



Board of Directors - Notice of Meeting

April 21, 2022

Time: 10:00 am

Warwick Community Centre - 7074 Egremont Rd., Watford ON

Tentative Agenda

1. **Chair's Remarks**
2. **Declaration of Pecuniary Interests**
3. **Adoption of Agenda**
4. **Investment Presentation**
 - 4.1 Scotia Wealth Management (*BMO postponed to June*)
5. **Minutes**
 - 5.1 Minutes of the February 24, 2022 Board Meeting
 - 5.2 Minutes of the March 31, 2022 Special Board Meeting
 - 5.3 Minutes of the April 14, 2022 Executive Committee Meeting
6. **Reports**
 - 6.1 GM's Report
 - 6.2 Conservation Ontario Report
 - 6.3 Meetings Open to the Public
 - 6.4 Investment Policy
 - 6.5 Highland Glen Agreement and Funding Request
 - 6.6 Risk Management, Signage & Hazard Tree Policy Updates
7. **Board Correspondence**
 - 7.1 Resignation from Director Dan McMillan
 - 7.2 Highland Glen Correspondence
8. **Staff Presentations**
 - 8.1 Foundation Overview
9. **Information Items**
 - 9.1 Acceptance of Information Items
 - (a) Business Arising
 - (b) Current Watershed Conditions
 - (c) Shoreline Projects
 - (d) Bio Department Update
 - (e) Regulations Activity Summary
 - (f) Planning Activity Summary
 - (g) Revenue and Expenditures
 - (h) Disbursements
 - (i) General Levy Update
 - (j) Investments
 - (k) St. Clair River AOC
 - (l) Communications Update
 - (m) Education Update
10. **New Business**
11. **Adjournment**

Additional Items: News Clippings, Updated Membership List

NOTE: *The Thames-Sydenham and Region Source Protection Authority Meeting will take place immediately following. Please remain on Zoom (if applicable) after adjournment of this meeting.*

Disclaimer: Board members, staff, guests and members of the public are advised that the SCRCA Special Meeting and Authority Board meetings are being video/audio recorded, and will be live streamed and posted to the Authority's Youtube channel 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

(Roll call)

1. Chair's Remarks
2. It is requested that each Director declare a conflict of interest at the appropriate time, on any item within this agenda in that a Director may have pecuniary interest.

Regular Business Items

3. **Moved by:** **Seconded by:**
That the Board of Directors adopts the agenda for the meeting as presented.
- 4.1 **Moved by:** **Seconded by:**
That the Board of Directors acknowledges the presentation provided by Scotia Wealth Management reviewing their investment strategy and options.
- 5.1 **Moved by:** **Seconded by:**
That the minutes of the Board of Directors meeting, held February 24, 2022, be approved as distributed.
- 5.2 **Moved by:** **Seconded by:**
That the minutes of the Board of Directors special meeting, held March 31, 2022, be approved as distributed.
- 5.3 **Moved by:** **Seconded by:**
That the minutes of the Executive Committee meeting, held April 14, 2022, be approved as distributed.

St. Clair Region Conservation Authority Meeting for Thursday April 21, 2022

Portfolio Update

Thank you to the board and staff for the opportunity to present to you. We have been responsible for the management of this portfolio since April 2006. Our mandate is for Capital Preservation using 100% fixed income vehicles with an objective of 100% income and a risk tolerance of 85% low risk and 15% medium risk fixed income investments. The portfolio is currently rated as 100% low risk.

This package includes the following information for the attendees:

- Copy of most recent Investment Policy Statement
- Current holdings report
- April 2006 holdings report
- Calendar year performance
- Annualized performance
- Some recent commentary from two of the fund managers

Thank you again for the opportunity and we look forward to meeting all of you.

Regards,



Craig Emptage, CFP, CIM
Portfolio Manager, Senior Wealth Advisor

**ScotiaMcLeod®, a division of
Scotia Capital Inc.**

THE EMPTAGE GROUP

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Investment Policy Statement

ScotiaMcLeod[®], a division of Scotia Capital Inc.

St. Clair Region Conservation Authority

October 1, 2019

Prepared by:

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THE EMPTAGE GROUP

1. Interpretation

Reference in this Investment Policy Statement ("IPS") to "you", "your" or "my" is a reference to the Legal Entity (corporation, trust, partnership, foundation or charity) that signs this IPS.

2. Purpose

The IPS is designed to provide clarity and guidance in the investment decision making process. Through detailed analysis of your financial resources, needs, goals and risk tolerances, the IPS provides:

- < A description of your financial goals, investment objectives and key investment policy factors
- < The decision making roles and responsibilities
- < The recommended Asset Allocation, based on your stated investment objectives, risk tolerances, time horizon and return expectations
- < The terms of our communications

3. Client Profile

This IPS has been prepared for St. Clair Region Conservation Authority. The assets covered by this IPS total approximately \$775,000 .

The main goal for the assets in your portfolio is to fund core expenditures.

| | St. Clair Region Conservation Authority |
|--|--|
| Principal business | St. Clair Region Conservation Authority |
| Inception date | June 6, 1998 |
| Net assets (as shown on most recently prepared financial statements) | \$5,500,000 |
| Authorized person(s) | Brian McDougall |
| Overall investment knowledge and experience | Moderate |

4. Roles and Responsibilities

The Portfolio Manager has full discretion in the day-to-day investment management of the assets within your managed accounts. All investment decisions will be governed by the content of this IPS, subject to your ScotiaMcLeod "Confidential Account Agreement – Legal Entity" and any updates or amendments made by you pursuant to a ScotiaMcLeod "Account Information Change and/or Margin/Option Application – Legal Entity" form (see point #6 under the "Implementation" section below for more information). Furthermore, the Portfolio Manager will provide advice and counsel with respect to amendments to this IPS when warranted. The Portfolio Manager will ensure that all

transactions are suitable, completed on a best execution basis and will exercise the care, skill and diligence that is expected of a reasonably prudent person.

5. Accounts Profile

A detailed description of your accounts is listed below. Your accounts will be managed with reference to a **combined investment objective**. You acknowledge that since these accounts are managed on a combined basis, the asset allocation and securities weighting held in any one account may not correspond with the overall household investment objective chosen below.

St. Clair Region Conservation Authority

| Account number | Account type | Value | Investment Objectives (Must total 100%) | | | Risk Factors (Must total 100%) | | |
|---------------------------------|--------------|------------------|--|-----------|-----------------|-----------------------------------|-----------|----------|
| | | | % Income | % Growth | % Spec. Trading | % Low | % Med | % High |
| | | | 460-16010-18 | Corporate | \$772,930 | 100 | 0 | 0 |
| Value of Total Portfolio | | \$772,930 | 100 | 0 | 0 | 85 | 15 | 0 |

6. Statement of Objectives

6.1 Investment Objective

Based on your stated goals and review of your current situation, we have determined that your primary investment objective is Capital Preservation. The portfolio is designed to provide safety of principal with the potential of income generation through investing in high quality fixed income products that have typically demonstrated a low degree of risk or loss of principal value.

6.2 Return

Your desired annual rate of return is 2.5% net of fees for the investments managed under this IPS. This rate of return is the desired average rate of return over your stated time horizon but should not be relied upon as a promise or representation as to future performance of your investment portfolio. The overall level of portfolio return will be influenced by a number of factors, including asset allocation (i.e. equity vs. fixed income), the time horizon and the impact the economic cycle has on corporate profits, interest rates and inflation. Please keep in mind that previous portfolio returns are not guaranteed and may not be repeated.

6.3 Risk Tolerance

The goal of the investment process is to achieve your investment objective while minimizing risk. Understanding risk and knowing your level of comfort with risk is an extremely important part of investing since, typically, higher rates of return are associated with higher risks. Risk can be defined as the likelihood of a future investment loss, including the degree of uncertainty regarding the timing and predictability of investment returns.

We will categorize risk tolerance into two sections:

Ability to assume risk

The ability to assume risk is measured according to the portfolio’s ability to withstand fluctuations relative to your personal and financial circumstances. This includes but is not limited to a range of factors such as age, income, net worth, investment knowledge and experience, liquidity and time horizon.

Considering your financial circumstances to achieve the main goal of this portfolio, your *ability* to take on risk is below average.

Willingness to accept risk

The ability to assume risk differs from the comfort level associated with that level of risk. Considering your concerns about the volatility of the portfolio and the risk of a decline in value, we have determined you have a low preference for risk. You are willing to accept low fluctuations in asset value.

7. Asset Allocation

Asset allocation is the process of determining the percentage of your investments that should be invested among the different asset classes based on your investment objective, risk tolerance and time horizon. The higher the equity allocation, the greater the portfolio’s potential for capital appreciation and higher long-term returns. Conversely, the higher the fixed income allocation, the greater the portfolio’s potential for a consistent income stream and stable returns.

The table below describes our recommendation for your asset allocation. The asset allocation of your portfolio should be within the asset mix guidelines. Within those guidelines, your strategic asset mix will serve as the desired long-term asset allocation. The asset allocation ranges provide the flexibility required to make tactical decisions based on our short to mid-term capital market outlook.

For Account(s) #460-16010-18

| Asset Class | Strategic Asset Mix | Asset Mix Guidelines | |
|-------------------------|---------------------|----------------------|---------|
| | | Minimum | Maximum |
| Cash and Equivalents | 0 % | 0 % | 20 % |
| Fixed Income | 100 % | 80 % | 100 % |
| Equity | 0 % | 0 % | 0 % |
| Alternative Investments | 0 % | 0 % | 0 % |

Rebalancing

Your portfolio asset allocation may, at times, differ from the strategic asset mix noted above due to market conditions, cash inflows and outflows, or tactical decisions by your Portfolio Manager. The portfolio allocation will be monitored and rebalancing will take place when asset classes vary outside asset mix guidelines.

8. Investment Constraints

8.1 Time Horizon

The time horizon of a portfolio is the period over which you plan to be invested before significant withdrawal of funds are made in order to achieve your investment goals. While it may not be possible to define in advance all the possible uses and related timing of your investments, you should consider whether you are sufficiently long-term in your investment horizon so as to be able to weather short-term and medium-term investment fluctuations and cycles.

You have indicated the time horizon for your portfolio is Mid-Term (3 to 7 years).

8.2 Income Requirements

As you have no immediate income requirements, your portfolio will be managed for growth within reasonable parameters. While the payment of income may result from our investment decisions, it will not be a determining factor in our recommendations.

8.3 Liquidity

Your need for liquidity is a function of your existing reserves set aside for emergencies and the likelihood of significant withdrawals in the short-term. Liquidity refers to the ability to convert an asset into cash without causing a significant change in the price of that asset. If the time horizon is short, an illiquid asset may not be appropriate. Sufficient liquidity is important to allow future cash usage for an emergency or to participate in a new investment opportunity.

Accordingly, your household portfolio will hold a 0-40% cash position in case of such eventualities.

8.4 Tax Considerations

While no investment decision should be made solely for tax reasons, it is nonetheless an important factor which may influence decisions made in your investment portfolio. You understand and acknowledge that ScotiaMcLeod does not provide tax advice in relation to your investment portfolio. Therefore, you should consult a tax professional on a regular basis to discuss strategies to minimize your tax liability.

8.5 Unique Preferences

You have not indicated any unique needs that govern the investments for your portfolio. If any changes in your situation should occur, or new needs develop, please inform us so that we can take appropriate action.

9. Investment Guidelines

In order to realize your goals and manage risk, we will make investment decisions according to the guidelines detailed below.

Diversification

Diversification is an important strategy for managing and controlling portfolio risk. The table below summarizes the three different types of diversification that we considered when creating your portfolio.

| Type | Description |
|--------------------------------|--|
| By asset classes | Diversify by asset class by combining different types of asset classes in the portfolio according to your profile. |
| Within each asset class | Diversify within each asset class by holding investments with different risk-return characteristics. For example, equities are diversified across industry sectors, and by company size (large-, mid- and small-cap equities), while bonds are diversified by credit ratings and term to maturity. |
| Geographically | Diversify geographically by investing in securities outside of Canada (e.g. the U.S., Europe and Asia). |

The following categories of assets are permissible investments for the portfolio.

Cash and Equivalents

This portion of the portfolio may include money market vehicles such as Treasury Bills, Bankers' Acceptances, cashable Guaranteed Investment Certificates, fixed income investments with maturities less than one year, money market mutual funds and cash.

Fixed Income Investments

The fixed income portion of the portfolio may include Government bonds, corporate bonds, floating rate notes, Mortgage Backed-Securities, strip coupons and residuals, Guaranteed Investment Certificates, fixed income mutual funds and exchange traded funds, and preferred shares. The fixed income portfolio shall be diversified to avoid undue exposure to any individual issuer (excluding obligations of the Canadian Government, any Provincial Government or their agencies).

Equity Investments

The equity portion of the portfolio may include common shares, rights and warrants, Real Estate Investment Trusts, equity and balanced mutual funds, and equity exchange traded funds. Common stocks should be listed on a recognized stock exchange. The equity holdings within the portfolio shall be appropriately diversified.

Alternative Investments

The Alternative Investments portion of the portfolio may include hedge funds, limited partnerships, principal protected notes, leveraged exchange traded funds and commodity linked investments. Due to provisions of Alternative securities, an immediate and full liquidation may not always be possible.

Alternative investments are limited to a maximum of 25% of the portfolio's market value; in addition the following constraints will apply:

- < A maximum of 10% of the portfolio in aggregate may be invested in hedge funds;
- < A maximum of 10% of the portfolio in aggregate may be invested in a single commodity.

10. Review and Monitoring

We will review and monitor your portfolio on a regular basis and shall notify you should any need for updates arise. You are welcome to contact us at any time to discuss your portfolio, the market outlook or to have a verbal portfolio review.

On an annual basis, we would hope to meet with you for a comprehensive portfolio review and to ensure that the parameters of this IPS continue to accurately reflect your financial circumstances. The IPS is not expected to change frequently. In particular, short-term fluctuations in the financial markets should not require adjustments to the IPS. Significant changes to your risk tolerances, life stage or financial goals will warrant a full review of your IPS. If any significant changes in your situation should occur, please communicate this information to our office so that we can take appropriate action.

11. Authorization to Exercise Discretion

ScotiaMcLeod is a division of Scotia Capital Inc., a wholly owned subsidiary of the Bank of Nova Scotia and part of the Scotiabank group of companies. Securities regulations require that we provide you with information about securities issued by us and companies that are related or connected to us and that we obtain your prior specific and informed written consent before we exercise discretionary authority to purchase such securities in your managed accounts.

You have received, and will receive annually, a copy of our most recent Statement of Policies brochure, which identifies our related issuers, our relationship with those related issuers, and our statement of policies respecting Scotia Capital Inc.'s activities as advisor, dealer and underwriter of its and related and connected issuers' securities.




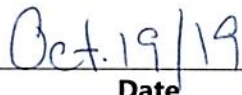
By signing below you confirm that you have received, read and understand the information contained in the Statement of Policies brochure, and you consent to us exercising discretionary authority to purchase securities issued by Scotia Capital Inc. and its related and connected issuers in your account(s).

12. Implementation

By signing below I/we:

1. Agree to follow the parameters outlined in this IPS;
2. Confirm that my/our financial goal, investment objective, risk tolerance and time horizon, are accurately described in the IPS;
3. Authorize ScotiaMcLeod to disclose any information relating to the Account to any other accountholders that are part of the combined group;
4. Authorize ScotiaMcLeod to invest in securities that are newly issued even if the newly issued securities are underwritten by Scotia Capital Inc.;

5. Acknowledge that, in some circumstances, ScotiaMcLeod may receive brokerage commissions, trailers and other compensation based on spreads for the purchase and sale of securities and other property in my/our account; and
6. Agree that your personal and financial information and the "Investment Objectives" and "Risk Factors" information set out in your duly-executed ScotiaMcLeod "Confidential Account Agreement – Individuals and Legal Entity, if applicable" (the "**Account Agreement**") govern the management and operation of your account(s) contained within this IPS. If there is a discrepancy between this IPS and your Account Agreement, the Account Agreement shall prevail. Furthermore, if subsequent to signing this IPS, a change occurs to your personal or financial information or other circumstances that could affect your "Investment Objectives" or "Risk Factors" information, you agree to forthwith notify ScotiaMcLeod of all relevant details of such change. In this case, and if deemed necessary or prudent by ScotiaMcLeod, you agree to update and revise your "Investment Objectives" and "Risk Factors" information to incorporate the change in circumstances by executing a ScotiaMcLeod "Account Information Change and/or Margin/Option Application – Individuals and Legal Entity, if applicable" form. Thereafter, your account(s) governed under this IPS shall be operated and managed by ScotiaMcLeod in accordance with the most-recently executed ScotiaMcLeod "Account Information Change and/or Margin/Option Application – Individuals and Legal Entity, if applicable" form relating to these account(s).

| | |
|---|---|
|  _____ Brian McDougall |  _____ Date |
|  _____ Craig Emptage, Portfolio Manager |  _____ Date |

Holdings Detail

As of April 12, 2022

ST CLAIR REGION CONSERVATION

46016010 (LEGAL ENTITY)

THE EMPYAGE GROUP

ScotiaMcLeod, a division of Scotia Capital Inc.

| Security Description | Symbol | Security Currency | Quantity | Average Cost | Book Value | Price | Market Value | % Of Portfolio | Accrued Int. & Pending Dividend | Unrealized Gain/Loss (%) | Estimated Annual Income | Yield (%) |
|--|----------|-------------------|------------|--------------|------------------|-------|------------------|----------------|---------------------------------|--------------------------|-------------------------|--------------|
| CASH & CASH EQUIVALENTS | | | | | | | | | | | | |
| CASH | | | | | | | | | | | | |
| Canadian Dollar | CASH-CAD | CAD | 2,181.05 | 1.00 | 2,181 | 1.00 | 2,181 | 0.3 | \$0 | 0 | \$0 | 0.0 |
| Total CASH | | | | | \$2,181 | | \$2,181 | 0.3 | \$0 | 0.0 | \$0 | 0.0 |
| Total CASH & CASH EQUIVALENTS | | | | | | | | | | | | |
| FIXED INCOME | | | | | | | | | | | | |
| BOND FUNDS & EXCHANGE TRADED FUNDS (ETFS) | | | | | | | | | | | | |
| CI CANADIAN BOND CORPORATE CLASS EF NL (15137) | CIG15137 | CAD | 23,941.600 | 10.31 | 246,721 | 9.61 | 230,007 | 30.4 | | (16,714) | | (6.8) |
| MACKENZIE GLOBAL TACTICAL INV GRADE BOND FD F NL (4807) | MFC4807 | CAD | 7,065.241 | 9.97 | 70,445 | 9.06 | 64,011 | 8.5 | | (6,434) | | (9.1) |
| MANULIFE STRATEGIC INCOME FUND SERIES F NL (659) | MMF659 | CAD | 17,755.025 | 12.32 | 218,705 | 11.56 | 205,284 | 27.1 | | (13,421) | | (6.1) |
| PIMCO MONTHLY INCOME FUND (CANADA) SERIES M NL (505) | PM0505 | CAD | 19,491.046 | 14.31 | 278,901 | 13.11 | 255,547 | 33.8 | | (23,354) | | (8.4) |
| Total BOND FUNDS & EXCHANGE TRADED FUNDS (ETFS) | | | | | \$814,772 | | \$754,849 | 99.7 | \$0 | (\$59,924) | \$0 | (7.4) |
| Total FIXED INCOME | | | | | \$814,772 | | \$754,849 | 99.7 | \$0 | (\$59,924) | \$0 | (7.4) |
| TOTAL PORTFOLIO (CAD) | | | | | \$816,953 | | \$757,030 | 100.0 | \$0 | (\$59,924) | \$0 | (7.3) |

Fund fees:

- CI 0.86%
- Mackenzie 0.72%
- Manulife 0.89%
- Pimco 0.67%
- MER on total portfolio is 0.79%
- ScotiaMcLeod fee is 1% (tax deductible)

Total fees on portfolio before tax 1.79%



TM

Branch Information
 148 Fullarton Street
 Suite 1801
 London ON
 N6A 5P3

Telephone: (519) 679-9490
 Web Site: www.scotiamcleod.com
 Branch Manager Serge Zaina

Investment Account Statement 1 of 2

DUPLICATE COPY

AFNOP02 - 19507
 SCMCL13000_4353469_001 19507
 ST. CLAIR REGION CONSERVATION
 AUTHORITY
 205 MILL POND CR
 STRATROY ON
 N7G 3P9

Your Account Number: 460-16010
 Account Type: Regular Account
 Statement Date: April, 2006
 Last Statement Date: March 31, 2006

Investment Executives

William Wood (519) 660-3201
 Craig Emptage (519) 660-3259

Investment Team

Laura Fairgrieve (519) 660-3215
 Mia Greason (519) 660-3241

CANADIAN PORTFOLIO OVERVIEW

Currency: Canadian Dollar

ACCOUNT SUMMARY

Net Asset Value

ST. CLAIR REGION CONSERVATION
 AUTHORITY

March 31, 2006
 \$426,148

April 28, 2006
 \$426,148

CASH BALANCES

| | | Opening | Closing |
|--------------|-----------|--------------|-----------------|
| Total | \$ | 1,603 | \$ 1,603 |

INCOME SUMMARY

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

ASSET CLASS SUMMARY

| | | Apr 28, 2006 Market Value | % of Total Assets |
|--------------|-----------|------------------------------|-------------------------|
| Cash | \$ | 1,603 | 0.37% |
| Fixed Income | \$ | 424,545 | 99.63% |
| Total | \$ | 426,148 | |

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| | |
|-------------------------------------|---------------|
| Investment Account Statement | 2 of 2 |
|-------------------------------------|---------------|

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NEW ACTIVITY IN YOUR ACCOUNT

| Date | Type | Activity | Quantity | Description | Price/Rate\$ | Credit/Debit- |
|---------------------------------|------|----------|----------|-----------------|--------------|---------------|
| | | | | Opening Balance | | 1,603.52 |
| No transactions in your account | | | | | | |
| | | | | Closing Balance | | \$1,603.52 |

YOUR ACCOUNT HOLDINGS

SCMCL13000_4353469_001-19507 000041877

| Type | Security Description | Quantity | Adjusted Average Cost\$ | Adjusted Book Value\$ | Apr 28, 2006 Price\$ | Apr 28, 2006 Market Value\$ |
|--|--|----------|-------------------------|-----------------------|----------------------|-----------------------------|
| Cash Balance | | | | 1,603 | | 1,603 |
| Fixed Income | | | | | | |
| CASH | PACIFIC & WESTERN BANK OF CAN ANNUAL INTEREST GIC DUE 11/15/2006 3.600% | 100,113 | 100.000 | 100,113 | 100.000 | 100,113 |
| CASH | TORONTO DOMINION MORTGAGE CORP ANNUAL INTEREST GIC DUE 12/05/2006 3.650% | 43,330 | 100.000 | 43,330 | 100.000 | 43,330 |
| CASH | MANULIFE BANK ANNUAL INTEREST GIC DUE 12/14/2006 3.700% | 32,021 | 100.000 | 32,021 | 100.000 | 32,021 |
| CASH | CANADIAN WESTERN BANK ANNUAL INTEREST GIC DUE 12/11/2006 3.150% | 50,000 | 100.000 | 50,000 | 100.000 | 50,000 |
| CASH | PACIFIC & WESTERN BANK OF CDA ANNUAL INTEREST GIC DUE 12/11/2006 3.250% | 74,000 | 100.000 | 74,000 | 100.000 | 74,000 |
| CASH | ADVISORS ADVANTAGE TRUST ANNUAL INTEREST GIC DUE 12/11/2006 3.100% | 25,000 | 100.000 | 25,000 | 100.000 | 25,000 |
| CASH | HSBC BANK CANADA ANNUAL INTEREST GIC DUE 12/11/2006 3.150% | 50,000 | 100.000 | 50,000 | 100.000 | 50,000 |
| CASH | PACIFIC & WESTERN BANK OF CDA ANNUAL INTEREST GIC DUE 12/18/2006 3.200% | 50,081 | 100.000 | 50,081 | 100.000 | 50,081 |
| Total Value of Priced Securities including cash | | | | \$426,148 | | \$426,148 |

The adjusted cost and book value displayed on this statement incorporates the original cost of your investment as well as any re-invested dividends and/or mutual fund distributions. Please note that where you have purchased securities through a PAC plan the cost displayed does not necessarily reflect your original purchase price.

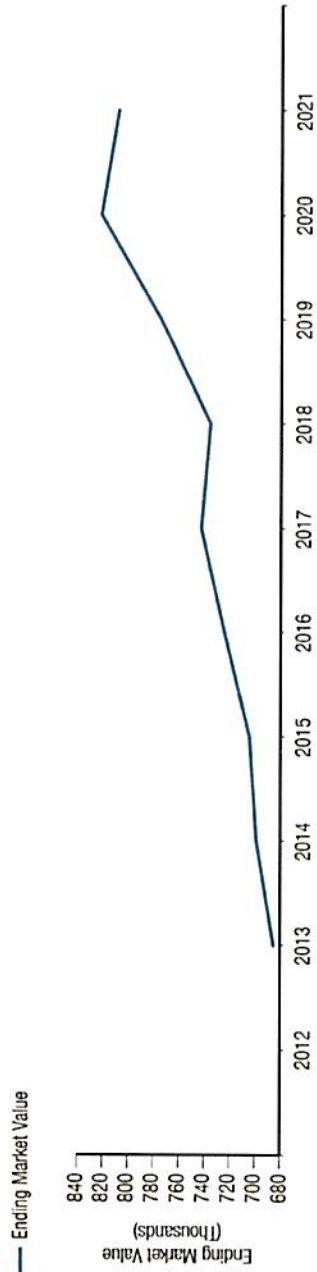
Performance

2012 - 2021
Annually

ST CLAIR REGION CONSERVATION
46016010 (LEGAL ENTITY)

THE EMPLOYEE GROUP
ScotiaMcLeod, a division
of Scotia Capital Inc.

Total Portfolio Change



As of December 31, 2021

Ending Market Value \$808,588
Net Contribution \$0

Rates of Return

| 46016010 (LGNT) | Since Jan 01, 2013 | As of April 12, 2022 | | | | | | | | | | Since Inception | |
|-----------------|--------------------|----------------------|------|------|------|------|--------|------|------|--------|--------|-----------------|------|
| | | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | | MTD |
| | - | 2.53 | 1.99 | 0.80 | 2.79 | 2.56 | (0.95) | 5.35 | 6.04 | (1.65) | (1.27) | (6.38) | 1.35 |

Portfolio Value as of March 31st, 2006 \$426,148
Portfolio Value as of March 31st, 2022 \$650,893
Annualized return over this period 2.63%

Rates of return are time weighted and values are net of fees.

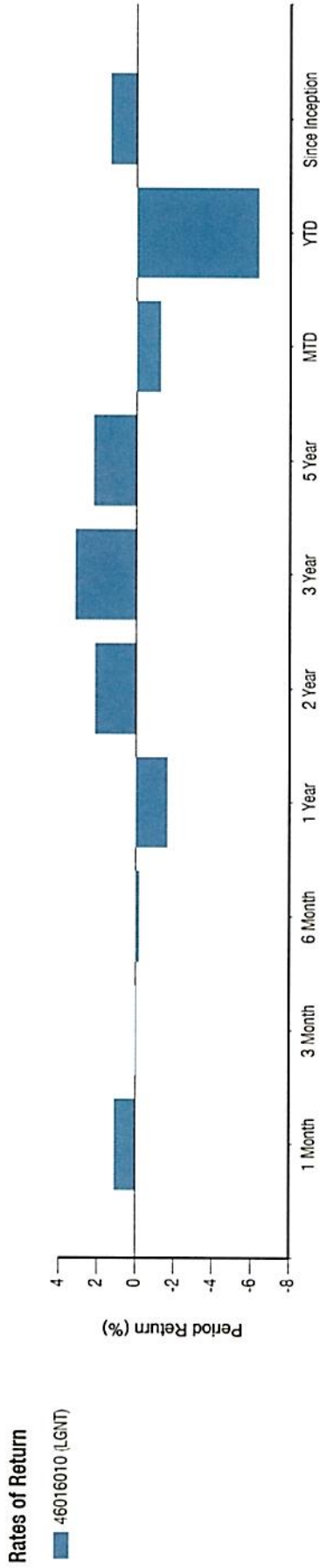


Note: All amounts are in CAD unless otherwise specified. Glossary of terms and disclaimers are found at the end of this report.

Performance
As of December 31, 2021
Trailing Period

ST CLAIR REGION CONSERVATION
46016010 (LEGAL ENTITY)

THE EMPYRAGE GROUP
ScotiaMcLeod, a division
of Scotia Capital Inc.



Rates of Return

| 46016010 (LGNT) | Since Jan 01, 2013 | 1 Month | 3 Month | 6 Month | 1 Year | 2 Year | 3 Year | 5 Year | MTD | YTD | Since Inception |
|-----------------|--------------------|---------|---------|---------|--------|--------|--------|--------|--------|--------|-----------------|
| | | 1.08 | 0.07 | 0.20 | 1.65 | 2.12 | 3.19 | 2.22 | (1.27) | (6.38) | 1.35 |

As of April 12, 2022

Rates of return are time weighted and values are net of fees.



Note: All amounts are in CAD unless otherwise specified. Glossary of terms and disclaimers are found at the end of this report.

Outlook and recent comments from some of our fund managers:

Manulife Strategic Income Comments:

As we have seen yields drastically move upward, bond funds and bonds in general have struggled heavily YTD. There has been “no place to hide” as duration and credit alike have been punished by volatility. The positive news is that we believe much of the upward pressure on treasury yields is behind us, meaning there is beginning to be a real opportunity for a “turn around” for fixed income. We still believe in the ability for the fund to finish the year in positive territory.

This fund has been here before, and the managers have navigated these markets with success. We believe that the fed’s hawkishness to begin the year led to an over correction in the bond market and that potentially too many rate hikes have been priced in. With the drastic move in 10-year yields during the month of march, a real opportunity exists for a sharp “turnaround” in bond markets as yields are extremely elevated. There has never been 2 negative calendar years in a row for treasury fixed income in the US. Though we are well on our way to that potentially being the case, we do believe the vast majority of the pain is behind us. Managers like our global multi sector fixed income team have seen these environments before and approach volatility like this opportunistically.

Macro Landscape and 2022 Outlook:

- Economy is growing globally, still above trend - Expected to see strong global growth (positive however slower than recovery)
- Rate hikes are priced into the market
- Risks: Geopolitical (Ukraine and Russia) and COVID lockdowns
- Opportunities: Emerging Markets including China where there are pending rate cuts
- Like 2021, generating returns in fixed income will be challenging however there are still tons of opportunities.

PIMCO Monthly Income Comments:

Q: WHY HOLD BONDS IN A RISING RATE ENVIRONMENT – WHY NOT BUY A GIC INSTEAD?

A: INCOME: As rates rise, we earn more income and future return potential increases. Current YTM is at ~6% with investment grade quality, which has been highly correlated with future returns

1. **PROVEN TRACK RECORD:** PIMCO Monthly Income has posted positive absolute performance in 7 of the 8 rising rate periods since inception, and has never finished a calendar year in the negative
2. **PAIN FELT:** As there is already 10 rate hikes for calendar 2022 priced in, any less than 10 would be accommodative and drive positive returns across the asset class
3. **BUYING OPPORTUNITY:** Through the 1970s, the BoC overnight rate rose from 4.75 to 15.67%, despite this overwhelming rate increase the FTSE Long Bond Index returned an annualized 5.2%, able to generate returns off the higher yields in the market

The Monthly Income fund is well positioned to remain defensive, while taking advantage of the increasing income streams available in the marketplace.



Board of Directors Meeting Minutes

Date: February 24, 2022

Time: 10:00 a.m.

Remote

Directors Present: Al Broad, Pat Brown, John Brennan, Vice-Chair; Terry Burrell, Bill Dennis, Joe Faas, Aaron Hall, Frank Kennes, Brad Loosley, Betty Ann MacKinnon, Kevin Marriott, Mark McGill, Steve Miller, Frank Nemcek, Lorie Scott, Chair; Mike Stark, Jerry Westgate

Regrets: Larry Gordon, Dan McMillan, Tim Wilkins

Staff Present: Donna Blue, Manager of Communications; 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; Greg Wilcox, Manager of Lands

Guests Present: Diane Brewer, Jordan Keuken, MNP Chartered Professional Accountants LLP; Shaun Bisson and Vince Gagner, Bluewater Association for Safety, the Environment & Sustainability (BASES); David Livingstone

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

2021 Highlights:

- Conservation Areas continued to experience increased traffic, and camping was in high demand.
- The interest in tree planting was at an all-time high with 79,000 seedling trees planted throughout the watershed this past spring.
- Staff secured almost \$300,000 in grant funding to support 42 stewardship projects on local landowner's properties.
- The Biology department built on the success of their 2020 Captive Hatch and Release Program by releasing over 2,000 turtle hatchlings back into the wild – including over 1,100 Eastern Softshell turtles – an endangered species facing imminent extinction.
- Shoreline protection projects continued to move forward along our local shorelines to protect critical municipal infrastructure and properties from flooding and erosion.
- As COVID-19 restrictions lifted, staff were able to hold several in-person events – a welcomed opportunity to reconnect and reengage with our local communities.
- The undertaking of a service delivery review of the Planning and Regulations

department, which provided recommendations to help support staff in meeting the increased needs of our watershed communities.

2021 marked our Authority's 60th Anniversary. Although celebrations were hampered by the pandemic, the Authority's history was celebrated with a small event on National Tree Day, commemorating two significant milestones; the planting of over 4 million trees and the creation of 100 hectares of wetland in the St. Clair Region. The support of local communities and partners during this challenging time was recognized. A thank you was also given to the Board of Directors, the St. Clair Region Conservation Foundation and staff for their hard work over the past year and the perseverance and resilience shown in the face of ever-changing restrictions associated with the COVID-19 pandemic. The business portion of the meeting was then commenced.

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

BD-22-01

Brown – Hall

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

CARRIED

The minutes of the Board of Directors meeting, held December 9, 2021, were reviewed.

BD-22-02

Kennes – Aaron

“That the minutes of the Board of Directors meeting held December 9, 2021, be approved as distributed.”

CARRIED

The minutes of the Executive Committee meeting, held February 10, 2022, were reviewed.

BD-22-03

Miller – MacKinnon

“That the minutes of the Executive Committee meeting held February 10, 2022, be approved as distributed.”

CARRIED

The minutes of the Conservation Ontario Council meeting, held December 13, 2021, were reviewed

BD-22-04

Burrell – Marriott

“That the Board of Directors acknowledges the minutes of the December 13, 2021 Conservation Ontario Council meeting.”

CARRIED

The 2021 audited financial statements were reviewed.

BD-22-05

Burrell – Kennes

“That the St. Clair Region Conservation Authority accepts the recommendation of the Executive Committee and report from the Authority’s auditors, MNP Chartered Professional Accountants LLP, and further approves the 2021 Audited Financial Statements.”

CARRIED

Each Year the Conservation Authority presents Conservation Awards to deserving individuals and groups who have contributed to the environmental health of our region. This year, we have two deserving award recipients, the Bluewater Association for Safety, Environment and Sustainability and David Livingstone

Bluewater Association for Safety, Environment and Sustainability (BASES)

- BASES was launched in 2021 to provide a home for the interactive exchange of information in Sarnia-Lambton related to the protection of workers, the public, and the environment.
- It bridges three local organizations – Sarnia-Lambton Community Awareness and Emergency Response (CAER), the Sarnia-Lambton Environmental Association (SLEA), and the Sarnia-Lambton Industrial Educational Cooperative (IEC).
- Community feedback was an important component in the organization’s development, and as a result, the BASES website provides information on:
 - Industrial initiatives implemented by member companies that identify, assess, and control risks posed to the local environment;
 - Real-time notifications through the Community Awareness Emergency Response network;
 - Results from the air and water quality monitoring implemented by SLEA, and;
 - Key lessons learned from past emergency incidents that have occurred in the region.
- The staff at BASES contribute to many important community initiatives. From an environmental perspective, representatives from BASES are actively involved in local environmental organizations and committees including the Friends of the St. Clair River community group, the Thames-Sydenham and Region Drinking Water

Source Protection Committee, and committees associated with the St. Clair River Area of Concern program.

- The launch of BASES has resulted in greater communication, education, and transparency within the Sarnia-Lambton community.

On behalf of the BASES Board of Directors, committees, sub-committees and project teams, General Manager Vince Gagner expressed appreciation for the Conservation Award nomination and wished to recognize the Aamjiwnaang First Nation for their example and groundwork of their public notification system and collaboration in building the initial BASIS model. BASES looks forward to working with SCRCA General Manager, Ken Phillips and the team of staff.

David Livingstone

- Mr. Livingstone is a local landowner who has worked with the St. Clair Region Conservation Authority to naturalize his 100-acre farm, located just outside of Komoka.
- Since 2014, David has planted over 27,500 trees on 35 acres of his property, which have complemented the existing 45 acres of old growth forest he inherited when he took ownership of the property.
- There are over 30 different tree species found on the property along with a wetland created to further enhance the quality and diversity of habitat for the many birds, fish, deer, and fox that frequent the area.
- David was also gracious enough to offer his property as the location for our National Tree Day celebration in September to celebrate the Authority's 60th Anniversary and two significant achievements – the planting of over 4 million trees and the creation of over 100 hectares of wetland across the St. Clair Region. He even agreed to let us install a sign on his property to acknowledge these milestones.

David's dedication to protecting and restoring his property highlights the important role our local landowners play in the success of our reforestation efforts, and is thanked for his commitment to conservation.

David Livingstone gave thanks for the Conservation Award nomination and for the ongoing support of Conservation Authority staff, in particular Jessica Van Zwol, Erin Carroll and Jeff Sharp.

BD-22-06

Burrell – Faas

“That the Board of Directors congratulates the 2022 Conservation Award Winners and thanks them for their contributions to conservation.”

CARRIED

The 2021 Service Awards were presented.

5 Years of Service

- Jerry Westgate, Director

10 Years of Service

- Donna Blue, Manager of Communications
- Melissa Levi, Conservation Education Coordinator
- George Reuger, Visitor Services, Warwick Conservation Area
- Jeff Sharp, Conservation Services Technician
- Jessica Van Zwol, Healthy Watersheds Specialist

15 Years of Service

- John Campbell, Senior Information Management Analyst
- Betty Ann MacKinnon, Director

BD-22-07

Loosley – Burrell

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

CARRIED

The Chair announced the conclusion of 2021 business. The 2022 Board of Directors wishes to welcome Diane Brewer, representing the Village of Newbury and also the Municipality of Southwest Middlesex. Thanks and well wishes were extended to former board member, Mark McGill for his years of service on the Board. The meeting resumed to conduct 2022 business.

Directors Present: Al Broad, Pat Brown, John Brennan, Vice Chair; Diane Brewer, Terry Burrell, Bill Dennis, Joe Faas, Aaron Hall, Frank Kennes, Brad Loosley, Betty Ann MacKinnon, Kevin Marriott, Steve Miller, Frank Nemcek, Lorie Scott, Chair; Mike Stark, Jerry Westgate

Regrets: Larry Gordon, Dan McMillan, Tim Wilkins

Staff Present: Donna Blue, Manager of Communications; 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; Greg Wilcox, Manager of Lands

BD-22-08

Nemcek – Stark

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

CARRIED

BD-22-09

Loosley – Marriott

“That Ken Phillips be appointed chair for the election of the 2022 Chair and Vice Chair.”

CARRIED

BD-22-10

Kennes – Scott

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

CARRIED

The positions of Chair and Vice Chair were declared vacant and nominations were called for the Office of Chairman for 2022.

Brad Loosley nominated Mike Stark for the position of Chair.

Nominations for the position of Chair were closed.

Mike Stark advised that he would stand and was declared Chair of the St. Clair Region Conservation Authority for 2022, by acclamation. Mr. Stark gave thanks for the nomination and for the vote of confidence from fellow board members. The following priorities for consideration in the year ahead were outlined:

- The inclusion of departmental presentations during board of director meetings
- Having Chair and Vice Chair involvement during memorandums of understanding (MoU) discussions with member municipalities
- Consideration for the reduction of SCRCA Board members from 20 to 13 by 2024 and the potential to reduce that number to 9 by 2026.

Steve Miller nominated Pat Brown for the position of Vice Chair

Brad Loosley nominated Lorie Scott for the position of Vice Chair

Nominations for the position of Vice Chair were closed

Both Pat Brown and Lorie Scott advised that they wished to stand for position of Vice Chair. An electronic ballot vote commenced, resulting in a majority vote for Pat Brown. Mr. Brown was declared Vice Chair of the St. Clair Region Conservation Authority for 2022

BD-22-11

Mackinnon – Burrell

“That the ballots be destroyed.”

Additional nominations were taken from the floor to complete the membership of the Executive Committee.

BD-22-12

Burrell – Loosley

“That the St. Clair Region Conservation Authority adopts the 2021 Nominating Committee's Report.”

CARRIED

BD-22-13

Faas – Brennan

“That the 2022 Executive Committee for the St. Clair Region Conservation Authority be:

**Mike Stark, Chair
Pat Brown, Vice Chair
Terry Burrell
Joe Faas
Frank Kennes
Brad Loosley
Betty Ann MacKinnon
Steve Miller
Lorie Scott”**

CARRIED

BD-22-14

Burrell – Miller

“That the Authority Chair or the Vice-Chair and the General Manager/Secretary-Treasurer or Director of Finance be authorized to borrow from the Libro Credit Union, Strathroy for the general operations and capital program of the Authority, a sum not to exceed \$3,598.372 to be repaid from grants received from the Province of Ontario, Government of Canada, levies assessed to the member municipalities and general revenue.”

CARRIED

BD-22-15

Scott – Nemcek

“That MNP Chartered Professional Accountants LLP, be appointed auditors for the St. Clair Region Conservation Authority for 2022.”

CARRIED

BD-22-16**MacKinnon – Loosley****“That the Authority's 2022 representative to Conservation Ontario will be the Authority Chair, the Vice-Chair will be the first alternate and the General Manager be the second alternate.”****CARRIED**

- General Manager and Chair Scott attended the Conservation Ontario (CO) Council meeting Dec 13, 2021, via Zoom. CO acknowledged the work of retired SCRCA General Manager Brian MacDougall. The meeting focused on issues pertaining to First Nations/Conservation Authority (CA) relations, changes involving the CA Act and updates from CO staff.
- Attended Conservation Ontario CAO/GM meeting via Zoom on Dec 13, 2021. Meeting centered on transition plans and issues around CA governance and accountability.
- Attended CO Watershed Report Card meeting via Zoom to prepare for submission of latest reports later in 2022. Need for reports to be made more accessible and contain more data per Auditor Generals Recommendations.
- Had a meeting with legal counsel and Town of Warwick staff Jan 5 regarding outstanding parcel of land at Warwick CA.
- Had a discussion Jan 12 with Brooke-Alvinston staff regarding some issues at A.W. Campbell CA. SCRCA staff will work with town staff to come up with possible solutions.
- Attended Flood Action Committee meeting via Zoom Jan 13. Became acquainted with protocols around ice jams.
- Attended sessions on session by CO on Jan 17, Jan 31 and Feb 7 to ensure Inventory work was on schedule and that SCRCA was compatible with other CAs.
- Met with landowner in Chatham-Kent Feb 1 to discuss flooding issues in his property.
- Met with Vince Gagner of BASES Feb 3 to discuss the relationship between the two organizations

BD-22-17**Faas - Marriott****“That the Board of Directors acknowledges the General Manager’s report dated February 7, 2022.”****CARRIED**

As part of Bill 229, Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020, the Province of Ontario began the process of amending the Conservation Authorities Act (CA Act). The Province subsequently established a framework of regulations under which CAs where to operate going forward.

On October 4, 2021, the Ministry of Environment, Conservation and Parks (MECP) released the Phase 1 regulations to implement amendments to the CA Act. The following regulations were included in the Phase 1 release:

- Ontario Regulation 686/21: Mandatory Programs and Services
- Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services
- Ontario Regulation 688/21: Rules of Conduct in Conservation Areas.

Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services, required the SCRCA to create a Transition Plan that outlined the development of an inventory of programs and services divided into Categories 1-3 as well as the process to enter into agreements with participating municipalities to fund Category 2: Municipal Programs and Services.

