



Board of Directors - Notice of Meeting
September 18, 2025 Time: 10:00 a.m.
 SCRCA Administration Office/Remote*

Tentative Agenda

- 1. Land Acknowledgement**
- 2. Chair's Remarks**
- 3. Declaration of Pecuniary Interests**
- 4. Adoption of Agenda**
- 5. Presentations/ Delegations**
(none)
- 6. Minutes**
 - 6.1 Board of Directors June 26, 2025 Minutes Pg. 6-11
 - 6.2 Executive Committee July 31, 2025 Minutes Pg. 12-13
- 7. Reports**
 - 7.1 GM's Report Pg. 14-15
 - 7.2 2026 Draft Fee Schedule Pg. 16-41
 - 7.3 Preliminary General Levy Estimate for 2026 Pg. 42-44
 - 7.4 Hearing Guidelines Pg. 45-86
 - 7.5 2026-2030 Agricultural Lease Tender Pg. 87-88
 - 7.6 Disposal of Assets Pg. 89
- 8. Information Items**
 - 8.1 a Business Arising Pg. 90
 - 8.1 b Current Watershed Conditions Pg. 91-93
 - 8.1 c Dam Decommissioning Update Pg. 94-98
 - 8.1 d Regulations Activity Report Pg. 99-106
 - 8.1 e Planning Activity Report Pg. 107-110
 - 8.1 f Revenue & Expenditure Report Pg. 111
 - 8.1 g Disbursements Pg. 112
 - 8.1 h 2025 General Levy Update Pg. 113
 - 8.1 i Investments Pg. 114-124
 - 8.1 j Communications Update Pg. 125-129
 - 8.1 k AOC Report Pg. 130-132
- 9. Board Correspondence**
 - 9.1 Letter from Plympton-Wyoming RE: Maples Woodlot Pg. 133
 - 9.2 Letter from Chatham-Kent RE: 2026 Budget Pg. 134
- 10. In-Camera (Legal Updates)** Separate Package
- 11. New Business**
- 12. Adjournment**

For the purpose of lunch arrangements and quorum, please RSVP by Sept. 15th
 (call 519-245-3710 or e-mail Afletcher@scrca.on.ca)

*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.

September 18, 2025

Disclaimer

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

Board of Directors Proposed Motions

1. Land Acknowledgement

The St. Clair Region Conservation Authority acknowledges that its watershed is part of the traditional territories of the Anishinaabeg, Haudenosaunee, Lūnaapéewak and Chonnonton Nations who have a sacred responsibility to preserve the land and water of southwestern Ontario. The SCRCA acknowledges the Treaties that allow us to work alongside the First Nation Communities of Kettle and Stony Point, Aamjiwnaang, and Bkejwanong (Walpole Island) to ensure we share the responsibility of preserving the land and water.

2. Chair's Remarks

3. Pecuniary Interest

3.1 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. Adoption of Agenda

4.1 Moved by: _____ Seconded by: _____
That the Board of Directors adopts the agenda for the meeting as presented.

5. Presentations/Delegations

(none)

6. Minutes

6.1 Moved by: _____ Seconded by: _____
That the minutes of the Board of Directors Meeting, held June 26, 2025 be approved as distributed.

6.2 Moved by: _____ Seconded by: _____
That the minutes of the Executive Committee Meeting, held July 31, 2025 be approved as distributed.

7. Reports

- 7.1 Moved by: _____ Seconded by: _____
That the Board of Directors acknowledges the General Manager's report, dated September 10, 2025.
- 7.2 Moved by: _____ Seconded by: _____
That the Board of Directors acknowledge the report, dated August 11, 2025 regarding the 2026 draft fee schedule further accept the recommended changes, approving the draft fee schedule as presented.
- 7.3 Moved by: _____ Seconded by: _____
That the Board of Directors receive for information and discussion the report, dated September 5, 2025 on the preliminary levy estimate for the 2026 Budget.
- 7.4 Moved by: _____ Seconded by: _____
That the Board of Directors acknowledge the report, dated September 18, 2025 regarding draft hearing guidelines and approve the draft SCRCA Hearing Guidelines, drafted in accordance with the recommended model guidelines provided by Conservation Ontario and further, adopt the guidelines, as presented.
- 7.5 Moved by: _____ Seconded by: _____
That the Board of Directors acknowledge and receive for information the report dated September 3, 2025 regarding the results of 2026-2030 agricultural lease tender.
- 7.6 Moved by: _____ Seconded by: _____
That the Board of Directors acknowledge the report dated September 9, 2025 regarding the disposal of assets and further approves the disposal of 2012 GMC Sierra (fleet vehicle #9), 2018 aluminum utility trailer (fleet trailer G), 2010 covered trailer (fleet trailer C), and 2010 dump trailer (fleet trailer D) from the SCRCA fleet inventory.

8. Information Items

- 8.1 Moved by: _____ Seconded by: _____
That the Board of Directors approves the consent agenda and receives the accompanying items 8.1 (a) through 8.1 (k) as information.

9. Board Correspondence

- 9.1 Moved by: _____ Seconded by: _____
That the Board of Directors receive for information the correspondence dated August 26, 2025 from the Town of Plympton-Wyoming regarding the management of the Maples Woodlot.
- 9.2 Moved by: _____ Seconded by: _____
That the Board of Directors receive for information the correspondence dated September 11, 2025 from the Municipality of Chatham-Kent regarding the 2026 budget.

10. In-Camera

10.1 Moved by: _____ Seconded by: _____
That the Board of Directors move in-camera at ____ a.m./p.m. to discuss legal matters with only the General Manager, Board Coordinator and Manager of Lands present.

10.2 Moved by: _____ Seconded by: _____
That the Board of Directors rise and return to regular business.

11. New Business

12. Adjournment

12.1 Moved by: _____ Seconded by: _____
That the meeting be adjourned.

Page added to preserve page numbers



Board of Directors Meeting Minutes

Date: June 26, 2025

Time: 1:00 p.m.

Gemini Sports Complex

667 Adair Boulevard, Strathroy

Directors Present: John Brennan, Pat Brown, Terry Burrell, Greg Grimes, Chair; Sue Cates, Frank Kennes, Adam Kilner, Brad Loosley, Betty Ann MacKinnon, Don McCabe, Don McCallum, Steve Miller, Kristen Rodrigues, Vice-Chair; Jerry Westgate, Brian White

Directors Regrets: Al Broad, Aaron Hall, Rhonda Jubenville, Lorie Scott, Ian Veen

Staff Present: Donna Blue, Manager of Communications; Emily De Cloet, Interim Flood Forecasting and Warning Coordinator; Melissa Deisley, Director of Planning and Regulations; Chris Durand, Manager of IT and GIS; Emily Febrey, Communication and Outreach Specialist; Ashley Fletcher, Administrative Assistant and Board Coordinator; Kate Jamieson, Payroll/Accounting Clerk; Chunng Li, Director of Corporate Services; Tim Payne, Manager of Forestry; Ken Phillips, General Manager; Jeff Sharp, Manager of Conservation Services; Kelli Smith, Lands Technician; Greg Wilcox, Manager of Lands; Jessica Van Zwol, Healthy Watershed Coordinator

1. Land Acknowledgement

A land acknowledgment was read by General Manager, Ken Phillips which recognized the St. Clair Region Conservation Authority watershed as part of the traditional territories of the Anishinaabeg, Haudenosaunee, Lūnaapéewak and Chonnonton Nations, who have a sacred responsibility to preserve the land and water of southwestern Ontario. Also acknowledged are the Treaties that allow the SCRCA to work alongside the First Nation Communities of Kettle and Stony Point, Aamjiwnaang and Bkejwanong to ensure we share the responsibility of preserving the land and water.

2. Call to Order and Chair's Remarks

The meeting was called to order by the Chair, Greg Grimes, who, welcomed everyone to the meeting and gave thanks to the SCRCA staff for their work in planning and conducting the project tour.

3. Declaration of Pecuniary Interests

The Chair 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. Approval of the Agenda

BD-25-37

Cates – Brown

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

CARRIED

5. Minutes

5.1 Board of Directors April 17, 2025 Minutes

BD-25-38

Burrell – MacKinnon

“That the minutes of the Board of Directors meeting, held April 17, 2025, be approved as distributed.”

CARRIED

6. Reports

6.1 General Manager’s Report

Comments:

A verbal update was provided by General Manager, Ken Phillips. Conservation Ontario General Manager meetings were held on June 24th and 25th. One topic of note was the rise of artificial intelligence use and the challenges it may pose.

BD-25-39

Kilner – Burrell

“That the Board of Directors acknowledges the General Manager’s report, dated June 13, 2025.”

CARRIED

6.2 Compensation Review

BD-25-40

Miller – White

“That the Board of Directors acknowledge the report, dated June 5, 2025, providing an update on the Compensation Review.”

CARRIED

6.3 SCRCA Committees

BD-25-41

Kennes – Burrell

“That the Board of Directors nominate Lorie Scott as the 11th member of the SCRCA Hearing Board for 2025 and further accept the resulting change to the 2025 committees report, as presented.”

CARRIED

6.4 McKeough Dam Asset Management Plan

BD-25-42

Burrell – Brown

“That the Board of Directors acknowledge the report dated June 11, 2025, regarding the McKeough Dam Asset Management Plan and further endorse the agreement between Chatham-Kent and The St. Clair Region Conservation Authority (SCRCA) to create a capital reserve for the McKeough Dam based on the SCRCA Asset Management Plan commencing with the 2026 Budget.”

CARRIED

6.5 Environmental Registry of Ontario – York1 Waste Disposal

BD-25-43

Cates – Kennes

“That the Board of Directors receive for information the report dated June 11, 2025, regarding comments submitted by the St. Clair Region Conservation Authority (SCRCA) in response to the posting on the Environmental Registry of Ontario to Removing Environmental Assessment Requirements for the York1 Waste Disposal Site Project.”

CARRIED

6.6. McColl O’Donnell Drain Enclosure and Tile Upgrade Update

BD-25-44

Kilner – Cates

“That the Board of Directors receive for information the report dated June 11, 2025, providing updates regarding the McColl O’Donnell Drain Enclosure and Tile Upgrade.”

CARRIED

6.7 Community Pasture

BD-25-45

McCabe – Miller

“That the Board of Directors acknowledges the report dated June 3, 2025, regarding the proposal of a Community Pasture and further approves the agreement with the Lambton Cattlemen Association to initiate the project, as presented on 184 acres of the McKeough Upstream Lands owned by the St. Clair Region Conservation Authority and known as property 103, 105 and 111.”

CARRIED

6.8 A.W Campbell Conservation Area Master Plan

BD-25-46

Burrell – Kennes

“That the Board of Directors acknowledges the report, dated May 15, 2025, regarding the updated Master Development Plan for A.W. Campbell Conservation Area; and further directs staff to proceed with stakeholder and public consultation.”

CARRIED

7. Informational Items

- 7.1 (a) Business Arising**
- (b) Current Watershed Conditions**
- (c) Regulations Activity Summary**
- (d) Planning Activity Summary**
- (e) Revenue and Expenditures**
- (f) Disbursements**
- (g) General Levy Update**
- (h) Investments**
- (i) Communications Update**
- (j) Education Report**
- (k) Scholarship Report**
- (l) AOC Report**

BD-25-47

White – Miller

“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. Correspondence

8.1 Town of Parry Sound Resolution in Council re Bill 5

BD-25-48

Westgate – Rodrigues

“That the Board of Directors acknowledges the correspondence, dated June 3, 2025, from the Town of Parry Sound regarding a resolution in Council re the proposed Bill 5: Protecting Ontario by Unleashing Our Economy Act, 2025.”

CARRIED

8.2 Rebecca Archibald re Parking at Warwick Conservation Area

BD-25-49

Burrell – Brown

“That the Board of Directors acknowledges the correspondence, received on June 6, 2025, from seasonal camper, Rebecca Archibald, regarding parking concerns at the Warwick Conservation Area.”

CARRIED

8.3 Township of Puslinch Resolution in Council re Bill 5

BD-25-50

MacKinnon – Miller

“That the Board of Directors acknowledges the correspondence, dated June 18, 2025, from the Township of Puslinch regarding a resolution in Council re Bill 5: Protecting Ontario by Unleashing Our Economy Act, 2025.”

CARRIED

9. In-Camera

BD-25-51

Brown – Loosley

“That the Board of Directors go in-camera at 1:24 p.m. to discuss matters relating to SCRCA-owned land with only the General Manager, Board Coordinator, Manager of Lands and Manager of Forestry remaining present.”

CARRIED

BD-25-52

“That the Board of Directors rise and report at 1:35 p.m.”

CARRIED

10. New Business

The Board was informed that the Conservation Ontario Council met on Monday, June 23rd via Zoom and was attended by the General Manager, Chair and Vice Chair of the Authority. The next scheduled meeting is in September of 2025.

12. Adjournment

BD-25-53

Kilner – Cates

“That the meeting be adjourned.”

CARRIED



Greg Grimes
Chair

Ken Phillips
General Manager

DRAFT



Executive Committee Meeting Minutes

Date: July 31, 2025

Time: 10:00 a.m.

SCRCA Administration Office
205 Millpond Cres., Strathroy

Directors Present: Pat Brown, Terry Burrell, Greg Grimes, Chair; Frank Kennes, Don McCabe, Don McCallum, Steve Miller, Kristen Rodrigues, Vice-Chair

Directors Remote: Rhonda Jubenville

Directors Regrets: Al Broad

Staff Present: Chunning Li, Director of Corporate Services; Ken Phillips, General Manager

1. Land Acknowledgement

A land acknowledgment was read by Vice Chair Kristen Rodrigues which recognized the St. Clair Region Conservation Authority watershed as part of the traditional territories of the Anishinaabeg, Haudenosaunee, Lūnaapéewak and Chonnonton Nations, who have a sacred responsibility to preserve the land and water of southwestern Ontario. Also acknowledged are the Treaties that allow the SCRCA to work alongside the First Nation Communities of Kettle and Stony Point, Aamjiwnaang and Bkejwanong to ensure we share the responsibility of preserving the land and water.

2. Call to Order and Chair's Remarks

The meeting was called to order by the Chair, Greg Grimes, who, welcomed everyone to the meeting.

3. Declaration of Pecuniary Interests

The Chair 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. Director Terry Burrell declared a pecuniary interest within the agenda and exited the meeting.

4. Approval of the Agenda

EC-25-12

Kennes – Brown

“That the agenda for the Executive Committee Meeting be adopted.”

CARRIED

5. In-Camera

EC-25-13

Miller – Jubenville

“That the Executive Committee go in-camera at 10:08 a.m. to discuss matters relating to personnel matters relating to identifiable individual(s), with only the General Manager and Director of Corporate Services present.”

CARRIED

EC-25-14

Kennes – Jubenville

“That the Executive Committee rise and report at 10:56 p.m.”

CARRIED

6. Adjournment

EC-25-15

Kennes – McCabe

“That the Executive Committee meeting be adjourned.”

CARRIED

**Greg Grimes
Chair**



**Ken Phillips
General Manager**

Meeting Date: September 18, 2025
Report Date: September 10, 2025
Submitted by: Ken Phillips

Item 7.1

Subject: General Manager's Report

Recommendation:

That the Board of Directors receive for information the General Manager's report dated September 10, 2025.

Operations

The General Manager attended virtual meetings on July 9 and August 25 hosted by Conservation Ontario. The prime focus of the meetings was the June 27 announcement by the Ontario Government that they had appointed Hassaan Basit as the Chief Conservation Executive/Deputy Minister. Todd McCarthy, Minister of the Environment, Conservation and Parks stated, "I am looking forward to leading our government's efforts to bring common sense conservation principles to the role of conservation authorities and this newly created role under Hassaan's leadership will support these efforts across the province." As of this report, there is no indication of what Mr. Basit's mandate is, nor what the Minister's comments are referring to. The Minister has been invited to the next Conservation Ontario Council Meeting on September 22.

Community Outreach

On July 4, the General Manager, along with staff members Jeff Sharp, Kelli Smith and Melissa Levi met with representatives from the Three Fires group in Ipperwash. The discussion focused on existing initiatives between First Nations and the SCRCA and future projects that can be undertaken jointly to improve the Kettle Stoney Point area.

On July 19, Tim Payne and the General Manager represented the SCRCA at the Black Gold Festival held at the Oil Museum of Canada in Oil Springs. Interactions primarily focused on the role of the SCRCA in the community, Species at Risk and the SPRI program.

On August 9, Emily De Cloet and the General Manager attended the Wallaceburg Antique Motor and Boat Outing (WAMBO) on behalf of the SCRCA. Questions fielded were centred around invasive species in the Sydenham River, the Dresden landfill issue and flood mitigation operations.

Federal/Provincial/Municipal Meetings

On July 22, the General Manager took MP Marilyn Gladu on a tour of recently completed shoreline projects along the St. Clair River. The projects visited were funded by the Disaster Mitigation Adaptation Fund (DMAF), and MP Gladu was impressed with the works completed and expressed her support for future projects.

On August 21, the General Manager, Chunning Li and Greg Wilcox met with representatives from the Middlesex Community Economic Development team to discuss challenges faced by the SCRCA in terms of business growth for operations on Middlesex County. Particular focus was placed on infrastructure issues at Coldstream and A.W. Campbell Conservation Areas and the challenge of acquiring funding to improve the areas.

Meeting Date: September 18, 2025
Report Date: August 11, 2025
Submitted by: Chunning Li
Item 7.2
Subject: 2026 Draft Fees

Recommendation:

That the Board of Directors acknowledge this report regarding the 2026 draft fee schedule further accept the recommended changes, approving the draft fee schedule as presented.

Conservation Area Fee Increases

Fee increases are a result of increasing staffing costs, maintenance, park upgrades, and general cost increases. Fee increases also ensure financial reserves are maintained at levels sufficient to undertake large capitals expenditures (septic system updates, road improvements, etc.) when required. With the proposed increases, our rates remain at or below most local private and Conservation Authority campgrounds.

Fee Comparison:

The table below compares seasonal and transient camping fees of other Conservation Authorities, the Provincial Parks, and some local private campgrounds. For many years SCRCA seasonal camping has operated below market rate. In 2023, SCRCA approved a 3-year strategy to increase seasonal camping fees. At the end of the 3-year period, staff will review and evaluate SCRCA’s pricing relative to our competitors.

Strategy for Seasonal Camping Fee Increases

In 2023, a 3-year phased increase was approved. The approved fees were \$2800 in 2024, \$3080 in 2025, and \$3388 in 2026. This represented increases of 7%, 10%, and 10%.

2026 Camping Fee Comparison						
Campground	30 Amp Seasonal Rate including Taxes, and Hydro	Overnight Serviced (per night)	Overnight Un-serviced (per night)	Day Use Vehicle Pass	Seasonal Vehicle Pass	Pump-out
St. Clair Region *Proposed 2026 Rates*	\$3388	*Peak Season* \$58 weekly \$365	*Peak Season* \$46 weekly \$288	\$10	\$70	\$55/service \$320 bi-weekly \$640 weekly
St. Clair Region 2025 Rates	\$3080	*Peak Season* \$57 weekly \$358	*Peak Season* \$45 weekly \$280	\$10	\$70	\$55/service \$300 bi-weekly \$600 weekly

St. Clair Region 2024 Rates	\$2800	*Peak Season* \$55 weekly \$345	*Peak Season* \$44 weekly \$275	\$10	\$70	\$50/service \$270 bi- weekly \$540 weekly
Campground	30 Amp Seasonal Rate including Taxes, and Hydro	Overnight Serviced (per night)	Overnight Un-serviced (per night)	Day Use Vehicle Pass	Seasonal Vehicle Pass	Pump-out
Upper Thames River CA 2024 Rates	\$ 3700 regular \$3975 waterfront	\$59 (no weekly rate)	\$48 (no weekly rate)	\$16	\$ 150.00	\$65/service \$400 bi- weekly \$800 weekly
Maitland Valley CA 2024 Rates	\$3700	\$57 Weekly \$347	\$46 weekly \$280	\$20 (peak season)	\$130	
Kettle Creek CA 2024 Rates	\$3100 (plus hydro)	\$59 Weekly \$350	\$46 Weekly \$290	\$ 10	\$100	
Catfish Creek CA 2024 Rates	\$3130	\$65 Weekly \$395	\$52 Weekly \$315	\$10	\$90	\$60/service \$325 bi- weekly \$620 weekly
Essex Region CA 2024 Rates	\$3005.80 (plus hydro)	\$62.15				
Ontario Parks 2024 Rates	NA	\$43.79 - \$59.33	\$38.70 - \$52.55	\$12.25 - \$21	\$111.87	NA
St. Clair Township (Cathcart, Cundick, Mooretown) 2024 rates	\$3200	\$50 - \$55 Weekly \$300 - \$330	\$35			
Silver Dove (Appin) 2024 Rates	\$3375 (sewer included, plus hydro)	\$52 \$350 (sewer included)				
Great Canadian Hideaway (Parkhill) 2024 rates	\$2938 (plus hydro)	\$73.45	\$50.85	\$5.00 per person \$16.00 vehicle		\$339 weekly

Campground	30 Amp Seasonal Rate including Taxes, and Hydro	Overnight Serviced (per night)	Overnight Un-serviced (per night)	Day Use Vehicle Pass	Seasonal Vehicle Pass	Pump-out
Shady Pines (Nairn) 2024 rates	\$3220.50	\$73.45 Weekly \$440.70	\$56.50 Weekly \$339			
Woodhaven Campground (Ipperwash) 2024 rates	\$3203.55 - 3428 (plus hydro, and water charges)					

CONSERVATION AREA FEES	2025	Proposed 2026 fees (HST included)
Camping Fees		
Reservation Fee	\$14.00	\$15.00
Cancellation Fee	\$20.00	\$20.00
Reservation Change Fee	\$6.00	\$8.00
Peak Season June 20, 2026 - September 1, 2026		
Daily, Unserviced	\$45.00	\$46.00
Daily, Serviced (hydro & water)	\$57.00	\$58.00
Daily, Serviced (hydro only)	\$51.00	\$52.00
Weekly, Unserviced	\$280.00	\$288.00
Weekly, Serviced	\$358.00	\$365.00
Monthly, Unserviced (28 nights)	\$1008.00	\$1039.00
Monthly, Serviced (28 nights)	\$1289.00	\$1,314.00
Off-Peak May 1 - June 18, 2026, Sept. 2 - Oct. 17, 2026, excluding Victoria Day Weekend & Thanksgiving Weekend (long weekends at peak season rates)		
Daily, Unserviced	\$35.00	\$38.00
Daily, Serviced (hydro & water)	\$42.00	\$45.00
Daily, Serviced (hydro only)	\$39.00	\$40.00
Weekly, Unserviced	\$220.50	\$238.00
Weekly, Serviced	\$265.00	\$282.00
Monthly, Unserviced (28 nights)	\$882.00	\$904.00
Monthly, Serviced (28 nights)	\$1060.00	\$1,071.00
Seasonal Camping Season Fees – May 1, 2026 - October 18, 2026		
Full Payment made on or before April 15, 2026	\$3,080.00	\$3,388.00

First instalment payment on or before April 15, 2026	\$2,000.00	\$2,200.00
Second instalment payment on or before June 1, 2026	\$1,155.00	\$1,263.00
Seasonal late payment fee	\$100.00	\$100
Non-refundable seasonal site deposit for the following season - Due October 12, 2026, for 2027 seasonal camping	\$200.00	\$200
Miscellaneous Campground Fees		
Overnight Visitors (per person)	\$10.00	\$10.00
Sewage Pump Out per service fee	\$55.00	\$55.00
Sewage Pump Out seasonal fee (bi-weekly)	\$300.00	\$320.00
Sewage Pump Out seasonal fee (weekly)	\$600.00	\$640.00
Exterior fridge/freezer charge	\$200.00	\$200.00
Extra hydro fee for electric golf cart	\$210.00	\$210.00
Ice	\$4.00	\$4.00
Firewood (bundle)	\$10.00	\$10.00
Vehicle Day Pass	\$10.00	\$10.00
Pedestrians/Cyclists (16 & over) Day Pass	\$3.00	\$3.00
Seasonal Vehicle Day Pass	\$70.00	\$70.00
Maple Syrup Festival - (AW Campbell)	\$5.00/person 5 and under free	\$5.00/person 5 and under free
Day Use Fees for Conservation Areas		
Open Pavilion reservation (A.W. Campbell, LC Henderson, Coldstream)	\$100.00	\$100.00
Closed in Pavilion reservation (Warwick, LC Henderson)	\$150.00	\$150.00

Planning and Regulations Fees (No Changes)

Planning & Regulations Fees have remained the same as per Direction from the Minister of Natural Resources and Forestry, and Province of Ontario dated December 12, 2024.

