



Board of Directors Meeting

AGENDA

Annual General Meeting 2022
 February 24, 2022
 2 p.m. Awards/Recognitions followed by
 Annual General Meeting
 following AGM, Business Meeting of the Authority
 Held Remotely

1.	First Nations Acknowledgement	
2.	Call to Order	
3.	Adoption of Agenda	
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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, and Caldwell Nation. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original peoples of Turtle Island (North America). We are thankful for the opportunity to live, learn and share with mutual respect and appreciation.

5. Chairs Remarks

To say the 2020–2021 year was challenging, is truly an understatement. The global COVID-19 pandemic has affected, and continues to affect our community’s personal and economic wellbeing. In response, record numbers of residents continue to flock to our Conservation Areas to relax, refresh and regenerate. The Lower Thames Valley Conservation Authority (LTVCA) is pleased to help reconnect people to nature and the comfort and health that results. If there can be a positive take on these difficult times, it is witnessing the strength, determination and positive approach residents of our communities bring to innovative and progressive environmental projects. These projects benefit the whole community and our future.

More than 450 residents undertook environmental projects with the LTVCA this year - a record number, even in these challenging times. The Conservation Authority especially wishes to thank the watershed farm community which continues to lead in environmental innovation. Over 10,000 acres of cover crops were planted to reduce erosion and to help limit nutrients from running off agricultural lands into waterways.

Finally, I would like to thank the LTVCA Board for their work in 2021. Our Directors are appointed by local governments and represent each municipality in the watershed. Their efforts ensure that residents have a voice in the delivery of programs and services which further the conservation, restoration, development and management of our natural resources. The year 2021 was the 60th anniversary of the Lower Thames Valley Conservation Authority. Although conditions meant that celebrations were limited, we are proud of the service we have provided this community since beginning our work on February 2, 1961.

6. Approval of Previous Meeting Minutes



Board of Directors Meeting

DRAFT MINUTES

The meeting of the Lower Thames Valley Conservation Authority's Board of Directors was held remotely via the LTVCA's Administration Office at 100 Thames Street, Chatham, at 2:00 P.M. on Thursday, December 16, 2021. The following directors were in attendance: T. Thompson, L. McKinlay, M. Hentz, P. Tiessen, H. Aerts, C. Cowell, S. Emons, S. Hipple, R. Leatham and J. Wright. A. Finn was unable to attend the meeting. London Representative, JJ Strybosch was also in attendance.

1. First Nations Acknowledgment

M. Peacock read the First Nations acknowledgement.

2. Call to Order

Chair, Trevor Thompson called the meeting to order.

3. Adoption of Agenda

BD-2021-59 L. McKinlay – C. Cowell

Moved that the agenda be adopted with the removal of Business for Approval item 9.5).

CARRIED

4. Disclosures of Conflicts of Interest

None Declared.

5. Approval of Previous Meeting Minutes

BD-2021-60 P. Tiessen – M. Hentz

Moved that the Board of Directors remote meeting minutes of November 3, 2021 be approved.

CARRIED

6. Business Arising from the Minutes

None Declared.

7. Presentations

7.1) Sharon Creek Conservation Area Survey Results

Vance Stark provided a power point presentation on the Sharon Creek Conservation Area Survey Results.

7.2) Chatham-Kent Forest By-Law Update

Mark Peacock provided a power point presentation on Chatham-Kent Forest By-Law.

BD-2021-61 J. Wright – S. Hipple

Moved that the Board of Directors receive presentations 7.1) and 7.2).

CARRIED

8. New Business

None Declared.

9. Business for Approval

9.1) Income and Expenditure vs Budget to October 31, 2021

BD-2021-62 S. Emons – M. Hentz

Moved that the Board of Directors receives the Budget vs Revenue and Expenditures report for the period ended October 31, 2021.

CARRIED

9.2) LTVCA 2022 Fee Schedules

BD-2021-63 P. Tiessen – L. McKinlay

Moved that the 2022 Conservation Areas and Conservation Education Fee Schedules be adopted as presented.

CARRIED

9.3) LTVCA Transition Plan – Bill 229

BD-2021-64 R. Leatham – L. McKinlay

Moved that the Board of Directors approves the Transition Plan

AND, that the Transition Plan be forwarded to member municipalities, Conservation Ontario and the Province of Ontario.

CARRIED

9.4) 2022 Preliminary Budget Consultations

BD-2021-65 M. Hentz – C. Cowell

Moved that the Board of Directors receive this report for information.

CARRIED

9.6) Sharon Creek Conservation Area Survey Results

BD-2021-66 S. Emons – H. Aerts

Moved that the LTVCA staff reach out to volunteers, to form a "Friends of Sharon Creek" group. Including development of a terms of reference, work plan and setting goals around improving and managing the property in cooperation with LTVCA staff

AND, that this be brought back to the LTVCA Board of Directors for Approval.

CARRIED

10. New Business

10.1) CAO's Report

BD-2021-67 P. Tiessen – L. McKinlay

Moved that the CAO / Secretary Treasurer Report be received for information.

CARRIED

- 10.2) Water Management
- 10.3) Planning and Regulations
- 10.4) Conservation Area Lands
- 10.5) Conservation Services
- 10.6) Communications, Outreach and Education
- 10.7) Joint Health & Safety Committee Minutes – December 1, 2021
- 10.8) Wheatley Two Creeks Association Minutes – November 4, 2021

BD-2021-68 S. Emons – C. Cowell

Moved that New Business items 10.2) to 10.8) be received for information.

CARRIED

11. Correspondence

- 11.1) SWM Support – Maintaining LTVCA Current Levy
- 11.2) Up to 10% of homes could now be 'uninsurable' because of flood risk. Could yours be one?
- 11.3) Report to Chatham-Kent Natural Heritage Committee of the Whole - Mapping Project of Forest Cover and Natural Heritage Features
- 11.4) Report to Chatham-Kent Natural Heritage Committee of the Whole - Conservation Authorities Land Stewardship Programs 2014 – present

BD-2021-69 P. Tiessen – M. Hentz

Moved that Correspondence items 11.1) to 11.4) be received for information.

CARRIED

12. In Camera

BD-2021-70 H. Aerts – P. Tiessen

Moved that the Board of Directors meet 'in camera'.

CARRIED

BD-2021-71 R. Leatham – J. Wright

Moved that the Board of Directors move out of the 'in camera' session.

CARRIED

13. Other Business

None noted.

14. Adjournment

BD-2021-72 C. Cowell – P. Tiessen

Moved that the meeting be adjourned.

CARRIED

Trevor Thompson
Chair

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

8. Presentation - Annual General Meeting

8.1) 2021 Annual Report

Bonnie Carey, Manager will be providing a Power Point Presentation of the LTVCA's 2021 Annual Report.

9. Business for Approval - Annual General Meeting

9.1) 2021 Annual Report

Recommendation: That the LTVCA's 2021 Annual Report be approved as presented.

9.2) 2021 Audited Financial Statements Presentation

A representative of the LTVCA's Auditor will be providing the Board of Directors with the Audited Financial Statements for the 2021 year ending.

Recommendation: That the LTVCA's 2021 Audited Financial Statements be approved as presented.

9.3) Election of Officers

Before the election, the current Chair will vacate the position and Mr. Mark Peacock will assume the Chair for the purposes of the elections and declare all elected offices, positions and appointments vacant. Additional motions may be necessary should appointment of scrutineers be required in the event of an election.

Recommendation: That M. Peacock be appointed to chair the elections.

a) Chair

Recommendation: That the nominations be closed.

b) Vice-Chair

Recommendation: That the nominations be closed.

c) Executive Committee (3 members to be elected + Chair & Vice-Chair)

Recommendation: That the nominations be closed.

d) Ska-Nah-Doht Village & Museum Advisory Committee (3 members to be elected)

Recommendation: That the nominations be closed.

e) Ice Management Committee (2 members from Chatham-Kent, member from Lakeshore + Chair & Vice-Chair)

Recommendation: That the nominations be closed.

9.4) 2022 Budget and Levy

Date: February 24, 2022
Memo to: LTVCA Board of Directors
Subject: **2022 Budget and Levy**
From: Todd Casier, CPA, CA, Manager, Financial and Administrative Services

Background

The LTVCA Board adopted the Preliminary 2022 Budget and levy at its meeting on October 21, 2021, in accordance with the following resolution:

“That the 2022 preliminary budget totalling \$3,892,506 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 2022 Budget be brought to the Annual Meeting of the Authority in 2022 for approval.”

Terms:

- *Matching levy: municipal funding matching provincial grant under section 39 of the Conservation Authorities Act \$81,467 (non-weighted vote, one vote per member)*
- *Non Matching Levy: general municipal funding (weighted vote based one vote per member Current Value Assessment formula provided by province)*
- *Special Levy: municipal funding for projects specific to their area (non-weighted vote, one vote per member)*

Current Situation

As per legal requirements the Preliminary Budget was circulated to all member municipalities on November 3, 2021 with an invitation to meet with each municipalities Executive Management Team or Council. Each municipality was then contacted over the following weeks to enquire if they would like a presentation of the preliminary 2022 Budget with the results presented at the December 16, 2021 Board meeting. Several minor adjustments have since been incorporated into the 2022 Budget, with no additional impact on total expenditures or municipal levy.

Discussion

The 2022 Final Draft Budget of \$3,892,506 represents an increase of \$573,110 or 17.3% in overall spending in comparison to the 2021 approved budget of \$3,319,396. The greatest variances from 2021 to 2022 include:

- Planning and regulations increase due to increased permit demand and planning requirements for Bill 229;
- Large increase in Phosphorous Reduction and Species at Risk grant programs;

The corresponding increase in the municipal levy is \$29,542 or 1.76%. As in previous years, annual adjustments to each municipality’s assessment within the watershed vary, ranging from 1.10% for Chatham-Kent to 3.95% for Leamington, as shown in the last column of the table accompanying the budget on page 17 of the agenda package.

In accordance with Ontario Regulation 139/96, whereby the “non-matching levy” must be approved by a recorded, “weighted” vote of the Authority, the levy is shown under five columns:

- Special benefiting (C-K Flood Control, Greening/Natural Heritage, totaling \$205,000);
- Non-matching, totaling \$1,425,157;
- Matching, totaling \$81,467 which is equal to the provincial grant provided under Section 39 of the Conservation Authorities Act;
- Total General Levy, \$1,506,624;
- Total Municipal Levy, \$1,711,624.

For the non-matching levy, votes are weighted in proportion to each municipality's share of the total Current Value Assessment (CVA), and approval requires that votes equal to or greater than 51% of the CVA be cast in favour of the levy. The "Non-Matching" levy for 2022 is \$1,425,157 as shown in column 5 on page 17 of the agenda package.

The remaining levy is voted on as one member, one vote, and consists of \$205,000 direct special benefit and \$81,467 matching levy, as shown in columns 4 and 6 on page 17 of the agenda package.

The following recommendation will be brought forward in the Annual General Meeting

Recommendation: That the non-matching levy of \$1,425,157 be approved and apportioned in accordance with the levy apportionment table. (weighted vote)

Recommendation: That the 2022 proposed budget totalling \$3,892,506 be adopted as presented, and that the matching levy of \$81,467 and the Chatham-Kent Greening, Natural Heritage and Flood Control Levy of \$205,000 be approved and apportioned in accordance with the table accompanying the budget.

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

4. Improve Transparency and Understanding of Financial Statements

**LOWER THAMES VALLEY CONSERVATION AUTHORITY
2022 FINAL DRAFT BUDGET**

FUNDING SOURCES

PG. NO.	2021 BUDGET	2022 BUDGET	2022 GRANTS	MATCHING GENERAL LEVY	DIRECT SPECIAL BENEFIT LEVY	NON MATCHING GENERAL LEVY	GENERAL REVENUES	FOUNDATION GRANTS & REVENUES	RESERVES
WATER MANAGEMENT									
2	194,441	183,084	29,042	29,042	125,000	0	0	0	0
2	9	12	6	6	0	0	0	0	0
2	200,602	202,809	52,419	52,419	0	97,971	0	0	0
3	126,250	124,632	35,000	0	0	89,632	0	0	0
3	279,822	379,055	0	0	0	240,055	139,000	0	0
3	93,441	124,124	97,500	0	0	26,624	0	0	0
3	32,481	31,885	28,000	0	0	3,885	0	0	0
3	0	0	0	0	0	0	0	0	0
	927,046	1,045,601	241,967	81,467	125,000	458,167	139,000	0	0
Water Management Subtotal									
CONSERVATION & RECREATION PROPERTIES									
3	631,238	626,269	0	0	0	374,869	251,400	0	0
CONSERVATION AREAS									
COMMUNITY RELATIONS AND EDUCATION									
4	188,262	161,756	0	0	0	161,756	0	0	0
4	84,669	84,130	0	0	0	79,130	5,000	0	0
4	114,813	130,605	22,992	0	0	75,113	32,500	0	0
	387,744	376,491	22,992	0	0	315,999	37,500	0	0
Community Relations & Education Subtotal									
CONSERVATION SERVICES/STEWARDSHIP									
5	99,995	94,027	0	0	0	40,927	53,100	0	0
5	446,513	541,298	225,000	0	80,000	99,198	137,100	0	0
5	599,579	908,339	783,559	0	0	124,780	0	0	0
5	227,281	300,481	260,184	0	0	40,297	0	0	0
	1,373,368	1,844,145	1,268,743	0	80,000	305,202	190,200	0	0
Conservation Services/Stewardship Subtotal									
CAPITAL/MISCELLANEOUS									
5	0	0	0	0	0	-20,000	20,000	0	0
5	0	0	9,080	0	0	-9,080	0	0	0
	0	0	9,080	0	0	-29,080	20,000	0	0
Capital/Miscellaneous Subtotal									
	3,319,396	3,892,506	1,542,782	81,467	205,000	1,425,157	638,100	-	-

**LOWER THAMES VALLEY CONSERVATION AUTHORITY
2022 FINAL DRAFT BUDGET**

FUNDING SOURCES

	2021 BUDGET	2022 BUDGET	2022 GRANTS	MATCHING GENERAL LEVY	DIRECT SPECIAL BENEFIT LEVY	NON MATCHING GENERAL LEVY	GENERAL REVENUES	FOUNDATION GRANTS & REVENUES	RESERVES
<u>WATER MANAGEMENT</u>									
<u>FLOOD CONTROL STRUCTURES</u>									
WAGES AND BENEFITS	117,225	119,840							
ADMINISTRATION OVERHEAD	28,004	24,553							
OPERATIONS	24,412	28,891							
ROUTINE MAINTENANCE	9,450	9,450							
PREVENTATIVE MAINTENANCE	15,350	350							
TOTAL FLOOD CONTROL STRUCTURES	194,441	183,084	29,042	29,042	125,000				
					(CHATHAM-KENT)				
<u>EROSION CONTROL STRUCTURES</u>									
WAGES AND BENEFITS									
ADMINISTRATION OVERHEAD	1	1							
OPERATIONS	8	11							
TOTAL EROSION CONTROL STRUCTURES	9	12	6	6					
<u>FLOOD FORECASTING AND WARNING</u>									
WAGES AND BENEFITS	146,195	149,820							
ADMINISTRATION OVERHEAD	28,891	27,198							
DATA COLLECTIONS	13,733	13,978							
FLOOD FORECASTING	2,650	2,650							
COMMUNICATIONS	2,500	2,400							
OPERATIONS CENTRE (RENT)	2,430	2,430							
FLOOD RESPONSE AND MONITORING	4,203	4,333							
TOTAL FLOOD FORECASTING & WARNING	200,602	202,809	52,419	52,419		97,971			

**LOWER THAMES VALLEY CONSERVATION AUTHORITY
2022 FINAL DRAFT BUDGET**

FUNDING SOURCES

	2021 BUDGET	2022 BUDGET	2022 GRANTS	MATCHING GENERAL LEVY	DIRECT SPECIAL BENEFIT LEVY	NON MATCHING GENERAL LEVY	GENERAL REVENUES	FOUNDATION GRANTS & REVENUES	RESERVES
<u>TECHNICAL STUDIES</u>									
WAGES AND BENEFITS	88,258	77,918							
ADMINISTRATION OVERHEAD	18,183	16,714							
AERIAL PHOTOGRAPHY & MAPPING	10,109	0							
OPERATING-MATERIALS, SUPPLIES, AND EXPENSES	9700	30,000							
TOTAL TECHNICAL STUDIES	126,250	124,632	35,000			89,632			
<u>REGULATIONS AND PLAN REVIEW</u>									
WAGES AND BENEFITS	208,572	300,143							
ADMINISTRATION OVERHEAD	40,300	50,835							
OPERATING-MATERIALS, SUPPLIES, AND EXPENSES	30,950	28,077							
TOTAL REGS. & PLAN REVIEW	279,822	379,055				240,055	139,000		
<u>WATERSHED MONITORING</u>									
WAGES AND BENEFITS	38,146	54,463							
ADMINISTRATION OVERHEAD	13,457	16,646							
OPERATING-MATERIALS, SUPPLIES, AND EXPENSES	41,838	53,015							
TOTAL REGS. & PLAN REVIEW	93,441	124,124	97,500			26,624			
<u>SOURCE PROTECTION</u>									
THAMES MOUTH DEBRIS REMOVAL	0	0				3,885			
<u>CONSERVATION & RECREATION PROPERTIES</u>									
WAGES AND BENEFITS	287,598	308,163							
ADMINISTRATION OVERHEAD	90,911	83,988							
OPERATING- MATERIALS & SUPPLIES, STORAGE, RENTALS, INSURANCE, ETC.	252,729	234,118							
TOTAL CONS. & RECREATION PROPERTIES	631,238	626,269				374,869	251,400		

**LOWER THAMES VALLEY CONSERVATION AUTHORITY
2022 FINAL DRAFT BUDGET**

FUNDING SOURCES

	2021 BUDGET	2022 BUDGET	2022 GRANTS	MATCHING GENERAL LEVY	DIRECT SPECIAL BENEFIT LEVY	NON MATCHING GENERAL LEVY	GENERAL REVENUES	FOUNDATION GRANTS & REVENUES	RESERVES
<u>COMMUNITY RELATIONS AND EDUCATION</u>									
<u>COMMUNITY RELATIONS</u>									
WAGES AND BENEFITS	149,648	129,563							
ADMINISTRATION OVERHEAD	27,114	21,693							
OPERATING- MATERIALS & SUPPLIES, SERVICES, RENTALS, INSURANCE, ETC.	11,500	10,500							
TOTAL COMMUNITY RELATIONS	188,262	161,756				161,756			
<u>CONSERVATION EDUCATION</u>									
WAGES AND BENEFITS	69,858	69,729							
ADMINISTRATION OVERHEAD	12,194	11,282							
OPERATING- MATERIALS & SUPPLIES, SERVICES, RENTALS, INSURANCE, ETC.	2,617	3,119							
TOTAL CONSERVATION EDUCATION	84,669	84,130				79,130	5,000		
<u>SKA-NAH-DOHT VILLAGE</u>									
WAGES AND BENEFITS	91,128	104,940							
ADMINISTRATION OVERHEAD	16,535	17,515							
OPERATING- MATERIALS & SUPPLIES, SERVICES, RENTALS, INSURANCE, ETC.	7,150	8,150							
TOTAL IROQUOIAN VILLAGE	114,813	130,605	22,992			75,113	32,500		

