



Board of Directors Meeting

AGENDA

December 19, 2024
2:00 p.m.

1. First Nations Acknowledgement	3
2. Call to Order	3
3. Adoption of Agenda	3
4. Disclosure of Conflicts of Interest	3
5. Approval of Previous Meeting Minutes	4
5.1) Board of Directors Meeting Minutes October 17, 2024.....	4
5.2) Board of Directors Meeting Minutes December 4, 2024	9
6. Business Arising from the Minutes	11
7. Presentations	11
7.1) Administrative By-Law - Best Management Practices and Code of Conduct, Conflict of Interest Policies, Procedure for Election of Officers Update 1 st Reading	11
7.2) Watershed Based Resource Management Strategy.....	11
8. New Business	11
9. Business for Approval	12
9.1) Administrative By-Law - Best Management Practices and Code of Conduct, Conflict of Interest Policies, Procedure for Election of Officers Update 1 st Reading	12
9.2) Watershed Based Resource Management Strategy.....	67
9.3) Conservation Lands Strategy	69
9.4) LTVCA Asset Management Plan.....	70
9.5) Flood Plain Mapping Through the Flood Hazard Identification and Mapping Program.....	95
9.6) Income and Expenditure vs Budget to October 31, 2024	97
10. Business for Information.....	100
10.1) CAO / Secretary Treasurer Report.....	100
10.2) Water Management	101
10.3) Planning and Regulations	104
10.4) Conservation Lands	116
10.5) Conservation Services.....	118
10.6) Communications, Education and Outreach.....	128
10.7) Ska-Nah-Doht Advisory Committee Minutes November 14, 2024	131
10.8) Wheatley Two Creeks Association November Minutes	134
11. Correspondence.....	135
11.1) Rebuild or retreat? Repeat flooding forces tough decisions on homeowners, governments	135
11.2) Extension of Minister’s direction for conservation authorities fees	143
12. Other Business	152

1. First Nations Acknowledgement

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.

2. Call to Order

3. Adoption of Agenda

4. Disclosure of Conflicts of Interest

5. Approval of Previous Meeting Minutes

5.1) Board of Directors Meeting Minutes October 17, 2024



Board of Directors Meeting

MINUTES

The meeting of the Lower Thames Valley Conservation Authority's Board of Directors was held in person and remotely via the LTVCA's Administration Office at 100 Thames Street, Chatham, at 2:00 P.M. on Thursday, October 17, 2024. The following directors were in attendance: S. Emons, K. Loveland, P. Tiessen, R. Leatham, P. Van Meerbergen, H. Aerts, T. Thompson, S. Hipple, L. Vogler, and M. Vink. A. Finn and M. Bondy sent their regrets.

1. First Nations Acknowledgment

S. Emons read the First Nations acknowledgement.

2. Call to Order

3. Adoption of Agenda

BD-2024-53 R. Leatham – P. Tiessen

Moved that the agenda be adopted with the change of Presentation 7.4) The Lower Thames River Watershed Precision Phosphorus Reduction Program being moved to the start of the presentation section.

CARRIED

4. Disclosures of Conflicts of Interest

None Declared.

5. Approval of Previous Meeting Minutes

BD-2024-54 P. Van Meerbergen – L. Vogler

Moved that the Board of Directors meeting minutes of August 22, 2024 and September 30, 2024 be approved.

CARRIED

6. Business Arising from the Minutes

None declared.

7. Presentations

7.1) Draft LTVCA Lands Strategy

Genevieve Champagne, Manager, Conservation Lands and Services provided a Power Point Presentation to the Board of Directors on the Draft LTVCA Lands Strategy

7.2) Draft LTVCA Asset Management Plan

Todd Casier, Manager, Corporate Services provided a Power Point Presentation to the Board of Directors on the Draft LTVCA Asset Management Plan

7.3) Preliminary 2025 Budget

Todd Casier, Manager, Corporate Services provided a Power Point Presentation to the Board of Directors on the LTVCA's Preliminary 2025 Budget.

7.4) The Lower Thames River Watershed Precision Phosphorus Reduction Program

Donna Small, Agricultural Program Coordinator provided a presentation to the Board of Directors on The Lower Thames River Watershed Precision Phosphorus Reduction Program

BD-2024-55 R. Leatham – K. Loveland

Moved that presentations 7.1 – 7,4 be received.

CARRIED

8. New Business

None declared.

9. Business for Approval

9.1) Draft LTVCA Lands Strategy

BD-2024-56 M. Vink – L. Vogler

Moved that The Lower Thames Valley Conservation Lands Strategy be approved for circulation to the public and member municipalities,

And That The Lower Thames Valley Conservation Lands Strategy be brought back to the LTVCA Board of Directors for approval in its December 2024 Board meeting.

CARRIED

9.2) Draft LTVCA Asset Management Plan Report

BD-2024-57 P. Tiessen – P. Van Meerbergen

Moved that the draft LTVCA Asset Management Plan Report be accepted for information purposes.

And **that** the final LTVCA Asset Management Plan be brought back to the Board of Directors for approval at its December 2024 meeting.

CARRIED

9.3) Preliminary 2025 Budget

BD-2024- 58 K. Loveland – L. Vogler

Moved that the 2025 preliminary budget totalling \$8,175,032 be approved and that the member municipalities be advised of the budget and their share of the proposed levy as calculated; it being noted that the Authority is required to provide 30 days’ notice of its intention to adopt a final budget and levy.

And **that** the final 2025 Budget be brought to the Annual Meeting of the Authority in 2025 for approval.

CARRIED

9.4) Appointment of Auditor

BD-2024-59 P. Tiessen – R. Leatham

Moved that the Board of Directors accept the quote provided by Baker Tilly, for audit services for the years 2024, 2025, 2026, 2027, and 2028; and

That the firm of Baker Tilly be appointed as the auditor of the Lower Thames Valley Conservation Authority until the next annual meeting in February 2025.

CARRIED

9.5) Income and Expenditure vs Budget to August 31, 2024

BD-2024-60 H. Aerts – K. Loveland

Moved that the Board of Directors receives the Budget vs Revenue and Expenditures report for the period ended August 31, 2024.

CARRIED

9.6) 2025 Conservation Fee Schedule

BD-2024-61 L. Vogler – P. Van Meerbergen

Moved that the LTVCA Board of Directors approve the 2025 Conservation Areas Fee Schedule.

CARRIED

9.7) Chatham-Kent Community Foundation Grant Application

BD-2024-62 P. Tiessen – H. Aerts

Moved that the Board of Directors approves the Chatham-Kent Community Foundation project entitled “Trees for East Kent” and authorizes the chair to sign the application forms.

CARRIED

10. Business for Information

10.1) The Lower Thames River Watershed Precision Phosphorus Reduction Program

BD-2024-63 R. Leatham – M. Vink

Moved that the Lower Thames River Watershed Precision Phosphorus Reduction Program Report be received for information purposes.

CARRIED

10.2) CAO Report

BD-2024-64 K. Loveland – L. Vogler

Moved that the CAO / Secretary Treasurer report be approved for information purposes.

CARRIED

10.3) Water Management

10.4) Planning and Regulations

10.5) Conservation Area Lands

10.6) Conservation Services

10.7) Communications, Outreach and Education

10.8) Ska-Nah-Doht Advisory Committee Minutes September 19, 2024

BD-2024-65 P. Tiessen – P. Van Meerbergen

Moved that Business for Information items 10.3) to 10.8) be received for information.

CARRIED

11. Correspondence

11.1) Conservation Ontario’s comments on the “Review of proposed policies for a new provincial planning policy instrument” (ERO# 019-8462)

11.2) Donation from United Way of Chatham-Kent of small United Way Building

BD-2024-66 R. Leatham – K. Loveland

Moved that Correspondence items 11.1) and 11.2) be received for information.

CARRIED

12. Other Business

None noted.

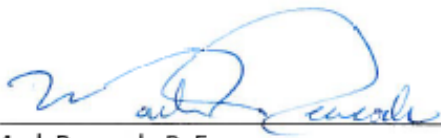
13. Adjournment

BD-2024-67 P. Tiessen – P. Van Meerbergen

Moved that the meeting be adjourned.

CARRIED

Sarah Emons
Chair



Mark Peacock, P. Eng.
CAO/Secretary-Treasurer



Special Board of Directors Meeting

MINUTES

Special Meeting at the Call of the Chair

December 4, 2024

7:00 p.m.

A Special Meeting of the Lower Thames Valley Conservation Authority's Board of Directors was held via zoom at 7:00 P.M. on Wednesday, December 4, 2024 at the call of the Chair. A roll call was held with the following members in attendance: S. Emons, T. Thompson, A. Finn, R. Leatham, H. Aerts, K. Loveland, L. Vogler, and R. Leatham. Regrets were sent in by P. Van Meerbergen, P. Tiessen, S. Hipple, M. Vink and M. Bondy.

1. First Nations Acknowledgement

Mark Peacock read the First Nations Acknowledgement.

2. Call to Order

Chair, Sarah Emons called the Special Meeting of the Board of Directors to order at 7:00 PM.

3. Adoption of Agenda

BD-2024-68 R. Leatham – T. Thompson

Moved that the agenda be adopted as presented.

CARRIED

4. Disclosure of Conflicts of Interest

None declared.

5. Business for Approval

5.1) Report on Tender T03-2024- Longwoods Road Conservation Area- Phase 2A Elevator, Washrooms, Gallery

Genevieve Champagne and Mark Peacock provided a power point presentation and background information on the report as presented.

Hugh Aerts asked if we had looked into the Enbridge Fund Program for funding for the build. Genevieve Champagne responded that the funding from Enbridge typically goes to event / community based builds e.g. park pavilions, night markets, and that we have received regional and local grants through Enbridge in support for stewardship planting programs which their staff help out with.

Amy Finn noted that as Tradition undertook the works for Phase I that we knew that they were capable of undertaking the work and getting it done. Genevieve Champagne responded that they were very professional, competent and reliable and were very up front with us with any issues or delays of materials.

BD-2024-69 K. Loveland – A. Finn

Moved That the Tender T03-2024- Longwoods Road Conservation Area- Phase 2A Elevator, Washrooms, Gallery project be awarded to Tradition Construction Inc for a total value of \$417,200.00 (before HST).

And that the CAO and Chair be authorized to sign contractual documents in this award.

CARRIED

6. Other Business

None noted.

7. Adjournment

BD-2024-70 R. Leatham – L. Vogler

Moved that the meeting be adjourned.

CARRIED

Sarah Emons
Chair

Mark Peacock, P. Eng.
CAO/Secretary-Treasurer

6. Business Arising from the Minutes

7. Presentations

7.1) Administrative By-Law - Best Management Practices and Code of Conduct, Conflict of Interest Policies, Procedure for Election of Officers Update 1st Reading

Valerie Towsley will provide a presentation to the Board of Directors on the Administrative By-Law - Best Management Practices and Code of Conduct, Conflict of Interest Policies, Procedure for Election of Officers – 1st Reading

7.2) Watershed Based Resource Management Strategy

Mark Peacock and Valerie Towsley will provide a presentation to the Board of Directors on the Watershed Based Resource Management Strategy

8. New Business

9. Business for Approval

9.1) Administrative By-Law - Best Management Practices and Code of Conduct, Conflict of Interest Policies, Procedure for Election of Officers Update 1st Reading

Date: December 19, 2024
Memo to: LTVCA Board of Directors
From: Valerie Towsley, Watershed Resource Planner
Subject: **Administrative By-Law - Best Management Practices and Code of Conduct, Conflict of Interest Policies, Procedure for Election of Officers - Update - 1st Reading**

As a result of changes to the CA Act, an update to our existing 2023-02 Administrative By-Law - Best Management Practices and Code of Conduct, Conflict of Interest Policies, Procedure for Election of Officers is required to keep in compliance with the requirements set out in the Act. This policy update was directed by information provided by Conservation Ontario to all CA's, with a revised updated word version with changes that needed to be incorporated into our existing Administrative By-law 2023-02.

The edits are administrative in nature and primarily to bring it up to date with language in Ontario Regulation 402/22, Budget and Apportionment. The draft By-law is attached for review by the Board of Directors. Note: Initially we did not include the Best Management Practices section in the By-law, but is now included in this updated Policy.

By-laws are considered a legal governing document. In the spirit of best management practices of transparency and accountability, the approach to the language and layout of the Administrative By-law is to ensure it is understandable to all who wish to review the document.

Any changes that we made to our By-law are as follows:

- In the very top end of the document they left present text when it should now be past tense;
- Anything new is in **red** text;
- Anything that was existing in our document that is not within CO's version is **struck through and highlighted in yellow**;
- Any additions and/or notes that I have made to a change are in **(brackets) and/or highlighted in yellow**.

The draft Policy will be posted to the LTVCA's website under our 'Public Consultation' section for any feedback from the public after this meeting has been held.

The By-law requires three readings, with posting to the Authority's website for public review and comments. The first reading will be undertaken at this December 2024 meeting, with our February 2025 AGM being the second reading, and the final reading and passing of the By-law to take place at the following meeting in April 2025.

Recommendation:

That the updated By-law 2025-03 be read for a first time; and

That staff be directed to post the Administrative By-law - Best Management Practices and Code of Conduct, Conflict of Interest Policies, Procedure for Election of Officers – Update on the LTVCA's website for consultation by the public.

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

- 7) Improve Internal Communications
- 9) Improve Internal Understanding of Roles & Responsibilities

Respectfully Submitted
Valerie Towsley
Watershed Resource Planner

Reviewed By
Mark Peacock, P. Eng.
C.A.O. / Secretary Treasurer



**LOWER THAMES VALLEY
CONSERVATION AUTHORITY
Administrative By-Law – 2025-03
Best Management Practices
and
Code of Conduct
Conflict of Interest Policies
Procedure for Election of Officers**

REVISION NUMBER	REVISION DATE	APPROVAL AUTHORITY	DETAILS
ALL PRIOR BY-LAWS ARE REPEALED			
2018-01	October 18, 2018	LTVCA Board of Directors – approved October 18, 2018	Review date: Oct 21, 2027
2018-01 revis.	September 28, 2020	LTVCA Board of Directors – approved September 28, 2020	Re: Section C: Meeting Procedures for Electronic Meetings (Introduction, Subsections 1B, 2 and 10)
2023-02 update	-February 23, 2023 First Reading -April 20, 2023 Second Reading -June 15, 2023 Third and Final Reading	LTVCA Board of Directors – approved June 15, 2023	Re: Proclamation of governance-related clauses in the CA Act and other related changes (Section II, Introduction, Section A: definitions, Section B: Governance [subsections 1a), 1b), 1c). 4, 6, 10, 13, 19, 21], Section C: Meeting Procedures [subsections 1 a & b, 2, 4, 10, 13, 14, 16, 18], Appendix E [11], Sections III, IV, V, VI)
2025-03 update	December 19, 2024	LTVCA Board of Directors – first reading: Dec 19, 2024	Re: O.R. 402/22 Budget and Apportionment [Section A: Definitions 'Apportionment' replacing Levy, 'Non-matching levy' deleted, 'Weighted Vote'; Section B: Governance subsections 1c) Powers of the General Membership, & Section 12; Section C: Meeting Procedures Sections 12 & 14]; Re: agricultural representatives appointed by the Minister [Section B: Governance subsections 1b) Term, 1c) Powers of the General Membership]; Editorial [Section B: Governance section 4]; Re-ordering [Section B: Governance old section 5; now section 6] Other minor changes

LOWER THAMES VALLEY CONSERVATION AUTHORITY

Administrative By-Law, Code of Conduct, Conflict of Interest Policies and Procedure for Election of Officers

Contents

I. Background	4
1. Amendments to the <i>Conservation Authorities Act</i>	4
2. Purpose of Best Management Practices (BMP) and Administrative By-law	6
3. Basis of Best Management Practices (BMP) and Administrative By-law	6
4. Legal Review and Finalization of the April 2018 version	7
5. Revisions/Updates to the By-Law	8
II. Administrative By-Law	9
Introduction	9
A. Definitions	12
B. Governance	13
1. Members	13
2. Officers	15
4. Maximum Term for Chair and Vice-Chair(s)	16
5. Election of Chair and Vice-Chairs	16
6. Representatives to Conservation Ontario Council	16
7. Election of Chair and Vice-Chairs (moved up to #5)	17
7. Appointment of Auditor	17
8. Appointment of Financial Institution	17
9. Appointment of Solicitor	17
10. Financial Statements and Report of the Auditor	17
11. Borrowing Resolution	17
12. Apportionment Notice	17
13. Levy Notice	17
13. Signing Officers	18
14. Executive Committee	18
15. Advisory Boards and Other Committees	18
16. Remuneration of Members	18
17. Records Retention	19

18. Records Available to Public.....	19
19. By-law Review.....	19
20. By-law Available to Public.....	19
21. Enforcement of By-laws and Policies.....	20
22. Indemnification of Members, Officers and Employees.....	20
C. Meeting Procedures.....	21
1.A. Rules of Procedure.....	21
2. Notice of Meeting.....	21
3. Meetings Open to Public.....	22
4. Agenda for Meetings.....	22
5. Quorum	23
6. Order of Business.....	23
7. Debate.....	23
8. Matters of Precedence.....	24
9. Members' Attendance.....	24
10. Electronic Meetings and Participation.....	24
11. Delegations.....	25
12. Annual Meeting.....	25
13. Meetings with Closed "In Camera" Sessions.....	25
14. Voting.....	26
15. Notice of Motion.....	27
16. Motion to Reconsider.....	28
17. Duties of the Meeting Chair.....	28
18. Conduct of Members.....	28
19. Minutes of Meetings.....	28
D. Approval of By-law and Revocation of Previous By-law(s).....	30
E. Appendices to the Administrative By-law.....	31
Appendix 1 - Code of Conduct.....	31
Appendix 2 - Conflict of Interest Policy.....	34
Appendix 3 - Procedure for Election of Officers.....	36
III. Best Management Practices (BMPs)	39
IV. Checklist for compliance with Section 19.1.....	40
V. Copies of Minister's Directions under Section 19.1(7).....	42

VI. Summaries of Governance-related Amendments to the *Conservation Authorities Act*..... 47

III. Checklist for compliance with Section 19.1 39

IV. Copies of Minister’s Directions under Section 19.1(7) 41

V. Summaries of Governance-related Amendments to the *Conservation Authorities Act*..... 46

I. Background

1. Amendments to the *Conservation Authorities Act*

The *Conservation Authorities Act*, as amended by the *Building Better Communities and Conserving Watersheds Act, 2017*, provides direction for conservation authorities to make such by-laws as are required for its proper administration. The new bylaws replace administrative regulations created under the repealed Section 30 of the Act. Current administrative bylaws will cease to be in force upon the earlier of a) December 12, 2018 (one year after Section 19.1 came into force), or b) the day the regulation is revoked by the authority.

Section 19.1 of the Act, sets out the requirements for by-laws as follows:

By-laws

19.1 (1) An authority may make by-laws,

- (a) respecting the meetings to be held by the authority, including providing for the calling of the meetings and the procedures to be followed at meetings, specifying which meetings, if any, may be closed to the public;
- (b) prescribing the powers and duties of the secretary-treasurer;
- (c) designating and empowering officers to sign contracts, agreements and other documents on behalf of the authority;
- (d) delegating all or any of its powers to the executive committee except,
 - (i) the termination of the services of the secretary-treasurer,
 - (ii) the power to raise money, and
 - (iii) the power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the authority;
- (e) providing for the composition of its executive committee and for the establishment of other committees that it considers advisable and respecting any other matters relating to its governance;
- (f) respecting the roles and responsibilities of the members of the authority and of its officers and senior staff;
- (g) requiring accountability and transparency in the administration of the authority including,
 - (i) providing for the retention of records specified in the by-laws and for making the records available to the public,
 - (ii) establishing a code of conduct for the members of the authority, and
 - (iii) adopting conflict of interest policies for the members of the authority;
- (h) respecting the management of the authority's financial affairs, including auditing and reporting on the authority's finances;
- (i) respecting the by-law review required under subsection (3) and providing for the frequency of the reviews; and
- (j) respecting such other matters as may be prescribed by regulation.

Conflict with other laws

(2) If a by-law made by an authority conflicts with any provision of the *Municipal Conflict of Interest Act* or the *Municipal Freedom of Information and Protection of Privacy Act* or a provision of a regulation made under one of those Acts, the provision of that act or regulation prevails.

Periodic review of by-laws

(3) At such regular intervals as may be determined by by-law, an authority shall undertake a review of all of its by-laws to ensure, amongst other things, that the by-laws are in compliance with any Act referred to in subsection (2) or any other relevant law.

By-laws available to public

(4) An authority shall make its by-laws available to the public in the manner it considers appropriate.

Transition

(5) An authority shall make such by-laws under this section as are required for its proper administration,

- (a) in the case of an authority that was established on or before the day section 16 of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017* comes into force, within one year of that day; and
- (b) in the case of an authority that is established after the day section 16 of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017* comes into force, within one year of the day the authority is established.

(6) REPEALED

Direction by Minister

(7) The Minister may give an authority a written direction to make or amend a by-law on any matter described in subsection (1), in accordance with the direction, within such period of time as may be specified in the direction.

Compliance

(8) The authority that receives a direction under subsection (7) shall comply with the direction within the time specified in the direction.

Regulation where failure to comply

(9) If an authority fails to adopt a by-law in accordance with the direction made under subsection (7), the Minister may make regulations in relation to the matters set out in the direction that are applicable in the area of jurisdiction of the authority.

Same

(10) Any regulation made by the Minister under subsection (9) prevails over any conflicting by-law that the authority may have adopted.

2. Purpose of Best Management Practices (BMP) and Administrative By-law

The guideline ~~This document is intended to~~ provided by Conservation Ontario (CO) was intended to provide a model for an Administrative By-law and the Best Management Practices associated with the By-laws required under Section 19.1 of the *Conservation Authorities Act*. It is a guideline which can be used as the basis for such governing documents to be adopted by individual conservation authorities.

The Administrative By-law Model and Best Management Practices for Code of Conduct and Conflict of Interest are designed to ensure compliance with the requirements of Section 19.1.

Some wording in the Administrative By-law Model ~~was~~ is suggested, but not required. Other sections were recommended, but the final wording ~~is~~ will be specific to individual authorities. Those sections are highlighted, with explanations included.

It is a goal of this Administrative By-law and Best Management Practices to ensure a high level of consistency among conservation authorities, with respect to governance. One way to increase this consistency, is for all conservation authorities to adopt Administrative By-laws and Best Management Practices that are based on a single model. Alternatively, individual authorities may develop and approve their own versions of these documents, as long as these versions are compliant with the *Act* and other relevant legislation. A checklist is included, in Section IV, to assist conservation authorities in ensuring that their Administrative By-law and Best Management Practices will comply with Section 19.1 of the *Act*.

3. Basis of Best Management Practices (BMP) and Administrative By-law

By-laws are considered a legal governing document. In the spirit of best management practices of transparency and accountability, the approach to the language and layout of the Administrative By-law Model is to ensure it is understandable to the general public.

All existing conservation authority by-laws received by Conservation Ontario in July and August 2017 were reviewed during the preparation of the Administrative By-law template. The Conservation Ontario Working Group provided additional input in order to prepare that draft for review by all conservation authorities.

Where municipal legislation conflicts with any part of this by-law (e.g. *Municipal Conflict of Interest Act* or the *Municipal Freedom of Information and Protection of Privacy Act* or a provision of a regulation made under one of those Acts), the provision of that Act or regulation prevails.

Along with the issues identified by the Working Group the following resources were used as reference to research and analyze best management practices:

- Existing conservation authorities By-laws/Members Guidebooks/Policy and Procedures received by Conservation Ontario:
 - Sault Ste. Marie Conservation Authority
 - Toronto Region Conservation Authority

- Upper Thames River Conservation Authority
 - Central Lake Ontario Conservation Authority
 - Essex Region Conservation Authority
 - Kawartha Region Conservation Authority
 - Hamilton Conservation Authority
 - Lower Thames Conservation Authority
 - Nottawasaga Conservation Authority
 - Saugeen Valley Conservation Authority
 - Catfish Creek Conservation Authority
 - Grand River Conservation Authority
- Provincial and other best management practices for board governance: *Ontario Not-for-Profit Corporations Act*, Ministry of Municipal Affairs, Association of Municipalities Ontario, Board of Health Governance Toolkit, other local boards under the Municipal Act, Ontario Ombudsman Municipal Meetings FAQ, Ontario Ombudsman investigations, British Columbia Integrity Office
 - Not for Profit best management practices for board governance: First Reference Policy Pro, Board Governance Classics, *Canada Not-for-Profit Corporations Act*
 - Ontario legislation:
 - *Conservation Authorities Act*;
 - *Municipal Act, Municipal Conflict of Interest Act*;
 - *Municipal Freedom of Information and Protection of Privacy Act*; and
 - *Accessibility for Ontarians with Disabilities Act*.

4. Legal Review and Finalization of the April 2018 version

Bill 139, *Building Better Communities and Conserving Watersheds Act*, 2017 came into force on December 12, 2017. Each conservation authority had until December of 2018 to have Section 19.1 compliant by-laws in place. Due to timing of the 2018 municipal elections (October 22, 2018), conservation authorities **adopted their new By-laws in the late summer or fall of 2018**, prior to a significant turnover in membership.

The draft BMP and Administrative By-law Model was circulated to all 36 conservation authorities in November 2017 and amendments were made further to the comments received. It was presented to Conservation Ontario Council on December 11, 2017, and received endorsement in principle.

South Nation Conservation coordinated a legal review of the document in February 2018.

Ministry of Natural Resources and Forestry staff reviewed the document and sought feedback from the Ministry of Municipal Affairs and the Association of Municipalities of Ontario. The requested changes resulting from those discussions have been incorporated. A 'final' version of the BMP and Administrative By-law Model was forwarded to MNR staff on March 7, 2018 and minor edits (e.g. wording changes, elimination of duplication) were undertaken at their request on April 5, 2018. This final version was brought to the April 16, 2018 Conservation Ontario Council meeting for endorsement. Beginning in April 2018, training and assistance was made available to individual conservation authorities so they could adopt their own version of the BMPs and Administrative By-law in 2018.

Any information provided in this document, including the Administrative By-law Model, is not intended to be a substitute for legal advice. Individual conservation authorities are recommended to obtain an independent legal review of their by-laws before final General Membership approval.

5. Revisions/Updates to the By-Law

As Minister Directions are issued under 19.1 (7) (see IV. *Copies of Minister's Directions under Section 19.1(7)*) and as governance-related amendments to the *Conservation Authorities Act* occur (see VI. *Summaries of Governance-related Amendments to the Conservation Authorities Act*), amendments will be made to the *Conservation Authority Best Management Practices (BMPs) and Administrative By-Law Model* to keep **Section II. Administrative By-Law** updated as an ongoing BMP for reference and documentation of major amendments.

II. Administrative By-Law

Introduction

The Lower Thames Valley Conservation Authority is a non-share corporation, established under Section 3 of the *Conservation Authorities Act* (the Act), with the objects to provide, in the area over which it has jurisdiction, programs and services designed for the purpose of ~~to~~ furthering the conservation, restoration, development and management of natural resources in watershed(s) other than gas, oil, coal and minerals.

Under the Act, municipalities within a common watershed are enabled to petition the province to establish a conservation authority. ~~The purpose of the Act is to provide for the organization and delivery of programs and services that further the conservation, restoration, development and management of natural resources in watersheds in Ontario. The Authority is comprised of its Members, appointed as representatives by the following Participating Municipalities:~~ Members of the Authority are appointed as representatives by the Participating Municipalities and are effectively directors also of the Authority. LTVCA participating municipalities are as follows:

<i>Municipality of Chatham-Kent</i>	<i>Municipality of Dutton Dunwich</i>
<i>Municipality of Lakeshore</i>	<i>Municipality of Leamington</i>
<i>City of London</i>	<i>Municipality of Middlesex Centre</i>
<i>Municipality of Southwest Middlesex</i>	<i>Township of Southwold</i>
<i>Municipality of Strathroy-Caradoc</i>	<i>Municipality of West Elgin</i>

An additional member may be appointed to the authority by the Minister as a representative of the agricultural sector.

The Lower Thames Valley Conservation Authority Board of Directors approved the following statements to govern the activities of the Conservation Authority:

Vision – The LTVCA, for a balanced and healthy watershed

Mission – Leading by example in environmental conservation in partnership with the community

Core Values: Respect, Integrity, Commitment, Objectivity, Collaborative

The Members of the Conservation Authority form the General Membership of the Conservation Authority. The Members are bound by the Act and other applicable legislation. The Authority must always act within the scope of its powers. As a non-share corporation, the Authority has the capacity and, subject to the Act and other applicable legislation, the rights, powers and privileges of a natural person. The powers of a conservation authority to accomplish its objects are set out in the Act, including those identified under subsection 21(1).

Powers of authorities

21 (1) For the purposes of accomplishing its objects, an authority has power,

- (a) to research, study and investigate the watershed and to support the development and implementation of programs and services intended to further the purposes of this Act;
- (b) for any purpose necessary to any project under consideration or undertaken by the authority, to enter into and upon any land, with the consent of the occupant or owner, and survey and take levels of it and make such borings or sink such trial pits as the authority considers necessary;
- (c) to acquire by purchase, lease or otherwise any land that it may require, and, subject to subsection (2) and (4), to sell, lease or otherwise dispose of land so acquired;
- (d) despite subsection (2), to lease for a term of five years or less land acquired by the authority;
- (e) to purchase or acquire any personal property that it may require and sell or otherwise deal therewith;
- (f) to enter into agreements for the purchase of materials, employment of labour and other purposes as may be necessary for the due carrying out of any project or to further the authority's objects;
- (g) to enter into agreements with owners of private lands to facilitate the due carrying out of any project;
- (h) to determine the proportion of the total benefit afforded to all the participating municipalities that is afforded to each of them;
- (i) to erect works and structures and create reservoirs by the construction of dams or otherwise;
- (j) to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof;
- (k) to alter the course of any river, canal, brook, stream or watercourse, and divert or alter, as well temporarily as permanently, the course of any river, stream, road, street or way, or raise or sink its level in order to carry it over or under, on the level of or by the side of any work built or to be built by the authority, and to divert or alter the position of any water-pipe, gas-pipe, sewer, drain or any telegraph, telephone or electric wire or pole;
- (l) to use lands that are owned or controlled by the authority for purposes, not inconsistent with its objects, as it considers proper;
- (m) to use lands owned or controlled by the authority for park or other recreational purposes, and to erect, or permit to be erected, buildings, booths and facilities for such purposes and to make charges for admission thereto and the use thereof;
- ~~(m.1) to charge fees for services approved by the Minister;~~
- (m.1) REPEALED: 2017, c. 23, Sched. 4, s. 19 (3).

(n) to collaborate and enter into agreements with ministries and agencies of government, municipal councils and local boards and other organizations and individuals;

(o) to plant and produce trees on Crown lands with the consent of the Minister, and on other lands with the consent of the owner, for any purpose;

(p) REPEALED: 2020, c. 36, Sched. 6, s. 7 (4).;

(q) generally to do all such acts as are necessary for the due carrying out of any project or as may be desirable to further the objects of the authority.