In the letter to Conservation Authorities dated December 12, 2024, the Minister of Natural Resources and Forestry states that the Minister's Direction issued on December 28, 2022, directing conservation authorities not to change fees for programs and services associated with planning, development and permitting for the 2023 calendar year, is extended and in effect from January 1, 2025 to December 31, 2025 and applies to the same programs and services specified in the Direction that was in effect for 2023.

Conservation Education Fee Increases

As outlined in Schedule 4 of the SCRCA's Draft Fee Policy, an increase in Conservation Education fees has been proposed effective January 1, 2026. The proposed increase ensures the SCRCA fees continue to align with fees charged by neighbouring Conservation Authorities

and increase cost-recovery. Below is a comparison of the proposed 2026 SCRCA Conservation Education program fees to those in 2025.

Education Fees	2025	2026
Half Day (2 hour program) per student	\$8.25	\$8.50
Minimum Fee per instructor (2 hour program)	\$150.00	\$155.00
Full Day (4 hour program) per student	\$15.50	\$16.00
Minimum Fee per instructor (4 hour program)	\$275.00	\$290.00
In Class program (without sponsors) per class (1 hour)	\$165.00	\$170.00
In Class program (without sponsors) per additional class, same school/day (1 hour)	\$137.50	\$142.00
ICE (Innovation, Creativity & Entrepreneurship) per day	\$500.00	\$515.00
SHSM (Specialist High Skills Major) 1/2 day	\$300.00	\$310.00
SHSM (Specialist High Skills Major) Full day	\$500.00	\$515.00
Webinar Program Fee - 1 hour session	\$500.00	\$500.00
Nature in Your Neighbourhood Schoolyard Program Fee – per class (1 hour)	\$131.50	\$135.00
Nature in Your Neighbourhood Schoolyard Program Fee – per additional class, same school/day (1 hour)	\$105.00	\$110.00
Live-Stream with a Naturalist Program Fee - 1 hour session	\$100.00	\$100.00
Mileage Surcharge for Schools Outside SCRCA Watershed	\$75.00	\$100.00
(New for 2026) Cancellations made outside of the cancellation policy will incur a fee equal to 50% of the total program cost.		

Fee Schedules Unchanged for 2026

Along with the aforementioned freeze on Planning and Regulations fees, the following fee schedules will remain unchanged from those in 2025:

- Conservation Services Fees
- Hunting Fees
- GIS Fees
- Watershed Technical Fees
- Administration Fees



St. Clair Region Conservation Authority

Fees Policy

*Adopted September 15, 2022
Updated September 18, 2025*

Table of Contents

Contents

- Table of Contents 1
- St. Clair Region Conservation Authority Fees Policy 2
- Basis 2
- Legislative Framework 2
- Policy Direction 3
- Exemptions and In-Kind Services 3
- Process and Public Notification 3
- Implementation 3
 - 1. Planning and Regulations (Section 28 Permit Fees, Planning Act and Technical Reviews)..... 4
 - 2. Conservation Areas Fees 5
 - 3. Conservation Services Fees 5
 - 4. Education Program Fees 6
 - 5. Hunting Fees 6
 - 6. GIS Fees 6
 - 7. Watershed Technical Fees 7
 - 8. Administration Fees 7
- Refunds 7
- Appeal 7
- Date of Effect 8
- Transition 8
- Review 8
- 2026 Fee Schedules 8
 - Schedule 1: Planning and Regulations Fees 8
 - Schedule 2 - Conservation Areas Fees 14
 - Schedule 3 - Conservation Services Fees 16
 - Schedule 4 - Education Program Fees 18
 - Schedule 5 - Hunting Fees 19
 - Schedule 6 – GIS Fees 19
 - Schedule 7 – Watershed Technical Fees 19
 - Schedule 8 – Administration Fees 19

St. Clair Region Conservation Authority Fees Policy

Basis

This Fees Policy has been prepared to satisfy the requirement for a policy of administrative guidelines regarding fees for services and to document the principles and practices regarding fees charged under un-proclaimed provisions of the *Conservation Authorities Act* (Section 21.2). This policy used the following documents as references:

- *Policies and Procedures for the Charging of Conservation Authority Fees*, established by the Ministry of Natural Resources (June 1997, updated March 1999);
- *Guideline for CA Fee Administration Policies for Plan Review and Permitting*, endorsed by Conservation Ontario Council (June 24, 2019).

The attached Fee Schedules are based on the user-pay principle. The fees and revenues generated are designed to assist with recovering the costs associated with administering and delivering the services on a program basis. Fees take into account estimated staff time, travel, and materials costs to provide the service, but do not exceed the cost of the service.

Legislative Framework

Since 1996, the *Conservation Authorities Act* empowered conservation authorities to charge fees for services approved by the Minister of Natural Resources. Section 21 (m.1) of the *Conservation Authorities Act* allows for this collection of fees for the following services, where the service is not supported through provincial grant funding:

- *Conservation Authorities Act* Section 28 permit fees;
- Plan review;
- Response to legal, real estate and public inquiries;
- Extension services (e.g., technical advice/ implementation of erosion control measures, forest management/ tree planting, wildlife/ fisheries habitat management, management of forests/ recreational land owned by others, technical studies);
- Community relations/ information/ education services (e.g., tours, presentations, workshops, demonstrations, special events);
- Sale of products (e.g., reports, maps, photographs);
- Any services under other legislation authorized under agreement with the lead ministry.

The un-proclaimed amendments to the *Conservation Authorities Act* (December, 2017) include the addition of Section 21.2 which clarifies that:

The Minister may determine classes of programs and services in respect of which an authority may charge a fee. The amount of a fee charged by an authority for a program or services it provides shall be,

- a. The amount prescribed by the regulations; or
- b. If no amount is prescribed, the amount determined by the authority.

Policy Direction

When updating existing fee schedules or establishing new fees the following policy direction will be considered:

1. Fees need to be set with regard to legislative requirements, ability to sustain programs, and be based on a user-pay philosophy;
2. Fee increases should include inflation;
3. Fees must not exceed the costs of delivering the services;
4. Refunds of fees may carry an administrative cost/penalty;
5. Fees are reviewed at least annually and regular adjustments to fees are desirable;
6. The fee schedule will be approved on an annual basis to inform the budget for the following year.

Exemptions and In-Kind Services

The Authority may waive fees for non-profit conservation groups contributing to the protection and restoration of the natural environment. Examples include but are not limited to: Ducks Unlimited, Rural Lambton Stewardship Network, Nature Conservancy of Canada, Ontario Federation of Anglers and Hunters, and various “Friends of” groups.

In addition, in-kind technical services are routinely provided by the Authority to assist non-profit conservation groups. Technical services may be required for non-profit groups that do not have qualified professionals nor the funding to acquire the expertise to undertake projects to further achieve the environmental targets of the Authority.

Process and Public Notification

When developing and establishing fees, the Authority also considers the fees of Conservation Authorities offering the same level of service and technical advice, the fees set by neighbouring Conservation Authorities, fees charged by local municipalities and agencies, and fees charged by the private sector for similar services.

Fees account for estimated staff time, travel, equipment and material costs plus a reasonable charge to cover administration of the program, which normally includes an allocation for shared corporate services.

This Fees Policy has been established by the SCRCA Board of Directors and is administered and applied by staff of SCRCA. The Management Team in consultation with the General Manager may, under extenuating circumstances, waive or reduce fees.

The public is notified of any proposed increases or revisions to the Fee Schedule, by way of posting a notice on the SCRCA website that the Fee Schedule will be reviewed on an identified date, at an open meeting of the Authority’s Board of Directors.

Implementation

While cost recovery is a requirement for certain services, noted above, the Authority considers other

St. Clair Region Conservation Authority Fees Policy

factors when setting fees, such as fees of neighbouring Conservation Authorities, the nature and level of fees charged by local municipalities for related services and in some cases, the value of similar services provided by the private sector. It should also be noted that for some circumstances and programs, an attempt to charge a fee that would provide complete cost recovery is not feasible due to inability to pay and would result in reduced demand for the service, e.g., school education programs.

1. Planning and Regulations (Section 28 Permit Fees, Planning Act and Technical Reviews)

SCRCA administers its fee program for Planning and Regulations to achieve a partial cost recovery to-date for the plan review function. SCRCA programs aims to achieve a 50-50 user fee to levy ratio by 2026 to represent the maximum reliance on user-fees in order to safeguard the planning and regulations program and its services against economic volatility and subsequent budgetary uncertainty. It is also intended to reflect that significant effort and resources are used for pre-consultation related to activities, proposals and inquiries prior to application submissions as well as compliance activities. The fee schedules are based on the complexity of the application and technical review required, which influences the staff time and resources needed for the review. Administration may consider the following issues and data, where and when relevant to revise the fee schedule::

- Analysis of trends in workload changes as a result of shifts in the development market and types of applications;
- Consultation with developers/municipalities about work effort, new planning/legislative requirements and streamlining;
- General overview of status of cost recovery;
- Statistics related to number of applications and annual changes, where required;
- Level of service/review expectation for processing timing;
- Areas of improvement of level of service/staffing demands;
- Cost cutting measures as required;
- Reserve fund requirements;
- Identification of specific/specialized municipal requirements;
- Trends in legal costs associated with appeals to the Local Planning Appeal Tribunal (formerly the Ontario Municipal Board), Mining and Lands Tribunal, and other legal services.

It is the objective of the SCRCA to provide an effective and efficient delivery of services consistent with the *Client Service Standards for Conservation Authority Plan and Permit Review*, endorsed by Conservation Ontario Council, June 24, 2019.

Exemptions to the application of these fees include:

- Non-profit conservation groups contributing to the protection and restoration of the natural environment, examples include but are not limited to: Ducks Unlimited, Nature Conservancy of Canada, Ontario Federation of Anglers and Hunters, RLSN;
- SCRCA initiated work within SCRCA or foundation owned lands, or subsequent grants including permit applications, Planning Act applications, inquiries and site assessments.

2. Conservation Areas Fees

Conservation Areas fees are reviewed annually by Conservation Area Department staff following the end of the camping season in October. Criteria for setting fees are:

- Impact on or opportunity to support the Strategic Plan;
- Anticipated operational expenses that will be incurred that will impact the budget;
- Comments and feedback from CA users;
- Comparison to similar operations and opportunities in the industry, including trends.

As part of the fee setting process, staff also review operational policies that pertain to the various aspects of the Conservation Area services and programs. Refund policies are included in this review and adjusted as necessary. Information pertaining to these policies is shared on our websites as well as available in print. Seasonal campers receive an electronic copy of both the fee schedule and policies annually.

In order to meet deadlines for print advertising as well as reservation system upgrades, fees are approved in November and come into effect on January 1 of the new year. Once approved, new fees become public.

To be consistent with Accessibility Standards for Customer Service Regulation (O.Reg. 429/07) and the Human Rights Code, the Conservation Areas permit people with disabilities who use a support person to bring that person with them while accessing goods or services in premises open to the public or third parties, free of charge.

3. Conservation Services Fees

Fees for trees and services are reviewed and updated annually. An attempt is made to balance user fees with program costs while trying to maintain and, over the long term, expand natural areas according to the Environmental Targets Strategic Plan. It must be noted that without cost-sharing opportunities such as the Clean Water Program, 50 Million Tree Program, provincial and federal Species at Risk Funds and others, the program would not be sustainable due to the price of trees, planting and long-term tending and Maintenance costs (i.e., tree numbers planted would drop considerably). Without support dollars and funding to reduce property owners/clients' costs, the tree program would not be able to continue to operate.

The cost of providing these services is based on the following principles:

- Tree costs are based on wholesale tree costs dependent on individual stock items. A mark-up is applied to cover costs associated with staff time, tree delivery and storage requirements;
- Planting fees for both machine and hand planting are based on staffing and equipment costs;
- Where the SCRCA is asked to re-plant areas to comply with court orders (e.g., Woodlands Conservation By-Law, CA Act Permit requirements), the fees charged reflect full cost recovery. These projects are not eligible for grant money to offset project costs.

4. Education Program Fees

Conservation Education program fees are reviewed annually and changes implemented in time for promotion of fall programs. The fees advertised in September are in place for the school year. SCRCA conservation education programs are funded through a number of avenues including fees charged directly to the school classes participating, fees charged directly to the School Board and through corporate, foundation or government sponsorships of specific programs.

The Authority offers programs on site (within the L.C. Henderson Conservation Areas), off-site (wetland, watercourse) and in-class and on the grounds of the school. The fees charged for an on-site program is a cost per student per half day program. There is a minimum fee per program. Most programs can accommodate two or three classes. This revenue is augmented by Authority levy funds to cover costs. To determine the fees charged directly to the school classes a number of factors are considered including:

- Availability of similar services;
- Surveys of prices charged by organizations offering similar services; and
- Demand for the program.

Off-site, specialty programs can be sponsored through corporate, foundation or government agencies.

Cancellation Policy:

The SCRCA requires two weeks notice for program cancellations. Any cancellations received with less than two weeks notice will be subject to a cancellation fee equal to 50% of the total program cost. This cancellation policy does not apply to programs cancelled due to inclement weather.

5. Hunting Fees

Lands, facilities and fees for hunting will be reviewed annually. Criteria for increasing the hunting program fees are:

- Anticipated operational expenses that will be incurred;
- Comments and feedback from applicants and permitted users of designated hunting areas;
- Comparison to similar operations and opportunities at other Conservation Authorities.

The fee setting process will include a review of operational policies. The Water Resources Department, overseeing the hunting program, will incorporate MNRF hunting regulation changes, SCRCA policy changes, admission agreements, terms and conditions (written permission) updates, GIS map updates, and applicable fee updates, which are shared on our websites as well as available in print.

6. GIS Fees

GIS fees will be reviewed annually. Criteria for increasing GIS fees are:

- Comparison to similar operations and opportunities in the industry, including trends.
- General overview of status of cost recovery;

St. Clair Region Conservation Authority Fees Policy

Exemptions to the application of some of these fees may include:

- Non-profit conservation, or academic groups contributing to the protection and restoration of the natural environment
- SCRCA initiated work within SCRCA or foundation owned lands

7. Watershed Technical Fees

Watershed Technical fees will be reviewed annually. Criteria for increasing Watershed Technical fees are:

- Comparison to similar operations and opportunities in the industry, including trends
- Increased staff effort required to modify Hydrology/Hydraulics models

8. Administration Fees

Administration fees will be reviewed annually. Criteria for increasing Administration fees are:

- General overview of status of cost recovery

Refunds

The SCRCA does not issue refunds for services or products once the application or order is submitted and the payment has been processed.

Conservation Area policies are in place regarding refunds specific to the different programs and services offered. Policies regarding refunds are posted on the Authority website as well as copies are distributed to seasonal campers. Links to the websites are updated by January 1 for the upcoming operating season. Refunds are not offered for inclement weather, nor are they offered when a permit holder is evicted from the premises.

Appeal

The fee appeal process will be based on the principles of fairness, opportunity, and notification. Application for an administrative review may be received for, 1) an appeal if a fee is contrary to the fees set out in the fee schedule, or 2) that the fee set out in the fee schedule is excessive in relation to the service or program received.

If an applicant has concerns with a fee that was charged, they have the right to an administrative review after the fee has been paid. Requests for an administrative review must be in writing to the General Manager (or delegate) and specify the reason(s) for the request for review. Upon reconsideration of a fee that was charged by the authority, the authority may:

- a. Order that the fee paid be upheld; Vary the amount of the fee originally charged, as the authority considers appropriate; or
- b. Order that the fee be refunded.

If not satisfied with the outcome then an appeal will be directed to the SCRCA Board of Directors for a decision. Once heard, the appeal will be dismissed or upheld through a resolution passed by the Board of Directors. The appellant will be notified accordingly of the Board's decision.

St. Clair Region Conservation Authority Fees Policy

If a refund is approved, a 20% administration fee will apply.

Date of Effect

The Fee Policy becomes effective as of the date of SCRCA Board of Directors approval unless stated otherwise.

Transition

The establishment of this Fee Policy supersedes and replaces all previous fee policies and/or schedules. The Policy also applies to proposals not previously invoiced, such as draft approved plans of subdivision which predated any fee schedule.

Review

This Fee Policy and Schedules will be reviewed annually by the SCRCA Management Team, in conjunction with the annual budgeting process. The Management Team will seek information regarding fees, from various sources, as identified in the process and public notification section above; prepare a proposed revised Fee Schedule with a report to members regarding recommendations. The Board of Directors shall receive and make recommendations as to the proposed Fee Schedule. Once approved, the revised Fee Schedule to this policy will be published on SCRCA's website, distributed to Municipal Clerks for posting, and in other materials used by the public.

Fee Schedules

- Schedule 1: Planning and Regulations Fees
- Schedule 2: Conservation Areas Fees
- Schedule 3: Conservation Services Fees
- Schedule 4: Education Program Fees
- Schedule 5: Hunting Fees
- Schedule 6: GIS Fees
- Schedule 7: Watershed Technical Fees
- Schedule 8: Administration Fees

Schedule 1: Planning and Regulations Fees

Includes SCRCA Section 28 Permit Fees, Plan Review Fees, Technical Review Fees, and other fees

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

St. Clair Region Conservation Authority Fees Policy

Administrative Fees		2026
Processing Fee		\$155.00
Legal Inquiries		\$245.00
Expedited Response (<5 Business Days)		\$400.00
Site Inspection/Meeting Attendance		\$285.00
Property Inquiry ¹		
Real Estate Inquiry – no site visit, limited review		\$245.00
Minor – desktop review, minor in nature relative to cost, location or impact		\$315.00
Major – complex features, site visit required		\$450.00
Technical Report Review		2026
Includes initial review of complete report; review of revised reports are subject to surcharge. Technical Report Review fees are in addition to application fees.		
Terms of Reference ²		\$490.00
Engineering Study/Technical Report ³ (floodline, geotechnical, meander belt, slope stability, natural heritage, coastal ⁴)		
Minor – scoped report, minor review (cost, location, impact), 1- lot		\$515.00
Standard – scoped technical assessment, within feature, 1 – lot		\$940.00
Major - Complex features, potential impact, multiple lots		\$1,500.00
Environmental Impact Study / Development Assessment Report		
Minor - limited assessment required, adjacent to feature		\$1,190.00
Standard - scoped technical assessment, adjacent or within feature		\$2,220.00
Major - comprehensive technical assessment, adjacent or within feature		\$5,625.00
Mitigation / Monitoring Report		\$890.00
Hydrogeological Assessment ⁵		\$1,775.00
Stormwater Management Plans		
Preliminary Concept		\$450.00
Detail Design		\$860.00
Additional Review of Revised Report ⁶		50% Surcharge

St. Clair Region Conservation Authority Fees Policy

Planning Service Fees		2026
<i>Fees are per application, unless otherwise noted. Applications are assessed for Natural Hazard and/or Natural Heritage features and fees will be charged accordingly.</i>		
Pre-consultation ⁷		\$315.00
Natural Hazards		2026
Minor Variance (Waterfront ⁸ fee x2)		\$245.00
Severance (per lot created; Waterfront ⁸ fee x2)		\$340.00
Site Plan Approval		\$365.00
Major - large scale, complex features, requiring technical studies.		\$855.00
Zoning By Law Amendment		\$365.00
Major - large scale, complex features, requiring technical studies.		\$565.00
Official Plan Amendment		\$365.00
Major - large scale, complex features, requiring technical studies.		\$570.00
Natural Heritage		2026
Minor Variance		\$410.00
Severance (per lot created)		\$615.00
Site Plan Approval		\$555.00
Major - large scale, complex features, requiring technical studies.		\$1,120.00
Zoning By Law Amendment		\$645.00
Major - large scale, complex features, requiring technical studies.		\$1,120.00
Official Plan Amendment		\$645.00

St. Clair Region Conservation Authority Fees Policy

Major - large scale, complex features, requiring technical studies.	\$1,120.00
Draft Plan of Subdivision/Condominium	2026
< 20 Units	\$1,790.00
21-50 Units	\$3,665.00
> 50 Units	\$4,885.00
Additional Natural Heritage Fee	
< 20 Units	\$805.00
21-50 Units	\$1,615.00
> 50 Units	\$2,420.00
Clearance of Conditions (per condition)	\$360.00
Redline Revision (applicant initiated)	50% of initial fee
File Re-Activation Fee (dormant for greater than 2 years)	50% of current fee
Draft Plan Extension (original comments lapsed)	100% of current fee
Ontario Regulation 171/06 Review Fees <i>Application fees are applied per works/project.</i>	2026
Application Fees ⁹	
Routine Permit Limited review, minor in nature relative to cost, location, or impact (may include deck, patios, etc.)	\$270.00
Minor Permit A Small scale, and/or consistent with policy	\$525.00
Minor Permit B Medium scale, primary structures, and/or consistent with policy	\$820.00
Major Permit Large scale, requiring technical studies, and/or inconsistent with policy	\$1,385.00
Linear Utility Corridor Fees	
Routine – may include linear utility crossings and digs adjacent to watercourses or wetlands	\$525.00
Minor – may include linear utility corridors where a watercourse or wetland crossing is proposed (small scale,	\$820.00

St. Clair Region Conservation Authority Fees Policy

limited in scope and location)	
Major – may include linear utility corridors where multiple watercourse or wetland crossings are propose (large scale, multiple roads/concessions)	\$1,385.00
Drainage Act Review ¹⁰	2026
DART Review	
Minor - project value under \$500.00	\$65.00
Standard – follows DART protocol, SCR issued	\$300.00
Major – within a regulated wetland	\$1,130.00
Engineer's Report Review	\$570.00
Other Fees	2026
Aggregate Resources Act review	\$3,760.00
Environmental Assessment Act	
Standard	\$3,760.00
Major	\$9,390.00
Commercial Renewable Energy Projects	Double
Golf Course Development/Realignment	\$1,130.00
Hearing Request	\$900.00
Application Revisions and Permit Revisions/Extensions ¹¹	\$150.00
File Re-Activation Fee (dormant for greater than 1 year)	50% surcharge
Major Project (ex. Ministerial Zoning Order) ¹²	\$25,000.00
Applications for Work Proceeded without Authorization ¹³	Double
<p>Footnotes/Addendums:</p> <ol style="list-style-type: none"> 1. This fee will be reduced from the application fee provided no change has occurred in the proposal and the application moves forward within a 2 year limit. 2. Terms of Reference fee is reduced from the Technical Report Review Fee 3. It is required that the proponent consult with the SCRCA and the Municipality prior to preparation and submission of a detailed technical report 4. SCRCA will generally require shoreline development to be reviewed by the Conservation Authority retained coastal engineer. Costs for review are to be borne by the proponent. In this case, a Technical Report Review fee would not apply. As per Board of Directors approval November 10, 2016. 5. SCRCA will generally require hydrogeological reports to be reviewed by the Conservation Authority retained hydrogeologist. Costs for review are to be borne by the proponent, and may exceed SCRCA's review fee, which would then be paid directly to the consultant and SCRCA's review fees would not apply. 6. The fees for technical report review include one comprehensive report review and one revised report review. The SCRCA reserves the right to charge a processing fee or additional 	

St. Clair Region Conservation Authority Fees Policy

technical report fees for additional reviews.

7. This fee will be deducted from the application fee when a formal application is submitted. It is required that the proponent consult with the SCRCA and Municipality.

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

9. Acceptance of an application as complete does not imply permission will be granted. Permission will be forthcoming only if submissions address statutory requirements and conform to approved SCRCA policies in effect at the time an application is made, or where allowances are granted by the Authority's Executive Committee or SCRCA Board of Directors.

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

11. A charge is applied for permit amendments that are administrative in nature (eg. expire date extension). Applications that are more substantially amended or re-submitted after approval are subject to a surcharge of 50% of the original fee that was paid.

