



## Board of Directors - Notice of Meeting

December 7, 2023 Time: 10:00 am

SCRCA Administration Office (Remote available)  
205 Millpond Cres., ON N7G 3P9

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### Tentative Agenda

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1. Chair's Remarks
2. Adoption of the Agenda
3. Declaration of Pecuniary Interests
4. Minutes
  - 4.1 Board of Directors October 26, 2023 Minutes Pg. 6-11
5. Presentations
  - 5.1 Department Presentation – Education Department
6. Reports
  - 6.1 GM's Report Pg. 12- 3
  - 6.2 Auditing Services 2024-2028
  - 6.3 Proposed Changes to Administration Manual Pg. 14-26
  - 6.4 2024 Budget & Levy Pg. 27-38
    - 6.4 (a) 2024 Proposed General Levy
    - 6.4 (b) 2024 Proposed Budget
  - 6.5 Destruction of Documents Pg. 39
  - 6.6 Municipal Memorandums of Understanding Pg. 40-54
  - 6.7 Seager Park Shoreline Project Pg. 58
7. Consent Items
  - 7.1(a) Business Arising Pg. 59
  - 7.1(b) Current Watershed Conditions and Great Lakes Levels Pg. 60-62
  - 7.1(c) Healthy Watershed Program Update Pg. 63-64
  - 7.1(d) Planning Activity Summary Report Pg. 65-67
  - 7.1(e) Regulations Activity Summary Report Pg. 68-72
  - 7.1(f) Revenue and Expense Summary Pg. 73
  - 7.1(g) October 2023 Disbursements Pg. 74
  - 7.1(h) 2023 General Levy Summary Pg. 75
  - 7.1(i) Investment Reports Pg. 76-85
  - 7.1(j) Conservation Education Report Pg. 86-88
  - 7.1(k) St. Clair River AOC Pg. 89-91
8. Director Correspondence
  - 8.1 Draft Letter to ECCC Pg. 92
  - 8.2 Letter from Township of Dawn Euphemia re 2024 Draft Budget Pg. 93
  - 8.3 Resolution from the County of Prince Edward Pg. 94-97
  - 8.4 Letter from the Friends of Campbell Park Pg. 95-119
9. In-Camera (conservation awards, personnel & legal) (Separate)
10. Other Business
  - 10.1 McKeough Floodway Operating Criteria and Monitoring (verbal)
11. Adjournment

*\*Please be advised that electronic participation is dependent upon the use of compatible equipment and consistent internet connection, which is outside of the control of SCRCA staff members. Meeting locations and available technology may hinder full participation of those joining remotely; therefore, it is strongly recommended that you attend meetings in person, where possible. Every effort will be made to accommodate those who cannot.*

**Festive lunch to follow. Please inform Ashley Fletcher *in advance* if you are unable to attend.**

[Afletcher@scrca.on.ca](mailto:Afletcher@scrca.on.ca), 519 245 3710 x 200

**December 7, 2023**

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

### **Board of Directors Proposed Resolutions**

1. Chair's Remarks  
*Welcome back Brad Loosley*
2. **Moved by:** **Seconded by:**  
That the Board of Directors adopts the agenda for the meeting as presented.
3. It is requested that each Director declare a conflict of interest at the appropriate time, on any item within this agenda in that a Director may have pecuniary interest.
- 4.1 **Moved by:** **Seconded by:**  
That the minutes of the Board of Directors meeting, held October 26, 2023, be approved as distributed.
- 5.1 **Moved by:** **Seconded by:**  
That the Board of Directors acknowledge the presentation from Emily Febrey, Communication and Education Technician; Melissa Levi, Conservation Education Coordinator and Myra Spiller, Conservation Education/Community Partnership Technician providing an overview of the Conservation Education department.
- 6.1 **Moved by:** **Seconded by:**  
That the Board of Directors acknowledges the General Manager's report, dated November 28, 2023.
- 6.2 **Moved by:** **Seconded by:**  
That the Board of Directors recommends the request for proposals for audit services for the Authority for the period of 2024 – 2028.

- 6.3 **Moved by:** **Seconded by:**  
That the Board of Directors acknowledges receipt of the draft SCRCA Administration Manual and summary of proposed changes and further approves the adoption of all updates recommended within the report.
- 6.4(a) **Moved by:** **Seconded by:**  
That the Board of Directors approves the 2024 General Levy of \$1,611,345 with all member municipalities deemed as benefitting and further that the levy be apportioned using the modified current value assessment of each municipality within the Authority's area of jurisdiction.  
**(Weighted Motion)**
- 6.4(b) **Moved by:** **Seconded by:**  
That the Board of Directors approves the 2024 Budget of \$11,231,089 including finalized general levy, updates to specific projects and municipal agreements and comments received to date.
- 6.5 **Moved by:** **Seconded by:**  
That the Board of Directors acknowledges the report dated November 17, 2023 regarding document retention and approves the destruction of the identified documents as per the SCRCA Document Retention Policy.
- 6.6 **Moved by:** **Seconded by:**  
That the Board of Directors endorse the signing of Category 3 agreements with the Municipality of Brooke-Alvinston and the Township of Warwick; And further that the Board of Directors authorize the Chair and General Manager to sign all remaining Memorandum of Understanding (MOU) from Municipal Partners in order to meet the December 31 2023 deadline; And further that that the Agreements be posted on the Governance section of the SCRCA's website in accordance with Province of Ontario guidelines.
- 6.7 **Moved by:** **Seconded by:**  
That the Board of Directors acknowledges the report dated November 17, 2023 on the Seagar Park shoreline project and further directs staff to acquire and review tender documents from contractors. The board further delegates the Chair and General Manager to approve the preferred contractor and sign necessary contracts, subject to the direction from the Township of St. Clair and confirmation that all costs to undertake the work will be covered through available funding.
- 7.1 **Moved by:** **Seconded by:**  
That the Board of Directors approves the consent agenda and endorses the recommendations accompanying Items 7.1 a - 7.1 k.

- 8.1 **Moved by:** **Seconded by:**  
That the Board of Directors endorse the draft letter to Environment and Climate Change Canada (ECCC) appealing for investment into weather networks/stations in order to provide greater accuracy in flood forecasting models and further that staff be directed to distribute to Ontario Conservation Authorities for their information and/or support.
- 8.2 **Moved by:** **Seconded by:**  
That the Board of Directors acknowledge the correspondence from the Township of Dawn-Euphemia, dated November 8, 2023 regarding the 2024 draft budget.
- 8.3 **Moved by:** **Seconded by:**  
That the Board of Directors acknowledge the correspondence from the County of Prince Edward regarding the carried resolution 2023-569 urging the Provincial government to stop the Ministry of Environment, Conservation and Parks proposal to expand the use of the permit-by-rule to waste management systems, storm water management systems, and certain water taking activities.
- 8.4 **Moved by:** **Seconded by:**  
That the Board of Directors acknowledge the correspondence from the Friends of Campbell Park, dated November 22, 2023 regarding the A.W. Campbell house.
- 9.1 **Moved by:** **Seconded by:**  
That the Board of Directors move in-camera at \_\_\_\_ a.m. to discuss conservation awards and personnel information with the General Manager, Manager of Communications, Director of Finance, Manager of IT and Administrative Assistant/ Board Coordinator remaining.
- 9.2 **Moved by:** **Seconded by:**  
That the Board of Directors rise and report at \_\_\_\_ a.m.
10. **New Business**
11. **Moved by:** **Seconded by:**  
That the meeting be adjourned.



## Board of Directors Meeting Minutes

Date: October 26, 2023

Time: 10:00 a.m.

SCRCA Administration Office/Remote via Zoom

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**Directors Present:** John Brennan, Al Broad, Pat Brown, Sue Cates Anne Marie Gillis, Frank Kennes, Emery Huszka, Betty Ann MacKinnon, Don McCabe, Don McCallum, Mary Lynne McCallum, Steve Miller, Ross O’Hara, Kristen Rodrigues, Jerry Westgate

**Remote:** Terry Burrell, Aaron Hall, Adam Kilner, Rhonda Jubenville

**Regrets:** Greg Grimes, Lorie Scott

**Staff Present:** Donna Blue, Manager of Communications; Melissa Deisley, Director of Planning and Regulations; Chris Durand, Manager of IT/GIS; Ashley Fletcher, Administrative Assistant/ Board Coordinator; Chunning Li, Director of Corporate Services; Tim Payne, Manager of Forestry; Ken Phillips, General Manager; Girish Sankar, Director of Water Resources; Greg Wilcox, Manager of Lands

### 1. Call to Order

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.

### 2. Declarations of Pecuniary Interest

Director Emery Huszka declared a pecuniary interest pertaining to budgetary items, as per the terms of his appointment as agricultural representative through the Ministry of Northern Development, Mines, Natural Resources and Forestry.

### 3. Approval of the Agenda

The Chair requested any additions or deletions to the agenda.

**BD-23-86**

**MacKinnon – Kennes**

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

**CARRIED**

### 4. Minutes

#### 4.1 Minutes of the September 14, 2023 Board of Directors meeting

**BD-23-87**

**Miller – Gillis**

**“That the minutes of the Board of Directors Meeting, held September 14, 2023, be approved as distributed.”**

**CARRIED**

**5. Delegations and/or Presentations**

A presentation on flood forecasting/monitoring and warning was provided by Girish Sankar, Director of Water Resources, followed by a question and answer period.

Directors expressed their appreciation for the detailed presentation and requested that copies of the slides be distributed to member municipalities. Directors were reminded that staff are available to present to staff and/or councils at their request.

Director Don McCabe requested that a letter be drafted to Environment and Climate Change Canada (ECCC) appealing for investment into weather networks/stations in order to provide greater accuracy in flood forecasting models and that a copy of this letter be provided to other Conservation Authorities, for their information, endorsement and/or support.

**BD-23-88**

**McCallum, Mary Lynne – Huszka**

**“That the Board of Directors acknowledge the presentation from Girish Sankar, Director of Water Resources providing an overview of the Water Resources department and recent flooding events.”**

**CARRIED**

**6. Reports**

**6.1 General Manager’s Report**

Director Anne Marie Gillis communicated her satisfaction with the progress made by the General Manager on streamlining initiatives and appreciation for clear communication.

**BD-23-89**

**O’Hara – Burrell**

**“That the Board of Directors acknowledges the General Manager’s report, dated October 16, 2023.”**

**CARRIED**

**6.2 2024 Nominating Committee**

Nominations were taken from the floor.

**BD-23-90**

**Burrell - Westgate**

**“That the 2024 Nominating Committee consisting of the following four directors representing the four districts of the Authority being Sarnia, Lambton, Chatham-Kent, and Middlesex be: Pat Brown, Terry Burrell, Betty Ann MacKinnon, Rhonda Jubenville, Lorie Scott and further that the Nominating Committee’s recommendation for the 2024 committee membership be presented at the Annual General Meeting.”**

**CARRIED**

### **6.3 2024 Tentative Schedule of Meetings**

**BD-23-91**

**Miller – Kennes**

**“That the Board of Directors approves the 2024 tentative schedule of meetings for the Board of Directors and Committees, dated October 6, 2023.”**

**CARRIED**

### **6.4 2024 Preliminary Draft Budget**

Clarifying questions were asked and Directors gave thanks to staff for their efforts in lowering the proposed general levy percentage increase

**BD-23-92**

**Westgate – Gillis**

**“That the Board of Directors acknowledges the 2024 preliminary draft budget of \$11,230,089 with a proposed municipal general levy of \$1,611,345, and further that the Board of Directors direct staff to circulate the draft budget booklet to member municipalities for information and input, and to post on the Governance section of the SCRCA’s website in accordance with Ontario Regulation.”**

**CARRIED**

### **6.5 A.W. Campbell House Update**

Director Don McCabe declared a conflict of interest, abstained from voting on the matter and made himself available to respond to questions, if necessary.

While it was generally agreed that the SCRCA has done its due diligence investigating the options surrounding the A.W. Campbell House, directors debated the next steps in response to the Municipality of Brooke Alvinston’s refusal to issue a demolition permit. A recorded vote was requested.



**Recorded Vote**  
**In reference to Motion: BD-23-93**

<b>Director's Name</b>	<b>For</b>	<b>Against</b>
Brennan, John	✓	
Broad, Alan	✓	
Brown, Pat	✓	
Burrell, Terry	✓	
Cates, Sue	✓	
Gillis, Anne Marie		✓
Grimes, Greg	Not Present	
Hall, Aaron	✓	
Huszka, Emery	✓	
Jubenville, Rhonda	✓	
Kennes, Frank	✓	
Kilner, Adam	✓	
MacKinnon, Betty Ann	✓	
McCabe, Don	Abstained	
McCallum, Don		✓
McCallum, Mary Lynne	✓	
Miller, Steve	✓	
O'Hara, Ross	✓	
Rodrigues, Kristen		✓
Scott, Lorie	Not Present	
Westgate, Jerry	✓	
<b>TOTALS</b>	<b>15</b>	<b>3</b>

**BD-23-93**

**Huszka – Brennan**

That the Board of Directors acknowledges the report dated Oct 11 2023 on the AW Campell House and requests that staff prepare an application to the appropriate authority for appeal on the Municipality of Brooke Alvinston's decision to deny the issuance of a demolition permit for the AW C House.

**CARRIED**

**BD-23-94**

**Broad - MacKinnon**

That the Board of Directors approve the purchase and placement of portable fencing to surround and secure the A.W. Campbell House until such time the matter of demolition is resolved.

**CARRIED**

**7. Information Items**

- (a) Business Arising**
- (b) Current Watershed Conditions**
- (c) Healthy Watershed Program Update**
- (d) Regulations Activity Report**
- (e) Planning Activity Report**
- (f) Revenue and Expenditure Report**
- (g) Disbursements**
- (h) 2023 General Levy Update**
- (i) Fee Policy and 2024 Approved Fees**
- (j) Investment Reports**
- (k) Communications Update**
- (l) St. Clair River AOC**

**BD-23-95**

**Broad – Cates**

**“That the Board of Directors approves the consent agenda and receives the accompanying items 8.1 (a) through 8.1 (l) as information.”**

**CARRIED**

**8. Board Correspondence**

There was no correspondence received.

**9. In-Camera**

The Board of Directors went in-camera to discuss property and legal matters

**BD-23-96**

**Kennes – McCallum, Mary Lynne**

**“That the Board of Directors move in-camera at 11:25a.m to discuss legal and property matters with only the Administrative Assistant/Board Coordinator, General Manager, Manager of Lands and Manager of IT/GIS present.”**

**CARRIED**

**BD-23-97**

**Broad – Hall**

**“That the Board of Directors rise and report at 11:33 a.m.”**

**CARRIED**

**10. New Business**

The 2024 draft Conservation Services fees were reviewed and accepted for incorporation into the Fee Policy and 2024 Approved Fees.

**BD-23-98**

**McCabe – Cates**

**“That the Board acknowledges the report on the 2024 draft Conservation Services Fees and approves the updated fee schedule as presented.”**

**CARRIED**

Enquiries were made regarding the status of the Strathroy and Coldstream dam decommissioning studies. Staff informed the board that a final draft is expected in the near future. Due to the very technical nature of the study report, staff will be providing a summary document, which can be distributed to municipal partners.

Director Al Broad commended the SCRCA Water Resources department for their hard work and provision of updates/bulletins during recent flooding events.

## **11. Adjournment**

**BD-23-99**

**Miller – McCallum, Don**

**“That the meeting be adjourned.”**

**CARRIED**

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**Pat Brown**  
**Chair**



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**Ken Phillips**  
**General Manager**

**Meeting Date:** December 9, 2023 **Item 6.1**  
**Report Date:** November 28, 2023  
**Submitted by:** Ken Phillips

**Subject:** General Manager's Report

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## **Recommendation:**

That the Board of Directors receive for information the General Managers Report dated November 28, 2023.

## **Report:**

### **Operations**

- The General Manager attended a Conservation Ontario General Managers Meeting on October 30 via Zoom. Primary topic was the status of the new regulations under Section 28 of the Conservation Authorities Act. There has yet to be any indication from the Province as to when the draft of the new regulations will be released or what the commenting period will be. Conservation Ontario has been informed that the new regulations are to be in place by the end of 2023.
- On November 6, the General Manager attended a training session on the Ontario Land Tribunal that was hosted by the Ministry of Municipal Affairs and Housing and Conservation Ontario. The session focused primarily on the process of the Tribunal and not specific instances or situations.
- The General Manager attended that Source Protection Management Committee meeting on November 10. Updates were provided by SWP staff and it was noted that the Province remains committed to funding the program for 2024.
- On November 14, the General Manager and the Manager of Conservation Areas attended a meeting regarding the A.W. Campbell house. In attendance at the meeting were the Mayor and Clerk-Administrator of Brooke-Alvinston and two representatives of the Friends of Campbell House. The discussion focussed on the costs associated with the maintaining the house and what the Friends group's plan was to raise funding. No plan was provided at the meeting.

## **Federal/Provincial/Municipal Meetings**

- The General Manager held a budget overview meeting for Municipal staff and Board members on November 16. The meeting was designed to provide an overview of the 2024 budget and answer any questions staff or Board members may have had. To date, no major concerns have been raised about the proposed 2024 budget and the General Manager has offered to attend any council to present and answer questions on the budget.
- The General Manager has been working on finalizing MOUs with SCRCA municipalities. He recently had discussions with staff from Plympton-Wyoming, Lambton Shores and Chatham-Kent regarding proposed apportionment totals. Those three municipalities will be having reports sent to their respective councils in the coming weeks. To date, 9 municipalities have approved agreements with 5 being finalized (signed agreements in hand).

**Proposed Changes to Admin Manual**

**Item 6.3**

Item 6.3				
Section	Item	Section Title	Reason for Change	What has Changed
			Grammatical	Various spelling and grammatical errors corrected
			Formatting, references and page numbers	Various formatting edits/updates
			Clarity	Acronyms clarified in first instance used
			Neutrality	Gender terms neutralized to they/their/them
			Clarity	Supervisor (in some instances) replaced with Director or Manager
			Clarity	Director (in some instances) replaced with Department Head
			Change of Title	References to Administrative, Accounting or Finance Department changed to Corporate Services Department
			Clarity	Authority Members replaced with Authority Board of Directors
1	7	Introduction	Redundancy	<del>The words he or she are used interchangeably in this document and are used to include all individuals no matter how the individual identifies</del>
1	8	Introduction	Clarity	Department heads are those staff whose titles include the term Director or Manager.
1	9	Introduction	Clarity	The term Supervisor refers to those staff who may be responsible for monitoring staff. This term does not necessarily refer to or exclude Department Heads.
1	10	Introduction	Recommended statement	Nothing in this handbook should be taken as creating a binding contract between employer and employees and all employment will be on at at-will basis
2	4.2	Code of Conduct	Clarity/Grammar	Note that all such matters be held in strict confidence by those notified under this policy.
4	1.2.1	Hours of Work and Overtime	Clarity	All personnel shall maintain individual weekly, montly, or such other attendance and work records as approved by the <del>Director</del> Department Head or General Manager
4	1.2.2	Hours of Work and Overtime	Not practiced	An employee who will be unable to report to work as scheduled, who will be tardy, or who plans to leave early must contact his/her supervisor or the department's designated <del>call-in number</del> acting Director/Manager as far in advance as possible and at the latest prior to the start of the shift or the early departure.

### Proposed Changes to Admin Manual

**Item 6.3**

Section	Item	Section Title	Reason for Change	What has Changed
4	1.2.7	Hours of Work and Overtime		The employee may use any accumulated time, SDO, vacation or elect to take the day as unpaid leave. <span style="color: green;">Staff may also refer to the Hybrid Work Arrangement Policy (Section 25) if they are able and wish to work from home.</span>
4	1.4.1	Hours of Work and Overtime	Not practiced	All irregular hours must be recorded and have <del>written</del> <span style="color: green;">prior</span> approval in advance by the Director or the GM
4	1.4.4	Hours of Work and Overtime	Moved	<span style="color: green;">Accumulated time (irregular hours) is to be taken at a period when employee's absence has less impact on the Authority's business activities.</span>
4	3.1.2			<del>Accumulated time (irregular hours) is to be taken at a period when employee's absence has less impact on the Authority's business activities.</del>
4	3.1.1	Hours of Work and Overtime	Clarity	<del>Office staff</del> <span style="color: green;">Regular Service Permanent Employees and/or Contract Employees working in the main office</span> shall work an additional 1/2 hour in the day in order to earn 1/2 hour of SDO time (7 1/2 day).
4	3.6.1	Hours of Work and Overtime	Irrelevant	<del>The only role these days [vacation, stat holidays, sick days, flexible time and other absences] shall play in the program is with scheduling and the goal of maintaining a high service level to our clients-</del>
5	4.9	Summary of Benefits	Clarity/ ESA Standards	The number of days or part of days for which an employee received sick pay shall be deducted from their cumulative sick day credit. An employee absent for illness for more than three <span style="color: green;">consecutive</span> working days <span style="color: green;">within the calendar year</span> shall provide a Health Practitioner note covering the nature and duration of illness or return to work clearance, if requested <span style="color: green;">within reason</span> .
5	8.2.1	Summary of Benefits	Not practiced	Employees require the <del>written</del> approval of the GM to attend special events and functions not sponsored by SCRCA
7	1.3	Hiring, Separation, Absences	Not practiced	<del>Before an employee is hired, an Authority job application form should be completed.</del>
7	3.1.2	Hiring, Separation, Absences	Irrelevant	When a position is to be abolished, the incumbent will be notified, in writing, in accordance with the <span style="color: green;">current Employment Standards Act</span> . <del>chart under Terminations (Section 7 part 6)-</del>

**Proposed Changes to Admin Manual**

**Item 6.3**

<b>Section</b>	<b>Item</b>	<b>Section Title</b>	<b>Reason for Change</b>	<b>What has Changed</b>
7	6.3	Hiring, Separation, Absences	Clarity	If the Authority wishes to terminate any regular service permanent employee without <b>express/advance</b> notice, the Authority must:
8	2.1	Definition and Policy for Acting General Manager	Clarity/Grammar	As per the Conservation Authority Act, the Secretary-Treasurer will be responsible to send minutes of Board meetings, and provide notice of apportion <b>edment</b> under the Act.
9	1	Travel Regulations	Not practiced	Employees, when authorized to travel on normal duty by the immediate supervisor or General Manager <del>or when authorized by the General Manager or the Executive Committee</del> to attend conferences, meetings, courses of instruction, and trips of similar nature, shall be entitled to reimbursement for expenses as follows
9	7.1.3	Travel Regulations	Clarity	Conventions, Seminars and Training courses are considered non-compensable as they are not working time unless mandated. Upon approval of events during regular daytime hours, only regular hours will be paid and there will be no accumulation of time or payment <del>of travel time</del> for events scheduled beyond standard/scheduled workday. Time at events occurring after regular scheduled workday will not be compensated. Travel time <b>to and from</b> events after regular scheduled workday may be compensated based on the event and approval of the <b>Department head</b> General Manager.
10	4.5	Vehicles, Equipment & Fleet Vehicles Policy	Procedural	This type of violation may also be grounds for immediate termination at the discretion of the <del>Authority</del> <b>General Manager</b> .
11	full	Uniforms	Outdated	This section has been updated in its entirety. See attached copy for approval.
12	1.5	Training & Development	Not Practiced	If an employee was hired <del>or promoted</del> without the educational job requirements; it is the employee's responsibility to obtain those educational requirements at their own expense of money and time.
12	2.1.3	Training & Development	Clarity	<del>Increased number of full</del> <b>Special</b> Authority meetings to help involve all directors in the on-going issues facing the Authority.