The SCRCA Board of Directors approved the Authority's Transition Plan at the December 9, 2021 Board meeting and the plan was subsequently submitted to the MECP, watershed Municipalities and provided to the public via the SCRCA website. The next item required under the regulation is to develop an inventory of SCRCA programs and services. The inventory is required to include a list of all programs and services offered by the SCRCA as of February 28, 2022, and those the organization intends to potentially offer in the future. The inventory must include sources of funding, costing and categorization of all programs and services into one of three specific categories:

- Category 1: Mandatory programs and services as identified in Ontario Regulation 686/21. These programs are eligible to be funded through general municipal levy. (e.g. Flood Forecast and Warning)
- Category 2: Municipal programs and services that are provided at the request of the municipality. These programs can be funded through self-generated revenue, government and other agency grants and/or municipal funding under a memorandum of understanding (MOU) or agreement with the municipality. (e.g. Operation of Local Conservation Areas)
- Category 3: Other programs and services that an Authority (Board) determines are advisable. These programs can be funded through self-generated revenue, user fees, government and other agency grants, donations, etc. Any use of municipal funding will require an agreement and would be subject to cost apportioning (e.g. Environmental Education)

The Inventory of Programs and Services must be viewed as a living and evolving document that will change during the transition period. It is anticipated and expected that refinements will be incorporated as the SCRCA proceeds in discussions with municipal partners in structuring MOUs and future budgets. As the regulation requires that the Inventory provide a 5-year historical average of expenses, the expenses do not take into consideration inflationary costs and do not represent 2022 expenses to deliver these programs and services. The Board of Directors is also reminded that funding and funding sources for many of SCRCA's programs vary from year to year.

The full Inventory of Programs and Services was reviewed.

Director Comments:

Director Al Broad requested an amendment to the inventory list clarifying that Water Erosion Control and Infrastructure (WECI) projects are covered by federal grants and *participating* municipalities.

BD-22-18

Scott – Miller

“That the St. Clair Region Conservation Authority’s (SCRCA) Inventory of Programs and Services be endorsed; and that the Inventory of Programs and Services be circulated to the MECP, Conservation Ontario, all watershed Municipalities and to be posted on the SCRCA website.”

CARRIED

The report on business arising was reviewed.

(a) That the Board of Directors acknowledges the report on business arising dated Feb 9, 2022.

Highlights:

- Flood potential is low to moderate, with lower water levels on the Sydenham River, moderate snowpack across the region, and ice jam potential on the St. Clair River
- Six and twelve-month precipitation trends are near normal, with short-term amounts below normal due to below-normal snowfall (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 low to moderate owing to lower water levels on the Great Lakes and Sydenham River, with approximately one metre freeboard in Wallaceburg.

Over the course of the next two months, freeze-thaw temperature fluctuations, snowmelt and rain will be the prominent concerns leading to flooding within the watershed. These, combined with strong winds, will also have the potential to create conditions favourable to ice jamming.

Precipitation

- High amounts of rainfall in September and October greatly surpassed normal amounts and continue to leverage the six and twelve-month precipitation trends to normal values

- Lower amounts of rainfall and snow in the last quarter have resulted in well below normal precipitation averages across the region

Lake Levels

- Compared to January 2021, Lake Huron has seen a drop in water level of 47 cm, Lake St. Clair of 46 cm and Lake Erie of 52 cm
- All lakes remain well above their mean water levels, ranging from 29 cm to 52 cm above average, however continue to be below maximum monthly means, ranging from 32 cm to 66 cm
- Lakes are forecasted to continue dropping towards seasonal average levels in the coming months (Figure 1, below)

(b) That the Board of Directors acknowledges the report dated February 10, 2022 regarding current watershed conditions and Great Lakes water levels.

Old Lakeshore Road near Penhuron Drive Shoreline Improvements

- Contract was awarded to Van Bree drainage and Bulldozing
- All permits for this work have been obtained
- Shoreline work started mid-January
- Expected date of completion – June, 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 wall supported by timber piles, concrete rubble, stacked concrete. The condition of the shoreline is poor and needs restoration.

- Contract has been awarded to Dicocco Contracting Ltd
- All permits have been obtained
- Construction work started beginning of February, 2022
- Expected date of completion – June, 2022

(c) That the Board of Directors acknowledges the report dated February 8, 2022 on the ongoing shoreline projects across the watershed.

The St. Clair Region Conservation Authority has completed its work with Parsons Inc. on the development of an engineering and design plan for managing mercury-contaminated sediment in three priority areas of the St. Clair River.

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 3mg/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.

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.

Update:

Additional discussions were held with Parsons 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.

Additional discussions were held with Fisheries and Oceans Canada and the Ministry of Environment, Conservation and Parks, so that requirements under the federal Species at Risk Act and provincial Endangered Species Act could be incorporated into the design plan.

Parsons finalized the engineering and design plan and submitted it to the SCRCA in December 2021 for review. The SCRCA and Oversight Committee members reviewed the final plan and confirmed acceptance on January 31, 2022.

A letter has been sent out to stakeholders and local Indigenous communities making them aware of the report having been finalized, and informing them that the report is available on SCRCA's website.

The St. Clair Region Conservation Authority's role in this stage of the project was to focus on the development of the sediment management and remedial design report. Now that the report is finalized, it will support discussions around implementation. The roles and responsibilities of the various parties during the implementation phase have not yet been determined so information on timing is not yet available.

Strategic Objectives(s):

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

Financial Impact:

The project work was completed within the established budget. The cost to prepare the plan was approximately \$1 million. Monthly invoices received from Parsons were reviewed to ensure that costs incurred aligned with the key project deliverables and the contract agreement. Cost recovery occurred on a quarterly basis with costs shared amongst each of the funding partners in accordance with the funding agreements.

(d) That the Board of Directors acknowledges the report dated February 3, 2022 on the on-going project work on the Engineering and Design Plan for the Management of the Contaminated Sediment in the St. Clair River.

The monthly planning activity summary report, for the period November 1, 2021 to January 31, 2022 was reviewed.

(e) That the Board of Directors acknowledges the St. Clair Region Conservation Authority's monthly Planning Activity Summary Report, dated February 10, 2022 for the period from November 1, 2021 to January 31, 2022.

The monthly regulations activity summary report, for the period November 1, 2021 to January 31, 2022 was reviewed.

(f) That the Board of Directors acknowledges and concurs with the Regulations Activity Summary Report dated February 10, 2022 on "Development, Interference with Wetlands & Alterations to Shorelines & Watercourses" Regulations (Ontario Regulation 171/06) from November 1, 2021 to January 31, 2022.

To encourage uptake and implementation of best management practices (BMPs) and stewardship amongst farmers and rural landowners within our watershed, SCRCA provides relevant information regarding the building of soil health, conservation, and water quality through workshops, conferences, newsletters and social media. To ensure we share good quality information to landowners, we have established various partnerships within the agricultural and research communities.

These are some ways we collate relevant information to disseminate to farmers and landowners in our watershed:

- We worked with Dr. Laura Van Eerd of University of Guelph, Ridgetown Campus to create a student project to create infographics for SCRCA social media that highlight aquatic species at risk and how on-land stewardship actions by landowners in our watershed could help protect them. These infographics were shared on Facebook and Instagram. Some of Dr. Van Eerd's students are from our watershed and are familiar with the Sydenham River (funded through Fisheries and Oceans Canada, DFO).
- January 11 - 21 - SCRCA Biologists gave a talk "Protecting Aquatic Species at Risk in Ontario: A Day in the Life of a Conservation Biologist" to 7,187 students attending livestreaming events where SCRCA staff spoke about day-to-day life about studying aquatic species at risk in the Sydenham River.
- January 26 - Jessica Van Zwol, Healthy Watershed Specialist and Emily Febrey, Stewardship Communications Technician coordinated a virtual Soil Health Conference, that featured 18 speakers who were farmers from our watershed (and beyond), Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) staff, Conservation Authority staff, Certified Crop Advisors, and other soil experts. This event saw over 130 registrants (101 participants the day of) and was geared to SCRCA farmers and how we can work together to build healthier soils through BMPs and knowledge sharing. Through a participant survey, staff were able to gather data on how well the conference was received; 93% of respondents stated that they were equipped with new knowledge and ideas to incorporate into their farming. One participant even stated: "I was overwhelmed at the amount of knowledge there is on soil health. Excellent conference". This event was shared widely on social media, by word of mouth and an array of publications. The Soil Health Conference was funded in part by OMAFRA and DFO. All ten (10) sessions can be found on the SCRCA YouTube here: https://youtube.com/playlist?list=PLfbrRj3-5Wl17uvlvIWro_9Zui3v68vPd. The videos were uploaded January 31 and already have been viewed 200 times.
- January 27 - Craig Paterson, Conservation Biologist gave a talk to the Issues and Advancements in Fish and Wildlife Course at Fleming College. At the lecture he outlined career path, job opportunities and all aquatic SAR monitoring and research conducted at SCRCA. These types of presentations help attract top-level job candidates to SCRCA's various contract positions.
- December 7 & 8, 2021, Craig Paterson gave a presentation "Summary of St. Clair Region Conservation Authority Sampling of Freshwater Mussel Populations in the Sydenham River" at The Canadian Freshwater Mollusc Research Meeting. He highlighted the findings of the 2021 summer mussel monitoring program and beyond. About 150 specialists attended his talk from across Canada. This presentation put research work research conducted by SCRCA on stage for peer input by the nation's top mussel researchers.
- October 28, 2021 - Craig Paterson gave a talk "Desperation not Conservation: A Conservation Authority's Attempt to Save One of Canada's Most Endangered Freshwater Turtles" for the Ontario chapter of the Wildlife Society membership, outlining SCRCA's Captive Hatch and Release program for the endangered

Eastern Spiny Softshell Turtle. Monthly webinar series. This type of networking and sharing among peers allows SCRCA to continue to improve and evolve programs.

Staff continue to work on projects that aim to improve the health of the watershed by engaging the local community and experts in identifying and addressing environmental issues. These projects include:

- Sydenham Watershed Phosphorus Management Plan being undertaken with financial support from Environment and Climate Change Canada as well as the Ontario Ministry of the Environment, Conservation, and Parks Great Lakes Program
- Sydenham River Aquatic Species at Risk Threat Inventory being undertaken with funding from the DFO Habitat Stewardship Program for Aquatic Species at Risk.

Funding Applications:

The Biology department is self-funded from a number of grants and contracts with Provincial, Federal and municipal governments. Recent grant applications include:

- DFO Habitat Stewardship Program for Aquatic Species at Risk – submitted December, 2021 - Requested \$42,500 for 2022-2023 to support the development of the Sydenham River Aquatic Species at Risk Threat Inventory
- Nature Canada Winter Youth Grant– submitted December 2021, secured 50% support for a Stewardship Communications Technician for January-March, 2022
- ECCC EcoAction - submitted January, 2022 - Requested \$100,000 over 2022-2024 to support on the ground phosphorus reduction projects and outreach programs
- ECCC Habitat Stewardship Program for Species at Risk – 2022-2023 – submitted Jan 22, 2022 – Requested \$95,000 over three years towards SCRCA's Captive Hatch and Release Program for Spiny Softshells.
- Ontario Ministry of Labour, Training and Skills Development, Skills Development Fund - Round 2 (Fall 2021) February, 2022 - Asked for \$178,000 for to hire 3 aquatic interns for 12 months each.
- MECP Great Lakes Local Action Fund – grant application, in progress submission, deadline March 11, 2022. Looking for provincial funding support for Spotted Gar habitat at the Keith McLean property in Rondeau.

Grant Updates:

- Ontario Nature (through MECP Species at Risk Stewardship Program) - submitted January 2021, notified December 2021 that SCRCA will receive \$15,000 in support of Spiny Softshell turtle outreach and education activities for April 2021 to March 2022. Among other things, this funding will go towards development of mini-documentary, virtual SAR education programming and social media posts. SCRCA should receive contribution agreement shortly.
- EcoCanada submitted February, 2022 - asked for support for a Watershed Monitoring Technician. EcoCanada pays up to 80% for up to a year. This funding request was denied.

- MECP COA (HLH)- submitted June 2021. \$60,000 - support for the Healthy Lake Huron Program in Lambton Shores for April 2022-March 2023. We are awaiting a contribution agreement for signature.
- MECP Ontario Community Environment Fund – submitted June 2021 – Requested \$80,800 for September 2021- October 2022 to support our Healthy Watersheds Program, landowner stewardship project implementation and a bank stabilization project at Warwick Conservation Area. We have been told an announcement should be made soon.
- MECP COA –submitted July 2021. \$115,000 – support for the Sydenham River Phosphorus Management Plan for April 2021-March 2023. We are awaiting a contribution agreement for signature.
- Wildlife Habitat Canada – submitted October, 2021, requesting \$45,000 for Restoring Wetlands and improving wetland awareness in the St. Clair Region project for the 2022-2023 fiscal year. We were informed February 2022 that this project was denied.
- DFO Canada Nature Fund of Aquatic Species at Risk, submitted October 2021. Requested: \$1.5M for Ecosystem Approach for Recovery of Species at Risk in the St. Clair Watershed in Canada (with a focus on the Sydenham River). This application was not funded. This grant was to cover stewardship, education and outreach and aquatic monitoring programs. Although salaries and wages are eligible costs in this program, we were advised that our application was turned down because our request for this category was too high.
- DFO Canada Nature Fund of Aquatic Species at Risk, submitted November 2021. Requested \$172,000 from 2022 to 2026 for the construction of Spotted Gar habitat at the Keith Mclean Property in Rondeau. We have heard that this project will only partially be supported. Presently, it is unknown what percent of the overall ask SCRCA will receive.

Strategic Objective(s):

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

(g) That the Board of Directors acknowledges the report dated February 3, 2022 on Healthy Watersheds Program and Biology Department Update

As of 2018, all eight turtle species that call Ontario home are designated as species at risk, including the well-known Painted Turtle. All face declines driven by human activities. Many are facing imminent extinction without the intervention of conservation efforts like SCRCA's Captive Hatch and Release Program. The program was founded in 2016 following 22 years of research and monitoring by several organizations including SCRCA

to determine population sizes and nesting locations. Efforts are targeted towards Canada's most aquatic turtle, the endangered Eastern Spiny Softshell. It is estimated only 1000 individuals remain in our rivers, lakes and streams.

Requirements for Success:

From early June to July, turtle nesting locations that are at risk of predation or destruction within the watershed are monitored by SCRCA biologists, who also investigate sightings reported by local residents. This requires a seven day a week commitment and collaboration with the Upper Thames Region Conservation Authority and Salthaven Wildlife Rehabilitation and Education Center to effectively monitor, locate, excavate and incubate turtle eggs. During August and September, turtle eggs begin to hatch. Hatchlings are collected daily and biology staff return each hatchling to the collection site for release.

2021 Results:

2021 marked the 6th year of SCRCA's Captive Hatch and Release program for turtles at risk and the most successful year on record. An incredible 2188 turtle hatchlings were released. Although the program focuses on the endangered Eastern Spiny Softshell Turtle, eggs from five native turtle species at risk were rescued and the hatchlings were released including 1,187 Spiny Softshell, 590 special concern Northern Map Turtle, 343 special concern Snapping Turtle, 56 special concern Midland Painted Turtle, and 12 threatened Blanding's Turtle.

To amplify the significance of the 2021 results, in 2016 only 67 Softshell hatchlings were located and released.

Financial Impact:

Although the results from this program often provide a 'feel good story', capturing the hearts and imagination of local residents of all ages, its existence is not absolute. Funding for this program is obtained through self generated revenue and external grant proposals, resulting in a lack of funding consistency and continued year-to-year risk assessments on the future of the program. It is imperative this work be conducted each and every year.

Even though the success of the program has dramatically increased, the consistency of funding has not.

(h) That the Board of Directors acknowledges the report dated February 10, 2022 on the results from the Captive Hatch and Release program conducted by SCRCA Biology in 2021.

Fall Education Program Summary

COVID-19 continues to impact Conservation Education. While some aspects of St. Clair Conservation's Education traditional programs have resumed, other aspects of Conservation Education continue to adapt and evolve. We are thrilled to be able to share our successes.

Traditional Field Trips at L.C. Henderson Conservation Area: Some schools/school boards announced that field trips were once again permitted beginning September of 2021. St Clair staff responded quickly to accommodate this change; hosting a total of 775 students (from seven of SCRCA's member municipalities). Changes to the number of classes/schools attending the site per day, program locations, and sanitization practices were implemented to minimize potential participant/staff exposure to COVID-19.

Nature In Your Neighbourhood: St. Clair continues to offer schoolyard programming for schools that remain unable to visit the Conservation Area. This program choice was delivered to 929 students (favoured by two of SCRCA's member Municipalities). French language schools continue to access Nature in Your Neighbourhood programs, with over 200 French language students benefiting in the fall of 2022.

Live-Stream with a Naturalist: This program format continues to be in high demand. A total of 493 students participated this fall – the program was particularly popular among our French language participants with both local and 'out of watershed' schools.

Aquatic Species at Risk Webinars - Funded by Canada Nature Fund January 10 – January 19th, 2022

During the provincially mandated return to at-home virtual learning in early January 2022, St. Clair Education staff acted quickly to assist teachers and students. In an attempt to engage as many at-home learners as possible, a new 'webinar-style' live-stream Aquatic Species at Risk program was created. St. Clair's Biology team partnered with Education staff to add their expertise to the webinars. Two teachers from local school boards (Lambton Kent District School Board and Conseil Scolaire Catholique Providence) volunteered to moderate the sessions. The feedback from teachers was exceptional. Over the course of just 8 days, the SCRCA connected with 7,187 students (in both French and English, Kindergarten to Gr 12) from across the watershed (and the province).

Teacher Feedback for Aquatic Species at Risk Webinars:

"INCREDIBLE, as always, Melissa and team. I'm always singing your praises to anyone who will listen and you never disappoint." – Matt S.

"Thanks so much. All teachers appreciate having other options while being stuck online, but in addition to that, you always teach us so much. Your ability to teach is really top notch. Seeing you outside was a nice change of scenery too. My students were active and really enjoyed it. Many stayed on till the very end, even though we ended (class) a little before that. Keep up the great work." – Adam M.

“So that was incredible! Well done! The kids and I loved it. It was nice to be able to interact with the kids while you walked and taught. And now we want to know all about fish and turtles! Thank you for the time and effort. It means a lot. :)” – Jean B

Winter Education Programs

St. Clair Conservation continues to offer programming in-person outdoors and virtually in the classroom. Free Sponsored programs continue to be a good option for the winter months. St Clair is fully booked for all sponsored programs that are currently offered. For a full list of our current programs check www.scrca.on.ca/govirtual.

Phosphorus 101: Sponsored by Friends of the St. Clair River and EcoAction Canada, this program introduces students between Grades 8-12 to the issue of phosphorus loading into our watershed and Lake Erie. The live-stream version of the program was fully booked within a few days of its launch; approximately 400 students will participate in 2022.

Watershed 101: Friends of the St. Clair River continue to sponsor this live-stream program which focuses on the interconnectivity between land and water. Students in Grades 6-8 will ‘tour’ the conservation area, learning about watershed management and how ‘what happens upstream impacts downstream’. This program is fully booked for 2022 with approximately 425 students expected to participate.

Spring Water Awareness Schoolyard Program: Plains-Midstream Canada continues to sponsor this program. Staff are developing a ‘Schoolyard’ version for delivery in April. Students will learn how fast, cold, flood water creates ‘dangerous water’ through a series of activities and games on their schoolyard. The program is fully booked for 2022; approximately 800 students will participate. Due to the exceptional response from teachers, a waiting list has been created.

Bluewater Association for Safety, Environment and Sustainability (BASES) Programming: Program development is well underway for the “What’s in the Water” (FDK) and “Lights, Energy, Action!” (Grade 1) programs, which will be delivered in a hybrid format. Teachers and students will receive all the materials for a hands-on experience in the classroom, which will be led virtually by an SCRCA Educator. Pilot tests were highly successful and received excellent feedback. Over 20 teachers (~450 students) have already expressed interest in booking the program.

Maple Syrup Program: This fee-based program is being offered in two formats for March, 2022. Students can participate via ‘Live-Stream with a Naturalist’ or in-person for a traditional field trip at the A.W. Campbell Conservation Area. Both options are nearly fully booked, with approximately 350 students participating over a two-week period.

Webinar Programs – New 2022

St. Clair Education is now offering fee-based webinars to our local school boards. As per direction from the SCRCA Board of Directors, the fee for these webinars is \$500.00 for a 1-hour webinar. Lambton Kent District School Board has booked 12 webinars for the winter/spring 2022 season.

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

St. Clair Staff continue to work closely with the Principal, Ojibwee Language program, and Hillside teachers to assist with the development and delivery of the land-based education initiative this school year (September, 2021 - June, 2022). Staff have been visiting the school weekly to take ‘bushwalks’ with each grade in the school (Kindergarten-Gr 8). Outdoor Education ‘bushwalks’ involve a walking field trip to a local woodlot to participate in various Conservation Education programs.

(i) That the Board of Directors acknowledges the Conservation Education Progress report dated February 7, 2022.

A.W. Campbell Maple Syrup Festival

Date: Saturday, March 19 to Sunday, March 20, 2022

Time: 10:00 a.m. to 3:00 p.m.

Location: A.W. Campbell Conservation Area

Sydenham River Canoe and Kayak Race

TO BE CONFIRMED

Date: Sunday, May 1, 2022

Start Location: Mossie Line at Sydenham River End Location: Shetland Conservation Area

Denning’s Memorial Walk to Remember

Date: Saturday, June 18, 2022

Time: To Be Confirmed

Location(s): To be Confirmed, Strathroy

Ipperwash Beach Shoreline Clean-up

TO BE CONFIRMED

Date: Saturday, September 10, 2022 (Tentative)

Time: 9:00 a.m. to 11:00 a.m.

Location: Centre Ipperwash Beach Boat Launch

A Geocaching Adventure

Date: Sunday, September 11, 2022

Time: 9:00 a.m.

Location: Lorne C. Henderson Conservation Area

Foundation Memorial Forest Dedication

Date - Sunday, September 25, 2022

Time: 2:00 p.m.

Location: Lorne C. Henderson Conservation Area

Directors Comments:

Director Frank Nemcek highlighted the upcoming Maple Syrup Festival, in Brooke-Alvinston and enquired whether SCRCA staff would be delivering maple syrup demonstrations, as in past years. General Manager, Ken Phillips stated that a meeting to discuss the Maple Syrup Festival is scheduled. It is the intention of SCRCA to deliver programming during this event, however changing COVID-19 protocols may necessitate change.

(j) That the Board of Directors acknowledges the 2022 schedule of Special Events outlined in the attached flyer.

BD-22-19

Kennes – Scott

“That the Board of Directors approves the consent agenda and endorses the recommendations accompanying Items 16.1 a - 16.1 j.”

CARRIED

A number of policies govern camping and day use of SCRCA’s Conservation Areas. Policies have been developed/updated to communicate SCRCA’s rules and regulations to the public. The following updated Conservation Areas Policies were reviewed:

- Day Use and Facilities
- Overnight Camping
- Overnight Camping Reservations and Information

Day Use and Facilities

The “Day Use and Facilities” Policies and Regulations document is newly developed. This document aligns day use policies with camping policies wherever possible. This document will be made available to the public on-line. The content of this document aligns with current operations; no significant changes have been made to the Authorities Day Use rules.

Overnight Camping

The “Overnight Camping” Policies and Regulations document has been updated to align with the seasonal camping policy that was updated in 2021. The only significant change is that golf carts will only be permitted for seasonal campers. The collection of liability insurance documentation, signed golf cart rules, and applicable fees is too difficult for transient campers.

Overnight Camping Reservations and Information

| Regulation | Change from Previous |
|---|---|
| Minimum stay on Holiday weekends | Now includes Canada when the holiday falls on a Friday, Saturday, Sunday, or Monday |
| Cancellation within 24 hrs of reservation qualify for partial refund (excluding reservation fee, cancellation fee, and 1 night's camping fee) | Partial refund was provided (excluded reservation fee and cancellation fee) |
| Explanation of AW Campbell CA group camping reservations | Was not previously included in reservation policy |

BD-22-20

MacKinnon – Miller

“That the Board of Directors acknowledges the report dated January 24, 2022 on the Conservation Areas Policies and Regulations for Day Use and Facilities, Overnight Camping, and Overnight Camping Reservations and Information, and further permits the implementation of minor updates in future years.”

CARRIED

The Ontario Trillium Foundation (OTF) accepted applications for funding in the fall of 2021 for their Community Building Fund – Capital Stream program. This funding program is intended to help organizations repair, renovate, or retrofit existing sport and recreation facilities to help strengthen communities.

SCRCA submitted an application to extend the life of facilities and improve accessibility of recreational trails at four Conservation Areas. OTF has approved \$246,500 in funding to complete the four trail upgrades.

Project Description

1. Coldstream CA Boardwalk

The Coldstream boardwalk takes hikers through a Provincially Significant Wetland and along the headwaters of the Sydenham River. This project will rebuild approximately 200m of aging boardwalk to extend the life of the trail system and improve accessibility. The new boardwalk will be wider, have gradual slopes, and include edge protection. The existing boardwalk has aging lumber that contains significant rot, and requires regular repairs to remain operational. The total boardwalk is approximately 365m long; 165m was replaced in 2021.

2. Clark Wright CA Boardwalk

The Clark Wright CA is a 50-acre rural property with 3km of trail through reforested hardwood and pine plantations. The trail system contains 44 ten-foot sections of boardwalk in numerous wet areas of the property. This project will rebuild all 44 sections of aging boardwalk to extend the life of the trail system and improve accessibility. The new boardwalk will be wider, have gradual slopes, and include

edge protection. The existing boardwalk has aging lumber that contains significant rot, and requires regular repairs to remain operational.

3. Strathroy CA Trail

The Strathroy Conservation Area offers 3km of trails through beautiful floodplain forest including Provincially Significant Wetlands, and the Sydenham River. This trail system connects community trails on either side of the property and is used by many as a travel corridor through town. This project will upgrade an existing narrow chip and dust trail loop that varies in width to a minimum 2m wide chip and dust trail surface, improving accessibility for users. The upgraded trail section will be 1050m long.

4. Wawanosh Wetlands CA Trail

Wawanosh Wetlands Conservation Area trails are approximately 3km long and take visitors along a Provincially Significant Wetland providing opportunities for wildlife viewing. The trail also travels along a young forest plantation and is a popular spot for hikers, birders, cyclers, and dog walkers. This project will upgrade 1225m of existing grass/bare soil trail to 2m wide chip and dust. The upgraded trail route is very level and will make an excellent location for improved accessibility.

Financial Impact:

The OTF funding will cover the anticipated costs of the four recreational trail upgrades.

BD-22-21

Brown – Marriott

“That the Board of Directors acknowledge the report dated February 7, 2022 on the funding received from the Ontario Trillium Foundation.”

CARRIED

The Coldstream Conservation Area was acquired through multiple property purchases during the 1960's and 70's. The property includes day use facilities, the Sydenham River, a dam/reservoir, woodlot, and wetland. There is an existing trail at the south end of the Conservation Area taking you through a cedar swamp, a rare experience in Southwestern Ontario. The cedar swamp is designated a Provincially Significant Wetland. The park also contains facilities including washrooms, a soccer field, playground, volleyball court, and a pavilion. The reservoir located on the property is used for fishing, paddling, and wildlife viewing.

The Municipality of Middlesex Centre (formerly the Township of Lobo) entered into a lease agreement to manage/maintain Coldstream CA in 1997. At this time, the Envirofriends of Coldstream (a local community group) entered into an agreement with the Municipality to operate Coldstream Conservation Area. The most recent lease agreement was for 2012-2021. The Municipality chose not to renew the lease agreement and the Authority resumed management and maintenance of the Conservation Area on January 1, 2022.

Coldstream Conservation Area Update:

The uses of the Conservation Area have changed over the last 25 years. Camping is no longer offered, bacteria levels in the reservoir haven't allowed for swimming in decades, and soccer fields are rarely used (one was abandoned a number of years ago). The Conservation Area is very popular for hiking, dog walking, nature viewing, and picnicing. Staff recommendations are mapped and described below for updates to the CA and rehabilitation of the areas of the property no longer in use.

1. Trail restoration north of Coldstream Rd.
 - This area is not currently identified with onsite signage as part of the Conservation Area
 - Low usage has led to significant off-road vehicle use and damage
 - Provincially Significant Wetland and rare/sensitive plants are present in this area
 - Desire from the community for trail access
 - Improved trails/signage and increased use is a good opportunity to deter off-road vehicle use
 - Funding secured through Canada Nature Fund to restore trails, add signage, and block off-road vehicle river crossings
2. Close some trail sections and block off-road vehicle river crossings
 - Use logs and other methods to deter use of closed trails
 - Add signage identifying the authorized trails network and the closed trail sections
 - Funding secured through Canada Nature Fund
3. Expand parking lot and add signage to identify the property as part of the Conservation Area
 - Will encourage authorized use of the trail system
 - Will contribute to reducing off-road vehicle use and river crossing
 - Small parking lot exists (2 cars), could be expanded to park 5-6
 - Not currently funded, application submitted to Nature London, Coldstream reserve could fund a portion of this upgrade
4. Tree planting in the old campground area and half of abandoned soccer field
 - Municipal and Authority staff inspected the campground area and agreed to discontinue this activity in 2019
 - The area does not contain enough campsites to be staffed and be financially self-sufficient
 - A trail loop will be maintained and the remaining area will be planted with trees
 - The abandoned soccer field has not been mowed/maintained in many years; naturalization is a great option for this area
 - Funding secured through the Canada Nature Smart Fund to plant trees
5. Washroom Decommissioning
 - Decommission 3 pit and vault privies (2 located in old campground area and 1 located by soccer fields)
 - Old infrastructure is in poor condition

- No hydro or water to these buildings
 - Not required with camping discontinued and lack of use of the soccer fields
 - One washroom is within 15m of Sydenham River, there is potential for contamination leaching to the river
 - All 3 of these facilities are within 500m of the main washroom building
 - Decommissioning has been included in a Biology Department funding application submitted to EcoAction Grant
 - Coldstream reserve could fund a portion of this work
6. Pollinator Habitat Creation
- Municipal staff have expressed interest in pollinator habitat creation at the Coldstream CA
 - Two locations have been identified for pollinator habitat (small area between maintained soccer field and old campground, and a portion of the retired soccer field next to the Quaker Lane parking lot)
 - Funding secured through the Canada Nature Smart Fund
7. Investigate opportunities for restoration of the main washroom building
- This building contains men's and women's washrooms, showers, and an old concession/kitchen area
 - The building has not operated during COVID-19 and Municipal staff have advised that some plumbing issues are present
 - Staff need to investigate the plumbing issues and the condition of the building to determine costs to rehabilitate
 - Building will remain closed for 2022
8. Replacement of a bridge connecting both sides of the Conservation Area
- The bridge replacement was proposed by the Envirofriends of Coldstream a number of years ago
 - They have fundraised for multiple years to raise more than \$51,000 towards a new bridge
 - The Poplar Hill Lions Club has committed to \$50,000 in funding towards the bridge replacement
 - A contractor has been secured and work is anticipated to occur in spring or summer 2022
9. Boardwalk Replacement
- This 1200 foot raised boardwalk trail through a cedar swamp is very popular for property visitors
 - This boardwalk is nearing end of life and requires regular repairs and tread replacement
 - Funding was secured through the Great Lakes Local Action Fund (Ontario) in 2021 to replace 550', this was completed with staff and volunteer labour
 - This will improve the safety of the property for trail users
 - Funding has been secured to replace the remaining 650' of boardwalk in 2022 through Ontario Trillium Foundation funding

10. Dam Decommissioning Study

- Studies are being completed on both the Strathroy and Coldstream dams to assess the potential for removal
- Studies will be completed in 2022
- Funding secured through the provincial WECl program, the St. Clair Conservation Foundation, and both Municipalities

11. Portable washrooms to be Located in Quaker Lane parking lot in 2022

- The pit and vault privies are no longer in a condition suitable for use
- The main washroom building needs investigation into plumbing issues and costs to rehabilitate
- Portable washrooms will be located in the main parking lot for the 2022 season
- Included in 2022 special levy budget

Financial Impact:

| Property Upgrade | Funding Secured or Proposed | Funding Source |
|---|---|--|
| 1&2 – Trail Rehabilitation, Closures, and Signs | \$13,000 Secured | Canada Nature Fund (DFO) |
| 3 – Parking Lot Expansion | \$5000 Proposed \$5000 Proposed | Nature London Eco Grant Coldstream CA Reserve |
| 4&6 – Tree Planting and Pollinator Habitat in old Campground and Abandoned Soccer Field | \$8700 Secured | Canada Nature Smart (ECCC) |
| 5 – Washroom Decommissioning | \$6,375 Proposed \$2,876.33 Proposed | EcoAction (Federal) Coldstream CA Reserve |
| 7 – Investigate Plumbing Issues and Rehabilitation Costs of Washroom Building | Staff Time | SCRCA |
| 8 – New Bridge | \$51,000 Secured \$50,000 Secured | Envirofriends of Coldstream Poplar Hill Lions |
| 9 – Boardwalk Replacement | \$36,500 Secured and Work Complete (2021) \$83,175 Secured | Great Lakes Local Action Fund (Ontario) Ontario Trillium Foundation |
| 10 – Dam Decommissioning Study | \$105,000 Secured | WECl, SCRCA, Middlesex-Centre, Strathroy-Caradoc |
| 11 – Portable Washrooms | ~\$130/month each (seasonal) | Special Levy, Middlesex-Centre |

The Coldstream CA has a reserve account totalling \$7,876.33 that is restricted use for water quality improvements. This reserve was acquired through penalties paid for a spill at a property upstream of the Conservation Area.

The decommissioning of pit and vault privies that are in close proximity to the river would ensure that leachate does not migrate to the river adversely influencing water quality.

The parking lot expansion north of Coldstream Rd. is intended to increase public use of the trails. With increased use of this portion of the Conservation Area, staff hope that off-road vehicle use will be deterred. Off-road vehicles are regularly crossing the river at three locations on this property and could potentially leak gas/oil into the river. Additionally, off-road vehicles driving through the river increase erosion and sediment transport, which adversely effects water quality.

Staff propose the use of these reserve funds to match grant funding to complete the two projects described above.

Directors Comments:

Chair, Mike Stark enquired regarding the reserve funds are adequate and accessible for the purpose of the proposed projects. Manager of Conservation Areas, Greg Wilcox confirmed that decommissioning of the washrooms meets the requirements of the reserve, which is restricted to use for projects that improve or protect water quality. The additional proposed projects within the report are dependent upon grant funding.

BD-22-22

Burrell – Scott

“That the Board of Directors acknowledges the report on the Coldstream Conservation Area, dated February 4, 2022, and further authorizes the decommissioning of three pit and vault washrooms, and further authorizes the use of the Coldstream Conservation Area Reserve Funds for parking lot upgrades and washroom decommissioning.”

CARRIED

During the 1970’s the Campbell House 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.

In September of 2021, the Board of Directors approved a staff recommendation to remove the building due to safety concerns. Following this approval, a group of community members expressed disapproval with the removal of the building. The Municipality of Brooke-Alvinston sent correspondence requesting the Authority reconsider the decision. At the Authority’s November Board of Director’s meeting, the original motion was amended to read:

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

Update:

- On December 15, 2021, the Authority received correspondence from the Municipality of Brooke-Alvinston that by-law number 17 from 1991 designates the building as being of historical value or interest under the Ontario Heritage Act.
- The local community group interested in saving the building has contracted a roofer to complete repairs and stop weather from infiltrating the building with funds raised. The roofer has visited the site and provided appropriate documentation to proceed with the work. Weather and scheduling has delayed this repair.
- On January 18, 2022, staff attended the “Friends of Campbell Park” Zoom meeting where the immediate and future goals of the group were discussed. The group scheduled their next meeting for February 2nd to finalize mission and goals to be provided to the Board of Directors.
- On January 24, 2022, staff had a phone meeting with legal counsel to discuss obligations for a building designated under the Ontario Heritage Act as well as options available to the Authority.
- On February 2, 2022, staff received the “Friends of Campbell Park” Mission and Vision statement.
- On February 9, 2022, Authority staff met on site with building department staff from Lambton County to inspect the building. County staff will provide information on requirements for opening the building to the public and on property standards that would apply to the building.
- The “Friends of Campbell Park” have arranged for a site visit by Thor Dingman (a preservation works consultant) to inspect the building and provide an opinion on the condition of the building and estimates for rehabilitation. This visit will take place in late February or March.

Next Steps:

- Receive and review reports from Lambton County and Thor Dingman on the required upgrades
- Estimate costs for different levels of rehabilitation
- Continue discussions with community group
- Determine how different building uses would be categorized under the Conservation Authorities Act (Category 1, 2, or 3) and how funding would be secured

- Evaluate all options for this building
- Provide information to the Board of Directors in a future report with recommendations

The following documents were reviewed:

- Municipality of Brooke-Alvinston that by-law number 17
- Friends of Campbell Park mission and vision statement.

Financial Impact:

To date, approximately \$485 has been spent to have a storage bin delivered to site for removal of building contents. Following the amendment to the Board motion, the bin was returned. Contents remain in the building at this time.

Directors Comments:

Director Al Broad highlighted that the reasoning for the historical designation of the A.W. Campbell House Museum, made in 1991, was partly due to the deterioration of the building. It was suggested that the Board of Directors enter into an operating agreement with the Municipality of Brooke-Alvinston. Director of Conservation Areas, Greg Wilcox requested that any decisions relating to the A.W. Campbell House Museum be held until more information can be gathered and presented to the Board of Directors.

Questions arose regarding the recent activity on the property, such as the roofing repairs. Mr. Wilcox explained that the area community members have fundraised and received volunteer services to complete this work.

BD-22-23

Nemcek – MacKinnon

“That the Board of Directors acknowledges the report, dated February 9, 2022 on the status of the Campbell House Museum, and further that staff be directed to postpone any action relating to the building indefinitely until staff investigations are complete, and direction is provided by the Board of Directors.”

CARRIED

This report addresses the following business arising request from the Board of Directors:

Regarding BD-21-131

Request that staff explore whether the initial processing of simple permit applications can be delegated, with only SCRCA staff providing final approval and to report on the possibility of this at the February Annual General Meeting.

Staff have reviewed this possibility and provide the following information to the Board of Directors:

- As per Ontario Regulation 171/06, subsection 3(3) and 6(3), the 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, or under subsections (1) and (2) with respect to granting permission for alteration. O. Reg. 83/13, s. 4(2).

- Therefore, this role cannot be delegated to the Municipal/County staff;
- SCRCA staff are trained and specialized to review applications made under Ontario Regulation 171/06. There is specialized training offered by Conservation Ontario to CA staff which teaches the legal repercussions around issuing permits;
- “Simple” permits/clearances still require review of SCRCA specific floodplain and erosion hazard, and wetland mapping, flood elevation information, past files, and design details.
- CA staff would still need to review the file (even if the Municipality/County pre-screened the file) as there is liability to the Conservation Authority when issuing permits. Having the Municipalities/Counties review prior to SCRCA staff reviewing would create redundancy, duplication and confusion for the landowner;
- Having the CA review and issue permits maintains consistency across the SCRCA watershed and all 17 member Municipalities, as well as other CAs across the Province and neighbouring CAs;
- The current process with Lambton County is working well.
 - Lambton County screens the property for the landowner to determine if it is regulated;
 - Lambton County notifies the landowner within 48 hours, if the property is regulated by the Conservation Authority;
 - Lambton County emails any submitted documents such as site plans, construction drawings etc. to the CA for review;
 - Lambton County continues to work on the file and issues the final permit once the CA permit is received;
 - CA starts a file and notifies landowner what additional information is required;
 - Going forward into 2022/2023, Lambton County has outlined that they are working on a new software system and digitizing old files that will allow all pertinent documents to be shared with the CA immediately through the software (rather than emailing back and forth), and will allow for a more efficient review process.
- Since early 2020, the SCRCA Planning and Regulations department has lost several experienced members of the team. As we work to re-build the department back up to pre-2020 numbers, there has been an increase in files and applications. With the hiring of the Planning and Regulations Clerk this month, department staffing will be back at pre-2020 levels. As per the recommendations in the Tim Dobbie Consulting Ltd. report, the addition of two permanent full-time staff members will be transitioned in over the next two years, as funding becomes available, to keep up with increased development in the watershed.
- What Municipalities/Counties can do to help out SCRCA to decrease timelines:
 - Screen the property to determine if it is regulated by the Conservation Authority. SCRCA’s regulated area mapping is shared with the

Municipalities and Counties on an annual basis, and is also available at www.camaps.ca;

- Notify landowners as soon as possible that their property is regulated and that they will need a permit and/or clearance from the Conservation Authority;
 - Email any plans including construction drawings received to planning@scrca.on.ca
 - Direct landowners to fill out an application form, found on our website: <https://www.scrca.on.ca/wp-content/uploads/2018/11/FORMR1-SCRCA-Application-Form1.pdf>
 - Pages 3 and 4 of the application outline general requirements that should be submitted with the application form.
- In the coming year, SCRCA will be preparing and implementing Memorandums of Understanding (MOU) agreements with the Municipalities and Counties for all planning and regulations services. These agreements will ensure that appropriate expectations, roles and timelines are addressed.

BD-22-24

Burrell – Miller

“That the Board of Directors acknowledges the report, dated February 10, 2022 in response to the item of business arising regarding the SCRCA Planning and Regulations permitting process and the possibility of County/Municipal involvement.”

CARRIED

At the November 4, 2021 Board of Director meeting, a request was made of staff to provide an analysis of the current fee schedule and determine what is required for the organization to recoup 100% of the costs associated with work carried out under Section 28 of the Conservation Authorities Act (CA Act), and in providing technical review and clearance services for planning, infrastructure, and other development related activities.

In keeping with the Ministry of Northern Development, Mines, Natural Resources and Forestry’s (MNRF’s) guidelines for the collection of fees under Section 21 of the CA Act, the St. Clair Region Conservation Authority (SCRCA) collects user fees for regulatory permits and plan review services, including responses to real estate and public inquiries.

In 2021, SCRCA staff provided the Board of Directors with an updated fee structure for 2022 to offset the costs of hiring additional program staff that were recommended in the Tim Dobbie Consulting report. The report recommended the hiring of an additional 3 staff to increase the capacity of the Planning and Regulation Department. The Board of Directors approved a recommendation to increase staffing over a two-year period, 2022 and 2023, as well as approved increases to the general levy and the 2022 Fee Schedule. As a result, fees were increased between 10% and 20% depending on the category.

The Board of Directors subsequently requested that staff examine the possibility of collecting fees associated with the Planning and Regulations programs that would see the SCRCA collect 100% of the cost of operations associated with planning and regulations activities. The goal would be to target ‘development paying for development’ (‘user pay principle’) in keeping with industry standards.

In preparation of the report, SCRCA staff compared fee schedules with local conservation authorities (Lower Thames, Essex, Ausable-Bayfield, Upper Thames, and Kettle) as well as two from conservation authorities that had recently undertaken fee reviews (Sudbury-Nickel and Credit Valley). Staff also reviewed a September 19, 2019 report that was provided to the Board of Directors that included an examination of SCRCA fees for 2020 and the ability of the SCRCA to achieve a 60/40 cost recovery model. For clarity, the 60/40 cost recovery model (60% fee generated, 40% levy supported costs) is widely acknowledged as the maximum amount any conservation authority can achieve without compromising public willingness to seek out permits. All of the conservation authorities in major development areas (Toronto and Region, Credit, Central Lake Ontario and Halton) have implemented the 60/40 model. UTRCA and Sudbury adopted a 50/50 model.

The report submitted to the SCRCA Board of Directors in 2019 noted that:

Looking at cost recovery models...and taking one example (for example the 60/40 user fee to levy and provincial grant ratio model), and taking 2020 Planning and Regulations Budget projections, user fee revenue would need to be increased by over 60% in order to achieve the 60% user fee cost recovery model for 2020....While a 10% increase in fees this year will not achieve long-term goals for a specific cost recovery model goal in 2020, SCRCA staff feel that at this time it is the maximum increase acceptable to consider to remain consistent with the current fee policy above, and to ensure continued progress to work towards a cost recovery plan. Looking at the numbers, one option to achieve a cost recovery model (for example 60/40) could be to continue to phase fee increases over a 6-year period with 10% increase each year.

Fees have been increased accordingly in 2019, 2020 and 2021. An additional increase was added for 2022 in order to reduce impact on the general levy.

Current Situation:

In the past 3 years the SCRCA has seen an increase in applications and revenue generation.

| Year* | Number of Fees Collected | Total Fees Collected |
|-------|--------------------------|----------------------|
| 2019 | 753 | \$232,677 |
| 2020 | 803 | \$236,929 |
| 2021 | 896 | \$250,450 |

*A 3-year outlook is provided as the SCRCA updated its tracking system to provide better accuracy in 2019

What is notable is that the while number of applications is steadily increasing, and fees have been increased, there has not been a significant corresponding increase in revenue. The reason for this can be found when examining the 2021 applications for which the SCRCA collected a fee.