12. Review of applications made under a Ministers Zoning Order (Fee includes review of 2 major studies and 2 project meetings. Additional fees to be charged per report as appropriate and consistent with the current fee schedule, additional charges (\$/hr) for project team meetings beyond the 2 already included, plus any other additional expenses to enable cost recovery. Additional charges for legal or technical peer review may be applicable

13. First occurrence 100% surcharge. Second and subsequent occurrences will be subject to a 200% surcharge. Note: applications will only be accepted retroactively where works undertaken meet SCRCA board approved policies or where works are proposed that are intended to bring a project into compliance with said policies

Schedule 2 - Conservation Areas Fees

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

Camping Fees	2026
Reservation Fee	\$ 15.00
Cancellation Fee	\$ 20.00
Reservation Change Fee	\$ 6.00
Peak Season June 20, 2026 – September 1, 2026	2026
Daily, Unserviced	\$ 46.00
Daily, Serviced (hydro & water)	\$ 58.00
Daily, Serviced (hydro only)	\$ 52.00
Weekly, Unserviced	\$ 288.00
Weekly, Serviced	\$ 365.00
Monthly, Unserviced (4 weeks)	\$ 1039.00
Monthly, Serviced (4 weeks)	\$ 1,314.00
Off-Peak: May 1 – June 18, 2026; September 2 – October 17, 2026 (excludes Victoria Day Weekend & Thanksgiving Weekend - long weekends at peak season rates)	2026
Daily, Unserviced	\$ 38.00
Daily, Serviced (hydro & water)	\$ 45.00
Daily, Serviced (hydro only)	\$ 40.00
Weekly, Unserviced	\$ 238.00
Weekly, Serviced	\$ 282.00
Monthly, Unserviced (4 weeks)	\$ 904.00
Monthly, Serviced (4 weeks)	\$ 1071.00
Seasonal Camping Season Fees – May 1 – October 18, 2026	2026
Full Payment made on or before	\$ 3,388.00
First instalment payment on or before	\$ 2,200.00
Second instalment payment on or before	\$ 1,263.00
Seasonal late payment fee	\$ 100.00
Non-refundable seasonal site deposit for the following season (beginning in the fall) - Due	\$ 200.00
Miscellaneous Campground Fees	2026
Overnight Visitors (per person)	\$ 10.00
Sewage Pump Out per service fee	\$ 55.00
Sewage Pump Out seasonal fee (bi-weekly)	\$ 320.00
Sewage Pump Out seasonal fee (weekly)	\$ 640.00
Exterior fridge/freezer charge	\$ 200.00
Extra hydro fee for electric golf cart	\$ 210.00
Ice	\$ 4.00
Firewood (bundle)	\$ 10.00
Vehicle Day Pass	\$ 10.00
Pedestrians/Cyclists (16 & over) Day Pass	\$ 3.00

St. Clair Region Conservation Authority Fees Policy

Seasonal Day Pass	\$ 70.00
Maple Syrup Festival (A.W. Campbell)	\$ 5/ person (5 and under free)
Pavillion Rentals	2026
Open Pavilion reservation (A.W. Campbell, L.C. Henderson, Coldstream)	\$ 100.00
Closed in Pavilion reservation (Warwick, L.C. Henderson)	\$ 150.00

Schedule 3 - Conservation Services Fees

Conservation Services Fees	2026
Managed Forest Tax Incentive Program Plan Approvals	
Plan Review & Approval Process (including site visit)	\$550.00/plan
Plan Creation & Plan Approval (includes field work)	
10 to 20 acres	\$800.00/plan
20 to 40 acres	\$1000.00/plan
Greater than 40ac	\$1200.00/plan
Timber Management	
Field Work / Site Visit	\$80.00 per man hour
Timber Report Creation	\$250.00
Drain Maintenance Program	
Spot spray application for vegetation control in drains	\$1200 per ha + chemical Spot spray \$150/hr.+ chemical
Tree Planting (Private Lands) These are guidelines, pricing is dependent on size and location	
Large Stock Program	Cost vary according to size and species
Tree Seedlings	Cost vary according to size and species
Seedling Tree Planting Services Machine planting:	
500 - 999 trees	\$1,500.00/site
1000 – 1999 trees	\$1.50/seedling
2000 plus trees	\$1.40/seedling
Larger sites requiring more than 5000 trees	Quotation provided
Coniferous plantations	10% reduction from above prices
Includes tree planting and initial herbicide application - HST will be added	
Seedling Tree Planting Services Hand planting:	
Refill planting up to 500 trees	\$1850.00/site
More than 550 trees	Larger hand planting sites
Includes tree planting and initial herbicide application - HST will be added	Are dependent on private tree planting contractor availability
Herbicide Tending up to 750 seedlings	\$450.00
750 to 3000 trees	\$0.50/seedling/max charge \$1400.00
more than 3500 trees up to 1000 trees requiring backpack sprayer >1000+ trees requiring backpack sprayer	\$0.40/seedling \$700.00/site \$0.70/seedling
Vegetation Control – Mowing between tree rows	

St. Clair Region Conservation Authority Fees Policy

Mowing vegetation between tree rows	\$140 per acre of trees with a flat fee of \$350 for sites less than 2.5 acres
Tree Species (Subject to Availability)	
Coniferous Trees	Native & Traditional Species – bare root transplant seedlings 20-35 cm tall
Deciduous Trees & Shrubs	Native & Traditional Species – bare root seedlings are 25-60 cm tall
<i>All seedlings will be grown from seeds collected in seed zones suitable to St. Clair Region</i>	

*Price dependent on species

Schedule 4 - Education Program Fees

Education Fees	2026
Half Day (2 hour program) per student	\$8.50
Minimum Fee per instructor (2 hour program)	\$155.00
Full Day (4 hour program) per student	\$16.00
Minimum Fee per instructor (4 hour program)	\$290.00
In Class program (without sponsors) per class (1 hour)	\$170.00
In Class program (without sponsors) per additional class, same school/day (1 hour)	\$142.00
ICE (Innovation, Creativity & Entrepreneurship) per day	\$515.00
SHSM (Specialist High Skills Major) 1/2 day	\$310.00
SHSM (Specialist High Skills Major) Full day	\$515.00
Webinar Program Fee - 1 hour session	\$500.00
Nature in Your Neighbourhood Schoolyard Program Fee – per class (1 hour)	\$135.00
Nature in Your Neighbourhood Schoolyard Program Fee – per additional class, same school/day (1 hour)	\$110.00
Live-Stream with a Naturalist Program Fee - 1 hour session	\$100.00
Mileage Surcharge for Schools Outside SCRCA Watershed	\$100.00
Cancellations made outside of the cancellation policy will incur a fee equal to 50% of the total program cost.	

St. Clair Region Conservation Authority Fees Policy

Schedule 5 - Hunting Fees

Hunting Fees	2026
Hunting - McKeough Properties Only (annual permit)	\$80.00
Trapping Permit	\$10.00

Schedule 6 – GIS Fees

GIS Services (plus tax)	2026
Data Requests (includes up to 3 data sets, \$100.00 per additional data set)	\$330.00
GIS Service Fees (per hour, minimum 1 hour charge)	\$105.00
Digital Aerial Photography (requires license agreement) per tile	\$60.00

Schedule 7 – Watershed Technical Fees

Watershed Services Technical Fees		2026
Technical Reports - Adobe digital (pdf) format on USB		\$100.00
Data and Information Requests		
a)	HEC II, HYMO, Hydro Pak, Streamgauge, Precipitation, Meteorological or Flow Data	\$100.00
b)	Additional cost for data or information collection in excess of one hour	\$55.00/hr
c)	Additional cost for USB or printed reports	\$100.00

Schedule 8 – Administration Fees

Administration Fees		2026
Administrative Fees negotiated by contract		
NSF Cheques		\$55.00
Processing Fee - Oil & Gas (Long term)		
a)	Oil & Gas Long Term	\$340.00
b)	Annual	\$550.00

- \$42,896 – Grant funding and self-generating revenue to fund some cost increases.

The net impact on 2026 General Operating Levy is estimated to be an increase of \$118,720 or 7.1%.

Capital levy for mandatory and general capital programs and services except for water control structures is \$16,691 (Approved December 12, 2024).

2026 General Levy Assessment (Draft)								
Municipality	2024	2025	2025		2026		2025/2026	
	Weighted CVA Apportionment %	Weighted CVA Apportionment %	General Operating Levy	General Capital Levy	General Operating Levy	General Capital Levy	General Operating Levy Increase	General Capital Levy Increase
Township of Adelaide Metcalfe	1.9548%	1.9226%	\$ 32,761		\$ 34,505	\$ 321	\$ 1,744	\$ 321
Township Brooke-Alvinston	1.7332%	1.7105%	\$ 29,048		\$ 30,699	\$ 286	\$ 1,650	\$ 286
Municipality Chatham-Kent	13.0760%	13.0509%	\$ 219,147		\$ 234,220	\$ 2,178	\$ 15,073	\$ 2,178
Township Dawn-Euphemia	2.6130%	2.5884%	\$ 43,792		\$ 46,453	\$ 432	\$ 2,661	\$ 432
Township Enniskillen	1.8776%	1.8837%	\$ 31,468		\$ 33,806	\$ 314	\$ 2,337	\$ 314
Municipality Lambton Shores	5.1465%	5.1364%	\$ 86,252		\$ 92,182	\$ 857	\$ 5,930	\$ 857
Municipality Middlesex Centre	2.3972%	2.4097%	\$ 40,176		\$ 43,246	\$ 402	\$ 3,070	\$ 402
Village Newbury	0.1575%	0.1573%	\$ 2,639		\$ 2,823	\$ 26	\$ 184	\$ 26
Village Oil Springs	0.2086%	0.2071%	\$ 3,497		\$ 3,716	\$ 35	\$ 220	\$ 35
Town Petrolia	2.6114%	2.5903%	\$ 43,765		\$ 46,488	\$ 432	\$ 2,723	\$ 432
Town Plympton-Wyoming	5.7677%	5.7730%	\$ 96,664		\$ 103,606	\$ 964	\$ 6,942	\$ 964
Village Point Edward	2.0921%	2.0603%	\$ 35,062		\$ 36,975	\$ 344	\$ 1,913	\$ 344
City Sarnia	36.7715%	36.5009%	\$ 616,273		\$ 655,072	\$ 6,092	\$ 38,799	\$ 6,092
Municipality Southwest Middlesex	1.1602%	1.1571%	\$ 19,445		\$ 20,766	\$ 193	\$ 1,321	\$ 193
Township St. Clair	11.0237%	11.4890%	\$ 184,751		\$ 206,190	\$ 1,918	\$ 21,439	\$ 1,918
Township Strathroy - Caradoc	9.1513%	9.1176%	\$ 153,371		\$ 163,631	\$ 1,522	\$ 10,260	\$ 1,522
Township Warwick	2.2578%	2.2452%	\$ 37,840		\$ 40,293	\$ 375	\$ 2,453	\$ 375
	100%	100%	\$ 1,675,950	\$ -	\$ 1,794,670	\$ 16,691	\$ 118,720	\$ 16,691

\$16,760 equals approx. 1% change in levy
CVA Apportionment is based on information provided from the Ministry of Natural Resources (2025 CVA)

Meeting Date: September 18, 2025 **Item 7.4**
Report Date: August 28, 2025
Submitted by: Melissa Deisley, Director of Planning & Regulations

Subject: Hearing Guidelines

Recommendation:

That the Board of Directors approve the attached Hearing Guidelines.

Background:

The Hearing Guidelines are consistent with Conservation Ontario model Hearing Guidelines.

As part of recent changes to Conservation Authorities Act and Ontario Regulation 41/24, the Conservation Authority is required to update and implement Policies and Guidelines for the Administration and Implementation of Ontario Regulation 41/24.

The Hearing Guidelines provide a step-by-step process for conducting hearings required under ss.28.1(5), ss.28.1.2(7), ss.28.3 (2), (3) and (4), ss. 30.4 (6) of the Conservation Authorities Act and ss.11(4), (5) and (6) of Ontario Regulation 41/24. Hearings provide due process and ensure the rights of the Party are upheld.

These guidelines ensure hearings meet the legal requirements of the *Statutory Powers Procedures Act (SPPA)* without being unduly legalistic or intimidating to the participants.

The Hearing Board is empowered by law to make a decision, governed by the SPPA. The Board's decision powers are governed by the CAA and O. Reg. 41/24.

Section 25.1 of the SPPA provides that "a tribunal may make rules governing the practice and procedure before it". The Hearing Rules are adopted under the authority of s. 25.1 of the SPPA. The SPPA applies to the exercise of a statutory power of decision where there is a requirement to hold or to afford the parties to the proceeding an opportunity for a hearing before making a decision. The SPPA sets out minimum procedural requirements governing such hearings and provides rule-making authority for establishing rules to govern such proceedings.



**CONSERVATION AUTHORITIES ACT HEARING
GUIDELINES**
for the
St. Clair Region Conservation Authority

UPDATED:

PREVIOUS VERSION:

FIRST, SECOND & THIRD READING:

ADOPTED:

SEPTEMBER 19,
2025

REVISIONS	
Date	Revision
	SCRCA Hearing Guidelines adopted.

Contents

1.0	DEFINITIONS	5
2.0	PURPOSE OF GUIDELINES FOR CONDUCTING HEARINGS	6
3.0	ROLE OF HEARING BOARD.....	8
3.1	Apprehension of Bias.....	8
3.2	Notice of Hearing.....	8
3.3	Pre-submission Reports.....	9
4.0	HEARING	10
4.1	Public Hearing.....	10
4.2	Hearing Participants	10
4.3	Attendance of Hearing Committee Members.....	10
4.4	Adjournments.....	10
4.5	Orders and Directions.....	11
4.6	Information Presented at Hearings	11
4.7	Conduct of Attending Hearing Committee Members.....	11
4.7.1	Record of Attending Hearing Committee Members	11
4.7.2	Opening Remarks	12
4.7.3	Presentation of Staff Information	12
4.7.4	Presentation of Party Information	12
4.7.5	Questions.....	12
4.7.6	Deliberation	13
5.0	DECISION	13
5.1	Notice of Decision	14
5.2	Adoption	15
6.0	RECORD.....	15
7.0	APPENDICES	16
	Appendix A – S.28.1 Permit Application	16
	Appendix B – S.28.1.2 Permit Application	18
	Appendix C – Stop Order.....	20
	Appendix D – Permit Cancellation	22
	Appendix E – Permit Extension Refusal	24
	Appendix F – Hearing Procedures.....	26
	Appendix G –S.28.1 Permits.....	28
	Appendix H – Mandatory Permits.....	29

Appendix I – Chairperson’s Remarks When Dealing with Hearings (Section 30.4, Subsection 6 of the Conservation Authorities Act) To Consider a Stop Order	31
Appendix J – Chairperson’s Remarks When Dealing with Hearings (Section 28.3, Subsections 4 of the Conservation Authorities Act) To Consider the Cancellation of a Permit	32
Appendix K- Chairperson’s Remarks When Dealing With Hearings (Section 11, Subsection 6 of Ontario Regulation 41/24, made pursuant to Section 40, Subsection 4 of the Conservation Authorities Act) To Consider an Extension to the Period of Validity of a Permit	33
Appendix L - Sample Notice of Decision (Refusal / Attaching Conditions)	34
Appendix M - Sample Notice of Decision (Attaching Conditions, Minister’s Zoning Order Permits) 36	
Appendix N - Sample Notice of Decision (Stop Order).....	38
Appendix O - Sample Notice of Decision (Cancellation of Permit)	39
Appendix P - Sample Notice of Decision (Permit Extension)	41

1.0 DEFINITIONS

“Act” means the Conservation Authorities Act, R.S.O. 1990, c. C.27;

“Applicant” means a person who applies for a Permit to engage in an activity prohibited under the Act within the Authority’s jurisdiction;

“Application” means a formal request for a Permit to engage in an activity prohibited under the Act within the Authority’s jurisdiction;

“Authority” means the Board of Directors of the St. Clair Region Conservation Authority;

“Executive Committee” means the Executive Committee appointed by the Authority;

“Hearing Committee” means a sub-committee of the Authority that has been delegated powers further to section 28.4 of the Conservation Authorities Act relating to the holding of hearings in relation to permits subject to any limitations or requirements prescribed by regulation; while it is conducting hearings in accordance with the Statutory Powers Procedure Act, R.S.O. 1990, c. S.22.

“Minister” means the Minister of Natural Resources;

“Party” means an Applicant, Permit Holder, or individual subject to a Stop Order;

“Permit” means a permit to engage in otherwise prohibited activities under the Act, issued by the Authority (s. 28.1 and s. 28.1.2 permits) or by the Minister (s. 28.1.1 permits).

“Permit Holder” means a person who holds an active Permit issued by the Authority or a Minister’s Permit issued by the Minister;

“Staff” means the employees of the St. Clair Region Conservation Authority;

“Stop Order” means a stop order issued under section 30.4 of the Act;

“Witness” means a person who is called to speak to evidence presented at a hearing.

2.0 PURPOSE OF GUIDELINES FOR CONDUCTING HEARINGS

The Hearing Guidelines provide a step-by-step process for conducting hearings required under ss. 28.1 (5), ss. 28.1.2 (7), ss. 28.3 (2), (3) and (4), ss. 30.4 (6) of the Conservation Authorities Act (CAA) and ss.11(4), (5) and (6) of O. Reg. 41/24. Hearings provide due process and ensure the rights of the Party are upheld.

These guidelines ensure hearings meet the legal requirements of the *Statutory Powers Procedures Act* (SPPA) without being unduly legalistic or intimidating to the participants.

The Hearing Committee is empowered by law to make a decision, governed by the SPPA. The Committee's decision powers are governed by the CAA and O. Reg. 41/24.

Section 25.1 of the SPPA provides that "a tribunal may make rules governing the practice and procedure before it". The Hearing Rules are adopted under the authority of Section 25.1 of the SPPA. The SPPA applies to the exercise of a statutory power of decision where there is a requirement to hold, or to afford the parties to the proceeding, an opportunity for a hearing before making a decision. The SPPA sets out minimum procedural requirements governing such hearings and provides rule-making authority to establish rules to govern such proceedings.

Table 1 below summarizes the legislative and regulatory requirements where a Party is to be provided with an opportunity for a hearing before the SCRCA Hearing Committee.

Table 1: Summary of Hearing Requirements under the Conservation Authorities Act and O. Reg. 41/24¹

Hearing Scenario	Legislative or Regulatory Reference	Party	Hearing Intent	Appeal
Refusal Section 28.1 Permit	CAA, ss. 28.1 (5)	Applicant	Intent to refuse	OLT – Within 90 days of receiving the reasons for the Authority’s decision Minister’s Review – Within 15 days of receiving reasons for the Authority’s decision
Attaching Conditions Section 28.1 Permit	CAA, ss. 28.1 (5)	Applicant	Intent to attach conditions	
Attaching Conditions Section 28.1.2 Permit	CAA, ss. 28.1.2 (7)	Applicant	Intent to attach conditions	
Cancellation Section 28.1 Permit	CAA, ss. 28.3 (2)	Permit Holder	Intent to cancel	OLT – Within 90 days of receiving notice of decision from Authority
Cancellation Section 28.1.1 Permit	CAA, ss. 28.3 (2)	Permit Holder	Intent to cancel	
Refuse Extension Section 28.1 Permit	O. Reg. 41/24, ss. 11(4), (5), and (6)	Permit Holder	Intent to refuse extensions	No appeal
Refuse Extension Section 28.1.2 Permit	O. Reg. 41/24, ss. 11(4), (5), and (6)	Permit Holder	Intent to refuse extensions	
Stop Order	CAA, ss. 30.4	Individual subject to Stop Order	Issuance of Stop Order	Minister or body prescribed by the regulations – Within 30 days of receiving reasons for the Authority’s decision

¹Note: The information presented in this table is a summary. For full details, please review the relevant sections of the *Conservation Authorities Act* and O. Reg. 41/24.

3.0 ROLE OF HEARING BOARD

3.1 Apprehension of Bias

In any of the hearing scenarios listed in Table 1 above, the Hearing Committee is acting as a decision-making tribunal. The tribunal is to act fairly. Under general principles of administrative law relating to the duty of fairness, the tribunal is obliged not only to avoid bias but also to avoid the appearance or reasonable apprehension of bias. Therefore, no Board member shall participate as a member of the Hearing Committee in a matter that involves their municipality's interest or an application by a proponent in their municipality. The following are three examples of steps to be taken to avoid apprehension of bias where it is likely to arise.

- a) No member of the SCRCA taking part in the hearing should have prior involvement with the application or other hearing matter indicated in Table 1 that could lead to a reasonable apprehension of bias on the part of that member. Where a member has a personal interest, the test is whether a reasonably well-informed person would consider that the interest might have an influence on the exercise of the official's public duty. Where a member is a municipal councilor, the Municipal Conflict of Interest Act applies. In the case of a previously expressed opinion, the test is that of an open mind, i.e. is the member capable of persuasion in participating in the decision making.
- b) If material relating to the merits of an application or other matter indicated in Table 1 that is the subject of a hearing is distributed to Hearing Committee members, the material shall be distributed to the applicant at the same time. The applicant may be afforded an opportunity to distribute similar pre-hearing material. These materials can be distributed electronically.
- c) The Party will be given an opportunity to attend the hearing before a decision is made; however, the Party does not have to be present for a decision to be made.

3.2 Notice of Hearing

The Party is entitled to reasonable notice of the hearing pursuant to the *SPPA*. The Notice of Hearing shall be sent to the Party within sufficient time to allow the Party to prepare for the hearing. To ensure that reasonable notice is given, it is recommended that prior to sending the Notice of Hearing, the Party be consulted to determine an agreeable date and time based on the Hearing Committee's regular meeting schedule.

In cases where staff intends to refuse a request for a Permit extension, the Permit Holder must be given at least 5 days' notice of the hearing date, per ss. 11(6) of O. Reg. 41/24. This represents the minimum notice, and other timelines provided in these guidelines may influence the total notice period (e.g., timelines associated with pre-submission of reports).

The Notice of Hearing must contain or append the following:

- a) Reference to the applicable legislation under which the hearing is to be held (i.e., the

Conservation Authorities Act).

- b) The time, place and the purpose of the hearing (i.e., intent to refuse the Application or request for extension, intent to attach conditions, intent to cancel a Permit, and Stop Order).

OR for **Electronic Hearings**: The time, purpose of the hearing, and details about the manner in which the hearing will be held. For Electronic Hearings, the Notice must also contain a statement that the Party should notify the Authority if they believe holding the hearing electronically is likely to cause them significant prejudice. The Authority will assume the Party has no objection to the electronic hearing if no such notification is received.

- c) Particulars to identify the Party, property and the nature of the matter that forms the subject of the hearing. Note: If the Party is not the landowner, the applicant must have and provide written authorization from the registered landowner.
- d) The reasons for the proposed staff recommendation or action. The reasons for the staff recommendation should contain sufficient detail to enable the Party to understand the issues so he or she can be adequately prepared for the hearing. It is sufficient to reference in the Notice of Hearing that the staff recommendation is based on the reasons outlined in previous correspondence or a hearing report that will follow.
- e) A statement notifying the Party that the hearing may proceed in the Party's absence and that the Party will not be entitled to any further notice of the proceedings.
- f) Reminder that the Party is entitled to be represented at the hearing by a representative such as legal counsel, if desired. The conservation authority may also be represented at the hearing by counsel or staff.
- g) Reminder of protections afforded to the Party under the Evidence Act, R.S.O 1990, c.E.23 and the Canada Evidence Act, R.S.C., 1985, c.C-5 regarding information provided during hearings (see s.3.6(a)).
- h) A copy of the Authority's Hearing Guidelines.

The Notice of Hearing shall be directed to the Party and/or landowner, by registered mail, and other methods as determined advisable (e.g., e-mail).

3.3 Pre-submission Reports

It is the general practice of the SCRCA to submit reports to the Hearing Committee in advance of the hearing. The Party also has this same opportunity. The Party is allowed reasonable time to prepare a report once the reasons for the staff recommendations have been received, a minimum of at least two weeks. Subsequently, this may affect the timing and scheduling of the

hearing.

4.0 HEARING

4.1 Public Hearing

Pursuant to the *Statutory Powers Procedure Act (SPPA)*, hearings, including electronic hearings, are required to be held in public (open to the public). For electronic hearings, public attendance should be synchronous with the hearing.