**Proposed Changes to Admin Manual**

**Item 6.3**

Section	Item	Section Title	Reason for Change	What has Changed
12	2.1.5	Training & Development	Clarity	Regular full staff meetings to keep all staff informed about the activities of the various departments with <b>at least annually</b> , one afternoon staff event per year following a full staff meeting to encourage a spirit of cooperation and camaraderie.
19	4.2.3	Vaccination Policy	Not practiced/ Outdated	Those who receive a positive rapid antigen screening result must not report to work and must immediately inform their supervisor of the result. The employee is required to immediately self-isolate, <del>book a nasopharyngeal swab (PCR) test at one of the local community testing sites and call their supervisor to report the results upon receipt and to allow the supervisor to begin the contact tracing process as needed.</del> <b>either working from home or utilizing sick days until the employee is asymptomatic. Employees will thereafter follow the direction of the supervisor in terms of next steps depending on the results of the PCR test.</b>
19	4.3.6	Vaccination Policy	Not practiced/ Outdated	<del>“full vaccination” means having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and having received the final dose of the COVID-19 vaccine at least 14 days ago (by November 15, 2021).</del>
19	5.2.1	Vaccination Policy	Not practiced/ Outdated	As per the COVID-19 Vaccination policy, SCRCAs employees who are not fully vaccinated or do not self-disclose their status are required to: <del>complete rapid antigen screening tests and are expected to get their test result and communicate results to their Supervisor</del> <b>complete rapid antigen screening tests and communicate results to their Supervisor</b> prior to arriving on-site.; <del>Communicate these results to their supervisor prior to arriving on-site; Provide proof of your test results to their supervisor as soon as possible.</del>
19	5.2.2	Vaccination Policy	Not practiced/ Outdated	Provide test results directly to their Supervisor <del>(e.g. print screen on phone or print-out)</del> and the record is not to be retained. <del>by the Supervisor</del>
19	5.3.2	Vaccination Policy	Not practiced/ Outdated	Supervisors are to ensure that identified employees: <del>Complete the rapid antigen test; Provide their test result prior to arriving on-site.; Provide proof of result.</del>

Proposed Changes to Admin Manual

Item 6.3

Section	Item	Section Title	Reason for Change	What has Changed
19	5.4	Vaccination Policy	Not practiced/ Outdated	<del>5.4 Where to go for Rapid Antigen Testing 5.4.1 Rapid-antigen-screening tests are available at selected Ontario pharmacies. After researching many options, this option is the most viable and safe option as testing conducted on site could lead to a possible COVID-19 exposure. It is the employee's responsibility to find a participating pharmacy and inquire whether they accept walk ins or if an appointment is required. Note: Self-testing or at-home tests purchased online or over the counter will not be accepted</del>
19	5.5	Vaccination Policy	Not practiced/ Outdated	<del>5.5 Costs 5.5.1 The cost for a rapid-antigen test at pharmacies is around \$40 per test but this can vary so be sure to inquire. 5.5.2 Exemption Employees who have a legitimate medical and human rights exemption will be eligible to receive reimbursements for two rapid-antigen tests, subject to review. 5.5.3 Only rapid-antigen tests will be covered. SCRCA will not cover the cost of any other type of COVID test where there is a fee, such as what is required for international travel.</del>
27	2.1	Security and Maintenance	Logistical need	Keys for building are held and distributed by the Administrative Assistant. Keys are distributed as required, to regular service permanent <b>and contract</b> employees working out of the administration office.
28	4.1	Risk Management	Legislative Requirement	This committee shall consist of at least two <b>volunteers</b> <del>persons</del> of whom at least half shall be workers who do not exercise managerial functions to be appointed by the Health and Safety Committee <del>department directors</del> . The <b>volunteer</b> management representative(s) shall be appointed by the General Manager. <b>At least</b> one worker and one management person <b>are</b> to be trained (certified) as part of the Occupational Health and Safety Act (Section 15).

**Proposed Changes to Admin Manual**

**Item 6.3**

Section	Item	Section Title	Reason for Change	What has Changed
28	5	Risk Management	Irrelevant	The General Manager (or appropriate designate) will, upon receipt of a verbal or written complaint, investigate in confidence. If the investigation concludes that harassment has occurred, appropriate disciplinary action will be taken (this may include suspension or termination). If the investigation concludes that the complaint is unfounded the complaint and investigation file will be destroyed. The employee or volunteer who issues the complaint will be informed of the results of the investigation and of any action taken. <b>Verbal and/or written complaints of violence or harrassment will be delegated to the General Manager for investigation, as per the Workplace Violence and Harrassment Policy Section ___.</b>
29	6.6	Official Records and Retention	Change of Title	Records designated for destruction as per the Authority's Record Retention Policy shall first be approved by the <del>Records Management Coordinator</del> <b>Director of Corporate Services.</b>
30	3.2	Meetings	Change of Title	Flood Action Committee – Committee Members and alternates, Executive Committee, General Manager, <del>Flood and erosion Control Coordinator</del> <b>Director of Water Resources</b>
30	4.4	Meetings	Change of Title	Minutes of closed meeting will be kept by the <b>Board Coordinator</b> <del>recording secretary</del> and placed in the appropriate confidential files.
31	10.4.2	Mandate, Committees and Directors	Outdated/Moved	<del>The Committee will consist of representatives of the Conservation Authority, Towns of Dresden and Wallaceburg and the Townships of St. Clair, Chatham and Dover. Municipal representatives will be appointed by the respective municipal councils while the Authority's Executive Committee will appoint the Authority's representatives.</del>
31	10.5	Mandate, Committees and Directors		Municipalities – Appointed representative from: 10.5.2 Municipality of Chatham-Kent, <b>representing the Towns of Dresden and Wallaceburg</b> and the Township of St. Clair 10.5.3 SCRCA – Authority Chairman and Vice Chairman (January 26, 1994 Executive Committee Meeting, EC-94-027)

**Proposed Changes to Admin Manual**

**Item 6.3**

Section	Item	Section Title	Reason for Change	What has Changed
32	1	Committee Rooms	Outdated	Committee rooms in the Strathroy Administration Building may be provided to government related bodies and appropriate organizations subject to availability and current fee schedule.
32	2			<del>Use by government related bodies will provide during regular business hours, at no cost to the agency and subject to availability or to other appropriate organizations at a rate of \$100.00 per day.</del>
33	3.4	Accountability and Transparency	Change of Title	<del>Council Board</del> – Means the duly <del>elected</del> appointed <del>Council</del> members of the of the Authority <del>Board of Directors</del> .
36	1	Mail	Not practiced/ Outdated	Incoming Mail Procedure <del>(January 18, 1988)</del> 1.1 Mail is opened, stamped and divided into department folders <del>(Water Management, Land Management, Finance and Communications)</del> by the Administrative Assistant. 1.2 Administrative Assistant records all incoming mail, <del>faxes and e-mail</del> in the mail register. <del>(e-mails and faxes are stored electronically)</del> 1.3 Mail goes to the department head, as appropriate 1.4 Manager/Directors are responsible for returning empty mail folders as soon as possible
36	2.2	Mail	Not practiced/ Outdated	<del>“Need to know” can be accommodated via review of the day letters file and regular staff meetings.</del>
36	2.4	Mail	Not practiced/ Outdated	All Authority invoices, accounts receivable and cash receipts go to the Payroll/Accounting Clerk <del>for the Authority and to the Administrative Executive Assistant for the Foundation.</del>
36	2.5	Mail	Recommended statement	All Foundation invoices, and receivables, including donations go to the Board Coordinator/Secretary-Clerk of the Foundation.
37	1.2	Insurance	Outdated	<del>See page D-12 Policies and Procedures for Conservation Authorities Manual, Ministry of Natural Resources for Provincial grants and general insurance.</del>

Proposed Changes to Admin Manual

Item 6.3

Section	Item	Section Title	Reason for Change	What has Changed
38	1	Fees	Outdated	<p><del>1. Requests Requiring General Minister's Approval</del></p> <p><del>1.1 Effective immediately the St. Clair Region Conservation Authority will charge an administration fee of \$1,000, in addition to direct out of pocket costs, for transactions that require that the Authority apply for the approval of the Minister's approval, pursuant to Section 21(c) of the Conservation Authorities Act of Ontario, R.S.O. 1990 Chapter 85.</del></p> <p><del>1.2 Such transactions include the sale, lease or similar disposal of Authority lands requiring Order in Council and the fee should be applied where the benefits of the proposed transaction are extremely limited to the Authority.</del></p> <p>1. Refer to the SCRCA Fee Policy, adopted September 15, 2022 and current fee schedules, reviewed annually.</p>
47	All	Insurance	Moved	(Entire section moved to section 37 on Insurance Claims)
42	4.6.7	Computer Usage and Social Media	Best practice	<p>Opening e-mail attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with the utmost caution. If you are concerned about a particular e-mail please refrain from opening any attachments/links until it has been confirmed that the e-mail originated from a legitimate source. forward it to IT and we will be glad to check it for you.</p>
42	4.6.9	Computer Usage and Social Media	Not practiced/ Outdated	<p>Excessive personal use of the Authority e-mail resources. The Authority allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with staff productivity, pre-empt any business activity, or consume more than a trivial amount of resources. The Authority prohibits personal use of its e-mail systems and services for unsolicited mass mailing, and use by non-employees. If you need to communicate non-work related events to fellow employees, for example, draws, special lunches, etc. employees are expected to use the Bulletin Boards on the SCRCA Intranet site and not the e-mail system.</p>

**Proposed Changes to Admin Manual**

**Item 6.3**

Section	Item	Section Title	Reason for Change	What has Changed
42	5.4.3	Computer Usage and Social Media	Outdated	<del>You may continue to send emails to those people who have provided 'implied consent' until July 1, 2017. However, to send electronic messages to them after this date, you are required to have their express consent. If there is anyone else on your contact list who have not provided either express or implied consent (e.g. purchased a mailing list, etc.) or who have not signed up, become a member, volunteered, donated, or provided express consent, you may not send them any electronic messages after July 1, 2014. NOTE: After July 1, 2014, electronic commercial messages may only be sent to people who have provided either 'expresses or 'implied' consent of the recipient. Anyone else has to be deleted.</del>
44	1.1	Miscellaneous Finance and Administration	Outdated/clarity	A formal delegating, monitoring and feedback system is in existence <del>and it is outlined on form #002.</del> , which the General Manager and/or Supervisor may use <del>this system</del> to monitor, delegate assignments, set targets and priorities for assignments and to monitor results and feedback from employees.
44	4.1	Miscellaneous Finance and Administration	Outdated	1. Full Staff Committee - <del>1st Tuesday of the month</del> <b>Wednesday following each Authority Board Meeting</b> ; <b>Senior Management Staff Committee - Weekly 2nd Tuesday of every month</b> ; 3. Departmental Staff Committee - As Required
44	6.3	Miscellaneous Finance and Administration	Redundancy	<del>Lunch will be taken starting no earlier than 11am and no later than 2pm.</del>
44	9.1	Miscellaneous Finance and Administration	Outdated	Authority Staff are regularly requested to attend council meetings to discuss issues or concerns of council. Staff is available to provide information on the Policy and operations of the Authority. Where council require decisions on Policy or Finance they are invited to attend or write to the Board of Directors/Executive Committee <b>(meeting dates are posted on the SCRCA website)</b> <del>who meets as follows</del>
44	9.2	Miscellaneous Finance and Administration	Outdated	The Board of Directors are appointed by and represent the member municipalities and are responsible to establish policy, finance and direction for the St. Clair Region Conservation Authority. <b>In addition, the Ministry of Natural Resources and Forestry appoints an agricultural representative to the Board of Directors, who is exempt from voting on budgetary items.</b>

**Proposed Changes to Admin Manual**

**Item 6.3**

<b>Section</b>	<b>Item</b>	<b>Section Title</b>	<b>Reason for Change</b>	<b>What has Changed</b>
45	All	Electronic Monitoring Policy	Added as per Board Approval	Entire Section added and the following policies renumbered
45 46	1.2.10	Purchasing and Resource Commitment	Clarity	Purchases up to \$500 to be completed and signed by <del>an authorized buyer</del> designated staff.
45 46	2.5.1	Purchasing and Resource Commitment	Clarity	The Authority pays only on the basis of invoices and not statements (with some exceptions such as credit card and petrol card). Some supplier's forward invoice copies with their statements, and this serves as a quick check of invoice totals.
45 46	2.8	Purchasing and Resource Commitment	Not Practiced	Where large projects are concerned; a progress summary <del>payment sheets</del> should be utilized for payments, particularly those without invoices. The cost is based on contract prices.
46 47	N/A	Insurance	Redundancy	Section 37 (Insurance Claims) moved to section 47 (Insurance)

## Section 11 – Uniform Policy

1. As representatives of the Authority, employees are expected to dress appropriately, presenting themselves in a neat, clean, and professional fashion for the work they will be undertaking on any given day.
2. Due to public nature of the work of the Authority, to ensure that staff are appropriately identifiable and in recognition of the need to supply suitable safety and work wear, the Authority will provide uniforms and safety apparel to be worn by staff during hours of work for the purposes of:
  - 2.1 Promoting a positive and professional image of the Authority.
  - 2.2 Health and safety
  - 2.3 Reducing wear and damage to an individuals clothing while performing their duties.
3. Issue of Uniforms and Safety Apparel to Employees
  - 3.1 Employees are encouraged to wear the uniform dress as designed by the Authority. Uniforms issued to employees are intended for use on Authority business only.
  - 3.2 Authority Departments have been separated into 3 categories based on their annual tasks and the resulting understanding of their clothing/uniform needs.
  - 3.3 The following charts are the uniform allowances for each employee by category. An online ordering system has been developed for the purchasing of uniform items. With the exception of trousers/skirts and (CSA) approved safety boots, only items within the online store are approved as uniform apparel. No other apparel will be approved for purchase.

Chart 3.3.1

Category 1	Includes the following Departments:	
	Conservation Services, Conservation Areas, Forestry, Conservation Education, Water Resources, Biology	
Annual Uniform Allotment Value: Up to \$500.00	Anticipated annual uniform needs eligible for purchase under annual allotment value:	
	(3) trousers/skirts	T-shirts
	Shirt (collared)	Fleece vest/ Sweater
	Golf shirt	Spring/Fall jacket
	Sweatshirt or zippered sweatshirt with hood	
Other than Annual	Less than annual anticipated uniform needs eligible for purchase under annual allotment value:	
	CSA approved safety boots, Winter apparel	



Chart 3.3.2

Category 2	Includes the following Departments:	
	Planning and Regulations, Corporate Services	
Annual Uniform Allotment Value: Up to \$300.00	Anticipated annual uniform needs eligible for purchase under annual allotment value:	
	(2) trousers/skirts	T-shirts
	Shirt (collared)	Fleece vest/ Sweater
	Golf shirt	Spring/Fall jacket
Other than Annual	Less than annual anticipated uniform needs eligible for purchase under annual allotment value:	
	CSA approved safety boots, Winter apparel	

Chart 3.3.3

Category 3	Includes the following:	
	Temporary or Summer or Contract Staff from any Department	
Annual Uniform Allotment Value: Up to \$150.00	Anticipated frequent uniform needs eligible for purchase under annual allotment value:	
	Sweaters and/or jacket	Golf shirt
	Shirt (collared)	T-shirt
Other than Annual	Infrequent anticipated uniform needs eligible for purchase under annual allotment value:	
	To be reviewed by request.	

- 3.4 All employees will be provided with Authority logoed hats and/or toques which are ordered in sleeves/ bulk and supplied to staff at the discretion of their department Director or Manager.
- 3.5 Members of the Authority Board of Directors will be provided with an Authority logoed hat upon request.
- 3.6 Staff will be able to purchase trousers/skirts on their own. Trousers/skirts will be purchased in solid colours of either, Navy, Black, Grey, Beige, Green, or Brown. A paid receipt accompanied by an expense claim form will be required for reimbursement. The purchase of trousers/skirts will be part of the overall Uniform allotment by Category and will be deducted from the annual dollar amount in the online webstore for each individual person.
- 3.7 Any changes to uniform allocation, standardized apparel frequency, and dollar amounts, etc. may be requested by any staff member and will be subject to the recommendation of the supervisor and approval of the general

manager. Approvals will be reviewed for one-time or as permanent changes to the appropriate section of the Personnel Manual.

- 3.7 It is the responsibility of each employee to whom a uniform is issued or sold to ensure that the uniform is kept in good condition; they must be neat and tidy in appearance. Misuse of the uniform may result in a disciplinary action for the staff member.
  - 3.9 Uniform apparel allocated to Category 3 will be purchased through the online webstore by their supervisor.
4. Safety Apparel and Safety Boots.
- 4.1 The Authority will provide Personal Protective Equipment (PPE) to staff when required for various tasks separately from the individual uniform allocation. This will include raincoats, safety equipment such as safety helmets, safety glasses, working gloves, high visual vests, etc. whenever deemed necessary.
  - 4.2 Canadian Standards Association (CSA) approved safety boots are required to be worn in the field by all staff, unless otherwise specified.
  - 4.3 Categories 1 & 2 staff working in the field are permitted to request reimbursement for the purchase of the safety boots bi-annually or when required and approved by their supervisor. Staff will submit a copy of the paid invoice along with a completed expense claim form for reimbursement. This purchase will be part of the overall Uniform allotment by Category and will be deducted from the annual dollar amount in the online webstore for each individual person.
  - 4.4 Category 3 staff as part of the hiring process will be required to come ready for work with CSA approved work boots. (If required for their employment)

**Meeting Date:** December 7, 2023  
**Report Date:** November 22, 2023  
**Submitted by:** Chunning Li

**Item 6.4**

**Subject:** 2024 Levy and Budget

**Recommendation:**

That the Board of Directors approves the 2024 General Levy of \$1,611,345 with all member municipalities deemed as benefitting and the levy be apportioned using the modified current value assessment of each municipality within the Authority’s area of jurisdiction; And further, that the Board of Directors approves the 2024 Budget of \$11,231,089 including finalized general levy, updates to specific projects and municipal agreements and comments received to date.

**Background:**

Staff has updated 2024 Budget Booklet based on the latest MOUs with member municipalities for category 3 programs and has answered questions from Municipality staff. We are still in the process of working with some municipalities on MOUs and will continue to update the Board once they are completed.

Staff did draft budget presentation for Municipalities on November 16, and there was a request to include reserve changes information. Staff has summarized the net change as below:

<b>Proposed Reserves Changes for 2024:</b>			
	Into	Out of	
	Reserves	Reserves	
Vehicles and equipment reserve		\$ 169,027	Vehicle replacement
Conservation areas		\$ 259,000	Campground capital projects



## **2024 Draft Budget**

1. About Us (pg. 2)
2. Budget Highlights (pg. 3)
3. Overall Revenues and Expenditures (pg. 4)
4. Budget Funding Breakdown (pg. 5)
5. General and Category 1 Programs Revenues and Expenditures (pg. 6)
6. Category 2 Programs Revenues and Expenditures (pg. 7)
7. Category 3 Programs Revenues and Expenditures (pg. 8)
8. Total Municipal Funding (pg.9)
9. General Levy Assessment (pg.10)

# **St. Clair Region Conservation Authority**

## **About Us**

The St. Clair Region Conservation Authority (SCRCA) is one of Ontario's 36 Conservation Authorities (CA) responsible for the conservation, restoration, and management of natural resources within its watershed. The St. Clair Region includes the Sydenham River watershed and smaller watersheds that drain directly into southern Lake Huron, the St. Clair River, and northeastern Lake St. Clair.

Our programs aim to 1) reduce the risk of life and property from flooding and erosion; 2) improve water quality; 3) promote habitat creation and stewardship; 4) provide outdoor recreation opportunities; 5) increase environmental awareness and literacy; and 6) monitor and protect our most vulnerable species. We achieve this in cooperation and partnership with our member municipalities, government agencies, Indigenous communities, community groups, local landowners, and businesses.

## **Vision Statement**

The vision of the St. Clair Region Conservation Authority reflects the future desired state of our region. "A healthy and sustainable natural environment in the St. Clair region."

## **Mission Statement**

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

## 2024 Budget Highlights

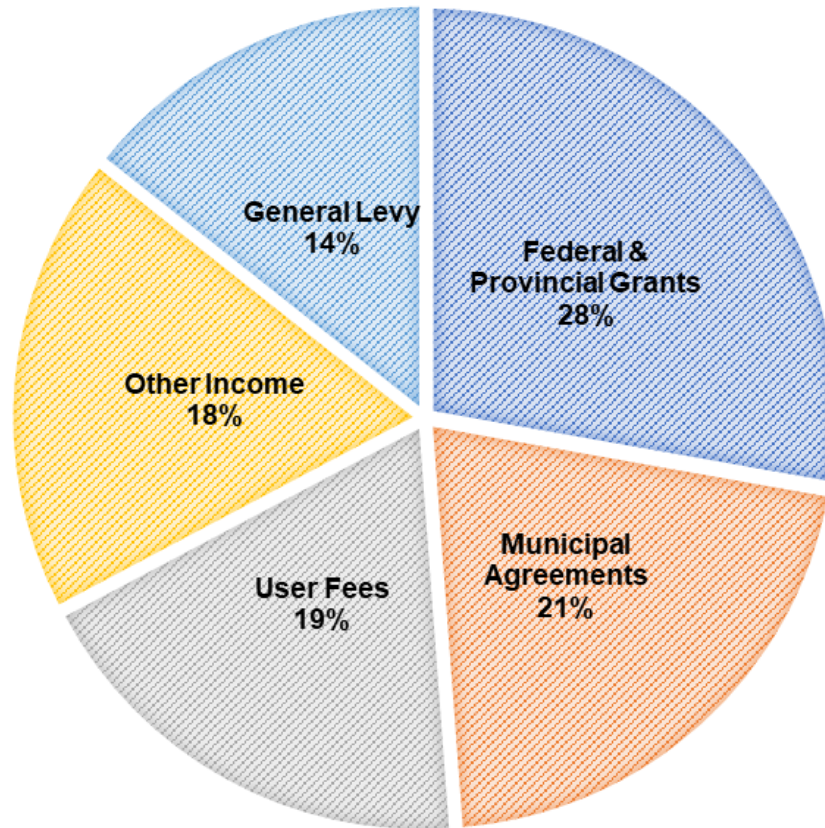
We offer the following highlights for your information:

- General Levy for 2024 is \$1,611,345 shared by the 17-member municipalities, resulting in an increase of \$62,334 or 4% from 2023 (see General Levy Assessment).
- The primary financial pressures and cost drivers in the General Levy include:
  - \$68,934 – Compensation and benefits increase, including Cost-of-Living Adjustment (COLA), step increase within wage scales, and benefit increase.
  - \$250,000 – Replacement of 3 trucks in the fleet.
  - \$30,980 – 2% increase to fund General Operating Expenses and Category 1 mandatory programs and services that have previously been funded through self-generated revenue or internal charges to comply with Ontario Regulation 686/21 (Approved on June 22, 2023).
  - Fee freeze on planning, development and permitting fees based on Minister’s Direction.
- Mitigation measures to reduce the General Levy increase include:
  - \$250,000 – Withdraw from reserve to fund fleet vehicle replacements.
  - \$37,580 – Grant funding and self-generating revenue to fund some cost increases, and postponing staff replacement.
- As per the new budget and apportionment regulations (O. Reg. 402/22 and O. Reg. 401/22), 2024 Budget outlines anticipated revenues and expenditures for programs in each category, including proposed municipal levy /amounts owing (Total Net Budget).
- The Budget Funding Breakdown provides revenue by source in 2024 total Budget. 14% comes from General Levy, 21% from Municipal Agreements (formerly Special Levy, including WECL funding), 28% from Federal & Provincial Funding & Grants, and 37% from Users Fees and Other Income.
- Total Municipal Funding summarizes total funding from each municipality, including special infrastructure projects and category 2 & 3 programs. We are still working on MOUs with each municipality to fund category 3 programs. Municipal Agreements funding will be updated when MOUs are completed.