In 2021, the SCRCA collected fees totalling \$250,450 from 896 submissions for work under Section 28 of the CA Act and in providing technical review and clearance services for planning, infrastructure and other development related activities.

| Type of Submission | Number of Fees Collected | Percentage of Fee Type | Total Fees Collected | Percentage of Fees |
|-----------------------------|---------------------------------|-------------------------------|-----------------------------|---------------------------|
| Processing Fees | 345 | 38.51% | \$41,630 | 16.62% |
| Permits | 285 | 31.81% | \$112,790 | 45.03% |
| Drains/DART | 90 | 10.05% | \$33,205 | 13.26% |
| Legal/Property Inquiries | 84 | 9.38% | \$17,480 | 6.98% |
| Planning (Hazard) | 53 | 5.92% | \$14,975 | 5.98% |
| Planning (Natural Heritage) | 22 | 2.46% | \$25,300 | 10.10% |
| Planning (Inquiry) | 16 | 1.79% | \$4,300 | 0.02% |
| Environmental Assessment | 1 | 0.01% | \$370 | 0.002% |

As shown, the bulk of the work currently conducted by Planning and Regulations staff is concentrated in Permitting. The fees for the services are minor, most falling in the \$120-\$215 range. When taking into consideration fees, affordability for the applicant must be accounted for and the aforementioned range was deemed to be reasonable. If the fees become too onerous, many will forgo the application process and potentially undertake work in contravention of the CA Act. This in turn leads to an increase in enforcement activity (fees cannot be charged for investigations) and legal costs which are rarely recouped by the organization. For reference, staff investigated 27 potential permitting violations in 2021.

In a fee comparison with other CAs, what must be remembered is that each CA is reflective of the area and conditions where it is based. Credit Valley Conservation (CVC) fees are provided to demonstrate the scale at which fees must be set in order to achieve a 60% cost recovery in an intense development environment. The CVC is a high growth area in comparison with SCRCA. Conversely, Kettle Creek Conservation Authority (KCCA), has far fewer resources and pressures than the SCRCA and its fee schedule is reflective of that. A chart showing the various fee category for each CA has been provided. Fees for Lambton County were also provided for applicable categories.

A select number of fee categories have been broken out for comparison. These fee categories are the most prevalent in SCRCA staff workflow. 2022 fees compare as follows:

| Fee Category | SCRCA Fees | Average of Comparator CA Fees | % Of Average Fee |
|-------------------------|------------|--|------------------|
| Processing Fees | \$140 | \$180 | 77.8% |
| Routine Permits | \$240 | \$179.70 | 133% |
| Small Scale Permit | \$470 | \$470 | 100% |
| Medium Scale Permit | \$730 | \$938 | 77.8% |
| Large Scale Permit | \$1,235 | \$1,590.42 (w/o CVC) \$4,496 (with CVC) | 77.6% 27.5% |
| Legal Inquiries | \$220 | \$205 | 107% |
| Minor Drainage | \$65 | \$152.50 | 42.6% |
| Standard Drainage | \$380 | \$645 | 58.9% |
| Major Drainage | \$1,010 | \$1,030 | 98% |
| Minor Variance Heritage | \$365 | \$403 | 90.5% |
| Minor Variance Hazard | \$220 | \$294 | 74.8% |

As shown above, the fees currently charged by the SCRCA vary greatly from the comparator CA average depending on type. The SCRCA can make increases in some areas and this was acknowledged in the 2019 Staff Report and fee increase strategy.

Cost Recovery Scenarios:

In 2022, the budget for the Planning and Regulations is approved at \$833,009 with a supporting levy of \$494,576 and a provincial transfer of \$19,000. The remaining \$319,433 is to be provided through fees. Therefore, in 2022, the SCRCA is budgeted to recover 38% of its costs. The Board of Directors requested that staff examine fees that would accomplish 100%, 75%, 60% and 50% cost recovery for Planning and Regulations. Based on the approved 2022 budget, the SCRCA would need to increase fees by the following amounts:

- 100% Cost Recovery - Increase 2022 Fees by 261%
- 75% Cost Recovery - Increase 2022 Fees by 196%
- 60% Cost Recovery - Increase 2022 Fees by 156%
- 50% Cost Recovery - Increase 2022 Fees by 130%

To illustrate what these increases would translate to in specific fees, please see the chart below. (CR refers to Cost Recovery)

| Fee Category | 2022 Fee | 100% CR | 75% CR | 60% CR | 50% CR |
|---------------------|----------|------------|------------|------------|---------|
| Processing Fee | \$140 | \$365.40 | \$274.40 | \$218.40 | \$182 |
| Routine Permits | \$240 | \$626.40 | \$470.40 | \$374.40 | \$312 |
| Small Scale Permit | \$470 | \$1,226.70 | \$921.20 | \$733.20 | \$611 |
| Medium Scale Permit | \$730 | \$1,905.30 | \$1,430.80 | \$1,138.80 | \$949 |
| Legal Inquiries | \$220 | \$574.20 | \$431.20 | \$343.20 | \$286 |
| Minor Drainage | \$65 | \$169.65 | \$127.40 | \$101.40 | \$84.50 |
| Standard Drainage | \$380 | \$991.80 | \$744.80 | \$592.80 | \$494 |
| Major Drainage | \$1,010 | \$2,636.10 | \$1,979.60 | \$1,575.60 | \$1,313 |

| | | | | | |
|----------------------------|-------|----------|----------|----------|----------|
| Minor Variance Heritage | \$365 | \$952.65 | \$715.40 | \$569.40 | \$474.50 |
| Minor Variance Hazard | \$220 | \$574.20 | \$431.20 | \$343.20 | \$286 |

Future Oppourtunities:

For the 2023 fee schedule, staff propose the following recommendations for consideration:

- For fees that are refunded, retain a 20% administration cost.
- In negotiating the MOUs with municipal partners, SCRCA needs to discuss potential for fees for submissions beyond those accommodated in the general levy.
- Examine more fully the possibility of GIS services being utilized as a fee service.
- Beginning in 2023, institute a minimum inflationary or COLA increase annually. This will help to keep fees from becoming stagnant and falling behind operation costs.

Focus on getting the SCRCA fees up to a minimum 50/50 formula by 2026.

Directors Comments:

Directors requested and received clarification on the difference between the various types of permit applications and the justifications for the level of cost each incurs. General Manager, Ken Phillips confirmed that the recommendation from staff is to make a gradual move toward a 50% fee/50% levy cost recovery by 2026. Chair Mike Stark informed the board that he intends to bring this matter to a future Executive Committee for discussion and formal recommendation to the full board.

BD-22-25

Kennes – Brown

“That the Board of Directors acknowledges the report dated February 16, 2022 and further directs staff to carry out the recommendations listed within the report to assist with cost recovery efforts for Planning and Regulations operations.”

CARRIED

- 2022-2023 Projects will be submitted on February 11, 2022
- All applications will be reviewed by a committee, made up of Provincial and Conservation Authority staff representatives, in late March or early April, and will be ranked in comparison to all submitted projects from across the Province
- If funding is confirmed for this program, a list of approved projects may be available in May, 2022
- A list of WECl projects submitted for 2022-2023 is outlined below

| Structure | Project Name | Description of Work | Total Project Cost (\$) | Grant Requested (\$) |
|-----------------------------|---|--|-------------------------|----------------------|
| Sarnia Shoreline Protection | Shoreline Repair (Pine St to Penhuron Avenue) | Carry out construction of shoreline protection as per the design | \$600,000 | \$300,000 |
| Port Lambton Park | Port Lambton Park Shoreline Restoration | Construction of Shoreline restoration at Port Lambton Park | \$400,000 | \$200,000 |
| W. Darcy McKeough Dam | Dam Instrumentation | Implement real time structural health monitoring instrumentation at the McKeough Dam. | \$30,000 | \$15,000 |
| W. Darcy McKeough Floodway | Channel floor repair | Perform Channel repairs on the McKeough Floodway as identified in the Engineering reports. | \$40,000 | \$20,000 |

BD-22-26

Burrell – Kennes

“That the Board of Directors acknowledges the report dated February 8, 2022 on Water and Erosion Control Infrastructure Projects and approves the projects submitted for funding in 2022-2023 and further will assist staff in obtaining matching funds, where required, to support these projects upon confirmation of funding approval.”

CARRIED

Under New Business

General Manager, Ken Phillips addressed the recently shared correspondence from the Ministry of Environment, Conservation and Parks (MECP) regarding the addition of an agricultural sector representative to Ontario Conservation Authority Boards. A recent meeting with Conservation Ontario and MECP was held for further clarification and it was explained that the Minister *may, (not shall)* appoint an agricultural representative, which implies that an exception may be considered. It was explained that the per diem rate for the agricultural representative is paid by the MECP and is in line with other Ministry-appointed committees. A request has been made to review the potential candidates prior to confirmation of appointment, if possible. Directors discussed and agreed that the current SCRCA Board membership is well represented by the agricultural sector, as it has been historically.

BD-22-27

Mariott – Miller

“That correspondence be drafted to inform the Ministry of Environment, Conservation and Parks that there is adequate representation of the agricultural sector on the current membership of the Board of Directors, and further request that this be considered in the decision whether to appoint an additional board member.”

CARRIED

New Business (Continued)

Director Brad Loosley brought forth concerns regarding the timelines for the approval of planning applications and enquired whether a policy on this matter exists. General Manager, Ken Phillips and Director of Planning and Regulations, Melissa Deisley informed that staff are working to reduce timelines and meet compliance with the Conservation Ontario standards for acceptable turnaround times, which will be brought to a future meeting for information. Staff report that the most common cause of delays in processing are caused by incomplete applications. It was also noted that the Planning and Regulations department staff will be at full complement in the following week, and this will help to alleviate workloads and increase customer service satisfaction. Director Brad Loosley expressed that his concern also relates to complete applications and the timeline between completion of processing and the physical receipt of the permit by the applicant.

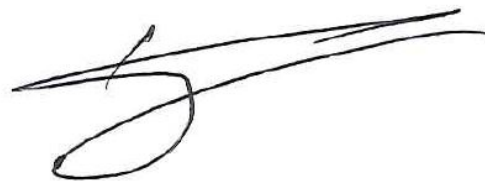
Directors also discussed the potential for the return to in-person meetings and the possibility of offering a hybrid model and/or transition plan. Chair, Mike Stark requested that directors report any apprehensions or concerns they may have regarding a return to in-person meetings to General Manager, Ken Phillips or Board Coordinator, Ashley Fletcher.

BD-22-28

Marriott - Miller

“That the meeting be adjourned.”

CARRIED



Mike Stark
Chair

Ken Phillips
General Manager



Board of Directors Meeting Minutes

Date: March 31, 2022

Time: 2:00 p.m.

Remote

Directors Present: Diane Brewer, Pat Brown, John Brennan, Vice-Chair; Terry Burrell, Bill Dennis, Joe Faas, Greg Grimes, Aaron Hall, Frank Kennes, Brad Loosley, Betty Ann MacKinnon, Kevin Marriott, Steve Miller, Frank Nemcek, Lorie Scott, Chair; Mike Stark, Jerry Westgate, Tim Wilkins

Regrets: Al Broad, Dan McMillan

Staff Present: Erin Carroll, Director of Biology; Chris Durand, Manager of IT/GIS; Ashley Fletcher, Administrative Assistant/ Board Coordinator; Ken Phillips, General Manager

The Chair welcomed everyone to the meeting and acknowledged the recent appointment of Director Greg Grimes, representing the Village of Point Edward. It was requested that each Director declare a conflict of interest at the appropriate time, on any item within this agenda in that a Director may have pecuniary interest.

BD-22-29**Loosley – Burrell**

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

CARRIED

The Sydenham watershed is heavily impacted by human activities. Sustained monitoring of benthic communities and surface water is important to assess long-term changes in water quality. By obtaining baseline data on these watercourses, the St. Clair Region Conservation Authority (SCRCA) can better understand the risks of nutrient loading, runoff, and potential spills from various land uses and how to mitigate their effects. Stewardship implementation projects, such as wetland restoration and tree planting, help to sequester carbon, improve water quality, reduce erosion, and provide wildlife habitat.

SCRCA’s Biology Department and Conservation Services delivers a habitat stewardship program for landowners throughout the watershed to assist with the implementation of various habitat projects and agricultural best management practices (BMPs) to maintain/improve water quality and to create wildlife habitat. The Healthy Watershed Program has restored or enhanced over 1,000 ha of land and over 4 million trees have been 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.

In June 2021, a proposal was submitted to the Ontario Ministry of the Environment, Conservation and Parks (MECP) requesting \$80,450 from the Ontario Community

Environment Fund (OCEF) for support to St. Clair Region Conservation Authority's Stewardship and Aquatic Monitoring programs.

Specifically, SCRCA requested funding to:

- Plant a minimum of ten acres of native or non-invasive trees or shrubs
- Restore a minimum of two acres of wetland
- Implement a minimum of three green infrastructure projects
- Bank stabilization at the Warwick Conservation Area
- Support Ipperwash Phrag Phighters to remove invasive phragmites from a Provincially Significant Wetlands and other natural areas of interest
- Complete watershed health monitoring:
 - Water samples at 18 locations
 - E.coli samples at 18 locations
 - Benthic invertebrate samples at 15 locations
 - Long-term temperature data at 8 locations

| | |
|---|-----------|
| Amount requested from OCEF: | \$80,450 |
| Amount from all other sources (cash / donations): | \$123,500 |
| Amount from all other sources (in-kind): | \$103,100 |
| Amount from SCRCA | \$4,400 |
| Total value of project: | \$311,450 |

St. Clair Conservation was notified by MECP in March 2022 that \$56,643.65 was allocated from the OCEF towards the project for 2022/2023.

Directors Comments:

Director Pat Brown noted the difference in funds received vs. funds requested and enquired how staff intend to bridge the gap in funding. Director of Biology, Erin Carroll explained that all projects have been scaled back, relative to the gap in funding, in addition to the cancellation of the Warwick Conservation Area bank stabilization project.

Revised project detail is as follows:

- Plant a minimum of ten acres of native or non-invasive trees or shrubs
- Restore a minimum of two acres of wetland
- Implement a minimum of two green infrastructure projects
- Support Ipperwash Phrag Phighters to remove invasive phragmites from a Provincially Significant Wetlands and other natural areas of interest
- Complete watershed health monitoring:
 - Water samples at 18 locations
 - E.coli samples at 18 locations
 - Benthic invertebrate samples at 15 locations
 - Long-term temperature data at 8 locations

| | |
|---|--------------|
| Amount from OCEF: | \$56,643.65 |
| Amount from all other sources (cash / donations): | \$106,531.35 |
| Amount from all other sources (in-kind): | \$96,900 |
| Amount from SCRCA | \$5,100 |
| Total value of project: | \$265,175 |

BD-22-30

Burrell – Faas

“That the Board of Directors acknowledges the report, dated March 17, 2022 on the Ontario Community Environment Fund (OCEF) grant “Habitat Restoration and Monitoring in the St. Clair Region” and authorizes St. Clair Conservation Authority (SCRCA) to enter into a funding agreement with the Province of Ontario.”

CARRIED

Under New Business

Director Tim Wilkins informed the Board of Directors that the Township of Plympton-Wyoming is working to collect quotes and remediate existing damage to the Highland Glen Conservation Area as soon as possible, with intentions to begin such repairs in April or May, 2022. Ministry approval to transfer ownership of the lands back to the Township of Plympton-Wyoming remains outstanding. Mr. Wilkins requested to confirm that in the event that the request to change ownership is denied, that the Board of Directors is prepared to fund their portion of the repairs to the boat launch. General Manager Ken Phillips explained that funds are set aside within the 2022 budget to complete some of the work, as previously approved by the Board of Directors, and that funds may be reallocated with Board approval. Permits and timing will be dependent upon the type of work planned.

Chair Mike Stark congratulated the 2022 Outstanding Farmer Award recipients, Brad and Monica Douglas, who are 5th generation farmers from Plympton-Wyoming. The Douglas family is being recognized for their contribution to conservation through excellent farming practices. Mr. Stark expressed his regret for not being at the awards ceremony, but thanks Stewardship Communications Technician, Emily Febrey for presenting the award on his behalf.

The next Board of Directors meeting will be held in person at the SCRCA Administration Office on Thursday, April 21 at 10:00 a.m.

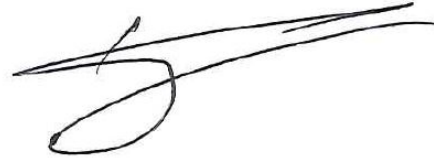
BD-22-31

Burrell – Scott

“That the meeting be adjourned.”

CARRIED

Mike Stark
Chair



Ken Phillips
General Manager



Executive Committee Meeting Minutes

Date: April 14, 2022

Time: 11:00 a.m.

Administration Office/Remote

Members Present: Terry Burrell (remote), Joe Faas, Frank Kennes, Brad Loosley, Betty Ann MacKinnon (remote), Steve Miller, Lorie Scott (remote), Mike Stark, Chair

Regrets: Pat Brown, Vice-Chair

Staff Present: Chris Durand, Manager of IT/ GIS; Ashley Fletcher, Administrative Assistant/Board Coordinator; Sarah Hume, Payroll/Accounting Clerk; Ken Phillips, General Manager; Girish Sankar, Director of Water Resources; Greg Wilcox, Manager of Lands

The Chair welcomed everyone to the meeting and 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.

The Chair described the purpose of the meeting to be an informal discussion on priorities to improve the current practices of the St. Clair Region Conservation Authority (SCRCA) and the practices of the Board of Directors. Committee members were encouraged to share their opinions and ideas.

EC-22-10

Loosley – Faas

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

Discussion Items:

Meeting Agenda Format

Chair, Mike Stark brought forth the following suggested structure for SCRCA meeting agendas, as practiced by the City of Sarnia Council, as well as the recommendation to assign a pre-determined mover and seconder for each motion in order to open matters for discussion.

- Presentations
- Delegations
- Correspondence
- Notice of Motion
- Minutes
- Inquiries, Info and Urgent Matters
- Routine Approvals, Actions and Information
- Civic Reports

Executive Committee members agreed on the merits of receiving staff presentations in

order to offer continuous education to board members and the public. Differences of opinion were expressed in regards to whether there is a need to alter the existing format of the board package agenda beyond the inclusion of staff presentations, as a consent agenda has been included in recent years to streamline meetings and reduce time spent on routine actions of the Authority. Committee members agree that an orientation session is to be scheduled at the start of each year for both new and returning board members, in order to ensure a full understanding of mandated and optional programming and the expectations of board members and further that this training be offered on a one-on-one basis to any directors joining mid-term. An orientation package is offered to all new members upon their appointment including the following:

- Annual Report
- SCRCA Member Handbook
- Administrative By-Laws
- Director Contacts and Meeting Schedule
- Organizational Structure, as well as
- Ministry required training materials

SCRCA Governance Structure

Chair, Mike Stark raised question to the size of SCRCA board, and whether it is felt that the current membership of 20 is thought to accurately represent and reflect the needs of the watershed. Differences in opinion were expressed among committee members, and concerns were raised regarding each municipality's right to fair representation. General Manager (GM), Ken Phillips explained that in order to request any change to the structure of the board under the Conservation Authorities Act (CA Act), unanimous consent by resolution would be required from all participating municipalities, which committee members agree is unlikely to occur. Committee member, Brad Loosley recommends the hiring of a consultant to look into the process of reducing the number of board members for future consideration. The matter will be brought to the full board meeting for discussion.

Executive Committee Meetings

Chair, Mike Stark requested feedback from committee members on the suggestion that the Executive Committee meet 1 week prior to each board meeting to discuss items of pertinence. Committee members discussed and arrived at the decision to meet for urgent matters only, or at the call of the Chair. GM, Ken Phillips explained that our current by-laws do not provide a mechanism for handling urgent matters remotely (i.e. voting by e-mail), however a review of policies and by-laws are planned for the near future. The Executive Committee is advised to consider the added costs associated with additional meetings, as well as the perception from the full board.

Municipal Memorandums of Understanding (MoU)

In order to improve the relationship between the Conservation Authority and its member Municipalities, Chair, Mike Stark recommends that a written commitment of service, or customer service standard be drafted and shared as part of MoU discussions. The Chair, Vice Chair and GM commit to attending all meetings with municipal staff and

council in order to provide a clear understanding of municipal levy, what it covers and what it does not, and also to justify the services, actions and fees of the SCRCA. GM, Ken Phillips has made contact with municipal CAOs and has offered a preliminary information session on the upcoming process of securing MoU agreements. Committee members discussed the Planning and Regulations department's return to full compliment (an additional 1.5 staff still to be added within the next year) and it was enquired whether the additional staff positions can be implemented now. It is requested that the GM bring this matter to the full board for consideration.

Highland Glen Update

A verbal update was provided by GM, Ken Phillips regarding the Highland Glen Conservation Area boat launch. The Town of Plympton-Wyoming has secured a contractor and will be investing \$100,000+ to make repairs to the boat launch. It is anticipated that the project may not begin until late summer, given that federal permits are required. A report on this matter is coming to the full board of directors meeting.

Manager of Conservation Areas, Greg Wilcox informed the committee that an informal request at staff level has been made to utilize the funds that SCRCA would have set aside for repairs, prior to the change in operation/maintenance of the Conservation Area. No formal request has been received to date. \$31,000 has been budgeted in 2022 for capital repairs and is approved for use in repair of the boat launch.

EC-22-11

Faas – Miller

“That the meeting be adjourned.”

Mike Stark
Chair



Ken Phillips
General Manager

Meeting Date: April 21, 2022
Report Date: April 12, 2022
Submitted by: Ken Phillips

Item 6.1

Subject: General Manager's Report

Recommendation:

That the Board of Directors receive for information the General Managers Report dated April 12, 2022

Report:

Operations

- A return-to-work plan was put in place commencing April 4, 2022 that will see the head office fully staffed by the beginning of May. Staff are currently working on a two-week rotating cycle so that they can re-acclimatize themselves to an office setting and to allow time for refinements to be made to the plan so that can staff safety can be ensured.

Community/Partnership Outreach

- SCRCA has been participating in BASES upcoming Emergency Preparedness Week planning with the General Manager attending bi-weekly committee Zoom meetings. He will also be attending the debriefing session on May 3, 2022.
- GM made a presentation to the Strathroy Rotary Club on SCRCA's role in flood mitigation, water quality monitoring and water quantity monitoring. SCRCA staff will also participate in the Rotary Club's community clean-up event in Strathroy on April 23.
- Attended a meeting via Zoom on March 31 organized by BASES with representatives of the Lambton-Kent District School Board with regard to how we can collectively increase our capacity to provide experiential education in the region. SCRCA with be arranging further meetings with both organizations in the immediate future.

Federal/Provincial/Municipal Meetings

- Attended a meeting via Zoom March 8 with MECP staff to share information on issues within the SCRCA watershed and how the two organizations can best collaborate to work effectively on enforcement issues.
- Attended a multi-stakeholder meeting via Zoom with regard to the Lake Erie Action Plan on March 10.

- Attended a Road Salt Workshop session via Zoom hosted by the MPP Andrea Khanjin, Parliamentary Assistant to the Minister of Environment, Conservation and Parks on March 15. Participants were asked to provide input into minimizing the impact of road salt on the environment.
- MOU information sessions were held March 21 and March 22 with municipal staff via Zoom. Additional sessions are being set up for those that were unable to attend.
- Attended a BACP meeting via Zoom on March 23 regarding updates to the St. Clair River Area of Concern.
- Attended LEAP meeting via Zoom on April 5. Meeting centered around phosphorus issues.
- Attended an OMAFRA Agricultural Sector Working Group meeting via Zoom on April 11. Meeting focused on effectiveness of cover crops.

Conservation Ontario

- Attended Conservation Ontario Asset Management Workshop via Zoom on April 1. SCRCA will provide staff to assist in CO subcommittees on this topic moving forward.
- Attended Conservation Ontario Annual General Meeting along with Vice-Chair Pat Brown via Zoom on April 11. The CO report is included within the board package.

Meeting Date: April 21, 2022
Report Date: April 12, 2022
Submitted by: Ken Phillips

Item 6.2

Subject: Conservation Ontario Report

Recommendation:

That the Board of Directors receive for information this report concerning the April 11, 2022 Conservation Ontario Annual General Meeting

Meeting Report

- Vice Chair, Pat Brown and General Manager, Ken Phillips attended the Conservation Ontario AGM via Zoom. Allan Reville from Cataraqui Conservation was acclaimed as Chair for 2022 and Alan Dale from Upper Thames Conservation was acclaimed as a Vice Chair for 2022. One Vice Chair position remains vacant.
- CO presented its 2021 Financial Statements and noted that there was an anticipated \$25,000 surplus that will be placed in the Unrestricted Fund Reserve. The auditors declared it to be a clean audit with no issues observed.
- CO General Manager, Kim Gavine provided an update on the BC flood situation and response from conservation authorities to aid. SCRCA was one of 18 CAs that committed staff, Girish Sankar and Emily De Cloet, to assist in the flood emergency if necessary.
- CO will be distributing Election Kits to all CAs which will contain talking points/questions for candidates in the upcoming Ontario election in June.
- CO will be providing guidance to CAs by September 2022 with regard to the Not-for-Profit Corporations Act and what, if any, changes may need to be made to CA by-laws.
- CO issued its 2021 Annual Report. The report has been attached to the agenda.

2021



CONSERVATION ONTARIO ANNUAL REPORT
From Vision to Action

#ConservationMatters

CAO / CHAIR MESSAGE

2021 marked the 75th anniversary of the *Conservation Authorities Act* (CAA) which was originally enacted in 1946. The reason for establishing conservation authorities (CAs) then remain as valid today – the need to protect people and property, preserve our environment and strike the appropriate balance between development and protecting our natural heritage.

The legacy of development in the first half of the 20th century saw many areas where deforestation created significant flooding and erosion problems which resulted in degraded water quality. In some cases, the clearing of the forests and other vegetation was so severe that it created deserts such as in the Ganaraska watershed. In order to turn things around, the province and municipalities started to establish conservation authorities who would manage and restore Ontario's water and land natural resources using a watershed-based approach.

Coincidentally, 2021 also marked a period of renewal as implementation began of significant changes made to the *Conservation Authorities Act* by the Province as a result of a review of the legislation which started in 2015 and ramped up in 2018 – 2020.

Conservation Ontario (CO) has worked hard to support conservation authorities as they work through these changes. Four CO staff joined the 14 CA staff and representatives from other agencies to support the Conservation Authorities Working Group which was struck by the Ministry of Environment, Conservation, and Parks to determine the best ways to approach implementation. The Chair of the Working Group is Hassaan Basit, President and Chief Executive Officer of Conservation Halton. Conservation Ontario also hosted a series of meetings with CAs and developed guidance material. More detail on this work is available in this annual report.

While our work on the CAA has been extensive, Conservation Ontario continued to support its members throughout 2021 in other program areas as well. In July we celebrated a successful new partnership with the Federal government. Conservation Ontario was approved to receive \$9 Million from 2021 to 2024 through the Nature Smart Climate Solutions Fund offered by Environment and Climate Change Canada (ECCC). Over 50 projects with 15 conservation authorities are currently being funded. In addition to this, Conservation Ontario was also approved to receive \$1.2 Million to secure and protect significant natural areas to help Ontario protect biodiversity and adapt to climate change impacts.

Our year ended with a call for help from British Columbia which was struggling to manage the impacts of severe flooding in late November and early December. Conservation Ontario and CAs met with Emergency Management Ontario and the Ontario Ministry of Northern Development, Mines and Natural Resources to see how CAs could help. A total of 53 staff from 18 conservation authorities quickly volunteered to travel to BC and help in any way they could. Fortunately, just prior to finalization of the agreement, conditions began to improve and CA staff were put on standby. It was very gratifying to see that the expertise of conservation authorities is known and valued by their peers in other parts of the country. And it was amazing to see how many CA staff were able to immediately jump up to the plate and offer to help.

Thank you to our staff, members and partners for a very busy 2021.



KIM GAVINE,
General Manager



ANDY MITCHELL,
*Chair,
Board of Directors*

FROM VISION TO ACTION

CONSERVATION ONTARIO'S 2021-2025 STRATEGIC PLAN

Over the course of the 2021-2025 Strategic Plan, Conservation Ontario will be a leader, engaging conservation authorities in matters of common interest, and in helping to shape effective policy relating to healthy watersheds and people. Through this work and in collaboration with others, Conservation Ontario will promote and continually strengthen a watershed-based conservation coalition in Ontario.

OVER THE NEXT FIVE YEARS, CONSERVATION ONTARIO WILL:

- ✓ Track and influence policy and program development to advance integrated watershed management in Ontario
- ✓ Continue to develop information management, communication and technical tools for conservation authorities to support and promote their work
- ✓ Build strategic funding, program and policy partnerships that can leverage and broaden the reach of conservation authority programs important for watershed health and to address climate change impacts
- ✓ Support member conservation authorities to implement changes to the *Conservation Authorities Act*
- ✓ Promote the value and role of conservation authorities to key decision makers, partners and the general public
- ✓ Engage member conservation authorities meaningfully and keep them up to date on Conservation Ontario efforts on their behalf
- ✓ Take action towards Indigenous Reconciliation and ensure diversity, equity and inclusion within corporate Conservation Ontario and across all our program areas



SUPPORTING MEMBERS TO IMPLEMENT CHANGES TO THE CONSERVATION AUTHORITIES ACT

CONSERVATION AUTHORITIES WORKING GROUP

To help implement changes to the *Conservation Authorities Act*, the Province established a Conservation Authorities Working Group. The Group is comprised of representatives from Conservation Ontario, conservation authorities and municipalities as well as the development and agriculture sectors.

Four Conservation Ontario and 14 conservation authority staff participated in the Working Group throughout 2021. The Chair of the Working Group is Hassaan Basit, President and CEO of Conservation Halton.

The work of the group is divided up into two phases. Phase 1 regulations were released in early October 2021 and included regulations for Mandatory Programs and Services, Transition Plan and Agreements, and, Rules of Conduct in Conservation Areas (not yet in force).

The work on Phase 2 regulations continues into 2022.

SUPPORTING MEMBERS TO IMPLEMENT CAA CHANGES

In 2021, Conservation Ontario undertook significant effort to ensure members could implement the changes as required. A coordinated response to the Phase 1 consultation guide was prepared and key recommendations promoted by conservation authorities were accepted in the final regulations, including an extension of the timelines for completion of MOUs/agreements and the inclusion of passive recreation as a mandatory program and service. As well, regarding the release of the final Phase 1 regulations, Conservation Ontario delivered the following activities for CAs:

- Media release and Summary Bulletin with background on the Phase 1 regulations
- A General Managers' meeting and special Chairs' Listening Sessions to provide an overview of the regulations

- Conservation Ontario *Guidance on Implementation of Transition Plans and Agreements Regulation* was finalized and circulated to all CAOs/GMs. This document contains guidance and tools to support CAs throughout the transition period
- Three bi-weekly Conservation Authorities University GM sessions featuring GM Panel Discussions on preparation of Transition Plans and the Inventory of Programs and Services. These were attended by 34 CAs and more than 60 senior staff
- Ongoing updates to 'Members Only' Implementation Resources webpage containing resources on CO events/webinars, MECP Guidance, CO Guidelines, and CA Sample Resources, including draft transition plans, sample CA municipal agreements and program and services guides
- Co-hosted Conservation Ontario and Association of Municipalities of Ontario webinar: "Overview of the *Conservation Authorities Act* Phase 1 Regulations" (November 19). Total of 223 registrants from both CA and municipal staff and leadership. Welcoming comments were provided by Andy Mitchell (Chair, CO) and Lynn Dollin (Chair of the Conservation Authorities Task Force, AMO). Presentations by Bonnie Fox (CO) and Amber Crawford (AMO)

Conservation Ontario Governance Accountability and Transparency Initiative

Conservation Ontario and conservation authorities share the Provincial government's commitment to governance accountability and transparency. Amendments to the *Conservation Authorities Act* related to governance were proclaimed in December 2020 and February 2021. The Governance Accountability and Transparency Initiative was endorsed by Council at the April 12th, 2021 Annual General Meeting. It identified a number of required and BMP actions which help to demonstrate accountability and transparency to the Province through compliance with the legislation, and of course to municipalities and

the public in their implementation. By September 2021, all 36 conservation authorities passed resolutions of support for the Governance Accountability and Transparency Initiative. It includes: Updates to CA Administrative Bylaws, Proactive Reporting on Priorities as well as Promotion and Demonstration of Results. A key deliverable completed by all 36 CAs was to post governance material on each of their websites for easy public access.

SUPPORTING SUSTAINABLE GROWTH FOR ONTARIO

The implementation of the Conservation Ontario Client Services Streamlining Initiative has assisted conservation authorities to support the provincial housing strategy while ensuring new development is safe from natural hazards and doesn't create new hazards or deplete natural resources such as sources of drinking water. This work contributes to environmental sustainability.

This initiative was created to support actions outlined in the provincial Housing Supply Action Plan and identifies a number of actions to improve client service and accountability, increase speed of approvals and reduce red tape to help the province address the lack of housing supply, while at the same time not jeopardizing public health and safety or the environment in the process. Significant service improvements are being made through this initiative.

From January 1st – December 31st, 2021, the high-growth CAs issued a combined total of 7,533 permits (a 12% increase in volume from 2020). The CAs remain highly successful at issuing permits within the provincial and CO best practice timelines – issuing 91% of permits within the provincial timelines and 84% within the significantly reduced CO best practices timelines.

STRATEGIC FUNDING, PROGRAM AND POLICY PARTNERSHIPS

TACKLING CLIMATE CHANGE WITH NATURE

Nature Smart Climate Change Solutions Program

In 2021, Conservation Ontario was approved to receive \$9 Million from 2021 to 2024 through the Nature Smart Climate Solutions Fund under the Place-Based actions stream offered by Environment and Climate Change Canada (ECCC). Over 50 projects with 15 conservation authorities are currently being funded.

The objective of this program is to deliver on multiple nature-based solutions including protection and restoration of wetlands, grasslands, and riparian areas, as well as enhanced land management practices that will increase carbon sequestration. Projects will occur on Conservation Authority-owned/other conservation lands, or on private lands with long-term agreements, ensuring lasting benefits.

These projects will help to:

- store and capture carbon
- mitigate the impacts of climate change (flood risk reduction)
- build resilience and improve water quality, and
- provide critical habitat for Canada's wildlife

CANADA NATURE FUND

In response to Conservation Ontario's submission, *Conservation Authorities' Unique Contribution to Conserving Canada's Conservation Areas*, Environment and Climate Change Canada (ECCC) provided \$1.2M over two years through the Canada Nature Fund to secure land for biodiversity conservation and help the federal government meet the target of conserving 25% of Canada's natural lands by 2025 to help Ontario adapt to climate change impacts.

Conservation Authorities are partnering with municipalities, foundations and private donors to assemble almost \$4.53M in match funding and in-kind contributions to augment the resources provided by ECCC.





FLOODPLAIN MAPPING AND INTEGRATED WATERSHED MANAGEMENT

Conservation Ontario engaged with Cambium Indigenous Professional Services in a project with Lower Thames Valley Conservation Authority and Chippewas of the Thames First Nation to deliver *Floodplain Mapping and Integrated Watershed Management with First Nations in Ontario - A Partnership Approach*. This was funded by Crown Indigenous Relations and Northern Affairs. Started in 2019, this project was undertaken to ensure the Indigenous perspectives are being meaningfully incorporated and that respectful relationships were being developed to inform local CA watershed management work, as well as complete floodplain mapping for the Lower Thames River watershed. It is anticipated this project could be used as a framework for other CAs to consider. The overall goal of this initiative is to ensure a holistic understanding of watershed health that will lead to better planning and allocation of resources and a healthier watershed for all.

In 2021, Phase 2 was led by the Chippewas of the Thames First Nation to complete floodplain / risk mapping within their territory along the banks of the Thames River, with technical support of Lower Thames Valley Conservation Authority. This phase included developing and sharing education materials to foster a broad understanding of the importance of the work.

WATER AND EROSION CONTROL INFRASTRUCTURE INVESTMENTS

The Water and Erosion Control Infrastructure (WECI) database was managed by Conservation Ontario for the 2021-2022 WECI funding application review process. The Committee hosted an Information Webinar in early February as an orientation for submitting applications; with 39 CA staff attending from 35 CAs. The Committee reviewed 85 funding applications from 25 CAs for 2021/22 with total project costs around \$15.3 million. The Province approved 61 infrastructure safety and repair projects and studies with a value of \$10 million for 22 conservation authorities.

Ontario Flooding Strategy – Flood Mapping Technical Team (FMTT)

- In 2021, Conservation Ontario, the conservation authorities and the Association of Municipalities of Ontario (AMO) worked with Ministry of Northern Development, Mines, Natural Resources and Forestry (NDMNRF) at the FMTT Table. Outcomes include the development of draft Data, Survey and Mapping technical guidance to support floodplain mapping efforts in Ontario.
- Multi-Year Approach task team also worked on a draft report entitled *Flood Hazard Mapping in Ontario: a Status Report*, which will be completed in 2022.

Technical bulletins on Hydrology and Hydraulics are also being developed. Recommendations from this work are being provided to the Minister of NDMNRF in support of Ontario's Flooding Strategy.



PROTECTING ONTARIO'S DRINKING WATER SOURCES

Drinking Water Road Sign Campaign (DWSP)

The co-created campaign included a new DWSP Information Story Map, plus an interactive map marking municipal & provincial DWSP road sign locations, with web links to the local Source Protection Authority or Region, a DWSP Quiz and daily social media posts.

Additionally, a Drinking Water Source Protection Zone song, ***Drinking Water Protection Zone, I Gotta Know*** and music video were produced. The campaign ran from October 7 to October 28 and wrapped up with a photo opportunity/ media event with the Minister of the Environment, Conservation and Parks (MECP), Minister Piccini, at the Ganaraska Conservation Authority, in Port Hope.

This campaign was very effective and resulted in a large reach to social media audiences. The DWSP Story Map had just over 3100 visits, while the music video had just over 800 views.

New 2-year DWSP funding model for SPA/SPRs

Funding from MECP for DWSP has been expanded to a two year cycle instead of annually.

Director's Technical Rules under the Clean Water Act, 2006

The release of the amended Director's Technical Rules, CWA, 2006. These updates will continue to protect municipal surface and ground water sources now and into the future.

DWSP Social Media Campaigns

CO maintains an ongoing social media campaign on Facebook and Twitter to support the profiling of the DWSP program and the role of CAs. Social media posts are provided to CA staff, in advance, in order to support the campaign. There were 66 social media posts shared, in the various 2021 seasonal campaigns. The collaborative approach, with members of the DWSP Communications Working Group, using a co-production model has been a great contributing factor to this success.

CO Knowledge Building Series for Project Managers

Experts from various disciplines were invited to present on a DWSP related topic with a Q & A.

Topics included:

- Dense Non Aqueous Liquids (DNAPLS) as drinking water threats
- Road Salt Management Plans
- Non Agricultural Source Material as drinking water threats

Conservation Ontario's Climate Change Vulnerability Assessment Tool (CCVAT)

Two full day hands on training sessions were held by the CO CCVAT Working Group (CH, TRCA, NPCA and MECP). Just over 40 participants attended from a diversity of sectors including municipal, private consultants and conservation authorities).



TRACK AND INFLUENCE POLICY DEVELOPMENT

Conservation Ontario identifies and responds to government policy initiatives which impact conservation authority business and create opportunities to advance an integrated watershed management approach that can contribute to achieving outcomes that build social, economic and environmental resilience across Ontario's watersheds.

Working with conservation authorities, Conservation Ontario develops a variety of policy positions and statements, backgrounders, reports, whitepapers and submissions that respond to initiatives and issues.

In 2021, 16 Submissions to Provincial and Federal consultations were developed by Conservation Ontario with direct input from 34 of 36 CAs; *Conservation Authorities Act* submission on Phase 1 Regulations engaged 26 CAs.

Topics also included: Creation of Canada's Water Agency and a Federal Standing Committee's Fresh Water Study, Modernization of legislation/Provincial Plans (e.g. 2 Planning Act/+2 Minister's Zoning Orders related, Greenbelt Plan, Ontario Professional Foresters Act), Modernization of various Regulations under

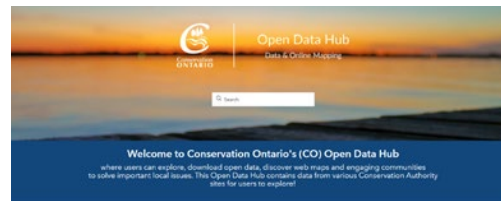
various Acts (e.g. Drainage Act, Public Lands Act/shore land erosion control structures, Water Resources Act, and Endangered Species Act), and, additional Strategic Reviews by the Advisory Panel on Climate Change, Great Lakes PFOS Risk Management, and Environmental Compliance Practices of the Ministry, Environment, Conservation and Parks (MECP).

Conservation Ontario Class EA

Conservation Ontario also submitted CO's Class EA Annual Review Report to the Ministry of Environment, Conservation and Parks on the use of the Class Environmental Assessment for Remedial Flood and Erosion Control Projects and continued to work with MECP on streamlining improvements to CO's Class EA.

AGGREGATING AND DISSEMINATING CA KNOWLEDGE

Over the past five years, Conservation Ontario (CO) has focused efforts on enabling conservation authorities to make data more discoverable, accessible and available through a series of targeted activities made possible through funding provided by the Great Lakes Observing System (GLOS) and by leveraging the collective knowledge and expertise of our colleagues in conservation authorities, federal and provincial government and other key partners with a passion for data sharing in the Great Lakes region.



Since 2016, 13 open data sites have been created and federated resulting in almost 300 datasets being shared with the public. An additional four CA open data sites are expected to launch in 2022 as a direct result of this initiative. In addition, 23 CAs collectively created or uploaded more than 160 metadata records, 87 of which are publicly queryable. An Application Programming Interface (API) is available to ensure other applications can query these and future records as they are created. A further 7 CAs currently share water quality data through Great Lakes DataStream, launched in late 2021. All of these data, including over 460,000 observational records across almost 1,000 sites, are now discoverable through [Conservation Ontario's Open Data Hub](#).



TRAINING AND PROFESSIONAL DEVELOPMENT PROVIDED TO CONSERVATION AUTHORITIES

Training

- **CO DWSP Road Salt Management Workshop** (Jan)
22 CA staff; 19 CAs
- **Level 1 Provincial Offences Officer Training** (Mar – Apr)
CA staff: 26; 16 CAs
- **Level 1 Provincial Offences Officer Training** (Sept – Oct)
CA staff: 33; 19 CAs
- **Pre-Latornell Section 28 Regulations Workshop 2 Days** (Nov)
CA staff: 110; 32 CAs
- **2021 MOU between CO and Hydro One** (Aug)
CA staff: 55; 24 CAs
- **Conservation Authorities Act S.28 Discussion and Training Session** (Mar)
CA staff: 112; 33 CAs
- **Conservation Authority University Executive Development Program**
19 virtual sessions in Jan-Feb and Oct 2021, 3 regional in-person 1 day workshops were held in the Fall of 2021 and a 2 day in person training was delivered in December 2021
39 Senior CA staff from 21 CAs registered

Webinars

- **Conservation Ontario / Association of Municipalities of Ontario: Overview of CAA Phase 1 Regulations** (Nov)
CA staff: 111; 30 CAs
- **Provincial Flood Forecast and Warning Webinar Series** (5 sessions, Sept – Nov)
CA staff: 81, 36 CAs
- **Conservation Areas Workshop Series**
(4 webinars June – Dec)
CA staff: 444; CAs: 36 CAs (CO Comms support)
- **Rekindle the Sparks Education Webinar Series**
(2 webinars Mar & Apr)
CA staff: 26; CAs: 9 CAs
- **Rekindle the Sparks Full Day Conference: Protecting Watersheds Through Education** (Nov)
CA staff: 68; 25 CAs (CO support)
- **Latornell 2020 Leadership Development Project**
(2 additional webinars Jan/Feb 2021)
CA staff: 285
- **Latornell 2021 Conservation Symposium**
(6 webinars Sept – Dec)
CA staff: 635
- **Mandatory Vaccination Policies: Your Questions Answered** (October)
CA staff: 33; 24 CAs
- **WECI Program - 2021-2022 Information Webinar**
CA staff: 39; 35 CAs
- **CA University: GM Sessions Implementation of CAA phase 1 Regulations**
3 virtual sessions Nov-Dec ranging from 40-60+ CA staff, 27-34 CAs at each session

HEALTHY HIKES

In the 2021 Healthy Hikes campaign, Conservation Ontario and the conservation authorities explored six distinct themes:



MAY – *Mental Health & Nature*
Protect Your [Mental] Health



JUNE – *AccessAbility: Nature for All*
at Conservation Areas



JULY – *For The Love of Parks*



AUGUST – *Going Camping?*
#RecreateResponsibly



SEPTEMBER – *Outdoor Education: Fall Learning*
Adventure for Kids, Parents and Teachers



OCTOBER – *Fall Into Nature*
at Conservation Areas

GETTING SOCIAL

Other social media campaigns included climate change, 75th Anniversary of the *Conservation Authorities Act*, World Water Day, National Day for Truth and Reconciliation, World Wetlands Day, International Biodiversity Day and Emergency Preparedness Week.