A hearing or part of a hearing may be closed to the public in accordance with the SPPA or the Authority's Administrative By-Laws (e.g., where the Hearing Board is of the opinion that public security matters, intimate financial matters, personal matters, or other matters would be disclosed at the hearing).

4.2 Hearing Participants

The *Conservation Authorities Act* does not provide for third party status at the hearing. The hearing, however, is open to the public. Any information related to the matter that forms the subject of the hearing provided by third parties must be incorporated within the presentation of information by, or on behalf of, the Party or Authority staff as appropriate.

4.3 Attendance of Hearing Committee Members

In accordance with the case law relating to the conduct of hearings, those members of the Hearing Committee who will make a hearing decision must be present during the full course of the hearing. If it is necessary for a member of the Hearing Committee to leave, the remaining members of the Hearing Committee can continue with the hearing and render a decision. The meeting must maintain a quorum, once a quorum is lost the meeting shall be adjourned until the meeting can be re-constituted with a quorum in place.

4.4 Adjournments

The Hearing Committee may adjourn a hearing on its own motion or that of the Party or SCRCA staff where it is satisfied that an adjournment is necessary for an adequate hearing to be held. While adjourned, members of the Hearing Committee shall not discuss the matter that is subject of the hearing.

Any adjournments form part of the hearing record. For Electronic meetings, the Board is not considered adjourned unless any member departs due to technical issues for more than 15 minutes.

4.5 Orders and Directions

In accordance with ss.9(2) of the SPPA, the Hearing Committee is entitled to make orders or directions to maintain order and prevent the abuse of its hearing processes.

4.6 Information Presented at Hearings

- a) The *Statutory Power Procedure Act* requires that a witness be informed of their right to object pursuant to the *Evidence Act* R.S.O, 1990, c.E23 and the *Canada Evidence Act*, R.S.C., 1985, c.C-5 (CEA). The *Evidence Act* and *Canada Evidence Act* indicate that any answers provided by a witness during the hearing are not admissible against the Witness in any criminal trial or proceeding. This information should be provided to the applicant as part of the Notice of Hearing.
- b) It is the decision of the Hearing Committee as to whether information is presented under oath or affirmation. It is not a legal requirement. The applicant must be informed of the above, prior to or at the start of the hearing.
- c) The Hearing Committee may authorize receiving a copy rather than the original document. However, the Hearing Committee can request certified copies of the document if required.
- d) Privileged information, such as solicitor/client correspondence, cannot be heard.
- e) Information that is not directly within the knowledge of the speaker (hearsay), if relevant to the issues of the hearing, can be heard.
- f) The Hearing Committee may take into account matters of common knowledge such as geographic or historic facts, times, measures, weights, etc. or generally recognized scientific or technical facts, information or opinions within its specialized knowledge without hearing specific to inform their decision.
- g) Staff and the Party shall not present new information at the hearing that has not been submitted to the Hearing Board and the other Party.

4.7 Conduct of Attending Hearing Committee Members

4.7.1 Record of Attending Hearing Committee Members

Attendance of Hearing Committee members shall be recorded at the opening of the hearing.

4.7.2 Opening Remarks

The Chair shall convene the hearing with opening remarks which generally; identify the Party, the nature of the matter that forms the subject of the hearing (e.g., Application, Permit, Stop Order), and the property location; outline the hearing procedures; and advise on requirements of the *Evidence Act* and the *CEA*. In an electronic hearing, all parties and the members of the Hearing Committee must be able to clearly hear one another and any witnesses throughout the hearing.

4.7.3 Presentation of Staff Information

SCRCA Staff present the reasons supporting their recommendation associated with refusal or conditions of the Permit Application, refusal of Permit extensions, cancellations or Stop Orders; in addition to providing legislative/regulatory background and case background. Any reports, documents or plans that form part of the presentation should be properly indexed and received.

Consideration should be given to the designation of one staff member or legal counsel who coordinates the presentation of information on behalf of SCRCA staff and who asks questions on behalf of SCRCA staff. Additional staff may participate as required (e.g., technical staff).

4.7.4 Presentation of Party Information

The Party has the opportunity to present information at the conclusion of the SCRCA staff presentation. Any reports, documents or plans which form part of the submission should be properly indexed and received. It is noted that all information about the application should have been provided to the Conservation Authority to assist staff with making a recommendation on the application. If new information is brought before the Hearing Committee which was not part of the application that was processed by staff, the Hearing Committee may need to adjourn the hearing to allow SCRCA staff sufficient time to review the new information.

The Party shall present information as it applies to the purpose of the hearing (e.g., related to activities covered by the permit application, permit conditions, activities to a Stop Order, etc.)

- The Party may be represented by legal counsel or agent, if desired
- The Party may present information to the Hearing Committee and/or have invited advisors to present information to the Hearing Committee
- The Party's presentation may include technical witnesses, such as an engineer,
- ecologist, hydrogeologist etc.

4.7.5 Questions

Members of the Hearing Committee may direct questions to each speaker as the information is being heard. The applicant and /or agent can make any comments or questions on the staff report.

Pursuant to the *Statutory Powers Procedure Act*, the Hearing Committee can limit questioning

where it is satisfied that there has been full and fair disclosure of the facts presented. Please note that the courts have been particularly sensitive to the issue of limiting questions and there is a tendency to allow limiting of questions only where it has clearly gone beyond reasonable or proper bounds.

4.7.6 Deliberation

After all the information is presented, the Hearing Committee may debate and vote in open session or adjourn the hearing and retire in private to confer. Legal Counsel may be secured to advise the Hearing Committee in private. The Hearing Committee may reconvene on the same date or at some later date to advise of the Hearing Committee's decision. The Hearing Committee members should not discuss the hearing with others prior to the decision of the Hearing Committee being finalized.

5.0 DECISION

Hearing participants must receive written notice of the Hearing Committee's decision. The Hearing Committee shall itemize and record information of particular significance which led to their decision. If the application has been refused, the Party shall be informed of the right to appeal the decision to the Ontario Land Tribunal, the Minister, or other prescribed body as appropriate and in accordance with the CAA and O.Reg 41/24.

Table 2 below summarizes the Hearing Committee decision powers in accordance with the Act and O. Reg. 41/24, as well as associated appeal rights for the Party.

Table 2: Hearing Board Decision Powers and Associated Appeal Mechanism²

Hearing Scenario	Decision Powers	Appeal
Considering Refusal or Attaching Conditions (Section 28.1 Permit)	(a) Issue the Permit; (b) Issue the Permit subject to conditions; or, (c) Refuse the Permit.	Request Minister's Review within 15 days after receiving Authority's decision (<i>CAA, ss. 28.1 (8)</i>); or, Appeal to the OLT within 90 days of receiving the Authority's decision (in accordance with CAA requirements) (<i>CAA, ss. 28.1 (20) (21)</i>).
Considering Attaching Conditions (Section 28.1.2 Permit)	(a) Issue the Permit; or, (b) Issue the Permit subject to conditions	Request Minister's Review within 15 days after receiving Authority's reasons for conditions

		<i>(CAA, ss. 28.1.2 (9)); or,</i> Appeal to the OLT within 90 days of receiving the Authority's reasons for conditions (in accordance with CAA requirements) <i>(CAA, ss. 28.1.2(14) (15)).</i>
Considering Cancellation (Section 28.1 or 28.1.1 Permit)	(a) Confirm decision to cancel Permit; (b) Rescind decision to cancel Permit; or (c) Vary decision to cancel Permit.	Appeal to the OLT within 90 days after receiving the Authority's decision <i>(CAA, ss.28.3 (6))</i>
Considering Extension (Section 28.1 or 28.1.2 Permit)	(a) Confirm the refusal of the extension; or, (b) Grant an extension for such period of time as it deems appropriate, as long as the total period of validity of the Permit does not exceed the applicable maximum period specified in O. Reg. 41/24.	No appeal mechanism.
Considering Stop Order (Section 30.4)	(a) Confirm the order; (b) Amend the order; or, (c) Remove the order, with or without conditions	Appeal to the Minister or a body prescribed by the regulations within 30 days after receiving the Authority's decision <i>(CAA, ss. 30.4(9))</i>

2 Note: The information presented in this table is a summary. For full details, please review the relevant section of the Conservation Authorities Act and O. Reg. 41/24

5.1 Notice of Decision

The Notice of Decision should include the following information:

- (a) The identification of the person who requested the hearing, property, and the purpose of the hearing (i.e., Application for Permit, attaching Permit conditions, request for Permit extension, Stop Order, or cancellation of Permit);
- (b) The decision (as indicated in Table 2 above);
- (c) Written reasons for the decision;
- (d) A copy of the Hearing Committee's resolution.

(e) Notice of the Party's right to an appeal (as indicated in Table 2 above).

It is recommended that the written Notice of Decision be forwarded to the Party by registered mail, and other methods as determined advisable (e.g. email).

5.2 Adoption

The Hearing Board shall adopt a resolution containing the decision and any particulars of the decision.

6.0 RECORD

The SCRCA shall compile a record of the hearing. In the event of an appeal, a copy of the record should be forwarded to the Ontario Land Tribunal or Minister (as appropriate). The record must include the following:

- (a) As applicable, copies of the Application for Permit, the Permit issued, notice of cancellation, or Stop Order that was subject of the hearing.
- (b) The Notice of Hearing.
- (c) Any orders made by the Hearing Committee (e.g., for adjournments).
- (d) All information received by the Hearing Committee.
- (e) Attendance of Hearing Committee members.
- (f) The decision and written reasons for decision of the Hearing Committee.
- (g) The Notice of Decision sent to the Party.

7.0 APPENDICES

Appendix A – S.28.1 Permit Application

NOTICE OF HEARING

IN THE MATTER OF

The Conservation Authorities Act,
R.S.O. 1990, Chapter C. 27 As Amended;

AND IN THE MATTER OF A Permit Application By: **[Applicant]**

MADE TO THE

St. Clair Region Conservation Authority (SCRC)
pursuant to section 28.1, subsection 5 of the said Act.

TAKE NOTICE that a hearing before the Hearing Committee of the St. Clair Region Conservation Authority will be held under Section 28.1, subsection 5 of the *Conservation Authorities Act* at the offices of said Authority at the SCRC Administration Office, 205 Millpond Cres., Strathroy, Ontario N7G 3P9 at the hour of **[TIME]**, on the day of **[DATE]** **(for electronic hearings, include details about the manner in which the hearing will be held)** with respect to the application by **[APPLICANT NAME]** to permit development within an area regulated by the St. Clair Region Conservation Authority in order to ensure the activity is not likely to **[affect the control of flooding, erosion, dynamic beaches or unstable or bedrock; create conditions or circumstance that, in the event of a natural hazard, might jeopardise the health and safety of persons or result in the damage or destruction of property]** on **LOT XX, PLAN/LOT XX, CONCESSION XX, STREET IN THE CITY OF, GEOGRAPHIC TOWNSHIP OF, [LOCATION OF PROPERTY]**.

TAKE NOTICE THAT you are invited to make a delegation and submit supporting written material to the Hearing Committee for the meeting of **[MEETING NUMBER]**. If you intend to appear, **[for electronic hearings, or if you believe that holding the hearing electronically is likely to cause significant prejudice], please contact [NAME]**. Written material will be required by **[DATE]**, to enable the Committee members to review the material prior to the meeting.

TAKE NOTICE THAT this hearing is governed by the provisions of the *Statutory Powers Procedure Act*. Under the Act, a witness is automatically afforded a protection that is similar to the protection of the *Ontario Evidence Act*. This means that the evidence that a witness gives may not be used in subsequent civil proceedings or in prosecutions against the witness under a Provincial Statute. It does not relieve the witness of the obligation of this oath since matters of perjury are not affected by the automatic affording of the protection. The significance is that the legislation is

Provincial and cannot affect Federal matters. If a witness requires the protection of the *Canada Evidence Act* that protection must be obtained in the usual manner. The Ontario Statute requires the tribunal to draw this matter to the attention of the witness, as this tribunal has no knowledge of the effect of any evidence that a witness may give.

AND FURTHER TAKE NOTICE that if you do not attend at this Hearing, the Hearing Committee may proceed in your absence, and you will not be entitled to any further notice in the proceedings.

PLEASE NOTIFY THIS OFFICE by **[NOTIFICATION DATE]** as to whether you and/or your agent will be attending. A copy of Ontario Regulation 41/24 and Section 28.1 of the *Conservation Authorities Act* will be made available to you upon request.

DATED the _____ day of _____, _____.

The Hearings Committee of the St. Clair Region Conservation Authority

Per:

[Chair of Hearing Board/Chief
Administrative Officer/Secretary-Treasurer]

Appendix B – S.28.1.2 Permit Application

NOTICE OF HEARING

IN THE MATTER OF

The Conservation Authorities Act,
R.S.O. 1990, Chapter C. 27 As Amended;

AND IN THE MATTER OF A Permit Application By: **[Applicant]**

MADE TO THE

St. Clair Region Conservation Authority (SCRCA)

Pursuant to section 28.1.2, subsection 7 of the said Act.

TAKE NOTICE THAT a Hearing before the Hearing Committee of the St. Clair Region Conservation Authority will be held under section 28.1.2, subsection 7 of the *Conservation Authorities Act* at the offices of the said Authority at the SCRCA Administration Office, 205 Millpond Cres., Strathroy, Ontario N7G 3P9, at the hour of **[TIME]**, on the day of **[DATE], 20XX, (for electronic hearings, include details about the manner in which the hearing will be held)** with respect to the application by **[NAME]** to permit development within an area regulated by the Authority in association with a Minister's Zoning Order **[REGULATION NUMBER]** on Lot, Plan/Lot, Concession, **[STREET]**, CITY, GEOGRAPHIC TOWNSHIP.

TAKE NOTICE THAT you are invited to make a delegation and submit supporting written material to the Hearing Committee for the meeting of **[Meeting number]**. If you intend to appear **[for electronic hearings: or if you believe that holding the hearing electronically is likely to cause significant prejudice]**, please contact **[NAME]**. Written material will be required by **[DATE]**, to enable the Committee members to review the material prior to the meeting.

TAKE NOTICE THAT pursuant to section 28.1.2, subsection 3 of the *Conservation Authorities Act*, a Conservation Authority is required to grant the permit applied for and may only impose conditions to the permit, provided all legislative requirements are met. The Hearing will therefore focus on the conditions to be imposed to the granting of the permit.

TAKE NOTICE THAT this hearing is governed by the provisions of the *Statutory Powers Procedure Act*. Under the Act, a witness is automatically afforded a protection that is similar to the protection of the *Ontario Evidence Act*. This means that the evidence that a witness gives may not be used in subsequent civil proceedings or in prosecutions against the witness under a Provincial Statute. It does not relieve the witness of the obligation of this oath since matters of perjury are not affected by the automatic affording of the protection. The significance is that the legislation is Provincial and cannot affect Federal matters. If a witness requires the protection of the *Canada*

Evidence Act that protection must be obtained in the usual manner. The Ontario Statute requires the tribunal to draw this matter to the attention of the witness, as this tribunal has no knowledge of the effect of any evidence that a witness may give.

AND FURTHER TAKE NOTICE that if you do not attend at this Hearing, the Hearing Committee of the Conservation Authority may proceed in your absence, and you will not be entitled to any further notice in the proceedings.

PLEASE NOTIFY THIS OFFICE by **[NOTIFICATION DATE]** as to whether you and/or your agent will be attending. A copy of Ontario Regulation 41/24 and Section 28.1.2 of the *Conservation Authorities Act* will be made available to you upon request.

DATED the _____ day of _____, _____.

The Hearing Board of the St. Clair Region Conservation Authority,

Per:

[Chair of the Hearing Board/
Chief Administrative Officer/Secretary-Treasurer]

Appendix C – Stop Order

NOTICE OF HEARING

IN THE MATTER OF

The *Conservation Authorities Act*,
R.S.O. 1990, Chapter C. 27 As Amended;

AND IN THE MATTER OF A Stop Order

Issued by the

St. Clair Region Conservation Authority (SCRC)

Pursuant to section 30.4, subsection 6 of the said Act.

TAKE NOTICE THAT a Hearing before the Hearing Committee of the St. Clair Region Conservation Authority will be held under section 30.4, subsection 6 of the *Conservation Authorities Act* at the offices of the said Authority at the SCRC Administration Office, 205 Millpond Cres., Strathroy, Ontario N7G 3P9, at the hour of [TIME], on the day of [DATE], 20XX, **(for electronic hearings, include details about the manner in which the hearing will be held)** with respect to a **Stop Order** issued to [NAME] on [DATE STOP ORDER WAS ISSUED]. The Stop Order requires [NAME] to **[stop engaging in or to not to engage]** in the following activity/activities on Lot, Plan/Lot, Concession, [STREET] in the City of, Geographic Township of

TAKE NOTICE THAT you are invited to make a delegation and submit supporting written material to the Hearing Committee for the meeting of [*meeting number*]. If you intend to appear **[for electronic hearings: or if you believe that holding the hearing electronically is likely to cause significant prejudice]**, please contact [NAME]. Written material will be required by [DATE], to enable the Hearing Committee members to review the material prior to the meeting.

TAKE NOTICE THAT this hearing is governed by the provisions of the *Statutory Powers Procedure Act*. Under the Act, a witness is automatically afforded a protection that is similar to the protection of the *Ontario Evidence Act*. This means that the evidence that a witness gives may not be used in subsequent civil proceedings or in prosecutions against the witness under a Provincial Statute. It does not relieve the witness of the obligation of this oath since matters of perjury are not affected by the automatic affording of the protection. The significance is that the legislation is Provincial and cannot affect Federal matters. If a witness requires the protection of the *Canada Evidence Act* that protection must be obtained in the usual manner. The Ontario Statute requires the tribunal to draw this matter to the attention of the witness, as this tribunal has no knowledge of the effect of any evidence that a witness may give.

AND FURTHER TAKE NOTICE that if you do not attend this Hearing, the Hearing Committee

of the Conservation Authority may proceed in your absence, and you will not be entitled to any further notice in the proceedings.

PLEASE NOTIFY THIS OFFICE by **[NOTIFICATION DATE]** as to whether you and/or your agent will be attending. A copy of Ontario Regulation 41/24 and Section 30.4 of the *Conservation Authorities Act* will be made available to you upon request.

DATED the _____ day of _____, _____.

The Hearing Board of the St. Clair Region Conservation Authority,

Per:

[Chair of the Hearing Board/
Chief Administrative Officer/Secretary-Treasurer]

Appendix D – Permit Cancellation

NOTICE OF HEARING

IN THE MATTER OF

The *Conservation Authorities Act*,
R.S.O. 1990, Chapter C. 27 As Amended;

AND IN THE MATTER OF cancellation of [Permit Number XXX]

Issued by the

St. Clair Region Conservation Authority (SCRCA)

pursuant to section 28.3, subsection 2, 3 & 4 of the said Act.

TAKE NOTICE THAT a Hearing before the Hearing Committee of the St. Clair Region Conservation Authority will be held under section 28.3, subsection 4 of the *Conservation Authorities Act* at the offices of the said Authority at the SCRCA Administration Office, 205 Millpond Cres., Strathroy, Ontario N7G 3P9, at the hour of [TIME], on the day of [DATE], 20XX, **(for electronic hearings, include details about the manner in which the hearing will be held)** with respect to the **Notice of Intent to Cancel Permit Number XXX** issued to [NAME] on [DATE the Intent to Cancel Notice was issued] that permits development within an area regulated by the SCRCA on Lot , Plan/Lot , Concession , [STREET] In the City of, GEOGRAPHIC TOWNSHIP

TAKE NOTICE THAT you are invited to make a delegation and submit supporting written material to the Hearing Committee for the meeting of [meeting number XXX]. If you intend to appear **[for electronic hearings: or if you believe that holding the hearing electronically is likely to cause significant prejudice]**, please contact [NAME]. Written material will be required by [DATE], to enable the Hearing Committee members to review the material prior to the meeting.

TAKE NOTICE THAT this hearing is governed by the provisions of the *Statutory Powers Procedure Act*. Under the Act, a witness is automatically afforded a protection that is similar to the protection of the *Ontario Evidence Act*. This means that the evidence that a witness gives may not be used in subsequent civil proceedings or in prosecutions against the witness under a Provincial Statute. It does not relieve the witness of the obligation of this oath since matters of perjury are not affected by the automatic affording of the protection. The significance is that the legislation is Provincial and cannot affect Federal matters. If a witness requires the protection of the *Canada Evidence Act* that protection must be obtained in the usual manner. The Ontario Statute requires the tribunal to draw this matter to the attention of the witness, as this tribunal has no knowledge of the effect of any evidence that a witness may give.

AND FURTHER TAKE NOTICE that if you do not attend this Hearing, the Hearing Committee

of the Conservation Authority may proceed in your absence, and you will not be entitled to any further notice in the proceedings.

PLEASE NOTIFY THIS OFFICE by **[NOTIFICATION DATE]** as to whether you and/or your agent will be attending. A copy of Ontario Regulation 41/24 and Section 28.3 of the Conservation Authorities Act will be made available to you upon request.

DATED the _____ day of _____, _____.

The Hearing Board of the St. Clair Region Conservation Authority,

Per:

[Chair of the Hearing Board/
Chief Administrative Officer/Secretary-Treasurer]

Appendix E – Permit Extension Refusal

NOTICE OF HEARING

IN THE MATTER OF

The *Conservation Authorities Act*,
R.S.O. 1990, Chapter C. 27 As Amended;

AND IN THE MATTER OF refusal of a request for an extension to the period of validity for **[Permit Number XXX]**

Issued by the

St. Clair Region Conservation Authority (SCRCA)

Pursuant to section 11, subsection 4, 5, and 6 of Ontario Regulation 41/24, made pursuant to Section 40, subsection 4 the said Act.

TAKE NOTICE THAT a Hearing before the Hearing Committee of the St. Clair Region Conservation Authority will be held under section 11, subsection 6 of the *O.Reg. 41/24* at the offices of the said Authority at the SCRCA Administration Office, 205 Millpond Cres., Strathroy, Ontario N7G 3P9, at the hour of **[TIME]**, on the day of **[DATE]**, **20XX, (for electronic hearings, include details about the manner in which the hearing will be held)** with respect to a **Request for Permit Extension for Permit Number [XX]** issued to **[NAME]** on **[DATE]** that permits development within an area regulated by the SCRCA on Lot, Plan/Lot, Concession, **[STREET]** In the City of, GEOGRAPHIC TOWNSHIP

TAKE NOTICE THAT you are invited to make a delegation and submit supporting written material to the Hearing Committee for the meeting of **[meeting number XXX]**. If you intend to appear **[for electronic hearings: or if you believe that holding the hearing electronically is likely to cause significant prejudice]**, please contact **[NAME]**. Written material will be required by **[DATE]**, to enable the Hearing Committee members to review the material prior to the meeting.

TAKE NOTICE THAT this hearing is governed by the provisions of the *Statutory Powers Procedure Act*. Under the Act, a witness is automatically afforded a protection that is similar to the protection of the *Ontario Evidence Act*. This means that the evidence that a witness gives may not be used in subsequent civil proceedings or in prosecutions against the witness under a Provincial Statute. It does not relieve the witness of the obligation of this oath since matters of perjury are not affected by the automatic affording of the protection. The significance is that the legislation is Provincial and cannot affect Federal matters. If a witness requires the protection of the *Canada Evidence Act* that protection must be obtained in the usual manner. The Ontario Statute requires the tribunal to draw this matter to the attention of the witness, as this tribunal has no knowledge of the effect of any evidence that a witness may give.

AND FURTHER TAKE NOTICE that if you do not attend this Hearing, the Hearing Committee of the Conservation Authority may proceed in your absence, and you will not be entitled to any further notice in the proceedings.

PLEASE NOTIFY THIS OFFICE by **[NOTIFICATION DATE]** as to whether you and/or your agent will be attending. A copy of Ontario Regulation 41/24 will be made available to you upon request.

DATED the _____ day of _____, _____.