<b>Overall Revenues and Expenditures</b>		
	<b>2023 Budget</b>	<b>2024 Budget</b>
<b>Expenditures</b>		
Flood Control Operations and Maintenance	432,650	445,715
Water Erosion Control Infrastructure	2,777,000	4,332,000
Natural Hazard Technical Study	-	272,039
Planning & Regulations	933,077	943,545
Land Management	314,755	316,281
Conservation Area	1,710,190	1,985,990
Conservation Services	301,975	404,400
Source Water Protection & Risk Mgmt	237,246	210,216
Watershed monitoring and Stewardship Program	843,183	733,647
Area of Concern Mgmt	167,310	37,799
Education	204,230	216,360
Foundation	45,250	31,250
Corporate Services	987,059	1,015,847
IT, Equipment, and Vehicle Capital Spending	92,954	286,000
<b>Total Expenditures</b>	<b>9,046,879</b>	<b>11,231,089</b>
<b>Revenues</b>		
Federal & Provincial Grants	(1,887,578 )	(3,120,487 )
Municipal Agreements (formerly Special Levy)	(1,737,190 )	(2,361,653 )
User Fees	(2,007,894 )	(2,070,854 )
Other Income	(1,865,206 )	(2,066,751 )
<b>Total Revenues</b>	<b>(7,497,868 )</b>	<b>(9,619,744 )</b>
<b>Total Net Budget (General Levy)</b>	<b>1,549,011</b>	<b>1,611,345</b>
Net Inc/(Dec.) \$		62,334
Net Inc/(Dec.) %		4.0%

# REVENUE BY SOURCE

■ Federal & Provincial Grants ■ Municipal Agreements ■ User Fees ■ Other Income ■ General Levy





<b>General and Category 1 Programs Revenues and Expenditures</b>		
	<b>2023 Budget</b>	<b>2024 Budget</b>
<b>Expenditures</b>		
Flood Control Operations and Maintenance	432,650	445,715
Water Erosion Control Infrastructure	2,777,000	4,332,000
Natural Hazard Technical Study	-	272,039
Planning & Regulations	933,077	943,545
Land Management	207,611	208,845
Conservation Area		
Conservation Services		
Source Water Protection & Risk Mgmt		
Watershed monitoring and Stewardship Program	34,000	34,000
Area of Concern Mgmt		
Education		
Foundation		
Corporate Services	987,059	1,015,847
IT, Equipment, and Vehicle Capital Spending	92,954	286,000
<b>Total Expenditures</b>	<b>5,464,351</b>	<b>7,537,991</b>
<b>Revenues</b>		
Federal & Provincial Grants	(1,343,000 )	(2,245,038 )
Municipal Agreements (formerly Special Levy)	(1,627,450 )	(2,227,450 )
User Fees	(319,700 )	(342,168 )
Other Income	(629,851 )	(1,117,035 )
<b>Total Revenues</b>	<b>(3,920,001 )</b>	<b>(5,931,691 )</b>
<b>Total Net Budget (General Levy)</b>	<b>1,544,350</b>	<b>1,606,300</b>
Net Inc/(Dec.) \$		61,950
Net Inc/(Dec.) %		4.0%

<b>Category 2 Programs Revenues and Expenditures</b>		
	<b>2023 Budget</b>	<b>2024 Budget</b>
<b>Expenditures</b>		
Flood Control Operations and Maintenance		
Water Erosion Control Infrastructure		
Natural Hazard Technical Study		
Planning & Regulations		
Land Management		
Conservation Area	119,400	128,550
Conservation Services		
Source Water Protection & Risk Mgmt		
Watershed monitoring and Stewardship Program		
Area of Concern Mgmt		
Education		
Foundation		
Corporate Services		
IT, Equipment, and Vehicle Capital Spending		
<b>Total Expenditures</b>	<b>119,400</b>	<b>128,550</b>
<b>Revenues</b>		
Federal & Provincial Grants	0	0
Municipal Agreements (formerly Special Levy)	(109,740 )	(118,905 )
User Fees	0	0
Other Income	(5,000 )	(4,600 )
<b>Total Revenues</b>	<b>(114,740 )</b>	<b>(123,505 )</b>
<b>Total Net Budget (General Levy)</b>	<b>4,660</b>	<b>5,045</b>
Net Inc/(Dec.) \$		385
Net Inc/(Dec.) %		8.3%

<b>Category 3 Programs Revenues and Expenditures</b>		
	<b>2023 Budget</b>	<b>2024 Budget</b>
<b>Expenditures</b>		
Flood Control Operations and Maintenance		
Water Erosion Control Infrastructure		
Natural Hazard Technical Study		
Planning & Regulations		
Land Management	107,144	107,436
Conservation Area	1,590,790	1,857,440
Conservation Services	301,975	404,400
Source Water Protection & Risk Mgmt	237,246	210,216
Watershed monitoring and Stewardship Program	809,183	699,647
Area of Concern Mgmt	167,310	37,799
Education	204,230	216,360
Foundation	45,250	31,250
Corporate Services		
IT, Equipment, and Vehicle Capital Spending		
<b>Total Expenditures</b>	<b>3,463,128</b>	<b>3,564,548</b>
<b>Revenues</b>		
Federal & Provincial Grants	(544,578 )	(875,449 )
Municipal Agreements (formerly Special Levy)	0	(15,298 )
User Fees	(1,688,194 )	(1,728,686 )
Other Income	(1,230,356 )	(945,115 )
<b>Total Revenues</b>	<b>(3,463,128 )</b>	<b>(3,564,548 )</b>
<b>Total Net Budget (General Levy)</b>	<b>-</b>	<b>0</b>
Net Inc/(Dec.) \$		0
Net Inc/(Dec.) %		

<b>Total Municipal Funding Including Special Infrastructure Projects and Category 2&amp;3 Programs</b>								
	<b>2024</b>	<b>2024 Municipal Agreement (Formerly Special Levy)</b>					<b>2024</b>	<b>2023</b>
	<b>Proposed</b>	<b>Seagar Park Erosion Control (WECI &amp; DMAF)</b>	<b>Sarnia Erosion Control Work (WECI &amp; DMAF)</b>	<b>Water Control Structure (McKeough &amp; ARDA)</b>	<b>Conservation Areas</b>	<b>Tree Planting, Stewardship &amp; Education Programs*</b>	<b>Total</b>	<b>Total</b>
<b>Municipality</b>	<b>Levy</b>						<b>Municipal</b>	<b>Municipal</b>
							<b>Funding</b>	<b>Funding</b>
Adelaide Metcalfe Tp	\$ 31,457						\$31,457	\$30,012
Brooke-Alvinston Tp	\$ 28,216					\$2,000	\$30,216	\$27,443
Chatham-Kent M	\$ 210,141			\$73,630	\$20,650		\$304,421	\$294,233
Dawn-Euphemia Tp	\$ 42,225				\$950	\$500	\$43,675	\$40,237
Enniskillen Tp	\$ 30,929						\$30,929	\$29,958
Lambton Shores M	\$ 81,969				\$1,200		\$83,169	\$79,049
Middlesex Centre M	\$ 37,782				\$26,010	\$2,000	\$65,792	\$61,112
Newbury V	\$ 2,546					\$285	\$2,831	\$2,447
Oil Springs V	\$ 3,242					\$360	\$3,602	\$3,098
Petrolia T	\$ 41,928				\$1,600	\$2,500	\$46,028	\$41,878
Plympton-Wyoming T	\$ 92,092				\$9,500		\$101,592	\$95,753
Point Edward V	\$ 34,184					\$3,819	\$38,003	\$33,131
Sarnia C	\$ 593,818		\$1,900,000		\$19,395		\$2,513,213	\$2,092,694
Southwest Middlesex M	\$ 18,858					\$1,334	\$20,192	\$18,402
St. Clair Tp	\$ 179,264	\$250,000		\$3,820			\$433,084	\$226,667
Strathroy - Caradoc Tp	\$ 146,122				\$39,600		\$185,722	\$175,019
Warwick Tp	\$ 36,573					\$2,500	\$39,073	\$35,066
	\$1,611,345	\$250,000	\$1,900,000	\$77,450	\$118,905	\$15,298	\$3,972,998	\$3,286,200

Note : \*Funding from Municipal Agreements will be updated when MOUs are completed.

WECI (Water & Erosion Control Infrastructure) Projects are considered if there is matching funds from both the Province and the benefitting Municipality and vary from year to year based on granting approval process, and Municipal matching funds.

DMAF - Disaster Mitigation and Adaption Fund - Government of Canada investment in large-scale infrastructure projects.

NDMP - National Disaster Mitigation Program - Government of Canada funding to mitigate, prepare for, respond to and recover from flood-related events.

<b>2024 General Levy Assessment (Draft)</b>							
	<b>2022</b>	<b>2022</b>	<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>2024</b>	<b>2023/2024</b>
<b>Municipality</b>	<b>Current Value Assessment (modified) in Watershed</b>	<b>CVA Apportionment %</b>	<b>Current Value Assessment (modified) in Watershed</b>	<b>Weighted CVA Apportionment %</b>	<b>General Levy</b>	<b>General Levy</b>	<b>General Levy Increase</b>
Township of Adelaide Metcalfe	\$ 492,017,523	1.9375%	\$ 503,813,181	1.9522%	\$ 30,012	\$ 31,457	\$ 1,445
Township Brooke-Alvinston	\$ 449,891,343	1.7716%	\$ 451,905,538	1.7511%	\$ 27,443	\$ 28,216	\$ 773
Municipality Chatham-Kent	\$ 3,306,699,613	13.0214%	\$ 3,365,638,631	13.0414%	\$ 201,703	\$ 210,141	\$ 8,439
Township Dawn-Euphemia	\$ 644,072,784	2.5363%	\$ 676,277,130	2.6205%	\$ 39,287	\$ 42,225	\$ 2,938
Township Enniskillen	\$ 491,135,239	1.9340%	\$ 495,352,749	1.9194%	\$ 29,958	\$ 30,929	\$ 970
Municipality Lambton Shores	\$ 1,275,433,686	5.0225%	\$ 1,312,821,953	5.0870%	\$ 77,799	\$ 81,969	\$ 4,170
Municipality Middlesex Centre	\$ 585,045,187	2.3038%	\$ 605,117,120	2.3447%	\$ 35,687	\$ 37,782	\$ 2,095
Village Newbury	\$ 40,117,075	0.1580%	\$ 40,773,695	0.1580%	\$ 2,447	\$ 2,546	\$ 99
Village Oil Springs	\$ 50,787,500	0.2000%	\$ 51,925,100	0.2012%	\$ 3,098	\$ 3,242	\$ 144
Town Petrolia	\$ 665,232,553	2.6196%	\$ 671,525,119	2.6021%	\$ 40,578	\$ 41,928	\$ 1,350
Town Plympton-Wyoming	\$ 1,417,306,871	5.5812%	\$ 1,474,943,070	5.7152%	\$ 86,453	\$ 92,092	\$ 5,638
Village Point Edward	\$ 543,142,400	2.1388%	\$ 547,493,600	2.1215%	\$ 33,131	\$ 34,184	\$ 1,053
City Sarnia	\$ 9,445,820,540	37.1966%	\$ 9,510,623,934	36.8523%	\$ 576,179	\$ 593,818	\$ 17,639
Municipality Southwest Middlesex	\$ 301,684,116	1.1880%	\$ 302,030,512	1.1703%	\$ 18,402	\$ 18,858	\$ 456
Township St. Clair	\$ 2,833,654,142	11.1586%	\$ 2,871,109,307	11.1251%	\$ 172,848	\$ 179,264	\$ 6,416
Township Strathroy - Caradoc	\$ 2,277,432,214	8.9683%	\$ 2,340,291,503	9.0683%	\$ 138,919	\$ 146,122	\$ 7,202
Township Warwick	\$ 574,867,873	2.2638%	\$ 585,755,456	2.2697%	\$ 35,066	\$ 36,573	\$ 1,507
	<b>\$ 25,394,340,660</b>	<b>100%</b>	<b>\$25,807,397,598</b>	<b>100%</b>	<b>\$1,549,011</b>	<b>\$1,611,345</b>	<b>\$ 62,334</b>
<b>\$15,490 equals approx. 1% change in levy</b>							
<b>CVA Apportionment is based on information provided from the Ministry of Natural Resources and Forestry (2023 CVA)</b>							



St. Clair Region Conservation  
Authority 205 Mill Pond Crescent,  
Strathroy, Ontario, N7G 3P9  
Tel (519) 245-3710  
Fax (519) 245-3348  
[stclair@scrca.on.ca](mailto:stclair@scrca.on.ca)  
[www.scrca.on.ca](http://www.scrca.on.ca)

member of



Conservation Ontario  
Website:  
[www.conservationontario.ca](http://www.conservationontario.ca)

**Meeting Date:** December 7, 2023  
**Report Date:** November 17, 2023  
**Submitted by:** Ashley Fletcher

**Item 6.5**

**Subject:** Destruction of Documents

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## **Recommendation:**

That the following documents be scheduled for destruction in 2024, in accordance with the St. Clair Region Conservation Authority Official Records and Retention Policy (section 25 of the General Administration Manual)

Documents to be destroyed:

- 2016 accounts payables, including government remittances, OMERS remittances, group benefit remittances and property tax remittances.
- 2016 deposits, including camping deposits and invoices
- 2017 vehicle inspection sheets

## **Background:**

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

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

**Meeting Date:** December 7, 2023  
**Report Date:** November 27, 2023  
**Submitted by:** Ken Phillips

**Item 6.6**

**Subject:** Memorandum of Understanding for Category 3 Programs

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**Recommendation:**

That the Board of Directors endorse the signing of Category 3 agreements with the Municipality of Brooke-Alvinston and the Township of Warwick;  
And further that the Board of Directors authorize the Chair and General Manager to sign all remaining Memorandum of Understanding (MOU) from Municipal Partners in order to meet the December 31 2023 deadline;  
And further that that the Agreements be posted on the Governance section of the SCRCA's website in accordance with Province of Ontario guidelines.

**Background:**

The General Manager has been engaged in discussions with member municipalities regarding the potential of seeking funding for Category 3 Programs and Services. As of the writing of this report, the General Manager has appeared before 13 of the 17 member municipal councils to discuss requests for MOUs for three program areas: School and Outreach Programs, Private Land Stewardship and Conservation Services. Two additional municipalities are taking reports to their councils and have not requested SCRCA staff participation at this time. The General Manager is negotiating with two other municipalities to finalize their agreements to proceed before council. The Chair has requested an extension of the December 31, 2023 deadline until March 31, 2024 from the Minister of Natural Resources and Forestry for the City of Sarnia, St. Clair Township, the Municipality of Chatham-Kent, Municipality of Lambton Shores, and the Town of Plympton-Wyoming. No response has been received at the time of this report. In order to ensure that agreements can be finalized by the December 31 deadline, it is being requested that the Chair and General Manager be authorized to sign MOUs as they become available.

**Strategic Objectives(s):**

Goal 1: Strengthen and raise the profile of the SCRCA through business excellence.

**Financial Impact:**

Funds will be committed to specific program areas to reduce dependency on grants and donations.



Municipality	Agreement awaiting Council approval	Agreement still in negotiations	Agreement finalized
Warwick			✓
Petrolia	✓		
Sarnia		✓	
Strathroy-Caradoc	✓		
Chatham-Kent	✓		
Newbury	✓		
Dawn-Euphemia	✓		
Brooke-Alvinston			✓
Point Edward	✓		
Adelaide Metcalfe	✓		
Southwest Middlesex	✓		
Plympton-Wyoming	✓		
Enniskillen			✓
St. Clair Township		✓	
Oil Springs			✓
Middlesex Centre			✓
Lambton Shores	✓		

The following agreements/draft agreements are attached with this report:

- Brooke-Alvinston
- Warwick

(The agreement with Oil Springs is not yet available)

**Cost Apportioning Memorandum of Understanding**  
(hereafter, "Agreement")

**THIS AGREEMENT** is made on the 9 day of November, 2023 (hereafter, "Effective Date").

**BETWEEN:**  
**MUNICIPALITY OF BROOKE-ALVINSTON**

\_\_\_\_\_  
(hereafter, "Municipality")

**AND:**

**ST. CLAIR REGION CONSERVATION AUTHORITY**  
(hereafter, "SCRCA")

**WHEREAS** SCRCA is a conservation authority established under the *Conservation Authorities Act* ("Act") and is governed by members appointed by its participating municipalities in accordance with the Act;

**AND WHEREAS** the Participating Municipality, as defined by the Act, is located wholly or partly within the area under the jurisdiction of SCRCA;

**AND WHEREAS** the Act permits the SCRCA to provide non-mandatory programs and services under a Cost Apportioning Agreement or such other agreement pursuant to Ontario Regulation 686/21, when levy is required for the delivery of the non-mandatory programs or services that SCRCA advises to further the purpose of the Act;

**AND WHEREAS** pursuant to Ontario Regulation 686/21, Conservation Authorities are authorized to apportion costs to municipalities for delivery of programs and services;

**NOW THEREFORE**, in consideration of the terms of this agreement and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

**Term of Agreement**

1. Initial Term of the Agreement is January 1, 2024 – December 31, 2028.
2. Thereafter, the Agreement shall continue for additional five-year periods (each a "Renewal Term") unless either party provides written notice of their intention to terminate this Agreement and such notice is given no less than one-hundred and eighty (180) days and no more than three hundred (300) days prior to the end of such calendar

year.

**Agreement Principles**

3. The following principles shall guide the implementation of the Agreement between SCRCA and the Municipality:
  - a. The Agreement will provide overarching terms and conditions for delivery of non-mandatory programs and services by SCRCA that SCRCA deems advisable to further the purpose of the Act.
  - b. The SCRCA agrees to provide the programs and services outlined in Schedule A.
  - c. The Municipality agrees to financially support the programs and services outlined in Schedule A and for such support to be determined by the Municipality and the SCRCA as outlined in Schedule B.
  - d. The SCRCA will not add to or delete from the programs and services supported through the Agreement without first consulting with the Municipality and identifying such changes in the annual budget process. Any changes to the programs or services must be approved in writing by the Municipality and any such change following the Municipality's written approval shall be reflected in an updated Schedule A and Schedule B to be circulated and posted once the final annual budget is approved.
  - e. Any change to the total municipal support outlined in Schedule B will be reviewed and approved by the SCRCA Board of Directors within the annual budget process including a 30-day consultation period with the Municipality and applied effective January 1 each calendar year.
  - f. The SCRCA may charge a user fee in the delivery of any of the programs and services outlined in Schedule A where appropriate to reduce costs apportioned to the Municipality.

**Review and Regular Intervals**

4. This Agreement shall be reviewed by the parties:
  - a. On an annual basis; and
  - b. Prior to the expiry of the Initial Term and each Renewal Term it shall the SCRCA's responsibility to initiate the review with the Municipality at least one hundred and

eighty (180) days prior to the expiry of the Initial Term or Renewal Term, as the case may be.

#### **Dispute Resolution**

5. The Municipality and the SCRCA will strive to facilitate open and timely communication at all levels.
6. Where a dispute arises between two or more parties, the parties agree that dispute resolution practices will be implemented using the following principles:
  - a) Agree to a fair process for mediating issues;
  - b) Utilize and equally share the costs of a neutral facilitator as agreed upon by the parties, if required;
  - c) Identify common agreement / ground in the best interest of the parties;
  - d) Identify all options to resolve;
  - e) Select best option.

#### **Early Termination**

7. Upon such written notice of intention to terminate this Agreement being given in any calendar year during the Initial Term or Renewal Term, the date that is the last date of such calendar year or such date as may be otherwise agreed to by all parties in writing, shall be the "Termination Date". In the event this Agreement is terminated, any operating expenses and costs incurred by the SCRCA for providing services shall be paid by the Municipality up to and including the Termination Date.

#### **Available to the Public**

8. This Cost Agreement shall be made available on the SCRCA's website.

#### **Execution**

9. The Agreement may be executed in counterparts in writing electronic signature and delivered by mail, facsimile, or other electronic means, including in Portable Document Format (PDF); no one copy needs to be executed by all parties. When each party has executed a counterpart, each of such counterparts shall be deemed to be an original and all such counterparts, when taken together, shall constitute one and the same agreement.

#### **Letters of Agreement**

10. The Agreement does not preclude the parties from identifying opportunities for further collaboration to the benefit of both parties, and ensure efficiency, transparency, and accountability in the use of resources, including in-kind services and assistance, coordination of complementary policy and program initiatives, and projects involving third parties. During the term of this agreement if additional programs and services are

requested from the SCRCa to be delivered on behalf of the Municipality a separate Letter of Agreement will be established with the Municipality (or delegated staff member) and attached as an Appendix.

**Watershed-based Resource Management Strategy**

11. The Municipality acknowledges and agrees that all Programs and Services identified in Schedule "A" shall also be included in a Watershed-based Resource Management Strategy that the SCRCa is required to develop and implement in accordance with the *Conservation Authorities Act*.

**IN WITNESS WHEREOF**, the parties have entered into this Agreement as of the Effective Date.

**ST. CLAIR REGION CONSERVATION AUTHORITY**

Per: Pat L. Brown

Chair - Pat Brown

Per: [Signature]

General Manager/Secretary Treasurer - KEW PHILLIPS

**MUNICIPALITY OF BROOKE ALVINSTON**

Per: [Signature]

Mayor - DAVID FERGUSON

Per: [Signature]

Clerk - Janet Denkers

## Schedule A – Category 3 Programs and Services Requiring Municipal Financial Support Through Cost Apportioning

### SERVICE AREAS

Under Section 21.1 of the Conservation *Authorities Act*, Conservation Authorities (CAs) are to classify their programs and services into 3 categories:

**Category 1: Mandatory programs and services** where municipal levy can be used without an agreement.

**Category 2: Non-mandatory programs and services** the CA delivers at the request of a municipality through an MOU or agreement.

**Category 3: Other non-mandatory programs and services** a CA determines are advisable to implement in the CA's jurisdiction. These programs and services may use municipal levy when a MOU/agreement is in place. Programs and services in Category 3 may also be funded through other means. In the latter situation, an MOU/agreement with the municipality is not required.

It is recognized that natural systems benefit from a systems-wide approach and that watersheds are the ecologically meaningful scale for not only effective planning but to enact meaningful and sustainable change.

The SCRCA is intending to enter into an agreement with The Municipality of Brooke-Alvinston with regard to the provision of School and Community Programs, Conservation Services and Private Land Stewardship. It is proposed that this Cost Sharing Apportionment Agreement be executed in order to maintain consistency with the guidelines from the Province of Ontario. See Schedule B.

The SCRCA offers a comprehensive list of programs and services that benefit the health of the watershed, protects, and educates residents about natural hazards and mitigates the effects of a changing climate. The chart below identifies the SCRCA's program areas by Category.

Currently, all of the programs and services included in the SCRCA's Category 3 program area are supported through self-generated means, including fundraising, grant proposal writing and user fees and operate independent of municipal levy. These programs include Campgrounds, Stewardship, Education and Tree Planting.

The SCRCA is seeking the financial support of its member municipalities through Category 3 agreements for the delivery of the School and Community Programs, Conservation Land Services (Tree Planting) and Private Land Stewardship.

## Cost Apportioning Agreement

Category 1 Mandatory programs and services as identified in Ontario Regulation 686/21. These programs are eligible to be funded through general municipal levy (no agreement required).	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.			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	
	Agreement	Municipality	Date/Status	Agreement Proposed	No Agreement Required
<b>Conservation Management of CA Lands</b>					
SCRCA Forests and Management Areas (McKeough Upstream L	Local Conservation Areas			Managed Lands (Lambton County)	Land Management for SCRCA
Strategy for CA owned or controlled lands	Owned and Operation by SCRCA			Regional Conservation Areas, including campgrounds	
Land Acquisition and Disposition Strategy	Long-term Lease to Municipality			Conservation Services	
Land Inventory				Invasive Species Management	
Land Management Plans					
Watershed-Based Management Strategy				Woodlands Conservation By-Law	
Water Quality Monitoring Program				Great Lakes Regional Initiative	
				Sydenham River Regional Initiative	
				Watershed report cards	
<b>General Operating Expenses</b>					
Corporate Services				School and Community Programs	
Administration Buildings				Private Land Stewardship	
Communications and Outreach				Conservation Services	
Natural Hazards Communications, Outreach and Education					
Financial Services					
Governance					
Information Technology					
GIS					
Watershed Geographical Information Management					
Strategy Development					
Vehicles and Equipment					
<b>Natural Hazards, Flooding and Erosion</b>					
Flood and Erosion Control Infrastructure (WECI)	DRWSP Risk Management Official			Drinking Water Source Protection Program (DWSP)	
WECI Major Maintenance/Capital Projects	Plan Review Not Related to Natural Hazards			Ecological Monitoring, plans/strategies	
WECI Operation and Management				Municipal Drain and Fisheries Review	
Drinking Water Source Protection Program					
Low Water Response					
Municipal Plan Input and Review					
Section 28.1 Permit Administration					
Technical Studies and Policy Review					

### School and Community Programs

School and Community Programs are an important part of shaping environmental leaders and teaching communities about local conservation efforts. Conservation education programs offer a variety of hands-on, curriculum-based, indoor, and outdoor programs geared towards both elementary and secondary school students. Staff organize and attend local events to introduce communities to the SCRCA, what the agency does, and how it can assist them. The SCRCA offers virtual (e.g., Live-stream with a Naturalist, Webinar-style) and schoolyard (Nature in Your Neighbourhood) programs, in addition to traditional field trips to accommodate the education delivery in the region. Over 20,000 students are engaged throughout the watershed. The SCRCA will match funds provided by its member municipalities with its own fundraising efforts and through user fees.

