



# Special Board of Directors Meeting

## A G E N D A

### Special Meeting at the Call of the Chair

**July 24, 2024  
7:30 p.m.**

1. First Nations Acknowledgement
2. Call to Order
3. Adoption of Agenda
4. Disclosure of Conflicts of Interest
5. Business for Approval
  - 5.1) New Fed. Dev. Tourism Growth Grant – Approval of Project
6. Other Business
7. Adjournment

# 1. First Nations Acknowledgement

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We will begin by acknowledging that the land on which we gather is the traditional territory of First Nations people who have longstanding relationships to the land, water and region of southwestern Ontario. We also acknowledge the local lower Thames River watershed communities of this area which include Chippewas of the Thames First Nation, Oneida Nation of the Thames, Munsee Delaware Nation, Delaware Nation, Caldwell Nation and Walpole Island First Nation. We acknowledge the first nations people within the villages, towns and cities of our communities. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original peoples of Turtle Island (North America). We are thankful for the opportunity to live, learn and share with mutual respect and appreciation.

# 5. Business for Approval

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## 5.1) New FedDev South Western Ontario Tourism Growth Grant – Funding and Project Approval Report

Date: July 24, 2024  
Memo to: LTVCA Board of Directors  
Subject: **FedDev South Western Ontario Tourism Growth Grant – Project Approval Report**  
From: Mark Peacock, P. Eng., C.A.O. / Secretary Treasurer

### **FedDev South Western Ontario Tourism Growth Grant – Funding Approval**

The LTVCA applied for \$250,000 in funding from the Federal government in February of 2024. This application was part of the Fed Dev South Western Ontario Tourism Growth Grant program. Recently we received notification that \$175,000 had been awarded to the LTVCA. Due to the reduced amount provided, it was determined that a change of work scope was required to receive the funding. It was further determined that the larger phase 2 extension could not be included in this work as funds for this building have not been raised by the Lower Thames Valley Conservation Foundation - in the time frame needed by this grant.

### **Longwoods Rd Resource Centre Revitalization and Indigenous Learning Centre Phase 2 Changed Work Scope**

The LTVCA would like to be able to use the \$175,000 grant to complete further work on the existing building that was proposed as part of Phase 2 of the Longwoods Rd Resource Centre Revitalization and Indigenous Learning Project. The federal government has allowed us to revise the work plan as the full \$250,000 grant was not awarded.

The project will consist of the following:

1. Convert the existing center theatre, that is currently being used as a make-shift office space into a new gallery for education purposes. Staffing has been reduced over the past few years and existing spaces will be repurposed as office spaces until the new offices included in the phase 2 extension are complete. It is intended to expand staff by 1 FTE below previous level following completion of the Phase 2 extension.
2. The two public bathrooms in the basement of the building are to be fully rebuilt. The washrooms date to the 1970s. The tiled walls and floors need replacing as do the stalls and vanities.
3. The original costs for the elevator were calculated by the federal government (as part of the \$100,000 access grant) to be \$200,000. This was completed 1.5 years ago when the grant was applied for. During the last few months the engineer has completed the design and the final engineers estimate for the work is approximately \$230,000. This means an additional cost of \$30,000 to complete the elevator installation.
4. The federal government has allowed us to use the cost of furnishing the hall with tables and chairs and purchasing new display cases for the new gallery, as matching costs. These costs were to be provided by the LTVCA as we brought the new facilities on line. No grants to date allowed these costs to be considered.
5. Municipal permits and preparation of documents for completion of this work are included in this work.
6. Engineering costs for the elevator and rebuilt rooms are also included.
7. As part of the full Phase 2 rebuild electrical services will have to be modified. The current pole and underground cabling goes through the area to be excavated for the Phase 2 extension basement.
8. A contingency has been added to the work as we believe we will have to do some remediation of asbestos in the construction areas. The extent of this work is not known at this time.
9. Project management for tendering etc. by LTVCA staff is also included in this work.

## Financial Review

The following preliminary costs have been assembled from engineering estimates for the completion of this work.

### Costs

Existing Resource Centre Gallery 2	\$70,000.00	
New Elevator (additional costs costs)	\$30,000.00	(this cost would be required even if project not approved)
Furnishings	\$60,000.00	(this cost would be required even if project not approved – but would occur over time)
Municipal permits	\$5,000.00	
Engineering	\$20,000.00	
Project management (including meetings with first nations)	\$20,000.00	
Washrooms Basement rebuild	\$80,000.00	
Utilities upgrades	\$35,000.00	
Contingency (less than 10%)	\$30,000.00	
<b>Total New Project Costs:</b>	<b><u>\$350,000.00</u></b>	

### Revenue

Fed Dev	\$175,000.00
In-Kind Project Management Foundation	\$20,000.00
LTVCA (cash)	<b><u>\$20,000.00</u></b>
<b>Total New Project Revenues</b>	<b><u>\$350,000.00</u></b>

### Impact to LTVCA Finances

The in-kind work will be completed by the CAO and the Manager Conservation Lands and Services. The funding for these salaries is already included in the approved budget.

The \$20,000 in cash will be removed from past operating surpluses (which are continuing to be generated every year) or this amount will be included in the 2025 budget. Additionally, LTVCA staff are applying for further grants to cover this LTVCA cost.

### Recommended Resolution:

**That the** FedDev South Western Ontario Tourism Growth Grant – Project be approved, and

**That the** Chair and CAO Secretary-Treasurer be authorized to sign an agreement with FedDev South Western Ontario for receipt of grant funds.

The report aligns with the following objectives of the LTVCA's Strategic Plan:

1. Strengthen and Increase Collaboration with Community Stakeholders

Respectfully Submitted  
Mark Peacock, P. Eng.  
C.A.O. / Secretary Treasurer

## 6. Other Business

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## 7. Adjournment

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