The Hearing Board of the St. Clair Region Conservation Authority,

Per:

[Chair of the Hearing Board/
Chief Administrative Officer/Secretary-Treasurer]

Appendix F – Hearing Procedures

- a) Motion to sit as Hearing Committee.
- b) Roll Call followed by the Chair's opening remarks. For electronic hearings, the Chair shall ensure that all parties and the Hearing Committee are able to clearly hear one another and any witnesses throughout the hearing.
- c) Staff will introduce to the Hearing Committee the Party, their agent and others wishing to speak.
- d) Staff will indicate the nature and location of the subject matter [**application/issued permit/Stop Order**] and the conclusions.
- e) Staff will present the staff report included in the agenda.
- f) The Party and/or their agent will present their material.
- g) Staff and the conservation authority's agent may question the Party and/or their agent if reasonably required for a full and fair disclosure of matters presented at the hearing.¹
- h) The Party and/or their agent may question the conservation authority staff and/or their agent if reasonably required for full and fair disclosure of matters presented at the Hearings.²
- i) The Hearing Committee will question, if necessary, both the staff and the Party/agent.
- j) The Hearing Committee will move into deliberation. The Hearing Committee may also adjourn the hearing and retire in private to confer. For electronic meetings, the Hearing Committee will deliberate in a manner consistent with practices for in-person hearings (e.g., open vs closed session)
- k) Members of the Hearing Committee will move and second a motion.
- l) A motion will be carried which will culminate in a decision.
- m) The Hearing Committee will move out of deliberation. For electronic meetings, the Hearing Committee will reconvene with other participants.
- n) The Chair or Acting Chair will advise the Party of the Hearing Committee decision.
- o) The Chair or Acting Chair shall notify the Party of their right to appeal the decision to the Ontario Land Tribunal, Minister, or other prescribed body (as applicable) upon receipt of the

reasons for decision, in accordance with the provisions and timelines outlined in the Conservation Authorities Act and Ontario regulation 41/24.

p) Motion to move out of the Hearing Committee and sit as Full Authority.

¹ As per the Statutory Powers Procedure Act a tribunal may reasonably limit further examination or cross-examination of a witness where it is satisfied that the examination or cross-examination has been sufficient to disclose fully and fairly all matters relevant to the issues in the proceeding.

² As per the Statutory Powers Procedure Act a tribunal may reasonably limit further examination or cross-examination of a witness where it is satisfied that the examination or cross-examination has been sufficient to disclose fully and fairly all matters relevant to the issues in the proceeding.

Appendix G –S.28.1 Permits

CHAIR'S REMARKS WHEN DEALING WITH HEARINGS (Section 28.1, Subsection 5 of the *Conservation Authorities Act*) Permit Application, with or without Conditions

We are now going to conduct a hearing under section 28.1, subsection 5 of the *Conservation Authorities Act* in respect of an application for a permit by **[Applicant name]** to **[details of proposed activities]**.

Section 28.1, subsection 1 of the *Conservation Authorities Act* provides that an Authority may issue a permit to a person to engage in an activity that would otherwise be prohibited by section 28, subsection 1 of the Act, in an area regulated by the Authority, if in the opinion of the Authority, the activity is not likely to affect the control of flooding, erosion, dynamic beaches or unstable soil or bedrock; the activity is not likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property; and any other requirements that may be prescribed by the regulations are met.

The Authority staff have reviewed the proposed activities and provided the applicant with a response and made arrangements for this hearing to be scheduled. A staff report has been prepared and provided to the Hearing Committee members and the applicant as part of this hearing. The applicant was invited to file material in response to the staff report, a copy has which has also been provided to the Hearing Committee.

Under section 28.1, subsection 5 of the *Conservation Authorities Act* the person applying for a permit has the right to a hearing before the Hearing Committee.

In holding this hearing, the Hearing Committee is to determine whether or not a permit is to be issued, with or without conditions. In doing so, the Hearing Committee can only consider the application in the form that is before us, the staff report, such evidence as may be given and the submissions to be made on behalf of the applicant. Only information disclosed prior to the hearing is to be presented at the hearing.

The proceedings will be conducted according to the *Statutory Powers Procedure Act*. Under Section 9 of the Evidence Act and Section 5 of the *Canada Evidence Act*, any witness called may object to answer any question on the ground that the answer may tend to incriminate the person or may tend to establish his/her liability to a civil proceeding at the instance of the Crown or of any person.

The procedure in general shall be informal without the evidence before it being given under oath or affirmation unless decided by the Hearing Committee.

If the applicant has any questions to ask of the Hearing Committee or of the Authority

representative, they must be directed to the Chair.

Appendix H – Mandatory Permits

CHAIR'S REMARKS WHEN DEALING WITH HEARINGS

(Section 28.1.2, Subsection 7 of the *Conservation Authorities Act*) Mandatory Permits, Zoning Orders

We are now going to conduct a hearing under section 28.1.2, subsection 7 of the *Conservation Authorities Act* in respect of an application for a permit by **[Applicant name]** to **[details of proposed activity]**.

Under section 28.1.2, subsection 3 of the Conservation Authorities Act, an Authority that receives an application for a permit to carry out a development project in the Authority's area of jurisdiction shall issue the permit if an order has been made by the Minister of Municipal Affairs and Housing under section 47 of the Planning Act authorizing the development project under that Act; and the lands in the Authority's area of jurisdiction on which the development project is to be carried out are not located in the Greenbelt Area designated under section 2 of the Greenbelt Act, 2005; and such other requirements as may be prescribed are satisfied.

Furthermore, section 28.1.2, subsection 6 allows an Authority to attach conditions to such permits, including conditions to mitigate: any effects the development project is likely to have on the control of flooding, erosion, dynamic beaches or unstable soil or bedrock; circumstances created by the development project that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property; or any other matters that may be prescribed by regulation.

The Staff has reviewed this proposed work and prepared a staff report, including the proposed conditions of approval for the proposed work, which has been given to the applicant and the Hearing Committee. The applicant was invited to file material in response to the staff report, a copy of which has also been provided to the Hearing Committee.

Under Section 28.1.2, subsection 7 of the *Conservation Authorities Act*, the person applying for a permit has the right to a hearing before the Hearing Committee.

In holding this hearing, the Hearing Committee is to determine the prescribed conditions to be attached to the approved permission. In doing so, we can only consider the application in the form that is before us, the staff report, such evidence as may be given and the submissions to be made on behalf of the applicant. Only Information disclosed prior to the hearing is to be presented at the hearing.

The proceedings will be conducted according to the *Statutory Powers Procedure Act*. Under Section 9 of the *Evidence Act* and Section 5 of the *Canada Evidence Act*, any witness may object to answer any question on the ground that the answer may tend to incriminate the person, or may tend to establish his/her liability to a civil proceeding at the instance of the Crown or of any person.

The procedure in general shall be informal without the evidence before it being given under oath or affirmation unless decided by the hearing members.

If the applicant has any questions to ask of the Hearing Committee or of the Authority representative, they must be directed to the Chair.

Appendix I – Chairperson’s Remarks When Dealing with Hearings (Section 30.4, Subsection 6 of the Conservation Authorities Act) To Consider a Stop Order

We are now going to conduct a hearing under section 30.4, subsection 6 of the Conservation Authorities Act in respect to a Stop Order issued to **[Party]** on **[Date], 20XX**.

In accordance with section 30.4, subsection 1 of the Act, **[NAME]** was served with a Stop Order by an officer of the Authority because the officer believed **[NAME]** **[had engaged/was about to engage]** in an activity that **[has contravened/will contravene]** the Act or a regulation made under the Act; **[and/or]** the conditions of **[Permit number XXX]**.

Furthermore, the officer believes that the activity **[has caused/is likely to cause]** significant damage and the damage **[affects/is likely to affect]** the control of flooding, erosion, dynamic beaches or unstable soil or bedrock **[and/or]** in the event of a natural hazard, the damage **[has created/is likely]** to create conditions or circumstances that might jeopardize the health and safety of persons or result in damage or destruction of property; and that, the order will prevent or reduce said damage.

Section 30.4, subsection 6 of the Act requires that a person who is served with a Stop Order be provided with an opportunity to request and attend a hearing before the Authority.

The Staff have prepared a report, a copy of which has been given to the **[Appellant name]** and the Board. The **[Appellant name]** was invited to file material in response to the staff report, a copy of which has also been provided to the Board.

In accordance with section 30.4, subsection 7 of the Act, after holding the hearing, the Authority shall confirm the order, amend the order, or remove the order with or without conditions. In doing so, we can only consider the information in the form that is before us, the staff report, such evidence as may be given, and the submissions to be made on behalf of **[Appellant name]**. Only information disclosed prior to the hearing is to be presented at the hearing.

The proceedings will be conducted according to the *Statutory Powers Procedure Act*. Under section 9 of the *Evidence Act* and section 5 of the *Canada Evidence Act*, any witness called may object to answer any question on the ground that the answer may tend to incriminate the person or may tend to establish **[his/her]** liability to a civil proceeding at the instance of the Crown or of any person.

The procedure in general shall be informal without the evidence before it being given under oath or affirmation unless decided by the hearing members.

If **[Appellant name]** has any questions to ask of the Hearing Board or of the Authority representative, they must be directed to the Chairperson of the board.

Appendix J – Chairperson’s Remarks When Dealing with Hearings (Section 28.3, Subsections 4 of the Conservation Authorities Act) To Consider the Cancellation of a Permit

We are now going to conduct a hearing under section 28.3, subsection 4 of the *Conservation Authorities Act* to consider the cancellation of **[Permit number XXX]** issued to **[Permit holder]**, on **[Date], 20XX**.

In accordance with section 28.3, subsection 1 of the Act, the Authority notified the permit holder of the intent to cancel **[permit number]** by **[Date], 20XX** because, it is the opinion of the Authority, the conditions of the permit have not been met; **or** that the circumstances prescribed by regulation exist **(include detail here if applicable)**.

Section 28.3, subsection 3 of the Act provides that a permit holder may request a hearing within 15 days of receiving the Authority’s intent to cancel a permit.

The Staff have prepared a report, a copy of which has been given to the permit holder and the Board. The permit holder was invited to file material in response to the Staff report, a copy of which has also been provided to the Board.

In accordance with section 28.3, subsection 5 of the Act, after holding the hearing, the Authority may confirm, rescind, or vary the decision to cancel the permit. In doing so, we can only consider the information in the form that is before us, the Staff report, such evidence as may be given, and the submissions to be made on behalf of the permit holder. Only information disclosed prior to the hearing is to be presented at the hearing.

The proceedings will be conducted according to the *Statutory Powers Procedure Act*. Under section 9 of the *Evidence Act* and section 5 of the *Canada Evidence Act*, any witness called may object to answer any question on the ground that the answer may tend to incriminate the person or may tend to establish his/her liability to a civil proceeding at the instance of the Crown or of any person.

The procedure in general shall be informal without the evidence before it being given under oath or affirmation unless decided by the hearing members.

If the permit holder has any questions to ask of the Hearing Board or of the Authority representative, they must be directed to the Chairperson of the board.

Appendix K- Chairperson's Remarks When Dealing with Hearings (Section 11, Subsection 6 of Ontario Regulation 41/24, made pursuant to Section 40, Subsection 4 of the Conservation Authorities Act) To Consider an Extension to the Period of Validity of a Permit

We are now going to conduct a hearing under section 11, subsection 6 of Ontario Regulation 41/24, made under section 40, subsection 4 of the *Conservation Authorities Act* regarding a request for extension of **[permit number XXX]** issued to **[Permit holder]**.

Section 11, subsections 4 and 5 of Ontario Regulation 41/24 provides that a permit holder may request a hearing to consider their request to extend the period of validity of a permit issued under section 28.1 or 28.1.2 of the Act within 15 days of receiving notice that the Authority intends to refuse a request for extension.

The Staff have prepared a report, a copy of which has been given to the permit holder and the Board. The permit holder was invited to file material in response to the Staff report, a copy of which has also been provided to the Board.

In accordance with section 11, subsection 7 of the Regulation, after holding the hearing, the Authority may confirm the refusal of the extension or grant an extension for a time deemed appropriate, provided the total period of validity of the permit does not exceed the applicable maximum period of 60 months prescribed by Regulation. In doing so, we can only consider the information in the form that is before us, the Staff report, such evidence as may be given, and the submissions to be made on behalf of the permit holder. Only information disclosed prior to the hearing is to be presented at the hearing.

The proceedings will be conducted according to the *Statutory Powers Procedure Act*. Under section 9 of the *Evidence Act* and section 5 of the *Canada Evidence Act*, any witness called may object to answer any question on the ground that the answer may tend to incriminate the person or may tend to establish his/her liability to a civil proceeding at the instance of the Crown or of any person.

The procedure in general shall be informal without the evidence before it being given under oath or affirmation unless decided by the hearing members.

If the permit holder has any questions to ask of the Hearing Board or of the Authority representative, they must be directed to the Chairperson of the board.

Appendix L - Sample Notice of Decision (Refusal / Attaching Conditions)

(Date)

BY REGISTERED MAIL

(name)

(address)

Dear [name]:

RE: NOTICE OF DECISION

Hearing Pursuant to Section 28.1, Subsection 5 of the Conservation Authorities Act

Proposed [description of proposed activity]

Lot, Plan; [Address], [City/Town]

[Application XXX]

In accordance with the requirements of the *Conservation Authorities Act*, the St. Clair Region Conservation Authority (SCRCA) provides the following Notice of Decision:

On [meeting date and number], the Hearing Committee [refused application/approved application/approved application with conditions]. A copy of the Hearing Committee resolution has been attached for your records. Please note that this decision is based on the following reasons:

[Provide specific and clear reasons for refusal or attaching conditions relevant to the application in accordance with ss. 28.1 (7) of the Act]

In accordance with s. 28.1 of the Conservation Authorities Act, an applicant who has been refused a permit or a permit holder who objects to conditions imposed on a permit by the Authority may submit a request for a Minister's Review of this decision to the Minister of Natural Resources or may appeal this decision to the Ontario Land Tribunal. These options are further described below:

1. Within 15 days of receiving the reasons for the Authority's decision, submit a request to the Minister to review the Authority's decision. If a request for a Minister's review is submitted, the Minister will indicate in writing whether or not they intend to conduct a review of the Authority's decision. This notice will be provided within 30 days of receiving the request. If the Minister does not reply within 30 days, this is deemed to be an indication that the Minister does not intend to review the Authority's decision.

The Minister may, in accordance with section 28.1 (15) of the Act, confirm or vary the Authority's decision, or make any decision the Minister considers appropriate, including issuing a permit subject to conditions. Per subsection 28.1(19) of the *Conservation Authorities Act*, a decision made by the Minister is final; or,

2. Appeal to the OLT within 90 days of receiving the reasons for the Authority's decision, provided that:
 - a. the applicant/permit holder has not submitted a request for Minister's review; or,

- b. the applicant/permit holder has submitted a request for Minister's review, and;
 - i. the Minister refused to conduct a review further to a request made under ss. 28.1 (8) of the Act; or,
 - ii. 30 days have lapsed since the applicant/permit holder submitted a request for Minister's review and the Minister has not replied; or,
 - iii. If, further to a request for review made under ss. 28.1 (8) of the Act, the Minister indicates their intent to review a decision and the Minister fails to make a decision within 90 days of giving the reply, the applicant/permit holder may, within the next 30 days, appeal the Authority's decision directly to the OLT.

For your information, should you wish to exercise your right for a Minister's review or appeal to the OLT, your requests can be forwarded to:

For Minister's Review:

Hon. Graydon Smith
 Ministry of Natural Resources and Forestry
 99 Wellesley Street West, 6th Floor, Room 6630
 Toronto, ON [M7A 1W3](#)
 Phone: (416) 314-2301
 E-Mail: Minister.mnrf@Ontario.ca

For Appeal to Ontario Land Tribunal:

Ontario Land Tribunal
 655 Bay Street, Suite 1500
 Toronto, ON [M5G 1E5](#)
 Phone: (416) 212-6349 or (866) 855-1155
 Email: OLT.General.Inquiry@ontario.ca
 Link: [Information on Filing an Appeal](#)

A copy of this request should also be sent to this Conservation Authority. Should you require any further information, please do not hesitate to contact [**Staff contact**] or the undersigned.

Yours truly,

[Chair of the Hearing Board/Chief Administrative Officer/Secretary-Treasurer]

Enclosure

Appendix M - Sample Notice of Decision (Attaching Conditions, Minister's Zoning Order Permits)

(Date)

BY REGISTERED MAIL

(name)

(address)

Dear [name]:

RE: NOTICE OF DECISION

**Hearing Pursuant to Section 28.1.2, Subsection 7 of the Conservation Authorities Act
Proposed [description of proposed activity]**

Lot, Plan; [Address] [City/Town]

[Application Number XXX]

In accordance with the requirements of the Conservation Authorities Act, the St. Clair Region Conservation Authority (SCRCA) provides the following Notice of Decision:

On [**Meeting date and number**], the Hearing Committee approved [**permit number XXX**] [**with conditions/without conditions**]. A copy of the Hearing Committee resolution has been attached for your records. Please note that this decision is based on the following reasons:

[Provide specific and clear reasons for attaching conditions relevant to the application in accordance with ss. 28.1.2 (8) of the Act]

In accordance with the Conservation Authorities Act, a permit holder who objects to conditions imposed on a permit by the Authority may submit a request for a Minister's Review of this decision to the Minister of Natural Resources or may appeal this decision to the Ontario Land Tribunal. These options are further described below:

1. Within 15 days of receiving the reasons for the Authority's decision, submit a request to the Minister to review the conditions. If a request for a Minister's review is submitted, the Minister will indicate in writing whether or not they intend to conduct a review of the conditions. This notice will be provided within 30 days of receiving the request. If the Minister does not reply within 30 days, this is deemed to be an indication that the Minister does not intend to review the Authority's decision.

The Minister may, in accordance with section 28.1.2 (11) of the Act, confirm or vary the conditions attached by the Authority to a permit, including removing conditions or requiring that such additional conditions be attached to the permit as the Minister considers appropriate. Per subsection 28.1.2 (13) of the Conservation Authorities Act, a decision made by the Minister is final; or,

2. Appeal to the OLT within 90 days of receiving the reasons for the Authority's decision, provided that:

- a) the permit holder has not submitted a request for Minister's review; or,
- b) the permit holder has submitted a request for Minister's review, and;
 - i. the Minister refused to conduct a review further to a request made under ss. 28.1.2 (9) of the Act; or,
 - ii. 30 days have lapsed since the permit holder submitted a request for Minister's review and the Minister has not replied; or,
 - iii. If, further to a request for review made under ss. 28.1.2 (9) of the Act, the Minister indicates their intent to review a decision and the Minister fails to make a decision within 90 days of giving the reply, the permit holder may, within the next 30 days, appeal the conditions attached by the Authority directly to the OLT.

For your information, should you wish to exercise your right for a Minister's review, or appeal to the OLT, your requests can be forwarded to:

For Minister's Review:

Hon. Graydon Smith
 Ministry of Natural Resources and Forestry
 99 Wellesley Street West, 6th Floor, Room 6630
 Toronto, ON [M7A 1W3](#)
 Phone: (416) 314-2301
 E-Mail: Minister.mnrf@Ontario.ca

For Appeal to Ontario Land Tribunal:

Ontario Land Tribunal
 655 Bay Street, Suite 1500
 Toronto, ON [M5G 1E5](#)
 Phone: (416) 212-6349 or (866) 855-1155
 Email: OLT.General.Inquiry@ontario.ca
 Link: [Information on Filing an Appeal](#)

A copy of this request should also be sent to this Conservation Authority. Should you require any further information, please do not hesitate to contact [**Staff contact**] or the undersigned.

Yours truly,

[Chair of Hearing Board/Chief Administrative Officer/Secretary-Treasurer]

Enclosure

Appendix N - Sample Notice of Decision (Stop Order)

[Date]

BY REGISTERED MAIL

[Name]

[Address]

Dear [name]:

RE: NOTICE OF DECISION

Hearing Pursuant to Section 30.4, Subsection 6 of the **Conservation Authorities Act**

Stop Order Lot, Plan; [Address], [City/Town]

[Application/Permit Number XXX]

[Stop Order Number XXX]

In accordance with the requirements of the **Conservation Authorities Act**, the St. Clair Region Conservation Authority (SCRCA) provides the following Notice of Decision:

On [Meeting date and number], the Hearing Committee [confirmed the Stop Order, amended the Stop Order, or removed the Stop Order, with or without conditions]. A copy of the Hearing Committee resolution has been attached for your records. Please note that this decision is based on the following reasons:

[Provide specific and clear reasons for confirming, amending, or removing the order, with or without conditions in accordance with ss. 30.4 (8)]

In accordance with the **Conservation Authorities Act**, the person who requested the hearing may appeal to the Minister for a review within 30 days after receiving the reasons for the Authority's decision. The Minister (or other prescribed body) may confirm, amend, or remove the Stop Order, with or without conditions.

For your information, should you wish to exercise your right for a Minister's review, your request can be forwarded to:

Hon. Graydon Smith
Ministry of Natural Resources and Forestry
99 Wellesley Street West, 6th Floor, Room 6630
Toronto, ON [M7A 1W3](#)
Phone: (416) 314-2301
E-Mail: Minister.mnrf@Ontario.ca

A copy of this request should also be sent to this Conservation Authority. Should you require any further information, please do not hesitate to contact [**Staff contact**] or the undersigned.

Appendix O - Sample Notice of Decision (Cancellation of Permit)

[Date]

BY REGISTERED MAIL

[Name]

[Address]

Dear [Name]:

RE: NOTICE OF DECISION

**Hearing Pursuant to Section 28.3 , Subsections (2), (3), and (4) of the Conservation Authorities Act Cancellation of Permit
Lot, Plan; [Address], [City/Town]
[Permit Number]**

In accordance with the requirements of the Conservation Authorities Act, the St. Clair Region Conservation Authority (SCRCA) provides the following Notice of Decision:

On [meeting date and number] the Hearing Committee [confirmed/rescinded/varied] the decision to cancel [Permit number XXX]. A copy of the Hearing Committee resolution has been attached for your records. Please note that this decision is based on the following reasons:

[Provide specific and clear reasons for confirming, rescinding, or varying the decision to cancel the permit, in accordance with ss. 28.3 (5) of the Conservation Authorities Act]

In accordance with the Conservation Authorities Act, the permit holder may, within 90 days after receiving the reasons for the Authority's decision, appeal the decision to the Ontario Land Tribunal (OLT). The OLT has the authority to take evidence, to confirm, rescind or vary the decision to cancel the permit, with or without conditions.

For your information, should you wish to exercise your right to appeal, section 28.3, subsection 7 of the Act requires that the notice shall be sent to the OLT and to the Authority by registered mail.

Ontario Land Tribunal

655 Bay Street, Suite 1500

Toronto ON M5G 1E5

Phone: 416-212-6349 or 866-448-2248

Email: OLT.General.Inquiry@ontario.ca

[Information on Filing an Appeal Link](#)

Should you require any further information, please do not hesitate to contact [**Staff contact**] or the undersigned.

Yours truly,

[Chair of Hearing Board/Chief Administrative Officer/Secretary-Treasurer]
Enclosure

Appendix P - Sample Notice of Decision (Permit Extension)

[Date]

BY REGISTERED MAIL

[Name]

[Address]

Dear [Name]:

RE: NOTICE OF DECISION

Hearing Pursuant to Section 11, Subsections 4, 5, and 6 of O. Reg. 41/24, pursuant to Section 40, Subsection 4 of the Conservation Authorities Act

Request for Permit Extension

Lot, Plan; [Address], [City/Town]

[Permit Number]

In accordance with the requirements of the Conservation Authorities Act, the St. Clair Region Conservation Authority (SCRCA) provides the following Notice of Decision:

On [meeting date and number], the Hearing Committee [confirmed the refusal of the permit extension/granted the permit extension]. [Permit number XX] shall be valid until [Date], 20XX. A copy of the Hearing Committee resolution has been attached for your records. Please note that this decision is based on the following reasons:

[Provide specific and clear reasons relating to the application for refusing or granting the extension, if applicable. In either case, it is best practice to relate the decision to the Conservation Authorities Act tests in ss. 28.1 (1), and ss. 11 (7) of O. Reg. 41/24]

For your information, the Authority's decision is final; there is no legislated appeal process under the *Conservation Authorities Act*.

Should you require any further information, please do not hesitate to contact [**Staff contact**] or the undersigned.

Yours truly,

[Chair of Hearing Board/Chief Administrative Officer/Secretary-Treasurer]

Enclosure

Meeting Date: September 18, 2025 **Item 7.5**
Report Date: September 3, 2025
Submitted by: Tim Payne

Subject: 2026-2030 Agriculture Lease Results

Recommendation:

That the Board of Directors accepts the report, as presented.