### Conservation Services

Currently, SCRCA's forest cover is estimated at 13%, well below the 30% recommended by Environment Canada. Since 2018, the SCRCA has planted almost 15,000 trees in the Municipality of Brooke Alvinston (total project value of approximately \$56,600) through a mixture of large-scale plantings on private lands. This program area is crucial for bolstering forest cover, increasing biodiversity and is a cost-effective means to mitigate the effects of climate change, flooding, and erosion. The SCRCA will match funds provided by its member municipalities with its own fundraising efforts.

### Private Land Stewardship

The SCRCA promotes and supports activities that will create healthy watersheds and improve local water quality and soil health. Conservation Authority staff achieve this by providing educational opportunities, technical advice, and financial assistance to local landowners interested in establishing Best Management Practices (BMPs) and stewardship projects on their properties, such as tree planting and wetland creation. Since 2018, the SCRCA has undertaken 16 stewardship projects in Brooke-Alvinston totaling approximately \$204,000. The SCRCA will match funds provided by its member municipalities with its own fundraising efforts.

### Schedule B– Apportionment of Category 3 Programs

The costs associated with the Category 3 programs and services outlined in Schedule A are included and clearly identified in SCRCA’s overall annual budget. The financial commitment of the Municipality will be based on a council approved monetary amount.

An increase, if any, to the contribution of the Municipality will be applied effective January 1 each calendar year and based on a council approved percentage. Schedule B will be reviewed by December 31, 2028 and distributed to Member Municipalities following final budget and levy approval.

#### Contribution of Category 3 Programs Requiring Municipal Support for 2024-2028

Municipality of Brooke-Alvinston	School and Community Program (\$)	Private Land Stewardship (\$)	Conservation Services (\$)
2024	500	750	750
2025	500	750	750
2026	500	750	750
2027	500	750	750
2028	500	750	750

This appendix will be distributed to Member Municipalities following final budget and levy approval.



THE CORPORATION OF THE TOWNSHIP OF WARWICK

BY-LAW NUMBER 109 OF 2023

*Being a by-law to authorize the execution of an agreement between St. Clair Region Conservation Authority (SCRCA) and the Corporation of the Township of Warwick for the provision of Category 3 Services*

---

**WHEREAS** SCRCA is a conservation authority established under the *Conservation Authorities Act* ("Act") and is governed by members appointed by its participating municipalities in accordance with the Act;

**AND WHEREAS** the Municipality is a lower-tier municipality, located wholly or partly within the area under the jurisdiction of SCRCA;

**AND WHEREAS** the Act permits the SCRCA to provide non-mandatory programs and services under a Cost Apportioning Agreement or such other agreement pursuant to Ontario Regulation 686/21, when levy is required for the delivery of the non-mandatory programs or services that SCRCA advises to further the purpose of the Act;

**AND WHEREAS** pursuant to Ontario Regulation 686/21, Conservation Authorities are authorized to apportion costs to municipalities for delivery of programs and services;

**AND WHEREAS** it is deemed expedient that The Corporation of the Township of Warwick is authorized to enter into an agreement with St. Clair Region Conservation Authority to provide Category 3 services.

**NOW THEREFORE** the Council of the Corporation of the Township of Warwick hereby enacts as follows:

1. The Corporation of the Township of Warwick is authorized to enter into an Agreement with St. Clair Region Conservation Authority, a copy of which is annexed to this By-law as Schedule 'A'.
2. That the annexed agreement come into effect as of January 1, 2024.
3. That the Mayor and CAO/Clerk are authorized to execute such agreement and to affix to it the Corporate Seal of the Corporation of the Township of Warwick.

READ a first, second and third time and finally passed this 13<sup>th</sup> day of November, 2023.



\_\_\_\_\_  
Mayor – Todd Case



\_\_\_\_\_  
CAO/Clerk – Amanda Gubbels

Schedule 'A' – By-law 109 of 2023  
Cost Apportioning Agreement

**Cost Apportioning Memorandum of Understanding**  
(hereafter, "Agreement")

**THIS AGREEMENT** is made on the \_\_\_\_ day of \_\_\_\_\_, 2023  
(hereafter, "Effective Date").

BETWEEN:  
**Township of Warwick**

\_\_\_\_\_  
(hereafter, "Municipality")

AND:

**ST. CLAIR REGION CONSERVATION AUTHORITY**

(hereafter, "SCRCA")

**WHEREAS** SCRCA is a conservation authority established under the *Conservation Authorities Act*

("Act") and is governed by members appointed by its participating municipalities in accordance with the Act;

**AND WHEREAS** the Participating Municipality, as defined by the Act, is located wholly or partly within the area under the jurisdiction of SCRCA;

**AND WHEREAS** the Act permits the SCRCA to provide non-mandatory programs and services under a Cost Apportioning Agreement or such other agreement pursuant to Ontario Regulation 686/21, when levy is required for the delivery of the non-mandatory programs or services that SCRCA advises to further the purpose of the Act;

**AND WHEREAS** pursuant to Ontario Regulation 686/21, Conservation Authorities are authorized to apportion costs to municipalities for delivery of programs and services;

**NOW THEREFORE**, in consideration of the terms of this agreement and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

**Term of Agreement**

1. Initial Term of the Agreement is January 1, 2024 – December 31, 2028.
2. Thereafter, the Agreement shall continue for additional five-year periods (each a

Schedule 'A' – By-law 109 of 2023  
Cost Apportioning Agreement

“Renewal Term”) unless either party provides written notice of their intention to terminate this Agreement and such notice is given no less than one-hundred and eighty (180) days and no more than three hundred (300) days prior to the end of such calendar year.

**Agreement Principles**

3. The following principles shall guide the implementation of the Agreement between SCRCA and the Municipality:
  - a. The Agreement will provide overarching terms and conditions for delivery of non-mandatory programs and services by SCRCA that SCRCA deems advisable to further the purpose of the Act.
  - b. The SCRCA agrees to provide the programs and services outlined in Schedule A.
  - c. The Municipality agrees to financially support the programs and services outlined in Schedule A and for such support to be determined by the Municipality and the SCRCA as outlined in Schedule B.
  - d. The SCRCA will not add to or delete from the programs and services supported through the Agreement without first consulting with the Municipality and identifying such changes in the annual budget process. Any changes to the programs or services must be approved in writing by the Municipality and any such change following the Municipality's written approval shall be reflected in an updated Schedule A and Schedule B to be circulated and posted once the final annual budget is approved.
  - e. Any change to the total municipal support outlined in Schedule B will be reviewed and approved by the SCRCA Board of Directors within the annual budget process including a 30-day consultation period with the Municipality and applied effective January 1 each calendar year.
  - f. The SCRCA may charge a user fee in the delivery of any of the programs and services outlined in Schedule A where appropriate to reduce costs apportioned to the Municipality.

**Review and Regular Intervals**

4. This Agreement shall be reviewed by the parties:
  - a. On an annual basis; and

Schedule 'A' – By-law 109 of 2023  
Cost Apportioning Agreement

- b. Prior to the expiry of the Initial Term and each Renewal Term it shall be the SCRCA's responsibility to initiate the review with the Municipality at least one hundred and eighty (180) days prior to the expiry of the Initial Term or Renewal Term, as the case may be.

**Dispute Resolution**

5. The Municipality and the SCRCA will strive to facilitate open and timely communication at all levels.
6. Where a dispute arises between two or more parties, the parties agree that dispute resolution practices will be implemented using the following principles:
  - a) Agree to a fair process for mediating issues;
  - b) Utilize and equally share the costs of a neutral facilitator as agreed upon by the parties, if required;
  - c) Identify common agreement / ground in the best interest of the parties;
  - d) Identify all options to resolve;
  - e) Select best option.

**Early Termination**

7. Upon such written notice of intention to terminate this Agreement being given in any calendar year during the Initial Term or Renewal Term, the date that is the last date of such calendar year or such date as may be otherwise agreed to by all parties in writing, shall be the "Termination Date". In the event this Agreement is terminated, any operating expenses and costs incurred by the SCRCA for providing services shall be paid by the Municipality up to and including the Termination Date.

**Available to the Public**

8. This Cost Agreement shall be made available on the SCRCA's website.

**Execution**

9. The Agreement may be executed in counterparts in writing electronic signature and delivered by mail, facsimile, or other electronic means, including in Portable Document Format (PDF); no one copy needs to be executed by all parties. When each party has executed a counterpart, each of such counterparts shall be deemed to be an original and all such counterparts, when taken together, shall constitute one and the same agreement.

**Letters of Agreement**

10. The Agreement does not preclude the parties from identifying opportunities for

Schedule 'A' – By-law 109 of 2023  
Cost Apportioning Agreement

further collaboration to the benefit of both parties, and ensure efficiency, transparency and accountability in the use of resources, including in-kind services and assistance, coordination of complementary policy and program initiatives, and projects involving third parties. During the term of this agreement if additional programs and services are requested from the SCRCA to be delivered on behalf of the Municipality a separate Letter of Agreement will be established with the Municipality (or delegated staff member) and attached as an Appendix.

**Watershed-based Resource Management Strategy**

11. The Municipality acknowledges and agrees that all Programs and Services identified in Schedule "A" shall also be included in a Watershed-based Resource Management Strategy that the SCRCA is required to develop and implement in accordance with the *Conservation Authorities Act*.

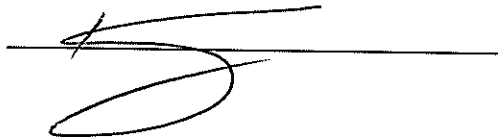
**IN WITNESS WHEREOF**, the parties have entered into this Agreement as of the Effective Date.

ST. CLAIR REGION CONSERVATION AUTHORITY

Per: \_\_\_\_\_

Chair - \_\_\_\_\_


Per: KEW PHILLIPS

General Manager/Secretary Treasurer - 

Township of Warick

Per: 

Mayor - Todd Case

Per: 

CAO/Clerk - Amanda Gubbels

**Schedule A – Category 3 Programs and Services Requiring Municipal Financial Support Through Cost Apportioning**

**SERVICE AREAS**

Under Section 21.1 of the *Conservation Authorities Act*, Conservation Authorities (CAs) are to classify their programs and services into 3 categories:

**Category 1: Mandatory programs and services** where municipal levy can be used without an agreement.

**Category 2: Non-mandatory programs and services** the CA delivers at the request of a municipality through an MOU or agreement.

**Category 3: Other non-mandatory programs and services** a CA determines are advisable to implement in the CA's jurisdiction. These programs and services may use municipal levy when a MOU/agreement is in place. Programs and services in Category 3 may also be funded through other means. In the latter situation, an MOU/agreement with the municipality is not required.

It is recognized that natural systems benefit from a systems-wide approach and that watersheds are the ecologically meaningful scale for not only effective planning but to enact meaningful and sustainable change.

The SCRCA is intending to enter into an agreement with The Township of Warwick with regard to the provision of School and Community Programs. It is proposed that this Cost Sharing Apportionment Agreement be executed in order to maintain consistency with the guidelines from the Province of Ontario. See Schedule B.

The SCRCA offers a comprehensive list of programs and services that benefit the health of the watershed, protects and educates residents about natural hazards and mitigates the effects of a changing climate. The chart below identifies the SCRCA's program areas by Category.

Currently, all of the programs and services included in the SCRCA's Category 3 program area are supported through self-generated means, including fundraising, grant proposal writing and user fees and operate independent of municipal levy. These programs include Campgrounds, Stewardship, Education and Tree Planting.

The SCRCA is seeking the financial support of its member municipalities through Category 3 agreements for the delivery of the School and Community Programs, Private Land Stewardship and Conservation Land Services (Tree Planting).

## Schedule 'A' – By-law 109 of 2023 Cost Apportioning Agreement

Category 1	Category 2	Category 3		
Mandatory programs and services as identified in Ontario Regulation 686/21. These programs are eligible to be funded through general municipal levy (no agreement required).	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.	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.		
Agreement	Municipality	Cost/Rate	Apportionment Method	No Apportionment Required
<b>Conservation/Management (CA) Areas</b> SCRCAs Forests and Management Areas - Westshore, Weststream, Local Conservation Areas Strategy for CA owned or controlled lands Land Acquisition and Disposition Strategy Land Inventory Land Management Plans Watershed-Based Management Strategies Water Quality Monitoring Program	Owned and Operated by SCRCAs Long-term Lease to Municipality		Managed Lands (Lambton County) Regional Conservation Areas, including Campgrounds Conservation Services Invasive Species Management Tree Planting Woodlands Conservation By-law Great Lakes Regional Initiative Sudenham River Regional Initiative Watershed report cards	Land Management for SCRCAs Private Land Stewardship Program
<b>Administrative/Operational Programs</b> Corporate Services Administration Buildings Communications and Outreach Natural Hazards Communications, Outreach and Education Financial Services Governance Information Technology GIS Watershed Geographical Information Management Strategy Development Vehicles and Equipment				School and Community Programs
<b>Watershed Protection/Operational Programs</b> Flood and Erosion Control Infrastructure (WECI) WECI Major Maintenance/Capital Projects WECI Operation and Management Drinking Water Source Protection Program Low Water Response Municipal Plan Input and Review Section 22.2 Permits Administration	DWSP Risk Management Office Plan Review Not Related to Natural Hazards		Drinking Water Source Protection Program (DWSP) Ecology Monitoring, Plans/Strategies Municipal Drain and Fisheries Review	

### School and Community Programs

School and Community Programs are an important part of shaping environmental leaders and teaching communities about local conservation efforts. Conservation education programs offer a variety of hands-on, curriculum-based, indoor, and outdoor programs geared towards both elementary and secondary school students. Staff organize and attend local events to introduce communities to the SCRCAs, what the agency does, and how it can assist them. The SCRCAs offers virtual (e.g., Live-stream with a Naturalist, Webinar-style) and schoolyard (Nature in Your Neighbourhood) programs, in addition to traditional field trips to accommodate the education delivery in the region. Over 20,000 students are engaged throughout the watershed. The SCRCAs will match funds provided by its member municipalities with its own fundraising efforts and through user fees.

### Conservation Services

Currently, SCRCAs's forest cover is estimated at 13%, well below the 30% recommended by Environment Canada. Since 2018, the SCRCAs has planted over 84,000 trees in the Township of Warwick (total project value of approximately \$138,000) through a mixture of large-scale plantings on corporate and private lands. This program area is crucial for bolstering forest cover, increasing biodiversity and is a cost-effective means to mitigate the effects of climate change, flooding and erosion. The SCRCAs will match funds provided by its member municipalities with its own fundraising efforts.

### Private Land Stewardship

The SCRCAs promotes and supports activities that will create healthy watersheds and improve local water quality and soil health. Conservation Authority staff achieve this by providing educational opportunities, technical advice, and financial assistance to local landowners interested in establishing Best Management Practices (BMPs) and stewardship projects on their properties, such as tree planting and wetland creation.



Schedule 'A' – By-law 109 of 2023  
Cost Apportioning Agreement

Since 2018, the SCRCA has undertaken 4 stewardship projects totally over \$34,000. The SCRCA will match funds provided by its member municipalities with its own fundraising efforts.

**Schedule B– Apportionment of Category 3 Programs**

The costs associated with the Category 3 programs and services outlined in Schedule A are included and clearly identified in SCRCA's overall annual budget. The financial commitment of the Municipality will be based on a council approved monetary amount.

An increase, if any, to the contribution of the Municipality will be applied effective January 1 each calendar year and based on a council approved percentage. Schedule B will be reviewed by December 31, 2028 and distributed to Member Municipalities following final budget and levy approval.

Contribution of Category 3 Programs Requiring Municipal Support for 2024-2028

<b>Municipality Township of Warwick</b>	<b>School and Community Program (\$)</b>	<b>Conservation Services (\$)</b>	<b>Private Land Stewardship (\$)</b>
2024	500	1500	500
2025	500	1500	500
2026	500	1500	500
2027	500	1500	500
2028	500	1500	500

This appendix will be distributed to Member Municipalities following final budget and levy approval.

**Meeting Date:** December 9, 2023  
**Report Date:** November 17, 2023  
**Submitted by:** Girish Sankar

**Item 6.7**

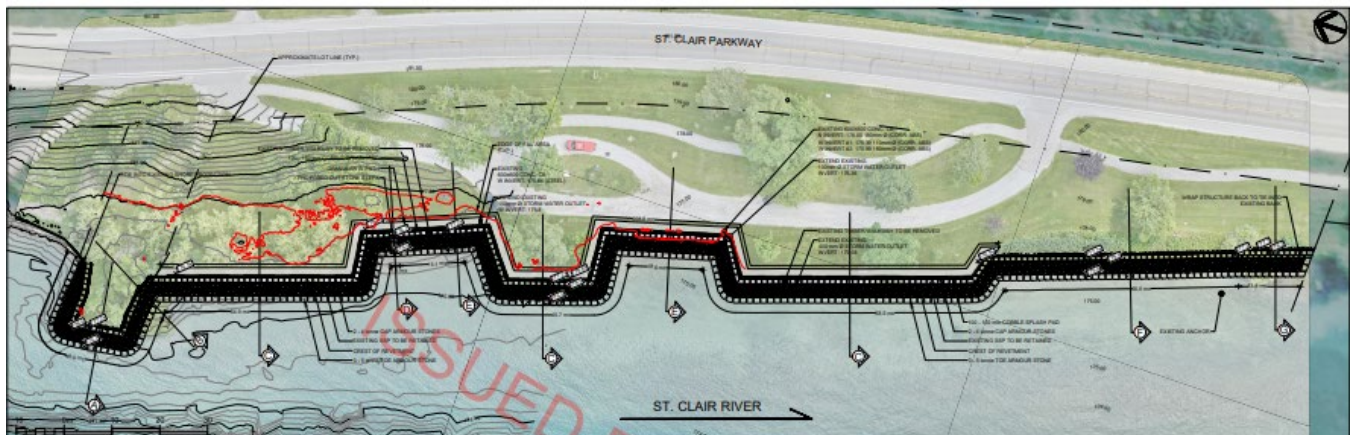
**Subject:** Seager Park Shoreline Project

## Recommendation:

That the Board of Directors acknowledges the report dated November 17, 2023 on the Seager Park shoreline project and further directs staff to acquire and review tender documents from contractors. The Board further delegates the Chair and General Manager to approve the preferred contractor and sign necessary contracts, subject to the direction from the Township of St. Clair and confirmation that all costs to undertake the work will be covered through available funding.

## Seager Park shoreline restoration:

- Estimated project budget of \$1,000,000.00
- 200 meters of shoreline restoration
- Design work completed by Shoreplan Engineering
- Permit process is ongoing
- Tenders process will start end of November, 2023
- Contractor will be selected by end of December, 2023
- Expected project start is January, 2024



Shoreline Restoration Design – Seager Park Shoreline

**Meeting Date:** December 7, 2023 **Item 7.1 (a)**  
**Report Date:** November 2, 2023  
**Submitted by:** Ashley Fletcher, Board Coordinator

**Subject:** Business Arising

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## **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-23-88**

### **Deferred to February, 2024**

Director Don McCabe requested that a letter be drafted to Environment and Climate Change Canada (ECCC) appealing for investment into weather networks/stations in order to provide greater accuracy in flood forecasting models and that a copy of this letter be provided to other Conservation Authorities, for their information, endorsement and/or support.

## **Regarding BD-23-95 item 7.1 (c)**

Directors requested further clarification regarding the over 4 million trees planted under the Healthy Watershed Program. SCRCA staff report that this figure represents a 30 year time period starting when the private lands tree planting assistance program was introduced in 1980 up to the 2020. The vast majority of tree planting has occurred on private lands. The precise number of trees planted on public lands is unknown, however staff estimate that approximately 5% (approximately 200,000) of trees were planted on Conservation Authority land.

**Meeting Date:** December 7, 2023                                      **Item 7.1 (b)**  
**Report Date:** November 16, 2023  
**Submitted by:** Nicholas Hagerty, Girish Sankar

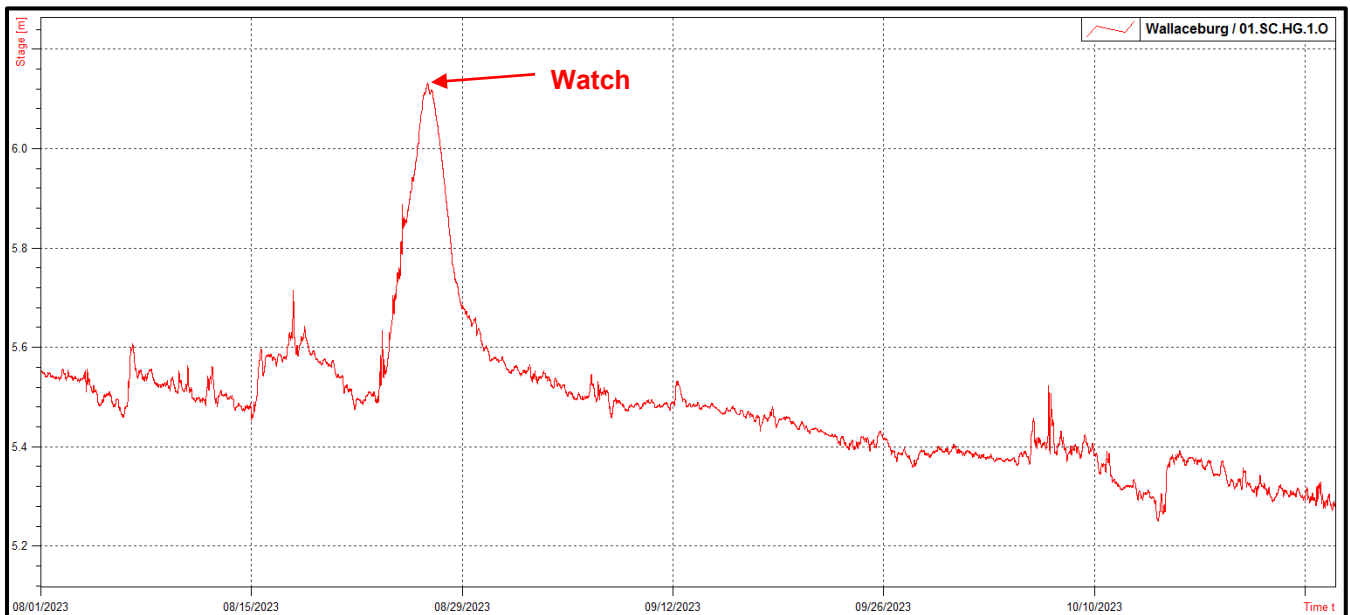
**Subject:** Current Watershed Conditions and Great Lakes Levels

## Watershed Conditions

### Flood Threat

- Flood threat is currently low
- Water levels in Wallaceburg are low due to below average amounts of precipitation, which allows for greater storage capacity in the watershed
- As we approach winter, changing wind patterns, freeze-thaw events, rain on snow, and ice jamming will cause potential concern for flood events
- Staff will be collecting snow surveys throughout the winter to determine the depth of the snow pack and its water equivalent. The data obtained is used in estimating the spring run-off potential.