Ontario's Conservation Areas



Conservation Ontario





LATORNELL

CONSERVATION SYMPOSIUM

LATORNELL 2021

The theme for the 2021 Latornell Conservation Symposium was **#ConservationMatters**. Six webinars were hosted focusing on innovations in conservation science and planning with topics such as watershed management, offsetting, ecological monitoring tools, natural asset management for climate change, conservation areas programming and Indigenous-led land conservation movements. The webinars featured speakers from conservation authorities, municipalities, ENGOs, consultants and many others. Just over 2,000 people participated in the webinars.

2021 Webinars:

- The Other Watershed Cycle: Monitoring, Planning and Restoration
- Reimagining Conservation Lands for the Future
- The Good, the Bad and the Unknown of Natural Heritage Compensation
- Indigenous Protected and Conserved Areas: What Does That Mean and What Could That Look Like?
- Ecological Monitoring Tools
- Nature Based Solutions for a Changing Climate

Recordings of the Webinars can be found here: www.latornell.ca/webinars



GREENSPACES PROVIDE HEALTH SAVINGS

2021 RESEARCH PUBLISHED BY ECOHEALTH ONTARIO

Quantifying the health savings accrued by greenspaces was the focus for a series of three business cases published in 2021 by the Greenbelt Foundation and EcoHealth Ontario. The research is the result of several years of work and is the first of its kind in Ontario to estimate the healthcare saving from urban green infrastructure.

The case studies included a project to plant additional trees in order to increase the tree canopy in a Brampton neighbourhood to help adapt to impacts from heat and air pollution; a parking lot transformation into an urban downtown park in Peterborough; and developing a survey and outdoor recreation program which can be used with seniors in Peel Region to improve their life satisfaction and general well-being. Credit Valley Conservation and the Toronto and Region Conservation Authority oversaw two of the case studies.

Conservation Ontario is a member of EcoHealth Ontario and oversees the EcoHealth newsletter and website.

FRIEND OF THE GREENBELT AWARD

In 2021, Conservation Authorities (CAs) were recognized with the prestigious Friend of the Greenbelt Award for their innovative solutions to COVID-19 response and recovery. Throughout pandemic conditions in that year, CAs ensured that conservation areas remained open and that visitors were safe.

Ontario's conservation areas fulfill an important role as local destinations for recreational and nature-based opportunities across the province.

Initially, approximately half of the conservation authorities had to close some or all their conservation areas in the early days of the pandemic. As well, conservation areas had to

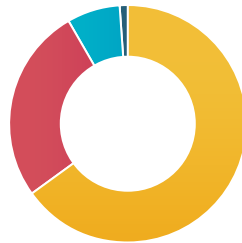
grapple with unprecedented surges in visitors and many trails were overrun due to more people trying to get out in nature.

To accommodate these challenges, conservation authorities used innovative approaches such as new or updated reservation systems, developed pandemic protocols, and created innovative programming including: Forest Therapy programs, "Storybook Walk(s)" in partnership with a local library, and mobile apps to create a "Talking Forest", teaching visitors about biodiversity in the area.

The Award recognizes leaders from across the Greater Golden Horseshoe region who champion, innovate, and ensure the ongoing success of Ontario's Greenbelt. It was presented to Conservation Ontario on behalf of Ontario's conservation authorities.

2021 FINANCIALS

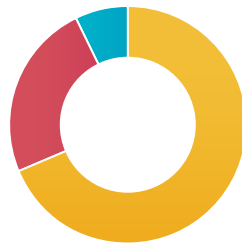
CONSERVATION ONTARIO



REVENUES

| | | |
|-----|-------------------------|-------------|
| 65% | Membership Fees | \$1,330,002 |
| 27% | Special Projects | \$548,704 |
| 7% | Source Water Protection | \$144,793 |
| 1% | Other | \$21,806 |

TOTAL **\$2,045,305**



EXPENDITURES

| | | |
|-----|-------------------------|-------------|
| 69% | Operations | \$1,388,087 |
| 24% | Special Projects | \$487,353 |
| 7% | Source Water Protection | \$144,793 |

TOTAL **\$2,020,233**



Conservation
ONTARIO

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 *Ontario's Conservation Areas / Conservation Ontario*

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Meeting Date: April 21, 2022 **Item 6.3**
Report Date: February 16, 2022
Submitted by: Ashley Fletcher

Subject: SCRCA Meetings Open to the Public

Recommendation:

That the Board of Directors acknowledges the report dated February 16, 2022 regarding St. Clair Region Conservation Authority (SCRCA) meetings open to the public and further accepts the recommendation that all Executive Committee meetings be announced publicly, live-streamed and recorded (if held virtually), with the exception of meetings where the subject matter being considered is identified in the closed meeting section of the agenda and the subject matter meets the criteria for a closed meeting as defined in the SCRCA Administrative By-laws.

Background:

Under the business arising from the February 10, 2022 meeting of the Executive Committee, the status of public accessibility for SCRCA committee meetings was called into question.

As per SCRCA Administrative By-Law No. 1-2018, Item 4.5 Meetings Open to the Public, "All meetings of the General Membership and Executive Committee shall be open to the public. A meeting or part of a meeting may be closed to the public if the subject matter being considered is identified in the closed meeting section of the agenda and the subject matter meets the criteria for a closed meeting as defined in this By-law. Notice of all regular or special meetings of the General Membership or its Committees shall be made available to the public as soon as possible after its delivery to General Membership."

Traditionally, notice of SCRCA general membership meetings are made available under the [events page](#) of our website. A full listing of meetings, including those of the various committees, is included as part of the annual general meeting package and its approved, published minutes. Prior to the COVID-19 pandemic and the declared State of Emergency, the general public were welcomed to observe meetings in person. Since moving to an electronic meeting format, general membership meetings have been both live-streamed and recorded. Committee meetings have not been live-streamed or recorded, however, the minutes of all committees (with the exception of closed "in-camera" session minutes) are included in the public board package of subsequent general membership meetings. This is in line with SCRCA Administrative By-Law No. 1-2018 Item 3.14 *Advisory Boards and Other Committees*, "Each advisory board or committee shall report to the general membership, presenting any recommendations made by the advisory board or committee, and that the dates of all advisory board and committee meetings shall be made available to all members of the Authority."

A survey of neighbouring Conservation Authorities revealed some differences in practice:

| | Published Meeting Package | Live-Streamed | Recording | Published Minutes |
|--|----------------------------------|--------------------------------------|------------------|---|
| St. Clair Region Conservation Authority | | | | |
| Authority Board | Yes | Yes | Yes | Yes |
| Low Water Response Committee | | | | Included in public agenda/board package |
| Executive Committee | | | | Included in public agenda/board package |
| Flood Action Committee | | | | Included in public agenda/board package |
| Western Fair Association | N/A | N/A | N/A | N/A |
| Planning Policy Procedural Manual & Technical Guidelines Committee | | | | Included in public agenda/board package |
| Highland Glen Boat Launch Committee | | | | Included in public agenda/board package |
| Source Protection Authority | Yes | | | Included in public agenda/board package |
| Upper Thames Region Conservation Authority | | | | |
| Authority Board | Yes | Yes | Yes | Yes |
| Hearings Committee | Yes | Yes | Yes | Yes |
| Finance & Audit Committee | Yes | Yes | Yes | Yes |
| Selection Committee | Yes | Yes | Yes | Yes |
| Lower Thames Valley Conservation Authority | | | | |
| Authority Board | Yes | No - Guests can join Zoom by request | AGM only | Yes |
| Executive Committee | | | | Yes |
| Other Committees | | | | |
| Essex Region Conservation Authority | | | | |
| Authority Board | Yes | | Yes | Yes |
| Executive Committee | Yes | | Yes | Yes |
| Finance & Advisory Committee | | | | |
| John R. Park Homestead Advisory | | | | Included in public agenda/board package |

| | Published Meeting Package | Live-Streamed | Recording | Published Minutes |
|--|----------------------------------|--------------------------------------|------------------|--------------------------|
| Ausable Bayfield Conservation Authority | | | | |
| Authority Board | Yes | No - Guests can join Zoom by request | Most recent only | Yes |
| Source Protection Authority | | | | On separate website |

The SCRCA is committed to improving governance, accountability and transparency. In adherence to the legislative requirements under the Conservation Authorities Act, SCRCA meetings, agendas, minutes, governing by-laws and municipal agreements shall be made public. In an effort to enhance the accessibility of our meeting materials, it is recommended that Executive Committee meeting dates be added to the SCRCA website, along with the agenda, contents and written minutes posted separate from general membership meetings.

Strategic Objectives(s):

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

SCRCA General Administration Manual (2021) Section 46: Investments

Section 46 – Investments

1. Policy Statement and Purpose (Board Approved 2014)

The St. Clair Region Conservation Authority (the Conservation Authority) shall invest public funds in a manner that maximizes investment return and minimizes investment risk while meeting the daily cash requirements of the Conservation Authority and conforming to legislation governing the investment of public funds.

The purpose of this investment policy is to ensure integrity of the investment management process. The objective of this investment policy is to maximize investment income at minimal risk to capital. Accordingly, emphasis on investments is placed on security first, liquidity second and overall yields third.

2. Scope

This investment policy shall govern all the investment activities of the Conservation Authority's General, Capital and Reserve Funds as well as Trust Funds. This policy applies to all investments made by the Conservation Authority on its own behalf.

3. Standard Of Care

3.1 Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretions and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

3.2 Delegation of Authority and Authorization

The Conservation Authority General Manager shall have overall responsibility for the prudent investment of the Conservation Authority's investment portfolio. The Conservation Authority General Manager shall have the authority to implement the investment program and establish procedures consistent with this policy. Such procedures shall include the explicit delegation of the authority needed to complete investment transactions however the Conservation Authority General Manager shall remain responsible for ensuring that the investments are compliant with regulations and this policy. No person may engage in an investment transaction except as provided under the terms of this policy.

The Conservation Authority General Manager shall be authorized to enter into arrangements with banks, investment dealers and brokers, and other financial institutions for the purchase, sale, redemption, issuance, transfer and safekeeping of securities in a manner that conforms to the *Municipal Act, 2001* and the Conservation Authority's policy manual.

Transfer of funds for investment transactions shall be authorized by one of either the General Manager or Director of Finance.

4. Objectives

4.1 The primary objectives of this investment policy, in priority order, are as follows:

- 4.1.1. Adherence to statutory requirements;
- 4.1.2. Preservation of capital;
- 4.1.3. Maintenance of liquidity; and
- 4.1.4. Competitive rate of return.

4.2 The investment portfolio is comprised of:

- 4.2.1. Operating and Capital cash flow balances;
- 4.2.2. Reserves;
- 4.2.3. Reserve funds; and
- 4.2.4. Trust funds.

4.3. Adherence to Statutory Requirements

All investment activities shall be governed by the Ontario Municipal Act, 2001 as amended. Investments, unless further limited by the Board, shall be those eligible under Ontario Regulation 438/97 or as authorized by subsequent provincial regulations.

4.4. Preservation of Capital (Minimization of Credit Risk)

Meeting this objective requires the adoption of a defensive policy to minimize the risk of incurring a capital loss and of preserving the value of the invested principal. As such, this risk shall be mitigated by investing in properly rated financial instruments in accordance with applicable legislation, by limiting the types of investments to a maximum percentage of the total portfolio and being mindful of the amount invested within individual institutions.

4.5 Maintenance of Liquidity

The investment portfolio shall remain sufficiently liquid to meet daily operating cash flow requirements and limit temporary borrowing. The

portfolio shall be structured to maintain a proportionate ratio of short, medium and long-term maturities to meet the funding requirements of the Conservation Authority. The term liquidity implies a high degree of marketability and a high level of price stability. Important liquidity considerations are a reliable forecast of the timing of the requirement of funds, a contingency to cover the possibility of unplanned requirement of funds and an expectation of reliable secondary marketability prior to maturity.

4.5 Competitive Rate of Return (Overall Yield)

Investment yields shall be sought within the boundaries set by the three foregoing objectives and then consideration shall be given to the following guidance;

- Higher yields are best obtained by taking advantage of the interest rate curve of the capital market, which normally yields higher rates of return for longer term investments;
- Yields will also fluctuate by institution as per individual credit ratings (greater risk confirmed by a lower credit rating) and by the type of capital instrument. For example, an instrument of a small trust company would in many cases have a slightly higher yield than a major bank;
- A lower credit rating generally makes an investment more difficult to sell on the secondary market and therefore less liquid; and
- Capital instruments that are non-callable will have a lower yield than instruments which are callable, but the call feature does not necessarily compromise marketability.

5.0 Investment Strategy

5.1 Diversification

To minimize credit risk and to maintain liquidity of the investment portfolio, investment diversification shall be guided by the following:

- 5.1.1. Limiting investments to avoid over-concentration in securities from a specific issuer or sector (excluding Government of Canada securities);
- 5.1.2. Limiting investments in securities to those that have higher credit ratings;
- 5.1.3. Investing in securities with varying maturities; and
- 5.1.4. Investing in securities which have an active secondary market.

5.2 Investment Type Limitations

Cash held in the bank (excluding trust funds), i.e. one day maturity, shall be no less than what is deemed necessary to meet daily operating and capital requirements of the Conservation Authority.

The total investment in securities issued by governments (federal, provincial or municipal) and Schedule I banks shall be no less than 75% of the total investment portfolio (excluding cash held in the bank and trust funds).

The remaining portfolio may be invested in any other securities which are deemed eligible under O. Reg. 438/97 however no more than 10% of the total investment portfolio (excluding cash held in the bank and trust funds) shall be invested in eligible asset-backed securities and eligible commercial paper. Also, no more than 5% of the total investment portfolio (excluding cash held in the bank and trust funds) shall be invested in eligible pooled equity funds (i.e. One Investment Program Equity Portfolio).

5.3 Investment Term Limitations

For the purpose of this policy, a short-term investment is defined as maturing in less than one year, medium-term as maturing between one and five years and long-term as maturing in greater than five years. In general, professionally managed portfolios are deemed to be long-term investments, as it is likely that the intention of Administration is to invest funds that are not required for the next five years. For the purpose of this section, professionally managed portfolios shall be considered long-term investments, unless it is specifically known otherwise. The term limitations for the portfolio are as follows:

- Short-term -> Minimum 50% of total investment portfolio;
- Medium-term -> Maximum 25% of total investment portfolio; and
- Long-term -> Maximum 25% of total investment portfolio.

The portfolio percentage limitations shall apply at the time the investment is made. At specific times the portfolio limitations may not be compliant to the policy for a short time for various reasons, for example the timing of maturities. Prior to any changes to the portfolio based on term limitations, the Conservation Authority General Manager may, at his/her discretion, retain the investment(s) that contravenes the portfolio limitations provided that such action is not contrary to the Municipal Act, 2001.

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 considering the available financial information.

5.4 Buy and Hold

To achieve the objectives noted in section 4.0, internally managed funds shall, for the most part, follow the buy and hold strategy. As noted above, higher yields are best obtained by taking advantage of the interest rate curve of the capital market which normally yields higher rates of return for longer term investments. By purchasing securities at varying maturity dates and holding the investments to term the interest rate risk is minimized, liquidity is maintained and capital is preserved. To be successful with the buy and hold strategy, matching cash requirements to investment terms is a key element and requires a solid cash flow forecast.

Some municipalities actively trade investments rather than holding to term. This “active” investment strategy can produce a modest improvement in yield, but to be successful a large amount of excess cash and sophisticated investment expertise is required. Professionally managed funds charge a fee (usually basis points deducted from the yield) but it is anticipated the performance of the fund will exceed the cost of administration. Nevertheless, performance of professionally managed funds shall be regularly compared to industry benchmarks and to the result that might be achieved using the internally managed approach.

5.6 Performance Standards

The investment portfolio shall be managed in accordance with parameters specified within this policy. The portfolio should obtain a market average rate of return throughout budgetary and economic cycles proportionate with investment risk constraints and the cash flow needs of the Conservation Authority.

The performance of investments shall be measured using multiple benchmarks and performance indicators. The baseline yield for investments is the interest rate earned by the Conservation Authority on cash held in its bank account. Then, investments yields can be compared to Government of Canada Treasury Bills and Benchmarks Bond Yields. Furthermore, prime interest rates and other applicable market rates, such as Banker’s Acceptance can be used to provide useful benchmarks with consideration to limitations attributable to the Municipal Act, 2001.

5.7 Internal Borrowing

In developing the cash requirements for the year, sufficient cash shall be available to fund capital expenditures. The main cash elements of the operating budget are stable and predictable, e.g. tax revenue and operating expenditures which is established in the budget process. The primary variable in forecasting cash demands is capital spending. Capital spending is supported temporarily financed)

by the General fund prior to securing long-term financing (primarily long-term debentures).

If the General fund does not have sufficient cash to support capital expenditures and operating expenditures during the year, the best option is to borrow from the Reserve Funds on a short-term basis, rather than obtaining external financing. In order for this to occur, the Reserve Funds must have sufficient cash available (i.e. not locked into long-term investments) to support the General Fund through this period. A fair rate of interest shall be applied based on the interest rate paid on funds in the Conservation Authority's consolidated bank account. For the most part the interest charged is going 'from on Conservation Authority pocket to another', but given that some reserve funds are non-rate funded, there is a requirement to pay a fair rate to the reserve funds for 'investing' in the General fund.

5.8 Trust Funds

Trust funds by nature must be maintained in a separate account and invested separately. The investment strategy will be dictated by the terms of the trust agreement. In the absence of specific direction, the strategy shall be in compliance with this policy.

Given the variability of capital spending, interest rates, and non-tax revenues, the investment strategy shall be reviewed, at a minimum, on an annual basis. Any changes in the investment strategy shall be reported to Board in the annual investment report and the investment policy shall be amended for the change in strategy.

6. Reporting

The Conservation Authority General Manager shall provide an annual investment report to Board which includes, at a minimum, the requirements set forth in O. Reg. 438/97. Under the current regulations the investment report shall contain the following:

- 6.1. A statement about the performance or the portfolio of investments of the municipality during the period covered by the report;
- 6.2. A description of the estimated proportion of the total investments of a municipality that are invested in its own long-term and short-term securities to the total investment of the municipality and a description of the change, if any, in that estimated proportion since the previous year's report;
- 6.3. A statement by the General Manager as to whether or not, in his or her opinion, all investments are consistent with the investment policies and goals adopted by the SCRCA Board;

- 6.4. A record of the date of each transaction in or disposal of its own securities, including a statement of the purchase and sale price of each security;
- 6.5. Such other information that the Board may require or that in the opinion of the General Manager, should be included;
- 6.6. A statement by the General Manager as to whether any of the investments fall below the standard required for that investment during the period covered by the report; and
- 6.7. The details of the proposed use of funds realized in the disposition of an investment for which the Conservation Authority sold as a result of a decline in rating below the standard required by O. Reg. 438/97.

In addition to the annual report, the Conservation Authority General Manager shall report to Board any investment that is made that is not, in his opinion, consistent with investment policy adopted by the Conservation Authority within thirty (30) days after becoming aware of it.

Glossary of Terms

- Asset Backed Securities:** Fixed income securities (other than a government security) issued by a Special Purpose Entity, substantially all of the assets of which consist of Qualifying Assets.
- Basis Point (BPS):** A unit that is equal to 1/100th of 1%, and is used to denote the change in a financial instrument. The basis point is commonly used for calculating changes in interest rates, equity indexes and the yield of a fixed-income security.
- Credit Risk:** Is the risk to an investor that an issuer will default in the payment of interest and/or principal on a security.
- Diversification:** A process of investing assets among a range of security types by sector, maturity, and quality rating.
- Interest Rate Risk:** The risk associated with declines or rises in interest rates that cause an investment in a fixed income security to increase or decrease in value.
- Liquidity:** A measure of an asset's convertibility to cash.

| | |
|--------------------------------|--|
| Market Risk: | The risk that the value of a security will rise or decline as a result of changes in market conditions. |
| Market Value: | Current market price of a security. |
| Maturity: | the date on which payment of a financial obligation is due. The final stated maturity is the date on which the issuer must retire a bond and pay the face value to the bondholder. |
| One Investment Program: | A professionally managed group of investment funds composed of pooled investments that meet the eligibility criteria defined by O. Reg. 438/97. The program consists of Money Market Funds, Bond Funds and Equity Funds. The ONE Fund is operated by LAS (Local Authority Services Ltd., a subsidiary of the Association of Municipalities of Ontario) and the CHUMS Financing Corporation (a subsidiary of the Municipal Finance Officers' Association of Ontario). |
| Qualifying Assets: | Financial assets, either fixed or revolving, that, by their terms converts into cash, within a finite time period, plus any rights or other assets designed to assure the servicing or timely distribution of proceeds to security holders. |
| Schedule I Banks: | Domestic banks that are authorized under the <i>Bank Act</i> to accept deposits, which may be eligible for deposit insurance provided by the Canada Deposit and Insurance Corporation. Foreign bank subsidiaries are controlled by eligible foreign institutions. |
| Special Purpose Entity: | a trust, corporation, partnership or other entity organized for the sole purpose of issuing securities that entitle the holders to receive payments that depend primarily on the cash flow of Qualifying Assets, but does not include a registered investment company. |

Meeting Date: April 21, 2022 **Item** 6.5 (a)
Report Date: April 5, 2022
Submitted by: Greg Wilcox

Subject: Highland Glen Conservation Area Lease Agreement and Re-allocation of 2022 Approved Budget

Recommendation:

That the Board of Directors approves the Memorandum of Agreement with the Town of Plympton-Wyoming for the operation of the Highland Glen Conservation Area.

Background:

In December, 2021, the Board of Directors accepted the recommendation of the Highland Glen Committee to change the designation of Highland Glen Conservation Area to a local/rural CA and directed staff to begin discussions with the Town of Plympton-Wyoming regarding the transition of ownership of Highland Glen to the Municipality.

The Committee recommendations were as follows.

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.”

Memorandum of Agreement:

The draft agreement with the Municipality follows this report. The proposed start date is June 1, 2022. The agreement would last 5 years, with a 5-year renewal term. Under the Conservation Authorities Act, lease agreements cannot exceed 5-year terms. The C.J. McEwen agreement was used as a template to create this agreement.

Re-Allocation of Highland Glen CA Approved Capital Funding:

The Town of Plympton-Wyoming staff have been in discussions with Authority staff regarding the possible re-allocation of approved 2022 Highland Glen funding to the Municipality. Discussions have included both the \$31,000 in approved capital repairs/improvements and

operating expenses that would be reduced when the Municipality assumes the responsibility of maintaining the property. (Anticipated June 1, 2022)

The Board of Directors had previously committed to \$31,000 in budgeted repairs including beach access stairs, and repairs to the existing breakwater structures. The Municipality is developing a strategy to rehabilitate the boat ramp facility and would like to see the approved funding provided to the Municipality for the priorities they determine will most effectively rehabilitate the facility. This would be the most efficient use of funds, as it would eliminate the duplication of efforts by the two organizations.

A lease agreement commencing June 1, 2022, would reduce the expenses incurred by the Authority by an anticipated \$9,220 in 2022. These expenses would be the responsibility of the Municipality. Plympton-Wyoming has inquired about re-allocating these savings to the Municipality to be used for facility repairs at Highland Glen Conservation Area.

At the time this report was created, no official request for re-allocating funds had been received.

Financial Impact:

The agreement with the Municipality is consistent with all other Conservation Area lease agreements. The Municipality will be responsible for all costs associated with the property.

The \$31,000 approved budget for repairs would not change, but provided to the Municipality for use towards Highland Glen facility repairs.

A lease agreement commencing June 1, 2022, would reduce the expenses incurred by the Authority by an anticipated \$9,220 in 2022. These expenses were included in the budget as general levy, as the 2022 budget was passed prior to re-designating Highland Glen as a local/rural Conservation Area.

MEMORANDUM OF AGREEMENT

THIS AGREEMENT made this Day of , 2022

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

OF THE FIRST PART

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

OF THE SECOND PART

WHEREAS:

- A. The Authority warrants that it is the registered owner of the lands legally described as 5046 LAKESHORE RD CON FRONT PT LOT 42 PT LOT 43 PLAN 22 LOT 1-16 PLAN 18 LOT 1-16 IRREG. 25.13 AC known as Highland Glen Conservation Area (hereinafter referred to as the “**Lands**”);
- B. The Owner is a watershed management agency within the meaning of the *Conservation Authorities Act*, R.S.O. 1990, c. C.27, as amended or replaced, and operates and manages the Highland Glen Conservation Area, which operates on the above identified Lands;
- C. The Municipality is a municipal corporation within the meaning of the *Municipal Act, 2001*, SO 2001, c 25, as amended or replaced (hereinafter the “**Municipal Act**”);
- D. Pursuant to section 9 of the *Municipal Act*, as amended or replaced, municipalities have “natural person” powers which includes the ability to enter into agreements;
- E. Pursuant to section 8 of the *Municipal Act*, as amended or replaced, the powers of municipalities shall be interpreted broadly so as to confer broad authority to enable municipalities to govern their own affairs as they consider appropriate and to enhance their ability to respond to municipal issues;
- F. The Authority and the Municipality have agreed to enter into this Agreement for the Municipality to maintain, develop and use the said demised lands for park, recreational and conservation purposes only, and for no other purpose except with the Lessor prior written approval

Incorporation of Recitals

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

Term and Renewal

- 2. The Term of this Agreement shall be for a period of five (5) years, beginning on June 1, 2022, and expiring on December 31, 2026 (the “**Term**”).
- 3. This Agreement may be renewed for an additional five (5) year period subject to six (6) months prior to the end of the Term, the Parties agree to meet to negotiate renewal terms. If no renewal agreement is reached prior to the last day of the Term, this Agreement shall expire unless the Parties mutually agree in writing to extend the application of the provisions of this Agreement and enter into a negotiation period for sixty (60) days (hereinafter referred to as the “**Extension Period**”). In the event renewal terms have not been agreed to by the Parties at the end of the Extension Period, this Agreement shall terminate immediately on the last day of the Extension Period.

THE SAID LESSEE COVENANTS WITH THE SAID LESSOR:

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

Responsibility, Indemnification, Limitation on Liability, and Insurance

- (13) The Authority shall be responsible for administering the existing grass cutting contract until its completion on October 30, 2024 (the "**Maintenance Services**"). The contractor will submit invoices directly to the Municipality, which will pay the contractor. The Municipality will review the grass cutting contract annually and will have the option to take over grass cutting responsibilities.
- (14) The Authority commits to completing 2022 planned and approved capital investments at the lands.
- (15) The Municipality shall be responsible for all responsibilities associated with being the Manager of the Lands and operating the Highland Glen Conservation Area, including without limitation, tree maintenance, trail maintenance, building repairs and maintenance, maintenance of the beach access, maintenance of the laneway and parking lot, and garbage collection.
- (16) The Authority hereby releases, indemnifies, and holds harmless the Municipality and its officers and employees from liability attributable directly to a breach of contract by the Authority and/or the negligent acts, errors or omissions of the Authority in providing the Maintenance Services. Notwithstanding the foregoing, the Owner shall not be liable to any person in any manner for indirect, special, or consequential damages, however caused or contributed to by its provision of the Maintenance Services as described herein.
- (17) The Municipality hereby releases, indemnifies, and completely holds harmless the Authority, its Directors, officers, employees, legal counsel, agents and contractors from and against any suits, judgments, claims, demands, expenses, actions, causes of action, duties, assessments, fees, penalties, liabilities, losses and costs, including any loss, damage or injury to any person or property, and for any and for all liability, including any direct, indirect, special or consequential damages not caused directly by the breach of contract or negligence of the Authority.

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

Termination

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

General Provisions

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

to the Authority at:

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

to the Municipality at:

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

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

Any communication delivered to the party to whom it is addressed will be deemed to have been given or made and received on the day it is delivered at that party's address, provided that if that day is not a business day then the communication will be deemed to have been

given or made and received on the next business day. Any communication transmitted by facsimile, e-mail or other functionally equivalent electronic means of transmission will be deemed to have been given or made and received on the day on which it is transmitted; but if the communication is transmitted on a day which is not a business day or after 4:00p.m. (local time of the recipient), the communication will be deemed to have been given or made and received on the next business day.

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

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

ST. CLAIR CONSERVATION AUTHORITY

Per: _____
Mike Stark, Chair

Per: _____
Ken Phillips, General Manager
We have authority to bind the Authority.

Town of Plympton-Wyoming

Per: _____
Lonny Napper, Mayor

Per: _____
Erin Kwarciak, Clerk
We have authority to bind the Corporation.

Meeting Date: April 21, 2022 **Item 6.6 (a)**
Report Date: April 5, 2022
Submitted by: Greg Wilcox

Subject: SCRCA Policy and Procedure Updates

Recommendation:

That the Board of Directors approves the SCRCA Risk Management and Land Classification Guideline, Signage Guideline, and Hazard Tree Management Procedure, and permit staff to implement minor updates in future years.

Risk Management and Land Classification Guideline:

The key desired objectives of SCRCA's Risk Management Guideline are:

- Recognize, prioritize, and mitigate risk and liability exposure; and
- Incorporate a risk management culture into our processes, policies, and decisions.

While mitigating risk and liability exposure, this guideline will also prioritize public safety on Authority owned/managed lands. This is accomplished by implementing a variety of mitigation measures including the coordination of property inspections by qualified personnel to recognize, mitigate, and where possible, eliminate or reduce hazards. The guideline improves the Authority's decision-making process, better protects the organization and the public, while maintaining the attributes of the properties.

The purpose of Land Classification is to provide a classification method for SCRCA owned or managed lands as they relate to the Standards of Care defined by the *Occupier Liability Act* (OLA), and to provide guidance regarding inspections, signage, and maintenance procedures within each classification. Separate Signage Guidelines and Hazard Tree Procedures will be developed utilizing the land classification guideline within this document.

Appendix B, property classifications may change over time, with some properties becoming either less or more suitable for public use depending on the condition of the property, available resources for development and maintenance, and other deciding factors.

Although the initial focus is on Conservation Authority owned or managed lands, we recognize that risks exist in many forms throughout our business. In the coming years, various departments will assess their programs for risk exposure and develop mitigation strategies to address potential exposure.

Signage Guideline:

The signage guideline is intended to unify all property signage to appropriately serve the needs of the SCRCA and to provide consistent messaging to the public. Public signage on SCRCA properties is an integral part of risk management and mitigation, and provides property users with relevant information related to the use and conditions of the property.

The aim is to have as few signs as possible, each with clear and consistent graphics, typography, and messaging. The placement of signs is intended to be consistent across the properties to maximize effectiveness and efficiency.

The signage guideline will be a living document that is updated as sample signs are designed, and new signage types are required. The guideline cannot address every potential signage requirement, and on occasion, additional sign types will be necessary.

Signage shall be updated, replaced, and/or installed at the discretion of SCRCA as resources allow.

Hazard Tree Management Procedure:

The purpose of the hazard tree procedure is to maintain SCRCA owned and/or managed properties in a manner that ensures public and staff safety. The hazard tree program is a key component of the Authority's Risk Management Program.

The procedure identifies and assesses hazard trees according to level of risk and sets expectations for inspection frequency, areas to be inspected, and timeline for hazard removal.



St. Clair Region Conservation Authority

Risk Management and Land Classification Guideline

Version 1.0

April, 2022

For the lands owned and/or managed by St. Clair Region Conservation Authority (SCRCA), this Risk Management Guideline provides a framework for Risk Planning, Implementation of Mitigation Measures, Checking, and Corrective Actions and Reporting



SCRCA Risk Management & Land Classification Guideline

Table of Contents

1.0 Background and Desired Objectives 5

2.0 The Components of Risk Management 6

 2.1 Risk Planning7

 2.2 Implementation of Mitigation Measures7

 2.3 Checking and Corrective Actions8

 2.4 Reporting8

3.0 Standard Risk Mitigation Measures 8

 3.1 Insurance9

 3.2 Release Agreements.....9

 3.3 Land Use and Lease Agreements9

 3.4 Communications of Risks and Public Preparedness10

 3.5 Land Classification and Inspections10

 3.5.1 Conservation Land Classification10

 3.5.2 Inspection Frequencies.....11

 3.5.3 Inspection Scope12

 3.5.4 Inspections Documentation and Reporting13

 3.6 Ongoing Review of Agreements, Leases, and Memorandums14

 3.7 Setting and Enforcement of Permitted Uses14

 3.8 Incident Reporting and Review.....15

4.0 Relevant Legislation and Requirements 15

5.0 Risk Management Information Storage..... 17

6.0 Recommended Future Risk Management Sections to be Developed..... 18

7.0 Endorsement by SCRCA Board of Directors 18

8.0 Appendices..... 19

 APPENDIX A – Activity or Asset Specific Mitigation Measures.....19

 APPENDIX A-1 – Dams and Water Control Structures.....19

 APPENDIX A-2 – Forestry and Construction Operations - General.....21

 APPENDIX A-3 - SCRCA Owned and Managed Property Trail Systems22

 APPENDIX A-4 - Campgrounds and Pools.....24

 APPENDIX B - Property Classifications.....25



SCRCA Risk Management & Land Classification Guideline

APPENDIX C - SCRCA Risk Assessment Matrix.....27

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1.0 Background and Desired Objectives

St. Clair Region Conservation Authority's Organizational Goal is to:

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

SCRCA properties, trails, and facilities are valued assets for both watershed residents and visitors. SCRCA owns and/or manages approximately 2000 hectares of land including floodplains, forests, wetlands, agricultural land, and parklands. Additionally, SCRCA owns or manages approximately 40 km of trails providing opportunities for the public to enjoy and connect with natural spaces.

The Authority recognizes that risk may exist in many forms, such as those that affect the general well-being of our residents, visitors, and staff, or the continued efficiency and effectiveness of the Authority's operations. As the watershed's population continues to grow, the number of people visiting Authority properties for recreation and nature appreciation purposes will continue to increase.

This guideline is intended to facilitate the Authority's decision-making for land and program management matters, through a lens that will identify, address, and adequately mitigate potential risk. It is recognized that given the staffing resources, and other external factors, it will not be possible to mitigate all risks. As such, SCRCA will focus its resources on the most prevalent risks identified through risk management processes.

This guideline is not intended to address Employee Health and Safety, as that is addressed in the Health and Safety Policy Manual.

The key desired objectives of SCRCA's Risk Management Guideline are:

- Recognize, prioritize, and mitigate risk and liability exposure; and,
- Incorporate a risk management culture into our processes, policies, and decisions.

Risk Management Guidelines form a critical part of SCRCA's role in owning and managing publicly available assets. Risk Management Guidelines include insurance needs, having adequate agreements in place when the need arises, and prioritizing public safety on Authority owned/managed lands. This is accomplished by coordinating property inspections by qualified personnel to recognize, mitigate, and where possible, eliminate or reduce risk and liability exposure. This guideline improves the Authority's decision-making process, better protects the organization and the public, while maintaining the attributes of the properties.

The purpose of Land Classification is to provide a classification method for SCRCA owned or managed lands as they relate to the Standards of Care defined by the *Occupier Liability Act (OLA)*, and to provide guidance regarding signage and maintenance protocols/procedures within each classification. Property inspection

guidelines will be provided in this document for each classification. Additionally, separate Hazard Tree and Signage policies will be developed utilizing the land classification guidelines within this document.

2.0 Components of Risk Management

Through the provision of a common and consistent approach to risk management, SCRCA can be better assured that risks are identified and appropriately mitigated.

SCRCA's approach to Risk Management will incorporate a multi-faceted and ongoing approach including the following components:



To support risk management activities, SCRCA shall establish a Risk Management Committee made up of the General Manager, the Manager of Conservation Areas, the Manager of Forestry, and the Chair(s) of the Joint Health and Safety Committee. This committee will convene at least once per year.

The Manager of Conservation Areas is designated as the central position for the administration of this guideline, and shall be consulted on draft reports, documentation, proposed mitigations, and shall administer the Risk Management Committee. The Manager of Conservation Areas shall work with other Department leads whose department operates on or manages Authority owned properties/facilities to promote consistency in the approach of responses to risk by different departments.

2.1 Risk Planning

Within two (2) years of the establishment of this guideline and each two (2) years thereafter, Department Leads shall complete a Risk Management Assessment for all programs and services under their leadership, which operates on or is responsible for the management of Authority properties/facilities.

This Risk Management Assessment will include:

- Identification and assessment of SCRCA's risk exposure, the likelihood of the risks, and the impact on the organization associated with those risks. This assessment will be based on the information known and expertise available to staff.
- For higher priority risks, as determined by their likelihood and impact, a determination of proposed mitigation measures and approximate costs will be undertaken.
- Recommendation of standard risk mitigation measures. Standard risk mitigations are those that are implemented across SCRCA's lands, such as the posting of appropriate and consistent signage at conservation properties and the purchase of insurance.

2.2 Implementation of Mitigation Measures

SCRCA shall strive to ensure consistency in the approach of responses to the same risk by different departments within SCRCA, including volunteer groups and third-party users.

SCRCA will ensure that department leads, and applicable staff are trained and have a sound understanding of the principles of risk management and the skills to implement risk management effectively.

All Authority staff and volunteers shall be responsible for taking appropriate initiatives for due diligence and reasonable care for risk management (e.g. notifying SCRCA of a known issue, addressing an issue where reasonably appropriate, etc.).

Based on Risk Planning results and budget decisions, SCRCA will implement new and improved or repair existing risk mitigations. A finite resource base means that not every mitigation measure can be implemented. However, SCRCA will, to the best of its knowledge and its resources, take a methodical approach to mitigate the higher priority and higher impact risks.

SCRCA will carry out periodic monitoring and inspections of properties, assets, and operations to continually assess the level and exposure of risk to the organization. Ongoing maintenance will be utilized to address issues that arise.

2.3 Checking and Corrective Actions

It is inevitable that conditions and/or standards will change. Additionally, incidents associated with unforeseen risk may occur. It is important that SCRCA has a system in place to consider these items. It is intended that SCRCA will periodically review the conditions of properties and assets, as well as operational practices, against current standards of care to try to ensure conformity with the intent of the standards.

Additionally, SCRCA will periodically review this guidance document to ensure that it remains current and effective.

Following the submission of an accident or incident report, SCRCA will review the risk associated with the activity/facility involved. This review may prompt an additional risk assessment for the property/activity.

Where mitigation measures appear to be insufficient to address the required standards, SCRCA may modify the required mitigation measures to reduce potential risk.

Activities and situations that present unique or potential liabilities to the SCRCA must be immediately reported to the appropriate department lead, the General Manager, or the Director of Corporate Services.

2.4 Reporting

As Risk Management activities may have financial and legal ramifications, it is important that the Board of Directors be involved with and supportive of the decisions and actions being undertaken and be informed as to whether these actions are working.

As such, the Risk Management Committee shall provide an annual report to the Board of Directors. This report will demonstrate compliance with the current guideline, recommendations on any risk guideline updates, an analysis of trends in inspections, incidents, etc., and recommended changes in the standard or specific risk mitigation measures or other continuous improvements.

3.0 Standard Risk Mitigation Measures

SCRCA shall utilize a series of standard risk mitigation measures across all their properties and programs operating on Authority properties to help reduce risk exposure to the Authority. Additional specific property, area, asset, operational and/or situational related risk mitigation measures will be utilized in conjunction with these standard risk mitigation measures (See "Appendix A").

The standard risk mitigation measures are listed and defined below.

3.1 Insurance

SCRCA shall carry adequate insurance for the protection of the Corporation, its staff, Board members, and volunteers acting in good faith, and for catastrophic losses to physical, financial, and other assets.

SCRCA shall require liability insurance coverage from third parties (e.g., contractors, user groups, etc.) using SCRCA facilities or property. These insurance certificates should name SCRCA as additionally insured when possible.

3.2 Release Agreements

For any activity on Authority owned or managed property that Authority staff deems to be outside of its permitted uses and would be high risk, SCRCA shall require all participants to sign an 'Indemnity and Release Agreement' prior to undertaking such activities. Generally, activities deemed 'high risk' will be discouraged on Authority owned and managed lands.

3.3 Land Use and Lease Agreements

Authority land management staff along with the Director of Corporate Services and/or General Manager shall be consulted about any proposed contractual agreements between the Authority and other third parties which affect Authority properties. Final approval of proposed contractual agreements will be the responsibility of the Board of Directors. Any proposed contractual agreements for properties managed by the Authority (owned by Lambton County, St. Clair Region Conservation Foundation, or other owner) must involve consultation with and written approval of the property owner. The final approval of these agreements will be the responsibility of the property owner.

Lease agreements of Authority owned lands must follow the requirements under s. 20 of the *Conservation Authorities Act*.

Authority staff will generally seek to ensure that all user group agreements and leases between SCRCA and third-party entities include clauses that:

- Specifically define the term of the agreement or lease;
- Identify the purpose of the property use;
- Indemnify SCRCA from liability for the activities of the said entity or lessee;
- State the insurance requirements of the third party;
- Require that SCRCA be immediately notified in the event of a claim, suit, or potentially insurable incident occurring on or associated with the subject property;
- Stipulate that the written agreement constitutes the entirety of the agreement between SCRCA and the third party.

The Authority's agreements will be reviewed upon renewal to ensure that all necessary clauses are included to recognize, mitigate, and where possible, eliminate or reduce risk and liability exposure.

3.4 Communication of Risks and Public Preparedness

SCRCA land management staff will work with Authority communications staff to send periodic media releases, website updates, and social media posts related to the risks associated with Authority properties. These releases may include items such as general trail conditions, service interruptions, and general Conservation Area best practices.

Where applicable and following the Authority Signage policy, staff will utilize appropriate signage to communicate risk messaging to property users.

3.5 Land Classification and Inspections

Authority staff will develop an inspection program that will help guide property improvement and maintenance efforts. These inspections are intended to identify areas needing improvement and repair, along with any potential hazards.

Inspection requirements of Authority owned, and managed properties will vary based on the property classification table. Property categories are:

- Minimal Liability
- Moderate Liability
- Higher Liability
- Third Party Leased Properties

Property categorization may change over time, with some properties becoming either less or more suitable for public use depending on the condition of the property, available resources for development and maintenance, and other deciding factors.

3.5.1 Conservation Land Classification

SCRCA lands will generally be classified based on the Authority's primary goals for the property and the level of use. Risk management activities will vary depending on property category.

The category types are:

Higher Liability – High-Use Conservation Lands

Well promoted and managed trail networks, parking lots, signage, and facilities may exist. Authority may actively encourage and facilitate active recreation and have staffed buildings. Typically includes fee for use (rather than fee for parking), supervised swimming, camping, rentals, and/or education. Typically distinguished from Moderate Liability lands by the level of development and the intensity of use.

Moderate Liability – Moderate Use Conservation Lands

Lands in this category may include lands with signage, trails, parking lots, and may have facilities such as washrooms. The Authority permits access to some degree either passively or actively and persons willingly assume some risks (if the owner does not permit or cause danger). These lands typically are not staffed, but rather visited by staff on a weekly/monthly schedule for maintenance and inspection.

Minimal Liability – No Public Access, and Restricted Access, Resource Management Areas

Lands in this category may include areas where public access is prohibited and are generally not managed for public access. Lands may serve as resource management areas, agricultural fields, and potential flood lands during McKeough dam operation, etc. These areas typically do not have facilities and/or parking lots. Trail networks, if existing, are simple, minimal, and unmaintained.

Leased Properties – Leased Conservation Lands

Lands which are subject to a long or short-term lease agreement between the SCRCA and an individual, a corporation, or a municipality. Through the terms of the lease agreement, the Lessee is typically responsible for management of these lands.

Recommended property classifications for SCRCA owned and managed properties can be found in Appendix B.

3.5.2 Inspection Frequencies

Higher Liability lands have been classified as such due to the campgrounds, swimming pools, rental facilities/equipment, and general level of use and development. Based on the seasonal nature of these activities, higher liability properties will be inspected bi-weekly (alternating weeks) during the active camping season. Two additional inspections will be completed from November through April (reasonably spaced out). During the camping off-season, staff will patrol the seasonal camping area bi-weekly (alternating weeks) to monitor security concerns or other obvious issues and report any observed concerns to the owner of the trailer.