Background:

The next round of agriculture lease tender was advertised in the local area and on the website prior to and during the tender window. This was the first year of the new process that included basic requirements be provided on crop rotation and farming practices with the bid form.

The tender results are as follows for the 2026-2030 Agriculture Lease. The person in the number one spot is the successfully tenant for the lease agreement period. Only the top 3 bids are shown. The new bid and points system was used for this tender This information was communicated to current tenants by all means possible prior to the tender deadline.

Property	Top 3 Bids	Bid Price per acre
McKeough Channel Hay (Bottom Land)	1	\$0.00
	2	
	3	
McKeough Channel Hay (Top Land)	1	\$0.00
	2	
	3	
Property 56	1	\$185.00
	2	\$147.00
	3	\$135.00
Property 84	1	\$175.00
	2	
	3	
Property 95 South, 97 West	1	\$227.00
	2	\$175.00
	3	\$167.00
Property 97 East and 98	1	\$125.00
	2	\$125.00
	3	

Property 138 and 140	1	\$172.00
	2	\$175.00
	3	
A.W. Campbell Conservation Area	1	\$195.00
	2	
	3	

Strategic Objectives(s):

Goal 3 – Protect, manage, and restore our natural systems including woodlands, wetlands, waterways, and lakes

3.4 Healthy Watershed and Stewardship

Through various outreach and granting programs, stewardship projects and Best Management Practices are encouraged on private and public lands for the overall benefit of improved water quality and terrestrial and aquatic habitat.

Financial Impact:

Revenues for the next 5 years are less than the previous agriculture lease period. Several factors are contributing to the reduction in revenue.

- Over bid in the previous agricultural lease period.
- Staff working with a local farmer to implement Best Management Practices and drainage
- The rising cost of inputs and the reduction in market prices

Meeting Date: September 18, 2025
Report Date: September 9, 2025
Submitted by: Ken Phillips

Item 7.6

Subject: Disposal of Assets

Recommendation:

That the Board of Directors approval the disposal of the 2012 GMC Sierra (fleet vehicle #9), 2018 Aluminum Utility Trailer (fleet trailer G), 2010 Covered Trailer (fleet trailer C) and 2010 Dump Trailer (fleet trailer D) from the SCRCA fleet inventory.

Background:

Staff are seeking approval to dispose of the following fleet units from its equipment inventory:

- 2012 GMC Sierra (fleet vehicle #9)
- 2018 Aluminum Utility Trailer (fleet trailer G)
- 2010 Covered Trailer (fleet trailer C)
- 2010 Dump Trailer (fleet trailer D)

These units have reached the end of their life cycle. The aforementioned equipment will be disposed of using the GovDeals auction website and proceeds will be placed into the equipment reserve.

Strategic Objectives(s):

Goal 1.3 Asset Management

Financial Impact:

Funds acquired via the sale of the vehicle will be put into the Equipment Reserve to partially replenish the funds used to purchase vehicles in the future.

Meeting Date: September 18, 2025
Report Date: September 4, 2025
Submitted by: Ashley Fletcher

Item 8.1 (a)

Subject: Business Arising

Regarding BD-24-62

Report to be provided at a future meeting

Directors request that a report be provided exploring the options and costs associated with providing an electric vehicle (EV) charging station within campground parking lots. It is also suggested that campground rules and regulations be proactively updated to prohibit EV charging on camp sites.

Meeting Date: September 18, 2025 **Item 8.1 (b)**
Report Date: August 28, 2025
Submitted by: Emily De Cloet

Subject: Current Watershed Conditions

Report Highlights:

- Strathroy and Sarnia are both reporting at or above-seasonal amounts of precipitation over the last 3-, 6- and 12-month periods
- Water levels on Lakes Huron, St. Clair and Erie are all below their July 2024 average, with projections estimating water levels will remain near their long-term averages.
- The flood threat is currently low, and precipitation and streamflow trends over the past 3 and 18 months do not meet the thresholds for a low water status.

Precipitation Trends

Table 1: Precipitation (in millimetres) for surrounding stations. Source: ECCC, 2025.**

Precipitation (mm)	Sarnia		Strathroy		London	
Last Quarter	Actual	Normal	Actual	Normal	Actual	Normal
May 2025	51.8	69.9	86	74	50.1	82.9
June 2025	76.6	85.5	84.2	74.5	66.4	86.8
July 2025	116.7	74.1	78.6	71.7	54.8	82.2
	Averages					
last 3-month totals	245.1	229.5	248.8	220.2	171.3	251.9
3-month % of normal	106.8%		113.0%		68.0%	
regional average	95.9%					
last 6-month totals	432	415.2	469.4	440.2	387.6	472.5
6-month % of normal	104.0%		106.6%		82.0%	
regional average	97.6%					
last 12-month totals	766.6	846.8	898	945.1	786.3	987
12-month % of normal	90.5%		95.0%		79.7%	
regional average	88.4%					

** listed above are climate stations owned and operated by Environment and Climate Change Canada - Meteorological Service of Canada, NAV Canada, and Co-operative Climate Network. These stations provide year-round precipitation (snow, rain, etc.) data for the Southwest Ontario region. Rain gauges that are used by SCRCA but which do not fully capture seasonal precipitation trends, and therefore are not included in this report, are located in: Alvinston, Florence, Dresden, Warwick, Petrolia, Brigden, Wallaceburg and Forest.

- Precipitation in Sarnia and Strathroy have been above normal conditions (defined as being at or above 80% of the seasonal average) for 3-, 6-, and 12-month periods.
- Precipitation in the London region was near or above the 80% threshold for the 6- and 12-month periods, however the 3-month period was well below normal, at 68%

Lake Level Trends

Table 2: Surrounding lakes water level comparison. Source: ECCC, 2025.

July 2025	Lake Huron	Lake St. Clair	Lake Erie
Mean for Month (Preliminary Data)	176.48	175.31	174.46
Mean for Month Last Year	176.73	175.53	174.63
Change	-0.25	-0.22	-0.17
Mean for Month, Last 10 years	176.96	175.68	174.78
Change Compared to Current	-0.48	-0.37	-0.32
Mean for Month, All Time	176.60	175.23	174.36
Change Compared to Current	-0.12	0.08	0.10
Statistics for Period of Record			
Maximum Monthly Mean / Year	177.46	176.04	175.13
	2020	2019	2019
Change Compared to Current	-0.98	-0.73	-0.67
Minimum Monthly Mean / Year	175.78	174.50	173.45
	1964	1934	1934
Change Compared to Current	0.70	0.81	1.01

- Water levels on Lakes Huron, St. Clair and Erie are all below their July 2024 average water level, by 25 cm, 22 cm and 17 cm respectively.
- Water levels in July 2025 are also well below the 10-year mean for the month, by 48 cm, 37 cm and 32 cm.
- Comparing both the minimum and maximum monthly means, as well as the all-time average for the month of July, it is apparent that current water levels are near their middle ranges, with Lake Huron 12 cm below the mean, 8 cm above for St. Clair, and 10 cm above for Erie.

- Based on the data from ECCC, water levels on Lake Huron are likely to remain near or below average over the next 6 months, with Lake St. Clair projecting equally above and below its average waterline, and Lake Erie projected near or above its average.

Forecast and Flood/Drought Threat

In the last month, several low water (drought) conditions have been declared by conservation authorities across the province, including local CAs like Ausable Bayfield CA and Upper Thames River CA, who have both declared a Level I status.

The indicator thresholds for declaring a Level I status include either an 18-month or 3-month period where precipitation amounts were below 80% of the seasonal average, and/or the monthly average streamflow is below 70% of the lowest average summer month flow. For the St. Clair Region watershed, precipitation amounts are 99% and 89% of the total average for the 3- and 18-month periods, and streamflows also exceed their respective thresholds.

Water levels are currently sitting at baseflow conditions, which provides ample capacity for any future inputs. The long-range forecast indicates some rain over the next 14 days, however none which would be a concern for flooding. Therefore, the current flood threat is low.

Proposed Contribution Source	Year 1	Year 2	Total
Water and Erosion Control Infrastructure Fund (WECI)	\$77,700	\$66,800	\$144,500
Municipality of Middlesex Centre	\$38,895	\$33,395	\$72,290
Municipality of Strathroy-Caradoc	\$38,895	\$33,395	\$72,290
Total	\$155,490	\$133,590	\$289,080

Notes:

Cost effective to complete proposed work on both dams at the same time.

Generally includes all steps up to dam removal

Coldstream: Propose narrowing concepts to multi-year phased removal and partial removal

Strathroy: Focus on multi-year phased removal as per Council request

If WECI funding is not approved, recommend project delay until funding is approved

Municipal Councils reviewed the proposed costs/timelines in April and June of 2025.
Middlesex-Centre passed the following motion:

Resolution # 2025-076

Moved by: Councillor Cates

Seconded by: Councillor Aerts

THAT the Council for the Municipality of Middlesex Centre provisionally support the required studies for the potential removal of the Head Street and Coldstream Dams through a financial contribution equal to 25% of the cost of the studies, subject to SCRCA receiving 50% funding for the studies from the Water and Erosion Control Infrastructure Fund (WECI);

AND THAT the funding for this project be included in the 2026-2027 operating budget.

Strathroy-Caradoc passed the following motion:

Moved by: Councillor Kennes

Seconded by: Councillor Brennan

THAT: Council receive report CAO-2025-11, Head Street Dam Removal Cost Share for Strathroy-Caradoc for information, and further;

THAT: Council pre-approve the amount of \$38,985.00 in the 2026 Budget and the amount of \$33,391.00 in the 2027 Budget payable to the St. Clair Region Conservation Authority for Strathroy-Caradoc's share of the cost of this project. These payments would be conditional on the St. Clair Region Conservation Authority receiving the grant

from Water and Erosion Control Infrastructure (WECI) Grant in the total amount of \$144,500.00.

Financial Impact:

The total cost of the next phase of dam decommissioning work for both dams is estimated to be \$289, 080. Staff will apply for 50% of the funding from the WECI grant program with the remaining 50% being funded equally by Strathroy-Caradoc and Middlesex-Centre. If the WECI application is not successful, the project will be delayed until grant funding can be secured.



December 20, 2024

**Table 1 - Continued Study for Potential Removal of the Head Street and Coldstream Dams
East Sydenham River
St. Clair Region Conservation Authority (SCRCA)**

DRAFT

21-118

Activity Description	Consultant	Cost Estimate	Timeframe
Secure funding for continued study & design phase	SCRCA		Unknown
1. Prepare materials and attend initial public information meetings for the Head Street Dam and Coldstream Dam.	GSS Engineering	\$4,000	1-2 months
2. Preliminary multi- year removal plan for the Head Street dam and further exploration/evaluation of both multi-year and partial removal for the Coldstream Dam.	GSS Engineering	\$15,000	4-6 months
3. As part of Item 2, evaluate dam removal methods to retain as much as of the sediment in the dam head ponds as possible for long term revegetation and stabilization.	GSS Engineering	\$10,000	
4. Estimate baseline, normal sediment transport without influence of dams on sediment retention or sediment release (ie assume dams never constructed).	GSS Engineering	\$6,000	
5. Sediment source study for each head pond including collecting and analyzing sediment samples to better clarify the depth, volume, and physical characteristics of the head pond sediments. ²	GEO Morphix	\$17,600	4-6 months - simultaneous with items 2-3 (includes field work that must be completed during spring - fall)
6. Desk top and field based geomorphic assessment of the downstream river reaches to identify and highlight areas of potential sediment deposition. ^{2,3}	GEO Morphix	\$29,700	
7. Head pond sediment transport modelling to more precisely define the downstream propagation and deposition of head pond sediments. (Provisional based on the adequacy of sediment deposition estimates from activities 2 and 3). ²	GEO Morphix	\$34,100	
8. Refine design of removal options based on sediment transport study results to minimize sediment loading of the downstream river for each dam removal or modification step.	GSS Engineering	\$13,000	2-3 months
9. Literature review of the effects of sedimentation on Eastern Sand Darter (SAR species in the dams vicinity). ⁴	Stantec	\$3,881	2-3 months - simultaneous with item 8
10. Literature review of the effects of sedimentation on SAR mussels approximately 16 km downstream of dam. (Provisional based on the extents and severity of estimated sedimentation in activities 3 and 4). ⁴	Stantec	\$6,023	
11. Reporting, meetings and general project support. ⁴	Stantec	\$6,638	
12. Evaluate effects of dam removals and sedimentation on river flood plain with use of HEC-RAS modelling software.	GSS Engineering	\$20,000	2-4 months
13. Apply for all permits from regulators (DFO, MNR, Aboriginal Consultation, MECP etc.)	GSS Engineering	\$70,000	Variable (up to 1 year)
14. Prepare materials and attend second PIC meetings for both dams.	GSS Engineering	\$3,000	1-2 months
15. Present to local Councils on project (2 presentations assumed).	GSS Engineering	\$4,000	1-2 months following PIC
16. Prepare project cost estimates.	GSS Engineering	\$3,000	1-2 months
Secure funding for project construction phase	SCRCA		Unknown
17. Prepare final tender documents for dam removal including drawings and specifications.	GSS Engineering	\$10,000	2-3 months
18. Attend site meeting with bidders during tendering, and review and provide recommendation of contract award.	GSS Engineering	\$5,000	
19. Project management and support for all continued study activities.	GSS Engineering	\$10,000	Throughout study

Total GSS Engineering Cost Estimate (Excluding HST)	\$173,000	Total timeline will be influenced by the time required to secure funding (approximately 18-24 months to complete studies, consultation, design, and permitting)
Total GEO Morphix Cost Estimate (Excluding HST)	\$81,400	
Total Stantec Cost Estimate (Excluding HST)	\$16,542	
GRAND TOTAL (Excluding HST)	\$270,942	

Notes:

¹ Activities to be completed by GSS Engineering highlighted in green, activities to be completed by GEO Morphix highlighted in blue, and activities to be completed by Stantec highlighted in orange.

² For more information see "Proposal for Sediment Transport Study" as prepared by GEO Morphix.

³ GEO Morphix cost estimates are based on the river reach downstream of Coldstream Dam to Amiens Road (approximately 4.5 km downstream) and downstream of Head Street Dam to the rail line crossing south of Albert Street (approximately 1.5 km downstream).

⁴ For more information see "Head Street Dam and Coldstream Dam Removal Projects - Scoped Ecological Impact Study Assessment" as prepared by Stantec.

**Table 2 - Supplementary (Provisional) Continued Study Items for Potential Removal of the Head Street and Coldstream Dams
East Sydenham River
St. Clair Region Conservation Authority (SCRCA)**

Activity Description	Consultant	Cost Estimate	Timeframe
1. Extend sediment transportation models further downstream to include the full channel length between the Coldstream dam and the upper limit of the Head Street Dam head pond, and for 20 km distance downstream of the Head Street dam.	GEO Morphix	\$30,000	TBD if required
2. Complete river cross section sediment surveys at select bridge locations downstream of both dams ⁵	GSS Engineering	\$10,000	TBD if required
TOTAL OF TABLE 2 (Excluding HST)		\$40,000	

All field work cost estimates are based on safe and public access points to river sections and each head pond.⁵



Staff Report

Meeting Date: September 18, 2025
Report Date: August 28, 2025
Submitted by: Melissa Deisley, Jeff Vlasman, Meagan Weber,
 Merrick Van Der Vaart
Subject: Regulations Activity Summary

Item 8.1 (d)

A summary of staff activity related to the Conservation Authority's *Prohibited Activities, Exemptions and Permits Regulation* (Ontario Regulation 41/24) is presented below. This report covers the period from June 1 to July 31, 2025

Regulations Permits Issued

Application #	Location	Municipality	Proposal	Submitted	Issued	Days
R#2025-0102	3241 Napperton Dr, Strathroy	Adelaide-Metcalfe	tear down/rebuild storage	Jun-30	Jul-15	15
R#2025-0344	2084 Murphy Dr (closest address), Metcalfe	Adelaide-Metcalfe	Wetland creation	Jul-02	Jul-18	16
R#2025-0303	7160 Oil Springs Ln (closest address)	Brooke-Alvinston	replace culvert (Structure 25)	Jun-19	Jul-10	21
R#2023-0002	27243 Bear Line Road, Wallaceburg	Chatham-Kent	build a shed addition	May-08	Jun-03	26
R#2025-0114	30061 St Clair Pkwy, Wallaceburg	Chatham-Kent	roof repair/modification & porch rebuild	Jul-07	Jul-15	8
R#2025-0120	759 Wellington St, Dresden	Chatham-Kent	cut/fill to build berm	Jun-24	Jul-07	13
R#2025-0134	Countryview Ln & Prince Albert Rd	Chatham-Kent	like-for-like pole replacement	May-28	Jun-02	5
R#2025-0206	75 Dell St, Wallaceburg	Chatham-Kent	build a new dwelling	Jun-11	Jul-03	22
R#2025-0223	6711 Angler Ln (closest address)	Chatham-Kent	Hydro One SCR - Forestry	May-01	Jun-05	35

R#2025-0251	10513 Base Ln (closest address)	Chatham-Kent	SCR - like-for-like pole replacements (Site #51)	Jun-03	Jun-09	6
R#2025-0266	35 Hiram St, Wallaceburg	Chatham-Kent	build new dwelling	Jun-27	Jul-02	5
R#2025-0283	9312 Short Ln (closest address)	Chatham-Kent	water crossing for fibre in RoW	Jun-16	Jul-09	23
R#2025-0292	Fuller Rd & Darrell Line	Chatham-Kent	SCR - like-for-like pole replacement (Site #59)	Jun-03	Jun-09	6
R#2025-0299	8478 Electric Line (closest address)	Chatham-Kent	install a new gas main and abandon pipeline	May-28	Jun-05	8
R#2025-0302	61 Phair Ave, Wallaceburg	Chatham-Kent	build a shed	Jun-20	Jul-16	26
R#2025-0317	7481 North River Ln (closest address)	Chatham-Kent	SCR - like-for-like pole replacement	Jun-05	Jun-17	12
R#2022-0064	1268 Pantry School Road, Dawn	Dawn-Euphemia	New dwelling & Accessory Structure	Jun-25	Jun-25	1
R#2025-0024	6191 Isabelle St, Florence	Dawn-Euphemia	build a new dwelling	Jul-18	Jul-23	5
R#2025-0252	6594 Bentpath Ln, Florence	Dawn-Euphemia	build a detached garage	May-08	Jun-13	36
R#2025-0293	Oakdale Rd & Lambton Ln	Dawn-Euphemia	SCR - like-for-like pole replacement (Site #60)	Jun-03	Jun-09	6
R#2025-0350	3003 Petrolia Ln (closest address)	Enniskillen	install new gas main	Jun-17	Jun-19	2
R#2025-0247	8070 Rawlings Rd (closest address)	Lambton Shores	water crossing for fibre in RoW	May-07	Jun-19	43
R#2025-0287	6672 Townsend Ln (closest address)	Lambton Shores	new gas line	May-22	Jun-20	29
R#2025-0369	31 Park Ln, Forest	Lambton Shores	build an above ground pool	Jul-03	Jul-03	1
R#2025-0192	5730 Kerrigan Rd (closest address)	Plympton-Wyoming	Preventative Maintenance Digs	Jun-09	Jun-30	21

R#2025-0246	7343 Uttoxeter Rd (closest address)	Plympton- Wyoming	water crossing for fibre in RoW	May-07	Jun-12	36
R#2025-0261	5955 South Plympton Rd (closest address)	Plympton- Wyoming	water crossing for fibre in RoW	May-13	Jun-20	38
R#2025-0286	4352 Douglas Ln (closest address)	Plympton- Wyoming	new gas main & pipeline abandonment	May-22	Jun-20	29
R#2025-0396	4477 Fisher Ln (closest address)	Plympton- Wyoming	emergency HDD to fix watermain	Jul-11	Jul-11	1
R#2025-0194	1241 Fort St, Sarnia	Point Edward	new shorewall & splash apron	May-27	Jun-03	7
R#2025-0216	546 Lakeshore Rd, Sarnia	Sarnia	build a new dwelling	Jun-26	Jul-22	26
R#2025-0248	1012 Edgewater Crt, Sarnia	Sarnia	groyne repair	May-28	Jun-10	13
R#2025-0277	115 Sun Ave (closest address)	Sarnia	Integrity Dig (GWD 6440)	May-20	Jun-18	29
R#2025-0296	Vidal St S, Sarnia	Sarnia	Channel dredge	Jun-24	Jul-11	17
R#2025-0312	1216 Plank Rd, Sarnia	Sarnia	integrity dig (GWD 480)	Jun-02	Jul-10	38
R#2025-0326	360 Plank Rd, Sarnia	Sarnia	integrity dig (GWD 670)	Jul-06	Jul-10	4
R#2025-0343	387 McGregor Sideroad, Sarnia	Sarnia	install new gas service	Jun-16	Jul-23	37
R#2025-0168	84 West River Road	St. Clair	Construct new 1200 sqft additon	Jul-10	Jul-14	4
R#2025-0205	4456 St. Clair Pkwy, Sombra	St. Clair	tear down/rebuild dwelling	Jul-28	Jul-29	1
R#2025-0257	3510 Water St, Sombra	St. Clair	repair sunroom foundation/footin gs & reconstruct deck	May-20	Jun-12	23
R#2025-0258	477 Oil Springs Line, Moore	St. Clair	Construct hydrogen ready power plant	May-23	Jun-12	20
R#2025-0265	1320 Moore Ln, Mooretown	St. Clair	new wells and gathering line	May-21	Jun-19	29

R#2025-0278	2873 Kimball Rd (closest address)	St. Clair	Integrity Dig (GWD 9760)	May-20	Jun-18	29
R#2025-0279	1074 Kimball Rd (closest address)	St. Clair	Integrity Digs (GWD 17100)	May-20	Jun-18	29
R#2025-0323	3165 Kimball Rd (closest address)	St. Clair	integrity dig (GWD 7309)	Jun-04	Jul-10	36
R#2025-0342	St. Clair Township	St. Clair	St Clair Transmission Line	Jun-12	Jul-24	42
R#2021-0575	24321 Saxton Road	Strathroy- Caradoc	New Dwelling	Jun-19	Jun-20	1
R#2025-0191	23997 Glen Oak Rd, Strathroy	Strathroy- Caradoc	build a large addition	Jun-17	Jun-18	1
R#2025-0366	8297 Brick Yard Rd (closest address)	Warwick	water crossings for fibre in RoW	Jun-23	Jul-24	31
Total Permits Issued: 49		Average Number of Days to Issue for this Period: 18.61				

Regulations Inquiries

FileReference	Municipality	Location
R#2025-0250	Adelaide-Metcalf	Scotchmere Dr & Melbourne Rd
R#2025-0273	Adelaide-Metcalf	west of 510 Second St, Strathroy
R#2025-0347	Adelaide-Metcalf	3109 Napperton Rd, Strathroy
R#2025-0407	Adelaide-Metcalf	572 Second St, Strathroy
R#2025-0244	Brooke-Alvinston	6423 Petrolia Ln, Alvinston
R#2025-0428	Brooke-Alvinston	west of 6557 James St, Inwood
R#2025-0199	Chatham-Kent	472 Isaac St, Dresden
R#2025-0271	Chatham-Kent	470 Brown St, Dresden
R#2025-0310	Chatham-Kent	9504 Oldfield Ln, Tupperville
R#2025-0327	Chatham-Kent	Dresden - Wallaceburg TS M1
R#2025-0328	Chatham-Kent	7884 John Park Ln, Wallaceburg
R#2025-0331	Chatham-Kent	557 Camden St, Dresden
R#2025-0334	Chatham-Kent	27957 Baldoon Rd, Wallaceburg
R#2025-0339	Chatham-Kent	465 Sydenham St, Dresden
R#2025-0348	Chatham-Kent	Wallaceburg, along the river
R#2025-0353	Chatham-Kent	27864 St. Clair Rd, Wallaceburg
R#2025-0355	Chatham-Kent	2011 Dufferin Ave, Wallaceburg