A. Definitions

“Apportionment” means the amount of net costs apportioned to participating municipalities in accordance with the Act and Regulations under the Act (formerly referred to as Levy).

“Authority” means the Lower Thames Valley Conservation Authority.

“Act” means the *Conservation Authorities Act*, R.S.O. 1990, chapter C.27.

“Chair” means the Chairperson as referenced in the Act as elected by the Members of the Authority.

“Chief Administrative Officer” means the General Manager or Chief Administrative Officer of the Authority, and which may, by resolution of the Authority, include the responsibilities of the Secretary-Treasurer if so designated by resolution of the Authority.

“Fiscal Year” means the period from January 1 through December 31.

“General Membership” means all of the Members, collectively and effectively acting as directors as specified in the *Ontario Not-For-Profit Corporations Act (ONCA)*.

“Majority” means half of the votes plus one.

“Members” shall mean the members appointed to the Authority by the participating municipalities in the Authority’s area of jurisdiction and a member appointed to the Authority by the Minister as a representative of the agricultural sector (as applicable) and effectively act as directors as specified in the *Ontario Not-For-Profit Corporations Act (ONCA)*.

“Minister” means the Minister as defined in the Act.

~~**“Non-matching Levy”** means that portion of an Authority’s levy that meets the definition of non-matching levy as found in Ontario Regulation 139/96.~~

“Officer” means an officer of the Authority empowered to sign contracts, agreements and other documents on behalf of the Authority in accordance with section 19.1 of the Act, which shall include the Chair, Vice-Chair(s) the Chief Administrative Officer and the Secretary-Treasurer (or the CAO/Secretary-Treasurer, if applicable).

“Participating Municipality” means a municipality that is designated by or under the Act as a participating municipality in a conservation authority.

“Pecuniary Interest” includes the financial or material interests of a Member and the financial or material interests of a member of the Member’s immediate family.

“Secretary-Treasurer” means Secretary-Treasurer of the Authority with the roles specified in the Act.

“Staff” means employees of the Authority as provided for under Section 18(1) of the Act.

“Vice-Chair” means the Vice-Chairperson as elected by the Members of the Authority. If a first and second Vice-Chair are elected, they shall be called First Vice-Chair and Second Vice-Chair.

“**Weighted Majority Vote**” means the votes of 51 per cent of those represented after the votes are weighted by the percentage that applies under Ontario Regulation **439/96 402/22: Budget and Apportionment. for Municipal Levies.**

B. Governance

1. Members

a) *Appointments*

Participating Municipalities within the jurisdiction of the Lower Thames Valley Conservation Authority shall appoint Members in accordance with Section 14 of the Act. An additional agricultural sector representative may be appointed to the Authority by the Minister.

Appointed Members must reside in a Participating Municipality within the Authority’s area of jurisdiction. Participating municipalities must ensure that at least 70 percent of its appointees are selected from among the members of the municipal council or apply to the Minister for permission to appoint less than this percent. Additional appointees may include citizens as well as an additional member who may be appointed by the Minister as a representative of the agricultural sector.

Collectively, the appointed Members **comprise the Authority, and** for the purposes of this by-law are also referred to as the General Membership.

b) *Term of Member Appointments*

In accordance with Section 14 of the Act, a Member shall be appointed for a term of up to four years at the discretion of the appointing **participating municipality council;** such term beginning at the first meeting of the Authority following their appointment and ending immediately before the first meeting of the Authority following the appointment of their replacement. The Secretary-Treasurer shall notify the appropriate municipality in advance of the expiration date of any Member’s term, unless notified by the municipality of the Member’s reappointment or the appointment of their replacement. A Member is eligible for reappointment. A Member can be replaced by a Participating Municipality at the municipality’s discretion prior to the end of their term. **The Minister will define the term for the Member they appoint as a representative of the agricultural sector and they may be replaced at the Minister’s discretion.**

c) *Powers of the General Membership*

Subject to the Act and other applicable legislation, the General Membership is empowered without restriction to exercise all of the powers prescribed to the Authority under the Act. In addition to the powers of an authority under s.21 of the Act for the purposes of accomplishing its objects, as referenced in the introduction of this By-law **model,** the powers of the General Membership include but are not limited to:

- i. Approving by resolution, the creation of Committees and/or Advisory Boards, the members thereof and the terms of reference for these Committees and/or Advisory Boards;
- ii. Appointing a Chief Administrative Officer and/or Secretary-Treasurer;
- iii. Terminating the services of the Chief Administrative Officer and/or Secretary-Treasurer;
- iv. Approving, establishing and implementing regulations, policies and programs;
- v. Awarding contracts or agreements where the approval of the Authority is required under the Authority’s purchasing policy;
- vi. Appointing an Executive Committee and delegate to the Committee any of its powers except:

- i. The termination of the services of the Chief Administrative Officer and/or Secretary-Treasurer,
- ii. The power to raise money, and
- iii. The power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the Authority;
- vii. Approving by resolution, any new capital project of the Authority;
- viii. Approving by resolution, the method of financing any new capital projects;
- ix. Approving details on budget allocations on any new or existing capital projects;
- x. Approving of the total budget for the ensuing year, and approving the apportionment the levies to be paid by the Participating Municipalities;
- xi. Receiving and approving the Financial Statements and Report of the Auditor for the preceding year;
- xii. Authorizing the borrowing of funds on the promissory note of the Authority in accordance with subsection 3(5) of the Act;
- xiii. Approving by resolution, any proposed acquisition expropriation of land or disposition of land, subject to the requirements under the Act;
- xiv. Approving permits or refusing permission as may be required under any regulations made under Section 28 of the Act, including the delegation of this responsibility to the Chief Administrative Officer and other Authority staff consistent with Regulation 41/24;
- xv. Holding hearings required for the purpose of reviewing permit applications, and advising every applicant of their right to appeal the decision to the Minister through the Ontario Land Tribunal.

If a Member has been appointed representing the agricultural sector, they do not have a vote on items ix, x, and xi as per s.14 of the Act and s.2 of Ontario Regulation 402/22 Budget and Apportionment.

d) Member Accountability

Participating Municipalities appoint Members to the Authority as their representatives. Members have the responsibilities of Directors of the corporation that is the Authority. While the Chief Administrative Officer and/or Secretary-Treasurer and other staff of the Authority are administration is responsible for the day-to-day operations, the General Membership is responsible for matters of governance, ensuring compliance with applicable legislation, and ensuring appropriate policies are in place and for financial soundness of the Authority.

Every member and officer in exercising his or her powers and discharging his or her duties to the Authority shall act honestly and in good faith with a view to the best interests of the Authority and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

All Members have the responsibility to be guided by and adhere to the Code of Conduct (Appendix 1) and Conflict of Interest Policies (Appendix 2), as adopted by the Authority. Additionally, the agricultural representative appointed by the Minister will be required to follow the provincial ethical framework set out for government public appointees in the Management Board of Cabinet's Agencies and Appointments Directive.

Members are responsible for:

- i. Attending all meetings of the Authority;
- ii. Understanding the purpose, function and responsibilities of the Authority;
- iii. Being familiar with the Authority's statutory and other legal obligations;
- iv. With the administration, setting strategic direction for the Authority.

e) *Applicable Legislation*

In addition to the Act, the Members are subject to other legislation including, but not limited to:

- *Municipal Conflict of Interest Act*;
- *Municipal Freedom of Information and Protection of Privacy Act*; and,
- *Not-for-Profit Corporations Act, 2010*

If any part of the by-law conflicts with any provision of the *Municipal Conflict of Interest Act* or the *Municipal Freedom of Information and Protection of Privacy Act* or a provision of a regulation made under one of those acts, the provision of that act or regulation prevails.

The same applies to conflicts between these by-laws and the *Not-for-Profit Corporations Act* except where dictated by the *Conservation Authorities Act* in which case the Act prevails.

f) *Relationship Between Members and Staff*

The General Membership relies on the Chief Administrative Officer and/or Secretary-Treasurer to shall manage the operations of the organization, including all employees of the Authority. The Chief Administrative Officer and/or Secretary-Treasurer is accountable to the Authority, working cooperatively to achieve the goals established by the Members Authority.

The General Membership will ensure that a process exists for regular performance evaluations of the Chief Administrative Officer and/or Secretary-Treasurer.

2. *Officers*

The Officers of the Authority, and their respective responsibilities, shall be:

Chair

- Is a Member of the Authority;
- Presides at all meetings of the General Membership (and Executive Committee if applicable);
- Calls special meetings if necessary;
- Acts as a public spokesperson on behalf of the General Membership;
- Serves as signing officer for the Authority;
- Ensures relevant information and policies are brought to the Authority's attention;
- Keeps the General Membership apprised of significant issues in a timely fashion;
- Performs other duties when directed to do so by resolution of the Authority.

Vice-Chair(s)

- Is/are a Member(s) of the Authority;
- Attends all meetings of the Authority (and Executive Committee if applicable);
- Carries out assignments as requested by the Chair;
- Understands the responsibilities of the Chair and acts as Chair immediately upon the death, incapacity to act, absence or resignation of the Chair until such time as a new Chair is appointed or until the Chair resumes their duties;
- Serves as a signing officer for the Authority.

Chief Administrative Officer (CAO)

Responsibilities of the CAO as assigned by the Authority include, but are not limited to the following:

- Is an employee of the Authority;
- Attends all meetings of the General Membership (and Executive Committee if applicable) or designates an acting CAO if not available;

- Works in close collaboration with the Chair and Vice-Chair(s) and keeps them apprised of relevant information and significant issues in a timely fashion;
- Develops a strategic plan for approval by the General Membership and implements short and long-range goals and objectives;
- Is responsible for the management of the operations of the Authority, including all staff and programs of the Authority;
- Ensures resolutions of the Authority are implemented in a timely fashion;
- Develops and maintains effective relationships and ensures good communications with Participating Municipalities, federal and provincial government ministries/agencies, Indigenous communities, other conservation authorities, Conservation Ontario, stakeholders, community groups and associations;
- Serves as a signing officer for the Authority.

Secretary-Treasurer

- Is an employee of the Authority;
- Fulfills the requirements of the Secretary-Treasurer as defined in the Act;
- Attends all meetings of the General Membership (and Executive Committee, if applicable);
- Is the custodian of the Corporate Seal;
- Serves as a signing officer for the Authority.

CAO/Secretary-Treasurer

The duties of the Chief Administrative Officer and the Secretary-Treasurer have been combined and assigned to a single position, in which case the person is an Officer called the Chief Administrative Officer/Secretary-Treasurer.

3. Absence of Chair and Vice-Chair(s)

In the event of the absence of the Chair and Vice-Chair(s) from any meeting, the members shall appoint an Acting Chair who, for the purposes of that meeting has all the powers and shall perform all the duties of the Chair.

4. Maximum Term for Chair and Vice-Chair(s)

Both the Chair and Vice-Chair(s) shall hold office for a term of one year, and shall serve for no more than two consecutive terms. Notwithstanding these terms, the Minister may grant permission (upon application by an Authority or a participating municipality) for a Chair or Vice-Chair to serve for a term of more than one year or to hold office from more than two consecutive terms.

5. Election of Chair and Vice-Chairs

The election of the Chair and one or more Vice-Chairs shall be held ~~timing is CA SPECIFIC in accordance with the Act~~ at the first meeting held each year or at such other meeting as may be specified; in accordance with the Authority's Procedures for Election of Officers (Appendix 3). Successors to the positions of Chair and Vice-Chair shall be a Member from a different participating municipality from the incumbent. Upon application by an Authority or a participating municipality, the Minister may grant permission for a member who was appointed to the Authority by the same participating municipality that appointed the outgoing Chair or Vice-Chair to serve as Chair or Vice-Chair.

6. Representatives to Conservation Ontario Council

~~The Authority shall appoint two Representatives by Resolution of the General Membership, these representatives being the Chair (Voting Delegate) and the Chief Administrative Officer / Secretary-Treasurer (alternate) at the Annual General Meeting of each year.~~ The Authority may appoint up to three Representatives to Conservation Ontario Council

("Council"), designated as Voting Delegate and Alternate(s). Council will consist of the Voting Delegates appointed by each Member Conservation Authority. The Voting Delegate and Alternates shall be registered with Conservation Ontario annually.

~~7. Election of Chair and Vice-Chairs (moved up to #5)~~

~~The election of the Chair and one or more Vice-Chairs shall be at the Annual General Meeting of each year in accordance with the Authority's Procedures for Election of Officers (Appendix 3). Successors to the positions of Chair and Vice-Chair(s) shall be a Member from a different participating municipality from the incumbent. Upon application by an Authority or a participating municipality, the Minister may grant permission for a member who was appointed to the Authority by the same participating municipality that appointed the outgoing Chair or Vice-Chair to serve as Chair or Vice-Chair.~~

7. Appointment of Auditor

The General Membership shall appoint an auditor for the coming year at the Annual General Meeting of each year in accordance with Section 38 of the Act.

8. Appointment of Financial Institution

The General Membership shall appoint a financial institution to act as the Authority's banker by Resolution at the Annual General Meeting of each year.

9. Appointment of Solicitor

The General Membership shall appoint a solicitor(s) to act as the Authority's legal counsel by Resolution at the Annual General Meeting of each year.

10. Financial Statements and Report of the Auditor

The Authority's accounts and transactions will be audited annually by a person licensed under the *Public Accounting Act, 2004* and shall ensure that the annual audit is prepared in accordance with generally accepted accounting principles for local governments recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

The General Membership shall receive and approve the Audited Financial Statements and Report of the Auditor annually for the previous year at the Annual General Meeting of each year.

The Authority shall forward copies of the Audited Financial Statements and Report of the Auditor to Participating Municipalities and the Minister in accordance with Section 38 of the Act and will make the Audited Financial Statements available to the public on the Authority's website within sixty (60) days of receiving the Auditor's Report.

11. Borrowing Resolution

If required, the Authority shall establish a borrowing resolution by March 31 of each year and such resolution shall be in force until it is superseded by another borrowing resolution.

12. Apportionment Notice

The municipal apportionment due to the Authority from participating municipalities shall be communicated to those municipalities in accordance with the Act and any applicable Regulations.

~~13. Levy Notice~~

~~The levy due to the Authority from participating municipalities shall be communicated to those municipalities in accordance with the Act and any applicable Regulations.~~

13. Signing Officers

All deeds, transfers, assignments, contracts, and obligations entered into by the Authority shall be signed by the signing officers of the Authority, as follows:

- a) The signing officers of the Authority, except as otherwise prescribed for financial transactions, shall be the Chair or Vice Chair(s), and the Chief Administrative Officer/Secretary-Treasurer.
- b) All deeds, transfers, assignments, contracts, and obligations entered into by the Authority with a total value of greater than \$50,000 must be signed by the Chair or the Vice Chair and the Chief Administrative Officer/Secretary-Treasurer. These officers are empowered to sign such documents as are necessary for works approved by the Authority and authorized by the Executive Committee or the Board of Directors.
- c) All deeds, transfers, assignments, contracts, and obligations entered into by the Authority with a total value of less than or equal to \$50,000 must be signed by the Chief Administrative Officer/Secretary-Treasurer.
- d) For the above purposes, the signing officers are empowered to arrange for the borrowing of the funds necessary for approved projects and programs of the Authority.

Signing authority that was authorized by any previous Administration Regulation or By-law is superseded by this by-law.

14. Executive Committee

The Authority may appoint an Executive Committee at the first meeting of the General Membership each year in accordance with Section 19 of the Act and Section 1(c)(vi) of this by-law.

15. Advisory Boards and Other Committees

In accordance with Section 18(2) of the Act, the Authority shall establish such advisory boards as required by regulation and may establish such other advisory boards or committees as it considers appropriate to study and report on specific matters.

The General Membership shall approve the terms of reference for all such advisory boards and committees, which shall include the role, the frequency of meetings and the number of members required.

Resolutions and policies governing the operation of the Authority shall be observed in all advisory board and committee meetings.

Each advisory board or committee shall report to the General Membership, presenting any recommendations made by the advisory board or committee.

The dates of all advisory board and committee meetings shall be made available to all Members of the Authority.

16. Remuneration of Members

The Authority shall establish a per-diem rate from time to time to be paid to Members for attendance at General Meetings and Advisory Board or Committee meetings, and at such other business functions as may be from time to time requested by the Chair, through the Secretary-Treasurer. In addition, an honorarium may be approved by the Authority for the Chair and Vice-chair(s) as compensation for their additional responsibilities. A single per-diem will be paid for attendance at more than one meeting if they occur consecutively on the same day.

The Authority shall reimburse Members' reasonable travel expenses incurred for the purpose of attending meetings and/or functions on behalf of the Authority. A per-kilometre rate to be paid for use of a personal vehicle shall be approved by Resolution of the General Membership from time-to-time. Requests for such reimbursements shall be submitted within a timely fashion and shall be consistent with Canada Revenue Agency guidelines.

Remuneration of the Member appointed by the Minister as a representative of the agricultural sector is at the expense and discretion of the Province.

17. Records Retention

The Authority shall keep full and accurate records including, but not limited to:

- i. Minutes of all meetings of the Authority, including registries of statements of interests in accordance with the *Municipal Conflict of Interest Act*;
- ii. Assets, liabilities, receipts and disbursements of the Authority and Financial Statements and Reports of the Auditors;
- iii. Human Resources Files for all employees and Members as applicable;
- iv. Workplace Health and Safety documents including workplace inspections, workplace accidents, investigations, etc.;
- v. Electronic Communications including emails;
- vi. Contracts and Agreements entered into by the Authority;
- vii. Strategic Plans and other documents providing organizational direction;
- viii. Projects of the Authority;
- ix. Technical Studies and data gathered in support of Programs of the Authority;
- x. Legal Proceedings involving the Authority;
- xi. Incidents of personal injury or property damage involving the Authority and members of the public.

Such records shall be retained and protected in accordance with all applicable laws and the Records Retention Policy of the Authority as approved by the General Membership from time-to-time.

18. Records Available to Public

Records of the Authority shall be made available to the public, ~~subject to requirements of~~ as required pursuant to the *Municipal Freedom of Information and Protection of Personal Privacy Act* (MFIPPA) and further to O. Regulation 400/22 Information Requirements.

The Authority shall designate a Member or a committee of Members to act as head of the Authority for the purposes of MFIPPA.

19. By-law Review

In accordance with the Act, these by-laws shall be reviewed by the Authority to ensure the by-laws are in compliance with the Act and any other relevant law. The General Membership shall review the by-laws on a regular basis to ensure best management practices in governance are being followed. The minimum number of years for such review will be five years or as needed to address any changes to the Act.

20. By-law Available to Public

In accordance with the Act, the Authority shall make its by-laws available to the public on the Authority's website. By-laws shall also be available for review by any member of the public at the Authority's administration centre or provided in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

21. Enforcement of By-laws and Policies

The Members shall respect and adhere to all applicable by-laws and policies (for example, the Code of Conduct and Conflict of Interest). The Authority may take reasonable measures to enforce its by-laws and policies, including the enforcement mechanisms under the *Municipal Conflict of Interest Act*. The procedure includes, but is not limited to:

- an investigation will be conducted regarding the alleged breach;
- an opportunity will be provided to the affected member to respond to the allegation;
- the findings of the investigation and the affected member's response will be communicated to the General Membership in a closed meeting;
- the appointing municipality shall be notified of the outcome of the investigation.

The Executive Committee is responsible for undertaking enforcement or determining if it should be undertaken by an independent third party (e.g. Municipal Integrity Commissioner).

22. Indemnification of Members, Officers and Employees

The Authority shall maintain a liability insurance policy for Directors and Officers. The Authority undertakes and agrees to indemnify and save harmless its Members, Officers and Employees and their heirs and legal representatives, respectively, from and against all costs, charges and expenses, including all amounts paid to settle an action or satisfy any judgement, reasonably incurred by any such Member, Officer or Employee in respect of any civil, criminal or administrative action or proceeding to which any such Member, Officer or Employee is made a party by reason of being a Member, Officer or Employee of the Authority (except in respect of an action by or on behalf of the Authority to procure a judgment in its favour) if;

- such Member, Officer or Employee acted honestly, in good faith with a view to the best interests of the Authority and within the scope of such Member's, Officer's or Employee's duties and responsibilities, and,
- in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty that such Member, Officer or Employee had reasonable grounds for believing that the conduct was lawful.

C. Meeting Procedures

The Meeting Procedures below governing the procedure of the Authority shall be observed in Executive Committee and Advisory Board meetings, as far as they are applicable, and the words Executive Committee or Advisory Board may be substituted for the word Authority as applicable. When the Authority or Executive Committee, as the case may be, are sitting as a Hearing Board, hearings will meet the requirements of the *Statutory Powers and Procedures Act SPPA*, the details of which are specified in the CA's Hearing Procedures which is based upon "Section 28(3) *Conservation Authorities Act* Hearing Guidelines" (CO/MNRF, 2005 as amended by CO 2018 and 2020), and including any future amendments).

1.A. Rules of Procedure

In all matters of procedure not specifically dealt with under the Act and this By-law, the current edition of Robert's Rules of Order, Bourinot's Rules of Order or other generally accepted rules of procedure ~~shall be binding~~ will be followed.

The Authority may choose to conduct its business as a committee of the whole.

1.B. Declared State of Emergency

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*:

- that may prevent the General Membership from meeting in person, a Member may participate in meetings electronically and shall have the ability to:
 - a. register a vote;
 - b. be counted towards determining quorum; and
 - c. participate in meetings closed to the public.
- that may prevent the General Membership from meeting in person, any date or timeline requirement established under any Section in this By-law shall be postponed until such time as the General Membership can reasonably address the issue.
- the Authority shall implement best practices to make meetings of the Authority open to the public in accordance with Subsection 15(3) of the Act. Where possible, the Authority will provide for alternative means for the public to participate in meetings electronically.
- that may prevent the General Membership from meeting in person, any hearing or appeal dealt with in this By-law may be conducted electronically with provisions for applicants and their agents to participate if the Authority decides to hold any such hearing or appeal.

2. Notice of Meeting

The General Membership shall approve a schedule for regular meetings in advance. The Secretary-Treasurer shall send Notice of regular meetings to all Members at least five calendar days in advance of a meeting. Notice of all regular or special meetings of the General Membership or its committees shall be made available to the public as soon as possible after its delivery to the General Membership.

Notice of any meeting shall indicate the time and place of that meeting and the agenda for the meeting.

All material and correspondence to be dealt with by the Authority at a meeting will be submitted to the Secretary-Treasurer in advance of the meeting where it is to be dealt with. This shall be at least 14 days prior to the meeting, if it is to be included in the published agenda, or 4 days if it is to be introduced at the meeting.

The chair may, at their discretion, call a special meeting of the Authority as necessary on five calendar days' notice in writing or email. That notice shall state the business of the special meeting and only that business shall be considered at that special meeting. Any member, with 50% support of the other members, may also request the Chair to call a meeting of the Authority and the Chair will not refuse.

The Chair or the Secretary-Treasurer may, by notice in writing or email, deliver to the members so as to be received by them at least 12 hours before the hour appointed for the meeting, postpone or cancel any meeting of an Advisory Board or other committee until the next scheduled date for the specific Advisory Board or committee affected.

The Chair or the Secretary-Treasurer may, if it appears that a storm or like occurrence will prevent the members from attending a meeting, postpone that meeting by advising as many members as can be reached or, if warranted, hold the meeting electronically provided quorum and public attendance can be met. Postponement shall not be for any longer than the next regularly scheduled meeting date.

3. Meetings Open to Public

All meetings of the General Membership and Executive Committee, if applicable, shall be open to the public. **Where possible, the Authority will provide for alternative means for the public to participate in meetings electronically.**

A meeting or part of a meeting may be closed to the public if the subject matter being considered is identified in the closed meeting section of the Agenda **or arises during a meeting requiring that it be closed to the public at the time that the matter is raised at a meeting**, and the subject matter meets the criteria for a closed meeting as defined in this by-law.

4. Agenda for Meetings

Authority staff, under the supervision of the Secretary-Treasurer, shall prepare an agenda for all regular meetings of the Authority that shall include, but not necessarily be limited to, the following headings:

1. First Nations Acknowledgement
2. Call to Order
3. Adoption of Agenda
4. Disclosure of Conflicts of Interest
5. Approval of Previous Meeting Minutes
6. Business Arising from the Minutes
7. Presentations (if applicable)
8. New Business
9. Business for Approval
10. Business for Information
11. Correspondence
12. Other Business
13. Adjournment

The agenda for special meetings of the Authority shall be prepared as directed by the Chair.

Agendas for meetings shall be forwarded to all Members at least five calendar days in advance of the meeting. Such agendas shall be made available to the public on the Authority's website at the same time, unless the meeting is closed to the public in accordance with this by-law. Such agendas shall also be available in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

5. Quorum

At any meeting of the General Membership, a quorum consists of one-half of the Members appointed by the Participating Municipalities, except where there are fewer than six such Members, in which case three such Members constitute a quorum (per s16(2) CAA). At any Executive Committee (if applicable), advisory board or committee meeting, a quorum consists of one-half of the Members of the Executive Committee (if applicable), advisory board or committee. **NOTE: the Member appointed by the Minister to represent agricultural interests is not part of quorum.**

If there is no quorum within one half hour after the time appointed for the meeting, the Chair for the meeting shall declare the meeting adjourned due to a lack of a quorum, or shall recess until quorum arrives, and the recording secretary shall record the names of the Members present and absent.

If during an Authority or Advisory Board or Committee meeting a quorum is lost, then the Chair shall declare that the meeting shall stand recessed or adjourned, until the date of the next regular meeting or other meeting called in accordance with the provisions of this by-law. Agenda items including delegations present may be covered and presented and issues discussed, but no formal decisions may be taken by the remaining Members which do not constitute a quorum.

Where the number of Members who are disabled from participating in a meeting due to the declaration of a conflict of interest is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, the remaining number of Members shall be deemed to constitute a quorum, provided such number is not less than two.

6. Order of Business

The business of the Authority shall be taken up in the order in which it stands on the agenda unless otherwise decided by a majority of those Members present.

No Member shall present any matter to the Authority for its consideration unless the matter appears on the agenda for the meeting of the Authority or leave is granted to present the matter by the affirmative vote of a majority of the Members present.

7. Debate

The Authority shall observe the following procedures for discussion/debate on any matter coming before it:

- a) A Member shall be recognized by the Chair prior to speaking;
- b) Where two or more Members rise to speak, the Chair shall designate the Member who has the floor, who shall be the Member who in the opinion of the Chair was first recognized;
- c) All questions and points of discussion shall be directed through the Chair;
- d) Where a motion is presented, it shall be moved and seconded before debate;

- e) No Member shall speak more than once to the same question without leave from the Chair, except in explanation of a material part of the speech;
- f) No Member shall speak more than 10 minutes without leave of the Chair;
- g) Any Member may ask a question of the previous speaker through the Chair;
- h) The Member who has presented a motion, other than a motion to amend or dispose of a motion, may speak again to the motion immediately before the Chair puts the motion to a vote;
- i) When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn, or to extend the hour of closing the proceedings;
- j) When a motion is under consideration, only one amendment is permitted at a time.

8. Matters of Precedence

The following matters shall have precedence over the usual order of business:

- a) a point of order;
- b) matter of privilege;
- c) a matter of clarification;
- d) a motion to suspend a rule of procedure or to request compliance with the rules of procedure;
- e) a motion that the question be put to a vote;
- f) a motion to adjourn.

9. Members' Attendance

The Authority shall provide a listing of Members' attendance at scheduled meetings of the Authority to the Participating Municipalities at least annually.

Upon a Member's vacancy due to death, incapacity or resignation occurring in any office of the Authority, the Authority shall request the municipality that was represented by that Member appoint a Member replacement.

If a Member is unable to attend any meeting and wishes to bring any additional information or opinion pertaining to an agenda item to the General Membership, the Member shall address in writing or email to the Chair or Secretary-Treasurer such correspondence prior to the start of the meeting. The correspondence shall be read aloud by the Secretary-Treasurer without comment or explanations.

The Members shall prepare a procedure for reporting excessive absences by a member to the appointing Municipality.

10. Electronic Meetings and Participation

Electronic meetings are permitted and ~~the Meeting Procedures identified in this by-law apply. must follow/accommodate all of Section C. Meeting Procedures identified in this by-law, or in the case of Hearings, the CA's Hearing Procedures which is based upon the "Section 28(3) Conservation Authorities Act Hearing Guidelines" (CO/MNRF, 2005 as amended by CO 2018 and 2020), and including any future amendments.~~

A Member can participate electronically in a meeting that is open or closed to the public and in either case may be counted in determining whether or not a quorum of members is present at any point in time. Electronic meetings must permit all participants to communicate adequately with each other during the meeting. For open electronic meetings, the public must be able to attend the meeting electronically and be able to observe all that Members can hear and see at the meeting.

11. Delegations

Any person or organization who wishes to address the Authority may make a request in writing or email to the Secretary-Treasurer. The request should include a brief statement of the issue or matter involved and indicate the name of the proposed speaker(s). If such request is received 14 days in advance of a scheduled meeting, the delegation shall be listed on the published agenda.

Any person or organization requesting an opportunity to address the Authority, but not having made a written request to do so in the timelines specified above, may appear before the meeting if approved by two thirds of Members present, or shall be listed on the published agenda for the following meeting.

Except by leave of the Chair or appeal by the leave of the meeting, delegations shall be limited to one (1) speaker for not more than 10 minutes.

Speakers will be requested not to repeat what has been said by previous speakers at the meeting. A returning delegation will only be allowed to speak again if new, relevant information has become available since their previous presentation. The Chair may choose to end a returning delegation's presentation if, in the opinion of the Chair, the new information being presented is not relevant to a decision facing the General Membership.

12. Annual Meeting

The Authority shall designate one meeting of the General Membership each year as the Annual Meeting. The Annual Meeting shall occur prior to March 1 of the year and shall include the following items on the agenda, in addition to the normal course of business items:

- i. introduction of new members,
- ii. the election of the chair,
- iii. the election of the vice-chair(s)
- iv. the election of the Executive Committee of the Authority
- v. the election and appointment of members to committees of the Authority
- vi. the appointment of Authority representative to Conservation Ontario Council
- vii. the presentation of the auditors report for the preceding year
- viii. the appointment of the auditor for the upcoming year
- ix. the appointment of solicitor(s)
- x. the appointment of financial institution(s)
- xi. authorization to borrow
- xii. approval of members per diem and mileage rates
- xiii. approval of the current year meeting times and dates
- xiv. the adoption of the current year's budget and apportionment (levy)
- xv. the Annual Report

13. Meetings with Closed "In Camera" Sessions

Every meeting of the General Membership, Executive Committee and Advisory Boards, if applicable, shall be open to the public as per Section 15(3) of the Act, subject to the exceptions set out below.

Meetings may be closed to the public if the subject matter being considered relates to:

- a) The security of the property of the Authority;
- b) Personal matters about an identifiable individual, including employees of the Authority;
- c) A proposed or pending acquisition or disposition of land by the Authority;
- d) Labour relations or employee negotiations;

- e) Litigation or potential litigation, including matters before administrative tribunals (e.g. Ontario Land Tribunal), affecting the Authority;
- f) Advice that is subject to solicitor-client privilege;
- g) A matter in respect of which the General Membership, Executive Committee, Advisory Board or committee or other body may hold a closed meeting under another act;
- h) Information explicitly supplied in confidence to the Authority by Canada, a province or territory or a Crown agency of any of them;
- i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Authority, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) A trade secret or scientific, technical, commercial or financial information that belongs to the Authority and has monetary value or potential monetary value; or
- k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Authority.