**LOWER THAMES VALLEY CONSERVATION AUTHORITY
2022 FINAL DRAFT BUDGET**

F U N D I N G S O U R C E S

	2021 BUDGET	2022 BUDGET	2022 GRANTS	MATCHING GENERAL LEVY	DIRECT SPECIAL BENEFIT LEVY	NON MATCHING GENERAL LEVY	GENERAL REVENUES	FOUNDATION GRANTS & REVENUES	RESERVES
<u>CONSERVATION SERVICES</u>									
<u>FORESTRY</u>									
WAGES AND BENEFITS	55,800	51,260							
ADMINISTRATION OVERHEAD	14,401	12,610							
OPERATING- MATERIALS & SUPPLIES, STORAGE, RENTALS, INSURANCE, ETC.	29,794	30,157							
TOTAL FORESTRY	99,995	94,027				40,927	53,100		
<u>CHATHAM-KENT GREENING PROJECT</u>									
WAGES AND BENEFITS	136,042	172,189							
ADMINISTRATION OVERHEAD	64,307	72,592							
OPERATING- MATERIALS & SUPPLIES, STORAGE, RENTALS, INSURANCE, ETC.	246,164	296,517							
TOTAL CHATHAM-KENT GREENING	446,513	541,298	225,000		80,000	99,198	137,100		
<u>PHOSPHORUS</u>									
WAGES AND BENEFITS	324,058	354,180							
ADMINISTRATION OVERHEAD	86,352	121,816							
OPERATING- MATERIALS & SUPPLIES, STORAGE, RENTALS, INSURANCE, ETC.	189,169	432,373							
TOTAL PHOSPHORUS	599,579	908,339	783,559			124,780			
<u>SPECIES AT RISK</u>									
WAGES AND BENEFITS	123,669	150,466							
ADMINISTRATION OVERHEAD	32,733	40,297							
OPERATING- MATERIALS & SUPPLIES, STORAGE, RENTALS, INSURANCE, ETC.	70,879	109,718							
TOTAL CONS. SERVICES	227,281	300,481	260,184			40,297			
<u>CAPITAL/MISCELLANEOUS</u>									
ADMINISTRATION/MISCELLANEOUS	0	0				-20,000	20000		
EMPLOYMENT PROGRAMS (FED/PROV)			9,080			-9,080			

LOWER THAMES VALLEY CONSERVATION AUTHORITY

Levy for 2022 using Modified CVA

	Current Value Assessment (Modified CVA)	% of Levy	C-K Flood Control, Greening Levy 2022	Non-Matching Levy 2022	Matching Levy 2022	Total General Levy 2022	Total Municipal Levy 2022	Total Municipal Levy 2021	\$ Change from 2021 Levy	% Change from 2021
Dutton-Dunwich M	547,037,234	3.6995%	0	52,724	3,014	55,738	55,738	54,080	1,658	3.07%
Southwold Tp	163,529,970	1.1059%	0	15,761	901	16,662	16,662	16,099	563	3.50%
West Elgin M	640,021,339	4.3283%	0	61,686	3,526	65,212	65,212	63,853	1,359	2.13%
Lakeshore T	1,403,849,279	9.4940%	0	135,304	7,734	143,038	143,038	138,738	4,300	3.10%
Leamington M	349,895,198	2.3663%	0	33,723	1,928	35,651	35,651	34,296	1,355	3.95%
Chatham-Kent M	8,379,820,825	56.6711%	205,000	807,653	46,168	853,821	1,058,821	1,047,284	11,537	1.10%
London C	1,711,834,458	11.5768%	0	164,988	9,431	174,419	174,419	170,309	4,110	2.41%
Middlesex Centre M	247,519,452	1.6739%	0	23,856	1,364	25,220	25,220	24,637	583	2.37%
Southwest Middlesex M	440,680,719	2.9802%	0	42,473	2,428	44,901	44,901	44,088	813	1.84%
Strathroy - Caradoc Tp	902,564,512	6.1039%	0	86,989	4,973	91,962	91,962	88,698	3,264	3.68%
TOTAL	14,786,752,986	100%	\$205,000	\$1,425,157	\$81,467	\$1,506,624	\$1,711,624	\$1,682,082	\$29,542	1.76%

9.5) Appointment of Auditor

Recommendation: That the firm of Baker, Tilly CK, LP be appointed as the Lower Thames Valley Conservation Authority's auditor until the next Annual Meeting in February 2023.

9.6) Appointment of Bank

Recommendation: That the Canadian Imperial Bank of Commerce be appointed the Lower Thames Valley Conservation Authority's bank until the next Annual Meeting in February 2023.

9.7) Appointment of Solicitor

Recommendation: That the firm of Mr. James D. Wickett be appointed the Lower Thames Valley Conservation Authority's solicitor until the next Annual Meeting in February 2023.

9.8) Authorization to Borrow

Recommendation: That the Authority Chair or Vice-Chair and the CAO/Secretary Treasurer be authorized to borrow from the Canadian Imperial Bank of Commerce a sum not to exceed \$300,000 for the Lower Thames Valley Conservation Authority and to be repaid from grants received from the Province of Ontario, Government of Canada, levies assessed the member municipalities and self-generated revenues.

9.9) Appointments to Conservation Ontario

Voting representative; 1st alternative; 2nd alternative.

Recommendation: That the "Chair" be appointed as Voting Representative; and the CAO as 1st Alternative.

9.10) 2022 Board of Directors Meeting Schedule

All meetings to be held remotely until further notice.

Thursday, April 21, 2022 – 2:00-4:00 pm

Thursday, June 16, 2022 – 2:00-4:00 pm

Thursday, August 18, 2022 – 2:00-4:00 pm

Thursday, October 20, 2022 – 2:00-4:00 pm

Thursday, December 15, 2022 – 2:00-4:00 pm

Thursday, February 23, 2023 – 2:00-4:00 pm

Recommendation: That the meeting schedule for 2022 and the Annual General Meeting for 2023 be endorsed.

10. Presentations - Business Meeting

10.1) Ice Jam Risk February/March 2022

Jason Wintermute will be providing a Power Point Presentation on Ice Jam Risk February/March 2022.

10.2) Conservation Authorities Act Changes - Bill 229 Update - Phase 2 Regulations, Agricultural Representative, and Inventory of Programs and Services

Mark Peacock, and Todd Casier will be providing a Power Point Presentation on Update on Conservation Authorities Act Changes - Bill 229 - Phase 2 Regulations, Agricultural Representative Appointment and the Inventory of Programs and Services

10.3) Draft Municipal / LTVCA Planning MOU & Draft Municipal Panning Fee Schedule

Valerie Towsley will be providing a Power Point Presentation on the Draft Municipal / LTVCA Planning MOU & Draft Municipal Panning Fee Schedule

10.4) Magic of Lights Review 2021-2022

Randall Van Wagner will be providing a Power Point Presentation on the Magic of Lights.

11. Business for Approval - Business Meeting

11.1) Bill 229 - Draft Municipal / LTVCA Planning MOU

Date: **February 24, 2022**
Memo to: **LTVCA Board of Directors**
From: **Valerie Towsley, Watershed Resource Planner**
Subject: **Bill 229 - Draft Municipal / LTVCA Planning MOU**

Background

The Lower Thames Valley Conservation Authority began development of Planning Services Memorandums of Understanding (MOU) with a number of municipalities in 2019. These draft MOUs were set aside as changes to the Conservation Authorities Act (CA Act) were being defined. As part of the changes to the CA Act through Schedule 6 of Bill 229, establishing planning MOU's with our member municipalities is required as the LTVCA provides a number of planning services outside of those defined as mandatory by the province. To that end, LTVCA staff and staff from KCCA drafted a Planning MOU based on the template provided by Conservation Ontario (refer to attached Draft MOU). This draft MOU follows the document prepared in 2019 as part of initial consultation with a number of municipalities.

On January 20th, 2022 the MOU was sent out to our 10-member municipalities for draft review. The correspondence was as follows:

'The LTVCA is moving forward with changes prescribed under Bill 229 as it relates to changes to the CA Act. As a part of that process, municipal agreements (MOU's) are recommended for plan review services that the CA provides to our member municipalities. CA staff have developed a Draft MOU (using a Conservation Ontario template, jointly prepared with AMO) and generated the attached document. This document has also been provided to our neighbouring CA's to aid in striving for consistency between conservation authorities on this matter.

At this time, it is requested that the draft MOU be reviewed by our member municipal planners for any content that is missing or needing to be included / removed. As such, please review the attached document and if you have any questions or additions / deletions to this MOU, please send all information back to myself by no later than February 18, 2022.

CA staff are hoping to have in person meetings with yourself (including other appropriate municipal staff), and elected officials (if appropriate) to go over any suggested changes to the MOU.

Once municipal and CA staff have agreed upon any changes to the MOU, the CA will request the opportunity to present the MOU before municipal council. A resolution of municipal council will be required.

If you have any questions please do not hesitate in reaching out to me.'

A number of municipalities have already responded to us and we'll be arranging for meetings with each of the planning departments in March.

The draft MOU was also circulated to the surrounding CA's (ERCA, SCRCA, UTRCA, KCCA, ABCA) on January 20th and 21st for feedback and input. Three CA's provided comments that staff will need to review to see if further amendments are

needed. The comments will be part of the broader discussion with the municipalities. The draft MOU follows this report.

Recommendation: That the Bill 229 - Draft Municipal / LTVCA MOU be approved for consultation with member municipalities, and that, once finalized with member municipalities, that the MOU(s) be brought back to the Board of Directors for final approval.

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

1. Strengthen and Increase Collaboration with Community Stakeholders
12. Strengthen Program Review Policy(s)

Prepared by:
Valerie Towsley
Watershed Resource Planner

Recommended by:
Mark Peacock, P. Eng.
CAO, Secretary Treasurer

DRAFT

SERVICE AGREEMENT/ Memorandum of Understanding (MOU)

BETWEEN

The CORPORATION OF THE Municipality of _____

(the "Municipality")

AND

The LOWER THAMES VALLEY

CONSERVATION AUTHORITY

(the "Conservation Authority" or "CA")

Date: _____, 2022

Endorsed by all Parties and in effect as of _____, 2022

1. THE PURPOSE of this agreement is to:

The Conservation Authority and the Municipality have a longstanding relationship of plan review activities. This MOU will be an important tool to help define roles and responsibilities within the context of a new protocol for land use planning service delivery.

The land use planning framework and the regulatory body under which Conservation Authorities operate in the Province has evolved into a significantly more complex system. The policy and regulatory systems have become more complex, with changing legislation, evolving Provincial Plans, with more specific and rigid tests for planning complete communities.

With a significantly evolved planning framework, it is important that an arrangement is in place to assist parties in managing growth and change while protecting the environment and public safety. It is crucial that the relationships between the parties and the roles and responsibilities in implementing the planning and regulatory framework are seamless, integrated and well understood.

This agreement only pertains to land use planning, infrastructure and development related issues. In this regard, the objectives of this MOU include ensuring that:

- each step of the planning review process is complementary, adds value to the decision making process, does not result in service duplication;
- the rigour of review is consistent with the scale and impacts of the project;
- the public and the natural environment is protected and natural heritage features are restored using a systems-based approach; and
- sharing information assists and expedites decision-making.

The purpose of this Memorandum includes:

- Identify the roles and responsibilities of the Parties and record their mutual understanding in planning policy and development matters (*e.g. CA will provide effective and timely plan review and technical clearance support/expertise to assist the Municipality in making decisions on planning documents and site-specific planning applications*);
- Set out the expectations for plan review and technical clearance on matters relating to natural heritage and water resources;
- Streamline the development application review process, municipal plan review system/process where opportunities exist;
- Improve alignment between planning services and conservation authority permitting processes;
- Establish a data and information sharing protocol;
- The MOU describes services in addition to those activities and services which are undertaken by the CA as part of their own legislative mandate or by agreement with others.

This MOU is intended to work in tandem with the legislative and policy framework for planning in the Province of Ontario. It is not intended to conflict with responsibilities that have been assigned to any of the Parties, either by statute, regulation, policy or other instrument. For example, the MOU is not intended to conflict with:

1. Responsibilities assigned to the Municipality in the following:

1.1 The Planning Act; and

1.2 Any MOU between the County and the Province of Ontario relating to municipal plan review.

2. Responsibilities assigned to the Conservation Authority as of the signing of this MOU and subject to change, in the following:

2.1 The Conservation Authority Act and associated Regulations.

2.2 The MOU between the Conservation Authority (Conservation Ontario) and the Province of Ontario relating to municipal plan review, input and appeals relating to Natural Hazards (2001).

2.3 Responsibilities assigned to the Conservation Authority by the Municipality through the Planning Act and applicable Delegation By-law i.e. Natural Heritage (Section 4.1) review and input.

3. This MOU is not intended to conflict with or preclude any MOU between any of the Conservation Authorities, municipalities and other agencies.

5. The Parties commit to undertaking the following work as detailed in the body of this MOU and summarized in Schedule 1.

2. DEFINITIONS

“Board”

Means the Board of Directors of the respective CA(s).

“Interests”

Means the interests of the Party as defined by its approved plans, policies, and programs.

“Natural Environment”

Means the natural heritage system and the water resource system including natural hazards and stormwater management.

“Natural Heritage System”

Means the same as the Provincial Policy Statement definition.

“Parties”

Means the upper- and lower-tier municipalities’ planning policy and implementation departments and the Conservation Authority planning and development department.

“Plan Review”

The review of applications/studies as set out in the *Planning Act* or other relevant legislation; identifying the need for and assessing the adequacy of technical surveys, studies and reports relating to the watershed natural hazards, natural heritage and water policies for natural environment features or functions other; and specifying and clearing conditions of approval. It also includes the review of municipal planning documents, such as Official Plans and amendments and may include studies associated with infrastructure development, such as Environmental Assessment Reports.

“Technical Clearance”

Assessing technical reports submitted by the proponent to determine if the reports satisfy the conditions through a comprehensive study (e.g. master environmental servicing plans, secondary plans, etc.) or plan review process and in order to clear the conditions.

“Technical Review”

Assessing technical reports submitted by the proponents' consultants in terms of applicable and most recent technical guidelines and standards and the approved terms of reference; specifying modifications or additional technical studies required and conditions of acceptance; validating the technical methods used to determine potential environmental impacts; identifying the nature and extent of mitigation measures required; recommending modifications to, or acceptance of, the technical report.

3. GUIDING PRINCIPLES

This Memorandum of Understanding is based on the following principles. The parties agree to work collaboratively to:

- a. Deliver timely, accurate, effective and customer-focussed planning services;
- b. Eliminate unnecessary duplication to maximize the utilization of existing resources and technical expertise and, where possible, coordinate efforts;
- c. Ensure the planning and regulatory systems are seamless, integrated, complementary and well understood;
- d. Develop an integrated digital mapping framework for mutual benefit;
- e. Continuously improve working relationships and enhance service performance of all Parties; and
- f. Monitor the performance of this MOU and service delivery.

4. MOU Framework

4.1 For the purposes of this MOU, planning services have been defined and organized into two categories: 1) Planning Policy; and 2) Implementation Planning. By organizing the MOU in this manner, it is not intended to limit or define the service delivery method or the service delivery entity within each of the Parties. The MOU is organized in this manner for ease of reading and reference.

4.2 The Parties recognize that there may be initiatives, specific studies and technical studies in support of development applications that exhibit components of both planning policy and implementation planning.

4.3 For the purposes of this MOU, Planning Policy includes:

- a. Provincial Plans, Policies and Initiatives
- b. County Official Plan and Amendments
- c. Local Official Plans and Amendments
- d. Area Specific Plans (Secondary, Tertiary Plans and related Studies)
- e. Community Improvement Plans and Incentives
- f. Special Studies (e.g. watershed/subwatershed studies)
- g. Guidelines

Section 5 of this MOU provides specific provisions.

4.4 For the purposes of this MOU, Implementation Planning includes:

- a. Official Plans
- b. Site Specific Local Official Plan Amendments
- c. Comprehensive Zoning By-laws
- d. Zoning By-law Amendments
- e. Draft Plans of Subdivision and Condominium
- f. Consents
- g. Minor Variances
- h. Part Lot Control
- i. Site Plans

Section 5 of this MOU provides specific provisions.

5. LAND USE PLANNING ROLES AND RESPONSIBILITIES

The CA will endeavor to provide timely comments / advice to the Municipality on planning matters and the Municipality will ensure consistency with Provincial Policies and the Official Plan Policies with respect to any planning application. The Municipality and the Conservation Authority agree that the CA will provide comments / advice as to whether planning applications are consistent with the PPS (S. 2.1, 2.2 and S. 3.1) for the following:

1. OP and ZBL comprehensive reviews and amendments
2. Plans of subdivision/condominium
3. Secondary Plans
4. Consents
5. Minor Variance
6. Site Plan Control, if applicable
7. Watershed/subwatershed studies
8. Guidelines
9. Part lot control
10. Site alteration by-laws

The Conservation Authority will also provide comments assessing the adequacy of technical environmental studies in meeting PPS (S. 2.1, 2.2 and S. 3.1) policy requirements and objectives. The CA will review documents that assess impacts on the natural environment related to:

- significant wetlands, local and unevaluated wetlands;
- significant woodlands;
- significant valley lands, valley lands and stream corridors;
- natural hazards (flooding and erosion);
- hazardous sites (unstable soils or bedrock unstable slopes);
- Source Water Protection areas (e.g. SGRA, HVA's, WHPA & IPZ's);
- ground water recharge areas;
- surface water quantity and quality;
- Hydrology and Hydraulic documents and modelling (e.g. LID, SWM Ponds, etc.);
- Impact and mitigation measures related to natural hazards.

The Conservation Authority will also provide comments:

- advising the Municipality of the adequacy of technical environmental studies in relation to the Municipality's Official Plan policy requirements and objectives;
- on the need for technical reports, the adequacy with reference to relevant guidelines/standards, or related conditions of approval, including but not limited to such studies or plans as:
 - Stormwater management
 - Lot grading and drainage
 - Geotechnical

- Hydrogeological
 - Erosion and Sediment Control
 - Coastal Engineering Studies
 - Environmental Impact Studies and related natural heritage impact and mitigation measures
 - Fluvial Geomorphology
 - Wetland water balance
- report defining features and assess the long-term ecological function and biodiversity of natural heritage systems, identifying opportunities where applicable for restoration or improvements.
- review documents that assess impacts on the natural environment related to:
 - significant wildlife habitat;
 - habitats of threatened and endangered species;
 - watercourses, fish and aquatic habitat;
 - areas of natural and scientific interest;
 - significant woodlands;
 - significant wetlands and coastal wetlands;
 - significant valleylands;
- to identify, where appropriate, the Fisheries and Oceans Canada self-assessment process pursuant to the federal Fisheries Act and other similar pieces of legislation affecting the interests of the Conservation Authority;
- to assist in the technical aspects of applying alternative development standards as a best management practice for stormwater management purposes (e.g. Low Impact Development (LID projects) and enhancement of natural heritage features and functions.

5.1 The Parties agree that a high degree of policy alignment is important in advancing an integrated and seamless planning system.

5.2 Local Official Plans and Amendments

5.2.1 The Local Municipality leads and adopts policy based Local Official Plans and Amendments.

5.2.2 Prior to initiating policy based Local Official Plan amendments, the Local Municipality will share information on the initiative and seek input from the Conservation Authority.

5.2.3 The Conservation Authority will review and provide comments on policy-based Local Official Plan Amendments as it relates to their interests and mandates.

5.3 Area Specific Plans (Secondary Plans and Related Studies)

5.3.1 The Local Municipality will lead and adopt Area Specific Plans (ASP) for growth areas.

5.3.2 In developing Area Specific Plans, the Local Municipality will engage the Conservation Authority as it relates to their interests and mandates.

5.3.3 The Local Municipality is responsible for undertaking studies in support of Area Specific Plans.

5.3.4 The Local Municipality will work collaboratively with the Conservation Authority to identify and scope the necessary studies required for the Area Specific Plans.