R#2025-0357	Chatham-Kent	behind 7454 Base Line
R#2025-0365	Chatham-Kent	417 Wallace St, Wallaceburg
R#2025-0367	Chatham-Kent	6045 Bluewater Rd, Wallaceburg
R#2025-0368	Chatham-Kent	30 + 34 DeMall Dr (Rolling Acres Sub)
R#2025-0370	Chatham-Kent	Sydenham River, Wallaceburg
R#2025-0378	Chatham-Kent	472 Isaac St, Dresden
R#2025-0414	Chatham-Kent	273 Main St, Dresden
R#2025-0416	Chatham-Kent	24487 Prince Albert Rd, Chatham
R#2025-0321	Dawn-Euphemia	114 Dawn Valley Rd, Tupperville
R#2025-0340	Dawn-Euphemia	887 Shetland Rd, Florence
R#2025-0345	Dawn-Euphemia	1806 McAuslan Rd, Inwood
R#2025-0408	Dawn-Euphemia	901 Florence Rd, Florence
R#2025-0418	Dawn-Euphemia	east of 7134 Aughrim Line
R#2024-0592	Enniskillen	5673 Oil Springs Ln, Oil Springs
R#2025-0083	Enniskillen	4743 Black Ash Rd, Petrolia
R#2025-0234	Enniskillen	Petrolia
R#2025-0275	Enniskillen	5635 Churchill Line
R#2023-0529	Lambton Shores	6644 East Parkway Drive, Lambton Shores
R#2024-0329	Lambton Shores	6312 William Street
R#2025-0155	Lambton Shores	west of 9703 Maylard Ave
R#2025-0300	Lambton Shores	5428 Oak Ave, Lambton Shores
R#2025-0358	Lambton Shores	6768 East Parkway Dr, Lambton Shores
R#2025-0387	Lambton Shores	5410 Oak Ave, Lambton Shores
R#2025-0405	Lambton Shores	5479 Beach St, Lambton Shores
R#2025-0422	Lambton Shores	adjacent to 9723 Ipperwash Rd
R#2024-0593	Middlesex Centre	10277 Ilderton Rd, Ilderton
R#2024-0640	Middlesex Centre	6378 Egremont Dr, Strathroy
R#2025-0314	Middlesex Centre	23417 Coldstream Rd, Ilderton
R#2025-0322	Middlesex Centre	24317 Coldstream Rd, Ilderton
R#2025-0346	Middlesex Centre	10522 Ilderton Rd, Ilderton
R#2025-0375	Middlesex Centre	9556 Charlton Dr, London
R#2025-0403	Middlesex Centre	10622 Ilderton Road
R#2025-0352	Oil Springs	2614 Frederick St, Oil Springs

R#2025-0167	Petrolia	4247 Emma St, Petrolia
R#2024-0510	Plympton-Wyoming	lots north of 4187 Bluepoint Dr
R#2024-0809	Plympton-Wyoming	Bluepoint Drive
R#2025-0041	Plympton-Wyoming	3435 Spruce St, Camlachie
R#2025-0259	Plympton-Wyoming	4878 Forysth Trail, Camlachie
R#2025-0305	Plympton-Wyoming	3842 Ferne Avenue, Plympton
R#2025-0311	Plympton-Wyoming	3043 Egremont Rd, Plympton
R#2025-0319	Plympton-Wyoming	4137 Lakeshore Rd, Plympton
R#2025-0332	Plympton-Wyoming	3856 Ferne Ave, Camlachie
R#2025-0333	Plympton-Wyoming	4352 Lambton Lane, Camlachie
R#2025-0372	Plympton-Wyoming	4262 Bluepoint Dr, Plympton
R#2025-0377	Plympton-Wyoming	3790 Lakeshore Rd (Sawmill Creek Golf)
R#2025-0386	Plympton-Wyoming	SCRCA Watershed
R#2025-0395	Plympton-Wyoming	5092 Forest Rd, Wyoming
R#2025-0404	Plympton-Wyoming	3228 Devonshire Rd, Plympton
R#2025-0411	Plympton-Wyoming	3248 Devonshire Rd, Plympton
R#2025-0430	Plympton-Wyoming	3846 Ferne Ave, Camlachie
R#2025-0432	Plympton-Wyoming	4262 Bluepoint Dr, Plympton
R#2025-0433	Plympton-Wyoming	4262 Bluepoint Dr, Plympton
R#2025-0397	Point Edward	1220 Fort St, Sarnia
R#2024-0557	Sarnia	land b/w 5600 + 5700 Blackwell Sideroad
R#2025-0097	Sarnia	504 Woodrowe Ave, Sarnia
R#2025-0179	Sarnia	1303 Nottingham Dr, Sarnia
R#2025-0202	Sarnia	1441 Christina St N, Sarnia
R#2025-0215	Sarnia	2337 Passingham Dr, Sarnia
R#2025-0220	Sarnia	2873 Churchill Ln, Sarnia
R#2025-0238	Sarnia	6195/6193 Blackwell Sideroad, Sarnia
R#2025-0255	Sarnia	2984 Lakeview Trl, Bright's Grove
R#2025-0282	Sarnia	2263 Lambert Rd, Sarnia
R#2025-0307	Sarnia	2229 Lakeshore Rd (Closest address)
R#2025-0313	Sarnia	597 Beach Ln, Sarnia
R#2025-0318	Sarnia	Cow Creek Upstream
R#2025-0324	Sarnia	2445 Old Lakeshore Rd, Bright's Grove

R#2025-0338	Sarnia	1569 Wellington St (closest address)
R#2025-0356	Sarnia	2478 Hamilton Rd, Bright's Grove
R#2025-0359	Sarnia	Heritage Park Subdivision
R#2025-0374	Sarnia	504 Woodrowe Ave, Sarnia
R#2025-0380	Sarnia	2036 Lakeshore Rd, Sarnia
R#2025-0385	Sarnia	600 Beach Lane, Sarnia
R#2025-0388	Sarnia	1283 Plank Rd, Sarnia
R#2025-0389	Sarnia	6195 + 6193 Blackwell Sideroad, Sarnia
R#2025-0419	Sarnia	2375 Old Lakeshore Rd, Bright's Grove
R#2025-0425	Sarnia	2273 Goldie Lane
R#2025-0426	Sarnia	1660 Churchill Ln, Sarnia
R#2025-0431	Sarnia	2108 Huron Shores Dr, Sarnia
R#2025-0412	Southwest Middlesex	5857 Glendon Dr, Appin
R#2023-0327	St. Clair	61 Charlton St, Courtright
R#2024-0736	St. Clair	777 St. Clair Pkwy, Corunna
R#2025-0132	St. Clair	520 Pointe Ln, Port Lambton
R#2025-0298	St. Clair	3261 Kimball Rd, Courtright
R#2025-0335	St. Clair	3891 St. Clair Pkwy, Port Lambton
R#2025-0349	St. Clair	1405 Main St, St. Clair
R#2025-0362	St. Clair	1143 St. Clair Pkwy, Mooretown
R#2025-0363	St. Clair	Waterworks Rd (at Bear Creek)
R#2025-0381	St. Clair	485 East River Rd, Wallaceburg
R#2025-0398	St. Clair	931 St. Clair Pkwy, Corunna
R#2025-0417	St. Clair	393 Beresford St, Corunna
R#2025-0429	St. Clair	2276 Lambton Ln, Wallaceburg
R#2025-0309	Strathroy-Caradoc	35 Parkview Cres, Strathroy
R#2025-0330	Strathroy-Caradoc	29 Caradoc St South, Strathroy
R#2025-0376	Strathroy-Caradoc	9221 Olde Dr, Strathroy
R#2025-0384	Strathroy-Caradoc	9197 Glengyle Dr, Strathroy
R#2025-0393	Strathroy-Caradoc	23019 Rougham Rd, Mt. Brydges
R#2025-0402	Warwick	614 Bond St, Warwick

Total Regulations Inquiries: 114

Regulations Permits - Drains

File Reference	Municipality	Drain / Watercourse
R#2023-0719	Plympton-Wyoming	McCull O'Donnell Drain

Total Regulations Inquiries Regarding Drains: 1



Staff Report

Meeting Date: September 18, 2025 **Item 8.1 e**
Report Date: August 28, 2025
Submitted by: Melissa Deisley, Shelby Campbell, Kelsey Oatman

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 June 1 to July 31, 2025

Municipal Plan Input and Review			
File Reference	Location	Municipality	Municipal File
PL#2023-0033	1352 Napperton Drive	Adelaide-Metcalfe	B03-23; B03-2025
PL#2025-0047	3146 Nauvoo Road	Brooke-Alvinston	38T-25002
PL#2025-0054	6423 Petrolia Line	Brooke-Alvinston	B-004/25
PL#2023-0070	lot east of 7325 North River Line	Chatham-Kent	
PL#2025-0040	8860 & 8968 Broad Line	Chatham-Kent	
PL#2025-0056	1934 Dufferin Ave	Chatham-Kent	
PL#2025-0070	451 Robinson Street	Chatham-Kent	
PL#2025-0071	24819 & 24821 Prince Albert Road	Chatham-Kent	
PL#2024-0082	6231 & 6249 Fansher Rd	Dawn-Euphemia	
PL#2025-0041	5045 Edys Mills Line	Dawn-Euphemia	ZA003-25 B003-25
PL#2025-0058	477 Dawn Mills Road	Dawn-Euphemia	
PL#2025-0020	5041 & 5075 Shiloh Line	Enniskillen	B001/25
PL#2020-0022	9338 West Ipperwash Road	Lambton Shores	ZO-08/2020 A12-2025
PL#2022-0052	9395 Ipperwash Road	Lambton Shores	OPA03-2024 (OPA11) Z08-2024 (By-law 44 of 2024)
PL#2025-0049	9723 Ipperwash Road	Lambton Shores	Z07-2025
PL#2018-042	Part Lot 8, Concession 8	Middlesex Centre	OPA 52 ZBA-17-2020 39T-MC2003
PL#2020-0077	Ilderton Road and Bowling Green	Middlesex Centre	39T-MC1701

PL#2025-0063	10698 Lamont Drive	Middlesex Centre	A-17-2025
PL#2025-0036	2614 Frederick Street	Oil Springs	
PL#2018-100	4051 Discovery Line	Petrolia	38T-21007
PL#2020-0070	First Ave and Fourth St	Petrolia	D14
PL#2022-0053	Country View Drive	Petrolia	38T-24003
PL#2018-109	North of 6810 King Street	Plympton-Wyoming	ZBA 19 of 2025 38T-20001
PL#2018-022	Queen Street	Plympton-Wyoming	ZBA 51-2018 38T-18004 B01-2018, B01-2020
PL#2018-116	3790 Lakeshore Road	Plympton-Wyoming	38C-21005
PL#2020-0086	3096 Lakeshore Road	Plympton-Wyoming	22 of 2024, 36 of 2025 38T-24001
PL#2021-0118	3890 Ferne Ave	Plympton-Wyoming	A-02/22
PL#2023-0027	6851 Fleming Road	Plympton-Wyoming	B-05/23, B-06/23 A-26/23
PL#2025-0048	3232 Devonshire Road	Plympton-Wyoming	A-08/25
PL#2025-0052	Sante Drive	Plympton-Wyoming	
PL#2025-0055	4360 Lambton Lane	Plympton-Wyoming	A-11/25
PL#2025-0062	3209 Egremont Rd	Plympton-Wyoming	A-10/25
PL#2025-0064	4496 Michigan Line	Plympton-Wyoming	SP-03-2025 A-18/24
PL#2019-115	1600 Venetian Blvd	Point Edward	Z-01-2025 38T-25003
PL#2019-088	6491 Waterworks Road	Sarnia	
PL#2020-0029	Kenny Street & Esso Chemical Drive	Sarnia	OPA 12
PL#2020-0083	4957 Kimball Road	Sarnia	1-2023-85 of 2002 SD3-2021; SD1-2022
PL#2023-0010	1441 Christina St North	Sarnia	A16/2023; A24/2025
PL#2024-0053	north of 140 Business Park Dr	Sarnia	
PL#2024-0054	2199 Yeates Court	Sarnia	
PL#2024-0067	211 Gladwish Drive (1228 Churchill Line/Hwy 40)	Sarnia	SD3-2024
PL#2024-0076	Lot 14, Con 5, Sarnia (Confederation Line)	Sarnia	
PL#2025-0057	1475 Vidal St S (Lot 27, Con Front)	Sarnia	

PL#2025-0065	1612 London Line	Sarnia	
PL#2025-0067	east of 1527 Old London Road	Sarnia	
PL#2025-0069	Business Park Drive (2024 London Line)	Sarnia	
PL#2022-0051	168 Beckwith Street	St. Clair	ZBA No. 33 of 2022 38T-23002
PL#2023-0020	Indian Rd & St. Clair Parkway	St. Clair	Amendment No. 28 17 of 2024 38T-25001
PL#2025-0024	303 & 305 Lincoln Avenue	St. Clair	
PL#2025-0037	1371 Petrolia Line	St. Clair	B-05-25
PL#2025-0042	west of 1715 Bickford Line	St. Clair	B-04-25
PL#2025-0043	665 St. Clair Parkway	St. Clair	A-09-25
PL#2025-0061	1789 St. Clair Parkway	St. Clair	A-17-25
PL#2018-018	22805 Adelaide Road	Strathroy-Caradoc	ZBA15-2021 39T- SC2101
PL#2019-084	101 Hull Road	Strathroy-Caradoc	OPA2-2024 (OPA20) ZBA4-2024
PL#2020-0058	244 Second Street	Strathroy-Caradoc	
PL#2021-0122	131 and 135 Caradoc St N	Strathroy-Caradoc	
PL#2024-0023	245 Second Street	Strathroy-Caradoc	ZBA14-2025 B3-2024 A5-2024
PL#2024-0075	7013 Walkers Drive	Strathroy-Caradoc	
PL#2025-0050	295 & 297 Metcalfe St. E	Strathroy-Caradoc	
PL#2025-0053	401 Victoria Street	Strathroy-Caradoc	A14-2025
PL#2025-0059	370 Albert Street	Strathroy-Caradoc	
PL#2025-0066	7394 Olde Drive	Strathroy-Caradoc	B11-2025; B12-2025
PL#2025-0068	360 Carroll Street E	Strathroy-Caradoc	ZBA 23-2022 39T- SC2301
PL#2021-0041	7757 Confederation Line	Warwick	
PL#2021-0069	308 St. Clair Street	Warwick	Z-05-23 38T-23004
PL#2025-0060	6613 Bethel Road	Warwick	
Total Plan Review Items: 67			

Environmental Assessments

File Reference	Location	Municipality
EA#2025-0003	Lambton Shores to Bluewater	Lambton Shores
EA#2025-0004	O'Brien Road & Elmsley Road	Plympton-Wyoming
EA#2025-0006	Multiple Municipalities	Point Edward
EA#2025-0005	3595 Tecumseh Rd (Closest address)	St. Clair
Total Environmental Assessments: 4		

Legal Inquiries

File Reference	Location	Municipality
LL#2025-0021	16 Lawrence Avenue	Chatham-Kent
LL#2025-0024	12619 Cider Mill Line	Chatham-Kent
LL#2025-0023	536 First Avenue	Petrolia
LL#2025-0022	6195 + 6193 Blackwell Sideroad	Sarnia
LL#2025-0025	161 Wilkinson Place	St. Clair
Total Legal Inquiries: 5		

Prepared By: Chunning Li
August 22, 2025
DRAFT

ST CLAIR REGION CONSERVATION AUTHORITY
Statement of Revenue and Expenditure
As at July 31, 2025

	Actual To Date			Annual Budget Prorated		Variance from Budget	
	Revenue	Expenditures	Surplus(Deficit)	Revenue	Expenditures	Revenue	Expenditures
Flood Control & Erosion Control	\$540,864	\$217,325	\$323,539	\$245,222	\$245,222	\$295,642	(\$27,897)
Capital Projects/WECI	\$1,771,717	\$758,111	\$1,013,607	\$1,646,750	\$1,646,750	\$124,967	(\$888,639)
Conservation Area's Capital Development	\$0	\$0	\$0	\$59,208	\$59,208	(\$59,208)	(\$59,208)
IT Capital	\$18,061	\$4,901	\$13,160	\$10,144	\$15,750	\$7,917	(\$10,849)
Equipment	\$26,982	\$41,824	(\$14,842)	\$52,257	\$46,651	(\$25,275)	(\$4,827)
Planning & Regulations	\$821,151	\$461,666	\$359,486	\$559,185	\$559,185	\$261,967	(\$97,519)
Technical Studies/Healthy Watersheds	\$2,260,069	\$1,513,143	\$746,926	\$1,471,488	\$1,471,488	\$788,581	\$41,656
Recreation	\$1,702,468	\$999,216	\$703,252	\$1,065,855	\$1,065,855	\$636,613	(\$66,639)
Property Management	\$154,732	\$177,207	(\$22,475)	\$130,985	\$189,319	\$23,746	(\$12,112)
Education	\$70,758	\$102,807	(\$32,049)	\$85,591	\$85,591	(\$14,833)	\$17,216
Communication	\$143,593	\$84,099	\$59,494	\$77,155	\$77,155	\$66,438	\$6,944
Source Water Protection	\$221,903	\$95,285	\$126,618	\$165,483	\$165,483	\$56,421	(\$70,198)
Conservation Services	\$425,096	\$311,355	\$113,741	\$254,981	\$254,981	\$170,115	\$56,374
Administration/AOC Management	\$1,476,002	\$601,507	\$874,495	\$638,552	\$638,552	\$837,450	(\$37,045)
	\$9,633,396	\$5,368,445	\$4,264,951	\$6,462,855	\$6,521,188	\$3,170,542	(\$1,152,743)

Notes:

1. General and special 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 June-July 2025

CHQ. #	DATE	VENDOR	DESCRIPTION	AMOUNT
124499	2025-06-06	UULawn Care and Landscape	Grass cutting	\$ 6,905.17
124502	2025-06-18	Camis Inc.	Campground software	\$ 15,820.00
124518	2025-06-18	University of Windsor	Fish consumption assessment for St Clair River	\$ 15,000.00
124523	2025-06-25	Ferguson Tree Nursery	Tree cuttings	\$ 7,627.50
124525	2025-06-25	Fortify Protection Inc.	Campground security	\$ 5,150.56
124541	2025-07-02	Strik, Baldinelli, Moniz Ltd.	AW Campbell campground - detailed design	\$ 5,014.94
124542	2025-07-02	Shoreplan Engineering Ltd.	Old Lakeshore Rd & Seagar Park shoreline protection	\$ 12,721.95
124547	2025-07-09	A1 Security Systems	Deposit for Warwick camera system	\$ 6,147.00
124548	2025-07-09	1001123997 Ontario Inc. o/a ABA Construction	Office parking lot excavation, grading & paving	\$ 64,447.29
124554	2025-07-09	Darryl Dymond	Reduced tillage equipment purchase/modification - SPRI	\$ 20,000.00
124557	2025-07-09	Dennis Jackson	Phosphorus application equipment purchase/modification - SPRI	\$ 20,000.00
124559	2025-07-09	K&H Distributing	Canada Day fireworks	\$ 10,161.87
124560	2025-07-09	Mary Ellen King	Reduced tillage equipment purchase/modification - SPRI	\$ 19,430.00
124561	2025-07-09	Podolinsky Farm Equipment	John Deere gators, tractors, & lawn mowers	\$ 46,443.00
124562	2025-07-09	Sleepy Hollow Farms Ltd.	Reduced tillage equipment purchase/modification - SPRI	\$ 20,000.00
124564	2025-07-09	UULawn Care and Landscape	Grass cutting	\$ 8,387.84
124579	2025-07-16	Talbot Uniforms	Staff uniforms	\$ 5,451.37
124580	2025-07-16	Van Bree Drainage and Bulldozing	Seagar Park shoreline protection & revitalization	\$ 158,143.50
124587	2025-07-28	GEI Consultants	Ecological services - McLean Wetland design	\$ 19,872.56
124592	2025-07-28	Sage Software Canada	Accounting software	\$ 6,723.04
124593	2025-07-28	Shoreplan Engineering Ltd.	Seagar Park shoreline protection & revitalization	\$ 19,010.66
TOTAL CHEQUE DISBURSEMENTS -				\$ 492,458.25

Internet banking payments for June-July 2025

TRANS #	DATE	VENDOR	DESCRIPTION	AMOUNT
10898	2025-06-30	Brooke Telecom Co-Op	Upgrade to fibre optic lines	\$ 6,738.24
10905	2025-06-30	Hydro One Networks Inc.	Electricity	\$ 21,798.74
10907	2025-06-30	Libro Credit Union - Visa	Employee expenses	\$ 6,277.17
10910	2025-06-30	Receiver General	Payroll source deductions	\$ 62,330.22
10912	2025-06-30	RWAM Insurance Administrators Inc.	Employee group benefits	\$ 18,753.85
10914	2025-06-30	Township of St Clair	Property Taxes	\$ 5,148.37
10917	2025-07-01	OMERS	Employee pension plan	\$ 50,541.94
10918	2025-07-01	Ontario Minister of Finance	Employer Health Tax	\$ 6,039.13
10919	2025-07-01	Receiver General	Payroll source deductions	\$ 28,719.78
10923	2025-07-31	Canada Revenue Agency - HST	2025 Q2 HST remittance	\$ 95,364.56
10930	2025-07-31	Hydro One Networks Inc.	Electricity	\$ 26,536.90
10932	2025-07-31	Libro Credit Union - Visa	Employee expenses	\$ 8,501.24
10936	2025-07-31	OMERS	Employee pension plan	\$ 77,539.34
10937	2025-07-31	Ontario Minister of Finance	Employer Health Tax	\$ 9,457.19
10940	2025-07-31	Receiver General	Payroll source deductions	\$ 46,073.78
10942	2025-07-31	RWAM Insurance Administrators Inc.	Employee group benefits	\$ 19,292.93
10943	2025-07-31	Township of St Clair	Property Taxes	\$ 17,504.39
TOTAL INTERNET BANKING DISBURSEMENTS -				\$ 506,617.77

Major Visa purchases:

Root Rescue Environmental	\$ 2,709.74
Conservation Ontario - training registration	\$ 678.00
Eventbrite/Forestgenet	\$ 768.40
Town of Petrolia - arena rental - SHSM conference	\$ 669.35

PAYROLL RUNS

Payroll No. 12	\$ 107,283.73
Payroll No. 13	\$ 112,841.93
Payroll No. 14	\$ 111,702.49
Payroll No. 15	\$ 114,004.32
Payroll No. 16	\$ 115,969.39
TOTAL PAYROLL RUNS -	\$ 561,801.86



2025 GENERAL LEVY SUMMARY

MUNICIPALITY	GROSS LEVY	PAID TO DATE	OUTSTANDING
Adelaide Metcalfe Tp	\$ 32,760.80	\$ 32,760.80	\$ -
Brooke-Alvinston Tp	\$ 29,048.29	\$ 29,048.29	\$ -
Chatham-Kent Mn	\$ 219,146.98	\$ 219,146.98	\$ -
Dawn-Euphemia Tp	\$ 43,791.86	\$ 43,791.86	\$ -
Enniskillen Tp	\$ 31,468.39	\$ 31,468.39	\$ -
Lambton Shores Mn	\$ 86,252.27	\$ 86,252.27	\$ -
Middlesex Centre Mn	\$ 40,175.56	\$ 40,175.56	\$ -
Newbury V	\$ 2,638.86	\$ 2,638.86	\$ -
Oil Springs V	\$ 3,496.55	\$ 3,496.55	\$ -
Petrolia Tp	\$ 43,765.12	\$ -	\$ 43,765.12
Plympton Wyoming Tp	\$ 96,663.84	\$ 48,331.92	\$ 48,331.92
Point Edward V	\$ 35,061.95	\$ -	\$ 35,061.95
Sarnia	\$ 616,272.74	\$ -	\$ 616,272.74
Southwest Middlesex Mn	\$ 19,444.58	\$ 19,444.58	\$ -
St Clair Tp	\$ 184,750.98	\$ 184,750.98	\$ -
Strathroy-Caradoc Tp	\$ 153,371.40	\$ 153,371.40	\$ -
Warwick Tp	\$ 37,839.84	\$ 37,839.84	\$ -
TOTAL	\$ 1,675,950.01	\$ 932,518.28	\$ 743,431.73

Item 8.1 (i)

Non-registered account #440-171 89-13

June 30, 2025

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

Your Investment Report

Account Summary

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

Your Investments	Opening Value Jun 1, 2025	Closing Value Jun 30, 2025	Balance on Jun 30, 2025 (CAD\$)
Canadian Dollar Investments			
Cash Account	1,673,971.28	1,678,726.53	1,678,726.53
	1,673,971.28	1,678,726.53	1,678,726.53
Grand Total (CAD\$)			1,678,726.53
		Last Statement May 31, 2025	1,673,971.28

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

We're here to help

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

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

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

ADAM D'SILVA
 BMO Private Wealth Market Leader
 (519) 672-8560

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

Non-registered account #440-17189-13

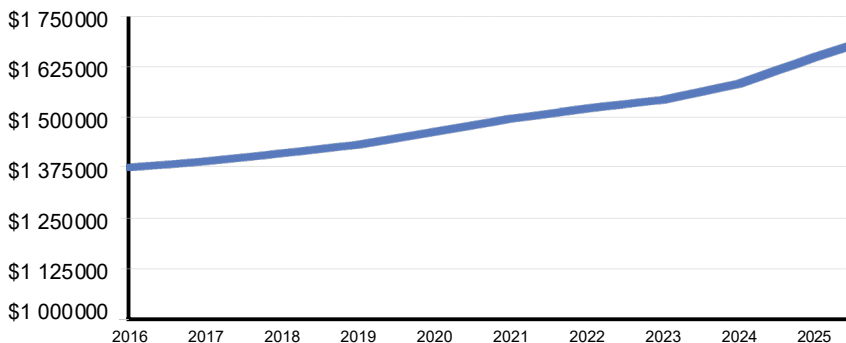
June 30, 2025

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 (2025)	Since January 1, 2016
Opening Value	1,648,835.33	1,379,179.68
Deposited	+ 0.00	+ 0.00
Withdrawn	- 0.00	- 0.00
Net Invested	= 0.00	= 0.00
Change In Market Value	+ 29,891.20	+ 299,546.85
Closing Value on Jun 30, 2025	1,678,726.53	1,678,726.53

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 \$299,546.85. 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	878,726.53	10.00	52.40
★ Fixed Income	800,000.00	90.00	47.60
★ Equities	0.00	0.00	0.00
Total	1,678,726.53		100.00



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

Non-registered account #440-17189-13

June 30, 2025

Your Canadian Dollar Investments

All amounts are reported in Canadian Dollars.