Moderate Liability lands will be inspected monthly from May through October. Two additional inspections will be completed from November through April (reasonably spaced out). These inspections are in addition to (or combined with) any regular property visit conducted by staff throughout the year in performing their duties.

Minimal Liability lands will be inspected every other year, prior to an upcoming forestry harvest, or when staff receive a complaint/concern they deem warrants inspection. These inspections are in addition to (or combined with) any regular property visit conducted by staff throughout the year in performing their duties.

Leased Properties lands shall receive a minimum of one (1) inspection per year generally spaced a year apart. These inspections shall occur in the snow-free season.

Additionally, all **playgrounds** on Authority owned or managed properties will be inspected by staff monthly from May through October. Staff, certified through the playground inspector training program will inspect each playground annually. Third party playground inspections should be completed every 3 years in accordance with the requirements of the CAN/CSA-Z614 National Standard of Canada for Public Play Spaces and Equipment.

3.5.3 Inspection Scope

Inspections in each category will be recorded using a checklist, app, or other tracking system where it is possible to identify hazards other than the inherent hazards associated with typical permitted activities (e.g., faded/missing signage, trip and fall hazards on boardwalks, etc.). Each item on the checklist will include a basic description of what is being checked (e.g., parking lot is clear of any debris, potholes, and other parking obstructions). These inspections shall include a review of previous mitigation measures to ensure that the mitigation measures are still in place and working as expected.

Minimal Liability category properties will be inspected using a generic checklist and at minimum will document the condition of the road frontage, laneways, and any known access points (authorized or unauthorized).

Moderate and Higher Liability category properties will generally be inspected with property specific checklists where appropriate. At minimum, inspections will include a review of the condition of any campsites, signage, trails, bridges, boardwalks, benches, picnic tables, pavilions, washrooms, parking areas, laneways, and any other asset/infrastructure on the property.

Leased Conservation Lands inspection will include a walk of the publicly accessible portion of the property and a visual inspection to ensure compliance with the lease agreement.

All inspections shall review whether any non-permitted uses appear to be occurring, especially where a permitted use restriction or prohibited activity is a risk mitigation measure for the location being inspected.

Risk exposure identified through these inspections will be assigned a risk priority level of A, B, C, or D. The risk assessment matrix for rating each hazard is included in Appendix C of this document.

- A. Priority A hazards are **high-risk** issues where there is a strong potential for damage or injury to property users, staff and/or volunteers, private property or Authority property due to the hazard and/or the damage or injury caused would be severe (e.g., missing boardwalk deck board, missing bridge railing, etc.).

SCRCA Risk Management & Land Classification Guideline

- B. Priority B hazards are **medium-risk** issues where there is a low potential for damage or injury to property users, staff and/or volunteers, private property, or Authority property and/or the damage or injury caused would be minor (e.g., faded but still legible signage, small tree down on walking trail, etc.).
- C. Priority C hazards are **low-risk** issues where the current risk to users is low.
- D. Priority D hazards are **no-risk** issues where there is no current risk to users, but property feature would be improved should the change be made.

3.5.4 Inspections Documentation and Reporting

Documentation of known risks and implemented mitigations will be made available to support lands inspections.

Inspection checklists will generally identify the property name, date of inspection, name of inspector, list of facilities/features to inspect, whether action is required, risk priority level, description of issues, and comments.

Inspections will include a review of existing mitigation measures (e.g., signage) to ensure they are still in place. These inspections will only occur on trails and maintained public areas. They will not include a review of unmaintained natural areas unless there is a known or reported concern in these areas.

Mitigations that are not in place and/or any new risks identified shall be reported to the applicable Superintendent and/or department lead.

Risk exposure identified through these inspections that can be addressed at the time of inspection should be corrected immediately. In all other cases, the risk exposure shall be prioritized for repair, replacement, decommissioning, and/or isolation according to the hazard rating.

Priority A hazards shall be addressed as soon as reasonably possible. If the hazard cannot be immediately addressed, appropriate action shall be taken to isolate the hazard and/or hazard area.

Priority B hazards shall be documented and made safe, as is necessary. Repair or correction of the issue shall be slated into the Operational Workplan for completion within the next 12-month period or as resources allow.

Priority C and D hazards shall be documented and monitored to ensure no further progression of the issue. Priority C and D hazards will be corrected or improved as time and resources allow.

All inspections checklist documentation shall be filed, and findings compiled for the annual review.

Tree hazards are one of the main safety concerns for trails, campsites, or day use areas. Hazard tree inspection should follow SCRCA's hazard tree management procedure and will not be included in the regular property inspection checklists. Hazard

tree inspection can be completed in combination with property inspection checklists if time permits. If a tree hazard is discovered during a property inspection, it should be noted in the comments section of the checklist.

3.6 Ongoing Review of Agreements, Leases, and Memorandums

SCRCA will strive to periodically review the terms and conditions of leases and agreements throughout their term to ensure the conditions are being adhered to and the leased areas are being managed in conformity with the agreement/lease. This may require a property/site inspection by Authority staff.

Review of agreements will also need to take place prior to renewal or prior to any land-use decisions affecting any property subject to an agreement, lease, or memorandum of understanding.

3.7 Setting and Enforcement of Permitted Uses

Compliance and enforcement tools play an important role in managing liability risk and risk exposure. Through the use of the *Trespass to Property Act* and the *Conservation Authorities Act*, SCRCA can limit access to, and the use of, its properties, such that permitted uses, permitted use areas, and time of use can be controlled. It is important that SCRCA effectively utilize these tools to minimize incident occurrences, to maintain a property standard, and to set a precedence of due diligence.

Permitted uses at individual properties shall be set in accordance with the goals and desires of the Authority and the nature of the specific property. Specific prohibited uses may be utilized to reinforce the permitted uses on the property and provide greater clarity and certainty of those uses (e.g., no motorized vehicles).

Staff shall monitor compliance on a complaint, scheduled, and/or random basis based on available resources.

Compliance and/or enforcement efforts shall be documented on site and shall be further recorded in the risk management database.

SCRCA staff monitor properties for compliance while on site performing inspections or other duties. Generally, staff take an educational approach when dealing with enforcement issues. The Authority does not currently have staff attending day use properties strictly for enforcement. During the camping season, evening security staff are contracted to monitor and enforce Conservation Area Rules and Regulations at each of the campgrounds as necessary.

When necessary, staff should consult with and seek the support of local law enforcement agencies where significant enforcement issues arise (e.g., ATV damage, harvesting of plants/wildlife, encampments, etc.).

3.8 Incident Reporting and Review

An incident is defined as an occurrence or event. In the context of this guideline, an “incident” means an occurrence or event that may have specific liability implications associated with it, such as persons injuring themselves on a SCRCA owned or managed property.

Upon notification of an incident occurrence, if warranted, SCRCA Staff shall call 911 for emergency services and notify their immediate supervisor.

After the immediate incident has been addressed (such as emergency services), SCRCA staff shall:

Initiate a preliminary investigation of the incident as soon as is reasonably and feasibly possible, including:

- Take photos of the scene and damage if possible
- Document all information regarding any incidents
- Be accurate – state only the facts and do not state theories/guesses about how the incident happened
- Complete the appropriate reporting form(s), if no reporting form is available, all details should be documented as a statement in a manner that is convenient for the staff person. It is important that when it is completed, the author’s name is indicated, and it must be signed and dated by the author.

Notify SCRCA’s insurance provider of any potential liability incident within two business days of the occurrence.

SCRCA shall develop and adopt a formal Incident and Injury Reporting Form.

An Incident may trigger ad hoc Risks and Mitigation Inspection(s) at the property in question and other properties and/or a review of any relevant agreements, leases, or memorandums.

4.0 Relevant Legislation and Requirements

SCRCA staff will seek advice from legal counsel when required on legal matters that pertain to the relevant acts listed below, and any other legally enacted document that would be relevant to the Authority Risk Management program.

To manage risk and reduce liability, it is important to understand the nature of the risk to be managed, what liability exists, and which legislation must be conformed with or utilized. The primary pieces of legislation that are of concern from a land management perspective are:

- The *Occupier’s Liability Act*;

- The *Trespass to Property Act*;
- The *Conservation Authorities Act*;
- *Provincial Offences Act*

Occupier's Liability Act

From a Lands Management perspective, the primary liability risk is potential negligence and the duty of care required under the *Occupier's Liability Act* (R.S.O. 1990, c. O.2).

To a lesser extent, potential for breach of contract or nuisance is also a liability risk to the organization.

Under the *Occupier's Liability Act* (R.S.O. 1990, c. O.2), it is the responsibility of the occupier of the property to ensure the safety of visitors. Whereas to trespassers the owner still must perform the duty to protect them from any dangers that are imposed by the property.

More specifically, SCRCA owes a duty to take such care as in all the circumstances of the case is reasonable to see that persons, and their property, entering onto SCRCA properties are reasonably safe while on the premises. This duty of care applies whether the danger is caused by the condition of the premises or by an activity carried out on the premises.

Many of SCRCA's Conservation Lands contain recreational areas and/or trails with naturally occurring risks. SCRCA will utilize signage, social media, the SCRCA website, and occasional media releases to notify the public of such risks. The public may, at their own risk, willingly choose to enter onto these lands for recreational purposes.

In such cases the duty of care required by SCRCA is modified such that SCRCA owes a duty to not create a danger with the deliberate intent of doing harm or damage to a person or their property, and to not act with reckless disregard of the presence of the person or their property.

Trespass to Property Act

The *Trespass to Property Act* is a useful tool for SCRCA to utilize to help address liability risk to the organization and hazard risk to the public. By means of this Act, SCRCA can establish the conditions under which it will allow the public to enter onto its lands and can restrict the usage of those lands, as appropriate, to minimize risk.

First and foremost, the Act provides the ability to legally establish permitted and prohibited uses on a property or a portion of a property. The establishment of permitted uses sets out the basis under which SCRCA can control the use of its properties, both in terms of the areas available for access by the public, and the uses that those members of the public undertake while on the property. Failure by any person to adhere to the permitted areas and uses identified by SCRCA is an offence under the *Trespass to Property Act*.

Conservation Authorities Act

The *Conservation Authorities Act* also provides a useful tool to minimize risk to the SCRCA and to the general public. Ontario Regulation 688/21: Rules of Conduct in Conservation Areas, made pursuant to the *Conservation Authorities Act* sets out general rules for Conservation Areas. This provides another layer with which the SCRCA can establish permitted and prohibited uses that will provide protection to both the organization and the public.

Some such rules include:

- A prohibition on abusive, insulting, or threatening behaviour
- Restrictions on the discharge of a firearm
- Restrictions on time of use
- Control of access points
- Control of swimming, camping, and day-use areas
- Restrictions on fire use
- Restrictions on vehicle use
- Restrictions on the access and behaviour of domestic animals

Provincial Offences Act

The *Provincial Offences Act* is the piece of legislation that provides the mechanism and establishes the rules for laying a charge or issuing a ticket under the above noted legislation. The legislation is generally divided into three parts. Parts I and II are utilized for the issuance of tickets for minor infractions (i.e., parking ticket under Part II).

Part III of the Act is the mechanism for laying an information (a “charge”) under one of the other Acts above. Whereas Parts I and II of the Act only require the officer to have reasonable grounds to believe an offence has been committed, Part III of the Act tends to be for more serious offences, requires a burden of proof, and tends to result in larger penalties for guilty parties.

5.0 Risk Management Information Storage

- SCRCA shall maintain a multi-user electronic storage location to organize and store pertinent information supporting risk management and reporting.
- The information is essential for performance measures reporting, needs assessment budget planning, and preparation of liability defense documents.
- PDF, photographic, and video files shall be stored on the corporate network in a secured format
- Retention time for Inspection Checklists and Incidence Reports shall be a minimum of 21-years. This is consistent with the longest potential time foreseen between a potential incidence occurrence and a suit being brought forward against the SCRCA.

6.0 Recommended Future Risk Management Sections to be Developed

Although the initial focus of this Risk Management Guideline is on Conservation Authority owned lands, we recognize that risks exist in many forms throughout our business. These include the continued efficiency and effectiveness of SCRCA's operations in light of succession planning, the loss of corporate memory, the reliability and professionalism of our contractual services, and the security of our data.

Listed below are some of the areas that we will need to consider implementing a risk management strategy over the next two to five years. As the various Departmental leads assess their programs, they will be required to assess the risk exposure and develop a guideline to address this exposure.

The preliminarily identified areas include:

Information Management

- Data Security
- System Failure
- Cyber Extortion

Financial

Professional Services

- Planning and Permitting
- Source Water Risk Management
- Education
- Research
- Technical Services
- Errors and Omissions

Human Resources

- Employee Retention
- Succession Planning
- Use of Volunteers

7.0 Endorsement by SCRCA Board of Directors

Board Motion

Date of Approval by Board of Directors:

Signature of Meeting Chair:

X

Chair, SCRCA Board of Directors

8.0 Appendices

The Appendices to this document shall be updated by the Risk Management Committee and/or the Board of Directors based on the delegation of authorities established in this guideline document.

APPENDIX A – Activity or Asset Specific Mitigation Measures

Maintenance of public safety on SCRCA lands is of paramount importance. SCRCA strives to ensure that its properties are safe and enjoyable places to work and visit. It is recognized that outdoor recreation activities are willingly entered by participants and will always involve some risks. It is important that SCRCA be mindful of these risks and provide appropriate controls to protect the public, staff, and the organization.

The proposed specific mitigations identified herein do not preclude that other mitigations may be put in place for priority risks that are identified and acted upon elsewhere under this policy.

The following specific activities or assets are considered in this Appendix:

- A-1 Dams and Water Control Structures
- A-2 Forestry and Construction Operations
- A-3 SCRCA Owned and Managed Property Trail Systems
- A-4 Campgrounds and Pools

SCRCA staff shall edit this Appendix as necessary with the endorsement of the Board of Directors.

SCRCA shall plan to implement the following measures to mitigate the hazards and SCRCA's risk exposure:

APPENDIX A-1 – Dams and Water Control Structures

Many dams and water control structures pose an inherent risk to public safety due to the nature of these structures.

Identified risks and hazard include:

SCRCA Risk Management & Land Classification Guideline

- Potential for falls;
- Fast moving water and strong current increasing drowning potential;
- Potential of structural failure.

Proposed Mitigation Measures:

Risk Elimination

Risk elimination should be considered where possible. If water control structures are no longer required, a decommissioning review may be conducted on the feasibility of removal.

Signage

All dams and water control structures shall have appropriate signage to notify property users of the presence of the structure and any reasonable safety risks associated with the structure.

This shall include signs advising of the following:

- No access for non-authorized personnel;
- No swimming;
- 911 emergency location;
- Water hazard(s).

Physical Barriers

SCRCA shall conduct a review of larger dam structures (Strathroy, Coldstream, Warwick, Bridgeview) to determine if physical barriers are required such that unauthorized personnel cannot access the high-risk areas.

This may require the installation of fencing, railings, and/or safety booms.

Safety Equipment

Lifesaving equipment, such as a buoyant throwing device (e.g., life ring) and/or a reaching pole (e.g., Sheppard's hook) shall be installed at the larger dam structures.

Public Communications

SCRCA shall endeavor to provide public communication updates via our website and social media, advising people of high-water conditions when the risk is higher. This is predominantly expected to occur during late-winter and springtime flow conditions.

Risk Inspection and Asset Condition

In addition to any standard inspection requirements listed in the body of the Risk Management Guideline, dams and water control structures shall receive a minimum of one (1) inspection per year, generally spaced a year apart, specifically related to the subject structure. These inspections shall be carried out by Water Resources and/or Conservation Areas Staff.

SCRCA Risk Management & Land Classification Guideline

Mitigation measures that are not in place and/or any new risks identified shall be reported to the applicable Department Leads. If possible, these items should be rectified immediately.

Within two (2) years of the approval of this Risk Management Guideline, SCRCA staff shall undertake a Public Safety Assessment (PSA) of each Dam and Water Control Structure on SCRCA's properties. These assessments should be generally consistent with the Ministry of Natural Resources and Forestry's (MNR) 2011 document, "Public Safety Around Dams Best Management Practices", as amended.

Where the PSA identifies the need to complete a Public Safety Plan (PSP) for the dam or water control structure, SCRCA staff shall complete such a plan that is generally consistent with MNR's 2011 Best Management Practices, as amended.

Every five to fifteen years, dams and water control structure inspections will be completed by a professional engineer. These inspections shall, at a minimum, include a documented written and photographed review of the general condition of the structure and identification of any changes to risk and condition. The PSA or PSP, if applicable, shall also be revisited at this time. Recommendations shall include if any changes to operations are needed, as well as what and when maintenance and capital work are projected to be needed.

This inspection and any follow-up actions shall be documented and filed, and the findings compiled for annual review.

Incident Reporting and Follow-Up

Any incidents that occur in association with dams and water control structures shall follow the procedure outlined in the "Standard Risk Mitigation Measures" portion of this guideline.

APPENDIX A-2 – Forestry and Construction Operations - General

During any forestry and/or construction operations there is a higher potential for risk to the public while attending SCRCA owned or managed properties. In this guideline, "forestry operations" shall mean timber harvest activities that require felling, limbing, cutting, moving, and/or storing timber, and/or staging an area for these works to occur.

Identified risks and hazards include injuries to property users from equipment, unexpected physical hazards (holes, logs, etc.), or falling debris.

Proposed Mitigation Measures:

Signage

All forestry and construction activities shall be appropriately signed to notify potential property users of the activity and closing the property or the relevant portion of the property while applicable.

Signage shall be placed at all sanctioned public entrance points to the property. Additional signage may be required at interior points when only a portion of a property is closed.

Property Closures

Properties and/or portions of properties may be periodically and/or temporarily closed to the public to accommodate forestry and/or construction activities.

Physical Barriers

Landing and/or staging areas shall be isolated from the public in a manner that is appropriate to reasonably deter people and/or their property from entering the landing and/or staging area(s). This will include deterring people from accessing equipment and/or stockpiled materials, including, but not limited to logs, brush, sand, gravel, etc.

This may include installations of temporary fencing or caution tape or maintaining these items within the closed section of the property.

Public Communications

SCRCA shall endeavor to provide public communication updates via our website, social media, and on-site notices advising people of the activity(ies) and providing the Administrative Office phone number for any inquiries.

Risk Inspection

SCRCA staff will periodically review the perimeter of forestry and construction activity sites to determine if the above listed mitigation measures are being maintained.

Mitigation measures that are not in place and/or any new risks identified shall be reported to the applicable Department Lead. If possible, these items should be rectified immediately.

This inspection and any follow-up actions shall be documented, and all documentation shall be filed and compiled for annual review.

Incident Reporting and Follow-Up

Any incidents that occur in association with forestry operations shall follow the procedure outlined in the "Standard Risk Mitigation Measures" portion of this guideline.

APPENDIX A-3 - SCRCA Owned and Managed Property Trail Systems

SCRCA manages a publicly available trail system on many of its properties. These recreational trails are open to the public within the confines of the permitted uses for each property.

Identified risks and hazards include:

- Potential for falls from steep slopes or bluffs;
- Potential for drowning from deep and/or fast-moving water, strong currents, and flooding;

SCRCA Risk Management & Land Classification Guideline

- Potential for slips, trips, and falls on the trail due to uneven surfaces or trail conditions
- Potential for injuries associated with falling trees/limbs
- Potential for trail users to become lost
- Potential for unauthorized uses
- Potential for injuries associated with hunting
- Trail structures (e.g., boardwalks, stairs, railings)

Proposed Mitigation Measures:

Signage

SCRCA will, within the resources available, endeavor to install appropriate numbers and types of signs to partially mitigate the identified risks. These signs will be utilized to inform property users of the permitted uses and the identified hazards.

This shall include signs advising of the following:

- Sanctioned access points
- 911 emergency location
- Permitted Uses / Time of Use
- Permitted boundary areas / stay on trail
- Specific hazard warnings (e.g., water hazard, cliff, etc.)
- Limits of liability
- Trail markers
- Use at Own Risk

Physical Barriers

SCRCA shall make a reasonable attempt, within available resources, to install physical barriers to high-risk hazards. This shall be determined on a case-by-case basis but will generally be prioritized by areas where sanctioned trails, in high visitation areas, take users in close proximity to a significant hazard. *This may include installations of fencing, railings, or walls.*

Public Communications

SCRCA shall endeavor to provide periodic public communication updates via our website and social media advising people of trail hazards. This may include seasonal hazards such as hunting or ice or may be related to permanent hazards such as cliffs and fast-moving water.

Risk Inspection

Risk inspections shall be carried out in conformity with the procedures in the “Standard Risk Mitigation Measures” portion of this guideline.

Incident Reporting and Follow-Up

Any incidents that occur in association with SCRCA trail systems shall follow the procedure outlined in the “Standard Risk Mitigation Measures” portion of this guideline.

APPENDIX A-4 - Campgrounds and Pools

SCRCA owns and operates several campgrounds, each of which contains swimming pools. Each campground has reservoirs/ponds that visitors are permitted to canoe or kayak. Lifeguard services are provided at pools, but lifeguards do not monitor the reservoirs/ponds. Campgrounds and the associated activities provide great opportunities for visitors to enjoy SCRCA properties and connect with nature.

Identified risks and hazard include:

- Vehicular traffic within campground
- Unsupervised water and supervised swimming area present drowning risk
- Potentially deep water, cold water and/or strong current increasing drowning risk
- Risk of waterborne pathogens.
- Use of golf carts on property
- Consumption of alcohol and cannabis while on property
- Dogs on premises

Proposed Mitigation Measures:

Signage

SCRCA will install and maintain appropriate numbers and types of signs to partially mitigate the identified risks. These signs will be utilized to inform property users of the permitted uses and the identified hazards.

This shall include signs advising of the following:

- 911 emergency location
- Permitted Uses
- Pool rules and regulations
- No swimming (at reservoirs/ponds)
- Public Health water quality caution
- Identify trails where golf carts are not permitted
- Traffic signage
- Staff contact information
- Dogs on Leash
- Limits of liability

Safety Equipment

Lifesaving equipment, such as a buoyant throwing aid, reaching pole, first aid kit, and Spine Board will be available at all pools as required by Ontario Public Pools (O. reg. 494/17). In addition, an AED will be on site at each campground and installed at a location determined by the Conservation Area Superintendent.

Risk Inspection

Risk inspections shall be carried out in conformity with the procedures in the “Standard Risk Mitigation Measures” portion of this guideline. In addition, all water quality tests required under O reg. 494/17 will be completed and recorded.

Incident Reporting and Follow-Up

Any incidents that occur in association with campgrounds or public pools shall follow the procedure outlined in the “Standard Mitigation Measures” portion of this guideline.

APPENDIX B - Property Classifications

The following tables are the recommended classifications for all SCRCA owned and managed properties.

| Land Classification | Conservation Areas |
|---------------------------|--|
| Minimal Liability | Camden CA |
| Moderate Liability | Coldstream CA Highland Glen CA Peers Wetland CA Strathroy CA Strathroy Wetlands Marsh Walk Wawanosh CA |
| Higher Liability | A.W. Campbell CA L.C. Henderson CA Warwick CA |
| Leased Properties | Bridgeview CA C.J. McEwen CA Crothers CA Esli Dodge CA Tony Stranak CA and Dresden Floodplain Properties Shetland CA Strathroy Parklands |

SCRCA Risk Management & Land Classification Guideline

| Land Classification | McKeough Dam and Upstream Lands |
|---------------------------|--|
| Minimal Liability | W. Darcy McKeough Floodway - Channel and Berms W. Darcy McKeough Floodway - Flood Easement Only Property 1, 6, 11, 38, 39, 40, 41,42,43, 44, 45, 46, 49, 50, 79, 80, 82, 83, 84, 87, 91, 92, 95, 97, 98, 101, 103, 105, 111 Property 137,138, 140, 142, 144 (Moore Wildlife Area) |
| Moderate Liability | Property 2, 3(Dam parking lot and public use area) Property 55 (Boat Ramp) Property 56 (Nicols Memorial Forest Area) |
| Higher Liability | |

| Land Classification | Forest Tracts |
|---------------------------|--------------------------------|
| Minimal Liability | Chontos McAlpine McPhail |
| Moderate Liability | |
| Higher Liability | |

| Land Classification | Managed Lands (St. Clair Region Conservation Foundation) |
|--------------------------|---|
| Minimal Liability | Bates Conservation Lands Cochrane Woods Evoy Woods Harrison Woodlot Huff Woodlot Stirling Wetlands Murray (at Elsi Dodge) Fraser (at Elsi Dodge) |

SCRCA Risk Management & Land Classification Guideline

| | |
|---------------------------|--|
| | <p>North Woods</p> <p>Pine Tree</p> <p>Gawne Habitat Management Area</p> <p>Sinclair Management Area</p> |
| Moderate Liability | <p>Cuddy Woods</p> <p>Clark Wright CA</p> <p>McLean Conservation Lands</p> <p>Bannerstone Conservation Lands</p> <p>Reid Conservation Area</p> |
| Higher Liability | |

| Land Classification | Managed Lands (Lambton County) |
|---------------------------|---|
| Minimal Liability | <p>Bowens Creek Lands</p> <p>Lambton County Meadowview Villa</p> <p>Moore Landfill Buffer Lands</p> |
| Moderate Liability | <p>Lambton County Heritage Forest and Sandrin Woods</p> <p>Marthaville Habitat Management Area</p> <p>Perch Creek Habitat Management Area</p> <p>Lambton County Rail Trail</p> <p>Szabo Forest</p> <p>Lambton County Museum Trail</p> |
| Higher Liability | |

APPENDIX C - SCRCA Risk Assessment Matrix

| Risk Probability | Risk Severity | | | | |
|------------------|---------------|-------|-------|-----------|--------------|
| | Negligible | Minor | Major | Hazardous | Catastrophic |

SCRCA Risk Management & Land Classification Guideline

| | | | | | |
|----------------------|--|--|--|--|--|
| Extremely Improbable | | | | | |
| Improbable | | | | | |
| Remote | | | | | |
| Occasional | | | | | |
| Frequent | | | | | |

| | | | | |
|----------------------|----------|------------|---------|-------------|
| Risk Priority Level: | A - HIGH | B - MEDIUM | C - LOW | D – No Risk |
|----------------------|----------|------------|---------|-------------|

Notes:

1. Minor means that effects are measurable but have very little impact
2. Major means a person would require medical attention
3. Hazardous means serious personal injury with permanent disability
4. Catastrophic means a fatality could occur
5. Risk Priority Level D (No Risk) means issues where there is no current risk to users, but property feature would be improved should the change be made.



St. Clair Region Conservation Authority

Property Signage Guideline

Contents

| | |
|---|----|
| Introduction | 3 |
| Land Classification..... | 3 |
| Higher Liability – <i>High-Use Conservation Lands</i> | 3 |
| Moderate Liability – <i>Moderate Use Conservation Lands</i> | 4 |
| Minimal Liability – <i>No Public Access, and Restricted Access, Resource Management Areas</i> | 4 |
| Leased Properties – <i>Leased Conservation Lands</i> | 4 |
| Signage Type Requirements..... | 5 |
| Small-Scale Property Entrance Signage | 5 |
| Standard-Scale Property Entrance Signage | 6 |
| Small Property Identification Sign | 7 |
| Access Point Signage Including Limit of Liability Information..... | 8 |
| Emergency 911 Signage | 9 |
| Standard Trailhead Signage..... | 10 |
| “You Are Here” Trail Intersection Map and Trail Blazes | 12 |
| Boundary Signage: Property Perimeter | 13 |
| Boundary Signage: Permitted Use Area..... | 15 |
| Property Maps | 16 |
| Directional Signage | 17 |
| Playground Signage..... | 18 |
| Hazard Warning Signage | 19 |
| Change In Use Signage | 20 |
| Parking Signage | 21 |
| Regulatory Traffic Signage | 23 |
| Campground Signage | 24 |
| Temporary and Special Event Signage | 25 |
| Interpretive Signage..... | 25 |
| Stewardship Signage | 26 |
| Memorial Signage and Plaques..... | 28 |
| Donor Recognition Signage..... | 29 |
| Parking Payment Signage..... | 30 |

Introduction

This signage guideline is intended to unify all property signage to appropriately serve the needs of the SCRCA and to provide consistent messaging to the public, which in turn will allow visitors to better enjoy SCRCA properties. Further, the appropriate use of property signage will help to set expectations for the quality of the pending natural experience and will express the pride of ownership for these unique and important properties.

Public signage on SCRCA properties is an integral part of risk management and mitigation, and serves the following purposes:

- Provides property users with relevant information related to the use and conditions of the property;
- Forms a part of the duty of care required under the *Occupiers' Liability Act*;
- Set consistent standards for the use, design, and installation of signs in St. Clair Region
- Provides addresses for emergency response personnel;
- Minimizes unnecessary signage and clutter, without compromising the safety of the trail user

The aim is to have as few signs as possible, each with clear and consistent graphics, typography, and messaging. The placement of signs is intended to be consistent across the properties to maximize effectiveness and efficiency.

The purpose of the Property Signage Guidelines is to specify the criteria for developing and creating signage to be installed on SCRCA properties, including such factors as material, sizing, fonts, colour schemes, mounting, etc. Signage shall be updated, replaced, and/or installed at the discretion of SCRCA as resources allow, with prioritization of needs factored into the budgeting process to determine actual signage to be installed and/or replaced.

Land Classification

SCRCA's Risk Management and Land Classification Guideline provides the following land classification categories and criteria. Signage guidelines may refer to these land classifications when recommending signage locations.

Higher Liability – High-Use Conservation Lands

Well promoted and managed trail networks, parking lots, signage, and facilities may exist. Authority may actively encourage and facilitate active recreation and have staffed buildings. Typically includes fee for use (rather than fee for parking),

supervised swimming, camping, rentals, and/or education. Typically distinguished from Moderate Liability lands by the level of development and the intensiveness of use.

Moderate Liability – Moderate Use Conservation Lands

Lands in this category may include lands with signage, trails, parking lots, and may have facilities such as washrooms. The Authority permits access to some degree either passively or actively and persons willingly assume some risks (if owner does not permit or cause danger). These lands typically are not staffed, but rather visited by staff on a weekly/monthly schedule for maintenance and inspection.

Minimal Liability – No Public Access, and Restricted Access, Resource Management Areas



Lands in this category may include areas where public access is prohibited and are generally not managed for public access. Lands may serve as resource management areas, agricultural fields, and potential flood lands during McKeough dam operation, etc. These areas typically do not have facilities and/or parking lots. Trail networks, if existing, are simple, minimal, and unmaintained.


Leased Properties – Leased Conservation Lands




Lands which are subject to a long or short-term lease agreement between the SCRCA and an individual, a corporation, or a municipality. Through the terms of the lease agreement, the Lessee is typically responsible for management of these lands.

Recommended property classifications for SCRCA owned and managed properties can be found in Appendix B of the Authority's Risk Management and Land Classification Guideline.

Signage Type Requirements

| Small-Scale Property Entrance Signage | |
|---------------------------------------|--|
| PURPOSE: | To identify the location of a property's main access or accesses. |
| CONTENTS: | The name(s) of the subject property; SCRCA name and logo; and the SCRCA website. May also include icons of relevant features, activities and/or partners. |
| LOCATION(S): | To be installed at secondary entrances to Moderate and Higher Liability properties and displayed along the main roadway access to minimal liability properties when appropriate. |
| SPECIFICATIONS: | These signs will generally be 24"x24" in size and will be constructed of aluminum or Alu-panel. Small-scale entrance signs will be fence mounted or freestanding, mounted on a single wood or metal post. |
| SAMPLE(S): | <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 10px; text-align: center;">  <p>St. Clair Conservation</p> <p>Warwick Conservation Area</p> <p>www.scrca.on.ca</p> </div> <div style="border: 1px solid black; padding: 10px; text-align: center;">  <p>St. Clair Conservation FOUNDATION</p> <p>Reid Conservation Lands</p> <p>www.scrca.on.ca</p> </div> </div> |

| Standard-Scale Property Entrance Signage | |
|--|---|
| PURPOSE: | To identify the location of a property's main access or accesses. |
| CONTENTS: | The name(s) of the subject property; SCRCA name and logo; and the SCRCA website. May also include icons of relevant features, activities and/or partners. |
| LOCATION(S): | To be installed at the main roadway entrance or entrances to moderate and higher liability properties. This scale of signage is intended for properties with regular public access. |
| SPECIFICATION S: | Standard-scale property entrance signs will vary in size depending on location. Common sizes are 96"x48", 72"x48", or 48"x48". Signs will be constructed of aluminum or Alu-panel and will be freestanding typically framed with pressure treated lumber. |
| SAMPLE(S): |  |

| Small Property Identification Sign | |
|------------------------------------|--|
| PURPOSE: | To identify a property that is owned by SCRCA. |
| CONTENTS: | The name(s) of the subject property (or SCRCA property number); SCRCA logo; the SCRCA website and phone number; and an arrow (where appropriate). |
| LOCATION(S): | To be installed along the roadway along the property. Signs containing an arrow will be placed on the property boundary with arrow pointing from this boundary to the interior of the property. This signage type is intended for minimal liability properties. |
| SPECIFICATIONS: | Small property identification signs will typically be 6"x9" in size. Signs will be constructed of aluminum or Alu-panel and will be freestanding, mounted on a signpost or t-post. |
| SAMPLE(S): | <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>McKeough Property 39</p>  <p>www.scrca.on.ca (519) 245-3710</p> </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>McKeough Property 39</p>  <p>www.scrca.on.ca (519) 245-3710</p>  </div> </div> |

Access Point Signage Including Limit of Liability Information

| | |
|------------------------|---|
| PURPOSE: | To provide a first point of contact at moderate and higher liability properties to orient visitors to the location, nature, and uses of the property. -May be displayed along the roadway access or common access point to minimal liability properties. |
| CONTENTS: | <p>Access Point Signage should contain:</p> <ul style="list-style-type: none"> • SCRCAs contact information; • Emergency information; • General hazard information and best practices; • Permitted uses; • Limit of liability information; • Hours of Operation <p>Note: Where reasonable, combine with Trailhead Signage.</p> |
| LOCATION(S): | To be installed at authorized access points of moderate and higher liability properties. When deemed appropriate, Access Point Signage may be displayed along the roadway access or common access point to minimal liability properties. |
| SPECIFICATIONS: | These signs will generally be 18"x24" or 18"x36" in size and will be constructed of aluminum or Alu-panel. When combined with trail map signage, the content can be rearranged to best fit. Access Point Signs will be fence mounted or freestanding, mounted on single wood or metal post. -When combined with Trail Map Signage, the sign will be freestanding and framed with pressure treated lumber. |

SAMPLE(S):

Wawanosh Wetlands Conservation Area St. Clair Conservation

Hours of Operation:
Sunrise to Sunset

| RECREATIONAL TRAIL | | | |
|--------------------|-------------|--------------|-----------|
| | White trail | Yellow trail | Red trail |
| Length | 3.5 km | 0.5 km | 2.2 km |
| Trail Type | 1.9 km | 2.2 km | 5.0 km |
| Trail | 3.4 km | 1.7 km | 0.0 km |
| Trail | 3.4 km | 0.0 km | 2.0 km |
| Trail | 3.4 km | 0.0 km | 0.0 km |
| Trail | 3.4 km | 0.0 km | 0.0 km |
| Trail | 3.4 km | 0.0 km | 0.0 km |
| Trail | 3.4 km | 0.0 km | 0.0 km |
| Trail | 3.4 km | 0.0 km | 0.0 km |
| Trail | 3.4 km | 0.0 km | 0.0 km |
| Trail | 3.4 km | 0.0 km | 0.0 km |

PROPERTY ACTIVITIES
Hours of operation are subject to change without notice.

In case of Emergency, call 911.
Address: 6315 Burnham, Glenora Road
St. Clair, Ontario
Phone: 416-344-3710

Clark Wright Conservation Area

Trails are natural and may be uneven and slippery. Please stay on marked trails and be aware of exposed roots and rocks.
Be prepared for the weather and how it may affect your visit.
Keep dogs on a 2 metre (6 foot) or shorter leash and under control at all times. Please pick up after your dog.

Hours of Operation:
Sunrise to Sunset


In case of Emergency, call 911.
Address: 7282 Walkers Drive, Strathroy, Ontario
If you have any comments or concerns, please contact us!
(519) 245-3710
stclair@scrcs.on.ca

LEGAL NOTICE TO ALL USERS
These areas are natural and may be uneven and slippery. Please stay on marked trails and be aware of exposed roots and rocks.
Be prepared for the weather and how it may affect your visit.
Keep dogs on a 2 metre (6 foot) or shorter leash and under control at all times. Please pick up after your dog.

PLEASE READ CAREFULLY
As a condition of your use of St. Clair Region Conservation Authority (SCRCAs) trails, properties, or areas of natural interest, you agree to hold SCRCAs harmless from any and all claims, damages, or liabilities, including but not limited to personal injuries, third-party property damage, or other claims, arising out of or from your use of SCRCAs trails, properties, or areas of natural interest. This agreement shall be deemed to have been made by you, the user, and you release SCRCAs from all claims, damages, or liabilities, including but not limited to personal injuries, third-party property damage, or other claims, arising out of or from your use of SCRCAs trails, properties, or areas of natural interest. This agreement shall be deemed to have been made by you, the user, and you release SCRCAs from all claims, damages, or liabilities, including but not limited to personal injuries, third-party property damage, or other claims, arising out of or from your use of SCRCAs trails, properties, or areas of natural interest.

The St. Clair Region Conservation Authority is not liable for any injuries or damages resulting from the use of these areas.
PLEASE BE RESPONSIBLE FOR YOUR OWN SAFETY IN ALL ACTIVITIES.

St. Clair Conservation working together for a healthy environment

| Emergency 911 Signage | |
|-----------------------|--|
| PURPOSE: | To provide users with key property locational information in the event of a 911 emergency. |
| CONTENTS: | Signage will state that it is a 911 sign, and shall contain the property name, 911 emergency number address, and the name of the municipality that the property is located in. |
| LOCATION(S): | For properties in which SCRCA does not maintain trails or facilities and that are not intended for widespread public access. -Signs will be located at typical access points to minimal liability properties where Access Point Signage is not provided. |
| SPECIFICATIONS: | Signage will consist of 12"x18" aluminum or alu-panel mounted- on a fence post or freestanding on a metal or wood signpost. |
| SAMPLE(S): |  |

| Standard Trailhead Signage | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------------------|--|------------------------------------|------------------------------------|--------------|-----------|--------|--------|--------|--------|-------------|-------|-------|-------|-------------|-------|-------|-------|-------------|-------|-------|-------|--------------|------------------------------------|------------------------------------|------------------------------------|--------------|--------------------------------|--------------------------------|--------------------------------|-----------------------|-----------|-----------|-----------|--------------|--|--|--|
| PURPOSE: | To orient and inform visitors of the important details of the property and to prepare them for their enjoyment on the trail(s) system. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CONTENTS: | <p>Trailhead Signage should include:</p> <ul style="list-style-type: none"> • SCRCA name and logo; • Trail map with legend; • Trail length, width, grade, cross slope, surface type, estimated hiking time, and trail difficulty rating • Trail difficulty rating definitions • Emergency contact information • SCRCA contact information • Permitted Uses <p>Note: Where reasonable, combine with Access Point Signage</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LOCATION(S): | To be installed at trailheads of moderate and higher liability properties. May be installed at access points such as parking lots, if trail systems begin within close proximity. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SPECIFICATIONS: | Trailhead signage will vary in size depending on the size of the property/trail system. These signs will generally be 48"x48", 60"x48", or 72"x48" in size and will be constructed of aluminum or Alu-panel. Trailhead signage will be freestanding and framed in pressure treated lumber. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SAMPLE(S): | <p>Wawanosh Wetlands Conservation Area </p> <p>RECREATIONAL TRAIL</p> <table border="1"> <thead> <tr> <th></th> <th>White Trail</th> <th>Yellow Trail</th> <th>Red Trail</th> </tr> </thead> <tbody> <tr> <td>Length</td> <td>0.2 km</td> <td>0.9 km</td> <td>0.2 km</td> </tr> <tr> <td>Trail Width</td> <td>0.2 m</td> <td>2.0 m</td> <td>0.2 m</td> </tr> <tr> <td>Trail Grade</td> <td>0.2 %</td> <td>0.4 %</td> <td>0.2 %</td> </tr> <tr> <td>Cross Slope</td> <td>0.2 %</td> <td>0.4 %</td> <td>0.2 %</td> </tr> <tr> <td>Surface Type</td> <td>Soil Chip and Dust Woodchips</td> <td>Soil Chip and Dust Woodchips</td> <td>Soil Chip and Dust Woodchips</td> </tr> <tr> <td>Trail Access</td> <td>This trail opens on this trail</td> <td>This trail opens on this trail</td> <td>This trail opens on this trail</td> </tr> <tr> <td>Estimated Hiking Time</td> <td># minutes</td> <td># minutes</td> <td># minutes</td> </tr> <tr> <td>Trail Rating</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>PROPERTY ACTIVITIES Unless otherwise posted, please enjoy the following activities responsibly.</p> <p>In case of Emergency, call 911. Address: 6011 Blackwell Side Road Sarnia, Ontario</p> <p>Comments or Concerns? Please contact us at (519) 245-3710 or stclair@scrcra.on.ca</p> | | White Trail | Yellow Trail | Red Trail | Length | 0.2 km | 0.9 km | 0.2 km | Trail Width | 0.2 m | 2.0 m | 0.2 m | Trail Grade | 0.2 % | 0.4 % | 0.2 % | Cross Slope | 0.2 % | 0.4 % | 0.2 % | Surface Type | Soil Chip and Dust Woodchips | Soil Chip and Dust Woodchips | Soil Chip and Dust Woodchips | Trail Access | This trail opens on this trail | This trail opens on this trail | This trail opens on this trail | Estimated Hiking Time | # minutes | # minutes | # minutes | Trail Rating | | | |
| | White Trail | Yellow Trail | Red Trail | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Length | 0.2 km | 0.9 km | 0.2 km | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Trail Width | 0.2 m | 2.0 m | 0.2 m | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Trail Grade | 0.2 % | 0.4 % | 0.2 % | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cross Slope | 0.2 % | 0.4 % | 0.2 % | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Surface Type | Soil Chip and Dust Woodchips | Soil Chip and Dust Woodchips | Soil Chip and Dust Woodchips | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Trail Access | This trail opens on this trail | This trail opens on this trail | This trail opens on this trail | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Estimated Hiking Time | # minutes | # minutes | # minutes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Trail Rating | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Wawanosh Wetlands Conservation Area

Hours of Operation:
Sunrise to Sunset

PROPERTY ACTIVITIES
Hikes of various grades. Please advise the following activities are permitted:

- Hiking
- Bicycling
- Dog Walking

RECREATIONAL TRAIL

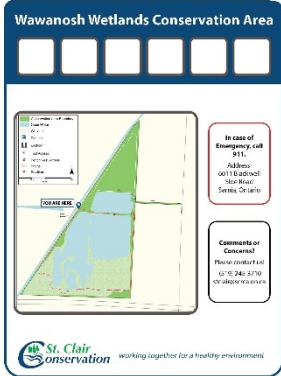
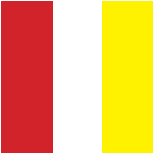
| | White Trail | Yellow Trail | Red Trail |
|------------------------|-------------|--------------|-----------|
| Length | 1.3 km | 0.2 km | 2.3 km |
| Elevation Gain | 2.0 m | 2.0 m | 1.0 m |
| Trail Access | 3.0 m | 1.7 m | 0.0 m |
| Trail Elevation | 2.6% | 10.0% | 23.0% |
| Trail Slope | 4.2% | 16.0% | 18.0% |
| Trail Grade | 3.5% | 1.0% | 2.0% |
| Trail Distance | 1.6% | 2.3% | 14.2% |
| Trail Elevation | 2.0 m | 2.0 m | 2.0 m |
| Trail Elevation | 2.0 m | 2.0 m | 2.0 m |
| Trail Elevation | 2.0 m | 2.0 m | 2.0 m |
| Trail Elevation | 2.0 m | 2.0 m | 2.0 m |




In case of Emergency, call 911. Address: 401-850-CRASH (2742).
Conservation of Wetlands? Please contact 401-248-2732.







St. Clair Conservation Authority Trail Ratings

- Trail**: A trail with a maximum slope of 10% and a maximum elevation gain of 100m. It is suitable for most people and dogs.
- Trail**: A trail with a maximum slope of 15% and a maximum elevation gain of 150m. It is suitable for people with a good level of fitness and dogs.
- Trail**: A trail with a maximum slope of 20% and a maximum elevation gain of 200m. It is suitable for people with a high level of fitness and dogs.