The Authority shall close a meeting if the subject matter relates to the consideration of a request under MFIPPA, **and the designated head of the Authority for the purposes of MFIPPA is present.** ~~and the Authority is the head of an institution for the purposes of MFIPPA.~~

Before holding a meeting or part of a meeting that is to be closed to the public, the Members shall state by resolution during the open session of the meeting that there will be a meeting closed to the public and the general nature of the matter to be considered at the closed meeting. Once matters have been dealt with in a closed meeting, the General Membership shall reconvene in an open session.

The General Membership shall not vote during a meeting that is closed to the public, unless:

- a) the meeting meets the criteria outlined in this by-law to be closed to the public; and
- b) the vote is for a procedural matter or for giving directions or instructions to Officers, employees or agents of Authority.

Any materials presented to the General Membership during a closed meeting shall be returned to the Secretary-Treasurer prior to departing from the meeting and shall be treated in accordance with the Authority's procedures for handling confidential material.

A meeting of the Authority, executive committee, advisory board or other committee may also be closed to the public if:

- a) the meeting is held for the purpose of educating or training the Members, and
- b) at the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the authority, the executive committee, advisory board or other committee(s).

14. Voting

In accordance with Section 16 of the Act:

- a) each Member is entitled to one vote,
- b) a majority vote of the Members present at any meeting is required upon all matters coming before the meeting, and
- c) the Chair is entitled to one vote.

Where a member has been appointed by the Minister as a representative of the agricultural sector, the member shall not vote on: a resolution to enlarge an authority's area of jurisdiction; a resolution to amalgamate the Authority with another conservation authority; a resolution to dissolve the Authority; or, a resolution related to any budgetary matter.

If any Member who is qualified to vote abstains from voting, they shall be deemed to have voted neither in favour nor opposed to the question, which will not alter the number of votes required for a majority.

On a tie vote, the motion is lost.

Interrelated motions shall be voted on in the order specified in Robert's Rules of Order, Bourinot's Rules of Order or other generally accepted rules of procedure.

Unless a Member requests a recorded vote, a vote shall be by a show of hands or such other means as the Chair may call. No question shall be voted upon more than once at any meeting, unless a recorded vote is requested.

If a member present at a meeting at the time of the vote requests immediately before or after the taking of the vote that the vote be recorded, each member present taken by alphabetical surname with the Chair voting last, except a member who is disqualified from voting by any Act, shall announce their vote openly answering "yes" or "no" to the question, and the Secretary-Treasurer shall record each vote.

At the meeting of the Authority at which the **municipal apportionment Non-Matching Levy** is to be approved, the Secretary-Treasurer shall conduct the vote to approve the **apportionment Non-Matching Levy** by a Weighted Majority of the Members present and eligible to vote, in accordance with Ontario Regulation **439/96 402/22 Budget and Apportionment**.

Where a question under consideration contains more than one item, upon the request of any Member, a vote upon each item shall be taken separately.

Except as provided in Section B, Paragraph 6 of this By-law (Election of Chair and Vice-Chair(s)), no vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.

15. Notice of Motion

Written notice of motion to be made at an Authority, executive committee, advisory board or committee meeting may be given to the Secretary-Treasurer by any Member of the Authority not less than seven business days prior to the date and time of the meeting and shall be forthwith placed on the agenda of the next meeting. The Secretary-Treasurer shall include such notice of motion in full in the agenda for the meeting concerned.

Recommendations included in reports of advisory boards or committees that have been included in an agenda for a meeting of the General Membership or Executive Committee (if applicable), shall constitute notice of motion for that meeting.

Recommendations included in staff reports that have been included in an agenda for a meeting of the General Membership or Executive Committee (if applicable), shall constitute notice of motion for that meeting.

Notwithstanding the foregoing, any motion or other business may be introduced for consideration of the Authority provided that it is made clear that to delay such a motion or other business for the consideration of an appropriate advisory board or committee would not be in the best interest of the Authority and that the introduction of the motion or other business shall be upon an affirmative vote of a majority of the members of the Authority present.

16. Motion to Reconsider

If a motion is made to reconsider a previous motion, a two-thirds majority vote shall be required in order for reconsideration to take place. If a motion to reconsider is passed, the original motion shall then be placed on the agenda at a future meeting to be debated and voted upon, and the result of that vote, based on a simple majority, shall supersede.

17. Duties of the Meeting Chair

It shall be the duty of the Chair, with respect to any meetings over which they preside, to:

- a) Preserve order and decide all questions of order, subject to appeal; and without argument or comment, state the rule applicable to any point of order if called upon to do so;
- b) Ensure that the public in attendance does not in any way interfere or disrupt the proceedings of the Members;
- c) Receive and submit to a vote all motions presented by the Members, which do not contravene the rules of order or regulations of the Authority;
- d) Announce the results of the vote on any motions so presented;
- e) Adjourn the meeting when business is concluded.

18. Conduct of Members

Members shall maintain a high standard for conduct and at all times comply with applicable laws and the Authority's Code of Conduct (Appendix 1).

No Member at any meeting of the Authority shall:

- a) Speak in a manner that is discriminatory and/or derogatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;
- b) Leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared;
- c) Interrupt a Member while speaking, except to raise a point of order or a question of privilege;
- d) Speak disrespectfully or use offensive words against the Authority, the Members, staff, or any member of the public;
- e) Speak beyond the question(s) under debate;
- f) Resist the rules of order or disobey the decision of the Chair on the questions or order or practices or upon the interpretation of the By-laws.

19. Minutes of Meetings

The Secretary-Treasurer shall undertake to have a recording secretary in attendance at meetings of the Authority, the Executive Committee and each advisory board or committee. The recording secretary shall make a record in the form of minutes of the meeting proceedings and in particular shall record all motions considered at the meeting.

If a recording secretary is not present in a closed session, the Secretary-Treasurer shall take notes of any direction provided, for endorsement by the Chair and Vice-Chair.

Minutes of all meetings shall include the time and place of the meeting and a list of those present and shall state all motions presented together with the mover and seconder and voting results.

The Secretary-Treasurer or designate shall include draft minutes of the previous meeting available to each member of the Authority at the same time as agendas for the next meeting are distributed.

After the minutes have been approved by resolution, original copies shall be signed by the Secretary-Treasurer and the Chair of the meeting, and copies of all non-confidential minutes shall be posted on the Authority's website. Minutes shall be made available for review on the Authority's website within 30 days of the meeting. Minutes shall be made available in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

D. Approval of By-law and Revocation of Previous By-law(s)

By-law number 2023-02 is hereby repealed;

By-law number 2025-03 shall come into force on the xxth day of April, 2025.

READ A FIRST TIME December 19th, 2024
Date

READ A SECOND TIME February 20th, 2025
Date

READ A THIRD TIME AND FINALLY PASSED April xxth, 2025
Date

Signed:

Chair
xxxx

CAO / Secretary-Treasurer
Mark Peacock, P. Eng.

E. Appendices to the Administrative By-law

Appendix 1 - Code of Conduct

1. Background

The Lower Thames Valley Conservation Authority demands a high level of integrity and ethical conduct from its General Membership. The Authority's reputation has relied upon the good judgement of individual Members. A written Code of Conduct helps to ensure that all Members share a common basis for acceptable conduct. Formalized standards help to provide a reference guide and a supplement to legislative parameters within which Members must operate. Further, they enhance public confidence that Members operate from a base of integrity, justice and courtesy.

The Code of Conduct is a general standard. It augments the laws which govern the behaviour of Members, and it is not intended to replace personal ethics.

This Code of Conduct will also assist Members in dealing with confronting situations not adequately addressed or that may be ambiguous in Authority resolutions, regulations, or policies and procedures. **Additionally, the agricultural representative appointed by the Minister will be required to follow the provincial ethical framework set out for government public appointees in the Management Board of Cabinet's Agencies and Appointments Directive.**

2. General

All Members, whether municipal councillors or appointed representatives of a municipality, **or whether appointed by the Minister as a representative of the agricultural sector of a province,** are expected to conduct themselves in a manner that reflects positively on the Authority.

All Members shall serve in a conscientious and diligent manner. No Member shall use the influence of office for any purpose other than for the exercise of their official duties.

It is expected that Members adhere to a code of conduct that:

- i. upholds the mandate, vision, mission and values of the Authority;
- ii. considers the Authority's jurisdiction in its entirety, including their appointing municipality;
- iii. respects confidentiality;
- iv. approaches all Authority issues with an open mind, with consideration for the organization as a whole;
- v. exercises the powers of a Member when acting in a meeting of the Authority;
- vi. respects the democratic process and respects decisions of the General Membership, Executive Committee, Advisory Boards and other committees;
- vii. declares any direct or indirect pecuniary interest or conflict of interest when one exists or may exist; and
- viii. conducts oneself in a manner which reflects respect and professional courtesy and does not use offensive language in or against the Authority or against any Member or any Authority staff.

3. Gifts and Benefits

Members shall not accept fees, gifts, hospitality or personal benefits that are connected directly or indirectly with the performance of duties, **except compensation authorized by law.**

4. Confidentiality

The members shall be governed at all times by the provisions of the *Municipal Freedom and Information and Protection of Privacy Act*.

All information, documentation or deliberations received, reviewed, or taken in a closed meeting are confidential.

Members shall not disclose or release by any means to any member of the public, either in verbal or written form, any confidential information acquired by virtue of their office, except when required by law to do so.

Members shall not permit any persons, other than those who are entitled thereto, to have access to information which is confidential.

In the instance where a member vacates their position on the General Membership they will continue to be bound by MFIPPA requirements.

Particular care should be exercised in protecting information such as the following:

- i. Human Resources matters;
- ii. Information about suppliers provided for evaluation that might be useful to other suppliers;
- iii. Matters relating to the legal affairs of the Authority;
- iv. Information provided in confidence from an Aboriginal community, or a record that if released could reasonably be expected to prejudice the conduct of relations between an Aboriginal community and the Authority;
- v. Sources of complaints where the identity of the complainant is given in confidence;
- vi. Items under negotiation;
- vii. Schedules of prices in tenders or requests for proposals;
- viii. Appraised or estimated values with respect to the Authority's proposed property acquisitions or dispositions;
- ix. Information deemed to be "personal information" under MFIPPA.

The list above is provided for example and is not exhaustive.

5. Use of Authority Property

No Member shall use for personal purposes any Authority property, equipment, supplies, or services of consequence other than for purposes connected with the discharge of Authority duties or associated community activities of which the Authority has been advised.

6. Work of a Political Nature

No Member shall use Authority facilities, services or property for their election or re-election campaign to any position or office within the Authority or otherwise.

7. Conduct at Authority Meetings

During meetings of the Authority, Members shall conduct themselves with decorum. Respect for delegations and for fellow Members requires that all Members show courtesy and not distract from the business of the Authority during presentations and when others have the floor.

8. Influence on Staff

Members shall be respectful of the fact that staff work for the Authority as a whole and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence.

9. *Business Relations*

No Member shall borrow money from any person who regularly does business with the Authority unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

No Member shall act as a paid agent before the Authority, the Executive Committee or an advisory board or committee of the Authority, except in compliance with the terms of the *Municipal Conflict of Interest Act*.

10. *Encouragement of Respect for the Authority and its Regulations*

Members shall represent the Authority in a respectful way and encourage public respect for the Authority and its Regulations.

11. *Harassment*

It is the policy of the Authority that all persons be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment. Harassment of another Member, staff or any member of the public is misconduct. Members shall follow the Authority's Harassment Policy as approved from time-to-time.

Examples of harassment that will not be tolerated include, but is not limited to: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to an individual's race, religious beliefs, colour, gender, physical or mental disabilities, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. The Authority will also not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit and any other prohibited grounds under the provisions of the *Ontario Human Rights Code*.

12. *Breach of Code of Conduct*

Should a Member breach the Code of Conduct, they shall advise the Chair and Vice-Chair(s), with a copy to the Secretary-Treasurer, as soon as possible after the breach.

Should a Member allege that another Member has breached the Code of Conduct, the said breach shall be communicated to the Chair, with a copy to the Secretary-Treasurer, in writing. In the absence of the Chair, or if a Member alleges that the Chair has breached the Code of Conduct, the said breach shall be communicated to the Vice-Chair(s), with a copy to the Secretary-Treasurer, in writing.

Should a member of the public or a municipality allege that a Member has breached the Code of Conduct, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Code of Conduct shall be investigated in accordance with the Enforcement of By-laws and Policies procedure referred to in the Authority's Administrative By-law.

Appendix 2 - Conflict of Interest Policy

1. *Municipal Conflict of Interest Act*

The Authority Members commit themselves and the Authority to ethical, businesslike, and lawful conduct when acting as the General Membership. The Authority **and the Members are** ~~is~~ bound by the *Municipal Conflict of Interest Act*. This by-law is intended to assist Members in understanding their obligations. Members are required to review the *Municipal Conflict of Interest Act* on a regular basis.

Additionally, the agricultural representative appointed by the Minister will be required to follow the provincial ethical framework set out for government public appointees in the Management Board of Cabinet's Agencies and Appointments Directive.

2. *Disclosure of Pecuniary Interest*

Where a Member, either on their own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Authority, Executive Committee, Advisory Board or committee at which the matter is the subject of consideration, the Member:

- a) shall, prior to any consideration of the matter at the meeting, disclose the pecuniary interest and the general nature thereof;
- b) shall not take part in the discussion of, or vote on any question in respect of the matter; **and,**
- c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question; **and,**
- d) **shall file a written statement of the Conflict of Interest and its general nature with the CAO/Secretary-Treasurer.**

3. *Chair's Conflict of Interest or Pecuniary Interest*

Where the Chair of a meeting discloses a conflict of interest with respect to a matter under consideration at a meeting, another Member shall be appointed to chair that portion of the meeting by Resolution.

4. *Closed Meetings*

Where a meeting is not open to the public, a Member who has declared a conflict of interest shall leave the meeting for the part of the meeting during which the matter is under consideration.

5. *Member Absent*

Where the interest of a Member has not been disclosed by reason of their absence from the particular meeting, the Member shall disclose their interest and otherwise comply at the first meeting of the Authority, Executive Committee, Advisory Board or Committee, as the case may be, attended by them after the particular meeting.

6. *Disclosure Recorded in Minutes*

The recording secretary shall record in reasonable detail the particulars of any disclosure of conflict of interest or pecuniary interest made by Members and whether the Member withdrew from the discussion of the matter. Such record shall appear in the minutes/notes of that particular meeting of the General Membership, Executive Committee, advisory board or committee, as the case may be.

6.B. Registry Maintained for Public Inspection

The Authority shall maintain a registry in which shall be kept:

- a) A copy of each statement filed under Section 2d) of this policy; and,
- b) A copy of each declaration recorded in the Minutes.

The registry shall be available for public inspection.

7. Breach of Conflict of Interest Policy

Should a Member breach the Conflict of Interest Policy, they shall advise the Chair and Vice-Chair(s), with a copy to the Secretary-Treasurer, as soon as possible after the breach.

Should a Member allege that another Member has breached the Conflict of Interest Policy, the said breach shall be communicated to the Chair, with a copy to the Secretary-Treasurer, in writing. In the absence of the Chair, or if a Member alleges that the Chair has breached the Conflict of Interest Policy, the said breach shall be communicated to the Vice-Chair(s), with a copy to the Secretary-Treasurer, in writing.

Should a member of the public or a municipality allege that a Member has breached the Conflict of Interest Policy, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Conflict of Interest Policy shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.

Appendix 3 - Procedure for Election of Officers

1. Voting

Voting shall be by secret ballot and no Members may vote by proxy.

2. Acting Chair

The General Membership shall appoint a person, who is not a voting Member, as Acting Chair or Returning Officer, for the purpose of Election of Officers.

3. Scrutineer(s)

The appointment of one or more scrutineers is required for the purpose of counting ballots, should an election be required. All ballots shall be destroyed by the scrutineers afterwards. The Acting Chair shall call a motion for the appointment of one or more persons, who are not Members or employees of the Authority, to act as scrutineers. A Member, who will not stand for election, may be appointed as an additional scrutineer if requested.

4. Election Procedures

The Acting Chair shall advise the Members that the election will be conducted in accordance with the Act and the LTVCA Administrative By-law Section B: Governance, subsection 4 'Maximum Term for Chair and Vice Chair(s)' as follows:

- a) The elections shall be conducted in the following order:
 - i. Election of the Chair, who shall be a Member appointed by a participating Municipality to of the Authority
 - ii. Election of one or more Vice-Chairs, who shall be Members appointed by a participating Municipality to of the Authority.
- b) The Acting Chair shall ask for nominations to each position;
- c) Only current Members of the Authority who are present may vote;
- d) Nominations shall be called three (3) times and will only require a mover;
- e) The closing of nominations shall require both a mover and a seconder;
- f) Each Member nominated shall be asked to accept the nomination. The Member must be present to accept the nomination unless the Member has advised the Secretary-Treasurer in writing or by email in advance of the election of their willingness to accept the nomination;

If one Nominee:

- g) If only one nominee, the individual shall be declared into the position by acclamation;

If More than One Nominee:

- h) In the event of an election, each nominee shall be permitted not more than three (3) minutes to speak for the office, in the order of the alphabetical listing by surnames.
- i) Upon the acceptance by nominees to stand for election to the position of office, ballots shall be distributed to the Members by the scrutineers for the purpose of

election and the Acting Chair shall ask the Members to write the name of one individual only on the ballot.

- j) The scrutineers shall collect the ballots, leave the meeting to count the ballots, return and advise the Acting Chair who was elected with more than 50% of the vote.

A majority vote shall be required for election. If there are more than two nominees, and upon the first vote no nominee receives the majority required for election, the name of the person with the least number of votes shall be removed from further consideration for the office and new ballots shall be distributed. In the case of a vote where no nominee receives the majority required for election and where two or more nominees are tied with the least number of votes, a special vote shall be taken to decide which one of such tied nominees' names shall be dropped from the list of names to be voted on in the next vote.

Should there be a tie vote between two remaining candidates, new ballots shall be distributed and a second vote held. Should there still be a tie after the second ballot a third vote shall be held. Should there be a tie after the third vote, the election of the office shall be decided by lot drawn by the Acting Chair or designate.

III. Best Management Practices (BMPs)

A secondary goal for this project is to share other Best Management Practices (BMPs) among CA's. This will allow CA's to share knowledge and expertise in different areas. A shared electronic library has been established in the confidential members only area on Conservation Ontario's website. This model By-law will be shared in this way. A number of other BMPs, sample policies, etc. have also been added to the library to date. This will continue to grow over time.

Suggestions from CA's for the types of BMPs to be included are encouraged. Some that have been identified to date, include:

1. Investment Policy
2. Human Resources Policies
3. Health and Safety Polices
4. Purchasing Policy (including procedures for public procurement)
5. Records Retention Policy
6. Gift Acceptance Policy (if a Registered Charity)
7. Establishment and Use of Reserve Funds Policy
8. Others, as required.

IV. Checklist for compliance with Section 19.1

Proposed Conservation Authorities Act Section 19.1(1) An authority may make by-laws:	Template By-law
(a) respecting the meetings to be held by the authority, including providing for the calling of the meetings and the procedures to be followed at meetings, specifying which meetings, if any, may be closed to the public;	<u>Part II Administrative By-law, Section C – Meeting Procedures</u> 1. Rules of Procedure 2. Notice of Meeting 13. Meetings with Closed “In Camera” Sessions
(b) prescribing the powers and duties of the secretary-treasurer;	<u>Part II Administrative By-law, Section B – Governance</u> 2. Officers
(c) designating and empowering officers to sign contracts, agreements and other documents on behalf of the authority;	<u>Part II Administrative By-law, Section B – Governance</u> 1(c) Powers of the General Membership 2. Officers 13. Signing Officers
(d) delegating all or any of its powers to the executive committee except, i. the termination of the services of the CAO/secretary-treasurer, ii. the power to raise money, and iii. the power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the authority;	<u>Part II Administrative By-law, Section B – Governance</u> 1(c) Powers of the General Membership 2. Officers
(e) providing for the composition of its executive committee and for the establishment of other committees that it considers advisable and respecting any other matters relating to its governance;	<u>Part II Administrative By-law, Section B – Governance</u> 1(c) Powers of the General Membership 14. Executive Committee 15. Advisory Boards and Other Committees
(f) respecting the roles and responsibilities of the members of the authority and of its officers and senior staff;	<u>Part II Administrative By-law, Section B – Governance</u> 1. Members 2. Officers
(g) requiring accountability and transparency in the administration of the authority including, (i) providing for the retention of records specified in the by-laws and for making the records available to the public,	<u>Part II Administrative By-law, Section C – Meeting Procedures</u> 3. Meetings Open to Public <u>Part II Administrative By-law, Section B – Governance</u> 17. Records Retention 18. Records Available to Public

Proposed Conservation Authorities Act Section 19.1(1) An authority may make by-laws:	Template By-law
(ii) establishing a code of conduct for the members of the authority, and	<u>Appendix 1 – Code of Conduct</u>
(iii) adopting conflict of interest guidelines for the members of the authority;	<u>Appendix 2 - Conflict of Interest</u>
(h) respecting the management of the authority's financial affairs, including auditing and reporting on the authority's finances;	<u>Part II Administrative By-law, Section B – Governance</u> 10. Financial Statements and Report of the Auditor
(i) respecting the by-law review required under subsection (3) and providing for the frequency of the reviews; and	<u>Part II Administrative By-law, Section B – Governance</u> 19. By-law Review
(j) respecting such other matters as may be prescribed by regulation.	To be developed as required

Proposed Conservation Authorities Act Sections 19.1 (2), (3) and (4)	Template By-law
<u>Conflict with other laws</u> (2) If a by-law made by an authority conflicts with any provision of the Municipal Conflict of Interest Act or the Municipal Freedom of Information and Protection of Privacy Act or a provision of a regulation made under one of those Acts, the provision of the Act or regulation prevails.	<u>Part II Administrative By-law, Section B – Governance</u> 1(e) Applicable Legislation
<u>Periodic review of by-laws</u> (3) At such regular intervals as may be determined by by-law, an authority shall undertake a review of all of its by-laws to ensure, amongst other things, that the by-laws are in compliance with any Act referred to in subsection (2) or any other relevant law.	<u>Part II Administrative By-law, Section B – Governance</u> 19. By-law Review
<u>By-laws available to public</u> (4) An authority shall make its by-laws available to the public in the manner it considers appropriate.	<u>Part II Administrative By-law, Section B – Governance</u> 20. By-law Available to Public

V. Copies of Minister's Directions under Section 19.1(7)

Ministry of the Environment,
Conservation and Parks

Office of the Minister

777 Bay Street, 5th Floor
Toronto ON M7A 2J3
Tel.: 416-314-6790

Ministère de l'Environnement,
de la Protection de la nature et des
Parcs

Bureau du ministre

777, rue Bay, 5^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416.314.6790



March 26, 2020

TO: Conservation Authorities as listed in the attached **Schedule "A"**

SUBJECT: Minister's Direction for Conservation Authorities during the COVID-19
Outbreak

As the COVID-19 outbreak continues to evolve locally and globally, I am writing to provide direction on how conservation authorities can continue operations while maintaining a safe physical distance. To ensure conservation authorities can continue to conduct meetings and hearings as necessary, we are giving conservation authorities the ability to amend their administrative by-laws to allow for virtual meetings, including by teleconference.

As such, I am issuing this Minister's Direction ("Direction") pursuant to subsection 19.1 (7) of the *Conservation Authorities Act*. This Direction applies to all conservation authorities in Ontario, listed in **Schedule "A"** as attached. For greater certainty, this Direction also applies to conservation authorities when meeting as a source protection authority under the *Clean Water Act, 2006*.

The *Conservation Authorities Act* requires that, "[e]very meeting held by the authority shall be open to the public, subject to such exceptions as may be specified in the by-laws of the authority." Further, at any meeting that is held, "a quorum consists of one-half of the members appointed by the participating municipalities, except where there are fewer than six such members, in which case three such members constitute a quorum". It has been brought to my attention that the administrative by-laws that conservation authorities have adopted pursuant to subsection 19.1 (1) of the Act may create barriers in meeting these provisions of the Act during this time of emergency, where in-person attendance may not be feasible.

The primary purpose of this Direction is to enable conservation authorities to convene a meeting electronically in order to make the necessary amendments to their by-laws to deal with emergencies. This Direction identifies the minimum areas where the by-laws should be amended, in the manner deemed appropriate by the authority, to make provision for emergency situations. However, each conservation authority, depending on their individual by-laws, may identify the need to make other necessary amendments to respond to emergencies.

Accordingly, I am directing that the conservation authority review and amend their by-laws, as applicable, to ensure they comply with the following Direction and take the other necessary steps as set out in this Direction.

Electronic participation, emergencies

1. During any period where an emergency has been declared to exist, in all or part of an area over which a conservation authority has jurisdiction, under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, that may prevent members of the authority from meeting in person, the by-laws provide:
 - a. That members of the authority be permitted to participate in meetings electronically, which shall include the ability of those members participating electronically to register votes.
 - b. That any member of the authority who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time during the meeting in accordance with the requirement in subsection 16 (2) of the *Conservation Authorities Act*.
 - c. That any member of the authority can participate electronically in a meeting that is closed to the public.
 - d. That any hearing or appeal that is dealt with in the by-laws can be conducted electronically with provisions for applicants and their agents to participate, if the conservation authority holds any such hearing or appeal during any period where an emergency has been declared to exist.

Meetings open to the public

2. Conservation authorities must continue to implement best practices to make board meetings open to the public in accordance with subsection 15 (3) of the *Conservation Authorities Act*. Where possible, conservation authorities must provide for alternative means to allow the public to participate in any meetings electronically.

General, emergency measures

3. If there is anything that is required to be done under the by-laws during the emergency, including the holding of an annual general meeting, that the by-laws permit postponement to a later date.

Publication of information

4. The conservation authorities listed in Schedule "A" shall make this Direction publicly available on a website or other electronic means.

5. In accordance with subsection 19.1 (4) of the *Conservation Authorities Act*, an authority shall make any by-laws that are amended in accordance with this Direction available to the public in the manner it considers appropriate.

Implementation procedure

6. A conservation authority may hold a special meeting to amend a by-law for the purposes of implementing this Direction.
7. Despite any provision in a by-law made under subsection 19.1 (1) of the *Conservation Authorities Act*, members of the authority can participate electronically in any special meeting that is required to implement this Direction.
8. A member of the authority that is participating electronically in such a special meeting may be counted in determining whether or not a quorum of members is present at any time during the meeting.

Effective date

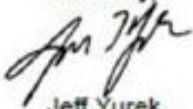
9. This Direction is effective immediately. If it is in the public interest to do so, I will provide further direction or clarification, at a later date, related to the matters set out in this Direction.

If you have any questions related to this Direction, please contact:

Chloe Stuart
Assistant Deputy Minister, Land and Water Division, MECP
Robinson Pl South Tower, 6th Floor
300 Water Street
Peterborough ON K9J 3C7
(705) 755-5341
chloe.stuart@ontario.ca

To learn more about how the province continues to protect Ontarians from COVID-19, please visit www.ontario.ca/coronavirus.

Sincerely,



Jeff Yurek
Minister of the Environment, Conservation and Parks

c: The Honourable Steve Clark, Minister of Municipal Affairs and Housing
The Honourable John Yakabuski, Minister of Natural Resources and Forestry
Ms. Kim Gavine, General Manager, Conservation Ontario

Ministry of the Environment,
Conservation and Parks

Office of the Minister

777 Bay Street, 5th Floor
Toronto ON M7A 2J3
Tel.: 416-314-6790

Ministère de l'Environnement,
de la Protection de la nature et des
Parcs

Bureau du ministre

777, rue Bay, 5^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416.314.6790



September 10, 2020

TO: Conservation Authorities as listed in the attached Schedule "A"

SUBJECT: Amendment to the Minister's Direction for Conservation Authorities during the COVID-19 Outbreak

On March 26, 2020, I issued a Minister's Direction ("Direction") pursuant to subsection 19.1 (7) of the *Conservation Authorities Act* that applied to all conservation authorities in Ontario, listed in Schedule "A" as attached. The Direction enabled conservation authorities to convene a meeting electronically in order to make the necessary amendments to their administrative by-laws to deal with both provincial and municipal emergencies. It identified the minimum areas where the by-laws should be amended, in the manner deemed appropriate by the CA, to make provision for emergency situations (e.g., electronic participation in meetings and hearings and achieving quorum while participating electronically). The Direction also identified that each conservation authority, depending on their individual by-laws, may identify the need to make other necessary amendments to respond to emergencies.

It has come to my attention that certain conservation authorities amended their by-laws to allow virtual meetings only during declared emergencies. Now that the provincially declared state of emergency has ended and municipally declared state of emergencies have or may end, conservation authorities may be prevented from continuing to be able to meet virtually. As such, I am amending the Direction that I issued on March 26, 2020 to remove this barrier. I am directing the conservation authorities listed in Schedule "A" to meet virtually for the purpose of reviewing and amending their by-laws, as applicable, to allow for members of a conservation authority to participate electronically in meetings when it is deemed appropriate by the conservation authority to do so. For greater certainty, the other provisions of the Direction continue to apply.

1

Effective Date

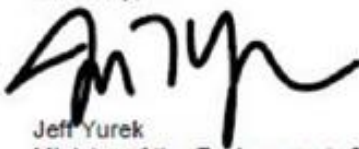
This amendment to the March 26, 2020 Direction is effective immediately. If it is in the public interest to do so, I will provide further direction or clarification at a later date related to the matters set out in this Direction.

If you have any questions related to this Direction, please contact:

Chloe Stuart
Assistant Deputy Minister, Land and Water Division
Ministry of the Environment, Conservation and Parks
Robinson PI South Tower, 6th Floor
300 Water Street
Peterborough, ON, K9J 3C7
(705) 755-5341
chloe.stuart@ontario.ca

To learn more about how the province continues to protect Ontarians from COVID-19, please visit www.ontario.ca/coronavirus.

Sincerely,



Jeff Yurek
Minister of the Environment, Conservation and Parks

c: Steve Clark, Minister of Municipal Affairs and Housing
John Yakabuski, Minister of Natural Resources and Forestry
Kim Gavine, General Manager, Conservation Ontario

VI. Summaries of Governance-related Amendments to the Conservation Authorities Act

i) *Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020*

Amendments to the *Conservation Authorities Act*, through the *Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020*, were proclaimed on February 2nd, 2021. Amendments were related to governance of conservation authorities, and included: changes to CA-municipal membership provisions (s.14(1.1)), requirements for CAs to make membership agreements publicly available (s.14(2.2)(2.3)), the Ministers power to appoint a member from the agricultural sector (s.14(4)(4.0.1)), limitations on terms of CA chairs and vice chairs (s.17(1.1)(1.2)(1.3)), minor amendments to the ‘powers of authorities’(s.21(1)), and a requirement for CAs to follow generally accepted accounting principles (s.38(1)(4)).

