



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: Director 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 SCRCAs 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 SCRCAs 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. SCRCAs Requirements and Employee Responsibilities

As per the COVID-19 Vaccination policy, SCRCAs 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 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.

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.

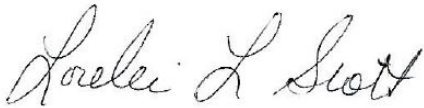
Both Chair Lorie Scott and Vice-Chair John Brennan were congratulated.

BD-21-123

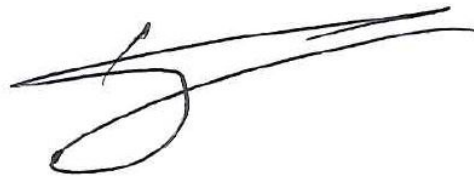
Broad – Burrell

“That the meeting be adjourned.”

CARRIED



Lorie Scott
Chair



Ken Phillips
General Manager