5.3.5 The Parties agree to work together to develop a Terms of Reference for each study required.

5.3.6 That the Terms of Reference will ensure that any Party involved in the review of any study, and where applicable, will provide technical clearance in writing to the Local Municipality in a timely manner.

5.3.7 The Parties agree that Terms of Reference for studies related to Area Specific Plans (e.g. subwatershed studies) must address key policy tests while being sensitive to context. Area Specific Plans for redevelopment areas may require the Parties to scope, modify or waive study requirements to recognize the existing policy framework and built context for these areas.

5.3.8 The Parties have a mutual interest in advancing work on Area Specific Plans (ASP). In recognition of this mutual interest, the Parties agree to work within the timelines and scope set out in the Terms of Reference under the proviso that all applicable materials have been received within the agreed to ASP study initiation timelines.

5.4 Special Studies

5.4.1 From time to time the Parties will engage in special studies (e.g. watershed / subwatershed, geotechnical, flood line studies, etc.) related to land use and regulatory matters that affect the Municipality and one or more Conservation Authority(s).

5.4.2 The Parties will develop a work plan to collaboratively engage in these studies when it has been determined to be of mutual interest.

6. ROLES & RESPONSIBILITIES in the PLANNING SYSTEM relating to IMPLEMENTATION PLANNING

6.1 All Parties agree that in reviewing and assessing development applications, comments must be scoped based on:

6.1.1 Legislative or Regulatory authority;

6.1.2 Council or Board approved policies and by-laws;

6.1.3 A consideration of the built context; and

6.1.4 Interests that have been identified through pre-consultation, terms of reference, comprehensive complete application requirements, and/or requisite studies.

6.2 The Parties agree that it is important to advance an expeditious review of development applications based on Planning Act timelines. In all cases, the Parties will endeavour to provide comments to the approval authority that:

6.2.1 Will enable the approval authority of the particular planning application to make a decision; and

6.2.2 Are in accordance with the timeframes set out in Schedule 2.

6.3 The CA will respond to general inquiries from the Municipality and applicants, will participate in informal or formal pre-consultation meetings with applicants and the Municipality (or provide written comments), and provide expert witness support to the Municipality as necessary where the subject lands involve natural hazards or CA regulated lands.

6.4 To ensure that the approval authority is in a position to make a decision on the application within the Planning Act timeframes, the Parties agree to share best practices and to examine ways to harmonize policies and approaches related to pre-consultation and complete application requirements.

6.5 The Parties agree to monitor and report on service delivery measures based on common goals and metrics.

7. PLANNING for the NATURAL ENVIRONMENT

7.1 The Parties agree that a greater degree of coordination and timeliness between the Municipality and the Conservation Authority is necessary for advancing an integrated and seamless planning system as it relates to the natural environment.

7.2 The Parties agree that there is significant opportunity to improve and to clarify roles and responsibilities in planning for the natural environment.

7.3 The Parties agree to work collaboratively to advance an integrated and seamless planning model, based on the following principles:

- a. a high degree of policy alignment is important in advancing an integrated and seamless planning system;
- b. the rigour of environmental review must match the scale and nature of impacts;
- c. planning for the environment should not revisit the principle of land use at the site specific stage when defined at the policy stage(s);
- d. more effort needs to be put 'up front' in defining the components of the natural heritage system (refer to the Elgin Natural Heritage Systems Study);
- e. good information and data leads to good policy;
- f. eliminate unnecessary duplication;
- g. optimize the use of existing staff expertise; and
- h. seek opportunities for inter-municipal/agency educational workshops.

8. DATA and INFORMATION SHARING

8.1 The Parties will work together to define a screening map and guidelines to assist the Municipality in determining when an application will be circulated for review.

8.2 The Parties agree that data sharing, data modelling and GIS are important to service efficiencies and will establish and/or participate on a working group to advance an open data approach among the Parties, provided that the data sources are not restricted under third party licensing.

9. DISPUTE RESOLUTION

9.1 The LTVCA will have regard for previous comments provided by LTVCA staff. Any change in comments based on updated legislation or new information or other matters will be discussed with the Municipality in advance of any formal correspondence being sent out to the Municipality.

9.2 Where a dispute arises between two or more Parties' staff pertaining to service matters undertaken in sections 5, 6 or 7 above, the Parties agree that the staff will implement dispute resolution practices utilizing the following principles:

- a. Agree to a fair process for mediating issues;
- b. Utilize the services of a neutral facilitator, if required;
- c. Discuss the impasse item and avoid blame;
- d. Accept responsibility;
- e. Identify common agreement / ground;
- f. Identify all options to resolve;
- g. Select best option.

9.3 The Municipality or the Conservation Authority(s) may recommend that a third party consultant be engaged to undertake any particular review where the authority has a conflict of interest or where it is otherwise mutually agreed that it would be in the best interest of the planning process.

10. DURATION AND FORMAL REVIEW

10.1 This MOU shall come into effect on the date of the last party to sign this MOU and shall remain in effect until such time as it may be replaced by an updated MOU resulting from a mandatory review that will regularly take place no more than two years from the effective date of this MOU.

10.2 This MOU may be reviewed at any time before the mandatory review if agreed to by the Parties, particularly when Provincial legislation, CA Act Regulations or plans have been amended.

10.3 The mandatory review shall be overseen by the Parties' CAOs with any final recommended changes being subject to full agreement by all Parties.

11. GENERAL

- a) The CA will respond to general inquiries from the Municipality and applicants, participate in informal or formal pre-consultation meetings with applicants and the Municipality (or provide written comments), and provide expert witness support to the Municipality as necessary where the subject lands involve natural hazards or CA regulated lands.
- b) Nothing in the agreement precludes the Conservation Authority from commenting to the Municipality, and implementing their regulatory responsibilities, as they would normally exercise their rights under the *Planning Act*, the *Conservation Authority Act* (as amended), *Environmental Assessment Act*, recommendations from the Provincial Flood Advisors Report, delegated responsibilities or other applicable legislation.
- c) Nothing in this agreement precludes the Municipality from exercising responsibility under the *Municipal Act*, *the Planning Act*, the County Official Plan, the Municipal Official Plan or any other statutory requirement.
- d) Nothing in this agreement precludes the parties from respectfully disagreeing with comments provided by the other party.
- e) Where the Conservation Authority is in conflict between legislated responsibilities and the responsibilities of this agreement, the Municipality may seek third party opinions.

12. TERMS OF THE AGREEMENT

- a) The Municipality and the Conservation Authority agree that:
 - 1. The term of this Agreement shall be for a period of 5 years from the date of execution by the Municipality and the Agreement shall be automatically extended for additional 5 year term, on the same terms and conditions as contained herein at the discretion of the Municipality and the Conservation Authority, until terminated by any of the parties in accordance with subsection xxx herein.
 - 2. The Municipality and the Conservation Authority will review this Agreement, to consider changes in programs of the parties or changes in Provincial policies, at least six months prior to the expiry of each 5 year term. The Municipality’s CAO or Planning Department will monitor the agreement and its expiry;
- b) Any party may terminate this Agreement at any time upon delivering 6 months written notice of termination, by registered mail, to all of the parties, which notice shall be deemed to be received on the third business day from the date of mailing.
- c) Any notice to be given pursuant to this Agreement shall be delivered to the parties at the following address:

Municipality of _____

_____ ON _____

Attention: Mayor _____

_____ Conservation Authority

_____ ON _____

Attention: _____

Lower Thames Valley Conservation Authority

100 Thames Street

Chatham, ON N7L 2Y8

Attention: CAO / Secretary-Treasurer

13. IMPLEMENTATION

The Municipality and the Conservation Authority agree:

- That the Municipality would be responsible for submitting meeting minutes/records of outcomes of pre-consultation meetings.
- The Municipality and CA will establish a mechanism to determine complete application requirements as outlined in the County and Municipal Official Plans and to determine the technical checklist required for these studies. Refer to the technical checklist included in Schedule 1.
- That fees for planning services will be collected by the Municipality and will be remitted to the applicable CA on a quarterly basis (other?) as outlined in Schedule 4 or Section 15.
- Determine a timeline process for when the building department or engineers department need to become involved in the process. Interdepartmental comments at the Municipal level should be shared with the CA to ensure consistent direction on applications and vise-versa.
- If more than one CA is involved in a policy review, development or amendments, the CA's will determined between their offices which CA will take the lead role in co-ordinating comments back to the Municipality.
- The Municipality will need to make sure that all application forms reflect the approaches and roles agree to.

14. SERVICE DELIVERY STANDARDS

- a) The Conservation Authority and the Municipality shall mutually agree on timeframes for responding to planning document amendments and development applications in keeping with the requirements of legislated timelines and included in Schedule 2.

- b) Where an application is complex, a pre-consultation meeting between the Municipality, respective Conservation Authority and the applicant and their agents shall take place. Extensions to the agreed to timelines in Schedule 2, if necessary, should be discussed at the pre-consultation meeting.

15. CONSERVATION AUTHORITY FEES

SCHEDULE 4 OR ITEM 15. IN THE MOU

(CA's will have different fee schedules, in these situations, this section will be a schedule for joint CA / Municipal MOU's)

All parties of this MOU concur that the screening of applications is desirable. This process will ensure that only the appropriate applications are circulated to the Conservation Authority. Although this MOU does not contain specific provisions for screening, both the municipality and the CA are committed to this end to ensure the best possible service.

Collection of Fees

The Conservation Authorities Act provides the legislative basis to allow conservation authorities in Ontario to charge fees for services approved by the Minister (*Policies and Procedures for the Charging of Conservation Authority Fees*). Section 21 (m.1) of the Act, allows for the collection of fees for planning and development related activities, such as permitting, plan review and public and legal inquiries.

The LTVCA's fees are based on the following: partial user pay principle; adequate consultation and notification; and opportunity or right to an appeal.

For the review and provisions of comments for all planning applications, a fee will be assessed by the CA as outlined in Schedule 3. This fee schedule may be changed from time to time (with approval of the LTVCA Board of Directors) without the need to amend the agreement.

The Municipality will collect the fee on behalf of the conservation authority at the time an application is submitted. Fees collected from planning submissions will be tracked by both the municipality and the CA, with the municipality to remit the collected fees quarterly (?).

Appeal

An applicant, proponent, or developer has the right to appeal should there be any dissatisfaction with the prescribed fees. Any appeal shall be heard by the LTVCA's CAO/Secretary-Treasurer, with subsequent appeal to the Board of Directors.

Monitoring

The fees will be assessed on an annual basis by the LTVCA Board of Directors to evaluate their effectiveness and fairness. This document may be amended by mutual agreement from time to time, to reflect changes in programs, funding and personnel for both agencies, or changes to the CA Act or provincial policy.

16. List of Schedules to the MOU

Schedule 1: Summary of MOU Parties' Commitments/Undertakings 2022 to 20__

Schedule 2: Development Application review timelines

THE CORPORATION OF THE MUNICIPALITY

Of _____

CAO / Clerk-Treasurer

Chief Administrative Officer

Date: _____

THE _____

CONSERVATION AUTHORITY

CAO / Secretary-Treasurer

CAO / Secretary-Treasurer

Date: _____

THE LOWER THAMES VALLEY

CONSERVATION AUTHORITY

CAO / Secretary-Treasurer

Mark Peacock, P. Eng. _____

CAO/General Manager

Date: _____

SCHEDULE 1

SUMMARY OF MOU PARTIES' COMMITMENTS/UNDERTAKINGS 2022 to 20__ (xx months)

The following provides brief descriptions of the content work and outcomes expected for each undertaking. Upon initiation of each undertaking, further details will be developed and agreed upon by all Parties.

CA-Municipal Technical Checklist Recommendations for Planning Applications

Official Plan Amendments

- Covering letter, which outlines the proposal, provides contact names and describes all preliminary consultation and submission contents
- Application Fee (refer to CA Fee Schedule)
- Appropriate Plans/Drawings
- Natural Systems Map (natural hazards and natural heritage features with requisite buffers, overlaid with existing site conditions, property boundaries, and proposed development and site alteration)
- Topographic Information.

Potential technical requirements

- A list of support information and materials for Planning Act applications is typically provided in Official Plans; this list should be referred to for consideration
- Conceptual Channel Crossings Assessment
- Subwatershed Study
- Scoped or Full Comprehensive Environmental Impact and Enhancement Study
- Functional Servicing Plan/Stormwater Management Study
- Floodline Delineation Study/Hydraulics
- Functional Servicing Plan/Stormwater Management Study
- Geotechnical/Slope Stability Study
- Preliminary Grading Plans
- Fluvial Geomorphology Study
- Hydrogeological Assessment
- Conceptual Channel Crossings Assessment
- Low Impact Development Opportunity Assessment, as required by municipal policy
- Scoped or Full Environmental Impact and Enhancement Study
- Water Balance Analysis
- Watercourse Erosion Analysis
- Other reports/studies identified through the checklists or staff consultation.

A-2: Zoning By-law Amendments

- Covering Letter, which outlines the proposal, provides contact names and describes all preliminary consultation and submission contents

- Application Fee (Refer to Fee Schedule 3)
- Appropriate Plans/Drawings
- Natural Systems Map (natural hazards and natural heritage features with requisite buffers, overlaid with existing site conditions, property boundaries, and proposed development and site alteration)
- Topographic Information.

Potential technical requirements

- Channel Crossings Assessment
- Floodline Delineation Study/Hydraulics
- Functional Servicing Plan
- Geotechnical/Slope Stability Study
- Grading Plans
- Hydrogeological Assessment
- Low Impact Development Opportunity Assessment, as required by municipal policy
- Scoped or Full Environmental Impact and Enhancement Study
- Stormwater Management Study
- Structural Elevations and Construction Details
- Water Balance Analysis
- Watercourse Erosion Analysis
- Other reports/studies identified through the checklists or staff consultation.

A-3: Plans of Subdivisions

- Covering Letter, which outlines the proposal, provides contact names and describes all preliminary consultation and submission contents
- Application Fee (See Fee Schedule)
- Appropriate Plans/Drawings
- Natural Systems Map (natural hazards and natural heritage features with requisite buffers, overlaid with existing site conditions, property boundaries, and proposed development and site alteration)
- Topographic Information.

Potential technical requirements

- Channel Crossings Assessment
- Erosion and Sediment Control Plans
- Floodline Delineation Study/Hydraulics
- Functional Servicing Plan
- Geotechnical/Slope Stability Study
- Grading Plans
- Hydrogeological Assessment
- Landscaping/Site Rehabilitation Plan
- Low Impact Development Opportunity Assessment, as required by municipal policy
- Scoped or Full Environmental Impact and Enhancement Study
- Stormwater Management Facility Design
- Stormwater Management Study

- Structural Elevations and Construction Details
- Topsoil Stripping Review
- Water Balance Analysis
- Watercourse Erosion Analysis
- Other reports/studies identified through the checklists or staff consultation.

A-4: Site Plan Controls

- Covering Letter, which outlines the proposal, provides contact names and describes all preliminary consultation and submission contents
- Application Fee (See Fee Schedule)
- Appropriate Plans/Drawings
- Natural Systems Map (natural hazards and natural heritage features with requisite buffers, overlaid with existing site conditions, property boundaries, and proposed development and site alteration)
- Topographic Information.

Potential technical requirements

- Channel Crossings Assessment
- Conformity Reports (Greenbelt, Niagara Escarpment, ORM, Rouge Park/Rouge Park North)
- Erosion and Sediment Control Plans
- Floodline Delineation Study/Hydraulics
- Functional Servicing Plan
- Geotechnical/Slope Stability Study
- Grading Plans
- Hydrogeological Assessment
- Landscaping/Site Rehabilitation Plan
- Low Impact Development Opportunity Assessment, as required by municipal policy
- Scoped or Full Environmental Impact and Enhancement Study
- Stormwater Management Facility Design
- Stormwater Management Study
- Structural Elevations and Construction Details
- Topsoil Stripping Review
- Water Balance Analysis
- Watercourse Erosion Analysis
- Other reports/studies identified through the checklists or staff consultation.

A-5: Consents (Severances) and Minor Variances

- Covering Letter, which outlines the proposal, provides contact names and describes all preliminary consultation and submission contents
- Application Fee (See Fee Schedule)
- Appropriate Plans/Drawings.

Potential technical requirements

- Conformity Reports (Greenbelt, Niagara Escarpment, ORM, Rouge Park/Rouge Park North)
- Erosion and Sediment Control Plans

- Floodline Delineation Study/Hydraulics
- Geotechnical/Slope Stability Study
- Grading Plans
- Hydrogeological Assessment
- Landscaping/Site Rehabilitation Plan
- Natural Systems Map (natural hazards and natural heritage features with requisite buffers, overlaid with existing site conditions, property boundaries, and proposed development and site alteration)
- Scoped or Full Environmental Impact and Enhancement Study
- Structural Elevations and Construction Details
- Topographic Information
- Other reports/studies identified through the checklists or staff consultation.

SCHEDULE 2 - DRAFT

Non-Statutory Development Application Review Timelines

The following table is an example, which describes the non-statutory timeframes for development review applications that the parties will aim to achieve, broken down by certain major application types. Municipalities and CA are to negotiate an appropriate timeframe for review of these applications as part of the MOU process.

APPLICATION TYPE	PRE-CONSULTATION	CIRCULATION (for pre-consultation, or after an application is deemed complete, or for any subsequent circulations)	COMMENTS AFTER FIRST CIRCULATION
Site specific County Official Plan amendments	Meeting scheduled with all parties and the applicant within x-21 calendar days of request ¹	Upper-tier Municipality to circulate to all parties within x-3 business days	Parties to provide comments within X-45 calendar days
Site specific local Official Plan Amendments	Same as above	Local Municipality to circulate to all parties within x-3 business days	Parties to provide comments within X-45 calendar days
Site specific Zoning By-law Amendments	Same as above	Local Municipality to circulate to all parties within x-3 business days	Parties to provide comments within X-30 calendar days
Draft Plans of Subdivision or Condominium	Same as above	Local Municipality to circulate to all parties within x-3 business days	Parties to provide comments within x-45 calendar days
Site Plans	Same as above	Local Municipality to circulate to all parties within x-3 business days	Parties to provide comments within x-14 calendar days unless the local Municipality agrees there is a specific issue that requires additional time to resolve
Consents and Minor Variances		Local Municipality to circulate to all parties within x-3 business days	Parties to provide comments within x-10 calendar days

¹To convene a pre-consultation meeting, the lead agency must have sufficient information from the applicant so that the parties can provide advice.

SCHEDULE 3

LTVCA Planning Fee Schedule

<u>Plan Review Fee Schedule</u>	<u>LTVCA current Fees</u>	<u>New LTVCA Planning Fee Schedule</u>
legal / private / realtor inquiries	\$125.00	\$125.00
clearance letters for subd/condo approval (applies to each phase of subd requested) (from draft plan to clearance, including SWM review)(where permit fee not required)		\$115/lot (max \$10,000)
major OP/ZBLA industrial, commercial, institutional, subdivision, etc.		\$300.00
minor OP/ZBLA single family residence		\$200.00
consent		\$200.00
minor variance		\$115.00
site plan control / approval		\$200.00
draft plan of subdivision/condo approval		\$300.00
OPA / ZBLA combination		\$275.00
consent with ZBLA combination		\$250.00
consent with minor variance combination		\$250.00
multiple consent applications on a single application (up to a max of 3)		\$200.00
multiple minor variance applications on a single application (up to a max of 3)		\$115.00
input and review of relevant ES's and other major studies, proponent driven		\$1,500.00

SCHEDULE 4 OR ITEM 15. IN THE MOU

(CA's will have different fee schedules, in these situations, this section will be a schedule for joint CA / Municipal MOU's)

All parties of this MOU concur that the screening of applications is desirable. This process will ensure that only the appropriate applications are circulated to the Conservation Authority. Although this MOU does not contain specific provisions for screening, both the municipality and the CA are committed to this end to ensure the best possible service.