Although not requiring amendments to the Administrative By-Laws (and therefore not reflected in the table below), it is noted that included in these amendments is a new ability for the Minister to appoint one or more investigators, at any time, to conduct an investigation of an authority’s operations, including the programs and services it provides (s. 23.1 (4) – (10)). In the event an investigator is appointed, the CA may need to provide the investigator with documents or records as required, and may be required to pay all or part of the cost of an investigation. If, after reviewing an investigator’s report, the Minister believes that an authority has failed, or is likely to fail, to comply with a provision of the CA Act or the regulation, or any other Act or regulations that applies to the authority, the Minister may order the Authority to do or refrain from doing anything, or recommend to the LGIC (Lieutenant Governor in Council) that an administrator be appointed to take over control and operation of the authority (s. 23.2, 23.3).

Amendments to the <i>Conservation Authorities Act (February 2nd, 2021 proclamations)</i>	Template By-law
<p>Section 14 (1.1)</p> <p>Members of council appointed (1.1) When appointing members of an authority, the council of a participating municipality shall ensure that at least 70 per cent of its appointees are selected from among the members of the municipal council, subject to subsection (1.2).</p> <p>Section 14 (1.2)</p> <p>Exception (1.2) Upon application by a participating municipality, the Minister may grant permission to the municipality to select less than 70 per cent of its appointees to an authority from among the members of the municipal council, subject to such conditions or restrictions as the Minister considers appropriate.</p>	<p><u>Part II Administrative By-law, Section B - Governance</u></p> <p>4. Members</p>

<p>Section 14 (2.2)</p> <p>Municipal agreement (2.2) If the participating municipalities of an authority enter into an agreement with respect to the total number of municipally appointed members of the authority and the total number of members each municipality may appoint, the authority shall, within 60 days after the agreement is executed,</p> <ul style="list-style-type: none"> a) provide a copy of the agreement to the Minister; and b) make the agreement available to the public by posting it on the authority’s website and by any other means the authority considers appropriate. <p>Section 14 (2.3)</p> <p>Same, transition (2.3) If an agreement referred to in subsection (2.2) is in force on the day subsection 2 (4) of Schedule 6 to the <i>Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020</i> comes into force, the relevant authority shall provide a copy of the agreement to the Minister within 60 days after that day.</p>	<p><u>Part II Administrative By-law, Section B - Governance</u> 1. Members</p>
<p>Section 14 (4)</p> <p>Member from agricultural sector appointed (4) In addition to the members of an authority appointed in accordance with subsections (1) to (2.1), an additional member may be appointed to the authority by the Minister as a representative of the agricultural sector.</p> <p>Section 14 (4.0.1)</p> <p>Limitation on voting (4.0.1) The member of an authority appointed under subsection (4) shall not vote on,</p> <ul style="list-style-type: none"> a) a resolution to enlarge an authority’s area of jurisdiction that is presented at a meeting called under section 10; b) a resolution to amalgamate an authority with another authority that is presented at a meeting called under section 11; c) a resolution to dissolve the authority that is presented at a meeting called under section 13.1; or d) a resolution relating to any budgetary matter that is presented at a meeting held under section 16. <p>Section 14 (4.1)</p> <p>Term (4.1) A member shall be appointed for a term of up to four years, as may be determined by the council that appoints the member or, in</p>	<p><u>Part II Administrative By-law – Introduction</u></p> <p><u>Part II Administrative By-law, Section B - Governance</u> 1. Members</p> <p><u>Part II Administrative By-law, Section C – Meeting Procedures</u> 12. Voting</p>

<p>the case of a member appointed under subsection (4), by the Minister.</p>	
<p>Section 15 (2.1)</p> <p>Agenda, minutes to be made public (2.1) Subject to the <i>Municipal Freedom of Information and Protection of Privacy Act</i>, the authority shall,</p> <ul style="list-style-type: none"> a) make the agenda for a meeting of the authority or of its executive committee available to the public before the meeting takes place; and b) make the minutes of a meeting of the authority or of its executive committee available to the public within 30 days after the meeting. <p>Section 15 (2.2)</p> <p>Same (2.2) An agenda for a meeting or its minutes that are to be made available to the public under subsection (2.1) shall be made available by posting them on the authority's website and by any other means the authority considers appropriate.</p>	<p><u>Part II Administrative By-law, Section C</u> – <u>Meeting Procedures</u> 19. Minutes of Meetings</p>
<p>Section 17 (1.1)</p> <p>Term of chair, vice-chair (1.1) A chair or vice-chair appointed under subsection (1) shall hold office for a term of one year and shall serve for no more than two consecutive terms.</p> <p>Section 17 (1.2)</p> <p>Representation from each municipality (1.2) An authority in respect of which more than one participating municipality has been designated shall appoint chairs and vice-chairs from among the members appointed to the authority by each participating municipality on a rotating basis so as to ensure that a member appointed to the authority by a particular participating municipality cannot be appointed to succeed an outgoing chair or vice-chair appointed to the authority by the same participating municipality.</p> <p>Section 17 (1.3)</p> <p>Exception (1.3) Despite subsections (1.1) and (1.2), upon application by an authority or a participating municipality, the Minister may grant permission to the authority or participating municipality to, subject to such conditions or restrictions as the Minister considers appropriate,</p>	<p><u>Part II Administrative By-law, Section B - Governance</u> 4. Maximum Term for Chair and Vice-Chair(s)</p> <p><u>Part II Administrative By-law, Section B - Governance</u> 6. Election of Chair and Vice-Chairs</p>

<ul style="list-style-type: none"> a) appoint a chair or vice-chair for a term of more than one year or to hold office for more than two consecutive terms; or b) appoint as chair or vice-chair of the authority a member who was appointed to the authority by the same participating municipality that appointed the outgoing chair or vice-chair. 	
<p>Section 21 (1)</p> <p>Powers of authorities</p> <p>For the purposes of accomplishing its objects, an authority has power,</p> <ul style="list-style-type: none"> a) to research, study and investigate the watershed and to support the development and implementation of programs and services intended to further the purposes of this Act; b) for any purpose necessary to any project under consideration or undertaken by the authority, to enter into and upon any land, with consent of the occupant or owner, and survey and take levels of it and make such borings or sink such trial pits as the authority considers necessary; c) to acquire by purchase, lease or otherwise any land that it may require, and, subject to subsection (2) and (4), to sell, lease or otherwise dispose of land so acquired; d) despite subsection (2), to lease for a term of five years or less land acquired by the authority; e) to purchase or acquire any personal property that it may require and sell or otherwise deal therewith; f) to enter into agreements for the purchase of materials, employment of labour and other purposes as may be necessary for the due carrying out of any project or to further the authority's objects; g) to enter into agreements with owners of private lands to facilitate the due carrying out of any project; h) to determine the proportion of the total benefit afforded to all the participating municipalities that is afforded to each of them; i) to erect works and structures and create reservoirs by the construction of dams or otherwise; j) to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof; k) to alter the course of any river, canal, brook, stream or watercourse, and divert or alter, as well temporarily as permanently, the course of any river, stream, road, street or way, or raise or sink its level in order to carry it over or under, on the level of or by the side of any work built or to be built by the authority, and to divert or alter the position of any water-pipe, gas-pipe, sewer, drain or any telegraph, telephone or electric wire or pole; 	<p><u>Part II Administrative By-law – Introduction</u></p>

<ul style="list-style-type: none"> l) to use lands that are owned or controlled by the authority for purposes, not inconsistent with its objects, as it considers proper; m) to use lands owned or controlled by the authority for park or other recreational purposes, and to erect, or permit to be erected, buildings, booths and facilities for such purposes and to make charges for admission thereto and the use thereof; (m.1) to charge fees for services approved by the Minister; (m.1) REPEALED: 2017, c. 23, Sched. 4, s. 19 (3). n) to collaborate and enter into agreements with ministries and agencies of government, municipal councils and local boards and other organizations and individuals; o) to plant and produce trees on Crown lands with the consent of the Minister, and on other lands with the consent of the owner, for any purpose; p) Repealed: 2020, c. 36, Sched. 6, s. 7 (4). q) generally to do all such acts as are necessary for the due carrying out of any project or as may be desirable to further the objects of the authority. 	
<p>Section 38 (1)</p> <p>Annual audit (1) Every authority shall cause its accounts and transactions to be audited annually by a person licensed under the <i>Public Accounting Act, 2004</i> and shall ensure that the annual audit is prepared in accordance with generally accepted accounting principles for local governments recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada, as they exist from time to time.</p> <p>Section 38 (4) Report made publicly available (4) Within 60 days of receiving the auditor's report, an authority shall make the report available to the public on its website and by any other means that the authority considers appropriate.</p>	<p><u>Part II Administrative By-law, Section B - Governance</u> 10. Financial Statements and Report of the Auditor</p>

9.2) Watershed Based Resource Management Strategy

Date: December 19, 2024
Memo to: LTVCA Board of Directors
From: Valerie Towsley, Watershed Resource Planner
Subject: **Watershed Based Resource Management Strategy**

Under Ontario Regulation 686/21 mandatory programs and services, the province required all Conservation Authorities to undertake six strategy's for various programs and holdings. One of these was a requirement to undertake a Watershed Based Resource Management Strategy.

A draft strategy was brought to the Board of Directors on April 18, 2024 for preliminary review, with a working session undertaken at the June 20, 2024 Board meeting. The Draft document was then posted to our website under public consultation for public feedback (https://www.lowerthames-conservation.on.ca/wp-content/uploads/2024/07/Draft-Preliminary_LTVCA-Watershed-Based-Resource-Management-Strategy_July-17-2024.pdf). Several comments have been received and reviewed. No changes to the Watershed Based Resource Management Strategy were required to be undertaken to address these concerns.

Authority staff also managed to go before eight of our 10-member municipalities to provide a power point presentation on the Watershed Based Resource Management Strategy, which was well received by those members. Staff also provided the Strategy to our neighbouring Indigenous communities.

As part of the Provincial requirement, these Strategy's were to be finalized on December 31, 2024. At this point in time, the Watershed Based Resource Management Strategy will be considered final. However, the LTVCA sees this Strategy as a living document, and subject to change should the Board wish to Strategically shift direction at the LTVCA.

Recommendation: That the Board of Directors endorses the Watershed Based Resource Management Strategy as a living document to guide the Lower Thames Valley Conservation Authority staffing and programs;

And That the Watershed Based Resource Management Strategy be moved from the Public Consultation section to the Governance section on our website;

And That moving forward, that any reports to the Board will reference the new Strategy as aligning with the objectives within the Watershed Based Resource Management Strategy.

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

Customer/Stakeholder Objectives

- 1) Strengthen and Increase Collaboration with Community Stakeholders
- 2) Increase Awareness of the Value of Good Watershed Stewardship
- 3) Strengthen Brand Recognition

Financial Objectives

- 4) Improve Transparency and Understanding of Financial Statements
- 5) Improve Capital Asset Review
- 6) Strengthen Staff Stability (financial stability, attraction & retention)

Internal Processes Objectives

- 7) Improve Internal Communications
- 8) Improve Conservation Areas Operations
- 9) Improve Internal Understanding of Roles & Responsibilities

Capacity Building Objectives

- 10) Improve Human Resources
- 11) Improve Training Opportunities for Staff
- 12) Strengthen Program Review Policy(s)

Respectfully Submitted

Valerie Towsley

Watershed Resource Planner

Reviewed By

Mark Peacock, P. Eng.

C.A.O. / Secretary Treasurer

9.3) Conservation Lands Strategy

Date: December 19, 2024
Memo to: LTVCA Board of Directors
From: Genevieve Champagne, Manager Conservation Lands and Services
Subject: **Conservation Lands Strategy**

Under Ontario Regulation 686/21 mandatory programs and services, the province required all Conservation Authorities to undertake six strategy's for various programs and holdings. One of these was a requirement to undertake a Conservation Lands Strategy.

A draft strategy was brought to the Board of Directors on October 17, 2024 for preliminary review. The Draft document was then posted to our website under public consultation for public feedback https://www.lowerthames-conservation.on.ca/wp-content/uploads/2024/11/Draft-Lower-Thames-Valley-Conservation-Authority-LAND-STRAT_draft-to-board-Oct-17-24.pdf. A few comments have been received and reviewed. No changes to the Conservation Lands Strategy were required to be undertaken to address these concerns.

Authority Staff received a power point presentation and working session on the Conservation Lands Strategy. The Strategy was included in individual connections with our Indigenous communities on where the document was located and that we are currently seeking public feedback on this document, should a community reach out for further information staff will present based on the best methods for that community.

As part of the Provincial requirement, these Strategy's were to be finalized on December 31, 2024. At this point in time, the Conservation Lands Strategy will be considered final. However, the LTVCA sees this Strategy as a living document, and subject to change should the Board wish to Strategically shift direction at the LTVCA.

Recommendation: That the Board of Directors endorses the Conservation Lands Strategy as a living document to guide the Lower Thames Valley Conservation Authority staffing and programs;

And That the Conservation Lands Strategy be moved from the Public Consultation section to the Governance section on our website;

And That moving forward, that any reports to the Board will reference the new Strategy as aligning with the objectives within the Watershed Based Resource Management Strategy and the Conservation Lands Strategy.

Conservation Land Objectives and Implementation:

- 1) Review and Update Land Acquisition and Disposal Policy
- 2) Create Ecological Land Classifications for the CA Lands
- 3) Create Conservation Area Specific Conservation Management Plans
- 4) Provide equitable access to CA Lands
- 5) Review assets annually and update/repair infrastructure
- 6) Increase Land Acquisition
- 7) Review Hunting Inquires with watershed communities

Respectfully Submitted:
Genevieve Champagne
Manager, Conservation Lands and Services.

Reviewed By
Mark Peacock, P. Eng.
C.A.O. / Secretary Treasurer

9.4) LTVCA Asset Management Plan

Date: Dec 19, 2024
Memo to: LTVCA Board of Directors
Subject: **LTVCA Asset Management Plan Report**
From: Todd Casier, CPA CA , Manager, Corporate Services

Asset Management Plan Development

Staff at the LTVCA have been working on the development of the Asset Management Plan over the past 2 years. Significant work has gone into developing the Asset Inventory and evaluating the condition of all assets. From this work, staff have determined asset maintenance and replacement costs. All details of the inventory and recommended costs have been reviewed by operations staff to ensure that those using the assets have had input.

A number of presentation to the board has occurred over the past year with detailed information presented at the October and April board meetings. This report forms the end of the development process and brings the final product to the board for approval. The final plan follows this report.

Financial Implications of Plan

Staff have recommended drawing down reserves and increasing levy by 1% over the next 10 years to fund the plan.

Recommended Resolution:

That the Lower Thames Valley Conservation Authority Asset Management Plan 2024 be approved.

The reports align with the following objectives of the LTVCA's Strategic Plan:

4. Improve Transparency and Understanding of Financial Statements

Respectfully Submitted

Todd Casier, CPA CA
Manager, Corporate Services

Reviewed By:
Mark Peacock, P. Eng.
C.A.O. / Secretary Treasurer



Lower Thames Valley Conservation Authority

Capital Asset

Management Plan



December

2024

Contents

1.0	Introduction	3
2.0	Background – Asset Management at LTVCA	3
2.1	What is an Asset Management Plan ?.....	3
2.2	Why Create a Plan?	4
2.3	Steps in Creation of an Asset Management Plan.....	4
3.0	Information Technology Infrastructure	5
3.1	Network Infrastructure Replacement Initiative.....	6
3.2	Server Maintenance Initiative	6
3.3	Workstation Replacement Initiative	7
3.4	Phone System Replacement Initiative	8
3.5	Printers and Audio Visual Equipment	9
3.6	Information Technology Infrastructure Financial Implications.....	9
4.0	Vehicles	9
4.1	Vehicle Financial Implications	11
5.0	Conservation Areas	12
5.1	Conservation Area Financial Implications	17
6.0	Flood Control Structures.....	17
6.1	Flood Control Structures Financial Implications	19
7.0	Conservation Area Equipment.....	19
7.1	Conservation Area Equipment Financial Implications.....	20
8.0	Program Equipment.....	20
8.1	Program Equipment Financial Implications	21
9.0	Financial Impact of Asset Management Plan	22
10.0	Conclusion.....	24

1.0 Introduction

Conservation Authorities are responsible for the management of a diverse range of capital assets. In addition to significant land holdings, the following list describes the major classes of tangible capital assets that support basic authority services related to conservation, restoration, development and management of natural resources. The LTVCA has developed an Asset Management Plan to address this responsibility.

Classes of assets considered in the plan include:

Information Technology Infrastructure

Vehicles

Conservation Areas

Flood Control Structures

Conservation Area Equipment

Program Equipment

2.0 Background – Asset Management at LTVCA

LTVCA's infrastructure is aging while demand for better public services is growing in response to higher standards of safety, health, environmental protection, and growth.

Due to changes to Public Sector Accounting Board (PSAB) standards that came into effect in 2009, Conservation Authorities are required to report on their tangible capital assets in their audited Financial Statements. Additionally, changes to regulations under the Conservation Authorities Act requires asset management planning for a number of services provided by Conservation Authorities.

Under the new standards, the full cost of acquisition or construction of an asset is no longer recognized as an expenditure in the year in which it occurs. Instead, the cost of the asset is spread over the asset's estimated useful life as an amortization expense.

2.1 What is an Asset Management Plan?

An Asset Management Plan is a strategic plan for managing an organization's infrastructure and other assets to deliver an agreed standard of service. The Asset Management Plan took a

systematic approach – as a number of assets are co-dependent and are required to work together to deliver an agreed standard of service. All those involved in providing the service were part of creating the plan and the plan is intended to address a 10 year timeframe with a midterm 5 year review. It is noted that assets with a value of \$2,500 or less are not included in this plan and will be replaced through operational budgeting.

2.2 Why Create a Plan?

1. Part of the LTVCA Strategic Plan deliverables
2. Will help the LTVCA to deliver our programs
3. Will help obtain the resources required to deliver programs defined in the LTVCA Watershed Based Resource Management Strategy
4. Helps make plans for the future
5. Helps to be more proactive and cost effective than reactive
6. The Plan is required through provincial regulation

2.3 Steps in Creation of an Asset Management Plan:

Step 1. Complete an Asset Inventory

The LTVCA cannot effectively manage assets if it doesn't know what assets it has. An inventory is required that reviews all assets. The inventory is a list of all assets including:

Name of the asset, Location, Original Cost, Age, Major components, Condition and Expected useful life

Information used to create the inventory included:

- Financial Asset inventory
- Insurance listings
- Site visits and field assessments

Step 2. Set Levels of Service

Use levels of service to outline the overall quality, capacity, function and safety of the different services our assets provide. The requirements of maintaining that service will dictate the operating, maintenance and renewal activities that need to occur moving forward

Step 3. Lifecycle Management and Financial Strategy

Calculate entire life-cycle costs including maintenance, increased capital, and disposal costs. Determining the most cost-effective time to maintain, repair or replace an asset.

In most cases, proactive management is more cost-effective in the long-run than reactive management.

A long-term financial plan will help us determine which of our objectives are feasible, which are important and what is needed to maintain our priority assets over the long term.

The plan will dictate the expected annual costs to maintain our assets and what resources will be needed to meet those costs.

3.0 Information Technology Infrastructure

The Lower Thames Valley Conservation Authority (LTVCA) has a heavy operational dependency on Information Technology (IT), including Wide and Local Area Networks (WAN's and LAN's), data servers, intranet, internet and e-mail. The potential loss of essential services and impact upon stakeholders (e.g., clients or personnel), that may occur in the event of an interruption in information technology services necessitates the need for continued preparation, implementation and maintenance of a comprehensive IT Business Continuity Strategy.

Currently the Authority maintains two network systems that are linked. One system is maintained at the Administrative Building in Chatham and one is maintained at the Longwoods Road Conservation Area. The network utilizes two Ubiquiti Gateways which connect the two offices with site-to-site VPN where Windows servers on each end implement Distributed File System (DFS) to maintain a single file system, mirrored on each server and updated in real time. Further network integration between the buildings at Longwoods is provided by Eh!Tel, the internet service provider, which allows the network in each building to appear as part of the same network. This system helps maintain the high availability of data for day to day operations. The Windows Server Operating System software currently runs the following applications: File Servers, DFS, Active Directory, Domain Controllers, DHCP services, Accounting

– Sage Business Vision , ArcGIS Server and License Server. All of these application servers are critical to the day to day operations of the Authority and play a vital role in key program areas such as flood forecasting and warning.

3.1 Network Infrastructure Replacement Initiative

In order to maintain the high availability of LTVCA’s infrastructure, critical components must be replaced within the predicted lifespan of the hardware. This initiative will see the renewal of network infrastructure actively planned and renewed on a regular basis to ensure the Authority is on pace to meet the needs of its users and clients. The set schedule of renewal will help to ensure a continually sustainable work environment that is free from disruption and failure. The risks associated with not renewing workstations include:

- Unplanned downtime leading to disruption of Authority business;
- Unplanned expenses related to unexpected server, switch and storage renewal;
- Loss of data;
- Increased negative perception of technology due to aging infrastructure.

3.2 Server Maintenance Initiative

In order to maintain the business continuity of our network infrastructure and communication systems, the maintenance and repairs in the two server room locations need to be reviewed on an annual basis. The maintenance and repairs include the following:

- System renewal for server room at administration office - Chatham
- System renewal for server room at resource center – Longwoods Rd CA
- Backup power systems renewal for both server rooms

When server rooms are not maintained correctly they present risks related to:

- Early failure of equipment due to inadequate cooling.
- Disruption of service or loss of data due to power failures for power conditioning.

The maintenance of these systems will ensure the longevity of the hardware and ensure sustainability and high tolerance.

The Authority has budgeted for the replacement of the servers after five years and the battery backups on an as needed basis.

3.3 Workstation Replacement Initiative

The Authority has recognized a need to budget the replacement of workstations in order to maintain business continuity. The initiative will see the renewal of workstations actively planned and executed on an annual basis. The set schedule of renewal will help to ensure a continually sustainable work environment that is free from disruption and failure. The risks associated with not renewing workstations include:

Unplanned for downtime leading to disruption of Authority business;

Unplanned expenses related to unexpected computer renewal;

Loss of data;

Increased negative perception of technology due to aging infrastructure.

Workstations have been budgeted for a five year replacement cycle. (As of October 14, 2025 Windows 10 will no longer be supported. This requirement has resulted in a four year program starting in 2022 to replace the computers that will not support Windows 11. The LTVCA has been and will be replacing workstations to ensure they will operate Windows 11 on the cutoff date of October 14, 2025.

The workstation specifications required by users at the Authority are determined by their software and hardware requirements. Users of intensive client side applications such as ESRI ArcGIS Suite of Software, Engineering software, and the Adobe Suite will require higher processing power, GBs of RAM and dedicated graphics cards while users in the field may

require laptops or different peripherals. User computers and peripherals are assessed at the time of purchase/replacement based on their requirements as noted above.

The implementation of this strategy will be phased, based on retirement schedules for hardware and software requirements. Workstations coming out of full time staff use will be set aside for students or employment programs, if still supported.

Each of these classes requires the maintenance of a battery backup system at the workstation location. These battery backup systems are intended to provide the user time to save and shut down the computer in the event of a power outage and provide limited power during a brownout or power "Flicker:" These battery backup systems will be considered part of each of these desktop computer systems and are included in the replacement costs.

3.4 Phone System Replacement Initiative

The LTVCA currently operates two phone systems. One system, the Longwoods Rd CA system, is fiber based and current phone sets and system are one year old. This current version of the LTVCA asset management plan does not foresee costs associated with this system within the next 10 years.

The second phone system, the Administration Office System, is nearing end-of-life by which replacement is necessary. The scope of this initiative is to renew the current phone system and to replace the sets currently being utilized by end users. The aging infrastructure will cause a higher likelihood of service disruption. The risks associated with not upgrading the phone system at end of expected life span include:

Unplanned downtime leading to disruption of administrative and Authority functions;

Unplanned expenses related to unexpected equipment failure;

Loss of voicemail data;

Increased negative perception of technology due to aging equipment.

The Administration Office phone system is scheduled to be replaced in 2027. The phone system has been budgeted for a replacement cycle of 20 years.

3.5 Printers and Audio Visual Equipment

Network printers at the LTVCA are leased and therefore not included in the capital asset management plan. Audio Visual equipment used at the LTVCA is funded through operational budgets as items are less than the \$2,500 cut off.

3.6 Information Technology Infrastructure Financial Implications

The Authority’s Longwoods Rd server is scheduled to be replaced in 2025 and Chatham servers are scheduled to be replace in 2026 and are in fair condition. The remainder of its network infrastructure is considered to be in good condition. The financial implications (estimated cost per year for the strategy described) to replace the aging IT infrastructure are as follows:

2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
25,000	20,000	14,900	10,000	10,000	22,000	10,000	16,000	10,000	10,000

Total	Average
\$147,900	\$14,790

For IT budgeting purposes, any part of the budget that is unspent in the current year is to be carried over as part of the following year’s budget to ensure we have the necessary funds to support the yearly costs of maintaining the IT system throughout the Authority.

4.0 Vehicles

LTVCA owns and maintains a fleet of 20 vehicles to enable all authority programs. During peak months, vehicles are fully utilized, and staff are occasionally required to use personal vehicles as necessary.

Three vehicles are provided for general administration staff use for attending meetings and carrying out site inspections and investigations. Two vehicles are maintained for the C.M. Wilson Learning Center and the Longwoods Ska-Nah-Doht Village/Resource Centre. These vehicles are provided for general staff use to attend meetings and school visits.

A further five vehicles are extensively used for the Conservation Areas. These include both light and heavy trucks capable of hauling trailers to move tractors and other equipment. The vehicles are used for snow plowing, road work, construction site projects, and regular maintenance work within the conservation areas.

The largest category of vehicle use is for Conservation Services. Eight vehicles in total are used to provide these services. Field services including terrestrial biology / fisheries programs, stewardship services, invasive species programs, surveying and surface/groundwater monitoring. These services require a wide variety of special purpose vehicles. These vehicles are used to carry and trailer equipment including boats/canoes, surveying equipment, generators, pumps, sampling equipment, and electro-shock fishing equipment. Additionally, stewardship vehicles carry supplies and stock for restoration work.

Finally two vehicles are maintained for the Middlesex and Elgin ALUS stewardship programs.

Vehicles within the LTVCA Fleet

Vehicle Location	Vehicle	Vehicle Users
Heavy Trucks		
Longwoods CA	2000 Chev Dump Box (White)	Conservation Areas
Longwoods CA	2012 Ford F250 with Snow Blade	Conservation Areas
CM Wilson CA	2011 Ford F250	Conservation Areas
Light Trucks		

CM Wilson CA	2013 Ford F150	Conservation Education
Longwoods CA	2008 Ford Ranger White	Conservation Services
Longwoods CA	2015 Chevrolet Silverado 1500WT 4WD	Conservation Areas
CM Wilson CA	White 2014 Ford F150	Conservation Areas
Longwoods CA	2014 White Ford F150 4X4 w Cap	Conservation Services
Light Field Vehicles		
Admin Building	2015 Dodge Caravan	Conservation Services
CM Wilson CA	2013 Gray Dodge Grand Caravan	Conservation Services
Longwoods CA	2017 Gray Dodge Grand Caravan	Conservation Education
Longwoods CA	2009 Beige Dodge Caravan	ALUS Programs
Longwoods CA	2014 White Ford Escape	ALUS Programs
CM Wilson CA	2017 White Ram Promaster	Conservation Services
CM Wilson CA	2017 White Ram Promaster	Conservation Services
CM Wilson CA	2017 White Ram Promaster	Conservation Services
Office Vehicles		
Admin Building	2013 Ford Fusion	Administration
Admin Building	2015 Ford Escape	Conservation Services
Admin Building	2018 Ford Escape	Administration
Admin Building	2023 Chevrolet Equinox LT	Administration

A number of trailers are also included in this section of the asset management plan. The LTVCA maintains 7 trailers ranging from heavy 3 axle units to move tractors and equipment, to boat trailers, to general purpose utility trailers.

The risks associated with not replacing vehicles include:

- High maintenance and repair costs;
- Health and safety concern;
- Liability concern;
- Disruption of service.

4.1 Vehicle Financial Implications

LTVCA’s fleet of vehicles is considered to be in fair to good condition and is evaluated yearly to ensure vehicle safety and reliability. Vehicles not meeting standards are slated for replacement. Generally, this replacement is done with well-maintained second hand fleet vehicles, The financial implications to maintain/replace the current vehicle fleet are as follows:

2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
118,000	88,000	40,000	95,000	30,000	110,000	-	35,000	40,000	-

Total	Average
\$ 556,000	\$55,600

5.0 Conservation Areas

Only Conservation Areas with infrastructure are included in the Asset Management Plan. Depending on the specific asset, the following items are considered when evaluating them at a Conservation Area:

- Roof
- Furnaces
- Air Conditioners
- Flooring
- Interior Building Components General
- Exterior Building Components
- Windows
- Washrooms/entrance
- Kitchens
- Fire/Alarm System
- Outdoor Power Generator
- Walkways/sidewalks
- Parking lot, roads

The following assets will require capital improvements in the next 10 years.



Administration Office: Generally elements found on the Administration Office site are in

good to very good condition given the site rebuild that took place ending in 2016. Capital investments required in the next 10 years include the following items:

- replacement of the furnaces and air conditioners, and;
- refurbishment of the staff kitchen



Mill Stream Conservation Area: This Conservation Area contains a barn/ picnic shelter and a residence. These

structures are in good to very good condition with the barn receiving a new steel roof in 2023. Capital investments include the following items:

- Replace roof on residence



Big Bend Conservation Area: Big Bend CA contains serviced and unserviced campsites, a service storage building, picnic shelter and a

washroom/shower building with an associated water system. Capital investments include the following items:

- Replace roof on service storage building
- Replace roof picnic shelter

Refurbishment of bathrooms



Longwoods Road Conservation Area: Longwoods Road Conservation Area has significant infrastructure. This includes a Resource Centre that has been completely rebuilt over the period from 2022 -2025 and an office building (Burwell House) that was restored in 2022-2023. It also includes a reconstructed longhouse village, 3 historic first nations cabins, a washroom building, a

gatehouse, a water system building, a workshop, a residential building (Livermore House) and storage buildings. Additionally, the site contains boardwalks, a suspension bridge and a trestle bridge. The most unique structures on this site include the reconstructed Haudenosaunee Longhouse Village consisting of 3 longhouses with a palisade. The condition of assets at this site range from fair to very good. Capital investments include the following items:

- Replace roofing of historic cabins
- Replace roofing of picnic shelter
- Replace roofing of Burwell House
- Replace roofing of storage building at Burwell House
- Replace roofing of old equipment storage building at workshop
- Replacement of furnace and air conditioner at Livermore House
- Minor reconstruction of the Trestle Bridge



Sharon Creek Conservation Area: Sharon Creek Conservation Area contains two sets of docks that were replaced

in 2023, a dam structure that is addressed in the category of Flood Control Structures, a washroom and an outdoor classroom. No capital investments in this area are required during the life of this plan



C.M. Wilson Conservation Area: Significant capital assets are found in this area. They include: a gate house, a residence, a shop, storage buildings, a chemical storage building, day use and campground washrooms, an outdoor theatre, an events barn (Stenton Barn), two picnic shelters, the

C.M. Wilson Learning Centre, and 18 miniature safety village buildings. The site is serviced by a drinking water system, septic systems, paved and gravel roads and walkways. Assets are generally categorized as very good or good with a few fair and poor condition assets present.