Trails are natural and may be uneven and slippery. Please stay on marked trails and be aware of exposed roots and rocks.
Be prepared for the weather and have it say at least your 401.
Keep dogs on a 2-meter leash or shorter leash and a voice command at all times. Please pick up after your dog.


| “You Are Here” Trail Intersection Map and Trail Blazes | |
|--|--|
| PURPOSE: | To orient and inform visitors of their location on the trail system. |
| CONTENTS: | <p>“You Are Here” Signage Should Contain:</p> <ul style="list-style-type: none"> • SCRCA name and logo; • Trail map with legend • Emergency contact information • SCRCA contact information • Permitted Uses <p>Trail Blazes will be colour coded to match the trail maps for the property.</p> |
| LOCATION(S): | <p>“You Are Here” signs to be installed at trail intersections to assist users in finding their way through the trails. May be needed on larger trail networks.</p> <p>Trail blazes will be used to create line-of-sight linkages along trail routes. Blazes will typically be painted on trees, posts, or other suitable surfaces.</p> |
| SPECIFICATIONS: | <p>“You Are Here” signage will generally be 18”x24” but may vary in size depending on the extent of the property/trail system. -These signs will be constructed of aluminum or Alu-panel and will be installed freestanding on wood or metal signposts. -“You Are Here” signs should be installed in a south facing direction such that the viewer of the map is facing north. This helps to orient the user.</p> <p>Trail Blazes will consist of an approximately 2”x6” painted rectangle, coloured to match the trail mapping.</p> |
| SAMPLE(S): | <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">  </div> <div style="text-align: center;">  </div> </div> |






| Boundary Signage: Property Perimeter | |
|--------------------------------------|--|
| PURPOSE: | To provide Trespass to Property markings along the boundaries of the property to inform potential property users of whether access is permitted or not, and that conditions may apply. In some instances, property boundary markers will face the interior of the property informing visitors that they are at the property boundary. |
| CONTENTS: | Trespass to Property markings will consist of a four-inch, or larger, yellow, or red circle, consistent with the <i>Trespass to Property Act</i> . Below the coloured circle, the sign will contain the SCRCA logo, phone number, and either the wording “no access” or “restricted access”. Interior facing property markers will consist of a sign containing: <ul style="list-style-type: none"> • SCRCA logo • “Property Boundary” |
| LOCATION(S): | Trespass to Property markings will typically occur along property boundaries of SCRCA properties classified as minimal liability. Property Perimeter signs will at a minimum be placed so that it is clearly visible in daylight under normal conditions. Interior facing property markers will be used as necessary on moderate and higher liability properties to inform users of the boundary. |
| SPECIFICATIONS: | Trespass to Property signs will be constructed of aluminum or Alu-panel and will be installed on trees, or freestanding on wood or metal signposts. Signs will be 6”x10”. Interior facing property markers will be constructed of aluminum or Alu-panel. They will be 6”x6” and installed freestanding on wood or metal signposts or t-posts. |
| SAMPLE(S): | <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> </div> |


| Boundary Signage: Permitted Use Area | |
|---|--|
| PURPOSE: | To identify permitted use area boundaries at key locations where a history of unauthorized access exists. |
| CONTENTS: | Permitted Use Area type signage will contain messaging to inform property users of areas that are closed to the public within a property. Type 1 – “No Access Beyond this Point” Type 2 – “Trail Closed – Habitat Restoration Underway” Type 3 – “Not an Access Point – Please use Authorized Property Entrances” See samples below. |
| LOCATION(S): | Type 1 signs will be located at the edge of the permitted use area where: <ul style="list-style-type: none"> • There is a significant risk to users if they proceed out-of-bounds • Where there is a history of users proceeding out-of-bounds • Where SCRCA has installed barriers to deter users from proceeding out-of-bounds Type 2 signs will be utilized to inform users of trails that have been closed. -Trails may be closed for reasons such as re-routing, protecting a natural area, or the trail may have been unauthorized. Type 3 signs may be used at unauthorized access points to moderate and higher liability properties. |
| SPECIFICATIONS : | These signs will be constructed of aluminum or Alupanel and will be installed on trees, or freestanding on wood or metal signposts. -Signs will be 12”x12” or 12”x18”-. |
| SAMPLE(S): Type 1 – 12x12, Type 2&3 12x18 | <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 10px; text-align: center;">  <p>NO ACCESS BEYOND THIS POINT</p>  </div> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>TRAIL CLOSED</p> <p>HABITAT RESTORATION UNDERWAY</p>   </div> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>NOT AN ACCESS POINT</p> <p>PLEASE USE AN AUTHORIZED PROPERTY ENTRANCE</p>   </div> </div> |

| Property Maps | |
|------------------------|---|
| PURPOSE: | To provide property users with an overview of the property, facilities, and trail systems. |
| CONTENTS: | <p>Sign to include:</p> <ul style="list-style-type: none"> • Name of property, welcome message, and relevant history • Map of the property identifying parking lots, roadways, campsite areas, facilities, trails, etc. • Legend of symbols • “You are Here” marker • Prominent features |
| LOCATION(S): | Property Map signage to be displayed at the main access point, parking lot, or office/gatehouse to each higher liability property (campgrounds). |
| SPECIFICATIONS: | Property Map signs will vary in size depending on location. Signs will be constructed of aluminum or Alu-panel and will be freestanding typically framed with pressure treated lumber. |
| SAMPLE(S): | |

| Directional Signage | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------------------|--|----------------|--|--|-------------------|---|---|-----------------------|--|--|-----------------|---|---|-------------------|---|--|--------------------|--|--|------------------------|--------------------------|---|-------------------------|--------------------------|---|
| PURPOSE: | Directional signage is intended to inform and direct those who are unfamiliar with the location of buildings, spaces, functions, or trails on the properties. | | | | | | | | | | | | | | | | | | | | | | | | |
| CONTENTS: | Two types of directional signage will be used: Type 1 – On Property Directional Signage <ul style="list-style-type: none"> • SCRCA logo • Name of property facilities or areas • Symbol representing facility or area where appropriate • Arrows pointing in the direction of the facility or area Type 2 – Highway Directional Signage <ul style="list-style-type: none"> • SCRCA logo • Name of Property sign is directing visitors to • Arrow providing the direction of travel • Conservation Area icon (Highway signage may need modification to meet Provincial, County, or Municipal standards) | | | | | | | | | | | | | | | | | | | | | | | | |
| LOCATION(S): | On Property Directional signage will be used at Higher Liability properties. They will be located ahead of roadway or path intersections to assist visitors in finding property facilities or features. Highway Directional Signage will be located at approved locations along common travel routes to SCRCA properties. Highway Directional signage will be used for higher liability and some moderate liability properties. | | | | | | | | | | | | | | | | | | | | | | | | |
| SPECIFICATIONS: | On Property Directional Signage will vary in size depending on the number of facilities or areas referenced. —Signs will be constructed of aluminum or Alu-panel and will be freestanding typically on a wood or metal signpost. Highway Directional Signage will typically be 12"x18", constructed of aluminum or Alu-panel and freestanding typically on a wood or metal signpost. | | | | | | | | | | | | | | | | | | | | | | | | |
| SAMPLE(S): | <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid blue; padding: 10px; width: 45%;"> <p style="text-align: center; background-color: #0056b3; color: white; padding: 5px;">Warwick Conservation Area</p> <p style="text-align: center; font-size: small; color: white;"> St. Clair Conservation</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Woodlot</td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Campground</td> <td style="padding: 5px;"><input type="checkbox"/> <input type="checkbox"/></td> <td style="padding: 5px;">→</td> </tr> <tr> <td style="padding: 5px;">Sites 90 - 152</td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Lakeside</td> <td style="padding: 5px;"><input type="checkbox"/> <input type="checkbox"/></td> <td style="padding: 5px;">↑</td> </tr> <tr> <td style="padding: 5px;">Campground</td> <td style="padding: 5px;"><input type="checkbox"/> <input type="checkbox"/></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Areas A - E</td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Blue Flag Trail</td> <td style="padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;">↔</td> </tr> <tr> <td style="padding: 5px;">White Pine Trail</td> <td style="padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;">↑</td> </tr> </table> </div> <div style="border: 1px solid blue; padding: 10px; width: 45%; text-align: center;"> <p style="font-weight: bold; margin-top: 10px;">Warwick Conservation Area</p> </div> </div> | Woodlot | | | Campground | <input type="checkbox"/> <input type="checkbox"/> | → | Sites 90 - 152 | | | Lakeside | <input type="checkbox"/> <input type="checkbox"/> | ↑ | Campground | <input type="checkbox"/> <input type="checkbox"/> | | Areas A - E | | | Blue Flag Trail | <input type="checkbox"/> | ↔ | White Pine Trail | <input type="checkbox"/> | ↑ |
| Woodlot | | | | | | | | | | | | | | | | | | | | | | | | | |
| Campground | <input type="checkbox"/> <input type="checkbox"/> | → | | | | | | | | | | | | | | | | | | | | | | | |
| Sites 90 - 152 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lakeside | <input type="checkbox"/> <input type="checkbox"/> | ↑ | | | | | | | | | | | | | | | | | | | | | | | |
| Campground | <input type="checkbox"/> <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | |
| Areas A - E | | | | | | | | | | | | | | | | | | | | | | | | | |
| Blue Flag Trail | <input type="checkbox"/> | ↔ | | | | | | | | | | | | | | | | | | | | | | | |
| White Pine Trail | <input type="checkbox"/> | ↑ | | | | | | | | | | | | | | | | | | | | | | | |

| Playground Signage | |
|--------------------|--|
| PURPOSE: | To provide the playground rules to property users at the location of each SCRCA playground. |
| CONTENTS: | <p>These signs shall include:</p> <ul style="list-style-type: none"> • Age restriction for users • Standard rules of use (as shown in sample) • SCRCA contact information to report damaged equipment • Emergency Information |
| LOCATION(S): | Playground signage to be located at each SCRCA playground. |
| SPECIFICATIONS: | These signs will generally be 18"x24" in size and will be constructed of aluminum or Alu-panel. Playground Signs will be freestanding, mounted on single wood or metal post. |
| SAMPLE(S): | <div style="border: 2px solid black; padding: 10px;">  <p>Playground Rules Play equipment is intended for children 12 years old and under.</p> <p>Please be courteous during your play.</p> <p>The following rules apply for playgrounds:</p> <ol style="list-style-type: none"> 1. Use of the playground is at your own risk. 2. Equipment is inspected regularly but is not sanitized. 3. Adult supervision is strongly recommended. 4. Appropriate footwear is required. 5. Do not use equipment if wet or snow/ice covered. 6. Keep play surface area clear of wagons, bikes, toys, and other obstructions. 7. Use play equipment properly. Pushing, shoving, or other horseplay is prohibited. 8. Use garbage containers or take your garbage home with you. 9. If you see any damage, contact the St. Clair Region Conservation Authority at (519) 245-3710 or at stclair@scrca.on.ca. <p>In case of emergency, call 911.</p> <p>Location: Coldstream Conservation Area 327 Quaker Lane, Middlesex Centre Closest Intersection: Quaker Ln & Coldstream Rd</p> </div> |

| Hazard Warning Signage | |
|--|---|
| PURPOSE: | To provide property users with notice that a specific or general hazard that exists in the immediate area or within a property/trail. |
| CONTENTS: | Two types of hazard warning sign will be used: Type 1 – Specific Hazard Warning <ul style="list-style-type: none"> Warning wording such as hazard, warning, danger, etc. Description of hazard such as deep water, steep cliff, etc. Visual icon that can be reasonably understood, regardless of language Type 2 – General Warning Signage <ul style="list-style-type: none"> Warning wording such as caution, warning, etc. Description of hazard such as poison ivy or ticks An image or visual icon that can be reasonably understood, regardless of language May contain additional wording such as recommendations or explanation of hazard (educational in nature) SCRCA logo |
| LOCATION(S): | Specific Hazard Signage will be used at Moderate and Higher Liability properties. -They will be located along trails prior to reaching the hazard or in day use areas at the location of the hazard. General Hazard Signage will be used at Moderate and Higher Liability properties. They will be located at property access points or at trailhead locations. |
| SPECIFICATIONS: | Hazard Warning Signage will typically be 12"x12" or 12"x18" in size. Signs will be made of aluminum or alu-panel and will be in a conspicuous colour such as red or yellow. Signs will be freestanding on a wood or metal signpost. |
| SAMPLE(S): Combination – Poison Ivy and Ticks | <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>DANGER</p> <p>DEEP WATER</p>  </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>CAUTION</p> <p>Trail Not Maintained In Winter</p>  <p>USE AT OWN RISK</p> </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>CAUTION</p> <p>No Winter Maintenance</p> </div> </div> <div style="border: 1px solid black; padding: 10px; margin-top: 10px; text-align: center;"> <p>CAUTION</p> <p>BE AWARE OF POISON IVY AND TICKS</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p>Please stay on designated trails. Poison ivy and ticks are found throughout the area. Poison ivy can cause minor to severe rashes when touched and ticks can carry illnesses including Lyme disease.</p>  </div> |


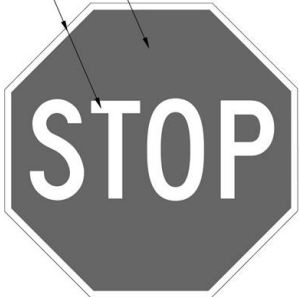
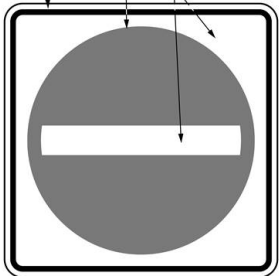

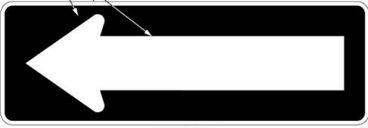
| Change In Use Signage | |
|---|--|
| PURPOSE: | SCRCA properties are primarily a pedestrian environment. However, users of several modes of transportation may share certain pathways, roadways, and trails. In addition to permitted use signage, additional change in use signage may be provided to help ensure the safety of hikers and pedestrians by alerting visitors to areas where bicycles, golf carts, and/or other modes of transportation are also permitted. |
| CONTENTS: | The signage content will vary dependent on the specific rationale for the sign. Three types of signs will be utilized: 'Type 1' signs shall state, "Caution: Trail Ends. Be Aware of Motorized Vehicles" or similar. 'Type 2' signs shall state, "Multi-Use Trail: Be Aware of Other Trail Uses" or similar and shall include icons of all permitted uses. 'Type 3' signs shall state, "No Golf Carts (Bicycles, etc.) Beyond this Point" or similar. |
| LOCATION(S): | Change in Use Signage will be utilized primarily on Moderate and Higher Liability properties where trail systems end or permitted uses of the trail change. -Signage is intended to make the users aware of the presence of other types of users to minimize conflict and risk. |
| SPECIFICATIONS: | Change in Use Signage will typically be 12"x12" or 12"x18" in size. Signs will be made of aluminum or alu-panel. Signs will be freestanding on a wood or metal signpost. |
| SAMPLE(S): Type 1 Type 2 Type 3 | <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>CAUTION</p> <hr/> <p>TRAIL ENDS</p> <p>BEWARE OF MOTORIZED VEHICLES</p> </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>MULTI-USE TRAIL</p> <hr/> <p>BE AWARE OF OTHER TRAIL USES</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> </div> </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>NO GOLF CARTS</p> <div style="text-align: center;">  </div> <p>BEYOND THIS POINT</p> </div> </div> |

| Parking Signage | |
|-----------------|--|
| PURPOSE: | To inform property visitors of where parking is prohibited or where special permissions are required. |
| CONTENTS: | <p>Four types of parking signage will be used:</p> <ol style="list-style-type: none"> 1. "No Parking": These signs shall consist of the standard "P" within an annular red band with a diagonal red stroke through the centre of the band at 45 degrees to the horizontal; 2. "No Parking – Fire Route": These signs shall be similar to type '1' signs, but will state "Fire Route" under the "No Parking" emblem with outward facing directional arrows to denote the subject area; 3. "Accessible Parking": These shall be similar to type '1' signs but will show a blue wheelchair icon underneath with the text "By Permit Only". 4. "Do Not Block Gate": These signs shall be similar to type '1' signs but will state "Do Not Block Gate" under the "No Parking" emblem. |
| LOCATION(S): | <p>Parking signage shall be installed in parking areas, along adjacent roadways, and in entranceways, generally as follows:</p> <ol style="list-style-type: none"> 1. In areas where parking is not permitted. Signs shall be installed such that one sign is visible from the next. 2. In Fire Route areas. 3. In front of Accessible designated parking locations. 4. Adjacent to maintenance access gates. |
| SPECIFICATIONS: | The "No Parking" signage shall consist of a 9"x9" or 12"x12" sized aluminum or alu-panel sign. The "Fire Route", "Accessible Parking", and "Do Not Block Gate" signs shall consist of a 12"x18" aluminum or alu-panel sign. -Proportions of these signs shall be as per those specified in Ontario Regulation 615/90 under the <i>Highway Traffic Act</i> . An example of these proportions is shown in the attached drawings. |


SAMPLE(S):



Regulatory Traffic Signage

| | | |
|---|---|--|
| PURPOSE: | To inform property visitors of the traffic rule requirements on the properties, similar to those utilized under the <i>Highway Traffic Act</i> . This type of signage shall be used to convey information regarding speed limits, right-of-entry, direction of traffic, and stop locations. | |
| CONTENTS: | These signs shall include speed limit, stop signs, no-entry and one-way signs, etc. These signs shall be designed to mimic those produced by Municipalities under the <i>Highway Traffic Act</i> . | |
| LOCATION(S): | Signage will generally be located on a post on the right-hand side of the relevant roadway. | |
| SPECIFICATIONS: | Signage shall consist of aluminum or alu-panel sized as per the specifications in this document and proportioned as per Ontario Regulation 615/90 made under the <i>Highway Traffic Act</i> . | |
| SAMPLE(S): Speed Limit Stop Sign Do Not Enter One-Way Source: <i>Highway Traffic Act</i> , R.R.O. 1990, Reg. 615 |  <p style="text-align: center;">(60 x 90) cm</p> |  <p style="text-align: center;">(60x60) cm</p> |
|  <p style="text-align: center;">(60 x 60) cm</p>  <p style="text-align: center;">(30 x 60) cm</p> |  <p style="text-align: center;">(30 x 90) cm</p> | |

| Campground Signage | |
|---------------------------|--|
| PURPOSE: | SCRCA campgrounds require additional signage to communicate park rules and encourage safe and responsible use of the properties. |
| CONTENTS: | Type 1: Campground Contact Information Type 2: Rules and Regulations Examples include pool rules, building capacity, quiet hours, etc. Type 3: Campsite Numbers Type 4: Roadway and Path Signage Examples include speed bump caution signage, trail crossing, slow – children at play, etc. To manage risk and enhance user experience within SCRCA campgrounds, additional signage may be required from time to time. |
| LOCATION(S): | Type 1: Campground Contact Information signage will generally be located at office/gatehouse buildings, washroom buildings, and other high use locations. Type 2: Rules and Regulations Signage will be located at facilities where rules need to be communicated to users. Example: Pool signage at pools, “No Golf Carts” signs located at trail access points where golf carts are not permitted. Type 3: Campsite number signs located on either side of each campsite with an arrow towards the site. Signs will be located along the roadway with vegetation trimmed to maintain proper visibility. Type 4: Roadway signage will generally be installed along the right-hand side of the roadway. |
| SPECIFICATIONS: | Signage shall consist of aluminum or alupanel. Type 1 signs will generally be 24” x 6”. Type 2 signs will generally be 12”x18”, however pool rule signs may vary in size to meet the requirements of the local health unit and Ontario Regulation 494/17 Public Pools. Type 3 signs will generally be 4”x12”. Type 4 signs will generally be 12”x12” or 12”x18”. |
| SAMPLE(S): | <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Should You See Any Problems or Concerns With This Site Please E-mail: campbell@scrca.on.ca</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">SCRCA Pool Operations and Health Regulations</p> <p>POOL RULES: No person infected with a communicable disease or having open sores on their body shall enter the pool. No person shall bring a glass container onto the deck or into the pool. No person shall pollute the water in the pool in any manner and that spitting, spouting of water, and blowing the nose in the pool or on the deck are prohibited. No person shall engage in boisterous play in or about the pool. The maximum number of bathers permitted on the deck and in the pool at any time is...50. The nearest emergency telephone is located at...the PUMP HOUSE. The above RULES are for your health and safety as outlined under Ontario Regulation 494/17, under the Health Protection and Promotion Act. Lifeguards must be obeyed promptly and at all times.</p> <p style="text-align: right;">Thank you for your cooperation! </p> </div> </div> |
| | <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> </div> <div style="text-align: center;"> </div> </div> |

| Temporary and Special Event Signage | |
|--|---|
| PURPOSE: | Temporary signage is utilized to convey public messaging that does not need a permanent installment. Examples of this type of signage are trail closures, construction signage, forestry operation signage, special events. |
| CONTENTS: | As approved by SCRCA. |
| LOCATION(S): | Signage shall generally be located on freestanding signposts, attached to temporary stakes, or attached to fences or other existing structures. Special Event signage when installed along roadways will be on the right-hand side and not impede sight lines of roadway users. |
| SPECIFICATIONS : | Temporary and Special Event Signage will typically be on coroplast to reduce costs. When signage is anticipated to be re-used on a regular basis, it may be appropriate to use aluminum or alupanel. Sizes will vary. |
| SAMPLE(S): |  |

| Interpretive Signage | |
|-----------------------------|--|
| PURPOSE: | Interpretive signage is used to tell the story of the area, the property, the geology, and the flora and fauna that make the property and/or the area unique. The goal of this signage is to provide an enjoyable educational experience to add value to visits to SCRCA properties. |
| CONTENTS: | The content of the interpretive signage will vary based on property, management plan concepts, and interpretive strategies. |
| LOCATION(S): | These signs will generally be located adjacent to the feature that the sign is describing. |
| SPECIFICATIONS: | Signs will vary in size depending on the content necessary to convey the intended information. Interpretive Signage will be made of aluminum or alupanel and mounted freestanding either on a single signpost or framed in pressure treated lumber. |

| | |
|--------------------------|--|
| <p>SAMPLE(S):</p> | |
|--------------------------|--|

| | |
|--|---|
| <h2 style="color: #4F81BD;">Stewardship Signage</h2> | |
| <p>PURPOSE:</p> | <p>Stewardship signage is used to identify where stewardship and best management practices (BMPs) have been implemented on both private and public properties and to acknowledge the funding agencies and organizations that supported the project.</p> |
| <p>CONTENTS:</p> | <p>Type 1 – Type 1 Stewardship Signs will provide a description of the type of stewardship/best management project that was implemented on the property along with the logos of all funding agencies and organizations. Type 2 – Type 2 Stewardship Signs will be more generic and will be based on the requirements of funding agencies and organizations.</p> |
| <p>LOCATION(S):</p> | <p>Type 1 signs will be located on the private or public property that the stewardship or best management practice was completed on at a location that is visible to on-coming traffic or pedestrians. Where possible, the sign will be located where the project is visible. Type 2 signs will be located at the exact location of the stewardship or best management project regardless of its visibility to the public.</p> |
| <p>SPECIFICATIONS:</p> | <p>Type 1 Stewardship Signage will be 36”x36” or 48”x48” and will be made of aluminum or alu-panel fanned in pressure treated lumber. Type 2 Stewardship Signage will be 12”x18” and will be made of aluminum or alu-panel and mounted freestanding on a single signpost.</p> |



SAMPLE(S):

**Enbridge Gas Inc.
Habitat Stewardship Project**

This wetland and tree planting project was completed in cooperation with the landowner and with support from:





working together for a healthy environment



Habitat Stewardship Project

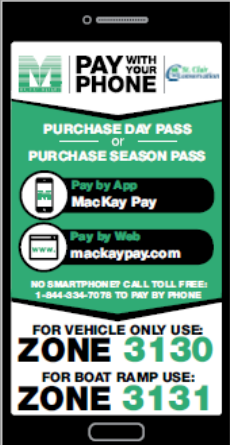

This stewardship project was completed in cooperation with the landowner and with support from:



Ontario

| Memorial Signage and Plaques | |
|---|---|
| PURPOSE: | Memorial Signage and Plaques will be used to acknowledge the history, project, and/or a significant donation to the Authority or St. Clair Region Conservation Foundation (e.g., property), to acknowledge significant contributions by volunteers, and to memorialize an individual or organization that has had a donation made in their honour to the St. Clair Region Conservation Foundation (e.g., memorial bench program). |
| CONTENTS: | Type 1 – Historical information or information on the donation of land. Type 2 - Memorial bench donation via the St. Clair Region Conservation Foundation |
| LOCATION(S): | Type 1 Memorial Signage and Plaques will be located in a visible and/or high-traffic area at Authority and Foundation properties. Type 2 Memorial Signage and Plaques will be affixed to the structure donated in memory of a person and/or organization. <i>*Note – Trees planted through donations to the St. Clair Region Conservation Foundation Memorial Forest program will not have signs associated with the individual trees.</i> |
| SPECIFICATIONS: | Signs will vary in size depending on the content necessary to convey the intended information. Memorial signs will be made of aluminum or alupanel and mounted freestanding either on a single signpost or framed in pressure treated lumber. Memorial bench signage will be made of anodized aluminum and affixed to memorial benches donated through the St. Clair Region Conservation Foundation. |
| SAMPLE(S): | |
|  | |
|  | |

| Donor Recognition Signage | |
|----------------------------------|---|
| PURPOSE: | Donor signage is installed to acknowledge the significant contribution of a donor to a project of the Authority. This may include a land donation, a significant financial contribution, or a significant partnership or volunteer contribution. |
| CONTENTS: | The following guidelines shall be adhered to when developing donor recognition signage: <ul style="list-style-type: none"> • Signage should be consistent with and appropriate to the immediate property and landscape context, while attempting to maintain consistency in approach (material, font, supports, etc.) across all of SCRCA's land holdings; • There is no direct connection between the financial amount of a gift and the size and/or quantity of the recognition signage; • Where possible, include all project contributors on a single Recognition sign. |
| LOCATION(S): | Donor Recognition Signage will generally be located in a highly visible location on the property that was donated, the property where the financial contribution was directed, or the property where the partnership/volunteering occurred. |
| SPECIFICATIONS : | Donor Recognition Signage will vary in size and material depending on the number donors/volunteers/contributors referenced and what structure the signage will be affixed to. |
| SAMPLE(S): | <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>In Grateful Recognition of</p>  <p>Bonduelle <i>La nature, notre futur</i></p> <p>For their long-standing and generous support of boardwalk construction and other upgrades throughout the Strathroy Conservation Area.</p>  </div> <div style="border: 1px solid black; padding: 10px; text-align: center; background-color: black; color: white;"> <p>St. Clair Region Conservation Authority 2022</p> </div> </div> |

| Parking Payment Signage | |
|--------------------------------|---|
| PURPOSE: | To inform property visitors of the necessity to pay for parking (where applicable) and to provide the details of such payment. |
| CONTENTS: | <p>Parking Payment signage consists of two different sign types:</p> <ol style="list-style-type: none"> 1. MacKay Pay (or similar) paid parking area signs: There are two size variations of this sign. These signs are designed by the paid parking app provider and contain information on how to pay for parking. 2. Fee amount signs: These signs will specify the daily parking pass amount and the season pass amount |
| LOCATION(S): | <p>Parking Payment signage shall be located throughout paid parking lot areas, generally at a spacing of no more than four car widths between signs, and one sign shall also be installed at the entrance to a paid parking area.</p> <p>The fee amount signage shall be installed on the same post and immediately below the MacKay Pay signage.</p> |
| SPECIFICATIONS: | The MacKay Pay signage will generally consist of a 12"x18" aluminum or alu-panel sign. The fee amount signage shall consist of a 12"x6" or 12"x12" aluminum or alu-panel sign. |
| SAMPLE(S): | <div style="display: flex; justify-content: space-around; align-items: center;">   </div> |

Permitted Use Symbols:

Although there are many possible activities that can be accommodated on St. Clair Region Conservation Authority properties, only the primary permitted uses and restrictions will be highlighted on signage using the following symbology. Restricted use icons will be created using the general prohibition symbol. Additional symbols that may need to be created will adhere to the same format and colour scheme.

(Icon images to be added when sourced or created)



SCRCA Hazard Tree Management Procedure

St. Clair Region Conservation Authority Hazard Tree Management Procedure – April, 2022

1.0 Procedure Statement:

St. Clair Region Conservation Authority (SCRCA) will take reasonable steps to maintain the safety of its lands for the public and its staff from Hazardous Trees.

2.0 Background:

The purpose of the hazard tree procedure of the SCRCA is to maintain SCRCA owned and/or managed properties in a manner that ensures public and staff safety. The hazard tree program is a key component of the Authority's Risk Management Program and is based on the Occupiers Liability Act and the "duty of care" and responsibility that SCRCA has to its visitors and staff. The procedure identifies and assesses hazard trees according to level of risk and sets expectations for inspection frequency, areas to be inspected, and timeline for hazard removal.

3.0 Definitions:

1. "Hazard Tree" for the purpose of this procedure is separated into two groups as defined below.

Type 1 (Dead)

- 100% dead, and
- Located at a distance equal to or less than the height of the tree away from an identifiable target, and
- Structural failure could lead to loss of life, serious injury, and/or property damage.

Type 2 (Alive)

- May be alive or partially alive, and
- Located at a distance equal to or less than the height of the tree away from an identifiable target, and
- Has a structural fault/defect (e.g. dead, broken, or hung-up branches, partially uprooted, major insect or disease infestation, excessive lean, etc.) that could lead to structural failure.

Type 1 Hazard Trees will be prioritized for removal. Type 2 Hazard Trees will be removed at the discretion of the inspector based on probability of structural failure and available resources for removal.

2. "Identifiable Target" includes any location where access to the public is permitted or staff regularly frequent for work duties. Locations include, but are not limited to managed trails, parking lots, internal roads, buildings, campsites, residences, and day use facilities.

SCRCA Hazard Tree Management Procedure

4.0 Procedure:

SCRCA Inspectors will follow the designated inspection schedule for all properties owned or managed by the Authority. Trees will be assessed to determine if they are a Hazard based on the definitions above. It should be noted that only areas of the property that meet the definition of “Identifiable Target” will be inspected. Trees located around the perimeter of properties will not be assessed on a frequency basis. They may be assessed intermittently or through communication with the neighbouring landowner. Trees identified by a neighbour will be inspected within 5 business days of notification. Based on the inspection results, the tree will be dealt with in an appropriate manner and time frame.

Due to the conservation significance of many properties owned and managed by the SCRCA, trees will not be assessed and removed from “conservation land” or “wetland” as identified in the Conservation Land Act R.S.O. 1990, c. C.28, unless the tree impacts an identifiable target within that Land.

Inspection frequencies will be based on the Land Classification found in SCRCA’s “Risk Management and Land Classification Guideline”. Lands owned or managed by the SCRCA will be inspected for hazard trees at a frequency set out in Schedule A. All hazard trees (or the hazardous portion thereof) identified for removal must be removed within one (1) year of being identified as a hazard. Staff will begin by removing the most hazardous trees initially and work throughout the year according to priority.

Our municipal partners who manage lands owned by the SCRCA through lease agreements will manage the hazard trees on those lands following municipal policy.

Documentation

All type 1 and type 2 hazard trees identified for full or partial removal by the inspector will be documented and assigned a work order.

Inspections

Inspections will be conducted by staff identified by the Manager of Conservation Areas and who have completed SCRCA hazard tree training. Inspectors may include but are not limited to,

- Manager of Conservation Areas
- Conservation Areas Staff
- Manager of Forestry
- Maintenance Foreman McKeough Floodway

5.0 Land Classification

Land Classification comes from the St. Clair Region Conservation Authority Risk Management & Land Classification Guideline. Recommended property classifications for SCRCA owned and managed properties can be found in Appendix B of the Guideline.

SCRCA Hazard Tree Management Procedure

| Land Classification | Land Classification Description | Inspection Frequency |
|---|---|--|
| Higher Liability - High-Use Conservation Lands | Well promoted and managed trail networks, parking lots, signage, and facilities may exist. Authority may actively encourage and facilitate active recreation and have staffed buildings. Typically includes fee for use (rather than fee for parking), supervised swimming, camping, rentals, and/or education. Typically distinguished from Moderate Liability lands by the level of development and the intensity of use. | Annually |
| Moderate Liability - Moderate Use Conservation Lands | Lands in this category may include lands with signage, trails, parking lots, and may have facilities such as washrooms. The Authority permits access to some degree either passively or actively and persons willingly assume some risks (if the owner does not permit or cause danger). These lands typically are not staffed, but rather visited by staff on a weekly/monthly schedule for maintenance and inspection. | 18 months |
| Minimal Liability - No Public Access, Restricted Access, and Resource Management Areas | Lands in this category may include areas where public access is prohibited and are generally not managed for public access. Lands may serve as resource management areas, agricultural fields, and potential flood lands during McKeough dam operation, etc. These areas typically do not have facilities and/or parking lots. Trail networks, if existing, are simple, minimal, and unmaintained. | 3 years |
| Leased Properties - Leased Conservation Lands | Lands which are subject to a long or short-term lease agreement between the SCRCA and an individual, a corporation, or a municipality. Through the terms of the lease agreement, the Lessee is typically responsible for management of these lands. | Done by Lessee in accordance to their policy |

From: [Sharon McMillan](#)
To: [Ashley Fletcher](#)
Subject: Board of Directors Resignation
Date: Wednesday, April 6, 2022 2:06:11 PM

Ashley - would you kindly forward this email on to the Board and Chair.

To the Board and Chair:

It is with deep regret that I am tendering my resignation to the Board of Directors of the St. Clair Region Conservation Authority. My recent stroke has left me with a vision problem that makes reading very difficult.

I have enjoyed my fifteen plus years on the Board and would gladly have stayed on to finish my term. I am proud of the work we as a Board and staff have done and am sure that will continue.

It has been a pleasure to work with and get to know my fellow Board members and staff even though it has been more difficult making personal connections during Covid.

Thank you for the opportunity to represent the Municipality of Middlesex Centre and best wishes in the future.

Sincerely,
Dan McMillan

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Ashley Fletcher

From: Mike Stark <mike.stark@sarnia.ca>
Sent: Monday, April 4, 2022 8:37 PM
To: ROB DUKE
Cc: Ashley Fletcher; Ken Phillips; Tim Wilkins
Subject: Re: Highland Glen Boat Launch

Hi Rob,

This item was raised, under new business, at a special meeting of the entire Board last Thursday.

Tim Wilkins raised your exact concerns and our GM Ken Phillips assured the Board that money was included in the current budget, as well as planned spending by Plympton/Wyoming to deal with immediate issues that need attention.

The issue is known to the Board as we have a Committee designated for this topic. I attended a site meeting and Tim Wilkins chaired a meeting at the Camlachie Fire Hall late last year to decide on the Highland Glen Boat Launch direction. Rest assured we are moving forward, as is the Council of Plympton/Wyoming towards bringing this facility back into a state of safe usability.

Hope this helps.

Regards,

Mike Stark
SCRCA Chair

Sent from my iPhone

Mike Stark
Councillor
City of Sarnia
255N Christina St.
Sarnia, ON N7T 7N2
Phone:
www.sarnia.ca

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> On Apr 4, 2022, at 8:10 PM, ROB DUKE <duker@golden.net> wrote:

>

> Mr. Stark, As chair of the St. Clair Conservation Authority Executive, I am writing to you on behalf of the citizens who are concerned with the lack of action to address the boat launch at Highland Glen. Please bring our concerns to the

Board of Directors as well. Prior to the closing in 2020, we paid recreation fees, in hopes that these would be used in the required maintenance and repairs at this boat launch. Please tell us when we can expect the Boat launch restored at this park; 2 years is far too long for no action.

>

> -----

> Origin:

> <https://www.lambtononline.ca/en/county-government/councillors.aspx>

> -----

>

> This email was sent to you by ROB DUKE<duker@golden.net> through <https://www.lambtononline.ca>.

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Bannerstone Conservation Lands





St. Clair Region Conservation Foundation

The St. Clair Region Conservation Foundation (SCRCF) is a registered, charitable organization with the purpose of raising funds to support the conservation programs of the Authority. The organization accepts donations and raises funds through the dedication of volunteers and staff who organize local fundraisers. The Foundation supports a number of initiatives including conservation education; tree planting; the protection of wetlands, soils, and forests; and upgrades to conservation area facilities and amenities.

In 2021, the Foundation committed \$98,500 to support Conservation Authority programs including:

- Species at Risk Newsletter - \$2,000
- Watershed Report Cards - \$10,000
- Play Structure Upgrades and Speed Bumps - \$6,420
- Intern Positions - \$10,080
- Strathroy Dam Decommissioning Study - \$10,000
- Conservation Education - \$60,000

Board of Directors

Duncan Skinner – President
 Norm Giffen – Vice President
 Lyn Goddard – Treasurer
 Ken Brooks – Director
 Ralph Coe – Director

Ottavio Colosimo – Director
 Joe Faas - Director
 Archie Kerr – Director
 Lorie Scott – Director
 John Simmons – Director

Conservation Scholarships

Every year, the St. Clair Region Conservation Foundation rewards graduating high school students who are pursuing post-secondary studies in a conservation-related field. The 2021 recipients were:

A.W. Campbell Memorial Scholarship - \$1,000 awards

Nicole Guthrie, Northern Collegiate Institute & Vocational School
 Zachary Zavitz, Strathroy District Collegiate Institute

Mary Jo Arnold Conservation Scholarship - \$500 award

Lucie Slakmon, Northern Collegiate Institute & Vocational School

Tony Stranak Conservation Scholarship - \$500 award

Johanna Ni Xiu deKoning, Holy Cross Catholic Secondary School

60th Anniversary Bursary

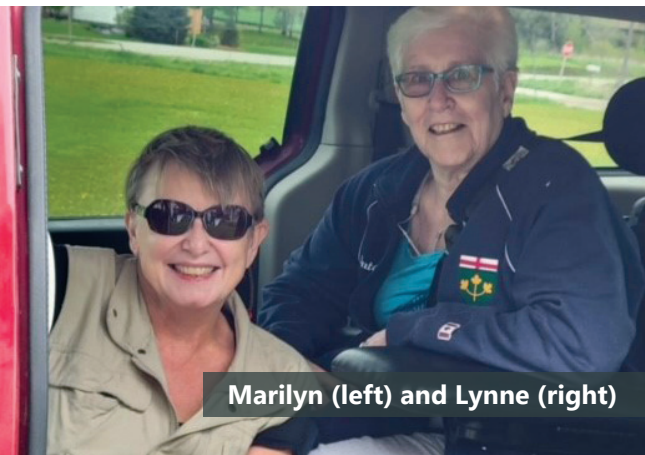
In recognition of the St. Clair Region Conservation Authority's 60th Anniversary in 2021, the Foundation generously approved an additional \$2,000 in scholarship funding that was distributed between all applicants to the 2021 scholarship program as a one-time "60th Anniversary Bursary".





Foundation Lands

The St. Clair Region Conservation Foundation accepts land donations that further the objectives of the Authority by preserving important natural features. To date, 17 land donations have been received, totalling 461 hectares. In 2021, staff focused on initiating a gap analysis and property management project to ensure all Foundation property files were up to date. The exercise will include compiling information on the completed and outstanding directives of land donors, tax management plans, required improvements, and future projects.



Marilyn (left) and Lynne (right)

Generous Donation to Support Trail Accessibility Improvements

In May 2021, the St. Clair Region Conservation Foundation received a generous donation of \$10,000 from local Strathroy residents Lynne Lawrence and Marilyn Buttery to improve accessibility along trails at the Strathroy Conservation Area. As frequent visitors to the local Conservation Area, they wanted to ensure that everyone can have the opportunity to enjoy the trail system and connect with the outdoors. The donation builds upon previous donations by Lynne and Marilyn to the Foundation.

Conservation Education

The St. Clair Region Conservation Foundation has been a long-standing and generous supporter of the Authority's Conservation Education programs. The COVID-19 pandemic continued to alter the way the Authority's conservation educators were able to connect with students in 2021. The suite of virtual and school-yard programs developed in response to the pandemic in 2020 continued to be popular and in high demand by teachers, parents, and students throughout the watershed. New in 2021 was the development of webinar-style conservation education programming that saw hundreds of students engaged at the same time.

2021 Conservation Education by the Numbers

929 students

Nature in Your Neighbourhood

2,571 students

Live-stream with a Naturalist

1,808 students

Webinar-style Programs

755 students

Field trips to Lorne C. Henderson Conservation Area

1,838 students

Sponsored Programs

2021 Foundation Ceremonial Tree
Tulip Tree



Foundation Memorial Forest Program

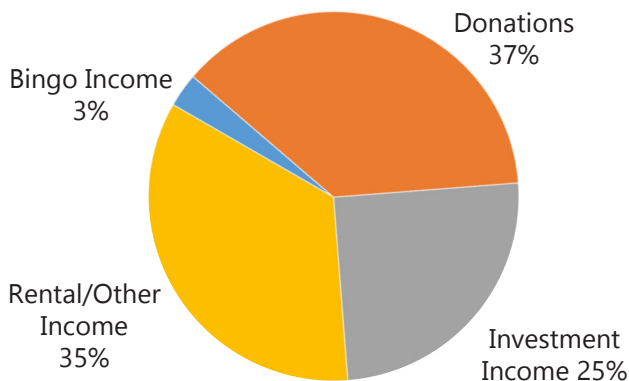
Through the Foundation’s Memorial Forest Program, any individual can make a donation to have a tree planted in memory of a loved one. In 2021, 74 trees were planted at 12 local Conservation Areas through this program.

As in 2020, the in-person Memorial Forest Dedication service scheduled at the Lorne C. Henderson Conservation Area in September was cancelled due to the ongoing COVID-19 pandemic. A video tribute was produced and circulated to all the 2021 donors and families in hopes that it would provide some comfort during their time of loss.

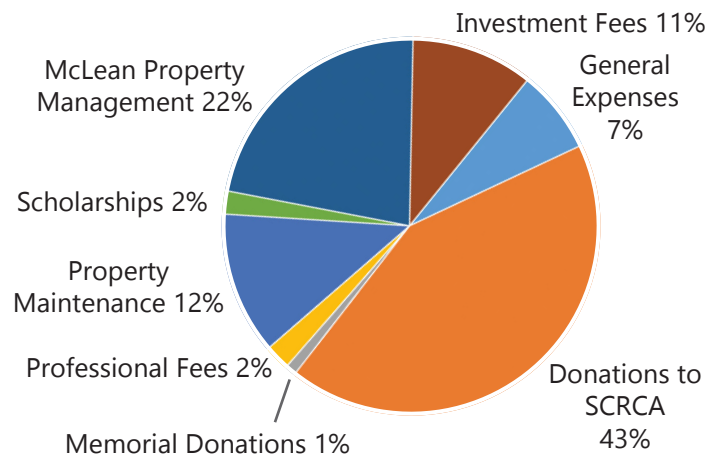
Denning’s Memorial Forest Program

In partnership with Denning’s Funeral Home, the Foundation established the Denning’s Memorial Forest Program. Through the program, Denning’s makes donations on behalf of the families they serve. These funds support conservation education and tree planting initiatives throughout the region. In 2021, a donation of \$6,225 was made to the Foundation to support these programs.