**Figure 1: Water levels in Wallaceburg from Aug 1<sup>st</sup> to October 31<sup>st</sup>**



## Precipitation

**Table 1: Regional Precipitation (ECC Data)**

Precipitation (mm)	Sarnia		Strathroy	
Last Quarter	Actual	5 Year Average	Actual	5 Year Average
August	104.8	117.2	162.8	135.8
September	81.1	69.4	64.4	102
October	66.8	87.3	98.4	99.5
Last 3 month totals	252.7	273.9	325.6	337.3
Last 3 month % of normal	92.3%		96.5%	
Regional average	<b>94.4%</b>			

- Precipitation in the watershed was below average compared to the previous 5 years (2018-2022)
- Rain amounts on August 15<sup>th</sup> and August 23<sup>rd</sup> resulted in 48% of the precipitation for the month of August recorded in Strathroy

## Lake Levels

**Figure 2: Three-year overview with six-month water level projection (Source: Fisheries and Oceans Canada, November 2023)**

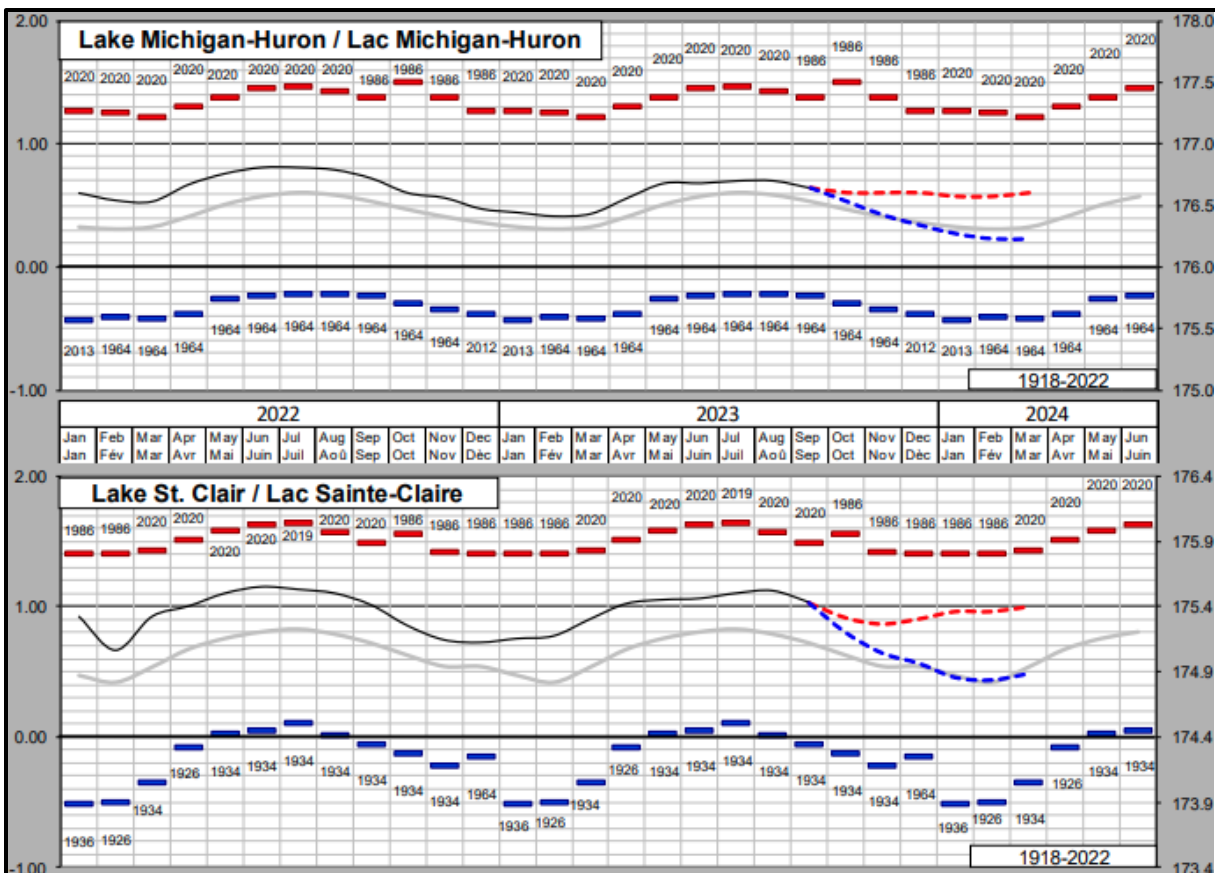
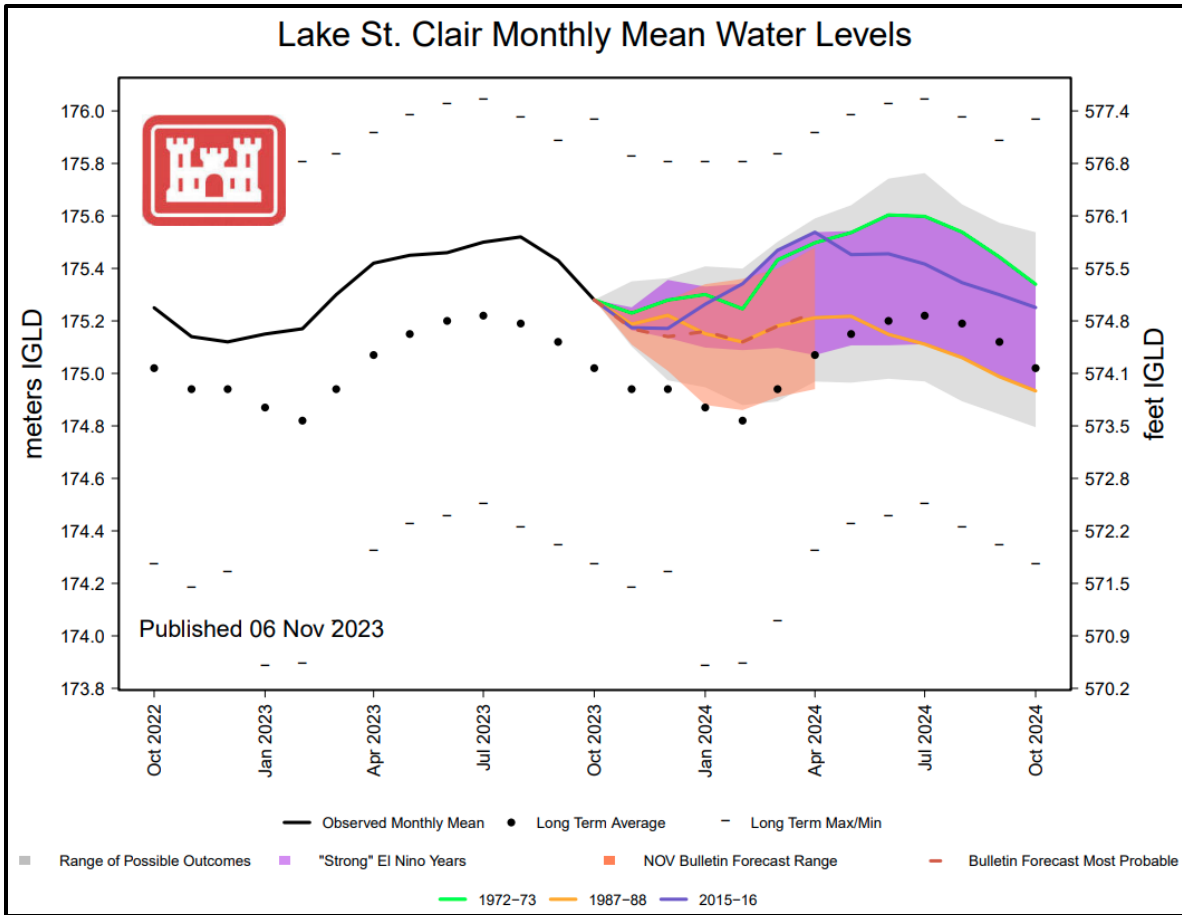


Figure 3: Water Level Scenario (U.S. Army Corps of Engineers, October 2023)



- The latest Great Lakes water levels 6-month forecast predicts all the lakes to continue their decline through the early winter
- Water levels generally decline due to an increase in evaporation as temperatures decline and cold air moves over the relatively warm lake waters
- Lake St. Clair water levels from February through April are expected to be below last years' levels.

Meeting Date: December 7, 2023      Item 7.1 (c)  
 Report Date: November 20, 2023  
 Submitted by: Jessica Van Zwol

Subject: Healthy Watersheds Program Update

## Recommendation:

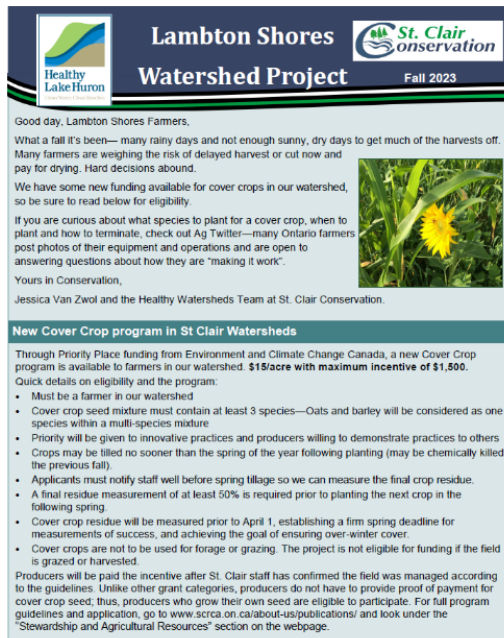
That the Board of Directors acknowledges the Healthy Watersheds Program Update report dated November 20, 2023, including stewardship events and grant securement.

## Background:

The Healthy Watershed Program has restored or enhanced over 1,000 ha of land, and over 4 million trees planted throughout the region. These projects, along with our outreach and education events aim to minimize non-point source sedimentation, nutrient loading, and thermal changes in water bodies within our watershed.

## Update: Newsletter

Stewardship staff are pulling together a 4-page agricultural newsletter that will be delivered to over 1,700 landowners in the watershed with properties greater than 5 acres. The newsletters encourage agricultural stewardship by highlighting topics such as building soil resiliency, improving tile outlet erosion protection. The goal is to promote on the ground action to maintain and improve water quality in our watershed.



**Uncharacteristic rainfall events this summer**

For some parts of our watershed, August saw significant rainfall. Particularly on August 23, the Alvinston/Glenoe region received 124 mm in just a few hours, resulting in road failures and washouts. At the A.W Campbell Conservation Area in Alvinston, the access road flooded for a short time causing some campers to be stranded at their sites. The August monthly average for Alvinston is 114 mm.

The map shows how sporadic rainfall can be in one storm event. 124 mm in Alvinston and 110 mm in Lambton Shores, while the area just outside of Sarnia received only 4 mm of rain and Wallaceburg, 10 mm.

Location	August 2023	August	%
Alvinston	198	114	74%
Lambton Shores	181	91	99%
Perch Creek	76	83	-8%
Sarnia Airport	105	94	12%
Petrolia	88	160	-45%
Wallaceburg	156	62	152%

The best way to combat extreme weather events is to build your soil's resiliency. See below for actions that build soil resiliency.

**Building field resiliency to withstand extreme weather events**

How can farmers ensure their farmland can withstand such extreme weather events? Increasing soil resiliency can help protect crops from changing weather patterns. Some of the best ways to improve both soil health and climate resiliency are to:

- Keep soils covered year round with living roots (our cover crop grants can help with that!)
- Minimize soil disturbance as much as possible—reduced tillage increases soil pore connectivity, which aids in water infiltration.
- Implement diverse crop rotations—a study at the University of Guelph's long-term tillage and rotation trial at Elora found that by adding even just small grains to a corn/soy rotation provided greater yield stability. In droughty years, planting small grains and reducing tillage increased corn yields by 7% and soybean yields by 22% (Gaudin et al. 2015).
- Leave crop residues on the field—residues can help maintain soil organic matter, enhance water infiltration, and protect soil moisture in hot, dry weather by reducing evaporation. Additionally, residues can limit soil particle movement resulting from heavy rains. Splashed soil particles can clog soil pores, reducing water infiltration (Al-Kaisi et al. 2004).

Al-Kaisi, M., Hanna M, and Tidman M. (2004). Frequent tillage and its impact on soil quality. <https://crossref.staate.edu/encyclopedia/frequent-tillage-and-its-impact-soil-quality>

Gaudin ACM, Tolhurst TN, Ker AP, Janoviczek K, Tortora C, Martin RC, et al. (2015) Increasing Crop Diversity Mitigates Weather Variations and Improves Yield Stability. <https://journals.plos.org/plosone/article?id=10.1371/journal.pone.0113261>

This figure is an example of our latest newsletter highlighting a new cover crop grant that we have received and ways to increase resiliency in farmlands.

## Events

Tuesday, November 28<sup>th</sup> – **Rural Landowner Workshop**. Partnering with stewardship staff at Ausable Bayfield Conservation Authority, we are hosting an evening workshop for rural landowners to learn more about various stewardship projects, available grants and hear testimonies from local landowners who have implemented tree planting and wetland projects on their own properties. This event will be hosted at Thomas Hall in Thedford, 7-9pm. Please RSVP to [jvanzwol@scrca.on.ca](mailto:jvanzwol@scrca.on.ca) to attend.



## Grants

Since the last board meeting, biology and stewardship staff have submitted the following grant applications.

**Ministry of Environment, Conservation, and Parks – Wetlands Conservation Partner Program:** ~\$131,650 proposed for 2024 to support our Healthy Watersheds Program and invasive species removal of *Phragmites* on nearly 17 ha of lands at Wawanosh Wetlands Conservation Area and Marthaville Habitat Management Area (County owned, SCRCA managed).

### **Ministry of Agriculture, Food & Rural Affairs COA – watershed wide:**

\$149,600 proposed for 2024-2025 to support an Agricultural Technician, agricultural outreach and education, and implementing best management practices for agricultural lands and municipal drains.

**Ministry of Agriculture, Food & Rural Affairs COA – Healthy Lake Huron:** \$65,000 proposed for 2024-2025 for agricultural and municipal drain Best management practice outreach and education in the Lake Huron drainage.

**Habitat Stewardship Program for Aquatic Species at Risk Expression of Interest:** \$205,500 proposed for 2024-2027 to support our stewardship program for wetlands, riparian buffer/ fragile land retirement, and erosion control projects, as well as the Education program, Landowner Contact Program and administration.

**Nature Smart/Carolinian Priority Place:** \$35,000 proposed for 2023-2024 to install a deer fence around an assisted migration white pine project led by Conservation Services



**Meeting Date:** December 7, 2023 **Item 7.1 (d)**  
**Report Date:** November 17, 2023  
**Submitted by:** Melissa Deisley, Shelby Campbell, Meagan Weber  
  
**Subject:** Planning Activity Summary

A summary of staff activity related to Municipal Plan Input and Review is presented below. This report covers the period from October 1, 2023 to October 31, 2023

Municipal Plan Input and Review			
File Reference	Location	Municipality	Municipal File
PL#2023-0098	27811 Havelock Street	Adelaide-Metcalf	Z07-2023 B11-2023
PL#2023-0085	7523 Petrolia Line	Brooke-Alvinston	A-004/23
PL#2022-0016	140 Water Street	Chatham-Kent	
PL#2023-0030	968 Wallace St E, Wallaceburg	Chatham-Kent	
PL#2023-0065	155 Queen St W	Chatham-Kent	
PL#2023-0070	lot east of 7325 North River Line	Chatham-Kent	
PL#2023-0080	Martin Islands	Chatham-Kent	
PL#2023-0084	Greenbriar Trail, Wallaceburg	Chatham-Kent	
PL#2023-0097	10096 Sugar Beet Line	Chatham-Kent	
PL#2022-0124	Parcel bw 3795 & 3841 Petrolia Line	Enniskillen	B004/23 A004/23
PL#2023-0099	3117 & 3129 Petrolia Line	Enniskillen	B005/23
PL#2019-008	Timberwalk Trail	Middlesex Centre	ZBA 03 2019 39T-MC1901 A21-2023, A-22-2023
PL#2020-0077	Ilderton Road and Bowling Green	Middlesex Centre	39T-MC1701
PL#2023-0092	9890 Ivan Drive	Middlesex Centre	A-20-2023
PL#2021-0028	4055 Oil Heritage Road	Petrolia	
PL#2022-0053	Country View Drive	Petrolia	
PL#2021-0081	Lot 16 Con Front, King St	Plympton-Wyoming	B-13/21 A-24/23
PL#2023-0079	3156 Douglas Street	Plympton-Wyoming	A-22/23

PL#2022-0117	1407 London Line	Sarnia	
PL#2022-0126	1567 Michigan Line	Sarnia	A09/2023
PL#2022-0150	391 & 393 Shepherd Street	Sarnia	B08/2023 A41/2023; A42/2023
PL#2023-0011	2815 Old Lakeshore Road	Sarnia	B09/2023
PL#2023-0078	1525 Modeland Road	Sarnia	
PL#2023-0091	6491 Waterworks Rd	Sarnia	
PL#2023-0094	1731 London Line	Sarnia	ZBA-03-2023-85 of 2002 SD1-2009 & SD1- 2023
PL#2021-0082	N of Wellington Street	Southwest Middlesex	39T-NEW2301
PL#2022-0051	168 Beckwith Street	St. Clair	ZBA No. 33 of 2022 38T-23002
PL#2022-0084	Boswell Street and Melwood Drive	St. Clair	38T-23003
PL#2022-0141	1037 Pointe Line	St. Clair	B-25-2022
PL#2022-0146	St. Clair Blvd & Maple Drive	St. Clair	
PL#2022-0149	3877 St. Clair Parkway	St. Clair	R-08-23
PL#2023-0034	2782 Petrolia Line	St. Clair	B-06-23
PL#2023-0035	357 Bentpath Line	St. Clair	B-L 50 of 2023 B-03- 23
PL#2023-0096	521 Bickford Line	St. Clair	
PL#2021-0016	Lot 7 Carrie Street	Strathroy-Caradoc	
PL#2023-0055	130 Beech Street	Strathroy-Caradoc	ZBA11-2023 SPA11- 2023
PL#2023-0071	8157 Inadale Drive	Strathroy-Caradoc	ZBA16-2023 SPA9- 2023
<b>Total Plan Review Items: 37</b>			

## Environmental Assessments

File Reference	Location	Municipality
EA#2023-0009	Middlesex Centre	Middlesex Centre
EA#2023-0010	Petrolia Ln & Kimball Rd	St. Clair
EA#2023-0002	Line bw Longwoods & Lakeshore	Strathroy-Caradoc
<b>Total Environmental Assessments: 3</b>		

## Legal Inquiries

<b>File Reference</b>	<b>Location</b>	<b>Municipality</b>
LL#2023-0040	11159 Grove Mills Line	Chatham-Kent
LL#2023-0041	12 Montgomery Drive	Chatham-Kent
LL#2023-0038	501 Metcalfe St E	Strathroy-Caradoc
LL#2023-0042	west of 28412 Centre Rd	Strathroy-Caradoc
LL#2023-0046	north of 3230 Napperton Drive	Strathroy-Caradoc
LL#2023-0039	8145 Confederation Line	Warwick

**Total Legal Inquiries: 6**

**Meeting Date:** December 7, 2023 **Item 7.1 (e)**  
**Report Date:** November 17, 2023  
**Submitted by:** Melissa Deisley, Jeff Vlasman, Meagan Weber,  
 Sarah Snetsinger  
**Subject:** Regulations Activity Summary

A summary of staff activity related to the Conservation Authority's *Development, Interference of Wetlands, and Alterations to Shorelines and Watercourses Regulation* (Ontario Regulation 171/06 under Ontario Regulation 97/04) is presented below. This report covers the period from October 1, 2023 to October 31, 2023

Regulations Permits Issued						
Application #	Location	Municipality	Proposal	Submitted	Issued	Days
R#2023-0498	388 Forhan St, Wallaceburg	Chatham-Kent	tear down & rebuild dwelling	Oct-10	Oct-12	2
R#2023-0652	25607 Meadowbrook Ln, Grande Pointe	Chatham-Kent	build 4-season sunroom	Oct-10	Oct-27	17
R#2023-0615	Bentpath Ln & Huffs Corners Rd	Dawn-Euphemia	install fiber optic in road allowance	Sep-14	Oct-03	19
R#2023-0585	4634 Fairweather Rd, Enniskillen	Enniskillen	tear down & rebuild dwelling	Oct-20	Oct-20	1
R#2023-0616	Oil Heritage Ln & Rokeby Ln	Enniskillen	install fiber optic in road allowance	Sep-14	Oct-04	20
R#2023-0675	6003 Oil Springs Line	Enniskillen	build an addition	Oct-05	Oct-31	26
R#2023-0522	5165 St. Anthony Cres, Lambton Shores	Lambton Shores	build a front porch	Aug-31	Oct-30	60
R#2023-0419	3946 Delmage Ave, Camlachie	Plympton-Wyoming	New seawall and 60ft of exisintg gryone repair	Aug-10	Oct-20	71
R#2023-0603	3106 Churchill Line, Plympton	Plympton-Wyoming	New access road	Sep-25	Oct-13	18

R#2023-0609	2821 Churchill Ln (nearest address), Sarnia	Sarnia	new access road & temp. gravel pad	Sep-25	Oct-12	17
R#2023-0535	2917 St. Clair Gardens, Sombra	St. Clair	tear down & rebuild dwelling	Sep-18	Oct-16	28
R#2023-0657	Lot 24, Con 11, Moore	St. Clair	pipeline replacement	Oct-19	Oct-23	4
R#2023-0670	1270 Moore Ln, Mooretown	St. Clair	integrity dig	Oct-04	Oct-10	6
R#2023-0672	Holt Ln & Kimball Rd	St. Clair	integrity dig	Oct-12	Oct-26	14
R#2023-0673	north of 1373 Moore Line	St. Clair	integrity dig	Oct-12	Oct-26	14
R#2023-0254	294 Pinetree Ln, Strathroy	Strathroy- Caradoc	build an in- ground pool	Sep-20	Oct-18	28
<b>Total Permits Issued: 16</b>		<b>Average Number of Days to Issue for this Period: 21.56</b>				

## Regulations Inquiries

FileReference	Municipality	Location
R#2023-0525	Adelaide-Metcalf	east of 3915 Sexton Rd
R#2023-0648	Adelaide-Metcalf	1920 Melwood Dr, Strathroy
R#2023-0683	Adelaide-Metcalf	28279 Centre Rd, Strathroy
R#2023-0613	Brooke-Alvinston	6974 Rokeby Ln, Alvinston
R#2023-0682	Brooke-Alvinston	Alvinston DS F1
R#2023-0700	Brooke-Alvinston	3214 Inwood Rd, Inwood
R#2023-0376	Chatham-Kent	6082 Dufferin Ave, Wallaceburg
R#2023-0526	Chatham-Kent	6602 North Waterfront Reserve, Dover
R#2023-0617	Chatham-Kent	2005 Dufferin Ave, Wallaceburg
R#2023-0653	Chatham-Kent	5595 Bluewater Line, Wallaceburg
R#2023-0677	Chatham-Kent	29451 Sharrow Rd, Thamesville
R#2023-0681	Chatham-Kent	1653 Dufferin Ave, Wallaceburg
R#2023-0686	Chatham-Kent	137 Lake St, Mitchell's Bay
R#2023-0690	Chatham-Kent	9612 Meadowvale Ln, Wallaceburg
R#2023-0722	Chatham-Kent	35 Hiram St, Wallaceburg
R#2023-0727	Chatham-Kent	82 Book St, Wallaceburg
R#2023-0709	Dawn-Euphemia	4676 Lambton Ln, Dresden
R#2023-0688	Enniskillen	4632 Shiloh Ln, Petrolia