Capital investments include the following items:

- Replacement of roof on Gatehouse

- Refurbishment of kitchen in workshop

- Replacement of roof and interior building components in day use washroom

- Replacement of roof, flooring and interior components in campground washroom

- Replacement of roof on Learning Centre

- Replacement of roofing on safety village miniature buildings

- Rebuilding of campground access roadways and shop yard



E. M. Warwick Conservation Area: This area contains four sleeping cabins, a kitchen/ dining hall building, and picnic shelter. Generally the buildings are in good to very good conditions with new roofing of all buildings completed in the last 5 years, and a refresh of the kitchen/ dining hall in the same period. Capital investments include the following items:

- Replacement of kitchen / dining hall septic system

- Replacement of picnic shelter roof



McGeachy Pond Conservation Area: This area contains a lookout tower, docks and trails. No capital investments in

this area are required during the life of this plan



Two Creeks Conservation Area: The assets of the Two Creeks Conservation Area are maintained by the Two Creeks Association. Support for the association is included in the operating budget of the LTVCA. Assets at the site include 3 picnic shelters, washroom, stage building, 2 maintenance buildings, numerous trails and associated bridges. No capital investments in this area are required during the life of this plan.



Lighthouse Conservation Area: This area contains a historic lighthouse and a residence. Significant repairs to the residence will be completed through the 2024/2025 budget. The lighthouse refurbishment will require a dedicated fundraising campaign and are not included in the LTVCA Asset Management Plan.

The risks associated with not upgrading the conservation area assets include:

- Disruption of service;
- Increased maintenance and repair costs;
- Health and safety concern for staff and public

5.1 Conservation Area Financial Implications

LTVCA’s Conservation Areas have had a significant amount of work completed in the last 5 years. In order to continue with the improvements of the Conservation Areas just under \$500,000 is required during the next 10 years.

The financial implications to maintain/replace conservation area assets are as follows:

2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
80,000	80,000	-	10,000	65,000	60,000	17,000	102,000	17,000	30,000

Total	Average
\$ 461,000	\$46,100

6.0 Flood Control Structures

The LTVCA owns and maintains three dams within its watershed, the Sixth Street Dam and Pump Station, the Rivard Dam and the Sharon Creek Conservation Area Dam. Additionally, the Conservation Authority owns and maintains the McGregor Diversion Channel. The condition of these structures is good to very good with the exception of the Sharon Creek Dam whose outlet structure is in fair condition.



Sixth Street Dam and Pump Station - Chatham

The dam is currently operated for the purpose of protecting a portion of Chatham from high water occurring within the Thames River. During high flows, the dam seals the city off from the river and flows within the city are pumped over the dam and into the Thames River. The system includes a concrete dam, steel gates with

winches and decking, a pump house, a control building and associated equipment and emergency generators. Capital investments include the following items:

Replacement of Emergency Generators



Rivard Dam

The purpose of the structure is to divert water that would have entered the City of Chatham via McGregor Creek, into a diversion channel that empties directly into the Thames River. This gated inlet structure is located on McGregor Creek at the entrance to the diversion channel.

This inlet structure contains gates, which close under runoff conditions on McGregor Creek. Closing the gates forces runoff water from the McGregor Creek down the diversion channel. Under normal flow conditions, the gates are open and allow these flows to go down McGregor Creek. Capital investments include the following items:

Repairs to concrete inlet structure and bearing plates



McGregor Diversion Channel

A major project component of the Indian/McGregor Flood Control Project is a diversion channel, 3.3 km in length, generally located along the eastern boundary of Chatham. This channel has a top width of about 50 m and depth of approximately 6 m. Capital investments include the following items:

Replacement of fencing and gates



Sharon Creek Dam
Sharon Creek
Conservation Area
has 35.6 hectares of

water and 12.9 hectares of forest, grassland, wooded ravines, a small wetland and a tallgrass prairie. The reservoir is held up by a dam structure which forms Springer Road. The dam is an “earthen dam” with a morning-glory spillway which has a capacity for a 1 in 10 year regional storm. Another spillway accommodates extra water capacities assuring the dam remains intact. These spillways have a capacity for a 1 in a 100 year storm. Capital investments include the following items:

- Engineering study to assess outlet structure

The risks associated with not upgrading the dam infrastructure include:

- Liability concern;
- Increased maintenance and repair costs;
- Health and safety concern for staff and public

6.1 Flood Control Structures Financial Implications

The financial implications for structures are as follows:

2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
-	-	75,000	30,000	25,000	-	210,000	-	-	60,000

Total	Average
\$ 400,000	\$40,000

7.0 Conservation Area Equipment

Conservation Area Equipment includes all equipment used in the maintenance of Conservation Authority lands and structures. Conservation Area Equipment includes the following:

- Tractors - three medium tractors (over 50hp) and five light tractors (under 50 hp) and one backhoe
- Implements e.g. sprayers and box graders – multiple units
- Commercial Riding Mowers – 6 units
- Heavy brushing mowers – one Ventrac with mower and stump grinder
- Salter unit – truck mounted
- ATVs – 2 units
- Side by side – 1 unit
- Golf Carts – 2 units
- Canoes – 8
- One aluminum and one fiberglass boat with motors
- Flood pumps – 8
- Pay and display machines – 2
- Tree Planters – 3

Many other pieces of equipment fit into this category but are maintained through the operations budget as they are less than \$2,500 in value.

7.1 Conservation Area Equipment Financial Implications

2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
22,000	46,000	46,000	86,000	-	-	5,000	-	-	-

Total	Average
\$ 205,000	\$20,500

8.0 Program Equipment

This category includes all equipment to run programs outside of Conservation Areas.

Sub categories of this equipment are:

Water Quality sampling equipment

Hydrometrics equipment

Survey equipment

Much of this equipment is paid for and replaced through grants and partnership agreements. Additionally, many pieces of equipment fit into this category but are maintained through the operations budget as they are less than \$2,500 in value.

8.1 Program Equipment Financial Implications

2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
3,000	-	-	-	-	-	-	-	-	34,000

Total	Average
\$ 37,000	\$3,700

9.0 Financial Impact of Asset Management Plan

The following table shows the plan costs per year with totals:

LTVCA Asset Management Plan - Summary of Expenditures											
		Expected Costs by Year									
	Conservation Area	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Admin	Admin site	-	-	-	-	45,000	20,000	-	-	-	-
CM05	Millstream	-	-	-	5,000	-	-	-	-	-	-
CM07	Big Bend	-	-	-	-	10,000	5,000	-	-	-	30,000
CM14	Longwoods Rd.	25,000	44,000	-	-	-	23,000	-	-	-	-
CM15	Sharon Creek	-	-	-	-	-	-	-	-	-	-
CM21	C.M. Wilson	50,000	6,000	-	5,000	10,000	12,000	17,000	102,000	17,000	-
CM22	E.M. Warwick	5,000	30,000	-	-	-	-	-	-	-	-
CM23	McGeachy	-	-	-	-	-	-	-	-	-	-
CM24	Two Creeks	-	-	-	-	-	-	-	-	-	-
CM76	Lighthouse	-	-	-	-	-	-	-	-	-	-

FCS		-	-	75,000	30,000	25,000	-	210,000	-	-	60,000
Vehicles		118,000	88,000	40,000	95,000	30,000	110,000	-	35,000	40,000	-
CA Equipment		22,000	46,000	46,000	86,000	-	-	5,000	-	-	-
Program Equipment		-	3,000	-	-	-	-	-	-	34,000	-
Office Furniture		-	-	-	-	-	-	-	-	-	-
Computer Equipment		25,000	20,000	14,900	10,000	10,000	22,000	10,000	16,000	10,000	10,000
Total		245,000	237,000	175,900	231,000	130,000	192,000	242,000	153,000	101,000	100,000

Total Cost of Plan: \$1,806,900
 Average Cost per year: \$180,690

The following table shows the impact of this plan on LTVCA reserves:

Year	Cost	Levy 1%/yr	Removed From Reserves
2025	\$ 245,000.00	\$ 16,610.53	\$ 228,389.47
2026	\$ 237,000.00	\$ 34,051.58	\$ 202,948.42
2027	\$ 175,900.00	\$ 52,015.87	\$ 123,884.13
2028	\$ 231,000.00	\$ 70,519.08	\$ 160,480.92
2029	\$ 130,000.00	\$ 89,577.39	\$ 40,422.61
2030	\$ 192,000.00	\$ 109,207.45	\$ 82,792.55
2031	\$ 242,000.00	\$ 129,426.41	\$ 112,573.59
2032	\$ 153,000.00	\$ 150,251.94	\$ 2,748.06
2033	\$ 101,000.00	\$ 171,702.24	-\$ 70,702.24
2034	\$ 100,000.00	\$ 193,796.04	-\$ 93,796.04
	\$ 1,806,900.00	\$ 1,017,158.53	\$ 789,741.47

The total funds available from reserves and surpluses as of the end of 2023 less committed funds in 2024 capital projects is \$803,218. The total costs to implement the LTVCA Asset Management Plan is \$789,741. Therefore, funds are available to implement the plan.

10.0 Conclusion

The Lower Thames Valley Conservation Authority is responsible for the management of a diverse range of capital assets. In addition to significant holdings of land, the Authority maintains Flood Control Structures, Information Technology Infrastructure, Vehicles, Conservation Area Equipment and Program Equipment to conservation, restoration, development and management of natural resources in the watershed. The LTVCA has developed an Asset Management Plan to address this responsibility. This plan is fiscally responsible and will be funded with increased levy (1%) per year for 10 years and withdrawal of funds from reserves.

Prepared By:

Todd Casier, CPA, CA
 Manager, Corporate Services

Mark Peacock, P.Eng.
 CAO / Secretary –Treasurer

With support from LTVCA operational staff.

9.5) Flood Plain Mapping Through the Flood Hazard Identification and Mapping Program

Date: December 19, 2024
Memo to: LTVCA Board of Directors
Subject: Flood Plain Mapping Through the Flood Hazard Identification and Mapping Program
From: Mark Peacock, P. Eng., C.A.O. / Secretary Treasurer

Flood Plain Mapping Funding: Flood Hazard Identification and Mapping Program

Detailed engineered flood maps are not always available or up-to-date at the Lower Thames Valley Conservation Authority. High quality flood mapping that is current and accessible helps governments, communities, developers, and individuals understand flood hazards and implement effective mitigation strategies to reduce the impacts of flooding. The Lower Thames Valley Conservation Authority is working with member municipalities to address this issue.

Updated Flood Plain Mapping will help emergency planning by guiding the placement of evacuation routes and support land use planning by identifying locations for building critical infrastructure and flood mitigation structures like dikes. Flood maps provide reliable information on flood hazards and support decision-makers and residents in their efforts to adapt to a changing climate while protecting properties and lives.

That is why LTVCA is partnering with local municipalities to access funding through the Flood Hazard Identification and Mapping Program (FHIMP). This federal program is investing in updating Canada's existing flood mapping capabilities. In partnership with municipalities, through provincial and territorial governments, the FHIMP aims to complete flood hazard maps of higher-risk areas in Canada and make this flood hazard information accessible. Funding is provided at a 50% federal to 50% municipal rate through this program.

Staff at the LTVCA provide technical support for the development of proposals and undertaking these projects. This work is seen as in-kind project funding and helps municipalities get more federal dollars for projects. Resolutions from the Board of Directors, supporting these projects, are required to accompany applications to the federal government.

Three projects are being proposed for 2025/2026, partnering with the Township of Southwold and the Municipality of Chatham-Kent. The projects are as follows:

Township of Southwold – Talbot Creek Flood Plain Mapping Project

This project will carry out a detailed study and plan for flood mitigation in the communities of Shedden and Fingal (and adjacent rural areas) of the Talbot Creek. The study will define flood plain areas, identify flood risks and recommend actions to reduce potential health and economic loss that could occur during regional flooding.

Municipality of Chatham-Kent South Chatham Flood Plain Mapping Project

This project will carry out a detailed study and plan for flood mitigation in the south portion of the community of Chatham – between the community boundary and Highway 401 –within the watersheds of Indian and McGregor Creeks. The study will define flood plain areas, identify development constraints and recommend actions to reduce potential health and economic loss that could occur during regional flooding.

Municipality of Chatham-Kent Phase 1 Thames River Flood Plain Mapping Project

This Project will carry out flood plain mapping for the portion of Thames River from the mouth at Lake St. Clair to the community of Chatham. Flood Plain analyses was carried out for this area in the 1980s and needs to be updated. This mapping will eventually allow dike break and two zone analyses to be carried out. This project is the first of three that will update flood plain mapping for the Thames River for the entire community of Chatham-Kent.

Recommended Resolutions:

Recommendation 1:

That the Lower Thames Valley Conservation Authority Board of Directors approves participation in the Township of Southwold – Talbot Creek Flood Plain Mapping project and

That the Lower Thames Valley Conservation Authority Board of Directors approves providing in-kind support for the carrying out of this project.

Recommendation 2:

That the Lower Thames Valley Conservation Authority Board of Directors approves participation in the Municipality of Chatham-Kent South Chatham Flood Plain Mapping Project and

That the Lower Thames Valley Conservation Authority Board of Directors approves providing in-kind support for the carrying out of this project.

Recommendation 3:

That the Lower Thames Valley Conservation Authority Board of Directors approves participation in the Municipality of Chatham-Kent Phase 1 Thames River Flood Plain Mapping Project and

That the Lower Thames Valley Conservation Authority Board of Directors approves providing in-kind support for the carrying out of this project.

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

9.6) Income and Expenditure vs Budget to October 31, 2024

Date: December 19, 2024
 Memo to: LTVCA Board of Directors
 Subject: **Income and Expenditure vs Budget to October 31, 2024**
 From: Todd Casier, CPA, CA, Manager, Corporate Services

Background:

Review the 2024 Budget to the Revenue and Expenditures for the 10 months ended October 31, 2024.

REVENUE	2024	2024 BUDGET		2024	\$ VARIANCE
	BUDGET	OCT PROJECTED	*	ACTUAL TO OCT 31	TO PROJECTED
GRANTS	1,468,581	1,372,023	*	2,240,169	868,146
GENERAL LEVY	1,661,053	1,661,053	^	1,612,948	(48,105)
DIRECT SPECIAL BENEFIT	205,000	205,000	^	205,000	0
GENERAL REVENUES	1,021,460	703,012	*	849,507	146,495
FOUNDATION GRANTS & REVENUES	0	0	*	250	250
RESERVES	0	0	*	0	0
CASH FUNDING	4,356,094	3,941,088		4,907,874	966,786
OTHER	0	0		0	0
TOTAL FUNDING	4,356,094	3,941,088		4,907,874	966,786

*-based on a 10 of 12 month proration of the budget

^-based on cash received to date

Grant income is greater than budgeted due to the reversal of deferred revenue for ongoing programs, the timing of grants invoiced and increased or new grants including increased or new grants for the Resource Centre Rebuild and Elevator, PWQMN Gap Analysis, Mosa and Fennell CA, Conservation Education, Stewardship and Species at Risk.

Note: Grant income is based on funds received/invoiced and not matched to expenses, meaning there may be expenses outstanding and not recognized in the attached expense statement. At year-end, each grant is reviewed individually, spent funds for grant programs not invoiced are set-up as receivables and added to grant income, unspent funds are reduced from grant income and deferred for future expenditures.

Levy revenue is shown on a cash basis. The following municipalities are paid in full as of December 12th, 2024: Chatham-Kent, Dutton/Dunwich, Lakeshore, Leamington, Middlesex Centre, Southwold, Strathroy-Caradoc, Southwest Middlesex and West Elgin.

General Revenue is above budget due to the following factors:

- Conservation Areas is above budget due to receiving seasonal camping revenue and payment for repairs to Longwoods CA, Conservation Services and Chatham Kent Greening Project are above budget as tree planting is done and landowners have been billed and interest income is above budget due to increased interest rates.

Foundation Grants and Revenues budget are zero because of the uncertainty of funds available.

Reserves are zero as this account is used to balance the accounts at year-end if expenses are greater than revenues.

EXPENSES	2024 BUDGET	2024 BUDGET OCT PROJECTED	2024 ACTUAL TO OCT 31	\$ VARIANCE TO PROJECTED
WATER MANAGEMENT				
FLOOD CONTROL STRUCTURES	201,524	167,937	217,810	49,873
EROSION CONTROL STRUCTURES	12	10	10	0
FLOOD FORECASTING AND WARNING	123,534	102,945	70,570	(32,375)
TECHNICAL STUDIES	119,061	99,217	79,086	(20,131)
PLANNING & REGULATIONS	448,690	373,909	333,783	(40,126)
WATERSHED MONITORING (PGMN)	143,333	119,444	124,057	4,613
SOURCE PROTECTION	27,690	23,075	29,742	6,667
THAMES MOUTH DEBRIS REMOVAL	0	0	0	0
Water Management Subtotal	1,063,844	886,537	855,058	(31,479)
CONSERVATION & RECREATION PROPERTIES				
CONSERVATION AREAS	781,568	651,307	815,967	164,660
COMMUNITY RELATIONS AND EDUCATION				
COMMUNITY RELATIONS	165,495	137,912	85,925	(51,987)
CONSERVATION EDUCATION	131,363	109,470	89,993	(19,477)
SKA-NAH-DOHT VILLAGE	144,587	120,489	71,100	(49,389)
Community Relations & Education Subtotal	441,445	367,871	247,018	(120,853)
CONSERVATION SERVICES/STEWARDSHIP				
CONSERVATION SERVICES (FORESTRY)	199,888	166,573	195,684	29,111
CHATHAM-KENT GREENING PROJECT	600,481	500,401	533,262	32,861
PHOSPHORUS REDUCTION	1,070,568	892,140	926,821	34,681
SPECIES AT RISK	198,300	165,250	179,831	14,581
Conservation Services/Stewardship Subtotal	2,069,237	1,724,364	1,835,598	111,234
CAPITAL/MISCELLANEOUS				
ADMINISTRATION BUILDING	0	0	0	0
REPAIRS/UPGRADES	0	0	0	0
UNION GAS CENTENNIAL PROJECT	0	0	0	0
EMPLOYMENT PROGRAMS (FED/PROV)	0	0	0	0
Capital/Miscellaneous Subtotal	0	0	0	0
TOTAL EXPENDITURES	4,356,094	3,630,079	3,753,641	123,562

Water Management

Flood Control Structures are above budget due to rebuilding the 6th street dam pumps and work and time spent by staff working on other structures.

Erosion Control Structures are comparable to budget.

Flood Forecasting and Warning expenses are below budget due to several large annual invoices received later in the year and staff time spent in other areas.

Technical Studies are below budget due to applicable staff spending increased time in other areas and the departure of one staff.

Planning and Regulations are below budget due some larger expenses incurred later in the year and staff time spent in other areas.

Watershed Monitoring is slightly above budget due to the costs related an increase the PWQMN grant.

Source Protection is above budget due to timing of staff time required.

Conservation Areas

Conservation area expenses are above budget due the costs of opening of the Conservation Area campgrounds, work on the Resource Centre, repairs to the roads paid by Magic of Lights and work to Mosa and Fennell CAs from grant funding.

Community Relations and Education

Community Relations, Conservation Education and Ska-Nah-Doht Museum and Village are below budget due to staff spending time in other programs, one staff on leave and the departure of an Educator.

Conservation Services/Stewardship

Conservation Services (Forestry) and Chatham-Kent Greening expenses are above budget as most large activities, like tree and prairie planting, and the related expenses have been completed and increased grants and sales above budgeted amounts.

Phosphorous Reduction is comparable to budget.

Species at Risk is slightly above budget due to March 31 year-end budget expenditures.

Capital/Miscellaneous

No Capital/Miscellaneous expenses to date.

Summary:

	2024 BUDGET	2024 BUDGET OCT PROJECTED	2024 ACTUAL TO OCT 31	\$ VARIANCE TO PROJECTED
TOTAL CASH FUNDING	4,356,094	3,941,088	4,907,874	966,786
TOTAL EXPENDITURES	4,356,094	3,630,079	3,753,641	123,562
OPERATING SURPLUS (DEFICIT)	0	311,009	1,154,233	843,224

At October 31, 2024, LTVCA's operating surplus is favourable due to increased grant and general revenue over budget and some positions not being filled for the full year.

Note: The difference between the projected budget funding and projected budget expenditures is due to the recognition of the annual General Levy and Special Levy versus all other income and expenses are prorated for the period.

Recommendation:

That the Board of Directors receives the Budget vs Revenue and Expenditures report for the period ended October 31, 2024.

The reports align with the following objectives of the LTVCA's Strategic Plan:

4. Improve Transparency and Understanding of Financial Statements

Respectfully Submitted

Todd Casier, CPA, CA
Manager, Corporate Services

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

10. Business for Information

10.1) CAO / Secretary Treasurer Report

Date: Dec 19, 2024
Memo to: LTVCA Board of Directors
Subject: CAO /Secretary-Treasurer Report
From: Mark Peacock, P. Eng., C.A.O. / Secretary Treasurer

Flood Plain Mapping Studies

The federal government has announced a new funding program for development of flood plain mapping. This program – the Flood Hazard Identification and Mapping Program requires significant technical details to be included in applications. Staff have worked with the Township of Southwold and the Municipality of Chatham-Kent in developing proposals. Additionally, staff will be providing technical support during the project implementation and review stages.

CM Wilson Learning Centre

Due to changing use at the centre, the Ministry of Environment, Conservation and Parks have requested that a full engineers report be prepared for the water system. Engineering staff at the LTVCA are preparing that study which will be submitted by the end of December. The report details elements of the system, sampling required to meet regulations governing the system and reporting requirements,

Longwoods Rd Resource Centre Revitalization and Indigenous Learning Centre Phase 2A

The months of November and December has seen the tendering and award of the Longwoods Road Conservation Area – Tender T03-2024- Longwoods Road Conservation Area- Phase 2A Elevator, Washrooms, Gallery. The contract award was approved by the Board in a special meeting and the board authorized the Chair and CAO to sign contract documents.

Staff have met with the approved contractor - Tradition Construction and have reviewed timelines, construction details and payment processes. The municipality has issued the building permit, so construction is set to commence. Clearing of trees and site mobilization will begin next week with excavation of the elevator pit to begin in the new year.

Due to the construction interrupting bathrooms and the entrance to the building, classes will not be taught in the period January 1 to March 15. After that point, classes will resume using the washroom facility located by the picnic shelter until the new washrooms can be made available to classes.

Recommended Resolution:

That the Chair and CAO Secretary-Treasurer Report

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

10.2) Water Management

10.2.1) Flood Forecasting and Operations

Flood Messaging and Flood Events

There have been no flood messages issued since the last written report for the Board of Directors. There were neither the rainfall conditions to produce watershed flooding, nor the wind conditions to produce shoreline flooding. With respect to rainfall, it has been quite dry over the last few months. Also, lake levels have fallen, increasing the wind threshold required to cause shoreline flooding. Winds, as reported at Cedar Springs, were relatively calm through October and November. October only saw one day, and November saw only two days, with winds between 35 and 40 km/h. December has seen three windy days, but winds did not exceed 45 km/h.

Report on Lake Conditions

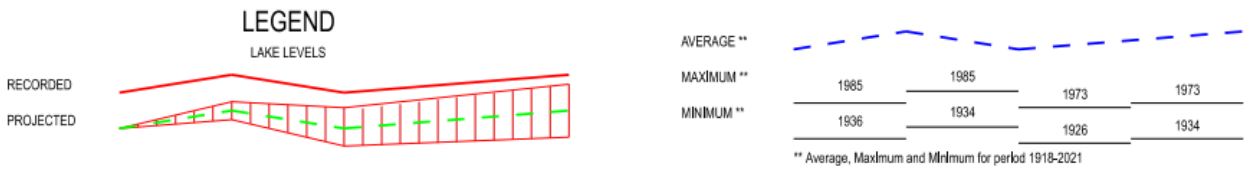
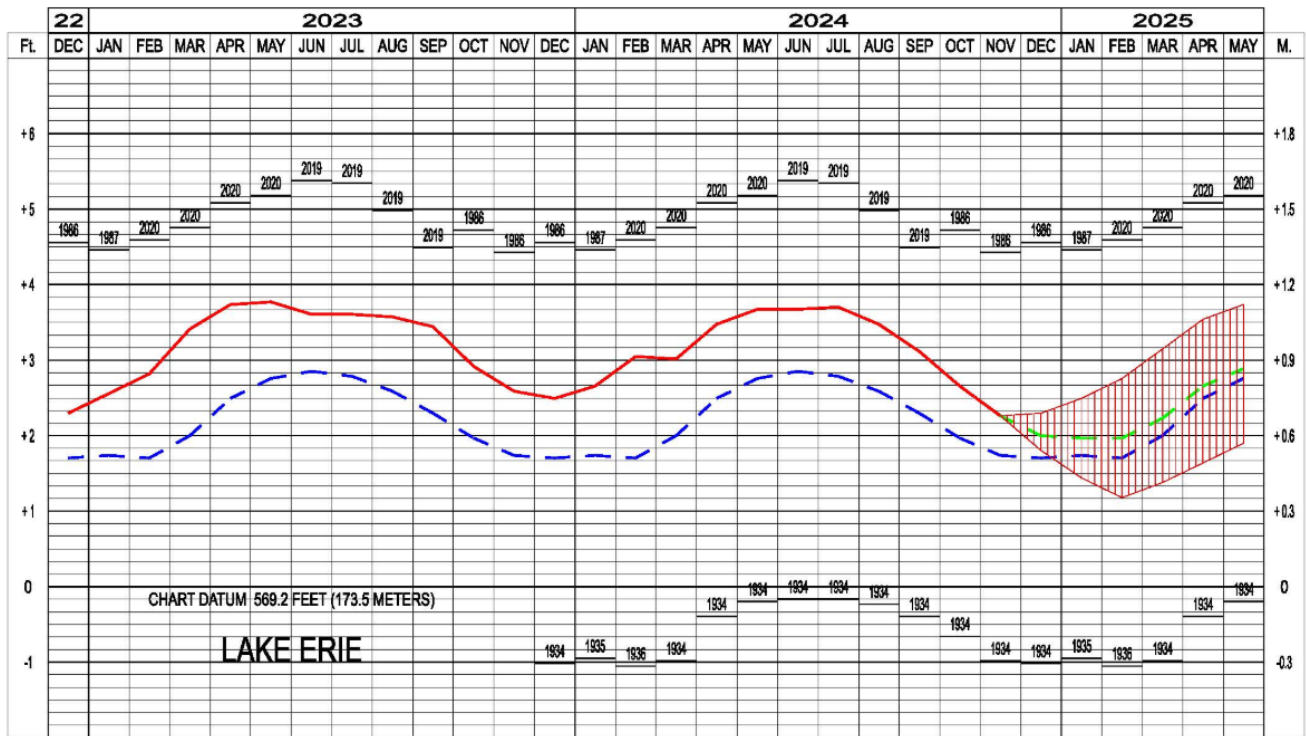
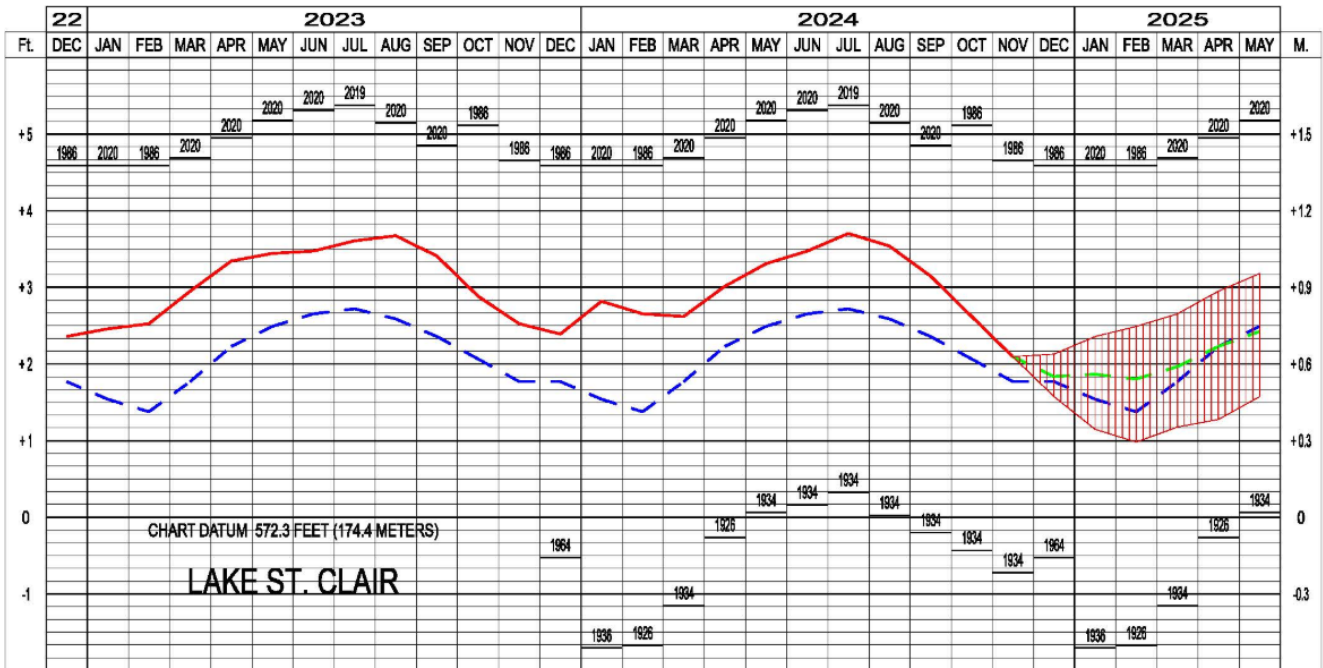
Average daily water levels on Lake Erie at the beginning of December were around 174.12 m (I.G.L.D.). The all-time record high monthly average for December was 174.89 m, set in 1986. Water levels at the beginning of December were 10 cm above what would be considered normal for the month of December. Forecasts suggest water levels are near their seasonal lows and will be not have changed by the beginning of January.

Average daily water levels on Lake St. Clair at the beginning of December were around 174.95 m (I.G.L.D.). The all-time record high monthly average for December was 175.80, set in 1986. Water levels at the beginning of December were 1 cm above what would be considered normal for the month of December. Forecasts suggest water levels are near their seasonal lows and will rise around 7 or 8 cm by the beginning of January.

Water levels on Lake Erie and Lake St. Clair began rising in 2017, creating conditions that made the shorelines in the LTVCA more susceptible to flooding. Water levels on the lakes have been considered high since that time. After lake levels peaked in 2019 and 2020, they have been slowly dropping back towards normal. Dry conditions over the last few months have finally brought lake levels back down to the point where they could be called normal. Of all the Great Lakes, only Lake Erie remains above average, and Lake St. Clair is essentially at its long-term average level. Long range forecasts of lake levels suggest that Lake Erie and Lake St. Clair will continue to see slightly above average or near normal conditions over the next 6 months.