2021 Revenues – \$232,301



2021 Expenditures – \$249,272



Our Mission

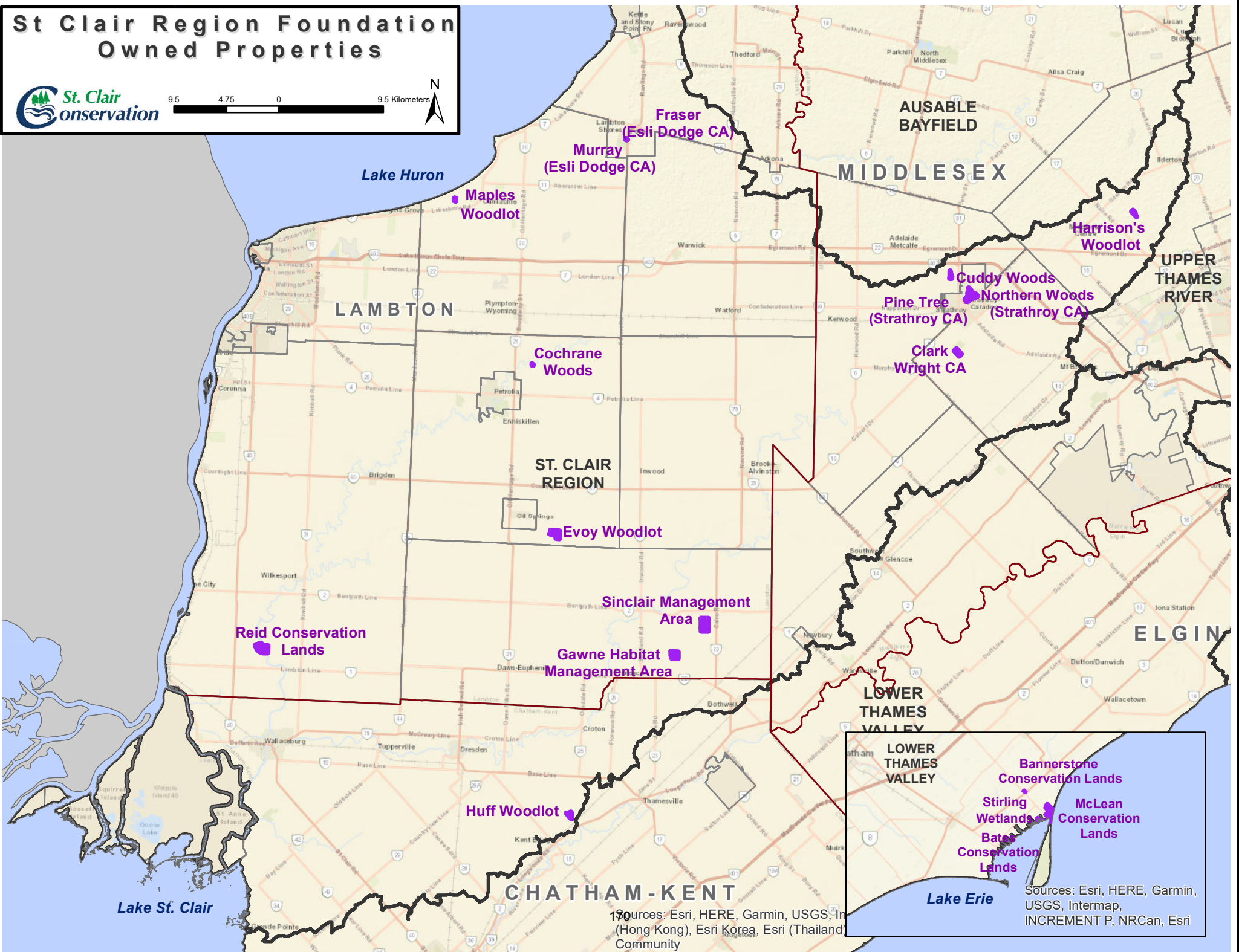
The St. Clair Region Conservation Foundation is a charitable, non-profit organization whose primary purpose is to raise funds and receive gifts, for the preservation and advancement of conservation.

St. Clair Region Conservation Foundation
205 Mill Pond Crescent
Strathroy, ON N7G 3P9
t. 519-245-3710
f. 519-245-3348
stclair@scrc.on.ca

St Clair Region Foundation Owned Properties



9.5 4.75 0 9.5 Kilometers



Sources: Esri, HERE, Garmin, USGS, Intel (Hong Kong), Esri Korea, Esri (Thailand), Community

LOWER THAMES VALLEY

Bannerstone Conservation Lands

Stirling Wetlands

Bates Conservation Lands

McLean Conservation Lands

Lake Erie

Sources: Esri, HERE, Garmin, USGS, Intelmap, INCREMENT P, NRCan, Esri

| | Bannockburn Conservation Lands Chatham Kent | Bales Conservation Lands Chatham Kent | Clark Wright Conservation Lands Strathroy Carleton | Cochrane Woods Enniskillen | Cuddy Woods Strathroy Carleton | Evoy Woods Enniskillen | Fraser - Esli Dodge CA Plympton Wyoming | Gawne Habitat Management Area Down-Euphemie | Harrisport Woodlot Middlesex Center | Huff Woodlot Chatham Kent | Maples Woodlot Plympton Wyoming | McLean Conservation Lands Chatham Kent | Murray - Esli Dodge CA Plympton Wyoming | Northern Woods - Strathroy CA Strathroy Carleton | Pine Tree - Strathroy CA Strathroy Carleton | Reld Conservation Lands St. Clair Township | Sinclair Management Lands Down-Euphemie | Stirling Wetlands Chatham Kent | TOTAL ACREAGE |
|--|--|--|---|-------------------------------|-----------------------------------|---------------------------|--|--|--|------------------------------|------------------------------------|---|--|---|--|---|--|-----------------------------------|---------------|
| Mandatory Legal Documents | | | | | | | | | | | | | | | | | | | |
| Transfer of Title/Deed of Land | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Management Agreement | ✓ | ✓ | | ✓ | | ✓ | ✓ | | ✓ | | | ✓ | | | | | ✓ | | |
| Land Survey | | ✓ | | ✓ | ✓ | | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | ✓ | ✓ | |
| Non-Mandatory Legal Documents | | | | | | | | | | | | | | | | | | | |
| Declaration of Possession/ Certificate of Title | ✓ | - | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | - | - | - | ✓ | - | - | - | - | ✓ | ✓ | |
| Appraisal Report/Valuation | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | | ✓ | ✓ | | ✓ | ✓ | ✓ | | |
| Execution Certificate | ✓ | ✓ | - | - | ✓ | - | ✓ | - | - | - | - | - | - | - | - | - | - | - | |
| Land Registry History | - | ✓ | - | - | ✓ | - | - | - | - | - | - | ✓ | - | - | ✓ | - | - | ✓ | |
| Donation/Gift Agreement | ✓ | ✓ | - | - | ✓ | - | - | - | - | ✓ | ✓ | ✓ | - | - | - | - | - | - | |
| Trust Agreement | - | ✓ | - | - | - | ✓ | - | ✓ | - | - | - | - | - | - | - | - | - | - | |
| Agreement of Purchase & Sale | - | - | - | ✓ | - | ✓ | ✓ | ✓ | - | - | - | - | - | - | - | - | - | - | |
| Zoning Information | ✓ | ✓ | | ✓ | | | | | | | | | ✓ | | | | | ✓ | |
| Municipal Drain Information | ✓ | | | | ✓ | | | | ✓ | | ✓ | | | | | | | | |
| Donation Goals/Donor Will Info | | | | | | | | | | | | | | | | | | | |
| Related Wills | - | ✓ | - | - | - | - | - | ✓ | - | - | - | ✓ | - | - | - | ✓ | ✓ | - | |
| Donor's Wishes | ✓ | ✓ | - | - | ✓ | - | - | ✓ | ✓ | ✓ | ✓ | - | - | - | - | ✓ | - | - | |
| Proof of Death (if applicable) | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | ✓ | ✓ | - | |
| Receipt & Release of Estate Trustee | - | ✓ | - | - | - | - | - | ✓ | - | - | - | ✓ | - | - | - | ✓ | ✓ | - | |
| Transfer of Items | - | - | - | - | - | - | - | - | - | - | - | ✓ | - | - | - | - | - | - | |
| Land Use | | | | | | | | | | | | | | | | | | | |
| MFTIP | | | ✓ | | | ✓ | | | | ✓ | | | | | | | ✓ | | |
| CLTIP | ✓ | ✓ | | | ✓ | | | | ✓ | | ✓ | ✓ | | ✓ | | ✓ | | ✓ | |
| Agriculture Acreage | | | | | | | | 52 | 171 | | | 153 | | | | 44 | 109 | | 358 |
| Woodlot Acreage | 10 | 21 | 48 | 5 | 10 | 80 | 0 | 38 | 20 | 33 | 8 | 34 | | | | 113 | 88 | | 508 |
| Total Acreage | 17 | 94 | 50 | 5 | 18.72 | 83 | 3 | 99.44 | 20 | 33 | 8 | 322 | 0.6 | 14 | 1.4 | 172.4 | 198 | 30.58 | 1170 |

Meeting Date: April 21, 2022
Report Date: March 1, 2022
Submitted by: Ashley Fletcher

Item 9.1 (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-21-96

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

Regarding BD-21-107

Refer to Item 4.1

BMO presentation deferred to June, 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 EC-22-08

Refer to Item 6.3

A report with recommendations for the accessibility of committee meetings and their minutes is to be brought forth to a future meeting.

Meeting Date: April 21, 2022 **Item 9.1 (b)**
Report Date: April 7, 2022
Submitted by: Emily De Cloet (Girish Sankar)

Subject: Current Watershed Conditions

Report Highlights:

- The flood threat across the watershed is currently low, with approximately 60 cm of freeboard in Wallaceburg
- Water level models are forecasting levels on the surrounding Great Lakes to further drop over the next six months compared to 2021 levels (Figures 2, 3)
- Precipitation averages are well below normal for the past three months, however are near normal values for the past six and twelve months (Table 1)

Watershed Conditions

Flood Threat

Water levels on the surrounding Great Lakes are well below their 2020 all-time record high, averaging a drop of 54 cm between Lakes Huron, St. Clair and Erie. Water levels on the Great Lakes are forecast to continue dropping over the next six months compared to last year, however remain above the 103-year long-term water level averages. Lower water levels on the lakes provide shorelines with greater capacity from the effects of wave action and surge.

As of this report, water levels remain slightly elevated from last month's freshet and subsequent rain events however no major flooding concerns are present within the watershed. Reduced precipitation over the last few months and lower water levels on the Great Lakes are resulting in approximately 60 cm of freeboard in Wallaceburg.

Precipitation

| Precipitation (mm) | Sarnia | | Strathroy | | London | | Windsor | |
|---------------------------|--------------|--------|-----------|--------|--------|--------|---------|--------|
| Last Quarter | Actual | Normal | Actual | Normal | Actual | Normal | Actual | Normal |
| January | 14.9 | 50.1 | 31.6 | 75.3 | 33.3 | 74.2 | 6 | 57.6 |
| February | 68.5 | 47.7 | 23.4 | 61.1 | 37.5 | 60 | 49.4 | 57.3 |
| March | 57.7 | 62.6 | 43.6 | 74.9 | 50.4 | 78.4 | 41.8 | 75 |
| Averages | | | | | | | | |
| last 3 month totals | 141.1 | 160.4 | 98.6 | 211.3 | 121.2 | 212.6 | 97.2 | 189.9 |
| last 3 month % of normal | 88.0% | | 46.7% | | 57.0% | | 51.2% | |
| regional average | 60.7% | | | | | | | |
| | | | | | | | | |
| last 6 month totals | 381.4 | 370.8 | 357.6 | 469 | 419.8 | 469.9 | 338.4 | 405 |
| last 6 month % of normal | 102.9% | | 76.2% | | 89.3% | | 83.6% | |
| regional average | 88.0% | | | | | | | |
| | | | | | | | | |
| last 12 month totals | 837 | 846.8 | 948.2 | 945.1 | 1009 | 987 | 782.2 | 918.4 |
| last 12 month % of normal | 98.8% | | 100.3% | | 102.2% | | 85.2% | |
| regional average | 96.6% | | | | | | | |

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

- Precipitation amounts for the last quarter are well below normal with the exception of Sarnia, where higher precipitation amounts have increased the overall average for the region for this time period
- Precipitation amounts across the region for the past six and twelve months are near normal averages owing to higher precipitation events in the summer and fall

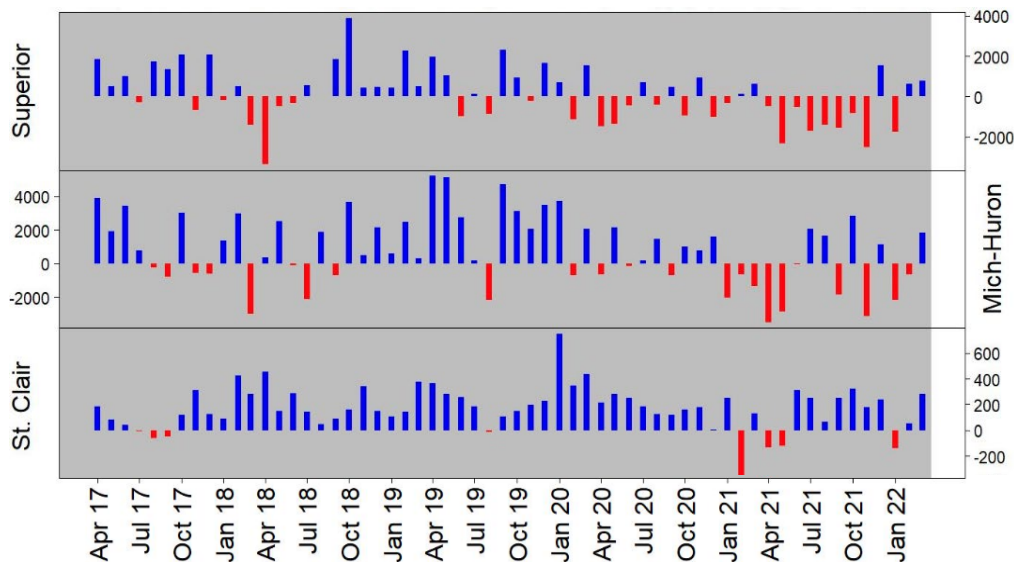


Figure 1: Monthly difference from long-term average net basin supply (cms). Source: U.S. Army Corps of Engineers (USACE), 2022

- Lake Superior has had predominately net-negative basin supply for the past year, whereas the Lake Michigan-Huron system has seen fluctuations between net-positive and net-negative amounts.
- Net basin supplies upstream of Lake Huron can be an early indicator of how water levels may fluctuate in the coming year.

Lake Levels

| March 2022 | Lake Huron | Lake St. Clair | Lake Erie |
|--|--------------|----------------|--------------|
| Mean for Month (Preliminary Data) | 176.53 | 175.32 | 174.53 |
| Mean for Month Last Year | 176.95 | 175.54 | 174.58 |
| Change | -0.42 | -0.22 | -0.05 |
| Mean, for period 1918-2021 | 176.32 | 174.93 | 174.10 |
| Change Compared to Current | 0.21 | 0.39 | 0.43 |
| Statistics for Period of Record | | | |
| Maximum Monthly Mean / Year | 177.22 | 175.83 | 174.95 |
| | 2020 | 2020 | 2020 |
| Change Compared to Current | -0.69 | -0.51 | -0.42 |
| Minimum Monthly Mean / Year | 175.58 | 174.05 | 173.20 |
| | 1964 | 1934 | 1934 |
| Change Compared to Current | 0.95 | 1.27 | 1.33 |

Table 2: Surrounding lakes water level comparison. Source: USACE, 2022.

- Lakes Huron, St. Clair and Erie are down from this time last year, with drops in levels by 42 cm, 22 cm and 5 cm respectively, and a total drop of 69 cm, 51 cm and 42 cm from the maximum monthly mean set in 2020
- While levels are down from previous years, levels remain above average by 21 cm, 39 cm and 42 cm based on the 1918-2021 period of record

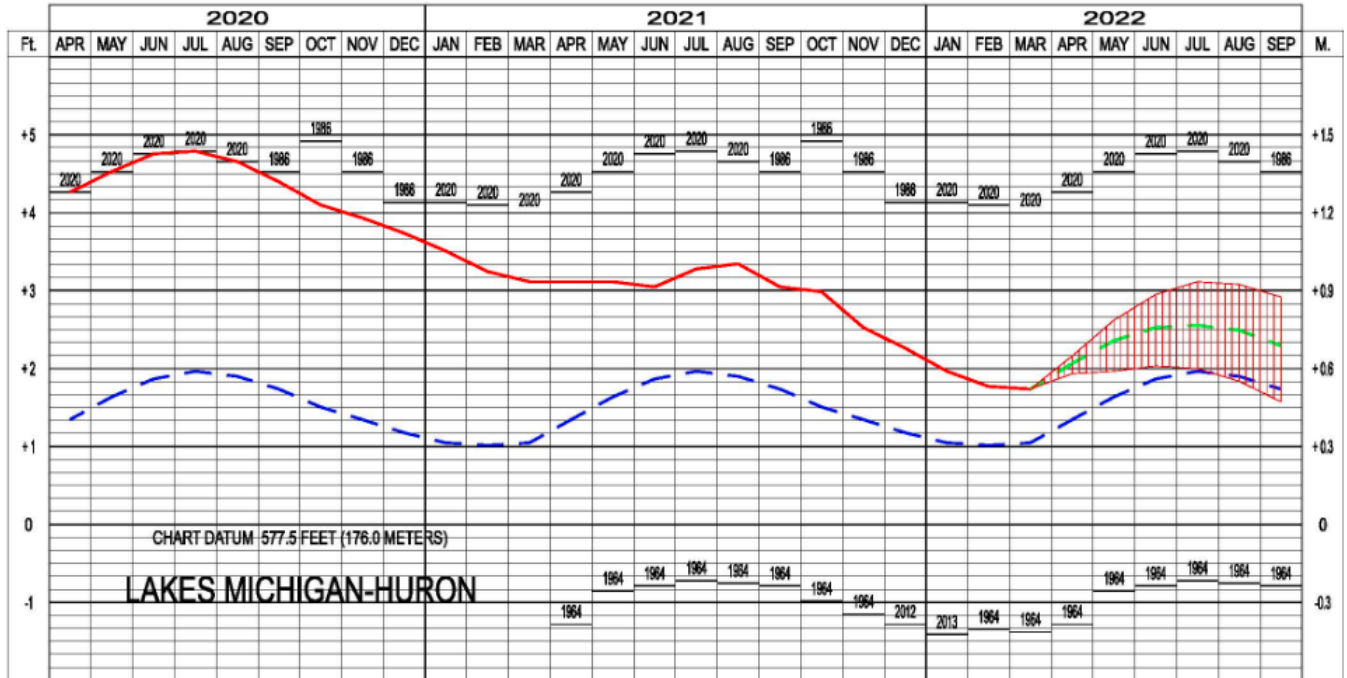


Figure 2: Lake Huron water level forecast. Source: USACE, 2022.

- Water levels are markedly lower from 2020, owing to predominately net-deficit monthly water balances in the Lake Superior region (Figure 1). Reduced amounts of precipitation in the Upper Great Lakes region eventually impact water levels in our region, approximately one year later
- The Lake Huron water level is forecast to continue dropping compared to the previous year's levels (red hash, green line), however remain above the average level (blue line)

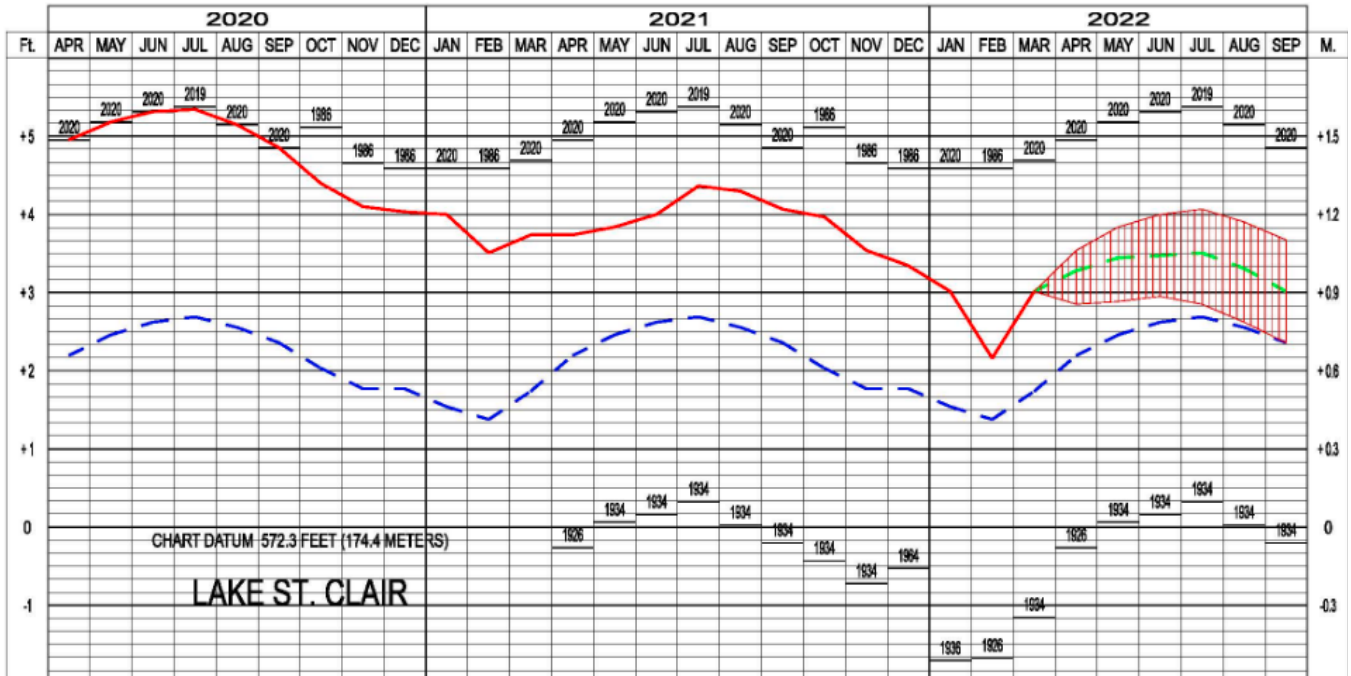


Figure 3: Lake St. Clair water level forecast. Source: USACE, 2022.

- The Lake St. Clair water level is also forecast to be lower compare to the previous year, however likely to remain above the long-term average water level

Meeting Date: April 21, 2022
Report Date: April 6, 2022
Submitted by: Girish Sankar

Item 9.1 (c)

Subject: Shoreline Projects

Old Lakeshore Road near Penhuron Drive Shoreline Improvements



Pine St. to Penhuron Avenue – Shoreline construction progress

- Contract was awarded to Van Bree drainage and Bulldozing
- Shoreline work started mid-January
- Construction on-site continues to move along well
- Project is currently on schedule and on budget
- All in water works have been completed as of March 31, 2022
- Expected date of completion – June, 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- Construction Progress

- Contract was awarded to Dicocco Contracting Ltd
- Construction work started beginning of February, 2022
- Construction on-site continues to move along well
- Project is currently on schedule and on budget
- All in water work has been completed as of March 31, 2022
- Expected date of completion – May, 2022

Meeting Date: April 21, 2022 **Item 9.1 (d)**
Report Date: April 8, 2022
Submitted by: Erin Carroll, Director of Biology

Subject: Biology Department updates


Background:

To encourage uptake and implementation of best management practices (BMPs) and stewardship amongst farmers and rural landowners within our watershed, SCRCA provides relevant information regarding the building of soil health, conservation, and water quality through workshops, conferences, newsletters and social media. To ensure we share good quality information to landowners, we have established various partnerships within the agricultural and research communities.

These are some ways we collate relevant information to disseminate to people in our watershed:

- March 31, 2022: Posted *Managing Phosphorus in the Sydenham Watershed* presentation online and sent out media release that included actions for community members (www.sydenhamriver.on.ca/phosphorus)
- April 12, 2022: Girl Guides Earth Day Species at Risk Event to present information about the SAR we have in the Sydenham and have the Sparks (15 girls aged 5-6) complete the colouring contest sheet from the 2022 SAR newsletter.
- Thursday April 21: *Bowen's Creek Restoration* talk for the Fish and Wildlife Habitat Committee, St. Clair River Area of Concern
- Thursday April 21 & 22: *Day in the Life of a Biologist* virtual electrofishing demonstration for elementary students.
- Wednesday April 27th @ 11am: Soil Health and Beneficial Insects: Beyond Bees and Butterflies presentation by Stephanie Frischie (Xerces Society), the diversity of soil invertebrates, their role in soil health, and gardening and farming practices that support soil life. (via Zoom)

Registration is to this event open to all, please click on this link: <https://bit.ly/36DQAGt>



Welcome! You are invited to join a meeting: Soil...
 Join us for a webinar on the diversity of soil invertebrates, their role in soil health, and gardening and farming...
bit.ly

Topic Soil Health and Beneficial Insects: Beyond Bees and Butterflies

Description Join us for a webinar on the diversity of soil invertebrates, their role in soil health, and gardening and farming practices that support soil life.

Time Apr 27, 2022 11:00 AM in [Eastern Time \(US and Canada\)](#)



Staff continue to work on projects that aim to improve the health of the watershed by engaging the local community and experts in identifying and addressing environmental issues. These projects include:

- Sydenham Watershed Phosphorus Management Plan being undertaken with financial support from Environment and Climate Change Canada as well as the Ontario Ministry of the Environment, Conservation, and Parks Great Lakes Program
- Sydenham River Aquatic Species at Risk Threat Inventory being undertaken with funding from the DFO Habitat Stewardship Program for Aquatic Species at Risk.

Funding Applications Updates:

The Biology department is self-funded from a number of grants and contracts with Provincial, Federal and municipal governments.

| Grant | Project Description | Amount Funded | Status |
|---|---|---|--|
| Fisheries and Oceans Canada - Habitat Stewardship Program for Aquatic Species at Risk | Sydenham River Aquatic Species at Risk Threat Inventory | Requested \$42,500 | Submitted December, 2021 for 2022/23 funding |
| Nature Canada -Winter Youth Grant | Stewardship Communications Technician salary support | Secured 50% support f January-March, 2022 wages | Final invoice submitted April 11, 2022 |
| Environment and Climate Change Canada - EcoAction | On the ground phosphorus reduction projects and outreach programs | Requested \$100,000 over 2022-2024 | Submitted January, 2022 |

| Grant | Project Description | Amount Funded | Status |
|---|--|---|--|
| Habitat Stewardship Program for Species at Risk | Captive Hatch and Release Program for Spiny Softshell turtle | Requested \$95,000 over three years from 2022/23 to 2024/25 | Submitted Jan 22, 2022 |
| Habitat Stewardship Program for Terrestrial Species at Risk | St. Clair Region Terrestrial Species at Risk Habitat Threats abatement tool; review and digitization of species records for mapping and prioritizing management actions on authority owned lands | \$53,250 | Project completed March 31, 2022; final report to be submitted by end of April. |
| Ontario Ministry of Labour, Training and Skills Development, Skills Development Fund - Round 2 (Fall 2021) February, 2022 | Funds three biology positions through to March 30, 2023 | \$178,000 | Agreement finalized March 30, 2022 |
| Species at Risk Stewardship Program (in collaboration with Ontario Nature) | Spiny Softshell turtle outreach and education activities for April 2021 to March 2022 | \$15,000 | Project complete: SCRCA should receive agreement with Ontario Nature shortly. Final report submitted March 25, 2022 |
| Ministry of Environment Conservation and Parks - Canada Ontario Agreement | Healthy Lake Huron Program in Lambton Shores - April 2022- March 2023 | \$60,000 | Agreement in place. Signed March 14, 2022. Finalized TPA Returned March 21, 2022. |
| Ministry of Environment Conservation and Parks - Ontario Community Environment Fund | Landowner stewardship project implementation, water quality sampling and helping local community group Upperwash Phragmites in removing the invasive species. March 15, 2022 to June 30, 2023 | \$56,643.65 | https://news.ontario.ca/en/backgrounder/1001804/ontario-community-environment-fund-2021-grant-recipients Agreement needs Provincial signature. |

| Grant | Project Description | Amount Funded | Status |
|--|--|----------------------|--|
| Ministry of Environment Conservation and Parks - Great Lakes Program | Sydenham River Watershed Phosphorus Management Plan, monitoring, stewardship projects, and outreach from January, 2022 – March, 2023 | \$115,000 | Approved |
| Fisheries and Ocean Canada - Canada Nature Fund of Aquatic Species at Risk | The construction of Spotted Gar habitat at the Keith McLean property near Rondeau Bay 2022/33 – 2025/26 | Requested \$172,000 | We are working on a revised agreement. |
| Ministry of Environment Conservation and Parks - Great Lakes Local Action Fund | Spotted Gar habitat at the Keith McLean property near Rondeau Bay for 2022/23 | Requested \$47,000 | Application submitted. |

Strategic Objective(s):

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

Meeting Date: April 21, 2022 **Item 9.1 (e)**
Report Date: April 7, 2022
Submitted by: Melissa Deisley, Jeff Vlasman, Meagan Weber, 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 February 1, 2022 to March 31, 2022

Regulations Permits Issued

| Application # | Location | Municipality | Proposal | Submitted | Issued | Days |
|---------------|--|-------------------|--|-----------|--------|------|
| R#2020-0344 | 3207 Napperton Drive, Strathroy | Adelaide-Metcalfe | New workshop 26 x 23. Prefab building | Mar-07 | Mar-07 | 1 |
| R#2022-0125 | 4987 Nauvoo Road (watercourse below property, Brooke Alviston) | Brooke-Alvinston | integrity dig near pipeline | Mar-08 | Mar-14 | 6 |
| R#2020-0798 | 1021 James Street | Chatham-Kent | Addition. | Feb-24 | Mar-28 | 32 |
| R#2020-0816 | 79 Edwy Street | Chatham-Kent | Carport and sunroom | Mar-04 | Mar-28 | 24 |
| R#2021-0112 | Between 4008 and 4004 Dufferin Ave (at Running Creek) | Chatham-Kent | replacement of existing watermain with new watermain | Feb-14 | Feb-15 | 1 |
| R#2021-0286 | 9144 Meadowvale Line | Chatham-Kent | New Build | Mar-22 | Mar-28 | 6 |
| R#2021-0332 | 668 Murray Street, Wallaceburg | Chatham-Kent | Addition | Mar-08 | Mar-29 | 21 |
| R#2021-0683 | 10195 Claymore Line, Chatham | Chatham-Kent | Sunroom and covered porch | Feb-09 | Feb-17 | 8 |
| R#2021-0794 | 594 Sandra Crescent, Wallaceburg | Chatham-Kent | Repair stone revetment | Feb-14 | Mar-24 | 38 |

| | | | | | | |
|-------------|--|----------------------|---|--------|--------|----|
| R#2021-0836 | 9 Dunlop Crescent, Mitchell's Bay | Chatham- Kent | Enclose current carport and turn into attached garage with addition | Mar-28 | Mar-30 | 2 |
| R#2022-0011 | 217 Hudson Crescent, Wallaceburg | Chatham- Kent | addition to pool shed and deck | Feb-17 | Feb-17 | 1 |
| R#2022-0045 | 508 James Street, Wallaceburg | Chatham- Kent | Residential Unit Above Commercial Building | Feb-17 | Mar-03 | 14 |
| R#2022-0084 | 10130 Base Line, Dresden | Chatham- Kent | Addition to existing dwelling | Feb-23 | Mar-25 | 30 |
| R#2022-0114 | 219 Cadmen St (beside property), Dresden | Chatham- Kent | install 3/8" aerial strand and 864F Fibre cable | Mar-03 | Mar-25 | 22 |
| R#2022-0119 | 17 Pine Drive, Walleceburg | Chatham- Kent | install shed & gravel pad | Mar-17 | Mar-28 | 11 |
| R#2020-0842 | 230 Gould Road | Dawn- Euphemia | Wetland excavation. | Feb-11 | Feb-11 | 1 |
| R#2021-0281 | 7094 Bentpath Line, Bothwell | Dawn- Euphemia | Attached Garage | Feb-10 | Feb-28 | 18 |
| R#2021-0838 | 6594 Bentpath Line, Florence | Dawn- Euphemia | Wetland Creation | Feb-04 | Feb-04 | 1 |
| R#2022-0079 | 5049 Courtright Line | Enniskillen | excavation and repair of a pipeline | Mar-16 | Mar-18 | 2 |
| R#2022-0106 | 4423 Churchill Line, Enniskillen | Enniskillen | Integrity Dig | Mar-03 | Mar-09 | 6 |
| R#2022-0105 | 5308 Broadview Avenue, Bosanquet | Lambton Shores | Foundation Repair | Mar-20 | Mar-25 | 5 |
| R#2021-0547 | Fleming Street & Queen Street | Plympton- Wyoming | Storm Sewer outlet | Feb-03 | Feb-07 | 4 |
| R#2021-0791 | 3680 Windcliff Lane | Plympton- Wyoming | Install new steel sheet pile shorewall | Feb-14 | Feb-23 | 9 |
| R#2021-0792 | 3682 Windcliff Lane, Camlachie | Plympton- Wyoming | Install new sheet pile shorewall | Feb-14 | Feb-23 | 9 |

| | | | | | | |
|-------------|-----------------------------------|---------------------|---|--------|--------|----|
| R#2022-0077 | 4714 London Line | Plympton-Wyoming | Installation of Conduit, Pedestal and Vault | Feb-22 | Mar-08 | 14 |
| R#2021-0698 | 1432 Blackwell Road, Sarnia | Sarnia | renovations and an addition to the existing dwelling | Feb-15 | Mar-04 | 17 |
| R#2021-0843 | 1832 lakeshore Road, Sarnia | Sarnia | Install new sheet pile shorewall | Feb-14 | Feb-25 | 11 |
| R#2022-0017 | 1790 Lakeshore Rd | Sarnia | Shorewall Repair | Mar-21 | Mar-30 | 9 |
| R#2022-0134 | 834 Tudor Close W, Sarnia | Sarnia | new dwelling | Mar-10 | Mar-29 | 19 |
| R#2021-0790 | 2740 Buttonwood Drive, Glencoe | Southwest Middlesex | Vernal pools and a pond will be created where natural depressions occur | Feb-25 | Feb-25 | 1 |
| R#2021-0796 | 750 St. Clair Parkway | St. Clair | Construction of new dwelling with attached garage | Feb-23 | Feb-23 | 1 |
| R#2022-0026 | 403 LaSalle Line | St. Clair | permit for SWM outlet | Feb-10 | Mar-18 | 36 |
| R#2022-0035 | 4780 Old River Road, Port Lambton | St. Clair | New dwelling with an attached garage and partially finished basement. | Feb-15 | Mar-15 | 28 |
| R#2022-0040 | Lot 17, Con 7, Moore | St. Clair | Gas pipeline and storage well | Jan-28 | Feb-01 | 4 |
| R#2022-0080 | 3501 Tecumseh Rd | St. Clair | Phase 2 - piping installation | Feb-17 | Feb-18 | 1 |
| R#2022-0090 | 3111 St. Clair Parkway | St. Clair | Remove existing home on property and build new dwelling | Feb-28 | Mar-29 | 29 |
| R#2022-0115 | 734 Trella Road, Port Lambton | St. Clair | Excavate one small wetland in a low lying area | Mar-11 | Mar-11 | 1 |

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|---------------------------------|--------------------------------|---|---|--------|--------|---|
| R#2022-0042 | Rougham Road (beside 22828) | Strathroy- Caradoc | Install 379m of 2" plastic 420kPa gas main on Rougham Rd. | Jan-31 | Feb-09 | 9 |
| R#2020-0843 | 6246 Bethel Road | Warwick | Wetland excavation. | Feb-11 | Feb-11 | 1 |
| Total Permits Issued: 39 | | Average Number of Days to Issue for this Period: 11.62 | | | | |

Regulations Inquiries

| FileReference | Municipality | Location |
|---------------|------------------|---|
| R#2021-0817 | Adelaide-Metcalf | 6564 Scotchmere Drive |
| R#2022-0051 | Brooke-Alvinston | 7271 Shiloh Line, Alvinston |
| R#2022-0066 | Brooke-Alvinston | 4753 Ebenezer Road, Brooke-Alvinston |
| R#2020-0507 | Chatham-Kent | 11080 Baseline Road |
| R#2021-0038 | Chatham-Kent | 7 Bayview, Mitchell's Bay |
| R#2021-0565 | Chatham-Kent | 657 Wall Street, Wallaceburg |
| R#2021-0765 | Chatham-Kent | 10256 Base Line, Chatham |
| R#2021-0774 | Chatham-Kent | 7005 Dufferin Avenue, Wallaceburg |
| R#2021-0798 | Chatham-Kent | 561 Robinson Street, Dresden |
| R#2021-0840 | Chatham-Kent | 8477 Wren Line, Wallaceburg |
| R#2022-0055 | Chatham-Kent | 9538 Glasgow Line, Camden |
| R#2022-0059 | Chatham-Kent | Corner of Dover Centre Line & St. Clair Road, Dover |
| R#2022-0062 | Chatham-Kent | 7005 Dufferin Ave, Wallaceburg |
| R#2022-0122 | Chatham-Kent | 6006-6014 Dufferin Ave, Chatham |
| R#2022-0135 | Chatham-Kent | 11841 Smoke Line, Thamesville |
| R#2022-0161 | Chatham-Kent | 7005 Dufferin Ave, Chatham-Kent |
| R#2022-0162 | Chatham-Kent | 7028 Mallard Line, Port Lambton |
| R#2022-0197 | Chatham-Kent | 24919 Kent Bridge Road, Dresden |
| R#2021-0832 | Dawn-Euphemia | Smith Falls Road (NE of 1464) |
| R#2022-0057 | Dawn-Euphemia | 1345 Cairo Road, Euphemia |
| R#2022-0083 | Dawn-Euphemia | 1442 Dawn Valley Road |
| R#2022-0087 | Dawn-Euphemia | Across from 1400 Smith Falls Road, Euphemia |
| R#2022-0089 | Dawn-Euphemia | 1701 Cameron Road |
| R#2022-0124 | Dawn-Euphemia | 3332 Bentpath Line, Dawn Euphemia |
| R#2022-0155 | Dawn-Euphemia | Smith Falls Road (NE of 1464), Dawn-Euphemia |

| | | |
|-------------|------------------|---|
| R#2022-0189 | Dawn-Euphemia | 1400 Smith Falls Road (property across), Bothwell |
| R#2022-0207 | Dawn-Euphemia | Smith Falls Road (NE of 1464), Dawn Euphemia |
| R#2021-0795 | Enniskillen | 3165 Oakdale Road |
| R#2022-0102 | Enniskillen | 3165 Oakdale Road, Enniskillen |
| R#2021-0574 | Lambton Shores | West Ipperwash Road, Lot 7 |
| R#2021-0595 | Lambton Shores | 6278 Spruce Street |
| R#2021-0667 | Lambton Shores | 6414 Victoria Ave, Ipperwash |
| R#2021-0668 | Lambton Shores | 6414 Victoria Street, Ipperwash |
| R#2021-0669 | Lambton Shores | Lot 7, Con 19, West Ipperwash Rd |
| R#2021-0670 | Lambton Shores | 6414 Victoria Avenue, Lambton Shores |
| R#2021-0679 | Lambton Shores | Lot 73 Freeman St |
| R#2021-0722 | Lambton Shores | Part Lot 7, Concession 19, West Ipperwash Road, Bosanquet |
| R#2021-0759 | Lambton Shores | Part Lot 7, Concession 19, West Ipperwash Road, Bosanquet |
| R#2022-0092 | Lambton Shores | 5165 Cedar Point Line |
| R#2022-0103 | Lambton Shores | 6620 Foster Crescent, Ipperwash |
| R#2022-0121 | Lambton Shores | 9385 Ipperwash Road, Bosanquet |
| R#2021-0780 | Middlesex Centre | 9815 Gold Creek |
| R#2021-0781 | Middlesex Centre | 9815 Gold Creek Drive |
| R#2021-0782 | Middlesex Centre | 9815 Gold Creek Drive |
| R#2021-0783 | Middlesex Centre | 9815 Gold Creek Drive |
| R#2021-0776 | Oil Springs | 2593 Kelly Road, Oil Springs |
| R#2022-0107 | Oil Springs | 4736 Orchard View Drive, Oil Springs |
| R#2022-0108 | Oil Springs | 4732 Orchard View Drive, Oil Springs |
| R#2021-0576 | Plympton-Wyoming | 4606 Lakeside Street + Vacant Lot Across |
| R#2021-0577 | Plympton-Wyoming | 4242 Bluepoint Drive |
| R#2021-0657 | Plympton-Wyoming | 4606 Lakeside Street & Lot 15 Lakeside Street |
| R#2021-0682 | Plympton-Wyoming | 6905 Maple Street, Errol |
| R#2021-0704 | Plympton-Wyoming | 4145 Bluepoint Drive, Plympton |
| R#2021-0823 | Plympton-Wyoming | 3296 Devonshire Road, Plympton |
| R#2022-0063 | Plympton-Wyoming | 5866 Fisher Line, Plympton |
| R#2022-0073 | Plympton-Wyoming | 6728 Hummingbird Lane |
| R#2022-0104 | Plympton-Wyoming | 6802 Griffin Drive, Plympton |
| R#2022-0120 | Plympton-Wyoming | 6282 Fleming Road, Plympton |

| | | |
|-------------|---------------------|---|
| R#2022-0143 | Plympton-Wyoming | 4148 Blue Point Dr, Plympton-Wyoming |
| R#2022-0157 | Plympton-Wyoming | 6806 Griffin Drive, Camlachie |
| R#2022-0164 | Plympton-Wyoming | Hillcrest Road (across 7165) |
| R#2020-0802 | Sarnia | 1245 Birkdale Crescent |
| R#2021-0564 | Sarnia | 2116 Huron Shores Drive, Sarnia |
| R#2021-0746 | Sarnia | 1929 Franklin Ave, Sarnia |
| R#2022-0049 | Sarnia | 2052 London Line, Sarnia |
| R#2022-0071 | Sarnia | 1010 Plank Road, Sarnia |
| R#2022-0188 | Sarnia | 6090 Brigden Road, Sarnia |
| R#2022-0190 | Sarnia | 6063 Blackwell Road, Sarnia |
| R#2022-0221 | Sarnia | 1010 Plank Line, Sarnia |
| R#2022-0138 | Southwest Middlesex | 1761 Concession Drive, Newbury |
| R#2022-0196 | Southwest Middlesex | 22726 Hagerty Road, Newbury |
| R#2021-0559 | St. Clair | 4134 St. Clair Parkway |
| R#2021-0590 | St. Clair | 197 Cameron Street, Corunna |
| R#2021-0623 | St. Clair | 4080 St Clair Parkway (have to search 4076) |
| R#2021-0624 | St. Clair | 1691 Brigden Road, Wilkesport |
| R#2022-0065 | St. Clair | Lot 8, Concession 11, Sombra, west of 817 Bentpath Line |
| R#2022-0067 | St. Clair | 4555 St. Clair Parkway, Sombra |
| R#2022-0085 | St. Clair | 1788 Baby Road |
| R#2022-0086 | St. Clair | 427 Pointe Line |
| R#2022-0110 | St. Clair | 6 Lambton Line |
| R#2022-0139 | St. Clair | 2072 Bridgen Road, Bridgen |
| R#2022-0171 | St. Clair | 1998 Lambton Line, Wallaceburg |
| R#2022-0175 | St. Clair | 1203 Pretty Road, Sombra |
| R#2020-0476 | Strathroy-Caradoc | 506 Dewan Street |
| R#2021-0343 | Strathroy-Caradoc | 7163 Glendon Drive, Melbourne |
| R#2021-0495 | Strathroy-Caradoc | 8338 Scotchmere Drive |
| R#2021-0498 | Strathroy-Caradoc | 52 Metcalfe Street E, Strathroy |
| R#2021-0575 | Strathroy-Caradoc | 24321 Saxton Road |
| R#2021-0605 | Strathroy-Caradoc | 8249 Century Drive, Mount Brydges |
| R#2021-0616 | Strathroy-Caradoc | Centre Road (across from 28711) |
| R#2021-0738 | Strathroy-Caradoc | 399 Metcalfe Street E, Strathroy |
| R#2021-0760 | Strathroy-Caradoc | 225 Mill Pond Crescent, Strathroy |

| | | |
|-------------|-------------------|----------------------------------|
| R#2021-0779 | Strathroy-Caradoc | 8432 Pauline Crescent, Strathroy |
| R#2022-0183 | Strathroy-Caradoc | 6755 Century Drive, Caradoc |
| R#2022-0097 | Warwick | 6865 London Line, Warwick |

Total Regulations Inquiries: 95

Regulations - DART Completed Files

| File Reference | Municipality | Drain / Watercourse |
|----------------|---------------------|---------------------------|
| R#2022-0074 | Brooke-Alvinston | Hustler Drain |
| R#2020-0775 | Chatham-Kent | Hind Drain & South Branch |
| R#2022-0200 | Chatham-Kent | Stephens Drain |
| R#2022-0048 | Dawn-Euphemia | McDonald Drain |
| R#2022-0053 | Enniskillen | West Napper Drain |
| R#2022-0032 | Plympton-Wyoming | McGail Drain |
| R#2022-0039 | Plympton-Wyoming | Byrnes-Sutton Drain |
| R#2022-0078 | Plympton-Wyoming | Highland Creek Drain |
| R#2022-0101 | Plympton-Wyoming | Elliott Drain |
| R#2022-0109 | Plympton-Wyoming | Core Drain |
| R#2022-0031 | Southwest Middlesex | McGregor Drain |
| R#2022-0052 | Southwest Middlesex | McKelvie Drain |
| R#2022-0099 | Southwest Middlesex | Harnett Drain |
| R#2022-0172 | Strathroy-Caradoc | Pierce Drain |