Collection of Fees

The Conservation Authorities Act provides the legislative basis to allow conservation authorities in Ontario to charge fees for services approved by the Minister (*Policies and Procedures for the Charging of Conservation Authority Fees*). Section 21 (m.1) of the Act, allows for the collection of fees for planning and development related activities, such as permitting, plan review and public and legal inquiries.

The LTVCA's fees are based on the following: partial user pay principle; adequate consultation and notification; and opportunity or right to an appeal.

For the review and provisions of comments for all planning applications, a fee will be assessed by the CA as outlined in Schedule 3. This fee schedule may be changed from time to time (with approval of the LTVCA Board of Directors) without the need to amend the agreement.

The Municipality will collect the fee on behalf of the conservation authority at the time an application is submitted. Fees collected from planning submissions will be tracked by both the municipality and the CA, with the municipality to remit the collected fees quarterly (?).

Appeal

An applicant, proponent, or developer has the right to appeal should there be any dissatisfaction with the prescribed fees. Any appeal shall be heard by the LTVCA's CAO/Secretary-Treasurer, with subsequent appeal to the Board of Directors.

Monitoring

The fees will be assessed on an annual basis by the LTVCA Board of Directors to evaluate their effectiveness and fairness. This document may be amended by mutual agreement from time to time, to reflect changes in programs, funding and personnel for both agencies, or changes to the CA Act or provincial policy.

11.2) Bill 229 - Draft Municipal Planning Fee Schedule

Date: **February 24, 2022**
Memo to: **LTVCA Board of Directors**
From: **Valerie Towsley, Watershed Resource Planner**
Subject: **Draft Planning Fees**

Background

In the past, the LTVCA has not charged fees for reviewing municipal planning submissions, whereas all other surrounding CA's have charged fees for quite some time. As part of the changes to the CA Act through Schedule 6 of Bill 229, and in conjunction with the Draft MOU with the member municipalities, a draft fee schedule has been generated for charging municipal planning review fees. The intent is that this schedule will be reviewed with member municipalities and provided the public for comment. Upon completion of this consultation a final planning fees schedule will be brought to the board for approval.

Development of Draft Fees Schedule

Staff reviewed the four surrounding CA's planning fee schedules, ERCA, SCRCA, UTRCA and KCCA, to better align our fees with neighbouring Authorities (Table 1.). After reviewing the fee schedules, the LTVCA determined that ERCA's fee schedule would be the best fit. The fees as proposed are in the low end of those charged, and if any category requires more input from staff resources than anticipated, the fee schedule can always be brought back to the Board of Directors for review (Table 2.).

Recommendation: That the Draft Planning Fees be approved for consultation as attached.

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

6. Strengthen Staff Stability (financial stability, attraction & retention)

Prepared by:
Valerie Towsley
Watershed Resource Planner

Recommended by:
Mark Peacock, P. Eng.
CAO, Secretary Treasurer

Table 1.

Plan Review Fee Schedule	LTVCA current Fees	ERCA Fees	taxes	Total	SCRCA Fees	natural heritage	UTRCA Fees	KCCA Fees
legal / private / realtor inquiries	\$125.00	\$175.00	22.75	\$197.75	Reg's \$230/planning \$240			special levy for planning
clearance letters for subd/condo approval (applies to each phase of subd requested)		\$115.00		\$115.00				therefore cannot be compared
major OP/ZBLA industrial, commercial, institutional, subd, etc		\$300.00		\$300.00	OPA \$425.00 / ZLA \$420.00	\$830.00	min \$275 / maj \$750	
minor OP/ZBLA single family residence		\$200.00		\$200.00	OPA \$280.00 / ZLA \$280.00	\$500.00	min \$275 / maj \$750	
consent		\$200.00		\$200.00	\$275.00/lot	\$500.00 / lot	min \$275 / maj \$750	
minor variance		\$115.00		\$115.00	\$200.00	\$330.00	min \$200 / maj \$750	
site plan control / approval		\$200.00		\$200.00	minor \$270.00/major \$635.00	min \$410.00 / maj \$830.00	min \$500 / maj \$2,200	
draft plan of subd/condo approval		\$300.00		\$300.00	<20 units = \$1,330.00		\$150 /lot to a max of \$10,000	
					21-50 units = \$2,725.00			
					>51 units = \$3,630.00			
OPA / ZBLA combination		\$275.00		\$275.00				
consent with ZBLA combination		\$250.00		\$250.00				
consent with minor variance combination		\$250.00		\$250.00				
multiple consent applications on a single application (up to 3)		\$200.00		\$200.00				
multiple minor variance applications on a single application (up to 3)		\$115.00		\$115.00				
input and review of relevant ES's and Master Plans		\$1,500.00		\$1,500.00				
clearance of subd/condo conditions					\$265.00			
processing fee							\$200.00	

Table 2. Draft Plan Review Schedule for Consultation

Plan Review Fee Schedule	LTVCA current Fees	New LTVCA Planning Fee Schedule
legal / private / realtor inquiries	\$125.00	\$125.00
clearance letters for subd/condo approval (applies to each phase of subd requested)		\$115.00
major OP/ZBLA industrial, commercial, institutional, subd, etc		\$300.00
minor OP/ZBLA single family residence		\$200.00
consent		\$200.00
minor variance		\$115.00
site plan control / approval		\$200.00
draft plan of subd/condo approval		\$300.00
OPA / ZBLA combination		\$275.00
consent with ZBLA combination		\$250.00
consent with minor variance combination		\$250.00
multiple consent applications on a single application (up to 3)		\$200.00
multiple minor variance applications on a single application (up to 3)		\$115.00
input and review of relevant ES's and Master Plans		\$1,500.00
no charge for OP and ZBL review		

11.3) ALUS Chatham-Kent Project Advisory Committee (PAC) Terms of Reference

The LTVCA has partnered with Alternative Land Use Service (ALUS) Chatham-Kent by being the legal entity for provision of the local ALUS program. This includes providing administrative support and housing staff. Essentially the program compensates farmers for taking agricultural land out of production with an annual payment for providing tall grass prairie, wetlands or tree planting on that former agricultural land. These programs have committees made up of farmers and the local agricultural community that advise on the proposed projects and provides guidance to the coordinators. ALUS Coordinators are LTVCA staff fully funded by the ALUS program. Since these programs are administered by the LTVCA, the Board of Directors is required to approve each Partnership Advisory Committee Terms of Reference. See below.

Recommendation: That the LTVCA Board of Directors approve the ALUS CK PAC Terms of Reference.
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The report aligns with the following objectives of the LTVCA's Strategic Plan:

1. Strengthen and Increase Collaboration with Community Stakeholders



**Terms of Reference
Partnership Advisory Committee
ALUS Chatham-Kent
Updated: January 15, 2020**

Purpose:

The ALUS Partnership Advisory Committee (PAC) will oversee the management and administration of the ALUS program in the Municipality of Chatham-Kent, known as ALUS Chatham-Kent.

Goal:

To engage potential partners, funding sources, general public, politicians and other stakeholders in order to establish the sustainable use of the ALUS Program within the Municipality of Chatham-Kent, beginning with pilot test farms to be used as illustrations of the ALUS Program's potential projects for other interested farmers.

Partnership Advisory Committee (PAC) Structure:

The PAC will be a standing committee of the Lower Thames Valley Conservation Authority (LTVCA) the lead partner for the ALUS program delivery. As ALUS is a farmer-driven project, the majority of voting members should be farmers, with the remainder of the PAC to be made up of partners contributing significant resources and expertise. In addition to a representative from the Municipality of Chatham-Kent the following partners are anticipated as members of the PAC –Industry, University of Guelph, ALUS Canada as well as 3-6 local farmers. A minimum of 10 and maximum of 15 PAC members will be on the committee at one time. A farmer will be defined as someone who is active in farming and day to day operations of a farm business. From time to time, representatives of interested groups will be invited to attend meetings as non-voting guests and provide input.

Decision Making:

Decisions of the PAC will be reached by consensus as much as possible, where consensus is defined as: close enough to agreement that there is no formal objection. If necessary, formal votes will be called and the majority shall rule. Each member casts one vote with the Chair casting a vote to break any ties. A quorum shall consist of half plus one of the total number of members.

PAC Executive:

PAC members shall elect a Chair, Co-Chair and Secretary in January of each year from amongst their number.

Chair duties will include:

1. Starting and adjourning meetings on time;
2. Maintaining efficient order and flow within the meetings;
3. Operating meetings with proper parliamentary procedure as per Roberts Rules;
4. Acting as the deciding vote in the event of a tie vote;
5. Working closely with the Program Coordinator to prepare the Agenda and adhering to it by accepting only discussion on the topic from the floor;
6. Being able to be a key spokesperson to represent ALUS.

PAC Committee Members:

PAC Committee members are accountable for attending meetings, creating motions where fit, voting on motions and decisions regarding pilot projects set forward by other committee members and submitting personal expense sheets for reimbursement. Due to the sensitive nature of personal information being requested and the new development of the community relationships a level of confidentiality is advised. New members will be invited to join in January. If there are positions available a letter of intent will be requested by November and new members will be selected based on needs of the PAC. These needs can include but not limited to geographical representation, experience and expertise.

Meetings:

Meetings will be held a minimum of four times, and a maximum of 10 times per year. Meetings will be held the third Thursday of the month at 7pm unless decided otherwise. If a member is absent for 3 consecutive regular meetings of the committee the PAC can decide to terminate their membership.

Administration:

Volunteer members of the PAC, who are not agency employees assigned to participate, will be paid a per diem rate of \$25/hour for meetings, and reimbursed their personal expenses incurred while attending regular meetings and other events associated with the ALUS project - e.g. personal vehicle use @ \$0.54/km., long distance phone charges, meals, registration fees, stationary and postage. Receipts must be submitted for personal expenses.

Minutes:

Draft minutes will be circulated to all PAC members in timely manner after each meeting. Other members of the community expressing interest and support in ALUS may receive draft minutes circulated upon request to the Chair.

Conflict of Interest:

Conflict of interest is defined as an opportunity by committee members to receive personal gain over and above the benefits by other project participants because of prior knowledge or time advantage. Where committee members are party to exclusive information which may be perceived as a personal advantage, the committee member must declare the potential conflict and act to ensure no personal gain occurs both in the eyes of the PAC, government of the local community. No person who has a conflict of interest shall use the knowledge or material which creates the conflict in a way that would create any personal gain that is not available to other actual or potential participants. All conflicts of interest must be declared up front and all committee meetings will include the opportunity to do so at the beginning of meeting agendas. Committee members declaring a conflict of interest must not participate, speak to or vote on any matter for which a conflict was declared.

Committees:

The PAC may strike committees as appropriate. Such committees must be chaired by a PAC member but may include members of the community who have an interest in the ALUS concept, as well as, expertise to support the pilot Program. All proposed actions by committees must be approved by consensus or by a quorum of the PAC prior to implementation.

TAC Structure:

The PAC may assemble a Technical Advisory Committee which will represent participating partner organizations. The TAC will provide timely advice to the PAC on the technical aspects of project implementation, review technical information and assist in planning and delivering technical aspects of the project. One important role of the TAC will be to ensure that existing ecological capital is not compromised by implementation of any ALUS project. The TAC may include representation from such organizations as the Local Land Stewardship Council, Conservation Authority, Ministry of Natural Resources, Ontario Ministry of Agriculture and Food, Federation of Anglers and Hunters Field Naturalists and other local, provincial or federal agencies to be determined by the PAC.

11.3) ALUS Elgin Project Advisory Committee (PAC) Terms of Reference

The LTVCA has partnered with Alternative Land Use Service (ALUS) Elgin by being the legal entity for provision of the local ALUS program. This includes providing administrative support and housing staff. Essentially the program compensates farmers for taking agricultural land out of production with an annual payment for providing tall grass prairie, wetlands or tree planting on that former agricultural land. These programs have committees made up of farmers and the local agricultural community that advise on the proposed projects and provide guidance to the coordinators. ALUS Coordinators are LTVCA staff fully funded by the ALUS program. Since these programs are administered by the LTVCA, the Board of Directors is required to approve each Partnership Advisory Committee (PAC) Terms of Reference. See below.

The ALUS Elgin PAC has requested that a LTVCA Board Member sit on this PAC.

<p>Recommendation: That the LTVCA Board of Directors approve the ALUS Elgin PAC Terms of Reference and that the LTVCA appoint a Board member to sit on this committee.</p>

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

1. Strengthen and Increase Collaboration with Community Stakeholders

**Alternative Land Use Services (ALUS) Elgin
Partnership Advisory Committee (PAC) Terms of Reference**

1. Purpose:

The ALUS Elgin Partnership Advisory Committee (PAC) is responsible for the governance, use of resources and strategic direction of the ALUS Elgin program. As the governing body, it is the PAC that oversees the ALUS Elgin program in using the resources wisely, delivering on its objectives and is pursuing its mandate. The ALUS program is a community-developed, farmer-delivered program that aims to provide environmental services on marginal, ecologically sensitive farmland. The program aims to engage potential partners, funding sources, the general public, politicians and other stakeholders in order to establish and foster the sustainable use of the ALUS Program within Elgin County.

2. ALUS Community Organizational Structure: See Appendix A.

3. Partnership Advisory Committee (PAC) Composition: Voting members versus non-voting support technical staff:

The PAC is a committee of the Lower Thames Valley Conservation Authority (LTVCA), the lead partner for the ALUS program delivery. As ALUS is a farmer-driven program, the majority of voting members should be farmers, with the remainder of the PAC to be made of partners contributing significant resources and expertise. The number of PAC members may be subject to change. As of January 2022, there are 13 members of the PAC composed of 10 voting members and 3 non-voting members:

- **Voting members:** Elgin County Agricultural Community Members (9 members), LTVCA Municipal Councilor (1 member)
- **Non-voting members:** The remainder of the PAC will be made up of an ALUS Canada staff member (1 member), a representative from a local conservation authorities' staff (1 member), and a partner agency representative (1 member) who will contribute partnership and technical advisory. To note, other members of partner agencies or interested groups, who are not officially apart of the PAC may be invited to attend meetings to share expertise and provide input

PAC composition is subject to change. A ratio of 3:1 for farmers vs. non-farmers must be maintained.

Nominations for new members will be accepted annually. The first meeting of the year will confirm the Chair, Secretary and Vice Chair positions. For a list of current PAC members, refer to Appendix C.

3.1 Elgin County Agricultural Community Representation (9 members)

Agricultural and farmer representation on the PAC holds the majority of the voting authority of the committee. To become an agricultural community representative on the PAC, an individual must:

1. Operate and/or reside within Elgin County;
2. Be able to attend and contribute to a minimum of 66% of the PAC meetings (4 out of 6 meetings) annually.

Those unable to attend 4 of 6 meetings annually, will have their membership reviewed by the PAC.

3.2 LTVCA Council Representation (1 members)

The representative will be made up of a LTVCA board member that acts as a Councilor of a municipality in Elgin County.

3.3 Conservation Authority Representation (1 member)

At least one designated conservation authority member will be the representative for the four conservation authorities in Elgin County: Lower Thames Valley (LTVCA), Catfish Creek (CCCA), Kettle Creek (KCCA) and Long Point Region (LPRCA). This representative will:

1. Choose an alternate that will attend the meeting in the case the primary representative cannot attend;
2. Identify opportunities to partner on projects to benefit mutual interests;
3. Share information pertaining to potential projects, presented during scheduled meetings, that are located within their watershed;
4. Share updates and information with the other conservation authorities.

Having a consistent representative attending regular PAC meetings will allow that person to develop an understanding of the ALUS concept and establish a close working relationship with the PAC members. An open invitation is provided to each conservation authority if they would like to attend PAC meetings as a non-voting member to provide knowledge, identify potential projects and/or identify significant environmental concerns that the ALUS Elgin program should target.

3.4 ALUS Canada Representative (1 member)

The ALUS Eastern Canada Hub Manager will attend meetings, provide highlights and ALUS Canada updates.

3.5 Standing Order on Guests:

3.1.1 Partner Agency Representation

The Partner Agency Representative of the PAC may include an individual from:

- Ministry of Natural Resources and Forestry (MNRF)
- Ontario Ministry of Agriculture and Rural Affairs (OMAFRA)
- Ministry of Environment, Conservation and Parks (MECP)
- Ontario Soil and Crop Improvement Association (OSCIA)
- Elgin Stewardship Council (ESC)
- Ducks Unlimited Canada (DUC)

A Partner Agency representative will attend meetings and provide input, expertise and advice on the ALUS Elgin program or ALUS Elgin projects. Agency representative(s) do not receive a per diem for sitting on the PAC. If members of an interested group have requested multiple partner agency representatives to attend a meeting, and space within a meeting venue is limited, the Chair will decide who may sit-in during the meeting.

3.1.2 Other Interested groups

Upon approval from the PAC Chair or Program Coordinator, representatives of interested groups may be invited or express interest in attending a meeting to inform the PAC about environmental issues or potential projects and provide their expertise on developing ALUS Elgin projects. These PAC committee guests may attend meetings as non-voting guests .

4. Quorum:

Quorum consists of one-half of the voting members of the PAC.

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 a quorum arrives and the recording secretary shall record the names of the Members present and absent.

If during a PAC meeting a quorum is lost, the Chair shall declare that the meeting shall stand recessed or adjourned until the date of the next meeting is declared.

Voting:

Voting members are entitled to one vote. A majority vote of the Members present at any meeting is required upon all matters coming before the meeting. Notwithstanding a Members indication of a conflict of interest a no vote shall be deemed to be voting against the motion if he/she declines or abstains from voting.

On a tie vote, the motion is lost.

A vote shall be by a show of hands - unless a Member requests a recorded vote 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.

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.

If a member present, at a meeting, at the time of the vote, requests immediately before or after taking 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 his or her vote openly answering "yes" or "no" to the question, and the Secretary shall record each vote.

4.1 Virtual meeting:

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:

- Register a vote;
- Be counted towards determining quorum; and
- Participate in meetings closed to the public.

Outside of periods where an emergency has been declared, it is still possible for virtual meetings to be held in place of in-person meetings. The location of a meeting, and whether they will be in-person or not, will be decided prior to the scheduled date.

5. Conflict of Interest:

A conflict of interest is a situation that could potentially undermine a committee member's objectivity. Committee members must act to ensure no personal gain occurs both in the eyes of the government and the eyes of the local community. No person who has a conflict of interest shall use the knowledge or material which creates the conflict in a way that would create any personal gain.

Conflict of interests are found in situations where:

1. An opportunity by Committee members to receive personal gain over and above the benefits by other project participants because of prior knowledge or time advantage. Where committee members are party to exclusive information which they feel may be perceived by the committee member as personal advantage, the committee member must self-declare the potential conflict prior to discussion of the agenda item.
2. An organization's relationship with a parent company, affiliate, or subsidiary organization causes the organization to be unable or appear to be unable to be impartial in conducting a transaction involving the parent company, affiliate, or subsidiary organization.
3. Committee members, who are contract holding participants, participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict would arise when the Committee member, any of his or her Immediate Family Members, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

Please refer to the Conflict of Interest Policy in Appendix B.