With respect to shoreline flooding, the drop in lake levels means that only very strong winds (i.e. gale force or stronger wind events lasting several hours in duration) are now required to cause minor flooding along the LTVCA's Lake St. Clair and Lake Erie shorelines. However, there is always the possibility that inappropriate shoreline alterations could increase the flooding potential. Once the lakes freeze over for the winter, the risk of shoreline flooding will be over until the spring melt.

The figures below are published by the U.S. Army Corp of Engineers and graph the monthly average water levels and water level forecast over the next 6 months. These versions were published at the beginning of December.



10.2.2) Flood Control Structures

There has been little activity surrounding the LTVCA’s flood control structures over the last few months. There have been no significant rainfall events over the last few months so there have been no operations since the last report. Seasonal maintenance has continued for the flood control structures, including further vegetation control on the McGregor Creek Diversion Channel.

The last report to the Board of Directors from October mentioned that inspection and maintenance works were being undertaken on the pumps at the 6th St. Backwater Dam and Pumping Station. That work has now been completed. The third pump was inspected, had its seals replaced, and it has been reinstalled. All the excess sediment, associated vegetation and other small debris has also been removed from the pump chamber. Future work of this nature would be conducted under the Asset Management Plan.

10.2.3) Low Water Response Program

The Low Water Response Program looks at both precipitation and flow in local watercourses in determining whether there is a low water condition. For precipitation, both 18-month and 3-month rainfall totals are examined and the program thresholds are: Level 1, 80% of average; Level 2, 60% of average; and Level 3, 40% of average. For flows, the average flow over the last month is examined and the summer/autumn/winter thresholds are: Level 1, 70% lowest average summer flow (LASF); Level 2, 50% LASF; and Level 3, 30% LASF. During the growing season, LTVCA staff create a brief report summarizing conditions around the watershed, which is available by request. Outside of the growing season, the LTVCA relies on provincial level summary reports provided by the MNRF to keep up-to-date. As the growing season is now over a local summary report has not been created for December.

A quick look at flows on the Thames River show that throughout November flows had been close to the LASF. While flows at Thamesville appear to not have fallen below the 70% LASF threshold during this period, water levels did fall below the threshold at Dutton for around 6 days. Looking at the averages over the month, the average flows did not appear to fall below the threshold to trigger a Low Water Condition based on the flow criteria. When looking at rainfall, although the December provincial screening had not been sent out in time for this agenda, the November screening (which covers October) did not indicate any issues with rainfall totals for either the 3-month or 18-month period. Rainfall at Ridgetown for November was within 1 mm of average, suggesting that adding November into the total rainfall calculations are unlikely to change the conclusion that the threshold for a Low Water Condition has not been met. Regardless, now that winter is approaching, there is less need for water takings from the watershed.

Further information on the Provincial Low Water Response Program can be found at <https://www.lioapplications.lrc.gov.on.ca/webapps/swmc/low-water-response/>

10.2.4) Watershed Monitoring

Watershed-wide surface water quality monitoring continues at 22 sites throughout the watershed on a monthly basis. This sampling is required to be able to determine nutrient loadings related to the phosphorous reduction targets under the Great Lakes Water Quality Agreement. While the PWQMN program has started to fund some winter sampling, in the LTVCA, this sampling is being funded through the MECP under the Canada-Ontario Agreement on Great Lakes Water Quality and Ecosystem Health (COA). Pesticide sampling also continues under the agreement with Health Canada.

Groundwater monitoring for the Provincial Groundwater Monitoring Network (PGMN) program also continues. For that program, well water level and temperature data is downloaded from data loggers by LTVCA staff, in addition to those sites that have telemetry to allow the MECP to automatically download the data. A few stations also have rainloggers. Every autumn there is also a program where LTVCA staff pump seven of the PGMN wells and takes water quality samples to be analysed by the MECP. This sampling is now complete for 2024. There was discussion of adding a spring sampling run for PGMN as well, however, that work is yet to be confirmed.

The reports align with the following objectives of the LTVCA's Strategic Plan:

2. Strengthen and Increase Collaboration with Community Stakeholders
3. Increase the Awareness of the Value of Good Watershed Stewardship
4. Improve Capital Asset Review

10.3) Planning and Regulations

10.3.1) Planning

From the end of September 2024 through to the end of November 2024, there were 48 planning submissions reviewed by staff for this reporting season with respect to the Provincial Policy Statement, Section 28 of the Conservation Authorities Act and Ontario Regulation 41/24. On average it takes roughly 5 days to respond to submissions, ranging from same day response to 15 days for more involved planning submissions. There have also been 57 phone calls and over 193 email responses to inquiries that staff have responded to.

Planning Numbers	2023 Totals	Jan Totals	Feb Totals	Mar Totals	Apr Totals	May Totals	June Totals	July Totals	Aug Totals	Sept Totals	Oct Totals	Nov Totals	2024 Totals
Chatham-Kent	270	14	16	15	23	39	11	20	5	17	20	9	189
Elgin	89	7	2	2	2	0	0	3	6	4	2	2	30
Essex	17	3	0	0	5	0	0	3	12	0	6	2	31
Middlesex	35	6	1	1	0	1	5	1	0	4	5	3	27
Total Numbers	411	30	19	18	30	40	16	27	23	25	33	15	277

10.3.2) Planning Fees

MUNICIPALITY	OCT 2024 – NOV 2024	2024 TOTAL	2023 TOTAL
Chatham-Kent	\$650.00	\$3,300.00	
Elgin County			
Southwold	\$200.00	\$1,215.00	\$930.00
Dutton Dunwich		\$0	\$230.00
West Elgin	\$500.00	\$900.00	\$7,595.00
Essex County			
Lakeshore	\$250.00	\$1,400.00	\$1,115.00
Middlesex County			
Middlesex Centre		\$0	
YTD Total	\$1,350.00	\$6,815.00	\$8,755.00

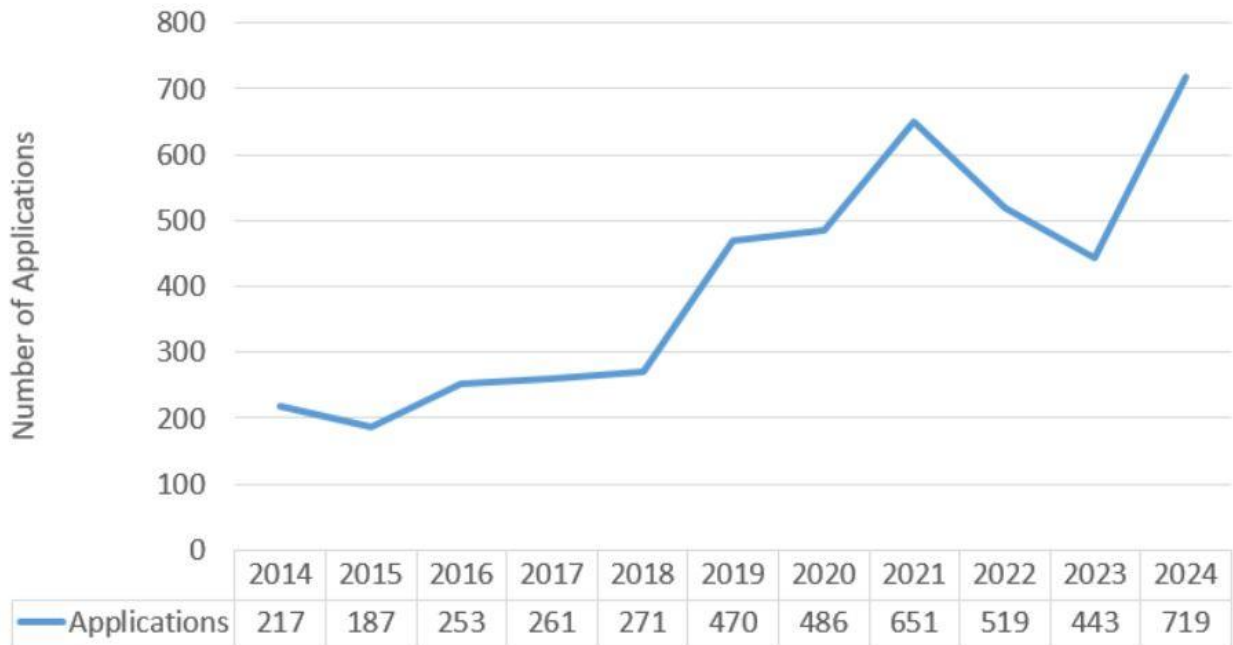
10.3.3) Section 28 Regulations / Permitting

With respect to Section 28 of the Conservation Authorities Act and Ontario Regulation 41/24, the LTVCA received a total of 345 new permit applications in the months of October and November. In the recent past, 345 applications would have been a record for the entirety of a calendar year. The majority of the permit applications are related to the Southwestern Integrated Fibre Technology (“SWIFT”) program – bringing government subsidized high speed internet to rural areas. The projects are large in scope and cover significant portions of our watershed.

Of the 345 new applications and, combined with previously submitted “incomplete” applications, a total of 310 applications were deemed to be “complete” and could be reviewed. Those 310 applications were in addition to the previous queue of 29 “complete” applications leading into this reporting period. 260 of those 339 “complete” applications were processed and all were approved by staff with conditions. As of the end of November, 77 “complete” applications were in the queue for processing. 159 of the “incomplete” applications were just awaiting their application fee to be paid prior to joining the queue for processing.

Between the beginning of the year and up to the end of November, the LTVCA had received a total of 719 “complete” applications. Comparatively, the number of complete permit applications received by the end of September in previous years is tracked below:

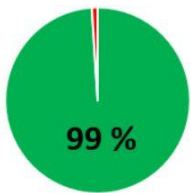
Number of Complete Applications Received by the End of November



\$148,425 in permit application fees had been collected, or was to be collected, as of the end of November which is up \$49,325 from the last board report.

10.3.4) Application Timelines:

Review for Completeness:

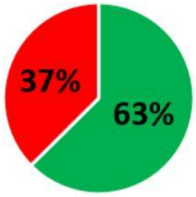


Under the new regulation (O. Reg. 41/24), the LTVCA is required to determine whether or not an application is considered to be “complete” or “incomplete” and provide a response of such to the applicant within 21 calendar days. For the months of October and November, the average response time with respect to this was 5 days (ranging between 0 and 59 days). 99% of all applications met the required timeline for a “completeness” response.

Permit Processing:

For applications issued in October and November, the table and charts below indicate that 100% of “routine” and 63% of “minor” permit applications met their applicable customer service standard for turnaround time.

Complexity of Application	# of Days to Review Permit Applications				
	0 - 14 Days	15 - 21 Days	21 - 28 Days	29 - 90 Days	> 90 Days
Routine	4	0	0	0	0
Minor	118	41	49	46	0
Major	0	0	0	0	0



For the months of October and November, the average turnaround time for a routine permit application was 4 days (ranged between 0 and 13 days). The customer service standard for routine permits is a turnaround within 14 days. The processing time for routine permit applications is meeting the customer service target.



For the months of October and November, the average turnaround time for a minor permit application was 17 days (ranged between 0 and 59 days). For private property minor complexity permits, the average turnaround time was 12 days (ranged between 0 and 55 days). The customer service standard for minor complexity permits is a turnaround within 21 days. The processing time for minor permit applications is not meeting the customer service target about a third of the time.

One “major” permit application was received in this reporting period and a decision that a hearing was required for the application was provided to the applicant outside of the applicable customer service standard (33 days rather than within 21 days). However, the hearing has yet to be scheduled. This “major” application is in addition to another “major” application which was received in September, where a hearing has yet to be scheduled. As of December 10th, the September applicant has the ability to appeal directly to the Ontario Land Tribunal as it will have been over 90 days from receipt of a complete application with no decision made.

10.3.5) Property Inquiries:

Up to the end of November, 1,215 property inquiries (including permit pre-consultation questions) were received and responded to by the Regulations Technician which is 241 more since the last board report. The October and November inquiries were responded to with ~590 e-mails and ~20 phone calls.

At the time of writing of this staff report, the current response time to property and pre-consultation inquiries is up to 15 business days for both e-mails and phone calls. The length of time to respond has increased since the last board report.

10.3.6) Regulation Mapping Update:

Section 4. (2) of Ontario Regulation 41/24 requires that the LTVCA review and update our regulated areas mapping “at least once annually”. Staff have identified areas where the mapping needs to be updated, however, the LTVCA is currently without a GIS Technician and so the regulation mapping update project is on hold.

10.3.7) Policies & Procedures Update:

Given the current workload, there has been no work completed on the Policy & Procedures Manual and, therefore, no additional municipal or public consultations on the Manual have been undertaken. The Manual hasn’t been updated since the original draft from the March board meeting. The Manual still requires multiple new sections and revisions to meet the requirements of Section 12 of Ontario Regulation 41/24.

10.3.8) Section 28 Enforcement:

In the first 11 months of 2024, 26 complaints / tips were received from the public about possible enforcement issues which is five more than the last board report. 18 of the 26 issues are confirmed violations or potential violations of the Conservation Authorities Act and the regulation. Four of the 18 violations or potential violations have been resolved.

10.3.9) O. Reg. 41/24 Permit Applications

O.Reg. 41/24 Permit Applications
(Applications Processed in October and November 2024)

B.D. 12/19/2024

App No.	Location	Community / Township	Municipality	Decision	Processing Time (days)
311-2024	24912 McMurphy Line	Aldborough	West Elgin	Granted: Oct 08, 2024	53
314-2024	6280 7th Line West	Raleigh	Chatham-Kent	Granted: Oct 08, 2024	33
374-2024	9271 to 9253 Fairview Line	Harwich	Chatham-Kent	Granted: Oct 04, 2024	0
375-2024	Communication Road near Wolfe Creek Drain	Harwich	Chatham-Kent	Granted: Oct 04, 2024	0
376-2024	23569 Kent Bridge Road	Howard	Chatham-Kent	Granted: Oct 04, 2024	0
377-2024	9638 to 9656 River Line	Harwich	Chatham-Kent	Granted: Oct 04, 2024	0
378-2024	10503 River Line	Harwich	Chatham-Kent	Granted: Oct 04, 2024	0
379-2024	10845 River Line	Harwich	Chatham-Kent	Granted: Oct 04, 2024	0
380-2024	11716 to 11806 River Line	Howard	Chatham-Kent	Granted: Oct 04, 2024	0
381-2024	23282 Kent Bridge Road to CN Rail Line	Harwich	Chatham-Kent	Granted: Oct 04, 2024	0
382-2024	11939 River Line	Howard	Chatham-Kent	Granted: Oct 04, 2024	0
383-2024	23140 Communication Road to Thames River	Chatham	Chatham-Kent	Granted: Oct 04, 2024	0
384-2024	1385 Longwoods Road	Mosa	Southwest Middlesex	Granted: Oct 15, 2024	41
386-2024	6911 Queens Line	Raleigh	Chatham-Kent	Granted: Oct 10, 2024	0
391-2024	22046 Creek Road	Harwich	Chatham-Kent	Granted: Oct 04, 2024	0
392-2024	9518 to 9522 Maynard Line	Harwich	Chatham-Kent	Granted: Oct 04, 2024	0
393-2024	9164 Doyle Line	Harwich	Chatham-Kent	Granted: Oct 04, 2024	0
394-2024	22144 Creek Road	Harwich	Chatham-Kent	Granted: Oct 04, 2024	0
395-2024	22167 Creek Road	Harwich	Chatham-Kent	Granted: Oct 04, 2024	0
396-2024	22220 Creek Road	Harwich	Chatham-Kent	Granted: Oct 04, 2024	0
397-2024	8866 to 9053 Creek Road	Harwich	Chatham-Kent	Granted: Oct 04, 2024	0
398-2024	Maynard Line at Communication Road	Harwich	Chatham-Kent	Granted: Oct 04, 2024	0
399-2024	11902 to 12014 Magnavilla Line	Howard	Chatham-Kent	Granted: Oct 04, 2024	0
400-2024	9755 to 9790 Maynard Line	Harwich	Chatham-Kent	Granted: Oct 04, 2024	0
401-2024	9790 to 9898 Maynard Line	Harwich	Chatham-Kent	Granted: Oct 04, 2024	0
402-2024	Harwich Road by Downie Drain	Harwich	Chatham-Kent	Granted: Oct 04, 2024	0
403-2024	Harwich Road at Wolfe Creek Drain	Harwich	Chatham-Kent	Granted: Oct 04, 2024	0
404-2024	22658 Mull Road to 10864 Fairview Line	Harwich	Chatham-Kent	Granted: Oct 04, 2024	0
405-2024	Lake Morningstar Drainage Works	Harwich	Chatham-Kent	Granted: Oct 04, 2024	0
406-2024	9770 to 10087 Boundary Line	Harwich	Chatham-Kent	Granted: Oct 04, 2024	0
407-2024	10821 Boundary Line	Harwich	Chatham-Kent	Granted: Oct 04, 2024	0
408-2024	Harwich Road between Campbell Line and White Drain	Harwich	Chatham-Kent	Granted: Oct 08, 2024	4

(Applications Processed in October and November 2024)

App No.	Location	Community / Township	Municipality	Decision	Processing Time (days)
409-2024	20554 to 20898 Harwich Road	Harwich	Chatham-Kent	Granted: Oct 08, 2024	4
410-2024	Harwich Line near the 401	Harwich	Chatham-Kent	Granted: Oct 08, 2024	4
411-2024	7475 Sixth Line East	Raleigh	Chatham-Kent	Granted: Oct 08, 2024	4
412-2024	22649 Bloomfield Road	Raleigh	Chatham-Kent	Granted: Oct 08, 2024	4
413-2024	Howard Road by Gotsch Drain	Raleigh	Chatham-Kent	Granted: Oct 08, 2024	4
414-2024	8298 to 8553 Seventh Line East	Raleigh	Chatham-Kent	Granted: Oct 08, 2024	4
415-2024	7305 to 7337 Fifth Line East	Raleigh	Chatham-Kent	Granted: Oct 08, 2024	4
416-2024	Wilcox Street	Chatham	Chatham-Kent	Granted: Oct 08, 2024	4
417-2024	614 to 632 Bloomfield Road	Chatham	Chatham-Kent	Granted: Oct 08, 2024	4
418-2024	139 to 141 Howard Road	Chatham	Chatham-Kent	Granted: Oct 08, 2024	4
419-2024	7321 to 7399 Queens Line	Raleigh	Chatham-Kent	Granted: Oct 08, 2024	4
420-2024	7221 to 7242 Queens Line	Raleigh	Chatham-Kent	Granted: Oct 08, 2024	4
422-2024	Arnold Creek Drain	Chatham	Chatham-Kent	Granted: Nov 07, 2024	59
425-2024	20026 to 20224 Charing Cross Road	Raleigh	Chatham-Kent	Granted: Oct 22, 2024	18
426-2024	Rail Line by 8183 Eleventh Line	Raleigh	Chatham-Kent	Granted: Oct 22, 2024	18
427-2024	Eleventh Line by Mummery Drain	Raleigh	Chatham-Kent	Granted: Oct 22, 2024	18
428-2024	Middle Line at Knott Creek Drain	Harwich	Chatham-Kent	Granted: Oct 22, 2024	18
429-2024	Middle Line at Russell Drain	Raleigh	Chatham-Kent	Granted: Oct 22, 2024	18
430-2024	Middle Line at Garnet	Raleigh	Chatham-Kent	Granted: Oct 22, 2024	18
431-2024	Middle Line at Miller Drain	Raleigh	Chatham-Kent	Granted: Oct 22, 2024	18
432-2024	Middle Line near Caldoun Drain	Raleigh	Chatham-Kent	Granted: Oct 22, 2024	18
433-2024	21457 Charing Cross Road	Harwich	Chatham-Kent	Granted: Oct 22, 2024	18
434-2024	Tenth Line at Flook and Hinton Drain	Raleigh	Chatham-Kent	Granted: Oct 22, 2024	18
435-2024	Ninth Line at Flook and Hinton Drain	Raleigh	Chatham-Kent	Granted: Oct 22, 2024	18
436-2024	8034 to 8113 Ninth Line	Raleigh	Chatham-Kent	Granted: Oct 22, 2024	18
437-2024	7696 Ninth Line	Raleigh	Chatham-Kent	Granted: Oct 22, 2024	18
438-2024	7600 Ninth Line	Raleigh	Chatham-Kent	Granted: Oct 22, 2024	18
439-2024	Eighth Line at Flook and Hinton Drain	Raleigh	Chatham-Kent	Granted: Oct 22, 2024	18

(Applications Processed in October and November 2024)

App No.	Location	Community / Township	Municipality	Decision	Processing Time (days)
440-2024	Eighth Line at Moody and Earley Drain	Raleigh	Chatham-Kent	Granted: Oct 22, 2024	18
441-2024	Seventh Line at Flook and Hinton Drain	Raleigh	Chatham-Kent	Granted: Oct 22, 2024	18
443-2024	Middle Line at Gales Drain	Harwich	Chatham-Kent	Granted: Oct 22, 2024	18
444-2024	Drury Line at Wm Walker Drain	Harwich	Chatham-Kent	Granted: Oct 22, 2024	18
445-2024	Drury Line at Cameron Drain	Harwich	Chatham-Kent	Granted: Oct 22, 2024	18
446-2024	Middle Line at Wm Walker Drain	Harwich	Chatham-Kent	Granted: Oct 22, 2024	18
447-2024	Middle Line & Lagoon Road at Cameron Drain	Harwich	Chatham-Kent	Granted: Oct 22, 2024	18
448-2024	9136 Middle Line to Fargo Road	Harwich	Chatham-Kent	Granted: Oct 22, 2024	18
449-2024	20285 Fargo Road	Harwich	Chatham-Kent	Granted: Oct 22, 2024	18
450-2024	20321 Fargo Road	Harwich	Chatham-Kent	Granted: Oct 22, 2024	18
451-2024	9158 to 9264 Drury Line	Harwich	Chatham-Kent	Granted: Oct 22, 2024	18
452-2024	20817 and 20858 Fargo Road	Harwich	Chatham-Kent	Granted: Oct 22, 2024	18
453-2024	9095 Gagner Line	Harwich	Chatham-Kent	Granted: Oct 22, 2024	18
454-2024	Huffman Road at Watts Drain	Harwich	Chatham-Kent	Granted: Oct 22, 2024	18
455-2024	21019 Huffman Road	Harwich	Chatham-Kent	Granted: Oct 22, 2024	18
456-2024	21131 Huffman Road	Harwich	Chatham-Kent	Granted: Oct 22, 2024	18
459-2024	21366 Muncey Road	Caradoc	Strathroy-Caradoc	Granted: Oct 25, 2024	38
460-2024	30830 Celtic Line	Dunwich	Dutton Dunwich	Granted: Oct 30, 2024	42
461-2024	158 Peel Street	Shrewsbury	Chatham-Kent	Granted: Oct 16, 2024	21
472-2024	Mills Drain - ID#164	Chatham	Chatham-Kent	Granted: Nov 06, 2024	0
473-2024	Haviland Drain - ID#184	Chatham	Chatham-Kent	Granted: Oct 31, 2024	42
474-2024	Longwoods Road - ID#194	Chatham	Chatham-Kent	Granted: Oct 31, 2024	42
475-2024	River Line - ID#195	Harwich	Chatham-Kent	Granted: Oct 31, 2024	42
476-2024	River Line - ID#196	Harwich	Chatham-Kent	Granted: Oct 31, 2024	42
477-2024	River Line - ID#197	Harwich	Chatham-Kent	Granted: Oct 31, 2024	42
478-2024	River Line - ID#198	Harwich	Chatham-Kent	Granted: Oct 31, 2024	42
479-2024	Fairview Line - ID#199	Harwich	Chatham-Kent	Granted: Oct 31, 2024	42
480-2024	Fairview Line - ID#200	Harwich	Chatham-Kent	Granted: Oct 31, 2024	42
481-2024	Fairview Line - ID#201	Harwich	Chatham-Kent	Granted: Oct 31, 2024	42
482-2024	Downie Drain - ID#207	Harwich	Chatham-Kent	Granted: Oct 31, 2024	42
483-2024	McKellar Cut-Off Drain - ID#215	Harwich	Chatham-Kent	Granted: Oct 31, 2024	42
484-2024	Maynard Line - ID#216	Harwich	Chatham-Kent	Granted: Oct 31, 2024	42
485-2024	Maynard Line - ID#217	Harwich	Chatham-Kent	Granted: Oct 31, 2024	42
486-2024	Maynard Line - ID#218	Harwich	Chatham-Kent	Granted: Oct 31, 2024	42
487-2024	Pinehurst Line - ID#222	Harwich	Chatham-Kent	Granted: Oct 31, 2024	42

(Applications Processed in October and November 2024)

App No.	Location	Community / Township	Municipality	Decision	Processing Time (days)
489-2024	18068 Erie Shore Drive	Erie Shore Drive	Chatham-Kent	Granted: Oct 17, 2024	23
490-2024	19037 Lakeside Drive	Lighthouse Cove	Lakeshore	Granted: Oct 08, 2024	10
491-2024	830 Mersea Road 10	Mersea	Leamington	Granted: Oct 29, 2024	13
492-2024	908 Mersea Road 10	Mersea	Leamington	Granted: Oct 29, 2024	13
493-2024	1010 Mersea Road 10	Mersea	Leamington	Granted: Oct 29, 2024	13
494-2024	1028 Mersea Road 10	Mersea	Leamington	Granted: Oct 29, 2024	13
495-2024	1220 Mersea Road 10	Mersea	Leamington	Granted: Oct 29, 2024	13
496-2024	1001 Mersea Road 10 and Mersea Road 12	Mersea	Leamington	Granted: Oct 29, 2024	13
497-2024	708 County Road 14	Mersea	Leamington	Granted: Oct 29, 2024	13
498-2024	718 County Road 14	Mersea	Leamington	Granted: Oct 29, 2024	13
499-2024	1037 County Road 14	Mersea	Leamington	Granted: Oct 29, 2024	13
500-2024	1101 County Road 14	Mersea	Leamington	Granted: Oct 29, 2024	13
501-2024	1107 County Road 14	Mersea	Leamington	Granted: Oct 29, 2024	13
502-2024	1121 County Road 14	Mersea	Leamington	Granted: Oct 29, 2024	13
503-2024	1139 County Road 14	Mersea	Leamington	Granted: Oct 29, 2024	13
504-2024	1201 County Road 14	Mersea	Leamington	Granted: Oct 29, 2024	13
505-2024	Big Creed Drain - 9th Concession Branch @ Mersea Road 12	Mersea	Leamington	Granted: Oct 29, 2024	13
506-2024	County Road 14 between HWY 44 and Mersea Road 12	Mersea	Leamington	Granted: Oct 29, 2024	13
507-2024	County Road 14 between HWY 44 and Mersea Road 12	Mersea	Leamington	Granted: Oct 29, 2024	13
508-2024	1028 Mersea Road 11	Mersea	Leamington	Granted: Oct 30, 2024	14
509-2024	1128 Mersea Road 11	Mersea	Leamington	Granted: Oct 30, 2024	14
510-2024	Mersea Road 12 at Stevenson Drain	Mersea	Leamington	Granted: Oct 30, 2024	14
511-2024	1406 Mersea Road 11	Mersea	Leamington	Granted: Oct 30, 2024	14
512-2024	1418 Mersea Road 11	Mersea	Leamington	Granted: Oct 30, 2024	14
513-2024	Mersea Road 11 at Big Creek Drain	Mersea	Leamington	Granted: Oct 30, 2024	14
514-2024	Mersea Road 11 at West Ogle Drain	Mersea	Leamington	Granted: Oct 30, 2024	14
515-2024	1608 Mersea Road 11	Mersea	Leamington	Granted: Oct 30, 2024	14
516-2024	1009 to 1608 Mersea Road 11	Mersea	Leamington	Granted: Oct 30, 2024	14
517-2024	Mersea Road 11 between West Ogle Drain & #1811	Mersea	Leamington	Granted: Oct 30, 2024	14
518-2024	Mersea Road 12 at Lundy Drain	Mersea	Leamington	Granted: Oct 30, 2024	14
519-2024	1350 Mersea Road 10	Mersea	Leamington	Granted: Oct 30, 2024	14

(Applications Processed in October and November 2024)

App No.	Location	Community / Township	Municipality	Decision	Processing Time (days)
520-2024	Mersea Road 10 at Big Creek Drain	Mersea	Leamington	Granted: Oct 30, 2024	14
521-2024	1408 Mersea Road 10	Mersea	Leamington	Granted: Oct 30, 2024	14
522-2024	1426 Mersea Road 10	Mersea	Leamington	Granted: Oct 30, 2024	14
523-2024	Mersea Road 10 at West Ogle Drain	Mersea	Leamington	Granted: Oct 30, 2024	14
524-2024	1608 Mersea Road 10	Mersea	Leamington	Granted: Oct 30, 2024	14
525-2024	1628 Mersea Road 10	Mersea	Leamington	Granted: Oct 30, 2024	14
526-2024	1711 Mersea Road 10	Mersea	Leamington	Granted: Oct 30, 2024	14
527-2024	Mersea Road 10 between Mersea Road 12 and West Ogle Drain	Mersea	Leamington	Granted: Oct 30, 2024	14
528-2024	1605 to 1711 Mersea Road 10	Mersea	Leamington	Granted: Oct 30, 2024	14
529-2024	County Road 14 at West Ogle Drain	Mersea	Leamington	Granted: Oct 30, 2024	14
530-2024	County Road 14 between Mersea Road 12 and County Road 37	Mersea	Leamington	Granted: Oct 30, 2024	14
531-2024	Mersea Road 12 at Big Creek Drain	Mersea	Leamington	Granted: Nov 04, 2024	19
532-2024	Mersea Road 12 at West Ogle Drain	Mersea	Leamington	Granted: Nov 04, 2024	19
533-2024	Mersea Road 12 between Mersea Road 10 and County Road 14	Mersea	Leamington	Granted: Nov 04, 2024	19
534-2024	Mersea Road 12 between Big Creek Drain and County Road 14	Mersea	Leamington	Granted: Nov 04, 2024	19
535-2024	1329 Mersea Road 8	Mersea	Leamington	Granted: Nov 07, 2024	22
536-2024	1407 Mersea Road 8	Mersea	Leamington	Granted: Nov 07, 2024	22
537-2024	1429 Mersea Road 8	Mersea	Leamington	Granted: Nov 07, 2024	22
538-2024	East of 1511 Mersea Road 8	Mersea	Leamington	Granted: Nov 07, 2024	22
539-2024	1608 Mersea Road 8	Mersea	Leamington	Granted: Nov 07, 2024	22
540-2024	1661 Mersea Road 8	Mersea	Leamington	Granted: Nov 07, 2024	22
541-2024	1710 Mersea Road 8	Mersea	Leamington	Granted: Nov 07, 2024	22
542-2024	1730 Mersea Road 8	Mersea	Leamington	Granted: Nov 07, 2024	22
543-2024	1810 Mersea Road 8	Mersea	Leamington	Granted: Nov 07, 2024	22
544-2024	Mersea Road 8 at South Dales Drain - 8th Concession Branch	Mersea	Leamington	Granted: Nov 07, 2024	22
545-2024	1829 Mersea Road 8	Mersea	Leamington	Granted: Nov 07, 2024	22