[Income you received](#)

Type of Income	Current Month	Year to Date
Interest	4,442.14	27,892.14
Total	4,442.14	27,892.14

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 June 30, 2025	
		Per Unit	Total	Per Unit	Total
Cash Account					
* Cash and Short-term Investments					
CASH			104,442.14		104,442.14
BANK OF MONTREAL CAD HISA SERIES A (101) - BMT101	74,284.390	1.000	74,284.39	1.000	74,284.39
BANK OF MONTREAL GIC ANNUAL DUE 07/07/2025 5.250% (See Bulletin board)	100,000	100.000	100,000.00	100.000	100,000.00
BANK OF MONTREAL GIC ANNUAL DUE 07/21/2025 4.980% (See Bulletin board)	100,000	100.000	100,000.00	100.000	100,000.00
BMO TRUST COMPANY GIC ANNUAL DUE 03/02/2026 5.000%	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
COAST CAPITAL SAVINGS GIC ANNUAL DUE 06/19/2026 3.450%	100,000	100.000	100,000.00	100.000	100,000.00

Non-registered account #440-17189-13

June 30, 2025

Your Canadian Dollar Investments (continued)

All amounts are reported in Canadian Dollars.

Your investment details (continued)

	Quantity	Cost		Market Value on June 30, 2025	
		Per Unit	Total	Per Unit	Total
Subtotal			878,726.53		878,726.53
* Fixed Income					
Fixed Income					
MCAN MORTGAGE GIC ANNUAL DUE 07/06/2026 5.230%	100,000	100.000	100,000.00	100.000	100,000.00
BANK OF MONTREAL MORTGAGE CORP GIC ANNUAL DUE 11/08/2027 5.270%	200,000	100.000	200,000.00	100.000	200,000.00
GENERAL BANK OF CDA GIC ANNUAL DUE 07/19/2028 4.420%	100,000	100.000	100,000.00	100.000	100,000.00
COMMUNITY TRUST GIC ANNUAL DUE 09/19/2028 3.730%	100,000	100.000	100,000.00	100.000	100,000.00
FAIRSTONE BANK GIC ANNUAL DUE 07/19/2029 4.440%	100,000	100.000	100,000.00	100.000	100,000.00
HOMEQUITY BANK GIC ANNUAL DUE 07/19/2029 4.440%	100,000	100.000	100,000.00	100.000	100,000.00
CONCENTRA BANK GIC ANNUAL DUE 06/19/2030 3.750%	100,000	100.000	100,000.00	100.000	100,000.00
Fixed Income Subtotal			800,000.00		800,000.00
Subtotal			800,000.00		800,000.00
Total for Cash Account			1,678,726.53		1,678,726.53
Total Canadian Dollar Investments			1,678,726.53		1,678,726.53

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

Non-registered account #440-17189-13

June 30, 2025

 Account activity for this month

Date	Activity	Description	Quantity	Unit Price	Commission	Amount
Cash Account						
Jun 1, 2025		Opening Cash Balance				123,497.29
Jun 2, 2025	Interest	1000THS BANK OF MONTREAL CAD HISA SERIES A (101) AS OF 05/30/25 REINVESTED @\$1.00	110		0.00	0.00
Jun 2, 2025	Interest	BANK OF MONTREAL CAD HISA SERIES A (101) AS OF 05/30/25 REINVESTED @\$1.00	313		0.00	0.00
Jun 19, 2025	Sold	1000THS BANK OF MONTREAL CAD HISA SERIES A (101) AS OF 06/19/25 DEL FRACTIONAL SHARES OUT RE SALE OF 76502.710 SHARES	-710		0.00	0.00
Jun 19, 2025	Sold	BANK OF MONTREAL CAD HISA SERIES A (101) RELATED OR CONNECTED ISSUER PLUS FRACTIONAL SHARES 0.710 TOTAL CHARGES 0.00 AS OF 06/18/25	-76,502	1.0000	0.00	76,502.71
Jun 19, 2025	Bought	COAST CAPITAL SAVINGS GIC ANNUAL DUE 06/19/2026 03.450% JUN 19 FLAT	100,000	100.0000	0.00	-100,000.00
Jun 19, 2025	Bought	CONCENTRA BANK GIC ANNUAL DUE 06/19/2030 03.750% JUN 19 FLAT	100,000	100.0000	0.00	-100,000.00
Jun 30, 2025	Redemption	ICICI BANK GIC ANNUAL DUE 06/30/2025 INT 4.430% ISSUE REDEEMED FOR CASH	-100,000		0.00	100,000.00
Jun 30, 2025	Interest	ICICI BANK GIC ANNUAL DUE 06/30/2025 INT 4.430% CPN INT ON 100000 BND REC 06/27/25 PAY 06/29/25	100,000		0.00	4,442.14
Jun 30, 2025		Closing Cash Balance				104,442.14

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

June 30, 2025

Your Year-to-Date Fees Summary

□ Fees you paid

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

	CAD (\$)
Operating charges	
Total operating charges	0.00
Transaction charges	
Total transaction charges	0.00
Total fees you paid in 2025	0.00

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

□ Payments BMO received from third parties

	CAD (\$)
GIC Commission	1,500.68
Trailing Commission	183.38
Total payments BMO Nesbitt Burns received from third parties in 2025	1,684.06

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: 1.3624, as of June 30, 2025

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

BANK OF MONTREAL GIC
ANNUAL
DUE 07/07/2025 5.250%

ACECE - 15814
 SWSTM16000_6578649_021 ES 00625

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



Account Number: 460-16010 Item 8.1 (i)
 Account Type: Regular Account
 For the Period: June 1 to 30, 2025
 Last Statement: May 30, 2025

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

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

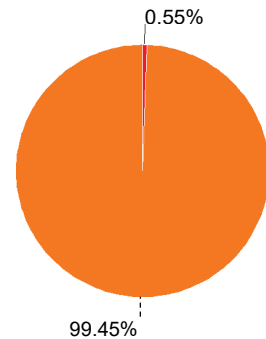
Your Wealth Advisor
 Craig Emptage (519) 660-3259
 craig.emptage@scotiawealth.com

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	Jun. 30, 2025 Market Value	% of Total Assets
Cash	4,376	0.55
Fixed Income	785,180	99.45
Total Value of Account	\$789,556	100.00
Total Value on Last Statement, May 30, 2025	\$787,720	



Regulated by CIRO
 Canadian Investment
 Regulatory Organization

* Registered trademark of The Bank of Nova Scotia, used under licence. Scotia Wealth Management® consists of a range of financial services provided by The Bank of Nova Scotia (Scotiabank®); The Bank of Nova Scotia Trust Company (Scotiabank®); Private Investment Counsel, a service of 1832 Asset Management L.P.; 1832 Asset Management U.S. Inc.; Scotia Wealth Insurance Services Inc.; and ScotiaMcLeod®, a division of Scotia Capital Inc. Wealth advisory and brokerage services are provided by ScotiaMcLeod, a division of Scotia Capital Inc. Scotia Capital Inc. is a member of the Canadian Investor Protection Fund and is regulated by the Canadian Investment Regulatory Organization.

Details of Your Account Holdings

Type	Security Description	Quantity	Average Cost	Adjusted Book Value	Market Price	Market Value
Cash						
CASH						4,376
Total Cash						\$4,376
Fixed Income						
CASH	ISHARES CANADIAN UNIVERSE BOND INDEX ETF	13,777	27.324	376,446	28.320	390,165
CASH	SCOTIA CANADIAN INCOME FUND CL F(577)	32,088.92	11.994	384,880	12.310	395,015
Total Fixed Income						\$785,180
Total Account Holdings				\$765,702		\$789,556

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

Monthly Activity

Date	Type	Activity	Description	Quantity	Price	Credit/Debit(-)
Opening Cash Balance						\$8,307.19
Jun. 02, 2025	CASH	DIVIDEND	SCOTIA CANADIAN INCOME FUND CL F (577) REINVEST 05/29/25 @ \$12.2911 PLUS FRACTIONS OF 0.131 BOOK VALUE \$960.32	78		
Jun. 30, 2025	CASH		ISHARES CANADIAN UNIVERSE BOND INDEX ETF DIST ON 13600SHS REC 06/25/25 PAY 06/30/25		0.0790	1,074.40
Jun. 30, 2025	CASH	BUY	ISHARES CANADIAN UNIVERSE BOND INDEX ETF SOLICITED	177	28.2800	-5,005.56
Closing Cash Balance						\$4,376.03

014349
SWSMT16000_6578649_021 - 0015814 HR - 0006-0002-12-

Summary

Income Summary

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

A Note From ScotiaMcLeod

Please be advised that you can request a Fund Facts document for mutual funds purchased through your systematic or pre-authorized purchase plan or group investment plan by contacting your Wealth Advisor.

Updates have been made to the *ScotiaMcLeod Relationship Disclosure Document and Terms and Conditions* brochure, effective July 1, 2025.

A link to the brochure can be found here:

https://www.scotiawealthmanagement.com/content/dam/scotiabank/swm/TandC_eng.pdf

To obtain a physical copy of this updated brochure, please contact your Wealth Advisor or the Scotia Wealth Management Service Centre at 1-844-840-4518.

Substantive changes are summarized below under the heading for each amended section.

1.11 Client reporting

This section has been updated to clarify that an account statement will be received from us on a quarterly basis, or on a monthly basis where: (a) trading activity occurred in the account; and/or (b) an option position was held in the account.

1.13 Our trading and brokerage practices

This section has been updated to include a webpage link to review the ScotiaMcLeod Client Disclosure for Best Execution for more information on our trading and brokerage practices.

This webpage is accessible at:

<https://www.scotiawealthmanagement.com/ca/en/resource-centre/scotiawealth-account-documentation.html>

2.3 Types of accounts

This section has been updated to clarify that we will charge you interest on overdue balances in the event you do not make full payment for on or before the regular settlement date in a Cash account.

2.5 General terms and conditions applicable to all accounts

Multiple subsections have been updated as per below.

Operation of account: This subsection has been updated to clarify that there is no interest paid on cash balances in any ScotiaMcLeod accounts.

Margin terms: This subsection has been updated to clarify that interest is calculated daily on your debit balance, and charged to your account monthly.

Communications with you: This subsection has been updated to clarify that you will notify us of any change in your contact information, and we may rely on the last contact information provided in directing our communications to you. The following subsection has been added:

Death or incapacity of the account holder: Subject to the terms governing joint accounts, this Agreement will continue in full force and effect notwithstanding your death or incapacity, in which case your account will continue to be administered in accordance with your investment objectives, limitations and restrictions as set out in your Confidential Account Agreement in effect as of the date of your death or incapacity, until such time as ScotiaMcLeod receives instructions from, or this Agreement is terminated by, your authorized estate representative or legal representative. ScotiaMcLeod has the right to refuse to act upon any instructions of your authorized estate representative or legal representative without evidence satisfactory to ScotiaMcLeod regarding your death or incapacity, or their authority to act.

2.14 Currency conversion and foreign exchange

This section has been updated to clarify that a currency conversion may occur when you transfer out your account and the receiving financial institution does not accept the foreign currency being transferred.

Verbiage has also been added to clarify that currency conversion rates charged to you are available upon request.

Appendix "A": Conflicts of Interest Disclosure

This appendix has been updated to add the following language related to a new referral arrangement between ICICI Bank Canada and ScotiaMcLeod.

A referral arrangement is in place between ScotiaMcLeod and ICICI Bank Canada ("ICICI"), a federally regulated bank that provides a broad range of banking services. Under this referral arrangement, existing or prospective clients of ICICI may be directly or indirectly referred by ICICI to ScotiaMcLeod which, as a registered investment dealer, can provide investment advisory, portfolio management, securities trading, financial planning and related services. Compensation in the form of a referral fee is paid by ScotiaMcLeod to ICICI in respect of the referral, equal to 15% of the revenue received by ScotiaMcLeod from the fees and commissions from the referred business during the initial three years following the opening of the referred account. The amount of any referral fee paid for referral services will not affect the fees paid or payable by you. ICICI and ScotiaMcLeod are separate corporate entities. ICICI and ScotiaMcLeod make no representations regarding each other, nor the services provided by the other, and any relationship formed between you and one of these parties is in no way related to your relationship with the other party. All activity requiring registration resulting from this referral arrangement will be provided by ScotiaMcLeod.

Your Personal Investment Profile

The following information reflects your stated investment objectives and risk tolerance for this account, as well as your overall investment knowledge. If you would like to make any changes, have questions about whether or not this is appropriate for you or would like to discuss how your current investments correspond to this profile, please contact your Wealth Advisor.

For more information, please review Guidelines for Investment Objectives and Related Account Risk Factors in the ScotiaMcLeod Relationship Disclosure Document and Terms and Conditions brochure.

Alternatively, please visit https://www.scotiawealthmanagement.com/content/dam/scotiabank/swm/TandC_eng.pdf

Investment Objectives

Income: 100%

SWS16000_6578649_021 - 0015814 HR - -0006-0004-14- - 014351

Your Personal Investment Profile- continued

Growth:

Speculative Trading:

Risk Tolerance

Low: 75%

Medium: 25%

High:

Overall Investment Knowledge

Investment Knowledge: Medium

Time Horizon

Long Term: 7+ Years

014352
SWSM16000_6578649_021 - 0015814 HR - -0006-0005-15- -

A.W. Campbell Memorial Scholarship (\$1,000)



Cameron Vieira
Holy Cross Catholic Secondary School
Strathroy

Post Secondary Studies
Trent University
Conservation Biology

Tony Stranak Conservation Scholarship (\$500)



Tanner Grubb
Lambton-Kent Composite School
Dresden

Post Secondary Studies
University of Guelph
Water Resources Engineering

Mary Jo Arnold Conservation Scholarship (\$500)



Khloe Tinning
Wallaceburg District Secondary School
Wallaceburg

Post Secondary Studies
University of Guelph
Wildlife Biology and Conservation

Conservation Education:

On September 2, 2025, the SCRCA Conservation Education team will return to work for the 2025-2026 school year. Discussions will be held in September to finalize the SCRCA's 2025-2026 conservation education strategy and programming.

Upcoming Events:**Ipperwash Beach Shoreline Cleanup**

Date – Saturday, September 6, 2025

Time – 9:00 am – 11:00 am

Location – Centre Ipperwash Beach Boat Launch

St. Clair Region Conservation Foundation Memorial Forest Dedication

Date – Sunday, September 28, 2025

Time – 2:00 pm

Location – Lorne C. Henderson Conservation Area, Petrolia

Local Fairs and Festivals:

Once again, the SCRCA social committee organized the Authority's participation at several local festivals and fairs in an effort to increase engagement and interaction with our watershed communities. The booths featured interactive displays and information on the Authority's services and programs including stewardship, tree planting, and Species at Risk, among others.

- Strathroy, Hometown Festival – June 13th – 15th, 2025
- Oil Springs, Black Gold Fest – July 19th, 2025
- Wallaceburg, WAMBO (Wallaceburg Antique Motor and Boat Outing) – August 8th – 9th, 2025

Media and Social Media Analytics:

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

The following statistics cover the timeframe from June 1, 2025, to July 31, 2025:

Media Relations:

Activity	2025 (June – July)	2024 (June – July)
Media Releases	6	1
News Article Mentions	238	161

Social Media

Facebook:

Activity	Total	2025 (June – July)	2024 (June – July)
Post Reach*	--	16,295	44,997
Page Visits	--	1,618	2,185
New Likes/Followers	2,934	28	55
Posts	--	31	35

***Post Reach** – The number of people who saw any content from your Page or about your Page, including posts, stories, ads, social information from people who interact with your Page, etc.

X (Formerly Twitter)

Activity	Total	2025 (June – July)	2024 (June – July)
Posts	--	29	41
Reposts	--	9	30
New Followers	927	Not Available	Not Available
Engagements*	--	123	107

* **Engagements** = clicks, retweets, replies, follows, and likes

Instagram

Activity	2025 (June – July)	2024 (June – July)
Total Followers	1,250	1,077
Views	13,788	6,911
Reach	3,283	2,029
Engagements*	707	671

* **Engagements** = The number of likes or reactions, saves, comments, shares and replies on your content

Strategic Objectives(s):

Goal 4 – Provide recreation and education opportunities for the public to enjoy and learn from our natural environment.

Recent and Scheduled Meetings

Canadian RAP Implementation Committee (CRIC)

- April 25, 2024
- June 18, 2024
- November 27, 2024.
- Next meeting is anticipated to be scheduled in fall 2025.

Friends of the St. Clair River (FOSCR)

- February 24, 2025
- March 19, 2025
- April 10, 2025
- June 24, 2025

Binational Public Advisory Council (BPAC)

- February 13, 2025
- May 15, 2025.
- August 6, 2025

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: [July 2025 Newsletter](#) and [August 2025 Newsletter](#)

St. Clair River Evening – Honouring the St. Clair River

The annual St. Clair River Evening will be held on October 23, 2025 at the Corunna Legion. Speakers will highlight projects that have been completed in the St. Clair River AOC over the past 30 years, including habitat projects and the contaminated sediment remediation project. An elder from Aamjiwnaang First Nation or Walpole Island First Nation will also speak about the Indigenous connection to water. Registration should open for this event by mid-September 2025.

Strategic Objectives(s):

Goal 3 – Protect, manage, and restore our natural systems including woodlands, wetlands, waterways, and lakes.

Financial Impact:

Funding for the RAP Coordinator position is provided by the Ministry of the Environment, Conservation and Parks (MECP) and Environment and Climate Change Canada (ECCC).

Funding was secured from MECP for the 2024-2025 and 2025-2026 fiscal years under their Great Lakes Program. Funding was secured from ECCC for the 2024-2025 and 2025-2026 fiscal years under the federal Great Lakes Freshwater Ecosystem Initiative Program.

The RAP Coordinator holds monthly meetings with ECCC and MECP to provide regular updates on the status of the RAP work and prepares project status reports and financial update reports in accordance with the timelines in the respective funding agreements.



August 26, 2025

St. Clair Region Conservation Authority Board of Directors
205 Mill Pond Cres.
Strathroy, ON, N7G 3P9
Sent via email to: Afletcher@scrca.on.ca

Subject: Town's Position on St. Clair Region Conservation Authority assuming management responsibilities for the Maples Woodlot

Dear Board Members,

I am writing on behalf of the Mayor and Council for the Town of Plympton-Wyoming to formally express our objection to the St. Clair Region Conservation Authority (SCRCA), assuming management responsibilities for the Maples Woodlot currently under the stewardship of the St. Clair Region Conservation Foundation.

Council has concerns regarding the precedent that such an arrangement may set. The SCRCA has required recent developments involving woodlots of a similar nature in the area to be retained as part of residential lots within the new developments. This approach ensures that individual property owners take stewardship and responsibility for the woodlots, under guidelines provided by SCRCA. The Town believes this model better aligns with sustainable land management practices and avoids the long-term financial and operational burdens that may arise from the SCRCA's management of the woodlot.

Given these considerations, the Town does not support the transfer of management responsibilities to the SCRCA. We trust that this position will be taken into account as discussions continue, and we remain open to future collaboration that reflects the shared interests of all parties.

Sincerely,

Adam Sobanski, CET, GDPA.
Chief Administrative Officer
Town of Plympton-Wyoming

Copied to:

- Ken Phillips, General Manager/Secretary Treasurer
- Timothy Payne, Manager of Lands

September 11, 2025

Via Email to Chair ggrimes@villageofpointedward.com
Copy to Board Coordinator afletcher@scrca.on.ca

St. Clair Region Conservation Authority
205 Mill Pond Crescent
Strathroy, ON N7G 3P9
Attention: Greg Grimes, Chair, Board of Directors

Dear Greg:

Chatham-Kent is moving forward with its second annual update of the 2024-2027 multi-year budget. The timeline for delivery of the draft budget update is similar to the last few years and will be delivered to Council in November, and as a result, I am reaching out to you now to provide the 2026 budget target as approved by Council at the April 3, 2023 Council meeting. While Council has approved Chatham-Kent's four-year budget, we have not asked requisitioning bodies to do the same, but rather are allowing future years' budgets to be captured as part of Chatham-Kent's annual budget update process.

We believe that 2026's inflation is becoming closer to the Bank of Canada's long-term CPI target. While we understand an inflation-only budget can be a difficult task, we request that your 2026 budget submission be as lean as possible.

The Executive Management Team had directed all municipal departments and requisitioning bodies to prepare draft 2024-2027 budgets for Council's consideration with a net tax impact not to exceed the Bank of Canada's projected inflation. For the 2026 annual update, the projected rate of inflation is 2.1%.

For your reference, our 2026 and 2027 projected inflation remain unchanged at 2.1%. While we are not asking for your 2027 budget at this time, it is important to share this information now for future planning.

In order to achieve Council's direction, we are asking your organization to include the following information in your 2026 budget update request:

- a) The **minimum** resources required to deliver the same base level of services that were delivered in 2025.

- b) If a) above is greater than 2025's requirement, please provide descriptions and costings of service level adjustments (in increments of 0.25% of your 2026 request) that Council can consider implementing in order to achieve its budget target.
- c) For any new levels of service or special projects being proposed for 2026, provide the following:
 - i. A detailed description and costing of the proposed service/project.
 - ii. Options to offset the additional resources needed by reducing an existing service(s) that is not already included in b) above.

Please be assured that Council is keenly aware of the operating pressures your organization continues to be faced with as you deliver services to the citizens of Chatham-Kent. Today's economic climate is forcing Council to ensure it has all the information required to allocate resources to a myriad of municipal service challenges.

In order to meet our budget timeline, we require your 2026 budget proposal, complete with the options described above, no later than **Friday, October 10, 2025**. Please submit this information to my attention at ckfps@chatham-kent.ca and copy the Chief Administrative Office at ckcao@chatham-kent.ca.

Thank you for your continued support. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,



Gord Quinton, MBA, CPA, CGA
 Chief Financial Officer, Treasurer
 General Manager, Finance, Budget, Information Technology & Transformation

C: Chief Administrative Officer, Municipality of Chatham-Kent
 General Manager, Infrastructure & Engineering Services
 Director, Budget & Performance Services
 Director, Engineering