6. PAC Roles

6.1 PAC Chair:

PAC members shall elect a Chair from amongst their farmer members whose duties will include:

1. To act as a spokesperson representing ALUS Elgin;
2. Recruit new members with aid of the PAC;
3. Work with the Program Coordinator to provide orientation to new PAC members;
4. Provide input to prepare the PAC meeting agendas;
5. 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;
6. Ensure that the public in attendance does not in any way interfere or disrupt the proceedings of the Members;
7. Receive and submit to a vote all motions presented by the Members, which do not contravene the rules of order or regulations of the Legal Entity;
8. Announce the results of the vote on any motions so presented;
9. Adjourn the meeting when business is concluded.

6.2 PAC Vice-Chairperson:

PAC members shall elect a Vice-Chairperson from amongst their farmer members whose duties will include:

1. Fulfilling the responsibilities of the Chairperson when the Chair is unable to fulfill them;
2. Carries out assignments as requested by the Chair.

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.

6.3 PAC Secretary:

PAC members shall elect a Secretary from amongst their number whose duties will include:

1. Writing and reading aloud motions where necessary;
2. Maintaining clear and accurate minutes on the meeting proceedings;
3. Delivery of motions and minutes to the ALUS Elgin Coordinator in a timely manner after each meeting;
4. 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.

6.4 PAC Committee Members:

PAC Committee members are accountable for:

1. Attending a minimum of 4 out of 6 of meetings per year;
2. Creating motions regarding the ALUS program and projects, where fit;
3. Voting on motions and decisions regarding the ALUS program and project decisions set forward by other committee members;
4. Submitting expense sheets for reimbursement;
5. Acting in the best interest of the ALUS Elgin program;
6. Periodically act as a spokesperson for ALUS Elgin program when delegated by the Chair.
7. Due to the sensitive nature of personal information being presented and the new development of the community relationships a level of confidentiality is required.

7. Special sub-committees:

The PAC may appoint sub-committees for such times and tasks as the PAC deems necessary for carrying out the business of the ALUS Elgin program and shall report to the PAC.

The purpose of the proposed sub-committee must be presented to the PAC prior to creation. These committees must be chaired by a PAC member. Proposed actions by a special committee must be approved by the voting members of the PAC by consensus or by a quorum at a regularly scheduled PAC meeting prior to implementation.

8. Administration:

Voting members of the PAC will be paid a per diem for the attendance of scheduled meetings and will be reimbursed for mileage incurred while using a personal vehicle in attending regular scheduled meetings. The approved per diem rate is \$75.00 and the per-kilometre rate is \$0.45. The per-kilometre payment can be claimed through the submission of a travel allowance form to the ALUS Elgin Program Coordinator.

ALUS Elgin shall reimburse PAC members' reasonable travel expenses incurred for the purpose of attending functions, not related to scheduled PAC meetings, on behalf of the ALUS Elgin program. A per-kilometre rate to be paid for use of a personal vehicle shall be approved by upon submission of receipt and expense claim form to the Program Coordinator.

9. Minutes:

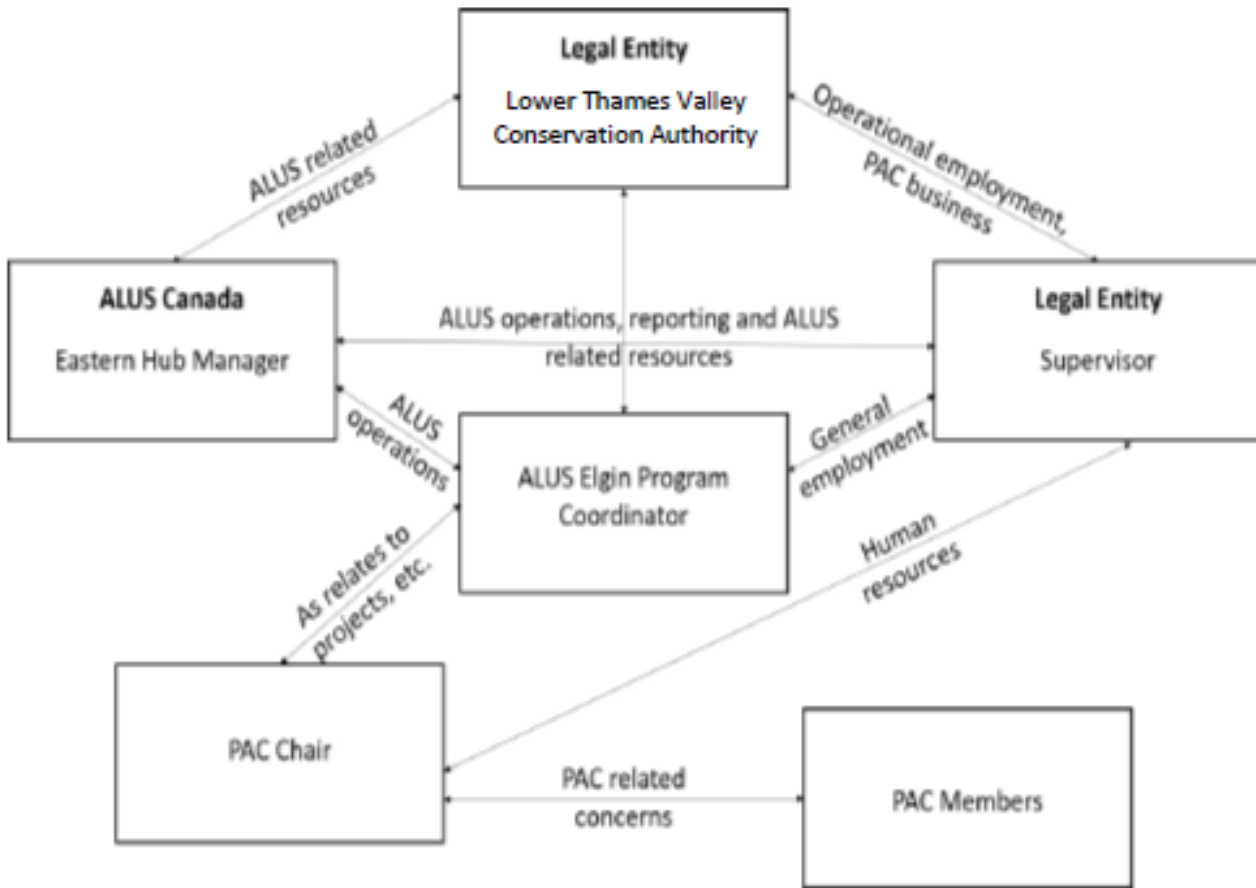
Draft minutes will be circulated to all PAC members after each meeting. Other members of the community expressing interest and support in ALUS may receive draft minutes circulated upon request to the Chair. Minutes once approved will be sent to the LPRCA Board of Directors as information.

10. Elections:

Elections will be held every year at the first meeting of the calendar year (or as otherwise needed) to vote in the Chair, Vice-chair and Secretary who are willing to take on the responsibilities and duties outlined above. Elections for Chair and Vice-Chair are to take place in alternating years to allow for consistency through voting terms. These representatives will be permitted to hold three consecutive terms. At that point another member will be required to take their place.

- Chair – 2-year term (even years)
- Vice-chair – 2-year term (odd years)
- Secretary – 2-year term (even years)

Appendix A: ALUS Community Organizational Structure



Appendix B: Conflict of Interest Policy

The committee will use the LTVCA board Conflict of Interest policy as follows

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 is bound by the *Municipal Conflict of Interest Act*. This appendix to the 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.

2. Disclosure of Pecuniary Interest

Where a Member, either on his or her 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.

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.

7. Breach of Conflict of interest Policy

Should a Member breach the Conflict of Interest Policy, they shall advise the Chair and Vice-Chair, 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, 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 C: PAC Member Composition

ALUS Elgin Partnership Advisory Committee						
	Name	PAC Role	Phone Number	Address	Municipality	Other Affiliation
Voting Members	Steve Walsh	Chair	519-773-7147	9496 Springer Hill Road, RR#1, Aylmer ON N5H 2R4	Bayham	Farmer; Elgin Federation of Agriculture Committee member
	Andrew McCallum	Vice Chair	519-619-9925	30923 Celtic Line, Dutton ON N0L 1Y0	Dutton	Farmer
	Drake Larsen	Secretary	519-765-3278	42811 Sparta Line, Aylmer ON N5H 2R4	Malahide	Farmer
	Magda Donck	Member	519-866-3252	54646 Eden Line, RR#4, ON N4H 2R3	Bayham	Farmer
	Bill Ungar	Member	519-639-1869	396 Talbot Street East, Aylmer ON N5H 1J5	Malahide	Agrologist: Lake Erie Ground Source Water Protection Committee member; Great Lakes Agricultural Stewardship Initiative
	Dave Depudyt	Member	548-588-1486	45282 Branums Gully Line, Sparta ON N0L 2H0	Central Elgin	TBD
	Rudy Pilz	Member	519-768-3578	26437 Crinan Line, West Lorne ON N0L 2P0	West Elgin	Farmer; Elgin Farmers Union member
	Diane Lynn Ayotte	Member	519-854-8684	26437 Crinan Line, West Lorne ON N0L 2P0	West Elgin	Farmer; Elgin Farmers Union member

	Valerie Donnell	Bayham Representative	519-550-0088	56169 Heritage Line, PO Box 160 Straffordville, ON N0J 1Y0	Bayham	Councilor, Municipality of Bayham
	TBD	LTVCA Municipality Rep	TBD	TBD	TBD	Councilor, Municipality of TBD
Non-Voting Members	Paul Gagnon/Betsy McClure/Greg Van Every	Conservation Authority Representative	519-842-4242 x 232 / 519-631-1270 x 229/519-354-7310 x 229	4 Elm Street, Tillsonburg ON N4G0C4/44015 Ferguson Line, St. Thomas, ON, N5P 3T3/100 Thames Street, Chatham ON N7L 2Y8	East Elgin/ Central Elgin/West Elgin	LPRCA Lands and Water Supervisor/KCCA Stewardship Program Supervisor and
	Margaret May	Partner Agency Representative	226-973-3548	4360 Glendon Drive, Glencoe N0L 1M0	Southwest Middlesex	Farmer; Ontario Soil and Crop Representative
	Alyssa Cousineau	ALUS Canada Representative	519-420-0208	Tillsonburg	Tillsonburg	ALUS Eastern Canada Hub Manager

11.5) Inventory of Programs and Services

Date: February 24, 2022
Memo to: LTVCA Board of Directors
Subject: **Lower Thames Valley Conservation Authority - Inventory of Programs and Services**
From: Todd Casier, CPA, CA, Manager, Finance and Administrative Services, Mark Peacock, P. Eng., C.A.O. / Secretary Treasurer

Background

Provincial legislation requires that the Lower Thames Valley Conservation Authority complete an Inventory of Programs and Services by February 28, 2022. The inventory lists all the programs and services that the Lower Thames Valley Conservation Authority provides. During the months of December and January, staff attended a number of meetings with provincial and other CA staff to obtain clarification on elements of this inventory. The inventory includes the best information the LTVCA has to date and should be considered a living document as more information comes to light and review is completed by member municipalities and the public.

The inventory includes estimates of the annual costs of services based on the 2022 budget, and the sources of funding for the program or service. The 2022 budget was used as this is the first budget in a number of years to address a post-Covid-19 environment. Budget costs and funding have also been compared to actual costs and expenses incurred by the LTVCA over the last 3 years. Where programs and services have been affected by the COVID-19 pandemic and where programs and services are periodic in nature, review of actual figures for the last 5 years have been used to fill in the categories with reasonable values.

Current Situation

Programs and services have been categorized based on the following:

Category 1: Mandatory programs and services where municipal levy could be used without any agreement.

Category 2: Non-mandatory programs and services at the request of a municipality with municipal funding through a MOU or agreement.

Category 3: This category includes other non-mandatory programs and services a CA determines are advisable. These may use municipal levy through a MOU/agreement. Programs and services in Category 3 may also be funded through other means. In the latter situation, an MOU/agreement with the municipality is not required.

Discussion

The process will support 2024 budget discussions including the new categorization of Conservation Authority (CA) programs and services. The above noted categories can be identified in Section 21 of the Conservation Authorities Act.

The Transition Plan includes the consultation process on the inventory of all the Authority's programs and services and the steps to be taken to provide this information to the public, province, and local municipalities. The inventory will be posted to the LTVCA web site, and provided to member municipalities and the province by February 28, 2022.

Recommendation: The Lower Thames Valley Conservation Authority Inventory of Programs and Services, dated February 16, 2022 be approved.

And Further that the Lower Thames Valley Conservation Authority Inventory of Programs and Services be posted to the LTVCA web site, and provided to member municipalities and the province by February 28, 2022.

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

1. Strengthen and Increase Collaboration with Community Stakeholders
4. Improve Transparency and Understanding of Financial Statements

Respectfully Submitted

Todd Casier, CPA, CA
Manager, Finance and Administrative Services

Reviewed By:

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

Draft for Board of Directors Review at February 16, 2022 BOD meeting

LTVCA Code(s)	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Average Annual Costs	Funding mechanism and percentage of costs
<p>Natural Hazard Management Program Program Description: Conservation Authorities are the lead provincial agencies on Natural Hazard issues. The goal is to protect life and property from flooding and erosion. This watershed-wide, comprehensive program includes: development applications and permits, municipal plan input and review, environmental planning and policy, flood forecast and warning, flood and erosion control infrastructure, technical studies, ice management, education and public awareness.</p>						
GENREGS (1)	Section 28.1 Permit Administration	Reviewing and processing permit applications, associated technical reports, site inspections, communication with applicants, agents, consultants and legal costs.	1	CA Act	\$190,500	Municipal Levy – 34%, Self-Generated – 66%
REGSPLAN-OPS39 (2), REGPLAN-WPP39(2), REGSPLAN (3) 80%	Municipal Plan Input and Review	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances). Input to municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural hazards, on behalf of MNRF (delegated to CAs in 1983). Input to the review and approval processes under other applicable law, with comments principally related to natural hazards, wetlands, watercourses and Sec. 28 permit requirements. Include property inquiries here	1	CA Act	\$110,000	Municipal Levy – 87%, Self-Generated – 13%
REGSPLAN (3) 20%	Plan Review Not Related to Natural Hazards	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances).	2	CA Act	\$17,300	Municipal Levy – 100%,
Flood-Comm (4), Flood-Data (4),	Flood Forecasting and Warning	Daily data collection and monitoring of weather forecasts, provincial and local water level forecasts, watershed conditions, snow course. Flood event forecasting. Flood	1	CA Act	\$165,100	Municipal Levy – 51%,

LTVCA Code(s)	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Average Annual Costs	Funding mechanism and percentage of costs
Flood-Train (4), Flood-Oper (4), Flood-Res (4)		warning, communications and response. Equipment maintenance. Annual meeting with municipal flood emergency coordinator.				Provincial – 49%
FCS-Oper (5), ECS-Oper (5), FCS-RMTC (5), ECS-RMTC (5), FCS-PMTC (5), ECS-PMTC (5)	Flood and Erosion Control Infrastructure Operation and Management	Water and erosion control infrastructure and low flow augmentation. Includes flood control and erosion control projects which are annually inspected and routine maintenance work completed.	1	CA Act	\$141,000	Municipal Levy – 21%, Special Levy- 79%
FCS-RMTC (5), ECS-RMTC (5)- Projects more capital in nature	Flood and Erosion Control Infrastructure Major Maintenance	Major maintenance on flood and erosion control structures as required. Projects are dependent on Water and Erosion Control Infrastructure (WECI) funding from the province. Replacement of two actuators Rivard Dam 2022 These accounts for asset management type expenses	1	CA Act	\$28,000	Provincial – 50% Special Levy- 50%
Part of Flood Forecasting & Watershed Planning	Ice Management	Technical Studies associated with ice issues and support for the Ice Management Committee 2021 Thames River ice study regarding docks Special studies service cost based on year and study-not in 2022 budget	1	CA Act	\$22,000	Municipal Levy – 100%,
LOWWATER (8)	Low water response	Conditions monitoring and analysis. Technical and administrative support to the Water Response Team representing major water users and decision makers, who recommend drought response actions.	1	CA Act	\$1,200	Municipal Levy – 100%
35% Techstudy (10) expenses	Information Management	Data collection, mapping, data sets, watershed photography. Development and use of systems to collect and store data and to provide spatial geographical representations of data.	1	CA Act	\$37,600	Municipal Levy – 100%,
65% Techstudy (10)	Technical Studies and Policy Review	Studies and projects to inform natural hazards management programs including: floodplain management, watershed hydrology, regulations areas mapping update,	1	CA Act	\$69,900	Municipal Levy – 50%,

LTVCA Code(s)	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Average Annual Costs	Funding mechanism and percentage of costs
Expenses & 100% Revenue		flood forecasting system assessment, floodplain policy, Lake Erie and St. Clair shoreline management. These projects often last one to two years and are distributed over time as human resources and funding is available.				Self-Generated – 50%
20% COMREL (38), 10% CONSED (42)	Natural Hazards Communications, Outreach and Education	Promoting public awareness of natural hazards including flooding, drought, and erosion. Public events, materials. Social media services. Media relations. Educate elementary school students and the public about the danger of floodwaters.	1	CA Act	\$34,300	Municipal Levy – 99%, Self Generated – 1%
Provincial Water Quality & Quantity Monitoring						
Program Description: Provincial mandatory watershed wide monitoring of water quality and quantity (surface and ground water)						
PWQMN (12)	Provincial Water Quality Monitoring Network (PWQMN)	A long-standing (50+ year) CA/MECP partnership for stream water quality monitoring at 22 sites. CA takes water samples; MECP does lab analysis and data management. CA uses information for watershed report cards, and stewardship project prioritization.	1	CA Act	\$94,500	Provincial – 100%
PROVGROUND (13)	Provincial Groundwater Monitoring Network (PGMN)	A long-standing CA/MECP partnership for groundwater level and quality monitoring at 7 stations. Costs include equipment, data collection, analysis, data management and reporting. MECP funded network installation.	1	CA Act	\$2,900	Municipal Levy – 100%,
Local Water Quality Monitoring						
Program Description: Local water quality monitoring (Benthic, spills, algae blooms) and reporting of monitoring results						
BENTHIC (14)	Surface Water Quality Monitoring Program	Surface water quality monitoring at sites (in addition to PWQMN), benthic monitoring at 8 sites across the watersheds and responding to local spills events at the request of MECP. Costs include sampling, analysis and reporting. Periodic, based on spills and algae blooms.	3	CA Act	\$5,000	Municipal Levy – 100%,
Not in 2022 budget	Watershed Report Card	Conservation Authorities report on local watershed conditions every five years. The LTVCA watershed is divided into 57 subwatersheds grouped into 8 in the report card. Measuring increases understanding of the	3	CA Act	\$1,000	Municipal Levy – 100%,

LTVCA Code(s)	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Average Annual Costs	Funding mechanism and percentage of costs
		watershed, focuses efforts and tracks progress. (Average annual cost based on one report card every five years.)				
Drinking Water Source Protection						
Program Description: The protection of municipal drinking water supplies in the Thames Sydenham Region through the development and implementation of the Source Protection Plans.						
SWP (16)	Drinking Water Source Protection Program (DWSP)	Source Protection Area, tech support, Source Protections Committee support, Source Protection Authority reports and meetings. Activities required by the Clean Water Act and regulations.	1	CA Act	\$26,100	Provincial – 100%
Core Watershed-based Resource Management Strategy						
Program Description: The purpose of a watershed plan is to understand the current conditions of the watershed, and identify measures to protect, enhance, and restore the health of the watershed. Watershed strategies provide a management framework to provide recommendations which consists of goals, objectives, indicators, and management recommendations. This addresses existing issues in the watershed and mitigate impacts from potential future land uses, while recommending appropriate actions to protect, enhance, and restore the watershed.						
New code 82372-ADMIN-STRAT	Strategy Development	Collate/compile existing resource management plans, watershed plans, studies and data. Strategy development, implementation and annual reporting. Strategy development is one-year project. Watershed based resource management strategy – New Provincial requirement	1	CA Act	\$30,000	Municipal Levy – 100%,
Sub-watershed Plans and Projects						
Program Description:						
Included in Tech study and not broken out	Subwatershed Initiatives	The LTVCA works with communities to develop and implement subwatershed plans. Examples of Plans and initiatives include: Big Creek Master Drainage Plan (Leamington). Working with municipalities, the LTVCA assists in developing solutions for development planning and natural hazards management.	1	Integrated Watershed Management	\$0	Municipal Levy – 100%