**O.Reg. 41/24 Permit Applications
(Applications Processed in October and November 2024)**

B.D. 12/19/2024

App No.	Location	Community / Township	Municipality	Decision	Processing Time (days)
546-2024	1320 Mersea Road 8 to County Road 37	Mersea	Leamington	Granted: Nov 07, 2024	22
547-2024	1528 Mersea Road 8 to County Road 37	Mersea	Leamington	Granted: Nov 07, 2024	22
548-2024	Mersea Road 8 at South Dales Drain - 8th Concession Branch	Mersea	Leamington	Granted: Nov 07, 2024	22
549-2024	Mersea Road 8 at South Dales Drain	Mersea	Leamington	Granted: Nov 07, 2024	22
550-2024	2310 Mersea Road 8	Mersea	Leamington	Granted: Nov 07, 2024	22
551-2024	2330 Mersea Road 8	Mersea	Leamington	Granted: Nov 07, 2024	22
552-2024	2339 Mersea Road 8	Mersea	Leamington	Granted: Nov 07, 2024	22
553-2024	Mersea Road 8 between County Road 37 and South Dales Drain	Mersea	Leamington	Granted: Nov 07, 2024	22
554-2024	2201 Mersea Road 8 to Wheatley Road	Mersea	Leamington	Granted: Nov 07, 2024	22
555-2024	County Road 14 between County Road 37 and 2230 County Road 14	Mersea	Leamington	Granted: Nov 07, 2024	22
556-2024	2338 County Road 14 to Wheatley Road	Mersea	Leamington	Granted: Nov 07, 2024	22
557-2024	Wheatley Road at South Dales Drain - East	Mersea	Leamington	Granted: Nov 07, 2024	22
558-2024	Wheatley Road at Mersea Road 7	Mersea	Leamington	Granted: Nov 07, 2024	22
559-2024	172 Rosewood Crescent	Chatham	Chatham-Kent	Granted: Oct 17, 2024	17
560-2024	166 St. George Street	Shrewsbury	Chatham-Kent	Granted: Oct 18, 2024	18
561-2024	8577 Burwell Road	Southwold	Southwold	Granted: Oct 30, 2024	13
562-2024	15990 Couture Beach Road	Tilbury West	Lakeshore	Granted: Oct 21, 2024	5
563-2024	32789 Erin Line	Dunwich	Dutton Dunwich	Granted: Oct 30, 2024	27
564-2024	5474 Gentleman Drive	Ekfrid	Southwest Middlesex	Granted: Oct 30, 2024	0
565-2024	739 3rd Concession Line	Romney	Chatham-Kent	Granted: Nov 07, 2024	34
566-2024	827 3rd Concession Line	Romney	Chatham-Kent	Granted: Nov 07, 2024	34
567-2024	881 3rd Concession Line	Romney	Chatham-Kent	Granted: Nov 07, 2024	34
568-2024	913 3rd Concession Line	Romney	Chatham-Kent	Granted: Nov 07, 2024	34
569-2024	951 3rd Concession Line	Romney	Chatham-Kent	Granted: Nov 07, 2024	34
570-2024	1031 3rd Concession Line	Romney	Chatham-Kent	Granted: Nov 07, 2024	34
571-2024	1121 3rd Concession Line	Romney	Chatham-Kent	Granted: Nov 07, 2024	34
572-2024	1183 3rd Concession Line	Romney	Chatham-Kent	Granted: Nov 07, 2024	34
573-2024	739 to 1184 3rd Concession Line	Romney	Chatham-Kent	Granted: Nov 07, 2024	34

**O.Reg. 41/24 Permit Applications
(Applications Processed in October and November 2024)**

B.D. 12/19/2024

App No.	Location	Community / Township	Municipality	Decision	Processing Time (days)
574-2024	Sinclair Line at Clendenning Drain East Branch	Harwich	Chatham-Kent	Granted: Nov 07, 2024	22
575-2024	Kent Bridge Road at Bates Bloomfield Drain	Harwich	Chatham-Kent	Granted: Nov 07, 2024	22
576-2024	19183 Kent Bridge Road	Howard	Chatham-Kent	Granted: Nov 12, 2024	39
577-2024	11887 New Scotland Line	Howard	Chatham-Kent	Granted: Nov 12, 2024	39
578-2024	Antrim Road at Bechard Drain	Howard	Chatham-Kent	Granted: Nov 12, 2024	39
579-2024	Antrim Road at Outlet Cartmill Drain	Howard	Chatham-Kent	Granted: Nov 12, 2024	39
580-2024	Harwich Road at Centre Line Drain	Harwich	Chatham-Kent	Granted: Oct 22, 2024	18
581-2024	Knights Line at Martin VanBommel Drain	Harwich	Chatham-Kent	Granted: Oct 22, 2024	18
582-2024	Harwich Road at Boundary Line	Harwich	Chatham-Kent	Granted: Oct 28, 2024	24
583-2024	Harwich Road at Boundary Line	Harwich	Chatham-Kent	Granted: Oct 28, 2024	24
584-2024	Maynard Line East of HWY 40	Harwich	Chatham-Kent	Granted: Oct 28, 2024	24
585-2024	Maynard Line at Downie Drain	Harwich	Chatham-Kent	Granted: Oct 28, 2024	12
586-2024	10733 Boundary Line	Harwich	Chatham-Kent	Granted: Oct 28, 2024	12
587-2024	10821 Boundary Line	Harwich	Chatham-Kent	Granted: Oct 28, 2024	12
588-2024	Maynard Line near McKinley Drain	Harwich	Chatham-Kent	Granted: Oct 28, 2024	12
589-2024	Laurentia Drain	Tilbury	Chatham-Kent	Granted: Nov 07, 2024	34
590-2024	1931 Mersea Road 7	Mersea	Leamington	Granted: Nov 19, 2024	26
591-2024	2001 Mersea Road 7	Mersea	Leamington	Granted: Nov 19, 2024	26
592-2024	2011 Mersea Road 7	Mersea	Leamington	Granted: Nov 19, 2024	26
593-2024	2111 Mersea Road 7	Mersea	Leamington	Granted: Nov 19, 2024	26
594-2024	2133 Mersea Road 7	Mersea	Leamington	Granted: Nov 19, 2024	26
595-2024	Mersea Road 7 at South Dales Drain	Mersea	Leamington	Granted: Nov 19, 2024	26
596-2024	Mersea Road 7 between County Road 37 and 2232 Mersea Road 7	Mersea	Leamington	Granted: Nov 19, 2024	26
597-2024	Klondyke Road at Two Creeks Drain	Romney	Chatham-Kent	Granted: Nov 15, 2024	22
598-2024	3rd Concession Line at Two Creeks Drain	Romney	Chatham-Kent	Granted: Nov 15, 2024	22
599-2024	Talbot Trail at Yellow Creek	Romney	Chatham-Kent	Granted: Nov 15, 2024	22

(Applications Processed in October and November 2024)

App No.	Location	Community / Township	Municipality	Decision	Processing Time (days)
600-2024	Hodovick Road	Romney	Chatham-Kent	Granted: Nov 15, 2024	22
601-2024	Tideswell Line	Romney	Chatham-Kent	Granted: Nov 15, 2024	22
602-2024	Zion Road	Romney	Chatham-Kent	Granted: Nov 15, 2024	22
603-2024	Bluff Line	Romney	Chatham-Kent	Granted: Nov 15, 2024	22
604-2024	4th Concession Line at Campbell Sideroad Drain	Romney	Chatham-Kent	Granted: Nov 19, 2024	26
605-2024	4th Concession Line at Hall Drain	Romney	Chatham-Kent	Granted: Nov 19, 2024	26
606-2024	4th Concession Line at Baker Drain	Romney	Chatham-Kent	Granted: Nov 19, 2024	26
607-2024	4th Concession Line at Horton Drain	Romney	Chatham-Kent	Granted: Nov 19, 2024	26
608-2024	Talbot Trail near Wharram Drain	Romney	Chatham-Kent	Granted: Nov 27, 2024	34
609-2024	Wharram Road near Wharram Drain	Romney	Chatham-Kent	Granted: Nov 27, 2024	34
610-2024	21187 Wharram Road	Romney	Chatham-Kent	Granted: Nov 27, 2024	34
611-2024	Tilton Line	Romney	Chatham-Kent	Granted: Nov 27, 2024	34
612-2024	Talbot Trail at Xury Robinson Drain	Romney	Chatham-Kent	Granted: Nov 27, 2024	34
613-2024	21559 Campbell Road	Romney	Chatham-Kent	Granted: Nov 26, 2024	33
614-2024	21559 Campbell Road to 3rd Concession Line	Romney	Chatham-Kent	Granted: Nov 26, 2024	33
615-2024	Campbell Road at N.W. Branch Tunnel Drain	Romney	Chatham-Kent	Granted: Nov 26, 2024	33
616-2024	Campbell Road at Coatsworth Robinson Drain	Romney	Chatham-Kent	Granted: Nov 26, 2024	33
617-2024	Campbell Road at 2nd Concession Line	Romney	Chatham-Kent	Granted: Nov 26, 2024	33
648-2024	154 Ironwood Trail	Chatham	Chatham-Kent	Granted: Oct 18, 2024	7
649-2024	162 Ironwood Trail	Chatham	Chatham-Kent	Granted: Oct 18, 2024	7
650-2024	166 Ironwood Trail	Chatham	Chatham-Kent	Granted: Oct 18, 2024	7
651-2024	38 Dundee Drive	Chatham	Chatham-Kent	Granted: Oct 10, 2024	2
664-2024	20946 Hickory Road	Wheatley	Chatham-Kent	Granted: Oct 18, 2024	7
665-2024	515 Tisdelle Drive	Lighthouse Cove	Lakeshore	Granted: Oct 18, 2024	2
674-2024	6473 Riverview Line	Raleigh	Chatham-Kent	Granted: Nov 22, 2024	4
676-2024	108 Fenceline Drive	Chatham	Chatham-Kent	Granted: Oct 21, 2024	0
677-2024	22046 Creek Road	Harwich	Chatham-Kent	Granted: Oct 25, 2024	1
678-2024	Tweedsmuir South Subdivision	Chatham	Chatham-Kent	Granted: Oct 30, 2024	0
680-2024	3 Russell Street	Shrewsbury	Chatham-Kent	Granted: Oct 22, 2024	0
681-2024	144/146 Elizabeth Street	Thamesville	Chatham-Kent	Granted: Oct 23, 2024	0
684-2024	19600 Eribeau Road	Harwich	Chatham-Kent	Granted: Nov 15, 2024	18

(Applications Processed in October and November 2024)

App No.	Location	Community / Township	Municipality	Decision	Processing Time (days)
685-2024	Talbot Trail at McGregor Drain	Harwich	Chatham-Kent	Granted: Oct 30, 2024	2
687-2024	20864 Fargo Road	Harwich	Chatham-Kent	Granted: Oct 30, 2024	2
688-2024	20910 Fargo Road	Harwich	Chatham-Kent	Granted: Oct 30, 2024	2
689-2024	9238 Cundle Line	Harwich	Chatham-Kent	Granted: Oct 30, 2024	2
690-2024	9513 Horton Line	Harwich	Chatham-Kent	Granted: Oct 30, 2024	2
691-2024	21464 Lagoon Road	Harwich	Chatham-Kent	Granted: Oct 30, 2024	2
692-2024	Queens Line at Huff Drain	Raleigh	Chatham-Kent	Granted: Oct 30, 2024	2
693-2024	McBrayne Drain	Howard	Chatham-Kent	Granted: Nov 29, 2024	32
694-2024	24457 Jacob Road to East of Pain Court Line	Dover	Chatham-Kent	Granted: Oct 31, 2024	1
695-2024	Pain Court Line - Jacob Road to Crow Road	Dover	Chatham-Kent	Granted: Oct 31, 2024	1
696-2024	20855 Tecumseh Road	Tilbury West	Lakeshore	Granted: Nov 01, 2024	1
697-2024	5823 Pain Court Line	Dover	Chatham-Kent	Granted: Nov 05, 2024	0
699-2024	35 Rosewood Crescent	Chatham	Chatham-Kent	Granted: Nov 05, 2024	0
700-2024	17364 Melody Drive	Lighthouse Cove	Lakeshore	Granted: Nov 07, 2024	0
701-2024	23392 Drake Road	Raleigh	Chatham-Kent	Granted: Nov 07, 2024	1
702-2024	1515 Kerr Avenue	Erieau	Chatham-Kent	Granted: Nov 06, 2024	0
703-2024	11798 Bates Drive	Howard	Chatham-Kent	Granted: Nov 14, 2024	2
704-2024	430 Indian Creek Road West	Chatham	Chatham-Kent	Granted: Nov 08, 2024	0
707-2024	33 Althlone Court	Chatham	Chatham-Kent	Granted: Nov 13, 2024	0
749-2024	David Carroll Drain No. 3	Dunwich	Dutton Dunwich	Granted: Nov 29, 2024	14
750-2024	David Carroll Drain	Dunwich	Dutton Dunwich	Granted: Nov 29, 2024	14
751-2024	Stinson Drain 2024	Mosa	Southwest Middlesex	Granted: Nov 29, 2024	9

10.4) Conservation Lands

10.4.1) Conservation Areas

Longwoods Road Conservation Area

Longwoods Road Conservation Area- Indigenous Hall is completed and we are performing the final duties for occupancy. During this period of time, the tender for Phase 2A has been completed and awarded to Tradition Construction Inc, they will be starting work in the new year.

Staff will have a couple scheduled clean up days before the holidays to help clean out the areas in which will be under construction.

CM Wilson Conservation Area

The Phosphorus Team has grown with this new grant and with that growth comes new workspaces. The CM Wilson Learning Centre will become the Phosphorus work area and ARTAS Engineering currently is working on those designs. In the new year we are hopeful to tender this project and get that work area constructed and up and running for the staff.

The staff have had two clean up days at this facility in addition to all of the previous work they have done to clean up and prep this facility for education programming and public use. Staff have been working on setting up the classroom to facilitate conversation around education, conservation and Indigenous culture.



Display at CM Wilson Indigenous and Conservation Classroom

6th Street Dam & Rivard Dam

In 2023 and 2024 the pumps for the 6th Street Dam have been pulled for preventative maintenance. That dam maintenance has been completed. A special thanks goes out to all the staff involved with ensuring the structure has been cleaned out, revitalized and in good working order for the years to come. The Rivard Dam requires maintenance throughout the year, and with the low water levels in play, staff took advantage of this opportunity and entered the Rivard Dam to clear out debris.



Adam Gibb at Rivard Dam; Ian Gauthier and Amber Frak at Rivard Dam

Camping

Camping season and Hunt camp season has come to an end with the staff finalizing up their winterizations and campground fall clean ups, it keeps our land staff on their toes. We had a successful season with our rangers, CSJ student and our land staff completing a number of projects in and around the campgrounds and on the CA Lands.

Rental Houses

Our Lighthouse Property currently does not have any renters present; however, we are collecting quotes to complete interior work on the residence prior to renting to another tenant. The Coast Guard at this time has declined the use of the facility.

Team Building & Events

Land staff have partnered up with our Watershed Staff to work together to complete Bathymetry work to create modeling of the Thames River. Due to low water levels on the Thames River, the staff had to get creative with the process and retrofit canoes to ensure the project could be completed in a timely manner. The staff have a few days left on the water, however they have put in tremendous effort in ensuring that this project gets completed.



Thames River Bathymetry Work performed by Adam Gibb, Mike Shore, Randy Kirby

The reports align with the following objectives of the **LTVCA's Strategic Plan**:

2. Strengthen and Increase Collaboration with Community Stakeholders
3. Increase the Awareness of the Value of Good Watershed Stewardship

10.5) Conservation Services

10.5.1) General Update

Project recruitment this fall has been exceptional on attaining larger than average projects. Many 5 to 10 acre projects have surfaced and more continue to trickle in. This gives us an excellent jump on 2025.

Positions are now being filled for our Agriculture and Phosphorus initiatives, and several staff have started at the LTVCA. Russel Vey has also been selected for the ALUS Elgin Program Lead position and will begin on November 25th.

Eastern District: Our Eastern District Stewardship Technician, Tyler Thornton returned from some time off in Mid-October. Upon Tylers return he has been frequently communicating and following up with local landowners who consistently reach out and are inquiring about future projects to be conducted on their properties. Tyler conducted a promotional mailing campaign in liaison with Canada Post, which distributed over 1000 stewardship letters to rural landowners residing in the eastern district of the LTVCA watershed, which have resulted in many leads for projects in the next fiscal year. Tyler has contacted all public & private golf courses pertaining to potential stewardship projects within the LTVCA watershed. Willow Ridge & Maple City Golf Course both responded, and grassland, tree, and wetland projects are all currently being developed for implementation next year. Several wetland projects are either completed or in que to be completed prior to the end of the year. Reporting for ECWP funded projects of Tylers in Elgin County for 2024 are currently being completed and submitted and all reporting documents for Trees Canada funded projects of Tylers in 2024 has been completed and submitted. Tyler is in ongoing communication with both Trees Canada & the municipality of Dutton to organize a large stock tree give away event that will be hosted at the Dutton community centre on April 12th, 2025. As part of our Heuvelmans Chevrolet partnership a recent radio interview spot with Tyler to promote our stewardship programming with a focus on trees and reforestation was broadcast in early November.



Stephanie Goldie Wetland



Andrew McCallum Wetland & Soil Erosion Control



Glenn Ruby Wetland

Wetlands and Ducks Unlimited Canada Partnership

Weather this fall made for perfect conditions to implement wetland projects. A large portion of this year's wetland projects were completed, with 6 of them occurring in South Kent. One project was completed in Essex, in partnership with DUC and OSCIA and totalled approximately 1 acre in size.

Those that had access to ground water already started to fill, while the others will have to wait until the wet seasons to recharge.

Efforts are underway to complete this year's projects, with final reporting right around the corner for some of our funders.

Completed Wetland Projects:



Merlin (Drake Rd) Wetland 1 – 0.6 acres



Blenheim (Stefina Ln) Wetland – 0.54 acres



Blenheim (Lagoon Rd) Wetland – 1.25 acres



Merlin (Drake Rd) Wetland 2 – 0.4 acres



Blenheim (Brush Line) Wetland 1 – 0.5 acres



Blenheim (Brush Line) Wetland 3 – 0.5 acres

ALUS Middlesex

As another year comes to an end, the focus here at ALUS Middlesex has turned to year-end reporting as well as planning out projects for next year with both returning and new participants. This past year the team at ALUS Middlesex successfully established 39 new projects through the enrollment of 29 new participants. Through continued collaboration with the LTVCA and other local CA's, ALUS has helped restore over 100 acres of previous farmland into thriving habitat in 2024.



This 2-acre wetland enhances a marginal, wet area of previous farmland to provide food sources and habitat for migratory birds, reptiles and amphibians, and further improves water quality of the nearby watercourse

In October, ALUS Middlesex welcomed their Interim Program Director, Erica Ion, as Elise Gabrielli began her maternity leave. Erica brings a valuable background in environmental sciences having studied at both the University of Guelph and Western University. Originally from London, Erica grew up spending many weekends on her grandparent's farm in Middlesex County. ALUS Middlesex is excited to have her on the team to continue our goal of facilitating the restoration of previously marginal farmland.



ALUS Staff Graham Moddle and Erica Ion at the ALUS outreach booth at a local Eco-Fest Event, meeting with farmers to share details of the ALUS program and connect with local landowners

This fall, the team has had numerous opportunities to expand our activities, from attendance at the recent Eco-Fest Event- a Christmas Market with an environmental focus through the student-led environmental group EcoExeter – as well as conducting soil testing on numerous grassland project sites in Middlesex County with ALUS Canada. Notably, staff also had the opportunity to participate in the monitoring and data collection of the Thames River with the LTVCA.



Two canoes of LTVCA staff conduct eco-friendly monitoring of the bed of the Thames River just west of Clachan – this monitoring provides valuable data of the topography and overall health of the river

ALUS Chatham-Kent

The last of our projects are now in the ground! We completed a 2-acre wetland in Muirkirk & seeded 3-acres of native aquatic pollinator plants around the wetland. In the spring of 2025, we will add trees to complete the 7-acre restoration. After planting an 8-acre pollinator prairie on the Thames River, we received a lovely thank you letter & a photo of Joe Csoff & his son with their specialized tallgrass prairie planting equipment. Both tallgrass prairie projects were supported by the Canadian Wildlife Federation, who designed & supplied the seed mixes to suit the project areas.



Joe Csoff and his son with their specialized tallgrass prairie drill-seeder.

The ALUS Chatham-Kent PAC met on November 21st, it was an open meeting for anyone interested in joining the PAC to see what we do. An interested farmer joined us & we received 2 additional applications to join the PAC. We will be discussing the applications for new PAC members at our day-long strategy meeting in December.

A financial update was provided, including the final report from our primary wetland funder – the Ministry of the Environment, Conservation and Parks. We reviewed the final number of acres & projects established in 2024 – we hit all our targets! We also reviewed our target projections for 2025 & sent in our proposed budget. Interest in projects has been very high this fall & we will be able to establish many more projects in 2025.

The PAC approved 2 projects – a 6-acre Oak Savanna with tallgrass prairie & a 2-acre tallgrass buffer that will run between hydro poles that jut 30 feet into the field, and a municipal drain. The PAC encourages any farmer that has hydro poles in their fields to contact us about turning the area around the poles into a buffer.

Training for our Farmer Liaisons, to help with getting our 2019 renewal agreements verified & signed, took place on-site of a gracious participant who allowed us to use their projects as a demonstration site for the training.

Lastly, the PAC voted to invite all the LTVCA staff for a catered lunch on December 12th. We did this at our day-long meeting in January 2024 & the PAC felt it was a good way to thank those at the LTVCA who have been crucial to our success.



2-acre wetland in Muirkirk, under construction



Completed 2-acre wetland in Muirkirk

Urban Stewardship

The Urban Stewardship Program has achieved several significant milestones in recent months, reinforcing its commitment to enhancing climate resiliency and fostering community engagement. A highlight of the fall season was the continuation of the *Shading the Future* project, funded by Together CK and the CK Community Foundation. This initiative saw 250 native Carolinian trees distributed to the public through a fall tree giveaway, bringing the project total to 650 trees provided to Chatham-Kent residents. These efforts contribute to improved biodiversity, carbon sequestration, and climate mitigation within the region.

In Turin, a volunteer event at the Paw Prairie engaged 16 high school students from Chatham-Kent Secondary School in collecting native prairie seeds. These seeds will support future restoration projects and play a crucial role in maintaining and enhancing prairie ecosystems. This event demonstrated the program's focus on community-based restoration and fostering environmental stewardship among youth.

Another major achievement was a large-scale tree-planting project at Blythe Park in Chatham, conducted in partnership with Enbridge, the Municipality of Chatham-Kent, the Sydenham Field Naturalists, and the LTVCA. During this initiative, 150 trees were planted, contributing to urban greening and habitat creation.



Enbridge volunteers post-plant at Blythe Park.

Looking ahead, the LTVCA is excited to host the 2025 City Nature Challenge, an international competition on iNaturalist. Chatham-Kent residents will participate in identifying native species, promoting biodiversity awareness and putting the region's natural heritage on the global stage. Additionally, a partnership between the LTVCA and the Municipality of Chatham-Kent has secured \$385,000 in funding over four years to implement Sustainable Neighbourhood Action Plans (SNAPs). These plans will address urban sustainability challenges and focus on creating greener, more resilient neighbourhoods through targeted actions.

The Urban Stewardship Program also received a grant from the TD Friends of the Environment Fund (TD FEF) to launch the *Tomorrow's Greener Communities Today* initiative. This program will engage local schools and businesses in greening their grounds through volunteer tree-planting events, further enhancing green spaces and fostering environmental responsibility within high-use areas.

Overall, This has been an exceptional year for the program, with **449 volunteers donating over 1,050 hours** to support urban stewardship endeavors across the watershed. These collective efforts have been instrumental in advancing the program's goals and highlight the vital role of community involvement in addressing environmental challenges.

10.5.2) Agricultural Program



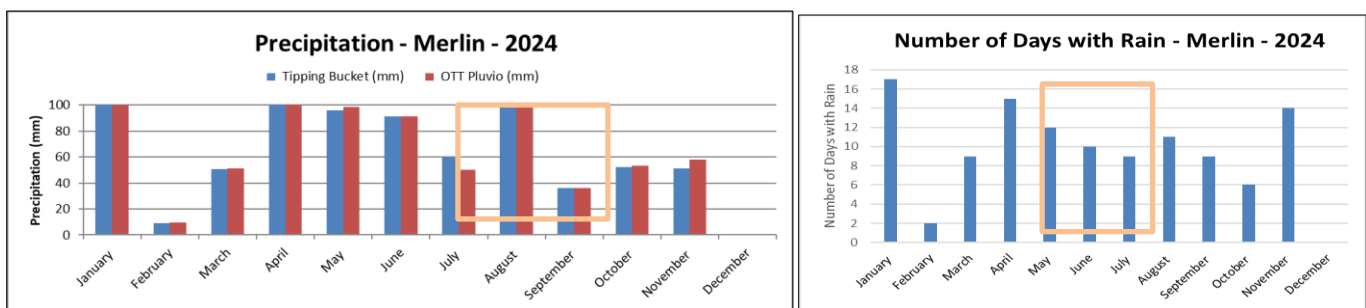
On-Farm Applied Research & Monitoring (ONFARM) Program

Work continues for the ONFARM program, developed by the Ontario Ministry of Agriculture, Food and Agribusiness and delivered by the Ontario Soil and Crop Improvement Association. LTVCA staff have been busy conducting outreach events and edge-of-field maintenance before the winter season.

The LTVCA staff presented ONFARM findings to local producers and other industry professionals at the McKeough Demonstration Day at SCRCA. The presentation highlighted the 2019-2023 ONFARM program results, comparing water quality and quantity outcomes across different management practices. It also provided a useful opportunity to showcase the continuation of ONFARM program to 2028, and the addition of the Fairview monitoring site to the ONFARM program.



The fall months have been drier than usual, with only 36 mm, 53 mm, and 57 mm of rain in September, October, and November. These below-average amounts of rain, coupled with very dry soils, led to no significant rain events for edge-of-field water sampling. However, the dry weather was beneficial for site maintenance work, including changing sampler tubing, site measurements, data downloads, and installing trigger cables at the Merlin A sites. The cables allow flow-based sampling, ensuring a more accurate and efficient sampling procedure.



Additionally, fall maintenance was conducted on the research tanks at the Fairview site. Previously, the tanks were installed to test the efficacy of various phosphorus-absorbent materials. The LTVCA staff, with help from the landowner and OMAFA staff, performed a full tank clean out involving the removal of old test material to ensure a clean site until a new project is ready to be installed.



Ontario Ministry of Agriculture, Food and Agri-Business (OMAF)

The LTVCA agricultural staff continue work on the 2024 OMAFA-COA agreement. The purpose of the Canada-Ontario Agreement on Great Lakes Water Quality and Ecosystem Health (COA) is to restore, protect and conserve Great Lakes water quality and ecosystem health. The OMAFA-LTVCA agreement is focused on activities that address the issue of excess nutrient loads with the objective to reduce harmful and nuisance algal blooms. The agreement supports activities with the Chippewa of the Thames First Nation Agricultural (COTTFN) Water Management Plan. In October 2024 staff assisted the COTTFN in deploying three HOBO level loggers in different areas of water within the nation. The HOBO level loggers will monitor water levels and water temperature. The sensors will document seasonal variations and contribute to the water management plan initiatives of the COTTFN.

Precision Phosphorus Reduction Program

The agricultural program coordinator is thrilled to announce the official launch of the Precision Phosphorus Reduction Program, aimed at reducing phosphorus levels to protect our local waterways in the Lower Thames watershed. This initiative is delivered through the Canada Water Agency and is a key step in the LTVCA's commitment to sustainable agricultural practices. The program offers funding and education to landowners interested in implementing or enhancing agricultural Best Management Practices (BMPs) on their properties. LTVCA project staff are currently focused on collecting 2024 cover crop planting information from the farm businesses that have applied to the new program, and verifying these plantings. Staff have also been busy creating educational and promotional material to distribute at upcoming outreach events.

To ensure the success of the Precision Phosphorus Reduction Program, we are pleased to introduce four new staff members who will play a vital role in its delivery. Each of them brings unique expertise and passion, and they will contribute to various aspects of the program. Please join us in welcoming:



Amanda Doucette – Agricultural Communications & Outreach Technician

Hailing from Prince Edward Island, Amanda relocated to Chatham earlier this year with her husband Billy and three cats. After graduating from Journalism and Communications at Holland College in P.E.I., she began her career as a multimedia journalist. Amanda explored the depths of the media industry (broadcast, print, radio, etc.) before catching the Sci-comm bug while working to promote healthy water quality in Atlantic Canada. Amanda joins the LTVCA team as the Agriculture Communications & Outreach Technician, spearheading program creative elements ahead of the official public launch.

Amber Frak – Water Quality Technician

Amber Frak has been hired as a Water Quality Technician. She is from Chatham and attended Fleming College for Fish and Wildlife and Trent University for her Bachelor of Science in Biology. Her previous work experiences range from soil sampling with A&L Laboratories to wetland conservation with Ducks Unlimited Canada. Her responsibilities as the Water Quality Technician will include conducting a variety of monitoring and sample collection at research sites to support ongoing phosphorus reduction initiatives.

Andrew Mickle – Agricultural Stewardship Specialist

Andrew grew up in London, ON and spent much of his youth camping, exploring and fishing along the Thames River and throughout the many conservation areas of Southern Ontario. After studying Environmental Sciences at Fanshawe College and the University of Western Ontario he went on to work in the agricultural industry with a focus on precision agronomy and soil health. After a 15-year career in the private sector Andrew chose to pursue a childhood dream of working in conservation. As the Agricultural Stewardship Specialist, Andrew will draw from his previous experiences to assist farmers in implementing best management practices on farms with the goal of improving both agricultural production, and the environmental health of the wider Lake Erie Watershed.



Leah Ripley – Agricultural Administration Assistant

Leah Ripley is the new Agricultural Administration Assistant for the Phosphorus Reduction Program. Born and raised in Chatham-Kent, Leah has a passion for the nature in the area. Leah graduated Trent University in 2022 with a degree in Environmental Science and Studies. The Agricultural Administration Assistant will provide essential administrative support to the Agricultural Program team, including assisting with mapping projects and ensuring the efficient management of claims, applications, and related documentation.

10.5.3) Aquatic Species at Risk (SAR)

Temperature and dissolved oxygen data loggers are currently being removed from the Thames River, Rondeau Bay tributaries and Baptiste Creek. The Survey123 electronic data collection form has been updated for the retrieval process. Three Environmental Technician students from Ridgetown College, Harrison Howe, Ani Pearn and Andrew Russchen, will help analyze the data starting in January.

A presentation regarding the Aquatic SAR found in the watershed, threats to them and what individuals can do to reduce those threats was given to the Sydenham Field Naturalists on November 6.

A three-year Aquatic SAR Habitat Stewardship Program (HSP) funding proposal is being developed for submission to Fisheries and Oceans Canada and will be submitted by December 13.