R#2023-0610	Lambton Shores	5486 Beach St, Lambton Shores
R#2023-0623	Lambton Shores	5441 Lake Valley Grove Road
R#2023-0723	Lambton Shores	East Parkway Drive (across from 6800)
R#2023-0732	Lambton Shores	41 Broadway St, Forest
R#2023-0738	Lambton Shores	9632 Richardson Dr, Lambton Shores
R#2023-0724	Middlesex Centre	9890 Ivan Dr, Ilderton
R#2023-0505	Plympton-Wyoming	south of 4730 Lakeside St, Plympton-Wyoming
R#2023-0582	Plympton-Wyoming	7343 Uttoxeter Rd, Plympton-Wyoming
R#2023-0605	Plympton-Wyoming	5113 Lakeshore Road
R#2023-0650	Plympton-Wyoming	5038 Egremont Rd, Camlachie
R#2023-0679	Plympton-Wyoming	102 Main St S, Forest
R#2023-0685	Plympton-Wyoming	south of 6873 Dalymple St, Camlachie
R#2023-0687	Plympton-Wyoming	north of 4179 Lakeshore Rd
R#2023-0701	Plympton-Wyoming	3608 London Ln, Wyoming
R#2023-0715	Plympton-Wyoming	4184 Bluepoint Dr, Plympton
R#2023-0728	Plympton-Wyoming	7085 Blue Coast Hts, Camlachie
R#2023-0668	Point Edward	507A Louisa Ave, Point Edward
R#2023-0678	Point Edward	519 Saint Clair St, Point Edward
R#2023-0592	Sarnia	Parcel 13, Block B, Gladwish Dr, Sarnia
R#2023-0640	Sarnia	1930.5 Franklin St, Brights Grove ON
R#2023-0684	Sarnia	101 Exmouth St, Sarnia
R#2023-0691	Sarnia	609 Sweetbay Cres, Sarnia
R#2023-0710	Sarnia	2849 Old Lakeshore Rd, Bright's Grove
R#2023-0720	Sarnia	Michigan Ave & Modeland Rd, Sarnia
R#2023-0726	Sarnia	1010 Plank Rd, Sarnia
R#2023-0731	Sarnia	1420 Lakeshore Rd, Sarnia
R#2023-0736	Sarnia	1010 Plank Rd, Sarnia
R#2023-0702	Southwest Middlesex	5860 Glendon Dr, Appin
R#2023-0708	Southwest Middlesex	beside 1850 Coltsfoot Dr
R#2023-0627	St. Clair	3019 St. Clair Pky, Sombra
R#2023-0646	St. Clair	235 White Ln, Sombra
R#2023-0693	St. Clair	3808 St. Clair Pky, Port Lambton
R#2023-0737	St. Clair	3523 St. Clair Pky, Sombra
R#2023-0554	Strathroy-Caradoc	244 Metcalfe St W, Strathroy

R#2023-0655	Strathroy-Caradoc	8318 Scotchmere Dr, Strathroy
R#2023-0658	Strathroy-Caradoc	east of 7154 Falconbridge Drive
R#2023-0705	Strathroy-Caradoc	240 County Lane, Strathroy
R#2023-0718	Strathroy-Caradoc	behind 8063 Olde Dr, Mt Brydges

**Total Regulations Inquiries: 56**

## Regulations - DART Completed Files

<b>File Reference</b>	<b>Municipality</b>	<b>Drain / Watercourse</b>
R#2023-0456	Adelaide-Metcalf	Currie Drain
R#2021-0739	Brooke-Alvinston	Totten Drain
R#2023-0570	Brooke-Alvinston	McKinlay Drain
R#2023-0571	Brooke-Alvinston	Smith Patterson Drain
R#2023-0572	Brooke-Alvinston	Annette Drain
R#2023-0573	Brooke-Alvinston	6-7 Concession Drain
R#2023-0575	Brooke-Alvinston	Patterson Bell Drain
R#2023-0661	Brooke-Alvinston	Smith-Patterson Drain
R#2023-0662	Brooke-Alvinston	6-7 Concession & Watt Drain
R#2023-0663	Brooke-Alvinston	Patterson-Bell Drain
R#2023-0664	Brooke-Alvinston	Annette Drain
R#2023-0665	Brooke-Alvinston	McKinlay Drain
R#2023-0697	Brooke-Alvinston	Pray Drain
R#2023-0698	Brooke-Alvinston	Gray Drain No. 1 and Dolbear Gray Drain
R#2023-0730	Chatham-Kent	Steen-Peterkin Pump Works
R#2023-0764	Chatham-Kent	Crawford Drain
R#2023-0508	Enniskillen	McIntosh Drain
R#2023-0622	Enniskillen	Moran Drain
R#2023-0666	Enniskillen	Moran Drain
R#2023-0667	Enniskillen	Adair Drain
R#2023-0712	Enniskillen	Gardiner Drain
R#2023-0713	Enniskillen	Durham Creek Drain
R#2023-0714	Enniskillen	Plympton-Johnson Drain
R#2023-0692	Lambton Shores	Alexander Drain
R#2023-0725	Plympton-Wyoming	Plympton-Eady Drain
R#2023-0729	Plympton-Wyoming	Halac Drain
R#2023-0733	Plympton-Wyoming	Morgan Drain

R#2023-0734	Plympton-Wyoming	Douglas Drain
R#2023-0735	Plympton-Wyoming	Archer Drain
R#2023-0654	Sarnia	Ogletree Drain
R#2023-0699	Warwick	Brown-Jarriott Drain 2001
R#2023-0740	Warwick	Duncan Drain

**Total DART Permits Issued: 32**

## Regulations Permits - Drains

<b>File Reference</b>	<b>Municipality</b>	<b>Drain / Watercourse</b>
R#2021-0665	Brooke-Alvinston	Benner Duffy Drain
R#2023-0473	Brooke-Alvinston	Morewood Petition Drain
R#2021-0750	Chatham-Kent	Stephen Henson
R#2022-0098	Chatham-Kent	Van Esse Drain
R#2023-0659	Dawn-Euphemia	WG McGuire Drain
R#2023-0656	Enniskillen	German Drain
R#2023-0669	St. Clair	25 Sideroad Drain and Reid Drain

**Total Regulations Inquiries Regarding Drains: 7**



Prepared By: Chunning Li  
 November 16, 2023  
 DRAFT

**ST CLAIR REGION CONSERVATION AUTHORITY**  
**Statement of Revenue and Expenditure**  
 As at Oct 31, 2023

	Actual To Date			Annual Budget Prorated		Variance from Budget	
	Revenue	Expenditures	Surplus(Deficit)	Revenue	Expenditures	Revenue	Expenditures
<b>Flood Control &amp; Erosion Control</b>	\$535,230	\$301,164	\$234,066	\$433,042	\$433,042	\$102,188	(\$131,878)
<b>Capital Projects/WECI</b>	\$2,693,447	\$836,916	\$1,856,531	\$2,241,667	\$2,241,667	\$451,780	(\$1,404,751)
<b>Conservation Area's Capital Development</b>	\$0	\$14,138	(\$14,138)	\$102,500	\$102,500	(\$102,500)	(\$88,362)
<b>IT Capital</b>	\$32,462	\$0	\$32,462	\$16,000	\$16,000	\$16,462	(\$16,000)
<b>Equipment</b>	\$26,000	\$0	\$26,000	\$60,000	\$60,000	(\$34,000)	(\$60,000)
<b>Planning &amp; Regulations</b>	\$894,112	\$527,957	\$366,155	\$809,273	\$809,273	\$84,840	(\$281,316)
<b>Technical Studies</b>	\$831,019	\$197,480	\$633,539	\$272,214	\$272,214	\$558,804	(\$74,734)
<b>Recreation</b>	\$1,742,362	\$1,518,720	\$223,643	\$1,322,658	\$1,322,658	\$419,704	\$196,061
<b>Property Management</b>	\$278,092	\$225,678	\$52,414	\$260,210	\$260,210	\$17,882	(\$34,532)
<b>Education</b>	\$36,538	\$136,630	(\$100,093)	\$170,192	\$170,192	(\$133,654)	(\$33,562)
<b>Communication</b>	\$98,386	\$106,400	(\$8,015)	\$75,000	\$75,000	\$23,386	\$31,400
<b>Source Water Protection</b>	\$511,334	\$133,275	\$378,059	\$197,705	\$197,705	\$313,629	(\$64,430)
<b>Conservation Services/Healthy Watersheds</b>	\$1,522,358	\$750,735	\$771,623	\$684,170	\$684,170	\$838,188	\$66,565
<b>Administration/AOC Management</b>	\$1,453,930	\$725,088	\$728,842	\$894,436	\$894,436	\$559,494	(\$169,348)
	<b>\$10,655,268</b>	<b>\$5,474,181</b>	<b>\$5,181,087</b>	<b>\$7,539,065</b>	<b>\$7,539,065</b>	<b>\$3,116,203</b>	<b>(\$2,064,884)</b>

**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 issued October 2023

CHQ. #	DATE	VENDOR	DESCRIPTION	AMOUNT
123387	10/4/2023	Alternative Land Use Services (ALUS) Middlesex Inc.	Van Grinsven wetland	12,000.00
123392	10/4/2023	Crump Enterprises Ltd	Hunter wetland	25,000.00
123404	10/12/2023	Fortify Protection Incorporated	Campground security	7,337.09
123405	10/12/2023	Invasive Phragmites Control Centre	Phragmites control at Bates & McLean	21,944.60
123415	10/12/2023	Van Bree Drainage And Bulldozing	Brights Grove improvements - Penhuron Groyne	50,208.06
123424	10/30/2023	BF ENVIRONMENTAL CONSULTANTS	McLean project - build dyke & pond	37,939.75
123425	10/30/2023	Buesink Welding Inc.	Culvert fish gate system	13,234.95
123428	10/30/2023	GARY FALCONER TRANSPORT LIMITE	Coldstream CA & Peers wetland - trail upgrades	91,907.42
<b>TOTAL CHEQUE DISBURSEMENTS -</b>				<b>\$ 259,571.87</b>

Internet banking payments for October 2023

TRANS #	DATE	VENDOR	DESCRIPTION	AMOUNT
10428	10/31/2023	HYDRO ONE Networks Inc.	Electricity	11,863.05
10429	10/31/2023	Libro Credit Union - Visa	Employee expenses	5,213.60
10430	10/31/2023	OMERS	Employee pension	53,217.82
10433	10/31/2023	RECEIVER GENERAL	Payroll source deductions	57,844.30
10435	10/31/2023	RWAM Insurance Administrators Inc	Employee group benefits	15,441.47
10440	10/31/2023	WORKPLACE SAFETY & INS. BOARD	WSIB	6,736.57
<b>TOTAL INTERNET BANKING DISBURSEMENTS -</b>				<b>\$ 150,316.81</b>

<b>Visa purchases:</b>	Adobe Creative Cloud renewal	\$	528.70
	Adobe Creative Cloud renewal	\$	528.70
	ERCA - Rekindle registration	\$	502.00
	Best Buy - PC for planning	\$	661.03

**PAYROLL RUNS**

Payroll No. 21	\$	82,159.23
Payroll No. 22	\$	79,714.61

**TOTAL PAYROLL RUNS - \$ 161,873.84**

**TOTAL DISBURSEMENTS - \$ 571,762.52**



**2023 GENERAL LEVY SUMMARY**

<b>MUNICIPALITY</b>	<b>GROSS LEVY</b>	<b>PAID TO DATE</b>	<b>OUTSTANDING</b>
Sarnia	\$ 576,179.00	\$ 288,089.50	\$ 288,089.50
Chatham-Kent	\$ 201,703.00	\$ 201,703.00	\$ -
Brooke-Alvinston Twp.	\$ 27,443.00	\$ 27,443.00	\$ -
Dawn Euphemia Twp.	\$ 39,287.00	\$ 39,287.00	\$ -
Enniskillen Twp.	\$ 29,958.00	\$ 29,958.00	\$ -
Lambton Shores M.	\$ 77,799.00	\$ 77,799.00	\$ -
Oil Springs V	\$ 3,098.00	\$ 3,098.00	\$ -
Petrolia T	\$ 40,578.00	\$ 40,578.00	\$ -
Plympton-Wyoming T	\$ 86,453.00	\$ 43,226.50	\$ 43,226.50
Point Edward V	\$ 33,131.00	\$ 33,131.00	\$ -
St. Clair Twp.	\$ 172,847.00	\$ 172,847.00	\$ -
Warwick Twp.	\$ 35,066.00	\$ 35,066.00	\$ -
Adelaide Metcalfe Twp.	\$ 30,012.00	\$ 30,012.00	\$ -
Middlesex Centre Twp.	\$ 35,687.00	\$ 35,687.00	\$ -
Newbury V	\$ 2,447.00	\$ 2,447.00	\$ -
Southwest Middlesex M.	\$ 18,402.00	\$ 18,402.00	\$ -
Strathroy-Caradoc M.	\$ 138,919.00	\$ 138,919.00	\$ -
<b>TOTAL</b>	<b>\$ 1,549,009.00</b>	<b>\$ 1,217,693.00</b>	<b>\$ 331,316.00</b>

JTA9237413 E D  
ST. CLAIR REGION  
CONSERVATION AUTHORITY  
205 MILL POND CRESCENT  
STRATHROY ON N7G 3P9

08785



Non-registered account #440-17189-13

October 31, 2023

**RECEIVED**

**NOV 10 2023**

## Your Investment Report



### ▶ Account Summary

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

Your Investments	Opening Value Oct 1, 2023	Closing Value Oct 31, 2023	Balance on Oct 31, 2023 (CAD\$)
Canadian Dollar Investments			
Cash Account	1,578,173.58	1,579,679.69	1,579,679.69
	1,578,173.58	1,579,679.69	1,579,679.69
<b>Grand Total (CAD\$)</b>			<b>1,579,679.69</b>
		<b>Last Statement Sep 30, 2023</b>	<b>1,578,173.58</b>

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

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

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

### ▶ We're here to help

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

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

Batch Flick Wealth Management  
[www.batchflick.com](http://www.batchflick.com)  
Assistant: Patricia Daer  
Patricia.Daer@nbpcd.com

ADAM D'SILVA  
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

JTA9237413-0068727-08785-0005-0001-00

Non-registered account #440-17189-13

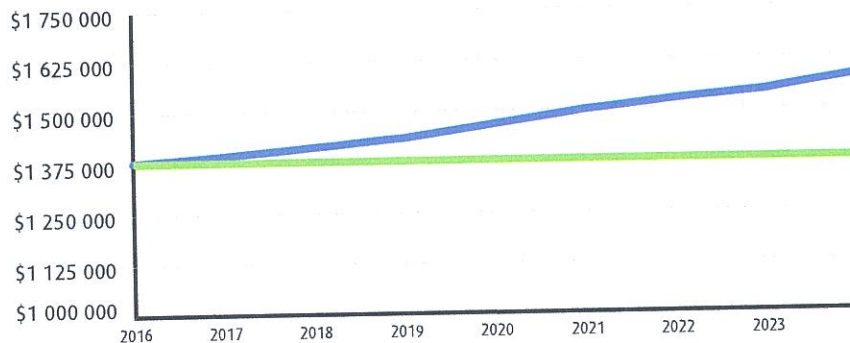
October 31, 2023

## ► 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 (2023)	Since January 1, 2016
<b>Opening Value</b>	<b>1,544,076.11</b>	<b>1,379,179.68</b>
Deposited	+ 0.00	+ 0.00
Withdrawn	- 0.00	- 0.00
<b>Net Invested</b>	<b>= 0.00</b>	<b>= 0.00</b>
Change In Market Value	+ 35,603.58	+ 200,500.01
<b>Closing Value on Oct 31, 2023</b>	<b>1,579,679.69</b>	<b>1,579,679.69</b>

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



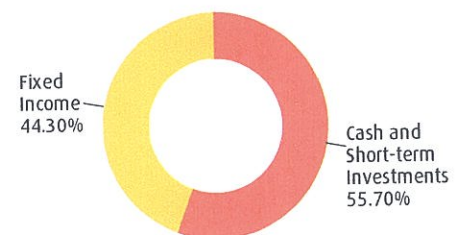
● MARKET VALUE  
● NET INVESTED

**The Change in Market Value of your account since January 1, 2016 is \$200,500.01.**  
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	879,679.69	10.00	55.70
● Fixed Income	700,000.00	90.00	44.30
● Equities	0.00	0.00	0.00
<b>Total</b>	<b>1,579,679.69</b>		<b>100.00</b>



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

Non-registered account #440-17189-13

October 31, 2023

## Your Canadian Dollar Investments

All amounts are reported in Canadian Dollars.

### ▶ Income you received

Type of Income	Current Month	Year to Date
Interest	1,206.58	33,928.75
<b>Total</b>	<b>1,206.58</b>	<b>33,928.75</b>

#### Under **Income you received**:

- Distributions for ETFs, REITS, Funds are not officially classified by the issuer until after year-end. For this reason, we do not include that income in this section - even though these distributions are provisionally reported as 'dividends' under "Account activity for this month".
- Stock dividends reported in this statement's investment details will be included in subsequent statements under **Year to date**.



### ▶ Your investment details

	Quantity	Cost		Market Value on October 31, 2023	
		Per Unit	Total	Per Unit	Total
<b>Cash Account</b>					
<span style="color: red;">•</span> <b>Cash and Short-term Investments</b>					
CASH			102,711.95		102,711.95
BANK OF MONTREAL CAD HISA SERIES A (101) - BMT101	76,967.740	1.000	76,967.74	1.000	76,967.74
CANADIAN WESTERN BANK GIC ANNUAL DUE 11/06/2023 0.990% (See Bulletin board)	100,000	100.000	100,000.00	100.000	100,000.00
LAURENTIAN BANK GIC ANNUAL DUE 11/28/2023 2.240% (See Bulletin board)	100,000	100.000	100,000.00	100.000	100,000.00
HAVENTREE BANK GIC ANNUAL DUE 05/27/2024 3.950%	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
FAIRSTONE BANK GIC ANNUAL DUE 07/02/2024 4.370%	100,000	100.000	100,000.00	100.000	100,000.00
SHINHAN BANK CANADA GIC ANNUAL DUE 07/08/2024 5.370%	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

Non-registered account #440-17189-13

October 31, 2023

## Your Canadian Dollar Investments (continued)

All amounts are reported in Canadian Dollars.

### ▶ Your investment details (continued)

	Quantity	Cost		Market Value on October 31, 2023	
		Per Unit	Total	Per Unit	Total
<b>Subtotal</b>			<b>879,679.69</b>		<b>879,679.69</b>
<b>Fixed Income</b>					
Fixed Income					
HOME TRUST COMPANY GIC ANNUAL DUE 05/27/2025 4.020%	100,000	100.000	100,000.00	100.000	100,000.00
ICICI BANK GIC ANNUAL DUE 06/30/2025 4.430%	100,000	100.000	100,000.00	100.000	100,000.00
BANK OF MONTREAL GIC ANNUAL DUE 07/07/2025 5.250%	100,000	100.000	100,000.00	100.000	100,000.00
BMO TRUST COMPANY GIC ANNUAL DUE 06/01/2026 4.810%	100,000	100.000	100,000.00	100.000	100,000.00
EQUITABLE BANK GIC ANNUAL DUE 06/01/2026 4.810%	100,000	100.000	100,000.00	100.000	100,000.00
HOMEQUITY BANK GIC ANNUAL DUE 06/01/2026 4.810%	100,000	100.000	100,000.00	100.000	100,000.00
MCAN MORTGAGE GIC ANNUAL DUE 07/06/2026 5.230%	100,000	100.000	100,000.00	100.000	100,000.00
<b>Fixed Income Subtotal</b>			<b>700,000.00</b>		<b>700,000.00</b>
<b>Subtotal</b>			<b>700,000.00</b>		<b>700,000.00</b>
<b>Total for Cash Account</b>			<b>1,579,679.69</b>		<b>1,579,679.69</b>
<b>Total Canadian Dollar Investments</b>			<b>1,579,679.69</b>		<b>1,579,679.69</b>

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

Non-registered account #440-17189-13

October 31, 2023

▶ **Account activity for this month**

Date	Activity	Description	Quantity	Unit Price	Commission	Amount
<b>Cash Account</b>						
Oct 1, 2023		<b>Opening Cash Balance</b>				<b>1,505.37</b>
Oct 3, 2023	Interest	1000THS BANK OF MONTREAL CAD HISA SERIES A (101) AS OF 09/29/23 REINVESTED @ \$1.00	530		0.00	0.00
Oct 3, 2023	Interest	BANK OF MONTREAL CAD HISA SERIES A (101) AS OF 09/29/23 REINVESTED @ \$1.00	299		0.00	0.00
Oct 10, 2023	Redemption	PEOPLES TRUST GIC ANNUAL DUE 10/10/2023 INT 1.200% ISSUE REDEEMED FOR CASH	-100,000		0.00	100,000.00
Oct 10, 2023	Interest	PEOPLES TRUST GIC ANNUAL DUE 10/10/2023 INT 1.200% CPN INT ON 100000 BND REC 10/06/23 PAY 10/08/23	100,000		0.00	1,206.58
Oct 31, 2023		<b>Closing Cash Balance</b>				<b>102,711.95</b>

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





Non-registered account #440-17189-13

October 31, 2023

## Your Year-to-Date Fees Summary

### ▶ Fees you paid

This section summarizes all compensation received by BMO Nesbitt Burns with respect to your account. Our compensation comes from two sources: what we charge you directly (Operating and Transaction charges), and payments we receive from third parties.

	CAD (\$)
<b>Operating charges</b>	
<b>Total operating charges</b>	<b>0.00</b>
<b>Transaction charges</b>	
<b>Total transaction charges</b>	<b>0.00</b>
<b>Total fees you paid in 2023</b>	<b>0.00</b>

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

### ▶ Payments BMO received from third parties

	CAD (\$)
GIC Commission	3,753.42
Trailing Commission	62.15
<b>Total payments BMO Nesbitt Burns received from third parties in 2023</b>	<b>3,815.57</b>

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: 1.3868, as of October 31, 2023

The following security in your Cash Account account 44017189 matures in the near future. Your Investment Advisor Portfolio Manager has investment alternatives.