LTVCA Code(s)	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Average Annual Costs	Funding mechanism and percentage of costs
Included in Stewardship Programs	Natural Heritage Systems Implementation Phase		3	CA Act	\$0	Municipal Levy – 100%
Clearwater (20)	Thames River Clearwater Revival, Watershed Wide Strategic Resource Management Plans	Collaborative project of federal and provincial agencies, First Nation and Thames River conservation authorities to address broader-watershed scale water quality and quantity issues in river and contributing watersheds. Cost change based on work being undertaken.	1	CA Act	\$1,000	Municipal Levy – 100%,
<p>Conservation Authority Lands and Conservation Areas Program Description: The LTVCA owns 1742 acres of land which includes conservation areas, management areas, conservation forests, farmland and flood control structures and surrounding land. LTVCA property is essential to watershed management, environmental protection, helps implement the Watershed Management Strategy and provides areas for passive recreation.</p>						
50% Cons-Oper (21) expenses, 100% revenue	Section 29 Minister's regulation for Conservation Areas	Conservation areas regulations enforcement/compliance. Including senior management of all areas.	1	CA Act	\$54,500	Municipal Levy 88% Self-Generated – 12%
66% of CM07, CM21, CM22 (22) expenses & 100% of associated income	Active Recreation Areas - Campgrounds	Costs to operate a campgrounds and associated facilities on LTVCA land. CM Wilson 66% Active, Big Bend CAs 66% Active, Warwick 66% Active	3	Non-passive recreation	\$111,100	Self-Generated – 100%
CM02, CM41, CM47, CM45, CM44, CM42, CM38, CM36, CM12 (23), 50% Cons-Oper (21)	LTVCA forests and management areas (non accessible Conservation Areas)	Management and maintenance of CA owned lands. Includes forest management, signage, gates, passive recreation, stewardship, restoration, ecological monitoring, carrying costs such as taxes and insurance. (nine Conservation Areas-Ekfrid, Courey Islands, Ashton, Elva Gray, Ward, Feasby, Stirling, Myslik, Miller)	1	CA Act	\$61,100	Municipal Levy – 91%, Self-Generated – 9%

LTVCA Code(s)	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Average Annual Costs	Funding mechanism and percentage of costs
CM01, CM05, CM06, CM14, CM15, CM23, CM24, CM25, CM27, CM30, CM31, CM32, CM33, CM34, CM35, CM37, CM40, CM46, CM75, CM76 (24) 34% of CM07, CM21, CM22 (22)	Conservation Areas	Management and maintenance of 23 conservation areas. Includes passive recreation, risk management program, hazard tree management, gates, fencing, signage, brochures, communications, pedestrian bridges, boardwalks, trails, parking lots, pavilions, roadways, stewardship, restoration, ecological monitoring, carrying costs such as taxes and insurance.	1	CA Act	\$233,300	Municipal Levy – 63%, Self-Generated – 37%
Part of CM14 (24), CM21 (22) Projects more capital in nature \$30k from regular budget	Conservation Area Major Maintenance	Major maintenance and capital improvements to support public access, safety and environmental protection such as pedestrian bridges, boardwalks, trails. Longwoods 2021 Boardwalk replacement would be included in this category. These accounts for asset management type expenses	1	CA Act	\$30,000	Municipal Levy – 50% Self-Generated – 50%
Costs are capitalized	Land acquisition	Strategic acquisition of environmentally-significant properties. Average appraisal, legal & other fees over last five years \$10,000 per year. Average land donation \$225,000 per year over last five years. Periodic based on timing of donations.	3	CA Act	\$10,000	Municipal Levy – 50% Self-Generated – 50%
Village-Oper (27) Used average non-COVID	Ska-Nah-Doht Longhouse Village and Museum	Management and maintenance of Village lands and facilities. Includes non-passive recreation, carrying costs such as taxes and insurance. Does not include passive recreation on these lands and management/maintenance associated with category 1 passive recreation.	3	CA Act	\$140,000	Self-Generated – 43% Provincial 16% (CMOG)

LTVCA Code(s)	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Average Annual Costs	Funding mechanism and percentage of costs
revenue of \$60,000						Municipal Levy 41%
New project	Inventory of Conservation Authority lands	The land inventory will include the following information: location as well as date, method and purpose of acquisition, land use. One-time project with updates as properties are acquired or disposed of. New Provincial requirement.	1	CA Act	\$15,000	Municipal Levy – 100%
New project	Strategy for CA owned or controlled lands and management plans	A strategy to guide the management and use of CA-owned or controlled properties including: guiding principles, objectives, land use, natural heritage, classifications of lands, mapping, identification of programs and services on the lands, public consultation, publish on website. One-year project. New Provincial requirement.	1	CA Act	\$15,000	Municipal Levy – 100%
Watershed Stewardship and Restoration (Urban, rural & agriculture) Program Description: The stewardship and restoration program has three key components: one-on-one technical assistant to watershed landowners, connecting landowners with cost-share funding, and the reforestation program. Projects reduce the risk to life and property from natural hazards, protect water quality and quantity, improve forest conditions, increase biodiversity and make the watersheds more resilient to climate change. Total budget in category \$1,597,100, total municipal levy to support programs \$81,600, general levy \$80,000 special levy. Levy portion approx. 10% of total.						
70% of CKGR & TREES (30)	Private Land Stewardship Program	Work with property owners to implement Best Management Practices to mitigate flood and erosion hazards, improve and protect water quality, restore floodplains and river valleys, reduce nutrient contamination, restore and enhance wetlands to reduce flooding peaks and augment low flow, management of terrestrial non-native invasive species, protect groundwater, improve aquatic species at risk habitat. Apply for and manage external funding, promote private land stewardship, outreach, provide technical advice and design assistance.	2	CA Act	\$374,900	Municipal Levy – 8%, Self-Generated – 77% Special Levy 15%

LTVCA Code(s)	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Average Annual Costs	Funding mechanism and percentage of costs
30% of CKGR & TREES (30)	Tree Planting and Forestry Services	Forestry services including planting plan development, tree and shrub planting. Private woodlot stewardship, technical assistance, link to funding programs to maintain form and function of watershed forest cover.	2	CA Act	\$160,700	Municipal Levy – 8%, Self-Generated – 77% Special Levy 15%
SAR (32)	Species At Risk Program	Species at risk research and assessment. Assisting landowners with land restoration projects and improving Species at Risks habitats on private and CA lands.	3	CA Act	\$260,200	Self-Generated – 100%
OMAF, GLASI, AAFC, ECLTCCP, ALUS (33)	Agricultural Research and Stewardship Programs	Stewardship and research undertaken jointly with the agriculture community. Programs address nutrient run off, healthy soils and development/implementation of local Best Management Practices.	3	CA Act	\$783,800	Self-Generated – 100%
Enabling Services:						
Key assistance provided to all departments of the conservation authority, board of directors, member municipalities and the general public to enable the LTVCA to operate in an accountable, efficient and effective manner.						
Part of Admin-Oper (34)	Corporate Services	Administrative, human resources, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of a conservation authority. Includes health and safety program, overseeing programs and policies.	1	CA Act	\$258,900	Municipal Levy – 100%,
Admin-Fin (35)	Financial Services	Annual budget, accounts payable and receivable, payroll, financial analysis, financial audit, administration of reserves and investments, financial reports for funding agencies, preparing and submitting reports to CRA, benefits program administration.	1	CA Act	\$162,200	Municipal Levy – 88%, Self-Generated – 12%
82315-ADMIN-OPER (36)	Legal Expenses	Costs related to agreements/contracts, administrative by-law updates. Average annual cost. Periodic based on legal requirements.	1	CA Act	\$5,000	Municipal Levy – 100%
Admin-Mmber,	Governance	Direct support to CA Boards, Advisory Committees, Per Diems, etc.	1	CA Act	\$11,400	Municipal Levy – 100%,

LTVCA Code(s)	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Average Annual Costs	Funding mechanism and percentage of costs
Admin-Chair (37)						
COMREL (38) 80%	Communications and Outreach	Informing public of LTVCA programs and projects through media, open houses, public meetings, website administration, responding to inquiries from the public, crisis communications.	1	CA Act	\$108,100	Municipal Levy – 100%,
Part of Admin-Oper (39)	Administration Buildings	Office buildings and workshop used to support LTVCA staff, programs and services. Includes utilities, routine and major maintenance, property taxes.	1	CA Act	\$22,300	Municipal Levy – 100%,
Admin-IT (40)	Information Technology Management/ GIS	Data management, records retention. Development and use of systems to collect and store data and to provide spatial geographical representations of data.	1	CA Act	\$50,800	Municipal Levy – 100%
Vehicles (41) all program accounts	Vehicle and Equipment	A fleet of vehicles and equipment to support the work of the LTVCA, including capital purchases, fuel, licenses, repairs and maintenance. Programs and projects are charged for the use of the vehicles and equipment.	1	CA Act	\$117,200	Municipal Levy – 100%,
Conservation Education and Community Outreach Program Description: Education and outreach programs increase knowledge and awareness in children and adults about local watersheds and ecosystems and conservation actions they can take to improve the watershed.						
CONSED (42) 90%	School programs	Curriculum-based education programs for elementary and secondary students. These programs focus on local watersheds, ecosystems, and environmental issues. Programs take place at schools (indoors and outdoors), field trips to conservation areas, community parks and through online learning. Average annual costs-pre COVID.	3	CA Act	\$65,600	Municipal Levy - 43%, Self-Generated – 57%

LTVCA Code(s)	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Average Annual Costs	Funding mechanism and percentage of costs
WFEST (43)	Community programs and events	Education and outreach programs and community events to assist in achieving the objectives of the conservation authority. These programs are open to people of all ages. Average annual costs pre COVID.	3	CA Act	\$36,000	Municipal Levy – 40%, Self-Generated – 60%

DRAFT

12. Business for Information - Business Meeting

12.1) Municipality of Lakeshore Shoreline Management Plan

Date: February 24, 2022
Memo to: LTVCA Board of Directors
From: Jason Wintermute, Manager, Watershed and Information Services
Subject: Municipality of Lakeshore Shoreline Management Plan

The Municipality of Lakeshore has been undertaking a project to investigate and update the Lake St. Clair shoreline flooding and erosion hazard limits. The Lower Thames Valley Conservation Authority (LTVCA) has been supporting this project with technical support. Recently in 2019 and 2020, Lake St. Clair experienced all-time high record water levels. Additionally, studies suggest that the impacts of a changing climate may cause increased lake levels for Lake St. Clair.

The Shoreline Management Plan proposes long-term management policy recommendations that will allow the Municipality, the Essex Region Conservation Authority and the LTVCA to address existing and future risks to public health and property and to conform with applicable Provincial policy direction.

The Shoreline Management Plan will form the technical basis for updating of the Municipality of Lakeshores planning policies and updating of the LTVCA Lake St. Clair shoreline regulations. The Shoreline Management Plan is currently being finalized in a draft form so that it can be presented to the public. Public Zoom meetings will be held on Tuesday February 22nd Time: 2:00-4:00pm & 6:30-8:30pm. The draft plan will be provided to LTVCA board member prior to the Annual General Meeting.

Staff will be providing a detailed presentation to the board at its April 2022 meeting where approval of the plan will be requested. Once the Lakeshore Shoreline Management Plan is approved, staff will work with the Municipality of Lakeshore to prepare draft policies to implement its recommendations.

<p>Recommendation: That the LTVCA staff report entitled Municipality of Lakeshore Shoreline Management Plan be received for information purposes.</p>
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The report aligns with the following objectives of the LTVCA's Strategic Plan:

1. Strengthen and Increase Collaboration with Community Stakeholders

Respectfully Submitted

Jason Wintermute,
Manager, Watershed and Information Services

Recommended by:

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

12.2) Conservation Authorities Act Changes - Bill 229 - Phase 2 Regulations

Date: February 24, 2022

Memo to: LTVCA Board of Directors

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

Subject: Conservation Authorities Act Changes – Bill 229 – Phase 2 Regulations

With the amendments to the Conservation Authorities Act (“CAA”) in Bill 229, the Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020, now passed by the Legislature, the government has made a series of substantive amendments to the CAA in 2017, 2019 and in 2020, resulting in a number of un-proclaimed provisions in the CAA that are being implemented through a series of regulations. These regulations are being brought forward in two phases.

The Province released Phase 1 regulations designed to implement amendments to the Conservation Authorities Act (CA Act) in 2021. To implement recent changes made to the Conservation Authorities Act, three new regulations (phase 1) were approved that:

- specify the mandatory programs and services that CAs must provide (Ontario Regulation 686/21 (O. Reg. 686/21): Mandatory Programs and Services)
- set out requirements for transition plans and agreements for programs and services a municipality requests the CA do on its behalf and programs and services a CA decides to adopt to further the purposes of the CAA (Ontario Regulation 687/21 (O. Reg. 687/21): Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act)
- consolidated the ‘conservation area’ regulations into one Minister’s regulation which establishes rules of conduct in conservation areas (Ontario Regulation 688/21 (O. Reg 688/21): Rules of Conduct in Conservation Areas)

The Phase 1 consultations focused on details of the programs and services that conservation authorities will implement and how they will be funded. The Province is now consulting on a Phase 2 of the proposed regulations including details on municipal levies, fees, as well as standards for the delivery of other types of programs and services.

The proposed phase 2 regulations provide more details regarding the transition by CAs to the new funding framework by January 1, 2024. The province is proposing the next phase of regulatory and policy proposals that would include:

1. A ‘Municipal Levies Regulation’ that outlines details, through a Lieutenant Governor in Council regulation about:
 - a. the apportionment by CAs of their capital costs and operating expenses to be paid by their participating municipalities through municipal levies
 - b. CA budgetary matters, including requirements that CAs distribute their draft and final budgets to relevant municipalities and make them publicly available
2. A ‘Determining Amounts Owed by Specified Municipalities Regulation’ that outlines details, through a Minister’s regulation, about the methods available to CAs to determine costs specified municipalities may need to contribute for the CA’s mandatory programs and services under the:
 - Clean Water Act, 2006
 - Lake Simcoe Protection Act, 2008

3. A 'Fee Classes Policy' that outlines classes of programs and services, through a Minister's published list, for which a CA may charge a user fee
4. Complementary regulations to increase transparency of CA operations

Many of the details found in these new regulations will provide clarity for elements of the Inventory of Programs and Services and the MOUs to be signed by the LTVCA and its member municipalities. Staff have attended a number of information sessions on the discussion document and are using this information in the preparation of documents required by the province. Additionally, staff have been providing comments to Conservation Ontario who will be providing input to the province as the new regulations are developed.

<p>Recommendation: That the Conservation Authorities Act Changes – Bill 229 – Phase 2 Regulations report be received for information purposes.</p>

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

12.3) C.A.O.s Report

Date: February 24, 2022
Memo to: LTVCA Board of Directors
Subject: C.A.O.'s Report
From: Mark Peacock, P. Eng., C.A.O. / Secretary Treasurer

Covid-19 update

Opening of Offices

The Pandemic Management Committee continues to meet three times a week to review questions and provide direction to staff as they deal with Covid 19. All activities undertaken away from home are being done under staff developed and approved Covid 19 Standard Operating Procedures (SOP) to ensure compliance with all local, provincial and federal requirements. All activities undertaken at LTVCA facilities are done in compliance with the LTVCA COVID-19 Safety Plan.

The Pandemic Management Committee recommend to staff that the administrative offices be opened to staff starting December 1, 2021 and staff have begun returning to work at the office. Staff are not yet required to attend the office as some arrangements of desks are still being made to ensure staff separation. Due to continuing COVID-19 numbers, some staff are continuing to work from home. With a very tight office layout, this was deemed to be appropriate. The Pandemic Management Committee will continue to assess this situation.

Bill 229 Workload Staff Reassignments

Funds have been set aside (\$20,000) in the 2022 budget to allow Valerie Towsley, Watershed Resource Planner, time to assist on a part time basis in the development of Planning Agreements, the Watershed Based Resource Management Strategy and Category 2 and 3 MOUs with municipalities. In order to do this, additional staffing will be required to support the Planning and Regulations program.

Significant time has been put into the development of the Inventory of Programs and Services by the Finance and Administration Department. This work has occurred in the middle of staff preparing year end and completing the requirements of the annual audit. Due to this fact, some financial/accounting work has been shifted to other staff. Staff resources namely, Agnes Vriends, Clerk, Longwoods Rd Conservation Area have been reassigned to address this work. We thank Agnes for stepping in, taking on new/revised duties and helping us get through this staffing crunch. Given the needs of financial reporting to municipalities during the preparation of the MOUs, the finance department will be continuing to be supported by Agnes in 2022.

Recommendation: That the C.A.O. / Secretary Treasurer Report be received for information.
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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

12.4) Water Management

12.4.1) Flood Forecasting and Operations

Flood Messaging and Flood Events

There have been 16 flood messages issued since the last written report to the Board of Directors. One of these was a standing message issued for both Lake St. Clair and Lake Erie intended to cover the month of January or until the lakes froze over.

Thirteen messages were issued for potential flooding events on the Great Lakes shorelines. Four messages were Flood Outlook messages issued for the Lake Erie Shoreline and 5 messages were Flood Watches issued for the Lake Erie Shoreline. Three of these events led to actual flooding and Flood Warnings being issued for Erie Shore Drive. These events happened on December 11th, December 16th, and January 5th. Staff are also fairly certain that there was flooding overnight along Erie Shore Drive the nights of January 11th - 12th and January 18th - 19th. However, as these events occurred overnight, staff were not out to observe the events and to issue Flood Warnings. By January 21st, a significant berm of ice had built-up behind many of the homes along Erie Shore Drive which protected them from further flooding. A Flood Watch was also issued on December 10th addressing possible issues on both Lake Erie and Lake St. Clair. While this event led to the flooding along Erie Shore Drive on the 11th, it did not impact Lighthouse Cove.

There was also a Flood Watch issued on December 10th for potential flooding on local watercourses of the Thames River watershed. A Special Weather Statement had been issued by Environment Canada and up to 45mm of rain was forecast. However, the region received less than half the predicted rain and the message was downgraded to a Safety Bulletin on the 12th.

Ice Conditions

Lake St. Clair is almost completely frozen over, with only a few small areas of open water visible in satellite imagery. There is a substantial amount of ice in the central basin of Lake Erie. However, there is still enough open water that ice has been able to break free and move around the basin. Areas along the Lake Erie shoreline in the LTVCA had frozen over but have also opened up occasionally. Fortunately, the shoreline ice in the area along Erie Shore Drive has mostly remained intact since freeze-over and there has been enough ice on the open waters of the lake to dampen the creation of waves.