Vicki McKay participated in a threat assessment meeting for Pyramid Dome and Globose Dome snails. Pyramid Dome occurs in Sinclair’s Bush Conservation Area.

10.6) Communications, Education and Outreach

10.6.1) Communications

As of December 2, 2024 the Lower Thames Valley Conservation Authority's Facebook page has 3,765 Followers, the Instagram page for the Authority has 1,346 Followers, and the Authority has 1,228 followers on X. The decrease in X followers is likely in response to changes to X, its decline in usage, and the limited posts being provided by our account at this time.

A Fall Newsletter was successfully distributed to approximately 500 recipients. This initiative provides recipients with early access to event information, allowing them to register for events such as the Free Tree Giveaway three days before the event is publicized on social media.

A significant update in Communications is the hiring of OOK Productions to redesign the LTVCA website. The updated website, set to launch in early April, will offer a modernized and user-friendly interface. The redesign will include branding updates, SEO improvements, and enhanced copywriting to create an engaging experience for visitors. This initiative aims to improve navigation and accessibility for all users.

Communication staff attended the annual in-person meeting hosted by Conservation Ontario at Credit Valley Conservation's main office. The full-day meeting covered several key topics, including:

- Accessibility for Ontarians with Disabilities Act (AODA) standards and compliance.
- Updates on new legislation and public engagement strategies.
- Innovative communication ideas shared by other Conservation Authorities.

10.6.2) Outreach



The LTVCA curled their way to victory at this year's Conservation Authority Curling Bonspiel, hosted by Credit Valley Conservation Authority in Brampton. The LTVCA team swept the competition, showcasing skill and teamwork to secure the coveted first-place trophy. Their impressive win means they will host the 2025 Bonspiel on home turf in Chatham, promising an exciting event as they welcome fellow conservation authorities to compete on their ice.

10.6.3) Education

Two educators attended the ReKindle the Spark Conference held at Albion Hills Conservation Area. This three-day event for Conservation Educators featured presentations by outdoor educators, researchers, and professionals on topics such as:

- The latest research on barefoot trails.
- Conservation Authority games and programs.
- Hands-on learning opportunities.

The conference provided valuable insights and new techniques to enhance outdoor education programs, ensuring educators stay current with innovative practices.

C.M. Wilson Learning Centre

C.M. Wilson clean up days did wonders on the learning centre! It's cleaner and more organized. The classroom is continually getting closer to completion, with the Indigenous Community Educator currently working on updates to the habitat display (formerly the Four Seasons display found at Longwoods Road Conservation Area).



Habitat Display



Grade 9 science students

The C.M. Wilson Learning Centre experienced an increase in field trip bookings this fall. The Wetland program was the most popular, with approximately 250 students from Grades 6-9 participating. Students engaged in hands-on learning activities, such as benthic invertebrate surveying, to assess wetland health.

Additionally, new programs based on Indigenous Traditional Knowledge and teachings are now being offered by the Indigenous Community Educator. Further programs continue to be developed with ideas being refined as programs are piloted.

Longwoods Road Conservation Area

Programming has been consistent throughout the fall, though select dates were blocked because of staffing constraints and construction preparations. Despite this, approximately 1200 youth will have participated in programming at Longwoods September through December, 2024. Most groups continue to book the Ska-Nah-Doht Experience and a second program that meets their individual learning goals.

The Indigenous Community Educator from C.M. Wilson has been supporting program execution as things ramp up at their home location and a new Indigenous Community Educator is hired for Longwoods. The hiring process is nearing completion, and we hope this staff member will join our team at the start of the new year.

Because of construction plans for January – March 2025, the decision has been made to not book education programs at Longwoods until after March Break. This decision was made based on the availability of indoor spaces, washrooms, and the safety of students.

10.6.4) Ska-Nah-Doht Village and Museum

As of December 2, 2024 the Ska-Nah-Doht Village's Facebook page has 3,949 Followers. The Instagram page for the Village has 703 Followers.

Filming at Ska-Nah-Doht

Filming took place at Ska-Nah-Doht Village and Longwoods Road Conservation Area on October 15-17, 2024. The weather cooperated and we had two lovely days for the shoot. Staff took advantage of the late nights, early mornings, and clear skies to capture some wonderful photos.

Visitor Engagement

Over the past few months the Assistant Curator has created small temporary informative exhibits and infographics. Topics have included: Indigenous Veterans Day and Remembrance Day, at-risk turtles in Ontario, and Cultural Belongings of the Month displays. They have also refurbished the model longhouse and continue to complete other small upkeep projects within the museum.

For the month of November, the Assistant Curator also took over Ska-Nah-Doht's Instagram and Facebook for the #Museum30 prompt challenge. During this time there was consistent engagement from Followers on both Instagram and Facebook.

Account	New Followers	Visits	Reach	Views
Facebook	33	885	11 500	31 200
Instagram	9	49	706	3800

Preparations for Renovations

As the next stage of renovations approach sorting, storage, and purging take place at Ska-Nah-Doht Museum / the Resource Centre.

An elevator is to be installed in the entry way¹ requiring cubbies and items stored in a portion of them to be stored elsewhere. Items kept in the former library must be sorted through and relocated as the space will be needed for the elevator's mechanical systems. Further, the contents of the Curator and Indigenous Community Educator's office must be sorted, stored, or moved to new locations within the building as the office space is being transformed into a new hands-on display area.

Exhibits for these new spaces continue to be developed. Further, as the London Children's Museum has had its final days at their Wharncliffe Road location we anticipate planning for exhibit furniture transfer in the coming weeks.

¹¹ Funding request submitted to the Westminster College Foundation was not successful.



Ska-Nah-Doht Advisory Committee

DRAFT MINUTES

The meeting of the Ska-Nah-Doht Advisory Committee was held in person and via zoom at 4:30 P.M. on Thursday, November 14, 2024. The following members were in attendance: B. Bruinink, C. Parker, R. Doane, K. Loveland, S. Hipple and M. Peacock. Also, in attendance: A. Klages and A. Vriends.

1. Minutes of the Last Meeting

SND-2024-16 C. Parker - K. Loveland

Moved that the minutes of the September 19, 2024 meeting be approved.

CARRIED

2. Business for Approval

None noted.

3. Business for Information

3.1) Staff Update

Assistant Curator continues to work on numerous project freeing up the Curator to focus on administrative tasks.

Interviews are underway for the hiring of the Indigenous Community Educator for Longwoods.

3.2) Grant and Funding Updates

Work continues on the Digitization Plan, a 2025 CMOG requirement. 2024 CMOG funding was approved, part of this application was the emergency plan which was also approved.

Application was submitted to the Westminster College Foundation for funding to offset the LTVCA portion of elevator construction. We await their decision.

The 2025 Canada Summer Jobs application opens in mid-November. The Curator will be applying for summer student support as always.

3.3) Education Programs

Education programs for 2024 will wrap up on December 19, 2024. The Curator has held off on booking programming for January – mid-March 2025 as a result of anticipated elevator construction and renovations to numerous museum spaces.

During this time, the Curator will work with the Education team to revamp programs and finalize draft write-ups of Ska-Nah-Doht programs which were not previously comprehensively compiled.

3.4) Events and Marketing

An in-kind grant was received, to place an ad in the Globe and Mail with other members of the Ontario Southwest Tourism community through the support of Ontario's Southwest. These ran on November 13, 2024.

Staff will be planning 2025 events early in 2025.

3.5) Update on SND Revitalization

We continue to await possession of the new hall.

The next phase will include the construction of an elevator, the updating of the main washrooms, as well as the renovation of the Curator office into a hands-on space. Depending on the budget allocations, new carpet and updates to the accessible washroom may also take place.

3.6) Community Consultation

There were 91 responses to our Public Consultation regarding the Indigenous Community Learning Centre. The vast majority of respondents are those who have visited in the last 3 years. While this means we are actively engaging our current public in the consultation those who know or visit less frequently are not as represented in the results. Most respondents were aware of the project prior to completing the survey and approximately half are from Middlesex County, a further quarter are from London.

Opportunities for personal learning, representation, and Truth and Reconciliation, as expected, were all important to respondents.

3.7) Village and Cabin Updates

The accessibility ramps at the cabins have been adjusted by Motion, and paving stones have been placed under their feet.

The yearly clean of the attics at the Cabins has taken place, and the Curator will begin purging items in storage at the cabins that are no longer needed or in good repair.

Quarterly inspections of the Cabins and Village will be completed over the coming weeks. It is the intention of the Eastern District Lands team to begin repairs to Village walls over the same time period. Cabin roofs are scheduled for replacement as part of the LTVCA Asset Management Plan.

SND-2024-17 C. Parker – S. Hipple

Moved that items 3.1 through 3.7 be received for information.

CARRIED

i. Other Business

None noted.

i. Next Meeting Date

Thursday, March 20, 2025

6. Adjournment

SND-2024-18 K. Loveland – C. Parker

Moved that the meeting be adjourned.

CARRIED

B. Bruinink
Chair

Mark Peacock, P.ENG.
CAO/Secretary-Treasurer

10.8) Wheatley Two Creeks Association November Minutes

WHEATLEY TWO CREEKS ASSOCIATION

Attendance: Rick Taves, Ken Hatt, Bob Niven, Pauline Sample, Gerry Soulliere, Bruce & Marj Jackson, Joe Pinsonneault, Lorna Bell, Roger Dundas, Elisabeth Pocantos, Lee & Linda Pearce.

AGENDA: Moved by Phil, sec. by Roger agenda be accepted as given (Carried).

Minutes: Moved by Phil, sec. by Joe minutes be accepted as read (Carried).

Memorial Groves: We have some trees to be planted, will plant temporarily then plant permanently in the spring. Bob has some tulip trees on his property that we could replant at Two Creeks.

Prop. & Equip.: Gerry has applied for a \$5000.00 grant to help replace the culvert bridge, it would be matched by the government. The old trailer that L.T.V.C.A. owns is available, the Pearces said it could be stored on their property until needed. The small pavilion is rented for Dec. 28. The large pavilion has been rented for next June and Oct. Joe will order 28 posts for the pavilion, the permit has been submitted. The water tank rims are in the shed, waiting for tires. The stage has been coated with preservative.

Concerts: Allison Brown and Lonesome Lefty will play next at the church. The Andrew Taves concert went well. We will decide about next year in the near future. We will have 15 dates next year, half have been booked. Gerry has applied for a grant to help with expenses.

Correspondence: None.

Financial Report: Account Balance as of Sept. 30 2024 was \$55,844.44. Account Balance as of Oct. 31 was \$59,075.36. Moved by Roger, sec. by Lorna report be accepted as given (Carried)

Old Business: None.

New Business: Will give \$100.00 to the Friendship club for the use of their room.

Adjournment: Roger moved for adjournment at 6:50 pm.

11. Correspondence

11.1) Rebuild or retreat? Repeat flooding forces tough decisions on homeowners, governments

Rebuild or retreat? Repeat flooding forces tough decisions on homeowners, governments

Managed retreat can be a safer, cheaper option as flood risk grows



[Emily Chung](#) - CBC News - Posted: Nov 03, 2024 4:00 AM EST | Last Updated: November 3



Tammy Kilgore watches while her former home is demolished as part of a voluntary buyout in flood-prone Mosby, Mo., in 2019. Kilgore accepted a \$45,000 US payment to leave her home of 38 years and has moved to a nearby community. (Charlie Riedel/The Associated Press)

[Spain](#), the south coast of [B.C.](#) and the southeastern U.S. are all cleaning up after torrential flooding this past month. Rebuilding will be difficult and costly.

As of last week, Florida's back-to-back hurricanes had racked up [\\$2.13 billion in insured losses from Hurricane Milton](#) and [\\$3 billion from Hurricane Helene](#), local media reported, citing the state government.

That led [some](#) Florida residents, [including a local meteorologist](#), to raise another option — managed retreat.

That can mean buyouts so homeowners can move somewhere safer, as has happened after repeat flooding in a number of Canadian provinces. Or it can mean moving

infrastructure to higher ground, [as is happening with Lawrencetown Road in Nova Scotia](#). A stretch of the highway is being relocated 40 metres inland, after coastal erosion ate away the headland it crosses, and big storms have often left it covered in water and debris, forcing it to close.

WATCH | Lawrencetown Road to be moved due to the effects of climate change:



The Halifax-area coastal road, also known as Highway 207, has been repeatedly battered by storm surges. The CBC's Taryn Grant talked to residents and provincial planners about plans to move the road.

In an extreme case, the [entire Kashechewan First Nation in Ontario](#) reached an agreement with the federal government in 2019 to move the community's buildings 30 kilometres away within 10 years. Its current flood-prone location on the Albany River forces 2,500 people to fly out and flee the community each spring to escape rising flood waters caused by the break-up of river ice.

But when is managed retreat warranted? Where and how is it happening? And what are the pros and cons?

Here's a closer look.

What is managed retreat?

Managed retreat, also called **strategic relocation** or **strategic retreat**, means moving people, buildings, assets or infrastructure away from areas where they're at risk from hazards such as flooding and wildfires.

Many of those hazards are increasing due to climate change caused primarily by burning fossil fuels. For example, that has boosted flood risks such as heavy rain,

powerful storms, sea level rise and coastal erosion, expanding flood zones and causing repeat damage in certain areas with much higher frequency.

Managed retreat for homes in flood zones typically means governments buying homes from owners (either through voluntary agreements or, less commonly, expropriation), demolishing them, and turning the properties into parkland to give floods more space to expand without affecting other infrastructure.

WATCH | Could 'strategic retreat' prevent property damage during floods?



Craig Stewart, vice-president of federal affairs with the Insurance Bureau of Canada, says offering one-time buyouts for people living in flood plains could be a way to avoid costly damage to their homes.

What are the alternatives to moving or retreating?

Daniel Henstra, a professor of political science who studies climate risk at the University of Waterloo, said traditionally, Canada and other countries have mainly dealt with increasing risks through shoring up protection such as dikes and seawalls. It's also possible to adapt by doing things like flood-proofing basements or using fire-resistant building materials.

Why would you move instead of protecting homes or adapting?

Sabine Dietz is executive director of the Canadian think-tank [Climatlantic](#), which [published a report on managed retreat last year](#). She said some risk is growing beyond our ability to adapt, such as hurricanes getting stronger, more frequent and unexpected and bringing bigger storm surges.

"We can't fix this," she said, adding that eventually, it will no longer be possible to "rebuild" or "build better" at certain locations, such as along eroding or low-lying coastlines. "Wouldn't it be better to manage the risk ... by removing some of the most valuable assets?"

WATCH | This is why insurance companies refused to pay for houses lost to Fiona:



Newfoundlanders who lost their home to the most powerful storm to make landfall in Atlantic Canada say insurers didn't pay out a cent when their homes were destroyed in September 2022. But an insurance expert says there's a solution on the horizon for future flood victims.

Henstra said not only does managed retreat drastically reduce risk in such areas — it does so permanently.

"It's also potentially cost effective, particularly where properties are damaged repeatedly," he said, since it involves a one-time payment instead of repeated costs for repairs.

In the U.S., [a government-funded study in 2020](#) calculated that the country could save \$1 trillion over 100 years by removing a million homes from flood-prone areas. That would avert property damage that's usually paid for by federally subsidized flood insurance and disaster programs and reducing drowning deaths during floods.

In Canada, the [cost of natural disasters is ballooning](#) and insurance industry estimates suggest that up to [1 in 10 Canadian homes are uninsurable for flooding](#).

A [2022 federal report](#) by Canada's Task Force on Flood Insurance and Relocation looked at options for government-backed insurance for those homes.

It calculated that relocating the riskiest 0.5 per cent of Canadian homes for flooding — about 77,000 — would cut average annual losses from flooding by \$637 million a year or 21.5 per cent. Removing those homes from the insurance pool would also halve the cost of making government flood insurance affordable through premium caps and subsidies for lower-income households.

Where has managed retreat been used?

It's not a new idea — a major Canadian example happened in the wake of Hurricane Hazel, which tore through the Toronto area 70 years ago on Oct. 15, 1954. It killed 81 people, left 1,868 people homeless and destroyed or damaged more than 20 bridges. Following the hurricane, local municipalities expropriated and cleared 530 properties and some of the streets they were on in heavily flooded neighbourhoods along local rivers, and turned much of it into parkland. That allowed more space for water to spread out and get absorbed by soil and vegetation during floods, protecting surrounding areas from flooding.

WATCH | CBC Archives: Life after Hurricane Hazel:



On the 25th anniversary of Hurricane Hazel CBC's The National looks at how the city of Toronto has changed to ensure such a flood never occurs again.

More recently, there have been buyouts of flood-prone homes in places such as [Grand Forks, B.C.](#), [High River](#) and [Fort McMurray, Alta.](#), [Ottawa](#), [Quebec](#) and [New Brunswick](#).

It's even something that insurance companies are starting to provide as an option.

Craig Stewart, vice-president of climate change and federal issues for the Insurance Bureau of Canada, said insurers realize that if people have homes built in bad places or in a bad way "you don't necessarily want to recreate the experience."

One of the options they do offer now, he said, is funding to help people relocate in lieu of rebuilding.

What are the challenges?

Henstra said managed retreat is a hard policy to implement. "It's politically and socially contentious."

People often have strong attachments to their homes, communities and neighbours. "Leaving all that behind is difficult."

Dietz thinks some of that could be mitigated through longer-term planning to move homes and infrastructure in at-risk communities before disaster strikes. She notes that could help people maintain community ties and avert damages and even deaths.

Henstra said, "Unfortunately, the appetite for buyouts is strongest after a disaster."

While expropriations after disasters used to be more common, most recent buyouts have been voluntary.

WATCH | A lesson from New Jersey as Quebec tries to persuade people to leave flood zones:



In the United States, New Jersey faced a similar challenge as Quebec after the devastation caused by Hurricane Sandy in 2012. The difference between the New Jersey buyout program and what Quebec is offering is that, in New Jersey, there's no cap on compensation.

Henstra's [research](#) has found people overwhelmingly think managed retreat should be voluntary, not mandatory.

But that means inevitably some people decline to leave, resulting in isolated homes separated by vacant lots.

"Municipalities still have to maintain these spaces, and they don't really know what to do with the vacant space," he said.

One challenge with voluntary buyouts is agreeing on fair compensation.

Ideally, for the homeowner, that would be the fair market price of their home before the disaster — but even then, said Henstra, "people always believe their home is worth more than that."

Governments sometimes [cap the amount that homeowners will be offered](#) to far below the cost of many homes in the area, or agree to pay only what the house is worth damaged.

WATCH | B.C. residents furious about flood compensation:



Residents of Grand Forks, B.C., forced from their homes after record flooding are angry that they'll only receive the post-flood value of their property.

Henstra said in some cases in the past, the amount homeowners were offered didn't even cover their mortgage.

People surveyed in his research also thought the money should include funds to help pay for relocation costs such as job searching and settlement and real estate fees, which they traditionally haven't.

In the U.S., over 40,000 flood-prone homes have been purchased by FEMA through voluntary buyouts over the past 30 years. However, a 2019 study by researchers at the

University of Miami found the [states that used the FEMA buyout program the most were not the ones that had the most flood damage](#). The researchers suggested this might mean the buyouts were resource-intensive to administer, making them less feasible in the areas that need them the most.

Despite the challenges, Henstra said his survey found Canadians are open to this as a solution when necessary.

"We generally found that this approach is socially acceptable. People understood the logic behind it," he said. "There is a growing experience and I think a growing willingness now of governments to look at this as one of their tools."

11.2) Extension of Ministers direction for conservation authorities fees

**Ministry of Natural
Resources**

Office of the Minister

99 Wellesley Street West
Room 6630, Whitney Block
Toronto ON M7A 1W3
Tel: 416-314-2301

**Ministère des Richesses
naturelles**

Bureau du ministre

99, rue Wellesley Ouest
Bureau 6630, Édifice Whitney
Toronto ON M7A 1W3
Tél.: 416 314-2301



December 12, 2024

TO: Conservation authorities as listed in the Attachment A "Extension of Minister's Direction to Not Change Fees"

SUBJECT: Extension of Minister's direction for conservation authorities regarding fee changes associated with planning, development, and permitting fees

I am writing with regard to conservation authority fees for the 2025 calendar year. Pursuant to my authority under subsection 21.3 (1) of the *Conservation Authorities Act*, I am issuing a new Direction, attached to this letter as Attachment A, that extends the previous Directions that were in place for the 2023 and 2024 calendar years.

The purpose of this Direction, which is effective from January 1, 2025, to December 31, 2025, is to require a conservation authority not to change the amount of the fee it charges or the manner in which it determines the fee for any program or service related to reviewing and commenting on planning and development related proposals or land use planning policies, or for permits issued by conservation authorities. This Direction is intended to support less costly approvals in order to help increase housing supply and affordability in Ontario.

This Direction applies to the conservation authorities listed in Appendix A, who are encouraged to make the Direction publicly available on the Governance section of their websites.

If you have any questions regarding this Direction, please contact Jennifer Keyes, Director, Development and Hazard Policy Branch, at Jennifer.Keyes@ontario.ca or 705-761-4831.

Sincerely,

A handwritten signature in black ink, appearing to read "Graydon Smith".

The Honourable Graydon Smith
Minister of Natural Resources

c: The Honourable Paul Calandra, Minister of Municipal Affairs and Housing

**Minister's Direction Issued Pursuant to Section 21.3 of the *Conservation Authorities Act*
(this "Direction")**

WHEREAS section 21.2 of the *Conservation Authorities Act* permits a conservation authority to charge a fee for a program or service if the program or service is included in the Minister's list of classes of programs and services in respect of which a conservation authority may charge a fee;

AND WHEREAS subsections 21.2 (6) and 21.2 (7) of the *Conservation Authorities Act* provide that a conservation authority shall adopt a written fee policy that includes a fee schedule listing the programs and services that it provides in respect of which it charges a fee, and the amount of the fee charged for each program or service or the manner in which the fee is determined (a "**Fee Schedule**");

AND WHEREAS subsection 21.2 (10) of the *Conservation Authorities Act* provides that a conservation authority may make a change to the list of fees set out in the fee schedule or to the amount of any fee or the manner in which a fee is determined, provided the authority shall give notice of the proposed change to the public in a manner it considers appropriate;

AND WHEREAS section 21.3 of the *Conservation Authorities Act* provides the Minister with the authority to give a written direction to an authority directing it not to change the amount of any fee it charges under subsection 21.2 (10), in respect of a program or service set out in the list referred to in subsection 21.2 (2), for the period specified in the direction;

NOW THEREFORE pursuant to the authority of the Minister of Natural Resources under section 21.3, the conservation authorities set out under Appendix "A" of this Direction (the "**conservation authorities**" or each, a "**conservation authority**") are hereby directed as follows:

Fee Changes Prohibition

1. Commencing on the Effective Date and for the duration of the Term of this Direction, a conservation authority is prohibited from making a change under subsection 21.2 (10) of the *Conservation Authorities Act* to the amount of any fee or the manner in which a fee is determined in its fee schedule if such a change would have the effect of changing the fee amount for the programs and services described in paragraphs 2 and 3 of this Direction.

Program and Service Fees Impacted

2. This Direction applies to any fee set out in the Fee Schedule of a conservation authority, including without limitation fees for any mandatory program or service (Category 1), municipal program or service (Category 2), or conservation authority recommended program or service (Category 3) related to reviewing and commenting on planning and

Attachment A

development related proposals, applications, or land use planning policies, or for conservation authority permitting.

3. For greater certainty, this Direction applies to any fees in respect of the following programs or services provided under the Mandatory Programs and Services regulation ([O. Reg. 686/21](#)):
 - a. Section 6: programs and services related to reviewing applications and proposals under the *Aggregate Resources Act*, *Drainage Act*, *Environmental Assessment Act*, and the *Niagara Escarpment Planning and Development Act*, for the purpose of commenting on the risks related to natural hazards arising from the proposal,
 - b. Section 7: programs and services related to ensuring that decisions under the *Planning Act* are consistent with the natural hazards policies in the policy statements issued under section 3 of the *Planning Act* and are in conformance with any natural hazard policies included in a provincial plan as defined in section 1 of that Act,
 - c. Section 8: programs and services related to conservation authority duties, functions, and responsibilities to administer and enforce section 28 and its regulations, section 28.0.1, and section 30.1 of the *Conservation Authorities Act*,
 - d. Paragraph 4 of subsection 13 (3): programs and services related to reviewing and commenting on any proposal made under another Act for the purpose of determining whether the proposal relates to a significant drinking water threat or may impact any drinking water sources protected by a source protection plan, and
 - e. Subparagraph 4 iv of section 15: programs and services related to reviewing and commenting on proposals made under other Acts for the purpose of determining the proposal's impact on the Lake Simcoe Protection Plan and the Lake Simcoe watershed.

Application

4. This Direction, applies to all conservation authorities in Ontario, listed in Appendix "A" to this Direction.
5. For greater certainty, this Direction also applies to the conservation authorities listed in Appendix "A" to this Direction when such conservation authorities are meeting as a source protection authority under the *Clean Water Act, 2006*.

Effective Date and Term

6. This Direction is effective from January 1, 2025 (the "**Effective Date**").
7. The term of this Direction is the period from the Effective Date to December 31, 2025 (the "**Term**").

Attachment A

Amendments

8. This Direction may be amended in writing from time to time at the sole discretion of the Minister.

HIS MAJESTY THE KING IN RIGHT OF ONTARIO
as represented by the
Minister of Natural Resources



The Honourable Graydon Smith
Minister of Natural Resources
December 12, 2024

APPENDIX A

LIST OF CONSERVATION AUTHORITIES TO WHICH THE DIRECTION APPLIES

Ausable Bayfield CA

R.R. #3
71108 Morrison Line
Exeter ON N0M 1S5
Brian Horner
bhorner@abca.on.ca

Cataraqui Region CA

Box 160
1641 Perth Road
Glenburnie ON K0H 1S0
David Ellingwood
dellingwood@crca.ca

Catfish Creek CA

R.R. #5
8079 Springwater Road
Aylmer ON N5H 2R4
Dusty Underhill
generalmanager@catfishcreek.ca

Central Lake Ontario CA

100 Whiting Avenue
Oshawa ON L1H 3T3
Chris Darling
cdarling@cloca.com

Credit Valley CA

1255 Old Derry Rd
Mississauga ON L5N 6R4
Quentin Hanchard
quentin.hancard@cvc.ca

Crowe Valley CA

Box 416
70 Hughes Lane
Marmora ON K0K 2M0
Tim Pidduck
tim.pidduck@crowevalley.com

Essex Region CA

Suite 311
360 Fairview Ave West
Essex ON N8M 1Y6
Tim Byrne
tbyrne@erca.org

Ganaraska Region CA

Box 328
2216 County Road 28
Port Hope ON L1A 3V8
Linda Laliberte
llaliberte@grca.on.ca

Grand River CA

Box 729
400 Clyde Road
Cambridge ON N1R 5W6
Samantha Lawson
slawson@grandriver.ca

Grey Sauble CA

R.R. #4
237897 Inglis Falls Road
Owen Sound ON N4K 5N6
Tim Lanthier
t.lanthier@greysauble.on.ca

Halton Region CA

2596 Britannia Road West
Burlington ON L7P 0G3
Chandra Sharma
csharma@hrca.on.ca

Hamilton Region CA

P.O. Box 81067
838 Mineral Springs Road
Ancaster ON L9G 4X1
Lisa Burnside
lisa.burnside@conservationhamilton.ca

Kawartha Region CA

277 Kenrei (Park) Road
Lindsay ON K9V 4R1
Mark Majchrowski
mmajchrowski@kawarthaconservation.com

Kettle Creek CA

R.R. #8
44015 Ferguson Line
St. Thomas ON N5P 3T3
Elizabeth VanHooren
elizabeth@kettlecreekconservation.on.ca

Lake Simcoe Region CA

Box 282
120 Bayview Parkway
Newmarket ON L3Y 3W3
Rob Baldwin
r.baldwin@srca.on.ca

Lakehead Region CA

Box 10427
130 Conservation Road
Thunder Bay ON P7B 6T8
Tammy Cook
tammy@lakeheadca.com

Long Point Region CA

4 Elm Street
Tillsonburg ON N4G 0C4
Judy Maxwell
jmaxwell@lprca.on.ca

Lower Thames Valley CA

100 Thames Street
Chatham ON N7L 2Y8
Mark Peacock
mark.peacock@ltvca.ca

Lower Trent Region CA

R.R. #1
714 Murray Street
Trenton ON K8V 5P4
Rhonda Bateman
rhonda.bateman@lrc.on.ca

Maitland Valley CA

Box 127
1093 Marietta Street
Wroxeter ON N0G 2X0
Phil Beard
pbeard@mvca.on.ca

Mattagami Region CA

100 Lakeshore Road
Timmins ON P4N 8R5
David Vallier
david.vallier@timmins.ca

Mississippi Valley CA

10970 Highway 7
Carleton Place ON K7C 3P1
Sally McIntyre
smcintyre@mvc.on.ca

Niagara Peninsula CA

250 Thorold Road West, 3rd Floor
Welland ON L3C 3W2
Leilani Lee-Yates
lee-yates@npca.ca

Nickel District CA

199 Larch St
Suite 401
Sudbury ON P3E 5P9
Carl Jorgensen
carl.jorgensen@conservationsudbury.ca

North Bay-Mattawa CA

15 Janey Avenue
North Bay ON P1C 1N1
Robin Allen
robin.allen@nbmca.ca

Nottawasaga Valley CA

8195 Line 8
Utopia ON L0M 1T0
Doug Hevenor
dhevenor@nvca.on.ca

Otonabee Region CA

250 Milroy Drive
Peterborough ON K9H 7M9
Janette Loveys Smith
jsmith@otonabeeconservation.com

Quinte Region CA

R.R. #2
2061 Old Highway #2
Belleville ON K8N 4Z2
Brad McNevin
bmcnevin@quinteconservation.ca

Raisin Region CA

PO Box 429
18045 County Road 2
Cornwall ON K6H 5T2
Alison MacDonald
alison.macdonald@rrca.on.ca

Rideau Valley CA

Box 599
3889 Rideau Valley Dr.
Manotick ON K4M 1A5
Sommer Casgrain-Robertson
sommer.casgrain-robertson@rvca.ca

Saugeen Valley CA

R.R. #1
1078 Bruce Road #12, Box #150
Formosa ON N0G 1W0
Erik Downing
e.downing@svca.on.ca

Sault Ste. Marie Region CA

1100 Fifth Line East
Sault Ste. Marie ON P6A 6J8
Corrina Barrett
cbarrett@ssmrca.ca

South Nation River CA

38 Victoria Street
P.O. Box 29
Finch ON K0C 1K0
Carl Bickerdike
cbickerdike@nation.on.ca

St. Clair Region CA

205 Mill Pond Crescent
Strathroy ON N7G 3P9
Ken Phillips
kphillips@scrca.on.ca

Toronto and Region CA

101 Exchange Avenue
Vaughan ON L4K 5R6
John MacKenzie
john.mackenzie@trca.ca

Upper Thames River CA

1424 Clarke Road
London ON N5V 5B9
Tracey Annett
annett@thamesriver.on.ca

12. Other Business

13. Adjournment