Total DART Permits Issued: 14

Regulations Inquiries - Drains

| File Reference | Municipality | Drain / Watercourse |
|----------------|------------------|-----------------------------------|
| R#2022-0113 | Adelaide-Metcalf | Dortmans Drain Banch B |
| R#2021-0202 | Brooke-Alvinston | Gilliland Drain |
| R#2021-0702 | Chatham-Kent | McDonald Drain |
| R#2021-0748 | Chatham-Kent | Upper Huff Drain |
| R#2021-0819 | Chatham-Kent | Best Drain |
| R#2022-0072 | Chatham-Kent | Carter Drain |
| R#2022-0075 | Chatham-Kent | Moir Drain |
| R#2022-0098 | Chatham-Kent | Van Esse Drain |
| R#2022-0195 | Chatham-Kent | McFadden Drain and Stephens Drain |
| R#2022-0238 | Chatham-Kent | Carter Drain |

| | | |
|---|---------------------|-------------------------------------|
| R#2021-0542 | Dawn-Euphemia | Wilkins Drain |
| R#2020-0539 | Enniskillen | Plympton Hunter Drain |
| R#2021-0142 | Enniskillen | O'Dell Park Drain |
| R#2021-0073 | Plympton-Wyoming | King Bryson |
| R#2021-0466 | Plympton-Wyoming | Errol Road Branch Drain |
| R#2022-0013 | Plympton-Wyoming | Queen Street TBD |
| R#2022-0047 | Plympton-Wyoming | Front Street Drain |
| R#2022-0130 | Plympton-Wyoming | Invercairn Drain |
| R#2022-0131 | Plympton-Wyoming | Cow Creek Drain |
| R#2022-0192 | Plympton-Wyoming | Trusler Road |
| R#2021-0725 | Sarnia | Woods Creek Drain |
| R#2020-0742 | Southwest Middlesex | Kavelaar |
| R#2021-0793 | Southwest Middlesex | Camplin Drain |
| R#2022-0111 | Southwest Middlesex | Stocking Drain Branch #2 |
| R#2022-0112 | Southwest Middlesex | Mills Drain Branch B |
| R#2022-0159 | Southwest Middlesex | Moore Gough Drain |
| R#2019-723 | St. Clair | to be Dawson Branch Drain |
| R#2021-0733 | St. Clair | Government Drain No. 3 Branches 1-3 |
| R#2022-0058 | St. Clair | Henry Drain |
| R#2022-0198 | St. Clair | East Street Drain TBD |
| R#2022-0001 | Strathroy-Caradoc | Strathroy Crossings |
| R#2022-0093 | Strathroy-Caradoc | Welke Drain |
| R#2022-0094 | Strathroy-Caradoc | Baran Drain |
| R#2022-0095 | Strathroy-Caradoc | Powers Drain |
| R#2022-0100 | Strathroy-Caradoc | Winters Drain |
| R#2022-0158 | Strathroy-Caradoc | Lipsit Drain |
| R#2019-095 | Warwick | Miner Drain |
| R#2022-0029 | Warwick | Brown-Jarriott Drain |
| Total Regulations Inquiries Regarding Drains: 38 | | |

Meeting Date: April 21, 2022
Report Date: April 7, 2022
Submitted by: Sarah Hodgkiss, Laura Biancolin
Item 9.1 (f)
Subject: Planning Activity Summary

A summary of staff activity related to Municipal Plan Input and Review is presented below. This report covers the period from February 1 to March 31, 2022.

| Municipal Plan Input and Review | | | |
|---------------------------------|---|------------------|-------------------------------|
| File Reference | Location | Municipality | Municipal File |
| PL#2022-0013 | 26180 Napier Road | Adelaide-Metcalf | |
| PL#2022-0010 | 6334 & 6336 Petrolia Line | Brooke-Alvinston | B-003/22 |
| PL#2021-0124 | 24 L Pinsonneault St | Chatham-Kent | |
| PL#2021-0133 | S of Sydenham River, W of Murray St, N of Railway and E of McNaughton Ave | Chatham-Kent | |
| PL#2022-0012 | 7048 Baseline Road | Chatham-Kent | OPA No. 68 B-07/22 A-05/22 |
| PL#2022-0016 | 140 Water Street | Chatham-Kent | |
| PL#2022-0019 | 11153 Grove Mills Line | Chatham-Kent | B-04/22 A-02/22 |
| PL#2021-0138 | 1035 Shetland Road | Dawn-Euphemia | |
| PL#2022-0028 | 1057 Hale School Road | Dawn-Euphemia | B002-22 |
| PL#2018-110 | First Ave | Enniskillen | |
| PL#2018-111 | W of Country View Drive, S of Joe Street | Enniskillen | 38T-07001 |
| PL#2022-0006 | 5706 Petrolia Line | Enniskillen | B001/22 |
| PL#2019-058 | 3935 Tile Yard Road | Enniskillen | |
| PL#2018-087 | W of Cliff Road and Ravine Road, Con W of Lake Road, Pt Lt 74&75 | Lambton Shores | B#002/21 |
| PL#2020-0022 | 9338 West Ipperwash Road | Lambton Shores | ZO-08/2020 |
| PL#2021-0017 | 113 Clyde St | Lambton Shores | |
| PL#2021-0137 | 5188 Cedar Point Line | Lambton Shores | |

| | | | |
|--------------|---------------------------------|------------------|---|
| PL#2022-0017 | 4984 Hilltop Road | Lambton Shores | |
| PL#2022-0024 | 5432 Huron View | Lambton Shores | |
| PL#2018-042 | Part Lot 8, Concession 8 | Middlesex Centre | OPA 52 ZBA-17-2020 39T-MC2003 |
| PL#2019-008 | Timberwalk Trail | Middlesex Centre | ZBA 03 2019 39T- MC1901 |
| PL#2019-080 | 10283 Ilderton Road | Middlesex Centre | OPA 51 ZBA-16-2020 39T-MC2002 |
| PL#2020-0077 | Ilderton Road and Bowling Green | Middlesex Centre | 39T-MC1701 |
| PL#2021-0107 | 10522 and 10504 Ilderton Road | Middlesex Centre | |
| PL#2021-0113 | 22603-22669 Vanneck Road | Middlesex Centre | |
| PL#2021-0136 | Hyde Park and Ilderton Road | Middlesex Centre | |
| PL#2022-0023 | 10163 Gold Creek Drive | Middlesex Centre | 58 02-22 |
| PL#2018-019 | First Ave & Garden Crs | Petrolia | |
| PL#2021-0028 | 4055 Oil Heritage Road | Petrolia | |
| PL#2021-0045 | 450 Greenfield St | Petrolia | A-03/21, A-03/22 |
| PL#2022-0009 | 4472 North Street | Petrolia | |
| PL#2022-0018 | Mutual Street and Third Street | Petrolia | |
| PL#2018-109 | North of 6810 King Street | Plympton-Wyoming | 38T-20001 |
| PL#2018-022 | Queen Street | Plympton-Wyoming | 51-2018 38T-18004 B01-2018, B01-2020 |
| PL#2018-116 | 3790 Lakeshore Road | Plympton-Wyoming | 38C-21005 |
| PL#2019-081 | 5223 Douglas Line | Plympton-Wyoming | 52 23/20 |
| PL#2020-0001 | 3368 London Line | Plympton-Wyoming | OPA 51 |
| PL#2020-0043 | Lakeshore and Flemming Road | Plympton-Wyoming | 38T-08005 |
| PL#2020-0086 | 3096 Lakeshore Road | Plympton-Wyoming | |
| PL#2021-0074 | 4493 London Line | Plympton-Wyoming | SP01 |
| PL#2021-0081 | Lot 16 Con Front, King St | Plympton-Wyoming | |
| PL#2021-0088 | 5894 Douglas Line | Plympton-Wyoming | |
| PL#2021-0118 | 3890 Ferne Ave | Plympton-Wyoming | |
| PL#2022-0015 | 3545 Michigan Line | Plympton-Wyoming | |
| PL#2022-0020 | 4493 London Line | Plympton-Wyoming | |
| R#2022-0096 | W of Augusta St | Plympton-Wyoming | |
| PL#2019-115 | 1600 Venetian Blvd | 193 Point Edward | |

| | | | |
|--------------|--|-----------------------|--|
| PL#2022-0025 | Exmouth St | Point Edward | |
| PL#2018-014 | 834 Lakeshore Road | Sarnia | OPA 12 No. 03-2021-85 of 2002 No. SD1-2021 |
| PL#2020-0015 | 1597 London Line | Sarnia | |
| PL#2020-0035 | L'heritage Drive, westerly end | Sarnia | OPA#22 ZBA 4-2020-85 of 2002 |
| PL#2020-0083 | 4957 Kimball Road | Sarnia | SD3-2021 |
| PL#2021-0083 | 5641 Blackwell Sideroad | Sarnia | |
| PL#2021-0094 | 1345 Christina St N | Sarnia | B6/2021 |
| PL#2022-0022 | 6400 Waterworks Road | Sarnia | A11/2022 |
| PL#2022-0029 | Churchill Line and Maundaumin Road, SW | Sarnia | |
| PL#2022-0030 | 387 McGregor Side Road | Sarnia | B09/2022, B10/2022 and B11/2022 |
| PL#2022-0033 | 21 Ube Drive | Sarnia | |
| PL#2022-0035 | Exmouth St | Sarnia | 38 No. 17-2021-85 of 2002 |
| PL#2021-0082 | N of Wellington Steet | Southwest Middlesex | |
| PL#2020-0085 | 403 LaSalle Line | St. Clair | 9 of 2022 |
| PL#2021-0056 | McDonald St, N of Princess St | St. Clair | |
| PL#2021-0115 | 1452 Courtright Line | St. Clair | |
| PL#2022-0011 | Polymoore Drive | St. Clair | |
| PL#2022-0027 | 4737 Old River Road | St. Clair | B-05-22 |
| PL#2022-0021 | 2929 St. Clair Gardens | St. Clair | A-01-22 |
| PL#2018-093 | 24321 Saxton Road | Strathroy-Caradoc | ZBA 16-2020 |
| PL#2018-018 | 22805 Adelaide Road | Strathroy-Caradoc | ZBA15-2021 39T-SC2101 |
| PL#2018-026 | Thorn Drive | Strathroy-Caradoc | OPA9 39T-SC1303 |
| PL#2019-049 | 137 Frank Street | Strathroy-Caradoc | |
| PL#2019-068 | Queen Street & Glendon Drive | Strathroy-Caradoc | ZBA02-2020 39T-SC2001 |
| PL#2021-0054 | N of Napperton Drive, Pt Lot 19, Con 4 | Strathroy-Caradoc | |
| PL#2021-0064 | 137 Frank Street | Strathroy-Caradoc | |
| PL#2022-0031 | Adair Blvd. & Wright St. | 194 Strathroy-Caradoc | |

| | | |
|------------------------------------|-------------------------|-------------------|
| PL#2022-0032 | 705 & 707 Wright St. | Strathroy-Caradoc |
| PL#2021-0041 | 7757 Confederation Line | Warwick |
| PL#2021-0057 | 7140 Egremont Road | Warwick |
| PL#2021-0069 | 308 St. Clair Street | Warwick |
| PL#2021-0108 | 344 Pineview Crescent | Warwick |
| PL#2021-0135 | 7023 Egremont Road | Warwick |
| Total Plan Review Items: 80 | | |

Environmental Assessments

| File Reference | Location | Municipality |
|---|-------------------------------------|--------------|
| EA#2022-0001 | Bothwell | Chatham-Kent |
| EA#2020-006 | Highway 40 & Modeland Road overpass | Sarnia |
| EA#2022-0002 | Line between Lambton + Chatham | St. Clair |
| EA#2022-0003 | Lot 26, Con 2 - Oil Springs Line | St. Clair |
| EA#2021-002 | 8119 Zion Line | Warwick |
| Total Environmental Assessments: 5 | | |

Legal Inquiries

| File Reference | Location | Municipality |
|---------------------------------|-----------------------------------|---------------------|
| LL#2022-0005 | 626 Duke Street, Wallaceburg | Chatham-Kent |
| LL#2022-0006 | 10190 Base Line Road, Dresden | Chatham-Kent |
| LL#2022-0007 | Base Line (Across 8582) | Chatham-Kent |
| LL#2022-0008 | 29 Chanal Ecarte, Mitchell's Bay. | Chatham-Kent |
| LL#2022-0014 | 479 Whitebread Line, Chatham-Kent | Chatham-Kent |
| LL#2022-0011 | 5733 Falconbridge Drive, Appin | Southwest Middlesex |
| LL#2022-0010 | 4729 Old River Road, St. Clair | St. Clair |
| LL#2022-0012 | Polymoore Drive | St. Clair |
| Total Legal Inquiries: 8 | | |

04/09/2022
DRAFT

Statement of Revenue and Expenditure
For Two Months Ended 28/02/2022

Item 9.1 (g)

| | Actual To Date | | | Annual Budget Prorated to Months Ending February 28/2 | | Variance from Budget | |
|---|--------------------|------------------|----------------------|--|--------------------|----------------------|--------------------|
| | Revenue | Expenditures | Surplus (Deficit) | Revenue | Expenditures | Revenue | Expenditures |
| Flood Control & Erosion Control | \$530,372 | \$64,313 | \$466,059 | \$89,108 | \$89,108 | \$441,264 | (\$24,795) |
| Capital Projects/WECI | \$1,359,501 | \$353,371 | \$1,006,130 | \$591,933 | \$591,933 | \$767,567 | (\$238,563) |
| Conservation Area's Capital Development | \$0 | \$0 | \$0 | \$16,667 | \$16,667 | (\$16,667) | (\$16,667) |
| IT Capital | \$6,492 | \$0 | \$6,492 | \$3,200 | \$3,200 | \$3,292 | (\$3,200) |
| Equipment | \$5,200 | \$0 | \$5,200 | \$12,000 | \$12,000 | (\$6,800) | (\$12,000) |
| Planning & Regulations | \$559,502 | \$77,231 | \$482,271 | \$136,335 | \$136,335 | \$423,167 | (\$59,104) |
| Technical Studies | \$437,849 | \$10,784 | \$427,065 | \$52,655 | \$52,655 | \$385,194 | (\$41,871) |
| Recreation | \$181,016 | \$33,998 | \$147,018 | \$252,328 | \$252,328 | (\$71,313) | (\$218,330) |
| Property Management | \$33,079 | \$43,317 | (\$10,238) | \$52,081 | \$52,081 | (\$19,002) | (\$8,764) |
| Education | \$300 | \$65,996 | (\$65,696) | \$28,755 | \$28,755 | (\$28,455) | \$37,241 |
| Communication | \$90,000 | \$20,092 | \$69,908 | \$15,000 | \$15,000 | \$75,000 | \$5,092 |
| Source Water Protection | \$123,943 | \$15,966 | \$107,977 | \$37,763 | \$37,763 | \$86,180 | (\$21,797) |
| Conservation Services/Healthy Watersheds | \$850,755 | \$125,751 | \$725,004 | \$137,668 | \$137,668 | \$713,087 | (\$11,917) |
| Administration/AOC Management | \$765,847 | \$159,281 | \$606,566 | \$173,939 | \$173,939 | \$591,908 | (\$14,658) |
| | \$4,943,857 | \$970,100 | \$3,973,756 | \$1,599,433 | \$1,599,433 | \$3,344,424 | (\$629,332) |

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 January to March 2022

| CHQ. # | DATE | VENDOR | DESCRIPTION | AMOUNT |
|--------|-----------|--------------------------------|------------------------------------|---------------|
| 122213 | 1/12/2022 | CONSERVATION ONTARIO | 2022 Levy - Installment 1 | \$ 15,209.50 |
| 122255 | 2/17/2022 | Parsons Inc. | Sediment Project | \$ 34,211.24 |
| 122262 | 2/17/2022 | Van Bree Drainage And Bulldozi | Old Lake Shore Rd Project | \$ 332,904.80 |
| 122265 | 2/22/2022 | SOMERVILLE NURSERIES INC. | Trees for Conservation Services | \$ 13,265.00 |
| 122266 | 3/10/2022 | AUSABLE BAYFIELD CON.AUTHORITY | OMAFRA COA Grant | \$ 5,000.00 |
| 122271 | 3/10/2022 | Dicocco Contractors Inc | Port Lambton Shoreline Project | \$ 19,470.29 |
| 122275 | 3/10/2022 | MAITLAND VALLEY CONSERVATION A | OMAFRA COA Grant | \$ 15,000.00 |
| 122277 | 3/10/2022 | MAX UNDERHILL'S FARM SUPPLY | Herbicide | \$ 7,549.70 |
| 122281 | 3/10/2022 | SHOREPLAN ENGINEERING LTD. | Port Lambton and Old Lake Shore Rd | \$ 34,175.81 |
| 122285 | 3/10/2022 | UPPER THAMES RIVER CONS. AUTH. | OMAFRA COA Grant | \$ 5,000.00 |
| 122286 | 3/10/2022 | Van Bree Drainage And Bulldozi | Old Lake Shore Rd Project | \$ 433,148.99 |
| 122290 | 3/23/2022 | Crump Enterprises Ltd | Wetland Creation | \$ 7,930.24 |
| 122291 | 3/23/2022 | Dicocco Contractors Inc | Port Lambton Shoreline Project | \$ 157,833.85 |
| 122293 | 3/23/2022 | Township of Adelaide Metcalfe | OMAFRA COA Grant | \$ 15,000.00 |
| 122294 | 3/23/2022 | UPPER THAMES RIVER CONS. AUTH. | HSP ECCC Grant | \$ 9,000.00 |

TOTAL CHEQUE DISBURSEMENTS - BANK #1 -

\$ 1,104,699.42

INTERNET BANKING January to March 2022

| TRANS # | DATE | VENDOR | DESCRIPTION | AMOUNT |
|---------|-----------|---|-----------------------------------|--------------|
| 9971 | 1/31/2022 | Canada Revenue Agency - HST | 2021 HST 4th Quarter | \$ 9,476.49 |
| 9978 | 1/31/2022 | OMERS | Pension | \$ 33,799.66 |
| 9981 | 1/31/2022 | RECEIVER GENERAL | Source Deductions | \$ 55,386.55 |
| 9983 | 1/31/2022 | RWAM Insurance Administrators Inc | Group Benefits | \$ 15,506.14 |
| 9998 | 2/28/2022 | Libro Credit Union - Visa | Employee Purchases | \$ 10,091.43 |
| 10001 | 2/28/2022 | Municipality of Chatham-Kent - Property Taxes | Property Tax | \$ 5,629.43 |
| 10006 | 2/28/2022 | OMERS | Pension | \$ 34,851.84 |
| 10009 | 2/28/2022 | RECEIVER GENERAL | Source Deductions | \$ 57,220.22 |
| 10011 | 2/28/2022 | RWAM Insurance Administrators Inc | Group Benefits | \$ 14,698.87 |
| 10014 | 2/28/2022 | Township of St. Clair - Property Taxes | Property Tax | \$ 19,551.34 |
| 10020 | 2/28/2022 | WORKPLACE SAFETY & INS. BOARD | WSIB | \$ 5,106.13 |
| 10030 | 3/31/2022 | Libro Credit Union - Visa | Employee Purchases | \$ 6,201.26 |
| 10031 | 3/31/2022 | Mid-Lam Heating and Cooling | Hot Water Heaters at LCH | \$ 6,168.67 |
| 10033 | 3/31/2022 | OMERS | Pension | \$ 34,199.00 |
| 10034 | 3/31/2022 | ONTARIO MINISTER OF FINANCE | Employer Health Tax (3 pay month) | \$ 5,690.16 |
| 10036 | 3/31/2022 | RECEIVER GENERAL | Source Deductions (3 pay month) | \$ 88,070.76 |
| 10038 | 3/31/2022 | RWAM Insurance Administrators Inc | Group Benefits | \$ 14,698.87 |
| 10043 | 3/31/2022 | WORKPLACE SAFETY & INS. BOARD | WSIB (3 pay Month) | \$ 8,604.23 |

TOTAL INTERNET DISBURSEMENTS - BANK NO. 1 -

\$ 424,951.05

| Notes: | Vendor | Amount |
|--------|--|-------------|
| Visa | Vista Print - Promotional Items - RAP | \$ 2,259.41 |
| | Mikes Computers - Computers for Admin Office | \$ 2,964.04 |
| | OSG - Joint Health and Safety Training | \$ 1,045.25 |
| | AOC Annual Report | \$ 555.59 |
| | Municipal World - Job Posting | \$ 484.77 |
| | Computer - AWC | \$ 468.13 |
| | Nothers - Conservation Awards | \$ 334.53 |
| | Global Industrial - Face Masks | \$ 356.79 |

PAYROLL RUNS

| | | |
|---------------|----|-----------|
| PAYROLL NO. 1 | \$ | 59,554.10 |
| PAYROLL NO. 2 | \$ | 62,526.88 |
| PAYROLL NO. 3 | \$ | 62,356.86 |
| PAYROLL NO. 4 | \$ | 62,215.95 |
| PAYROLL NO. 5 | \$ | 60,663.22 |
| PAYROLL NO. 6 | \$ | 66,726.13 |
| PAYROLL NO. 7 | \$ | 73,249.89 |

\$ 447,293.03

**TOTAL PAYROLL RUNS -
TOTAL DISBURSEMENTS -**

\$1,976,943.50



2022 GENERAL LEVY SUMMARY

| MUNICIPALITY | GROSS LEVY | PAID TO DATE | OUTSTANDING |
|------------------------|------------------------|----------------------|----------------------|
| Sarnia | \$ 514,960.00 | 257,480.00 | \$ 257,480.00 |
| Chatham-Kent | 178,963.00 | | 178,963.00 |
| Brooke-Alvinston Twp. | 24,223.00 | 24,223.00 | 0.00 |
| Dawn Euphemia Twp. | 36,893.00 | | 36,893.00 |
| Enniskillen Twp. | 26,936.00 | 26,936.00 | 0.00 |
| Lambton Shores M. | 69,138.00 | 69,138.00 | 0.00 |
| Oil Springs V | 2,728.00 | 2,728.00 | 0.00 |
| Petrolia T | 35,629.00 | | 35,629.00 |
| Plympton-Wyoming T | 75,926.00 | | 75,926.00 |
| Point Edward V | 29,746.00 | 29,746.00 | 0.00 |
| St. Clair Twp. | 155,162.00 | | 155,162.00 |
| Warwick Twp. | 31,323.00 | 31,323.00 | 0.00 |
| Adelaide Metcalfe Twp. | 26,214.00 | 26,214.00 | 0.00 |
| Middlesex Centre Twp. | 31,069.00 | | 31,069.00 |
| Newbury V | 2,120.00 | 2,120.00 | 0.00 |
| Southwest Middlesex M. | 16,134.00 | | 16,134.00 |
| Strathroy-Caradoc M. | 121,350.00 | | 121,350.00 |
| TOTAL | \$ 1,378,514.00 | \$ 469,908.00 | \$ 908,606.00 |

Item 9.1 (j)

Non-registered account #440-17189-13

February 28, 2022

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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 Feb 1, 2022 | Closing Value Feb 28, 2022 | Balance on Feb 28, 2022 (CAD\$) |
|-----------------------------|------------------------------|--------------------------------|------------------------------------|
| Canadian Dollar Investments | | | |
| Cash Account | 1,526,421.23 | 1,526,428.67 | 1,526,428.67 |
| | 1,526,421.23 | 1,526,428.67 | 1,526,428.67 |
| Grand Total (CAD\$) | | | 1,526,428.67 |
| | | Last Statement Jan 31, 2022 | 1,526,421.23 |

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**.

CK/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

1-0059197-07530-0004-0001-00-

Non-registered account #440-17189-13

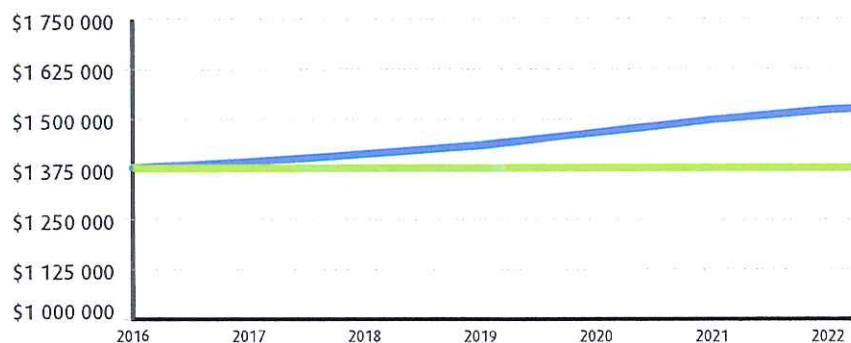
February 28, 2022

▶ 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 (2022) | Since January 1, 2016 |
|--------------------------------------|---------------------|--------------------------|
| Opening Value | 1,523,033.80 | 1,379,179.68 |
| Deposited | + 0.00 | + 0.00 |
| Withdrawn | - 0.00 | - 0.00 |
| Net Invested | = 0.00 | = 0.00 |
| Change In Market Value | + 3,394.87 | + 147,248.99 |
| Closing Value on Feb 28, 2022 | 1,526,428.67 | 1,526,428.67 |

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 \$147,248.99.
This includes gains, losses and income received with respect to the investments held in your account.

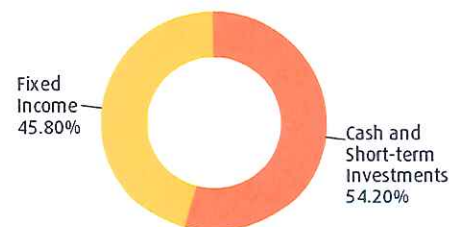
▶ Summary of your investments in Canadian dollars

Your Investor Profile

Investment Objective Income

Time Horizon 10 yrs and more

| Investment Category | Amount | Target % | Holdings % |
|-----------------------------------|---------------------|----------|---------------|
| ● Cash and Short-term Investments | 826,428.67 | 10.00 | 54.20 |
| ● Fixed Income | 700,000.00 | 90.00 | 45.80 |
| ● Equities | 0.00 | 0.00 | 0.00 |
| Total | 1,526,428.67 | | 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

February 28, 2022

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 | 3,380.00 |
| Total | 0.00 | 3,380.00 |

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**.

Your investment details

| | Quantity | Cost | | Market Value on February 28, 2022 | |
|---|------------|----------|-------------------|-----------------------------------|-------------------|
| | | Per Unit | Total | Per Unit | Total |
| Cash Account | | | | | |
| Cash and Short-term Investments | | | | | |
| CASH | | | 8,400.86 | | 8,400.86 |
| BANK OF MONTREAL CAD HISA SERIES A (101) - BMT101 | 35,027.810 | 1.000 | 35,027.81 | 1.000 | 35,027.81 |
| 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 |
| LBC TRUST GIC ANNUAL DUE 01/20/2023 2.220% | 100,000 | 100.000 | 100,000.00 | 100.000 | 100,000.00 |
| EQUITABLE TRUST GIC ANNUAL DUE 01/23/2023 1.160% | 100,000 | 100.000 | 100,000.00 | 100.000 | 100,000.00 |
| Subtotal | | | 826,428.67 | | 826,428.67 |
| Fixed Income | | | | | |
| Fixed Income | | | | | |
| HOMEQUITY BANK GIC ANNUAL DUE 05/25/2023 1.080% | 100,000 | 100.000 | 100,000.00 | 100.000 | 100,000.00 |



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Non-registered account #440-17189-13

February 28, 2022

Your Canadian Dollar Investments (continued)

All amounts are reported in Canadian Dollars.

▶ Your investment details (continued)

| | Quantity | Cost | | Market Value on February 28, 2022 | |
|--|----------|----------|---------------------|-----------------------------------|---------------------|
| | | Per Unit | Total | Per Unit | Total |
| 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 | | | 700,000.00 | | 700,000.00 |
| Subtotal | | | 700,000.00 | | 700,000.00 |
| Total for Cash Account | | | 1,526,428.67 | | 1,526,428.67 |
| Total Canadian Dollar Investments | | | 1,526,428.67 | | 1,526,428.67 |

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

▶ Account activity for this month

| Date | Activity | Description | Quantity | Unit Price | Commission | Amount |
|---------------------|----------|--|----------|------------|------------|-----------------|
| Cash Account | | | | | | |
| Feb 1, 2022 | | Opening Cash Balance | | | | 8,400.86 |
| Feb 1, 2022 | Interest | 1000THS BANK OF MONTREAL CAD HISA SERIES A (101) AS OF 01/31/22 REINVESTED @ \$1.00 | 440 | | 0.00 | 0.00 |

Non-registered account #440-17189-13

February 28, 2022

Your Canadian Dollar Investments (continued)

All amounts are reported in Canadian Dollars.

▶ Account activity for this month (continued)

| Date | Activity | Description | Quantity | Unit Price | Commission | Amount |
|--------------|----------|--|----------|------------|------------|-----------------|
| Feb 1, 2022 | Interest | BANK OF MONTREAL CAD HISA SERIES A (101) AS OF 01/31/22 REINVESTED @ \$1.00 | 7 | | 0.00 | 0.00 |
| Feb 28, 2022 | | Closing Cash Balance | | | | 8,400.86 |

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

February 28, 2022

Your Year-to-Date Fees Summary

▶ Fees you paid

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

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

| | CAD (\$) |
|------------------------------------|-------------|
| Operating charges | |
| Total operating charges | 0.00 |
| Transaction charges | |
| Total transaction charges | 0.00 |
| Total fees you paid in 2022 | 0.00 |

▶ Payments BMO received from third parties

| | CAD (\$) |
|---|-------------|
| Trailing Commission | 8.92 |
| Total payments BMO Nesbitt Burns received from third parties in 2022 | 8.92 |

We received trailing commissions with respect to securities you owned during the reporting period.

Investment funds pay the investment fund managers a management fee for managing their funds. In turn, the investment managers pay us ongoing trailing commissions for the advice and services we provide to you. The amount of the trailing commission depends on the sales charge option under which you purchased your mutual fund. You are not directly charged a trailing commission or management fee; however, these fees will reduce the fund's overall investment return to you. Information about management fees and other charges to your investment funds is included in the applicable fund facts document.

▶ Bulletin board

The USD/CAD conversion rate is: 1.2689, as of February 28, 2022

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00912 

Account Number: **460-16010**
 Account Type: Regular Account
 For the Period: **February 1 to 28, 2022**
 Last Statement: January 31, 2022

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

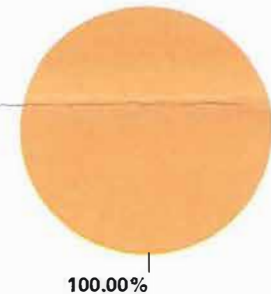
Your Wealth Advisor
 Craig Emptage (519) 660-3259
 craig.emptage@scotiawealth.com

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 | Feb. 28, 2022 Market Value | % of Total Assets |
|--|-------------------------------|----------------------|
|  Fixed Income | 778,401 | 100.00 |
| Total Value of Account | \$778,401 | 100.00 |
| Total Value on Last Statement, January 31, 2022 | \$790,146 | |



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Details of Your Account Holdings

| Type | Security Description | Quantity | Average Cost | Adjusted Book Value | Market Price | Market Value |
|-------------------------------|--|------------|--------------|---------------------|------------------|------------------|
| Fixed Income | | | | | | |
| CASH | CI CDN BD CORP CL EF (15137) | 23,851.309 | 10.307 | 245,851 | 10.067 | 240,111 |
| CASH | MACKENZIE GLOBAL TACTICAL INVESTMENT GRADE BD FD SERIES F (4807) | 7,048.087 | 9.972 | 70,287 | 9.458 | 66,661 |
| CASH | MANULIFE STRATEGIC INCOME FUND CL F NL (659) | 17,714.297 | 12.319 | 218,230 | 11.902 | 210,839 |
| CASH | PIMCO MONTHLY INCOME FUND (CANADA) CL M (505) | 19,517.271 | 14.316 | 279,418 | 13.362 | 260,790 |
| Total Fixed Income | | | | | | \$778,401 |
| Total Account Holdings | | | | \$813,786 | \$778,401 | |

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 |
| Feb. 01, 2022 | CASH | DIVIDEND | PIMCO MONTHLY INCOME FUND (CANADA) CL M (505) REINVEST 01/31/22 @ \$13.7489 PLUS FRACTIONS OF 0.110 BOOK VALUE \$881.44 | 64 | | |
| Feb. 22, 2022 | CASH | DIVIDEND | MACKENZIE GLOBAL TACTICAL INVESTMENT GRADE BD FD SERIES F (4807) REINVEST 02/18/22 @ \$9.5052 PLUS FRACTIONS OF 0.253 BOOK VALUE \$106.96 | 11 | | |
| Feb. 28, 2022 | CASH | DIVIDEND | MANULIFE STRATEGIC INCOME | 35 | | |

Monthly Activity - continued

| Date | Type | Activity | Description | Quantity | Price | Credit/Debit(-) |
|------|------|----------|---|----------|-------|-----------------|
| | | | FUND CL F NL (659) REINVEST 02/25/22 @ \$11.8765 PLUS FRACTIONS OF 0.286 BOOK VALUE \$419.07 | | | |

Closing Cash Balance **\$0.00**

Summary

Income Summary

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

A Note From ScotiaMcLeod

Tax Slips

Visit our tax website at www.scotiawealthmanagement.com/tax to obtain a schedule of expected mailing dates for your tax slips.

Shortly after receiving tax information from the issuer, and in accordance with Canada Revenue Agency (CRA) and Internal Revenue Service (IRS) regulations, your tax slip(s) will be mailed to you or will be available for download through Scotia OnLine. Please ensure you have all your tax slips prior to filing your tax returns.

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

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Meeting Date: April 21, 2022 **Item 9.1 (k)**
Report Date: April 5, 2022
Submitted by: Natasha Pozega and Donna Blue

Subject: St. Clair River Area of Concern Update

RAP Coordination

BUI 1- Restrictions on fish and wildlife consumption

In the Spring of 2021, a community survey was launched to gather insight on the habits of recreational and sports anglers that fish in the St. Clair River. This survey is collecting information from the community to advance the St. Clair River Remedial Action Plan, as identified in the 2017-2022 Work Plan. To date 130 survey responses have been received. The survey remains available for completion online at friendsofstclair.ca/fish_survey or by phone. Opportunities are being identified to collect survey responses in person through the summer months as COVID restrictions allow.

BUI 9- Restrictions on drinking water consumption or taste and odour problems BUI

At the January 20, 2022 meeting of the Canadian RAP Implementation Committee (CRIC), the Draft Assessment Report for the restrictions on drinking water consumption or taste and odour problems BUI was approved to enter the redesignation process. The next step is to gain support from Aamjiwnaang First Nation, Walpole Island First Nation, and the Binational Public Advisory Council (BPAC).

Administration

The 2020-2022 Agreement between the SCRCA and the Ontario Ministry of the Environment, Conservation, and Parks to support RAP Coordination expires on March 31, 2022. A new 2-year agreement has been signed to support the work from March 1, 2022 – February 28, 2024.

The first set of deliverables identified in the contract between the SCRCA and Environment and Climate Change Canada have been completed. This work included the development of a project work plan and call schedule, a draft status recommendation report for the *loss of fish and wildlife habitat* BUI, an interim report and presentation on the community fish consumption survey, and a report summarizing public and indigenous engagement.

Meetings

Canadian RAP Implementation Committee (CRIC)

- January 20, 2022
- Next Meeting: TBD

Friends of the St. Clair River (FOSCR)

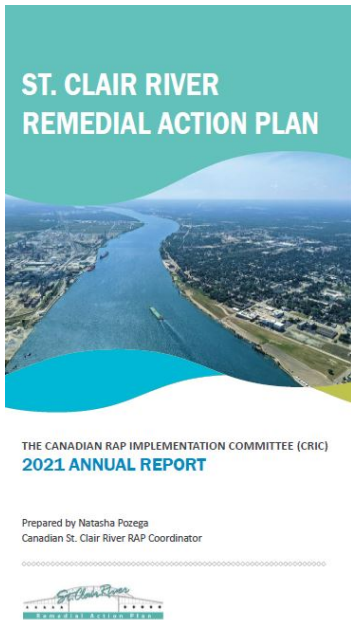
- December 8, 2021 (AGM)
- February 15, 2022
- Next Meeting: TBD

Binational Public Advisory Council (BPAC)

- January 27, 2022
- March 24, 2022
- Next Meeting: TBD

Outreach and Engagement

Natasha Pozega, RAP Coordinator, presented *An Update on the St. Clair River Area of Concern* at the State of Lake Erie Conference hosted by the International Association for Great Lakes Research (IAGLR) on March 16 & 17, 2022. The presentation recording is now available at <https://friendsofstclair.ca/st-clair-river-area-of-concern/st-clair-river-aoc/>.



The 2021 Annual Report for the St. Clair River Area of Concern is now complete and in circulation. 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, and the
- AOC Video.

This report set the foundation for a series of municipal update presentations to Sarnia Mayor and Council (January 17, 2022), Village of Point Edward Mayor and Council (January 23, 2022), and St. Clair Township (February 7, 2022).

A digital copy of the report can be found at friendsofstclair.ca.

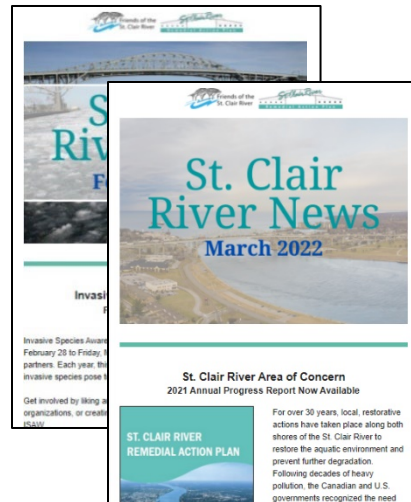
Figure 1: St. Clair River AOC Annual Report Cover

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:

- [January 2022 E-Newsletter](#)
- [February 2022 E-Newsletter](#)
- [March 2022 E-Newsletter](#)

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



St. Clair River Remedial Action Plan Coordinator

Natasha Pozega, Remedial Action Plan (RAP) Coordinator since September 2020 accepted a new position and resigned from the SCRCA effective March 25, 2022. The entire RAP team and Conservation Authority wishes her the very best of luck in her new position.

The RAP Coordinator position was advertised through the SCRCA website, Conservation Ontario, and social media. Applications were due on April 1, 2022. Interviews will be held in the coming weeks with a new RAP Coordinator expected to be in place by the end of April or beginning of May, 2022.

Meeting Date: April 21, 2022
Report Date: April 8, 2022
Submitted by: Donna Blue

Item 9.1 (I)

Subject: Communications Update

Sydenham River Canoe and Kayak Race:

After being cancelled in 2018 and 2019 due to water levels, and in 2020 and 2021 due to the COVID-19 pandemic, SCRCA staff are pleased to announce that planning is underway for the 2022 Sydenham River Canoe and Kayak Race.

After reviewing historical water level trends with SCRCA Water Resources staff, the race date has been pushed back to Sunday, May 1st in hopes that the water level issues experienced in 2018 and 2019 will not lead to the cancellation of the 2022 race.

The Sydenham River Canoe and Kayak Race begins at Mossie Road, just west of County Road 79, north of Cairo, and features 11 different classes and three different race lengths. All classes finish at the Shetland Conservation Area on Lambton County Road 2.

The race typically attracts between 70 and 100 paddlers and serves as a fundraiser for the Authority's Conservation Education program. The race is co-sponsored by the St. Clair Region Conservation Foundation.

New in 2022 will be online registration hosted through the Race Roster platform, which is expected to go 'live' the week of April 11th. Promotion of the event will also occur over the coming weeks.

Staff have been contacted by several residents about the canoe race. Many have expressed their support for moving the race date back and are eager to participate on May 1st.



Paddlers participate in the 2016 edition of the Sydenham River Canoe and Kayak Race.

Media and Social Media Analytics:

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

The following statistics cover the timeframe from January 1, 2020, to March 31, 2021:

Media Relations

| Activity | 2022 (January – March) | 2021 (January – March) |
|-----------------------|------------------------|------------------------|
| Media Releases | 6 | 4 |
| News Article Mentions | 461 | 105 |

Social Media

Facebook

| Activity | Total | 2022 (January – March) | 2021 (January – March) |
|---------------------|-------|---------------------------|---------------------------|
| Post Reach* | -- | 28,918 | 33,307 |
| Page Visits | -- | 1,292 | 965 |
| New Likes/Followers | 2,281 | 44 | 78 |
| Posts | -- | 53 | 68 |

***Post Reach** – The number of people who saw any content from your Page or about your Page, including posts, stories, ads, social information from people who interact with your Page, etc.

Twitter

| Activity | Total | 2022 (January – March) | 2021 (January – March) |
|---------------|-------|---------------------------|---------------------------|
| Tweets | -- | 59 | 144 |
| Retweets | -- | 57 | 87 |
| New Followers | 833 | 24 | 29 |
| Engagements* | -- | 892 | 1976 |

* **Engagements** = clicks, retweets, replies, follows, and likes

SCRCA Website

| Activity | 2022 (January – March) | 2021 (January – March) |
|------------------|------------------------|------------------------|
| Website Views | 38,572 | 48,463 |
| Website Visitors | 12,159 | 14,594 |

Strategic Objectives(s):

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

Meeting Date: April 21, 2022
Report Date: April 5, 2022
Submitted by: Melissa Levi
Myra Spiller

Item 9.1 (m)

Subject: Conservation Education Report – Winter Education Program
Summary

Winter Education Program Summary

COVID-19 continues to have a significant impact on Conservation Education. St. Clair Conservation's Education Team continues to meet these challenges with innovative, creative, and flexible programming! To date over 12,000 students have benefited this school year from St. Clair's willingness to adapt. We are thrilled to be able to share our successes. For a full list of our current programs check www.scrca.on.ca/govirtual.

Winter Education Programs

St. Clair Conservation continues to offer programming in-person outdoors and virtually in the classroom. Free Sponsored programs continue to be a good option for the winter months. St. Clair is fully booked for ALL sponsored programs that are currently offered. For a full list of our current programs check www.scrca.on.ca/govirtual.

Phosphorus 101: Sponsored by Friends of the St. Clair River and EcoAction Canada, this program introduces students from Grades 8-12 to the issue of phosphorus loading into our watershed and Lake Erie. The live-stream version of the program was once again fully booked with over 500 students participating in 2022.

Watershed 101: Friends of the St. Clair River continue to sponsor this live-stream program which focuses on the interconnectivity between land and water. Grade 6-8 students will 'tour' the conservation area, learning about watershed management and how 'what happens upstream impacts downstream'. This program was fully booked for 2022 with approximately 476 students participating.

Spring Water Awareness Schoolyard Program: Plains-Midstream Canada continues to sponsor this program. New for April 2022, staff are offering in-person schoolyard programs to teach students about the hazards of cold, fast-moving water in the spring time. Through games and experiments, students learn how cold water impacts the body, the dangers that can be found in and around flood water, and what to do if someone falls in. Approximately 1000 students are expected to participate.

Bluewater Association for Safety, Environment and Sustainability (BASES)

Programming: This program has been put on hold, until a formal contract has been signed between SCRCA and BASES. We hope to resume this program in the fall of 2022.

Maple Syrup Program: This fee-based program was offered in two formats for March 2022. Students were able to participate either through ‘Live-Stream with a Naturalist’ or in-person for a Traditional Field Trip at A.W. Campbell Conservation Area. During the month of March, over 300 participants learned about Maple tree identification, tapping, and syrup production, as well as the history of maple syrup in Canada.

Nature in Winter Program: This fee-based program was offered as a ‘Live-Stream with a Naturalist’ program again for the Winter of 2022. A total of 148 students participated in this programming opportunity.

Webinar Programs

‘Live-Stream from the Sugar Bush’ Webinar: During the month of March over 900 students joined St Clair Education Staff via a live-stream webinar to learn about Maple Syrup. This fee-based webinar was offered to every class in the Lambton Kent District School Board (LKDSB) and the St Clair Catholic District School Board (SCCDSB).

‘A Day in the Life of a Biologist’ Webinar: St Clair Staff will be offering webinars to LKDSB and SCCDSB students each month for the remainder of the school year. In April, Education Staff will be joined by SCRCA Biology Staff to teach students (from Kindergarten to Gr. 12) about the fish in the St Clair Region Watershed.

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

St Clair Staff continue working closely with the Principal, Ojibwee Language program, and Hillside teachers to assist with development and delivery of the Land-Based Ed initiative this school year (Sept, 2021 – June, 2022). Staff have been visiting the school weekly to take ‘bushwalks’ with each grade in the school (Kindergarten – Gr. 8). Outdoor Education ‘bushwalks’ involve a walking field trip to a local woodlot to participate in various Conservation Education programs.

Strategic Objectives(s):

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