Ice is also well established on the Thames River. Ice thickness measurements were taken on February 1st. At Lighthouse Cove there was about 17 cm of clear blue ice. At the Jeannettes Creek boat launch there was about 18 cm of clear blue ice. The ice thickness was also measured at Thames Grove in Chatham. The ice thickness there was much more variable, with a greater proportion of weaker white ice. Ice measurements there ranged from 10 cm to 18 cm equivalent of blue ice, with an average of around 13 cm blue ice equivalent. While historical examinations of previous ice jams from the 1960s through 1980s suggested there needs to be around 30 cm of ice on the river for jamming to occur, more recent events in 2011 and 2019 suggests ice jams are possible with much less ice. During the February 2019 event, the jam occurred with a thickness of around 21 cm. As such, there is currently enough ice on the river that an ice jam is possible. There is an intention to collect additional ice thickness measurements within the next week.



MODIS Imagery, February 9, 2022, 18:24 GMT

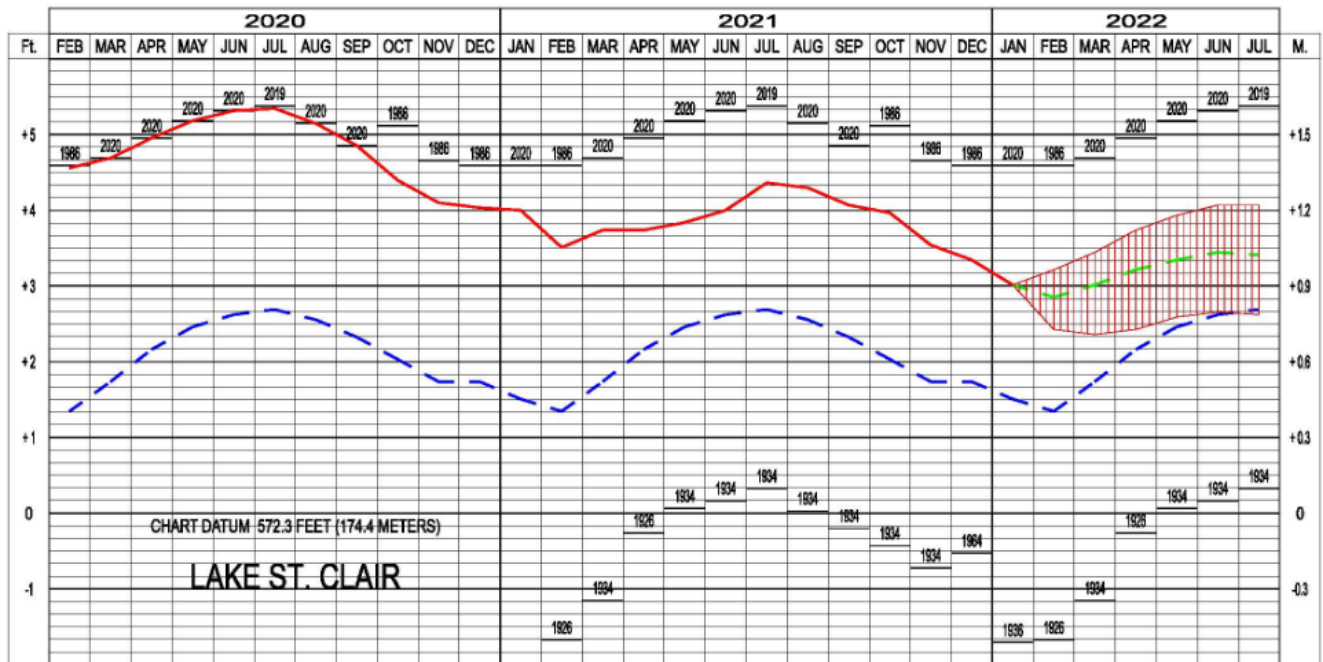
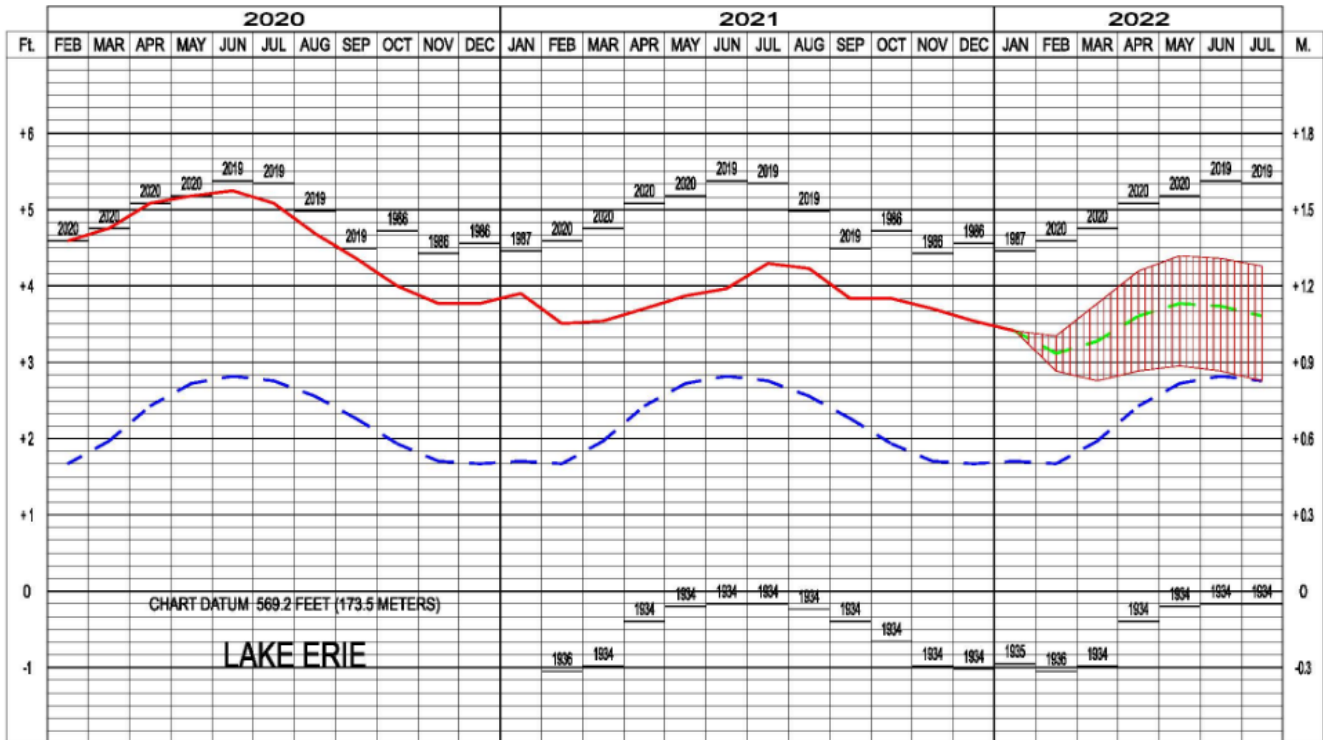
Report on Lake Conditions

Lake Erie's daily average water level on February 1st was 174.45 m (I.G.L.D.). Short-range forecasts issued at the beginning of the month were calling for the typical season rise in water levels to begin and water levels to rise by 7 or 8 cm by the beginning of March. Water levels at the beginning of February were down 45 cm from the record high February monthly average set in 2020. However, they were still 44 cm above what would be considered normal water levels for February.

Lake St. Clair's daily average water level on February 1st was 175.10 m (I.G.L.D.). Water levels have been falling fairly rapidly on Lake St. Clair due to ice jams on the St. Clair River. Short-range forecasts issued at the beginning of the month were calling for water levels to rise around 20 cm by the beginning of March. This predicted rise is likely due to an anticipated recovery in water levels once the ice jams pass. Water levels at the beginning of February were down 70 cm from the record high February monthly average set in 1986. However, they were still 29 cm above what would be considered normal water levels for February.

Generally speaking, water levels are now trending more towards average than we've seen over the last few years.

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 February.



12.4.2) Flood Control Structures

Regular seasonal maintenance continues on all the LTVCA's flood control structures.

The Thames River at Chatham gauge is now operational again. Water Survey of Canada repaired the gauge on December 21st. However, given that vandals had damaged the electrical services and stolen solar panels in the past, the station is operating solely on battery power. As a result, LTVCA staff need to visit the site every couple of weeks to change batteries. The station needs to remain operational as it is used to operate the 6th Street Dam during an ice jam or spring melt event.

As part of regular operations and maintenance, divers are brought in every year just before McGregor Creek freezes over to clean the gates of the 6th Street Dam. This is required as the dam was designed with the gates lying flat on the bottom of the creek. Any debris that accumulates on the gates, or garbage that is thrown off the walkway onto the gates, could prevent the gates from being properly closed when operations are required. By doing this just before the creek freezes over, the hope is that the ice will limit the amount of debris and garbage that can accumulate on the gates in case divers can't perform a cleaning immediately before operations area required. Divers from Watech Services out of London cleaned the gates on January 4th.

It was previously reported that on July 16th there was a failure of two out of three actuators that operate the gates of the McGregor Creek Diversion Channel Dam. An application was made to the MNDMNR's Water and Erosion Control Infrastructure (WECI) program to see if there were any unspent funds at the end of the fiscal year from other projects that could be reallocated to cover the costs of these purchases. This year there were unspent funds and our application was successful. The WECI grant has provided funding of \$13,368.46 to cover 50% of the purchase cost and installation of the actuators.

12.4.3) Low Water Response Program

During the spring, summer and autumn, brief reports outlining the watershed conditions as they relate to the Provincial Low Water Response Program are created by LTVCA staff. This program is concerned with river and stream water usage (not Great Lakes), and that type of water usage is primarily agricultural in the LTVCA. For this reason, these reports are not drafted during the winter. However, the Ministry of Natural Resources and Forestry does broad screening throughout the province all year long for the program. Screening reports issued at the beginning of February suggested that there were no concerns regarding river and stream flows. However, there had been a deficit of precipitation over the last 3 months indicative of a Low Water Level 1 Condition. Precipitation will need to be closely monitored as spring approaches.

12.4.4) Watershed Monitoring

Watershed-wide, surface water quality monitoring continued in December and January at 22 sites throughout the watershed. The sampling was being conducted under two programs, the Provincial (Surface) Water Quality Monitoring Program (PWQMN) and a special grant under Canada-Ontario Agreement (COA) Respecting the Great Lakes Basin Ecosystem. The PWQMN program has been extended beyond its typical November end date to allow for some winter sampling this year.

In the later fall or early winter, the LTVCA conducts water quality sampling at groundwater wells throughout the watershed as part of the Provincial Groundwater Monitoring Network (PGMN). As per the program, C.A. staff conduct the field work and MECP funds the infrastructure and conducts the lab analyses. The LTVCA has been delayed in sampling wells this year, but will attempt to collect water samples from 7 wells in February and March.

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

12.5) Planning and Regulations

12.5.1) Planning

From the end of November 2021 through to the end of December 2021, there were 18 planning submissions reviewed by staff and for the first month of 2022 (January) for this reporting season, there have been 29 planning submissions reviewed by staff with respect to the Provincial Policy Statement, Section 28 of the Conservation Authorities Act and Ontario Regulation 152/06. 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 88 responses to inquiries that staff have responded to for the month of January as well as numerous email responses to inquiries.

Planning Numbers	2019 Totals	2020 Totals	Jan totals	Feb-Mar totals	Apr-May totals	Jun-Jul totals	Aug-Sep totals	Oct-Nov totals	Dec totals	2021 Totals	Jan totals	2022 Totals
Chatham-Kent	150	259	13	55	63	60	52	55	8	306	16	16
Elgin	76	67	6	13	21	9	13	11	6	79	5	5
Essex	16	46	3	7	6	6	7	6	1	36	4	4
Middlesex	48	35	5	8	9	7	11	11	3	54	4	4
Total Numbers	290	407	27	83	99	82	83	83	18	475	29	29

**OP, ZBL, OPA, ZBLA, Consents, Minor Variances, Plans of Subdivision, Legal Inquiries*

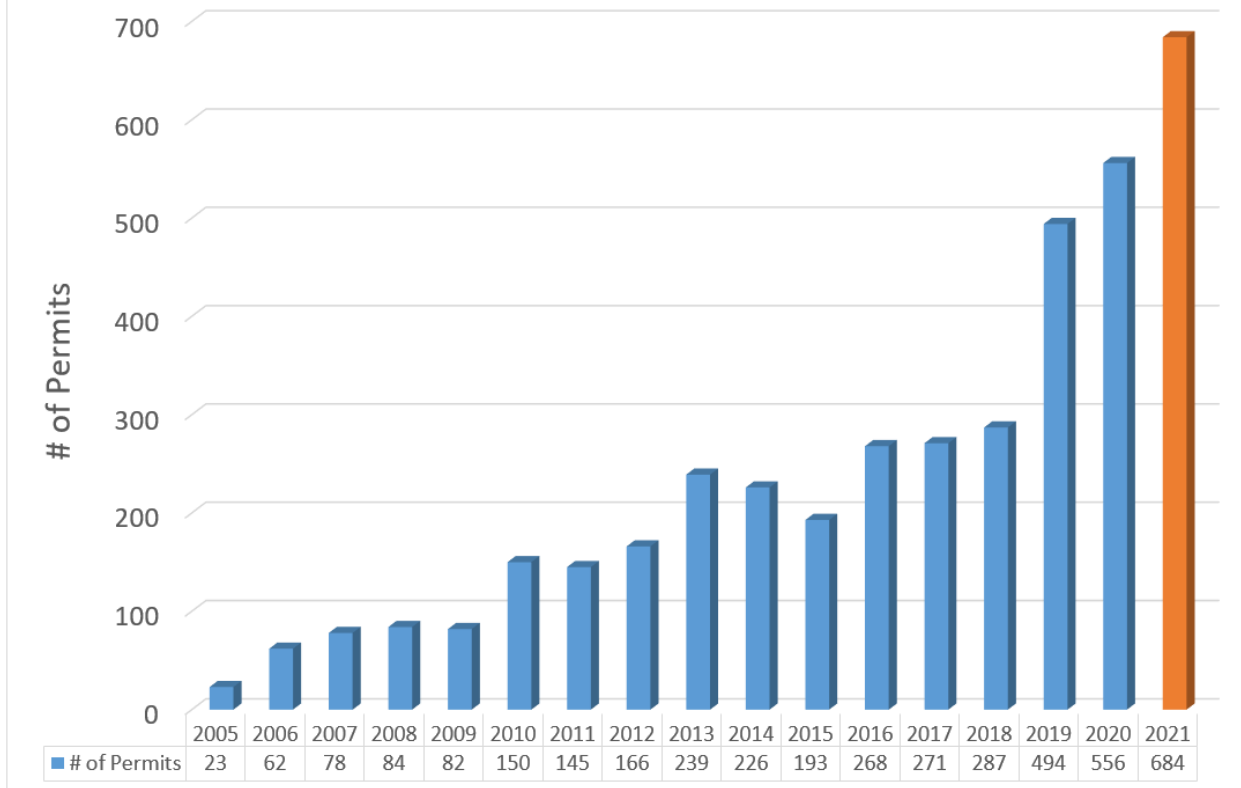
Planning staff are starting to work a mix of days in the office, with some work from home still taking place. All COVID 19 Standard Operating Procedures and work from home plans are in place. Several conference call / zoom meetings have taken place with proponents / consultants / agencies / member municipalities and counties around planning matters. Planning services continue to be used / accessed by the public, our member municipalities and other agencies via telephone and email communication at this time.

12.5.2) Section 28 Regulations / Permitting

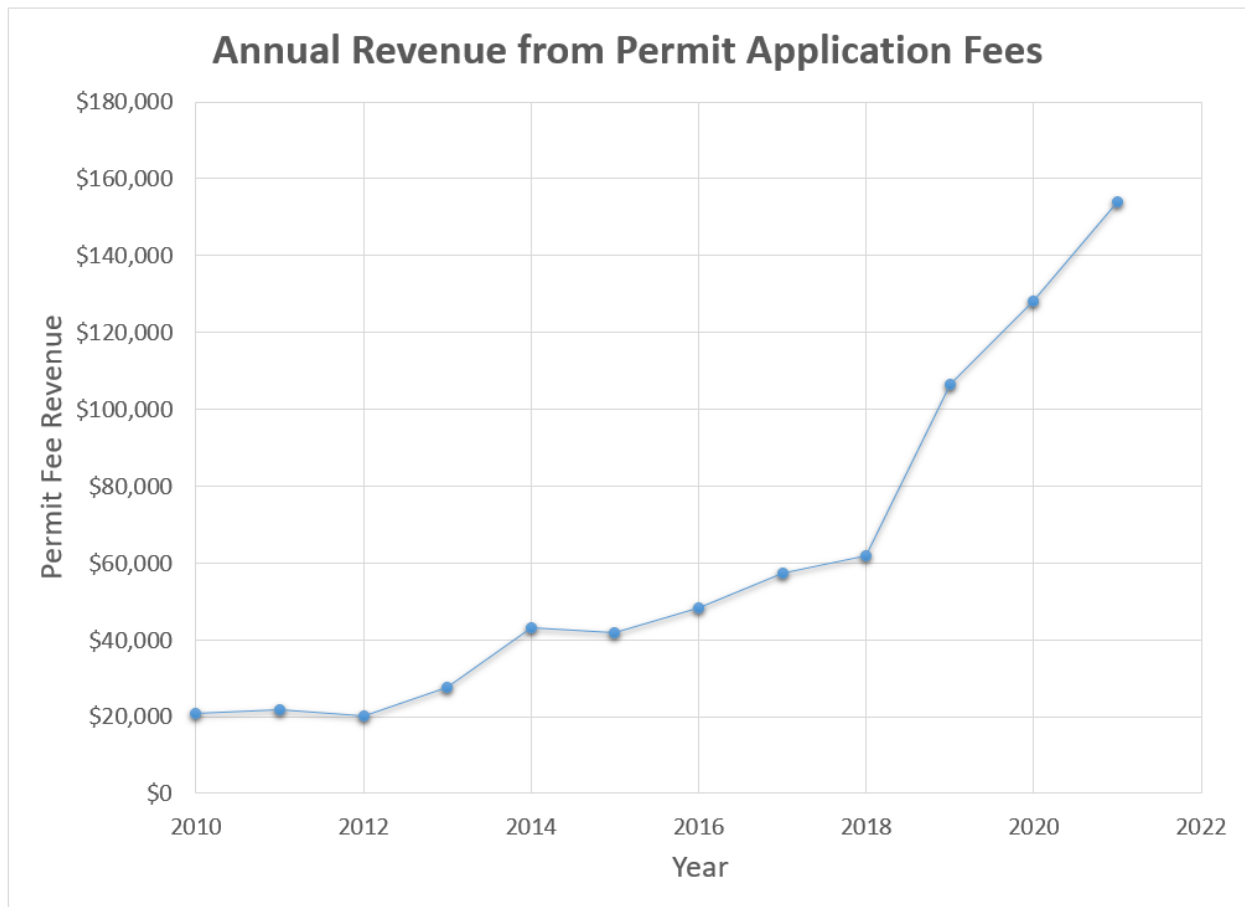
In December 2021, staff received 27 permit applications with respect to Section 28 of the Conservation Authorities Act and Ontario Regulation 152/06. For the entire 2021 year, staff received a total of 684 permit applications. Of the 684 permit applications, all but 15 had been approved by staff. Three applications were approved by the Executive Committee in hearings, two applications were scheduled for hearings in February 2022, and one application still requires a hearing (yet to be scheduled). Nine applications were cancelled by the applicants.

Following five consecutive record-breaking years, the number of permit applications to develop or alter within or adjacent to hazardous lands set a significant new record for 2021. The below figure illustrates the rising number of development applications in hazardous areas since 2005.

