The land would be ideal for us, as while it would still be open to the public for a boat launch, we would be able to re-open our park. In the past, we have opened our lands up to first responders and military for training exercises, and this would be ideal as it would be private and would not disturb any neighbours. We do offer this training for free to any first responder groups. With access to Lake Huron, we would be able to open this up to other search and rescue groups as well; doing our part to keep residents and visitors to Lambton County safe, as well as recognizing those who keep us safe in all that they do.

We have much support from Lambton County service groups should we find appropriate land in the county. This will give us the resources we need to rebuild what we once had and make it even better for everyone who uses the park. Even as we are dismantling our current location, we are still signing 100s of youth volunteer hours as they continue to be our biggest asset in our volunteers.

I understand this is short notice, but I would really appreciate it if I could speak at your meeting scheduled for 4 November, 2021. I would be happy to answer any questions that you may have regarding Peacekeeper Park,

Thank you in advance,

Sincerely,

Sarah Duplisea
Administrative Assistant, Treasure
226-932-1596
peacekeeperpark@gmail.com



Glencoe & District Historical Society
178 McKellar Street
Glencoe, Ontario
N0L 1M0

St. Clair Conservation Authority
205 Mill Pond
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Nov 13, 2021

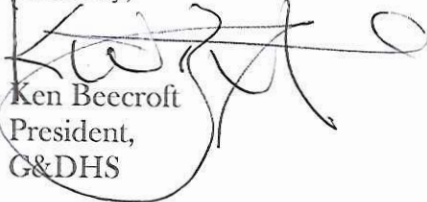
Dear Mr. K. Phillips, General Manager;

The Glencoe & District Historical Society is concerned about your organization's proposal to demolish the original buildings at the A.W. Campbell Conservation Area. Our organization's mandate is to encourage, support and solicit research information regarding heritage buildings in our district. We lend our support to other community groups who are active and interested in the preservation and restoration of heritage buildings.

We would encourage the St. Clair Conservation Authority to review designation for these buildings and to work with individuals and groups in order to seek a solution which can preserve area cultural heritage regarding our pioneer past.

We look forward to a positive outcome for this important issue.

Sincerely;



Ken Beecroft
President,
G&DHS

Cc: Lambton O.G.S.
Strathroy & District Historical Society

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