CANADIAN WESTERN BANK GIC  
ANNUAL  
DUE 11/06/2023 0.990%

ACECE - 15087  
 SWSTM16000\_1195727\_020 ES 00180

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



Account Number: 460-16010  
 Account Type: Regular Account  
 For the Period: October 1 to 31, 2023  
 Last Statement: September 29, 2023

**Address Information**  
 255 Queens Avenue  
 Suite 900  
 London ON  
 N6A 5R8

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

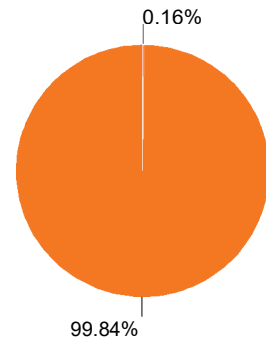
Your Wealth Advisor  
 Craig Emptage (519) 660-3259  
 craig.emptage@scotiawealth.com

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

CANADIAN Account Overview

Currency: Canadian Dollar

Asset Class Summary	Oct. 31, 2023 Market Value	% of Total Assets
Cash	1,211	0.16
Fixed Income	712,243	99.84
<b>Total Value of Account</b>	<b>\$713,454</b>	<b>100.00</b>
Total Value on Last Statement, September 29, 2023	\$717,837	



002811  
SWSTM16000\_1195727\_020 - 0005-0001-26 - 0015087 HRI - 0015087

## Details of Your Account Holdings

Type	Security Description	Quantity	Average Cost	Adjusted Book Value	Market Price	Market Value
<b>Cash</b>						
CASH						1,211
<b>Total Cash</b>						<b>\$1,211</b>
<b>Fixed Income</b>						
CASH	CICDNBDCORP CL EF (15137)	6,015.827	10.304	61,992	9.084	54,649
CASH	ISHARES CANADIAN UNIVERSE BOND INDEX ETF	10,100	27.349	276,230	26.220	264,822
CASH	MACKENZIE GLOBAL TACTICAL BOND FUND SR GF (7359)	1,689.999	9.971	16,851	9.197	15,543
CASH	MANULIFE STRATEGIC INCOME FUND CL F NL (659)	4,690.415	12.247	57,446	10.525	49,367
CASH	PIMCO MONTHLY INCOME FUND SR F (205)	5,116.716	13.877	71,004	12.081	61,815
CASH	SCOTIA CANADIAN INCOME FUND CL F (577)	22,939.03	12.175	279,303	11.598	266,047
<b>Total Fixed Income</b>						<b>\$712,243</b>
<b>Total Account Holdings</b>				<b>\$764,037</b>	<b>\$713,454</b>	

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

## Monthly Activity

Date	Type	Activity	Description	Quantity	Price	Credit/Debit(-)
<b>Opening Cash Balance</b>						<b>\$2,559.93</b>
Oct. 02, 2023	CASH SELL		PIMCO MONTHLY INCOME FUND (CANADA) CL M (505) NON-TAXABLE SWITCH SWITCH TO P115765 AS OF 10/02/23	-5,116	12.2119	62,484.82
Oct. 02, 2023	CASH BUY		PIMCO MONTHLY INCOME FUND SR F (205)	5,116	12.2119	-62,484.82

Monthly Activity - continued

Date	Type	Activity	Description	Quantity	Price	Credit/Debit(-)
			NON-TAXABLE SWITCH SWITCH FR P030117 AS OF 10/02/23			
Oct. 03, 2023	CASH	DIVIDEND	MANULIFE STRATEGIC INCOME FUND CL F NL (659) REINVEST 09/29/23 @ \$10.6495 PLUS FRACTIONS OF 0.572 BOOK VALUE \$165.83	15		
Oct. 03, 2023	CASH	DIVIDEND	PIMCO MONTHLY INCOME FUND (CANADA) CL M (505) REINVEST 09/29/23 @ \$12.2850 PLUS FRACTIONS OF 0.751 BOOK VALUE \$377.78	30		
Oct. 03, 2023	CASH	DIVIDEND	SCOTIA CANADIAN INCOME FUND CL F (577) REINVEST 09/28/23 @ \$11.6960 PLUS FRACTIONS OF 0.688 BOOK VALUE \$686.41	58		
Oct. 19, 2023	CASH	HST	MPP MANAGED PORTFOLIOS GST/HST 86817 6249 RT0001 QST/TVQ 1019148099 TQ0001 TID#0110F100418806 MPP HST-ON 30 Sep 2023			-239.96
Oct. 19, 2023	CASH	FEE	MPP MANAGED PORTFOLIOS GST/HST 86817 6249 RT0001 QST/TVQ 1019148099 TQ0001 TID#0110F100126932			-1,845.81
Oct. 23, 2023	CASH	DIVIDEND	MACKENZIE GLOBAL TACTICAL BOND FUND SR GF (7359) REINVEST 10/20/23 @ \$9.1379 PLUS FRACTIONS OF 0.967 BOOK VALUE \$36.25	3		
Oct. 30, 2023	CASH	DIVIDEND	MANULIFE STRATEGIC INCOME FUND CL F NL (659) REINVEST 10/27/23 @ \$10.5120 PLUS FRACTIONS OF 0.317 BOOK VALUE \$139.99	13		
Oct. 31, 2023	CASH		ISHARES CANADIAN UNIVERSE BOND INDEX ETF DIST ON 10100SHS REC 10/26/23 PAY 10/31/23		0.0730	737.30
<b>Closing Cash Balance</b>						<b>\$1,211.46</b>

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## Summary

### Income Summary

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

## A Note From ScotiaMcLeod

### Auditor's Message

Our auditors, KPMG LLP, are presently engaged in the examination of our year-end financial statements. Please compare this statement against your records and advise our auditors of any discrepancies: Shareholders' Auditors, Attention: Lauren Sansalone, KPMG Audit Team, Bay Adelaide Centre, 333 Bay Street - Suite 4600, Toronto, ON, M5H 2S5, Canada, fax at (416) 777-8818 or email: [scotiacapitalconfirm@kpmg.ca](mailto:scotiacapitalconfirm@kpmg.ca)

### First Home Savings Account

The ScotiaMcLeod First Home Savings Account (FHSA) is now available. An FHSA is a registered plan that allows qualifying first-time homebuyers to save tax-free (up to certain limits) toward the purchase of a home in Canada. Contact your Wealth Advisor for more information and to open your FHSA.

002814  
SWS TM16000\_1195727\_020 - 0015087 HRI - 0005-0004-29 -

**Meeting Date:** December 7, 2023 **Item 7.1 (j)**  
**Report Date:** November 16, 2023  
**Submitted by:** Melissa Levi, Myra Spiller

**Subject:** Conservation Education Report – Fall Education Program  
Summary

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**Recommendation:**

That this report be received as information.

**Background:****Fall Education Program Summary**

**Field Trips:** Outdoor Field Trips to LC Henderson Conservation Area continue to be in high demand. St. Clair Education Staff hosted over 1500 students during the months of September, October and November. Secondary School bookings continue to increase, with 530 secondary students participating in programming this fall.

**Nature in Your Neighbourhood:** Lack of bussing, in addition to the high cost of bussing prevents some schools from visiting the Conservation Area. In an effort to reduce this barrier, St. Clair Conservation is offering schoolyard programming again this school year. Approximately 600 students will participate in the fall of 2023.

**Special Events**

**Geocaching Event – September 10th, 2023:** This year’s “Open Trails Henderson” annual Geocaching Event attracted 41 Geocachers from all over Southern Ontario. Some visitors booked campsites in order to make the best use of the park during their visit. The caches that were hidden for this event are available for one year for other Geocachers to come and find before they are moved for next year’s event.

**Fall Fairs - Agriculture in the Classroom:** At this year’s Fall Fairs the St. Clair Education Team had the opportunity to share information about Best Management practices on farmland, and how conservation helps both farmers and local species at risk.

Wyoming Fall Fair – September 12th, 2023: ~150 students  
Forest Fall Fair – September 14th, 2023: ~100 students  
Brigden Fair – October 6th, 2023: ~150 students and families

**Chatham-Kent-Lambton Children’s Water Festival – October 3<sup>rd</sup>-5<sup>th</sup>, 2023:** The Children’s Water Festival was once again successfully held over 3 days at the C.M. Wilson Conservation Area near Chatham. St. Clair Conservation Education staff continue to assist Lower Thames

Valley CA to organize and oversee the festival. Approximately 300 Secondary School students attended as volunteer instructors, running water-themed activities for approximately 1800 grade 3-5 students from all over Lambton and Kent Counties.

**Lambton Upland Game Bird – Youth Day – July 29<sup>th</sup>, 2023:** St Clair Conservation Education Staff once again assisted with this event. The event is offered to children aged 4-12. St. Clair provides an educational station, helping to ensure young children in this club understand the interconnectedness of Nature, and the importance of Conservation. Each year approximately 75 children attend.

## **New Partnerships**

**Sarnia YMCA Newcomer Youth Program:** St. Clair Conservation has initiated a new partnership in an attempt to connect with Newcomers to Canada. To date, St Clair Conservation Education staff have partnered with the Sarnia YMCA's Newcomer Youth Program to engage youth aged 12-24 in Conservation Education programming.

## **Sponsored Education Program Updates**

**EcoAction Canada Programming:** New for 2023, EcoAction will be sponsoring the "My Environment" program. This program is already two thirds booked, and will be delivered in December, 2023 and January, 2024.

**Friends of the St Clair River Programming:** FOSCR continues to sponsor two in-school programs (Phosphorus 101 and River Rap) for 2023-2024 school year. Programs will commence January, 2024; both programs were fully booked within a few days of registration being launched.

**Plains Midstream Canada - Spring Water Awareness Program:** Plains Midstream continues to sponsor the Spring Water Awareness Program for the 2023-2024 school year. Programming will take place in April, 2024. This program is almost fully booked.

## **Habitat Stewardship Program Fund**

**Land-Based Education Project:** Education staff continue to partner in the development of the school's Land-Based Education Program. Programming will run weekly until March, 2024. Education Staff are hopeful to acquire additional funding to ensure this valuable partnership can continue. An application has been submitted for the Climate Action and Awareness Fund, which could help continue and grow this project.

**Aquatic Species at Risk Program – Winter, 2024:** This in-school program is now sponsored by the Habitat Stewardship Partnership Fund. Education Staff will deliver locally relevant, Species at Risk programming to watershed students. Unfortunately, the demand for this program, once again is higher than the available funding; the program is fully booked for 2023-2024.

## **Committee Involvement**

**Lambton County Trails Committee:** Education Staff continues to be active on this committee, assisting to communicate Conservation Area projects and Special Events to the larger Lambton County community.

**Rekindle the Sparks Planning Committee:** Education Staff continue to provide support to this committee. The 2023 Rekindle the Sparks Workshop was hosted by Essex Region CA and held at Point Pelee National Park November 1-4<sup>th</sup>. This annual conference brings CA Educators from across the province together, to strengthen networks and enhance Conservation Education.

**Arbour Week Committee:** The Education Team continues to be a part of the Arbor Week Committee and recently organized a contest in all Lambton County schools to raise awareness about the importance of trees. All participating schools received a tree to plant in their schoolyards, and 3 winning schools received maple seedlings for each student in the participating classes.



**Meeting Date:** December 7, 2023 **Item** 7.1 (k)  
**Report Date:** November 15, 2023  
**Submitted by:** Mike Moroney and Donna Blue

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

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### **Recommendation:**

That the Board accept this update on the status of efforts to address the remaining Beneficial Use Impairments (BUIs) in the St. Clair River Area of Concern.

### **Background:**

#### **Restrictions on Fish and Wildlife Consumption – BUI #1**

Information on the results of the angler survey that was conducted in 2021 and 2022 was presented to the Binational Public Advisory Council at their October 26<sup>th</sup> meeting. The survey findings will eventually be incorporated into the status assessment report that will be prepared for this BUI.

#### **Degradation of Fish and Wildlife Populations – BUI #3**

The draft status assessment report for this BUI was completed in October 2023 and the findings were presented to the Canadian Remedial Action Plan Implementation Committee (CRIC) by Environment and Climate Change Canada on November 7, 2023. The CRIC accepted the report findings and recommended that the engagement process commence to have this BUI redesignated from “requires further assessment” to “not impaired”.

#### **Restrictions on Drinking Water Consumption or Taste and Odour Problems – BUI #9**

The draft status assessment report for this BUI was completed in January 2022 and recommended that it be redesignated to no longer being impaired. Engagement activities on the report’s recommendation commenced thereafter with presentations being made to Aamjiwnaang First Nation, Walpole Island First Nation, the Binational Public Advisory Council, and the Four Agency Managers Committee. On November 10<sup>th</sup> the report was posted to the Friends of the St. Clair River website for a 30-day public comment period.

#### **Loss of Fish and Wildlife Habitat – BUI #14**

The CRIC Habitat Subcommittee team continues with their work on reviewing and providing input on the draft status assessment report for the Loss of Fish and Wildlife Habitat. With seven delisting criteria to be considered as part of the assessment, the report has required compiling information on efforts over the past 30 years to restore and protect fish and wildlife habitat in the St. Clair River Area of Concern. The draft report includes a recommendation that this BUI be redesignated to not impaired.

## **Recent and Scheduled Meetings:**

### **Canadian RAP Implementation Committee (CRIC)**

- May 11, 2023
- November 7, 2023
- Next meeting TBD

### **Friends of the St. Clair River (FOSCR)**

- June 21, 2023
- July 27, 2023
- Next meeting TBD

### **Binational Public Advisory Council (BPAC)**

- April 19, 2023
- August 2, 2023
- October 26, 2023
- Next meeting TBD

## **Outreach and Engagement:**

### **Newsletter**

Friends of the St. Clair River and the RAP Office continue to partner on the production of St. Clair River News, a free monthly e-newsletter: [November Newsletter](#)

### **Educational Signs**

The RAP Coordinator is providing support to the Friends of the St. Clair River on a project involving the creation of educational signs for posting along the St. Clair River at various locations, covering 5 topics: On the Way to Delisting; St. Clair River as a Source of Drinking Water; Fish and Wildlife Habitat; Making Space for Wildlife; and A Binational Success Story. The group met with representatives from the Village of Point Edward and Aamjiwnaang First Nation on November 9<sup>th</sup> and confirmed support with the concept. A follow-up meeting is to be held to confirm the sign locations, procedures for installation, and costs. City of Sarnia staff are continuing with their review of the proposed signage. St. Clair Township is supportive of the approach and will require confirmation of installation locations.

### **Walpole Island First Nation Open House**

The RAP Coordinator set-up a booth at the Walpole Island First Nation Open House, held on the afternoon of November 8, 2023, to provide information on the status of efforts to restore the St. Clair River Area of Concern. The event was well attended and a number of community members expressed interest in being informed of the progress.

### **Management of Contaminated Sediment**

The Ontario Ministry of the Environment, Conservation, and Parks (MECP), with assistance from Environment and Climate Change Canada (ECCC), are taking the lead on outreach activities associated with the implementation phase of this project. Dow has confirmed that it

will be leading the implementation work and covering the associated costs, and is in the process of securing the required approvals and permits prior to proceeding. If the required approvals are not in place in time to proceed with the work in Fall 2023, it will be rescheduled to 2024.

**Strategic Objectives(s):**

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

**Financial Impact:**

Funding for the RAP Coordinator position is provided by MECP and ECCC. The current agreement with MECP is in place until February 28, 2024. The agreement with ECCC is in place until March 31, 2024. The SCRCA is providing monthly updates to MECP and ECCC on the status of the project work. An Interim Progress Report and Financial Report was prepared and submitted to MECP, covering the period up to the end of August 31, 2023. A Final Report to MECP will be due February 15, 2024. ECCC's Final Report will be due March 31, 2024.



St. Clair Region Conservation Authority  
 205 Mill Pond Cres., Strathroy, ON, N7G 3P9  
 (519) 245-3710 (519) 245-3348 FAX  
 E-Mail: stclair@scrca.on.ca  
 Website: www.scrca.on.ca

## Member Municipalities

November 17, 2023

Township of  
Adelaide-Metcalf

Municipality of  
Brooke-Alvinston

Municipality of  
Chatham-Kent

Township of  
Dawn-Euphemia

Township of  
Enniskillen

Municipality of  
Lambton Shores

Municipality of  
Middlesex Centre

Village of  
Newbury

Village of  
Oil Springs

Town of  
Petrolia

Town of  
Plympton-Wyoming

Village of  
Point Edward

City of  
Sarnia

Municipality of  
Southwest Middlesex

Township of  
St. Clair

Municipality of  
Strathroy-Caradoc

Township of  
Warwick

The Honorable Steven Guilbeault  
 Minister of Environment and Climate Change Canada  
 7<sup>th</sup> floor, Fontaine Building  
 200 Sacré-Coeur Boulevard  
 Gatineau QC K1A 0H3

Dear Minister Guilbeault,

The St. Clair Region Conservation Authority (SCRCA) was established in 1961 under the Conservation Authorities Act of Ontario, to conserve, restore, and manage natural resources within the St. Clair Region watershed. For over 60 years, the Authority has worked in partnership with our 17 member municipalities, local communities, and other organizations to protect life and property from flooding and erosion; improve water quality; promote habitat creation and stewardship; provide outdoor recreation and education opportunities and monitor and protect our most vulnerable species.

The Authority operates a flood warning program designed to warn residents in flood-prone areas. Through a network of 12 stream gauges, 5 snow sampling stations, ice monitoring, and current meteorological data, Authority staff monitor watershed conditions by tracking and updating data on an ongoing basis to scientifically determine short and long-term trends. Should a flood be imminent, the Municipal Flood Coordinators and the media are advised, and officials take appropriate action.

At a recent Board of Directors meeting held on October 26, 2023, a presentation was made on the existing precipitation network, watershed conditions and the impacts of recent extreme flood events. The Board requests you to consider investing in weather networks/stations to provide greater accuracy in flood forecasting and warning. An enhanced network of precipitation/weather monitoring will greatly assist the SCRCA in providing a more effective response to our stakeholders from events caused by climate change.

Your attention to this matter is greatly appreciated. If you have any questions or require any further information, please contact Girish Sankar, Director of Water Resources at this office at your convenience.

Sincerely,

Patrick Brown, Chair  
 St. Clair Region Conservation Authority Board of Directors



## THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

4591 Lambton Line, RR 4, Dresden, ON N0P 1M0  
Tel: 519-692-5148 Fax: 519-692-5511 Public Works: 519-692-5018  
Email: [clerk@dawneuphemia.on.ca](mailto:clerk@dawneuphemia.on.ca) Website: [www.dawneuphemia.ca](http://www.dawneuphemia.ca)

November 8, 2023

Ashley Fletcher  
St. Clair Region Conservation Authority  
205 Pond Mill Cres.  
Strathroy, ON  
N7G 3PG

via email: [afletcher@scrca.on.ca](mailto:afletcher@scrca.on.ca)

Dear Ashley,

At the Dawn-Euphemia Council Meeting held November 6, 2023, Council passed the following resolution:

**2023-217** That Council acknowledge receipt of the SCRCA 2024 Draft Budget dated October 30, 2023, and has no comment. *Carried.*

As stated, Council has no comment on the St. Clair Region Conservation Authority 2024 Draft Budget. If you require anything further from Dawn-Euphemia, please contact via email at [deputy.clerk@dawneuphemia.on.ca](mailto:deputy.clerk@dawneuphemia.on.ca) or call the Township office at 519-692-5148.

Thank you,

Brooklyn Stam  
Deputy Clerk

**From:** [Catalina Blumenberg](#)  
**To:** ["info@abca.ca"](mailto:info@abca.ca); ["communications@catfishcreek.ca"](mailto:communications@catfishcreek.ca); ["admin@erca.org"](mailto:admin@erca.org); ["grca@grandriver.ca"](mailto:grca@grandriver.ca); ["explore@greysable.on.ca"](mailto:explore@greysable.on.ca); ["web@hrca.on.ca"](mailto:web@hrca.on.ca); ["nature@conservationhamilton.ca"](mailto:nature@conservationhamilton.ca); ["info@kettlecreekconservation.on.ca"](mailto:info@kettlecreekconservation.on.ca); ["conservation@lprca.on.ca"](mailto:conservation@lprca.on.ca); ["info@ltvca.ca"](mailto:info@ltvca.ca); ["maitland@mvca.on.ca"](mailto:maitland@mvca.on.ca); ["info@npca.ca"](mailto:info@npca.ca); ["customerservice@svca.on.ca"](mailto:customerservice@svca.on.ca); [SCRCA General Inbox](#); ["info@thamesriver.on.ca"](mailto:info@thamesriver.on.ca); ["mail@cloca.com"](mailto:mail@cloca.com); ["INFO@GRCA.ON.CA"](mailto:INFO@GRCA.ON.CA); ["admin@nvca.on.ca"](mailto:admin@nvca.on.ca); ["otonabeeca@otonabeeconservation.com"](mailto:otonabeeca@otonabeeconservation.com); ["info@trca.ca"](mailto:info@trca.ca); ["info@crca.ca"](mailto:info@crca.ca); ["info@crowevalley.com"](mailto:info@crowevalley.com); ["communications@lrc.on.ca"](mailto:communications@lrc.on.ca); ["info@mvc.on.ca"](mailto:info@mvc.on.ca); ["info@rrca.on.ca"](mailto:info@rrca.on.ca); ["info@rvca.ca"](mailto:info@rvca.ca); ["info@nation.on.ca"](mailto:info@nation.on.ca); ["info@lakeheadca.com"](mailto:info@lakeheadca.com); ["info@mattagamiregion.ca"](mailto:info@mattagamiregion.ca); ["ndca@ConservationSudbury.ca"](mailto:ndca@ConservationSudbury.ca); ["nbmca@nbmca.ca"](mailto:nbmca@nbmca.ca); ["nature@ssmrca.ca"](mailto:nature@ssmrca.ca)  
**Cc:** [Janice Maynard](#); [Bill Roberts](#); [Mayor Steven Ferguson](#); ["Amy Dickens"](#); [AAA - Clerks Office](#); ["Brad McNevin"](#)  
**Subject:** FW: Resolution - Province to stop the Ministry of the Environment, Conservation and Parks (MECP) proposal to expand the use of the permit-by-rule  
**Date:** Friday, November 17, 2023 5:56:06 PM  
**Attachments:** [image001.png](#)  
[2023-569.pdf](#)

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Hello Conservation Authorities of Ontario:

Please see attached, a resolution from the Corporation of the County of Prince Edward urging the Province to stop the Ministry of the Environment, Conservation and Parks (MECP) proposal to expand the use of the permit-by-rule. We encourage you to share with your Boards and member municipalities for their action.

Warmly,

Catalina Blumenberg, clerk

---

**From:** Catalina Blumenberg  
**Sent:** November 17, 2023 5:50 PM  
**To:** 'premier@ontario.ca' <premier@ontario.ca>; 'Todd.Smithco@pc.ola.org' <Todd.Smithco@pc.ola.org>; 'MStiles-QP@ndp.on.ca' <MStiles-QP@ndp.on.ca>; 'info@fcm.ca' <info@fcm.ca>; 'amo@amo.on.ca' <amo@amo.on.ca>; 'Meredith Staveley-Watson' <Meredith.Staveley-Watson@eowc.org>; 'andrea.khanjin@pc.ola.org' <andrea.khanjin@pc.ola.org>  
**Cc:** Marcia Wallace <mwallace@pecounty.on.ca>; Mayor Steven Ferguson <sferguson@pecounty.on.ca>; Bill Roberts <broberts@pecounty.on.ca>; Janice Maynard <jmaynard@pecounty.on.ca>; 'resolutions@amo.on.ca' <resolutions@amo.on.ca>; 'abushell@southwestmiddlesex.ca'

**Subject:** Resolution - Province to stop the Ministry of the Environment, Conservation and Parks (MECP) proposal to expand the use of the permit-by-rule

The Right Honourable Premier Ford, et al:

Please see the attached resolution from the Corporation of the County of Prince Edward urging the Province to stop the Ministry of the Environment, Conservation and Parks (MECP) proposal to expand the use of the permit-by-rule. This resolution was approved at the November 14, 2023 Meeting of Council. We kindly ask for a response within 30 days of receipt.

If you have any questions, or would like to set up a meeting on this vital matter, please contact the undersigned.

Warmly,

**Catalina Blumenberg** (she/her)

Clerk

The Corporation of the County of Prince Edward

T: 613.476.2148 ext. 1021 | C: 613.503.2384

[cblumenberg@pecounty.on.ca](mailto:cblumenberg@pecounty.on.ca)

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November 17, 2023

Please be advised that during the regular Council meeting of November 14, 2023 the following motion regarding support for the Province to stop the Ministry of the Environment, Conservation and Parks (MECP) proposal to expand the use of the permit-by-rule to waste management systems, storm water management systems, and certain water taking activities was carried:

**RESOLUTION NO. 2023-569**

**DATE: November 14, 2023**

**MOVED BY: Councillor Maynard**

**SECONDED BY: Councillor Roberts**

**WHEREAS** the Municipality, in support of the Quinte Conservation Authority, actively supports the Source Water Protection Program, as part of local efforts to implement the Clean Water Act, 2006 and its regulations to protect local municipal drinking water sources;

**AND WHEREAS** the Ministry of the Environment, Conservation and Parks (MECP) is proposing to expand the use of the permit-by-rule to waste management systems, stormwater management systems, and certain water taking activities;

**AND WHEREAS** In 2018, Bill 68, the Open for Business Act was passed, whereby it legislated that less complex activities that pose low-risk to the environment should not be required to go through the approval process and instead, should self-register on the Environmental Activity and Sector Registry (EASR);

**AND WHEREAS** Quinte Conservation Authority has outlined in their October 24, 2023 report to their Board, that the activities proposed to move to the EASR may pose too much risk to drinking water, and can pose threats to human health and the environment;

**AND WHEREAS** Quinte Conservation Authority noted the source water protection concern generally lies in the fact the Ministry will no longer undertake an up-front detailed review of applications related to the specified activities, thereby potentially weakening regulatory oversight;

**AND WHEREAS** the specified activities, which have the potential to cause significant adverse impacts to the natural environment and human health will no



longer be subject to public and site-specific scrutiny prior to commencing operation in Ontario;

**THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of Prince Edward County supports the concerns outlined by Quinte Conservation Authority and urges the Provincial government to stop the Ministry of the Environment, Conservation and Parks (MECP) proposal to expand the use of the permit-by-rule to waste management systems, stormwater management systems, and certain water taking activities; and

**THAT** this resolution be sent to Premier Doug Ford, Todd Smith, Bay of Quinte M.P.P. and Andrea Khanjin, Minister of the Environment, Conservation and Parks; and

**THAT** this resolution be shared with all 444 municipalities in Ontario, The Federation of Canadian Municipalities (FCM), The Association of Municipalities Ontario (AMO), The Eastern Ontario Wardens' Caucus (EOWC) and all Ontario Conservation Authorities.

**CARRIED**

Yours truly,



Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor Roberts, Councillor Maynard and Marcia Wallace, CAO



3314 River Street, PO Box 138  
Alvinston, ON N0N 1A0

November 22, 2023

Board of Directors  
St. Clair Region Conservation Authority  
Ashley Fletcher, Administrative Assistant/Board Coordinator  
205 Millpond Cres.,  
Strathroy, Ontario  
N7G 3P9  
Tel- 519-245-3710 x 200  
[Afletcher@scrca.on.ca](mailto:Afletcher@scrca.on.ca)

Re: A.W. Campbell House

I am writing on behalf of the Friends of Campbell Park to express our dismay with the lack of stewardship demonstrated by the St. Clair Region Conservation Authority with regard to the heritage-designated A.W. Campbell House. Our group was formed in January 2022 to work with the SCRCA to secure the building envelope and raise funds to repair and restore the building for a future use to be determined jointly by the SCRCA and the community (see attached goals, mission and vision statement). We undertook immediate repairs to the roof (\$1000 in materials plus labour-in-kind of a Sarnia roofer) and have been waiting for the threat of demolition to be taken off the table (a three-year window is what we were requesting, supported by the majority of Brooke-Alvinston councillors) prior to incorporating and launching a fundraising campaign. An online petition to save Campbell House has garnered 995 signatures—there is widespread community support (<https://www.change.org/p/st-clair-region-conservation-authority-save-campbell-house-and-museum-at-a-w-campbell-conservation-area>).

We'd like to point out that the process for a heritage building owner to request a demolition permit from the municipality where it is located specifies the materials to accompany the request (see attached O.Reg.385/21, sec. 6 "Prescribed information and material"). Notably missing from the request were "technical heritage studies, usually referred to as CHIA or a Cultural Heritage Impact Assessment conducted by a heritage professional. The onus is on the building owner to undertake such an assessment and the threat to pass on the cost for this either to the Municipality or to the Friends of Campbell Park is nothing less than intimidation.

We are distressed that major decisions regarding Campbell House have been made, both by SCRCA and the Municipality with incomplete information. Yes, we are all aware that the building needs attention as soon as possible and both the list of deficiencies

noted by the Lambton County Building Inspector in the spring of 2022 and the full report of VDP Engineering in October 2022 indicate the extent of deterioration of the building. ***However, an inspection and assessment by a heritage professional has still not been conducted and would constitute crucial intelligence for proceeding either with restoration or with demolition. Without such a specialized assessment, statements about the safety, structural viability, and restoration costs are at best guesswork, at worst fearmongering.***

We are now moving inexorably toward the demolition of Campbell House. It should not have come to this. A.W. Campbell House, located on the hill overlooking the conservation area, symbolizes the legacy of Archie Campbell's contribution to conservation, agriculture, and the preservation of natural heritage in SW Ontario. He was a founding board member of SCRCA. More than any other remaining building in Brooke-Alvinston, Campbell House represents the cultural history of our municipality. It is a rich history with implications beyond Brooke-Alvinston and the potential to serve (as it once did) as a magnet for visitors to the community. Once the house is demolished, it is gone for good: the unique architecture, the iconic location, the opportunity to showcase all it represents. If the SCRCA is indeed granted a demolition permit, the Municipality and the County must ensure appropriate mitigation of the loss of this valuable cultural heritage asset to the community. A plaque is not enough.

I am also attaching the slide show our group presented to the Board of SCRCA in June 2022 and to Brooke-Alvinston Council in July 2023, highlighting the history and our plans for the future.

The future of Campbell House and the legacy of A.W. Campbell is in your hands.

Your truly,



Kathryn Shailer  
Friends of Campbell Park  
[kathrynshailer@gmail.com](mailto:kathrynshailer@gmail.com)

Attachments:

- 1) Friends of Campbell Park: Goals, Mission, and Vision (February 2022)
- 2) Ontario Heritage Act, O.Reg.853/21, sec. 6
- 3) Friends of Campbell Park, Ppt. Presentation, June 2022/rev. July 2023

February 2, 2022

## **FRIENDS OF CAMPBELL PARK**

### **Mission Statement:**

The mission of the Friends of Campbell Park is to preserve, protect and promote the Campbell House, a provincial historically designated farmhouse, as well as the history, culture, and environment of A. W. Campbell Conservation Area for the benefit of the greater community and future generations.

### **Immediate Goals (six months to one year out)**

1. Ensure the motion to demolish the A. W. Campbell House is rescinded by the St. Clair Regional Conservation Authority (SCRCA) Board of Directors and is no threat for the foreseeable future.
2. Formalize working relationships with SCRCA staff and board as well as the Municipal Councils of Brooke-Alvinston and Southwest Middlesex. (Maintain a regular presence with these entities to lobby for their involvement in and financial commitment to the A. W. Campbell House and its maintenance and restoration.)
3. Arrange for a standard heritage designation plaque on the A. W. Campbell House and/or blue provincial historical interpretive sign.
4. Secure the building envelope (roof, walls, windows etc.); minimize any further deterioration of the A.W. Campbell House including but not limited to repairing the cedar shake roof, securing all points of entry, securely attaching the loose siding, any necessary foundation repair.
5. Arrange for a site visit and report by ACO Preservation Works consultant (Thor Dingman) to provide observations and advice regarding:
  - Structural analysis
  - Condition assessment
  - Architectural merit
  - Advice for restoration
  - Recommendations for future use
6. Determine the cost of restoring the A.W. Campbell House through all recommended incremental stages of use up to and including restoration as a functional building for public access.
7. Take a careful inventory of what is presently inside the house
8. Promote the image and history of the house through social media, power point presentations, and exterior signage.
9. Determine a preliminary fundraising plan, based on estimations and feasibility of restoring the Campbell Home.

### **Medium-Term Goals (1 – 5 years out)**

1. Reach consensus on and prioritize desired uses of A. W. Campbell House and attach cost (including compliance with building code standards) to each.
2. Develop a capital plan and budget for:
  - a) Structural repairs and exterior renovations of A.W. Campbell House;
  - b) Cleaning/renovation of interior rooms; restoring finishings and furnishings;
  - c) Hardscaping/landscaping immediate surrounding grounds (gardens, trails, picnic shelter), including moving the current camp sites adjacent to the house/shelter
3. Develop an operational plan and budget, including annual maintenance, staffing (volunteers)
4. Decide desirability/benefits of applying for incorporation as non-profit charitable organization.
5. Develop and initiate fundraising plan, including applying for any available grants.
6. Implement plans as funding becomes available.

7. Erect a large informational board adjacent to the A. W. Campbell House for the perusal of visitors outside hours when open to the public.

### **5-Year Vision:**

1. The A. W. Campbell House has been restored to its original design and is accessible to the public:
  - as a community museum;
  - as a venue for exhibitions and presentations by local historians, environmentalists, artists and crafts-people;
  - for other mutually agreed uses.
2. The Friends of Campbell Park is a well-established group of volunteers with a stable revenue stream, working in harmony with the SCRCA, the local municipalities and the local community to maintain and host events at the A. W. Campbell house and surrounding grounds.
3. A vision for the long-term use of the building and surrounding grounds has been developed and is being implemented.
4. A plan has been developed and is being implemented for restoring the trail network throughout the park and ensuring respectful use by the public.
5. A comprehensive plan is in the works for year-round use of A. W. Campbell Park.

### **10-Year Vision:**

1. The A. W. Campbell House is now a cultural and historical focal point of the community...a place you associate with the area.
2. A. W. Campbell Park serves as a model for cultural and natural conservation, which it leverages for implementing broader improvements to the park.
3. The Friends of Campbell Park continue to effectively fundraise for the preservation of the A.W. Campbell House, park trails. and other park improvements and programs.

### **Our Goals Will Be Accomplished Through:**

1. Establishing good working relationships and partnerships with the SRCA, local municipal councils, the broader community, and users of the A. W. Campbell Conservation Area.
2. Encouraging open dialogue among all community members while respecting a diversity of viewpoints and skills.
3. Developing a shared vision and an implementation plan with short- medium- and long-term goals and revisiting them regularly as circumstances evolve.
4. Ongoing, good communication with the broader community: continuing to raise awareness of the uniqueness of A. W. Campbell House in the community through events and social media; keeping people engaged so the project remains publicly top of mind when we need volunteers.
5. Fundraising and applying for grants.

# Ontario Heritage Act

## ONTARIO REGULATION 385/21

### GENERAL

**Consolidation Period:** From January 1, 2023 to the [e-Laws currency date](#).

#### INFORMATION AND MATERIAL — SUBSECTIONS 33 (2) AND 34 (2) OF THE ACT

##### Prescribed information and material

6. (1) For the purpose of subsections 33 (2) and 34 (2) of the Act, the following information and material shall accompany an application:

1. The name, address, telephone number and, if applicable, the email address of the applicant.
2. The name of the municipality from which consent is being requested.
3. A description of the property that is the subject of the application, including such information as the concession and lot numbers, reference plan and part numbers, and street names and numbers.
4. Photographs that depict the existing buildings, structures and heritage attributes that are affected by the application and their condition and context.
5. A site plan or sketch that illustrates the location of the proposed alteration, demolition or removal.
6. Drawings and written specifications of the proposed alteration, demolition or removal.
7. The reasons for the proposed alteration, demolition or removal and the potential impacts to the heritage attributes of the property.
8. All technical cultural heritage studies that are relevant to the proposed alteration, demolition or removal.
9. An affidavit or a sworn declaration by the applicant certifying that the information required under this section and provided by the applicant is accurate.

(2) The information or material referred to in subsection (1) must also include any information or material that is required to accompany an application by a municipal by-law, resolution or official plan.

(3) The owner of the property shall serve an application made under subsection 33 (1) or 34 (1) of the Act on the council of the municipality.

(4) Use of a municipality's electronic system to submit an application mentioned in subsection (3) is a method for the purpose of clause 67 (1) (d) of the Act.

(5) Service using a municipality's electronic system is effective on the day the application is submitted unless the application was submitted after 5 p.m., in which case it is effective on the following day. If the day on which service would be effective is a Saturday or a holiday, service is instead effective on the next day that is not a Saturday or a holiday.

(6) For the purpose of paragraph 2 of subsection 33 (7) of the Act and paragraph 2 of subsection 34 (4.3) of the Act, an application is considered to have commenced on the day that it is served on the council of the municipality.





FRIENDS of CAMPBELL PARK



## **Our mission:**

To preserve, protect, and promote the A.W. Campbell House, a Provincial Historically Designated Farmhouse, as well as the history, culture and environment of A. W. Campbell Conservation Area for the benefit of the greater community and future generations.

# The Goals of Friends of Campbell Park

- Ensure the motion to demolish A.W. Campbell House is rescinded permanently
- Formalize working relationships with SCRCA and local municipalities regarding A.W. Campbell House future
- Arrange for a historical sign to be mounted at site of A.W. Campbell House
- Be involved with future repairs and maintenance of the A.W. Campbell House
- Work in coordination with ACO Preservation Works
- Prepare a working budget for restoration costs
- Develop future use plans for the building

# **Why Should A. W. Campbell House be Saved**

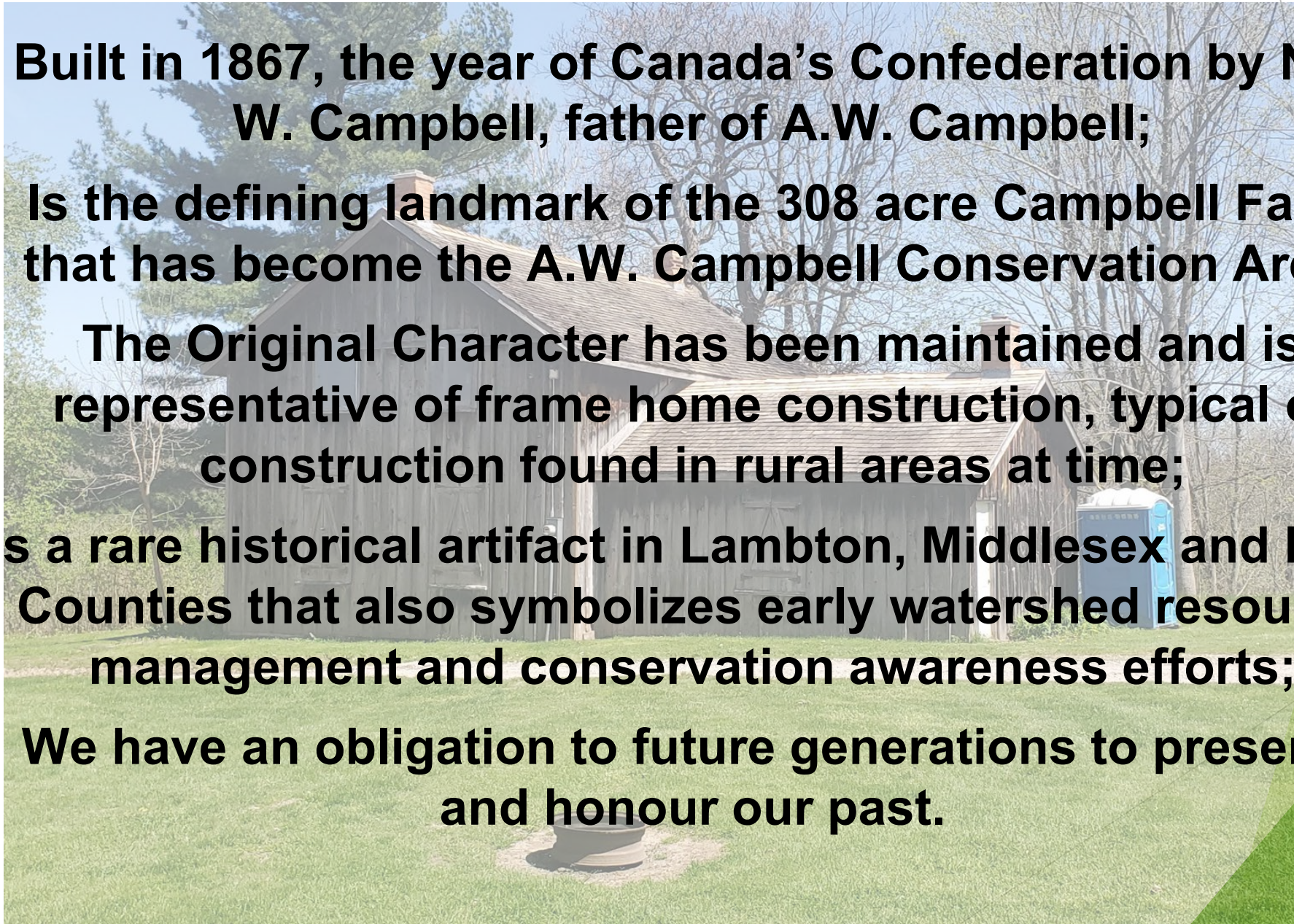
**Built in 1867, the year of Canada's Confederation by Neil W. Campbell, father of A.W. Campbell;**

**Is the defining landmark of the 308 acre Campbell Farm that has become the A.W. Campbell Conservation Area;**

**The Original Character has been maintained and is representative of frame home construction, typical of construction found in rural areas at time;**

**Is a rare historical artifact in Lambton, Middlesex and Kent Counties that also symbolizes early watershed resource management and conservation awareness efforts;**

**We have an obligation to future generations to preserve and honour our past.**



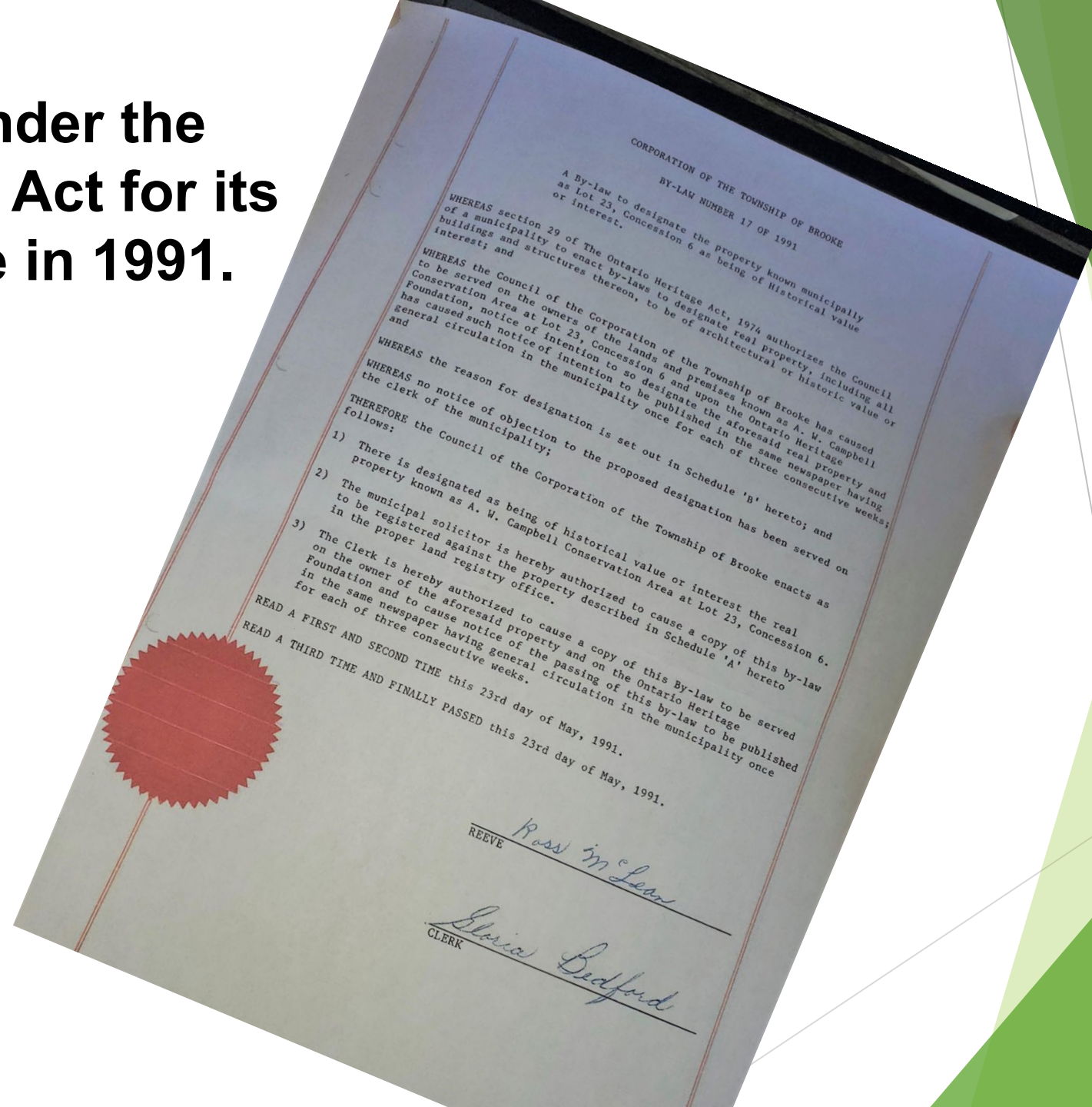


A.W.Campbell was born in the house in 1888. As an ardent conservationist and original board member of the SVCA, Archie W. Campbell willed the property to the conservation authority with the understanding that the house would be maintained, as well as the park like surroundings, for the use of the general public.



The 308 acre Campbell Farm was sold to SCRCA in 1966 for \$15,000 (\$120,000 in 2022 funds)

# Designated under the Ontario Heritage Act for its historical value in 1991.



- In 1991, the Historical Designation identified various issues with Campbell House.
- At the same time, the Alvinston Rotary was disbanding and needed to find a worthy project to use their funds.
- The Alvinston Rotary, Alvinston Optimists, Municipalities of Brooke, Mosa and Alvinston as well as Ministry of Culture, Tourism and Recreation and the SCRCA became financially involved to do major foundation and structural improvements at A. W. Campbell House.





The house has been used as a museum and contains period furnishings of the Campbells and other local pioneer families.



**CAMPBELL LIVING-ROOM** .. Visitors to The Campbell House at A.W. Campbell Conservation Area during Heritage Day, saw pioneer fur-

niture, much of which was owned by the Campbell family. Curator Miss Laurie Campbell of R.R. 4, Alvinston fitted the decor in her period costume.

From the 1970's to 2001, the House was home to not just the museum and its amazing historical collection, but it was renowned for its special events such as lye soap making, quilting, candle making, butter making tours, etc. Other activities took place during Heritage Week. For many summers, the house was open to tours on weekends and people from all over the world have visited and enjoyed A. W. Campbell House



# 2001-Present

- ▶ Campbell House has sat locked up, inaccessible to the public (except as the popular backdrop to wedding photos), and unmaintained.
- ▶ The House is now in a sorry state of neglect, becoming at times a target for vandalism and theft by youth staying in the trailer park.
- ▶ In September 2021, SCRCA Board approved a management recommendation to sell off or give away the historical furnishings and artifacts stored in the house and demolish the building.
- ▶ A citizen's group stepped up to stop the hasty destruction and loss of this valuable heritage asset: in January 2022, the Friends of Campbell Park was formed, engaged a heritage consultant through ACO PreservationWorks, and with donations and volunteer labour arranged roof and other minor repairs.
- ▶ It was decided that a full fundraising campaign could not be launched until demolition was permanently off the table.
- ▶ SCRCA deferred the demolition motion pending a full structural professional engineer assessment, which by fall 2022 confirmed the extent of deterioration by neglect ("demolition by neglect"), suggesting replacing the house may be cheaper than restoring it and still comply with the Campbell will.

# Honouring the Wishes and Legacy of Archie Campbell

- ▶ Restoring and using the A.W. Campbell House is the best way to honour the wishes and conservationist legacy of Archie Campbell.
- ▶ We need time: we are asking for a three-year reprieve on demolition to
  - ▶ Broaden our base of community supporters (we believe it is significant)
  - ▶ Work with a heritage consultant to develop a staged plan for restoring the house:
    - ▶ 1-3 year plan to address urgent exterior deterioration and secure the building envelope (this will also resolve the vandalism/liability concerns of SCRCA while allowing the public to enjoy the presence of the iconic house)
    - ▶ 3-5 year plan to address interior restoration
    - ▶ 5-10 year plan to address decided usage requirements and ongoing maintenance
  - ▶ Work with SCRCA, municipalities and public to develop a business plan
  - ▶ Launch a major fundraising campaign and apply for major grants

# The Future of the House

- We believe that this house can play a major role in our community and in the future development of the conservation area.
- Although the costs will likely be significant, they can be spread over a 3 to 5-year period (or longer), with staged restoration.
- The benefits to the wider community are more significant and well worth the costs.
- There is nothing to be gained from moving quickly to demolish the building, while the loss would be enormous and irrevocable.
- Please support our efforts and work with us.

Is this all we want left of the legacy of Archie W. Campbell?  
-- This man helped develop the Sydenham Valley Conservation Authority now known as the SCRCA.  
-- This man had a dream that his home and property would help to teach future generations the importance of preservation and conservation.