Volume of Permit Applications



Due to the increased number of permit applications being received by the LTVCA, supplemental revenue from permit application fees increased significantly. The figure below summarizes fees collected from Section 28 permit applications over the last decade:



Below are some Section 28 permitting statistics for 2021:

- 276 properties were surveyed for flood proofing requirements related to O.Reg. 152/06 as well as related to municipal zoning by-laws / official plan requirements;
- 76% of all applications were within Chatham-Kent;
- 61% of the applications were for private property owners for projects such as construction or modification of structures, shoreline protection repairs, and/or bank alterations;
- 17% of applications were for municipal or county projects (drainage or infrastructure);
- 21% of applications were for utilities (such as for oil, gas, or communication);
- 1% of applications were for stewardship permits (fees waived); and,
- Total of permit application & hearing fees = \$153,925.00.

Historically, January tends to be a slower period for permitting which allows staff to catch up on filing from the previous year, complete policy updates and other items on the department’s work plan for the year. Historically, the number of incoming permit applications ranges between 10 and 20 for the month. In January 2022, staff received 45 new permit applications.

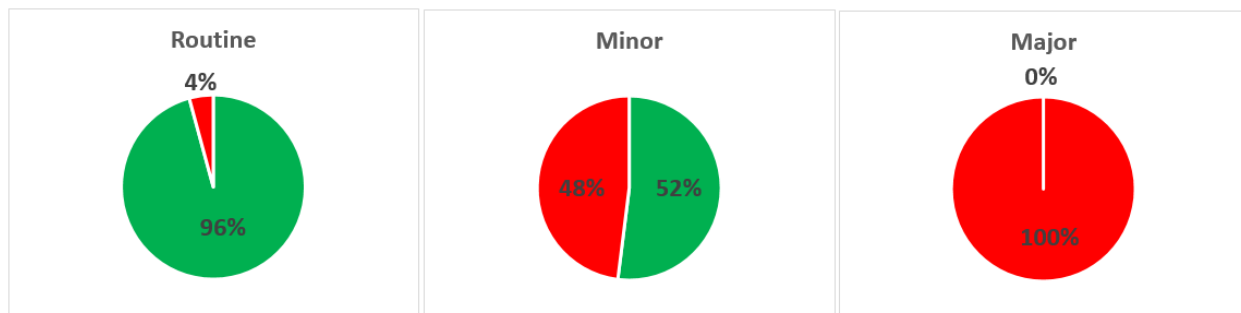
12.5.3) 2021 Permit Processing Timelines

Conservation Ontario developed a document entitled “Client Service Standards for Conservation Authority Plan and Permit Review” with input from Conservation Ontario Timely Reviews and Approvals Taskforce as well as stakeholders such as the Ontario Home Builders’ Association. Conservation Ontario Council endorsed the document on 24 June 2019.

One of the suggestions in the document was to breakdown permit applications into a minimum of three categories: major applications, minor applications, and routine applications. The differences between each category are based on complexity of the application. Major applications require significant review and staff time, minor applications do not require as much staff time, and routine applications are generally quick and fairly standard (such as municipal drain maintenance). The document offers the following delivery standards for making a decision on a complete application:

Application Category	Delivery Standard
Routine	14 Days
Minor	21 Days
Major	28 Days

Using the customer service standards developed by Conservation Ontario, the below charts indicate that 96% of routine applications met their delivery standard, 52% of minor applications met their delivery standard, and 0% of major applications met their delivery standard.



Complexity of Application	# of Days to Review Permit Applications				
	0 - 14 Days	15 - 21 Days	21 - 28 Days	29 - 90 Days	> 90 Days
Routine	136	3	1	2	0
Minor	155	119	85	164	4
Major	0	0	0	1	4

It should be noted that if a decision has not been rendered by the conservation authority within the appropriate timeframe, the applicant may contact Jason Wintermute, Manager, Watershed and Information Services who serves as the “client service facilitator”. If the applicant is not satisfied with the response from the client service facilitator, the applicant can submit a request for administrative review by the CAO and then, if not satisfied, by the LTVCA’s Board of Directors.

The percentage of routine applications meeting their delivery standards has improved between 2020 and 2021 due to the hiring of the Water Resources Engineer whom has been transitioning to handle those files. Turnaround times for both minor and major applications continued to increase in 2021 due to the continued volume increases for permit applications, inquiries, and surveying requirements.

12.5.4) Property Inquiries

In 2021, the Water Resources and Regulations Technician received and responded to 1,631 property inquiries. During the first month of 2022, the Water Resources and Regulations Technician has received 135 property inquiries. At the time of writing of this staff report, the current response time to property and pre-consultation inquiries is approximately 2-3 weeks for e-mails and 5-6 weeks for phone calls.

Some of the reasons that regulations and planning staff receive property inquiries include:

- Realtors looking to sell a property and wanting to know any potential restrictions for future buyers.
- People purchasing property who want to know more about the site-specific hazards and regulations.
- Landowners wanting to learn about best management practices specific to their property.
- Landowners wanting specific information on what is permitted in regulated areas.
- Insurance companies looking for floodplain information.
- Municipal staff or utility companies planning future projects.

12.5.5) Section 28 Enforcement:

53 new complaints / tips were received in 2021 however no notices of violation were issued primarily due to staffing resource issues. 41 of the 53 complaints / tips were violations or potential violations of the Conservation Authorities Act and two of those files have been closed without prosecution. Of the 53 complaints / violations received, 32 were in Chatham-Kent, six were in Lakeshore, six were in West Elgin, four were in Southwest Middlesex, two were in Dutton Dunwich, two were in Strathroy-Caradoc, and one was in Middlesex Centre. In the last two years, the LTVCA received 24-30 complaints/tips regarding Section 28 enforcement per year.

As of 31 January 2022, three new complaints / tips have been received from the public.

Staff Report

O.Reg. 152/06 Permit Applications
(Up to Jan 31, 2022)

B.D. 02/24/2022

App No.	Location	Community/ Township	Municipality	Decision	Processing Time (days)
2021 Permits					
480-2021	Jeffery Drain	Aldborough	West Elgin	Granted: Dec 07, 2021	13
482-2021	370 Bayview Avenue	Erieau	Chatham-Kent	Granted: Jan 12, 2022	27
483-2021	372 Bayview Avenue	Erieau	Chatham-Kent	Granted: Jan 12, 2022	27
484-2021	380 Bayview Avenue	Erieau	Chatham-Kent	Granted: Jan 12, 2022	27
485-2021	382 Bayview Avenue	Erieau	Chatham-Kent	Granted: Jan 12, 2022	27
486-2021	390 Bayview Avenue	Erieau	Chatham-Kent	Granted: Jan 12, 2022	27
574-2021	17701 Erieau Road	Harwich	Chatham-Kent	Granted: Dec 14, 2021	67
603-2021	94 Ironwood Trail	Chatham	Chatham-Kent	Granted: Dec 03, 2021	36
604-2021	95 Ironwood Trail	Chatham	Chatham-Kent	Granted: Dec 03, 2021	36
605-2021	98 Ironwood Trail	Chatham	Chatham-Kent	Granted: Dec 03, 2021	36
606-2021	99 Ironwood Trail	Chatham	Chatham-Kent	Granted: Dec 03, 2021	36
607-2021	102 Ironwood Trail	Chatham	Chatham-Kent	Granted: Dec 03, 2021	36
608-2021	103 Ironwood Trail	Chatham	Chatham-Kent	Granted: Dec 03, 2021	36
609-2021	106 Ironwood Trail	Chatham	Chatham-Kent	Granted: Dec 03, 2021	36
610-2021	107 Ironwood Trail	Chatham	Chatham-Kent	Granted: Dec 03, 2021	36
611-2021	110 Ironwood Trail	Chatham	Chatham-Kent	Granted: Dec 03, 2021	36
612-2021	111 Ironwood Trail	Chatham	Chatham-Kent	Granted: Dec 03, 2021	36
613-2021	114 Ironwood Trail	Chatham	Chatham-Kent	Granted: Dec 03, 2021	36
614-2021	115 Ironwood Trail	Chatham	Chatham-Kent	Granted: Dec 03, 2021	36
615-2021	119 Ironwood Trail	Chatham	Chatham-Kent	Granted: Dec 03, 2021	36
616-2021	123 Ironwood Trail	Chatham	Chatham-Kent	Granted: Dec 03, 2021	36
632-2021	33150 Back Street	Iona Station	Dutton Dunwich	Granted: Dec 08, 2021	33
642-2021	Krause Drain	Aldborough	West Elgin	Granted: Dec 07, 2021	21
645-2021	4455 Glenwood Line	Tilbury East	Chatham-Kent	Granted: Dec 07, 2021	18
649-2021	7720 & 7728 Queens Line	Chatham	Chatham-Kent	Granted: Dec 14, 2021	18
651-2021	665 Towanda Boulevard	Erie Beach	Chatham-Kent	Granted: Dec 08, 2021	9
652-2021	Longwoods Road @ Cryderman Drain	Camden	Chatham-Kent	Granted: Dec 20, 2021	20
653-2021	Longwoods Road @ Kent Bridge Cut-Off Drain	Chatham	Chatham-Kent	Granted: Dec 20, 2021	20
654-2021	Longwoods Road @ Louisville Tap Drain	Chatham	Chatham-Kent	Granted: Dec 20, 2021	20
655-2021	Longwoods Road @ Mason Drain	Camden	Chatham-Kent	Granted: Dec 20, 2021	20
656-2021	Longwoods Road @ Cruickshank Drain	Camden	Chatham-Kent	Granted: Dec 20, 2021	20
657-2021	Jane Road @ Cruickshank Drain	Zone	Chatham-Kent	Granted: Dec 20, 2021	20
658-2021	Delaware Conservation Area / Tiffany Park	Delaware	Middlesex Centre	Granted: Jan 07, 2022	37
659-2021	19060 Haven Avenue	Lighthouse Cove	Lakeshore	Granted: Dec 16, 2021	10
660-2021	126 Tuscany Trail	Chatham	Chatham-Kent	Granted: Dec 17, 2021	10
661-2021	Clark Drain	Tilbury East	Chatham-Kent	Granted: Dec 08, 2021	0

App No.	Location	Community/ Township	Municipality	Decision	Processing Time (days)
2021 Permits					
662-2021	Charles Simpson Drain	Raleigh	Chatham-Kent	Granted: Dec 08, 2021	0
663-2021	25302 Big Pointe Road	Dover	Chatham-Kent	Granted: Dec 17, 2021	9
664-2021	Gray Drain	Orford	Chatham-Kent	Granted: Dec10, 2021	1
665-2021	Wellington Street	Shrewsbury	Chatham-Kent	Granted: Dec 13, 2021	3
666-2021	68 Arrowhead Lane	Chatham	Chatham-Kent	Granted: Dec 14, 2021	0
667-2021	72 Arrowhead Lane	Chatham	Chatham-Kent	Granted: Dec 14, 2021	0
668-2021	Drake Road @ Johnston Drain	Raleigh	Chatham-Kent	Granted: Dec 20, 2021	5
669-2021	Sherman Drain	Aldborough	West Elgin	Granted: Dec 15, 2021	0
670-2021	Willsie Drain	Aldborough	West Elgin	Granted: Dec 15, 2021	0
671-2021	18140 Erie Shore Drive	Erie Shore Drive	Chatham-Kent	Granted: Jan 11, 2022	27
673-2021	7910 Grande River Line	Dover	Chatham-Kent	Granted: Jan 11, 2022	25
674-2021	20635 AD Shadd Road @ Centre Road Drain	Raleigh	Chatham-Kent	Granted: Jan 07, 2022	21
675-2021	Goulet Drain	Raleigh	Chatham-Kent	Granted: Dec 20, 2021	4
676-2021	Moore Drain	Howard	Chatham-Kent	Granted: Jan 06, 2022	20
677-2021	Hornal Drain	Orford	Chatham-Kent	Granted: Jan 03, 2022	5
678-2021	Hartford Mead Drain	Howard	Chatham-Kent	Granted: Jan 06, 2022	7
679-2021	Raczt Drain	Dunwich	Dutton Dunwich	Granted: Dec 30, 2021	0
680-2021	McFarlane Blue Drain	Dunwich	Dutton Dunwich	Granted: Dec 30, 2021	0
681-2021	Gillis Drain	Dunwich	Dutton Dunwich	Granted: Dec 30, 2021	0
682-2021	McPhedran Drain	Dunwich	Dutton Dunwich	Granted: Jan 03, 2022	3
683-2021	Thames River @ 112 Thames Street	Chatham	Chatham-Kent	Granted: Jan 03, 2021	14
2022 Permits					
001-2022	Forbes Drain Upper Portion	Dunwich	Dutton Dunwich	Granted: Jan 04, 2022	1
002-2022	6599 Riverview Line	Raleigh	Chatham-Kent	Granted: Jan 14, 2022	10
007-2022	141 Tuscany Trail	Chatham	Chatham-Kent	Granted: Jan 11, 2022	5
008-2022	Nelson Drain	Tilbury West	Lakeshore	Granted: Jan 07, 2022	0
009-2022	117 Tuscany Trail	Chatham	Chatham-Kent	Granted: Jan 19, 2022	11
010-2022	137 Tuscany Trail	Chatham	Chatham-Kent	Granted: Jan 19, 2022	11
011-2022	138 Tuscany Trail	Chatham	Chatham-Kent	Granted: Jan 19, 2022	11
012-2022	149 Tuscany Trail	Chatham	Chatham-Kent	Granted: Jan 19, 2022	11
013-2022	150 Tuscany Trail	Chatham	Chatham-Kent	Granted: Jan 19, 2022	11
014-2022	Brown Drain	Howard	Chatham-Kent	Granted: Jan 28, 2022	11
015-2022	Duncan Leitch Drain	Dunwich	Dutton Dunwich	Granted: Jan 17, 2022	3
016-2022	East Branch of the Lodge & Gram Drain	Dunwich	Dutton Dunwich	Granted: Jan 21, 2022	4
017-2022	Millar Drain	Howard	Chatham-Kent	Granted: Jan 19, 2022	1
018-2022	Gardiner Drain	Ekfrid	Southwest Middlesex	Granted: Jan 19, 2022	0
019-2022	Morden Drain	Orford	Chatham-Kent	Granted: Jan 20, 2022	0
020-2022	Haycroft Drain	Orford	Chatham-Kent	Granted: Jan 20, 2022	0
021-2022	Birkner Drain	Zone	Chatham-Kent	Granted: Jan 20, 2022	0

App No.	Location	Community/ Township	Municipality	Decision	Processing Time (days)
2022 Permits					
022-2022	Scane Drain	Howard	Chatham-Kent	Granted: Jan 21, 2022	1
023-2022	Bell or Crawford Drain	Howard	Chatham-Kent	Granted: Jan 21, 2022	1
024-2022	Balun Delanghe Drain	Raleigh	Chatham-Kent	Granted: Jan 24, 2022	3
027-2022	9749 Pioneer Line	Chatham	Chatham-Kent	Granted: Jan 28, 2022	8
029-2022	7657 Grande River Line	Dover	Chatham-Kent	Granted: Jan 26, 2022	8
030-2022	16th Concession Branch of the Four Road Drain	Raleigh	Chatham-Kent	Granted: Jan 28, 2022	1

12.6) Conservation Area Lands

Conservation Area Visitation December 1, 2021 -- January 21, 2022

Longwoods Road Conservation Area – 512 people (1,676 in Dec 2020/Jan 2021) (Includes 2 people per pay & display permit (transaction) Pay and Display Permits – 378 vehicles (838 in Dec 2020/Jan 2021)

E.M. Warwick Conservation Area – 21 people (35 in Dec 2020/Jan 2021)

Big Bend Conservation Area – 36 people (40 in Dec 2020/Jan 2021)

C.M. Wilson Conservation Area – 300 people (288 in Dec 2020/Jan 2021) (Includes 2 people per pay & display permit (transaction) Pay and Display Permits – 150 vehicles (144 in Dec 2020/Jan 2021)

Sharon Creek Conservation Area – 42 Day Use Transactions on MacKay Pay (81 transactions in Dec 2020/Jan 2021)

2022 Parking Passes – 96 sold (53 sold Dec 2020/Jan 2021)

C.M. Wilson Conservation Area



Reservations for the upcoming 2022 Camping Season open March 1.

There continues to be strong interest in Seasonal Campsites with 59 confirmed and 17 on the waiting list.

At \$1800/site this proves to be a good source of income for the LTVCA, and with demand we could consider increasing our rates next year.

Two Creeks Conservation Area

LTVCA staff along with our OJCP employee conducted Managed Forest Tax Incentive Program (MFTIP) woodlot management activities during the first two months of the new year. The work includes the felling of hazardous and dead trees along trails, and the thinning of the coniferous plantations to provide sunlight and reduce competition. This work is a requirement to stay in compliance with the Provincial tax relief program.



Ashton Forest CA

Our newest property in East Kent, has a new staff access trail brushed in. Though not publicly accessible at this point, this trail will serve our Species at Risk team to conduct acoustic monitoring and remain in compliance with our MFTIP objectives.

Sharon Creek Conservation Area



Staff are in the planning stages of preparing for a prescribed burn of the Tall grass prairie at Sharon Creek CA. This activity is required to maintain the biological diversity of the site, keep woody tree species like Staghorn Sumac, White Mulberry and other undesirables from establishing. This work will commence once weather permits and prior to new spring growth.

Diversion Channel

This past fall LTVCA Staff applied two different herbicides (*Glyphosate and Garlon*) to *Phragmites Australis* and undesirable woody stems that impede flood waters flowing down the channel. LTVCA and OJCP staff have continued to brush the undesirable species that have established themselves in the flood channel. Staff are now preparing for a spring 2022 prescribed burning of different sections of the Diversion Channel.

McGeachy Pond Conservation Area

LTVCA staff are in the process of removing the two old docks as the new boardwalk has been completed.

Dike repairs are needed as Lake Erie waves have caused significant damage to the trail and berm.

The current viewing tower is in reasonable shape, but replacement will need to be considered over the next couple of years



12.7) Conservation Services

12.7.1) Stewardship Report

General Update

Tree season is upon us and we are furiously taking orders and balancing stock demands. Project planning continues with new recruits daily. Year end also has us hopping and finalizing 2021 allocations. Several grants have been applied to as you will read about below. Staff turn over remains high and there are challenges keeping up with training and acquiring qualified replacement candidates.

There is a need to revise our data tracking system for stewardship projects and stock requirements. Options for upgrade are being explored

ALUS Middlesex

A busy start to 2022, ALUS Middlesex staff have been busy working with landowners and project partners, conducting site visits and working on project plans for the field season. There have been multiple funder and grant deadlines, with ALUS Middlesex applying to the Grasslands Ontario grant and the Government of Canada Eco Action community fund. If successful, these funds will help to provide establishment funds on key projects taking place throughout Middlesex County. ALUS Middlesex also had the opportunity to present virtually at the Issues in Agriculture class at Fanshawe College in late January, spreading more awareness about the program.

ALUS Elgin

January has marked the beginning of ALUS Elgin's role as a committee of the Lower Thames Valley Conservation Authority. Alongside the administrative tasks associated with joining a new legal entity, ALUS Elgin has also been working with landowners and partner organizations to plan for the establishment of this year's stewardship projects. Some of these new projects will be used in modelling software, created by professors and researchers at the University of Guelph, that quantifies the ecological benefits of agricultural restoration in priority watersheds. This month, ALUS Elgin also met with students from Western University to develop a project that will investigate the impact of land restoration on soil health in agricultural settings. The resulting information from both institutions will be invaluable in the efforts to spread awareness of the program and its restoration work. Some of ALUS Elgin's on-going efforts were communicated in a grant application to Eco Action, a funding program offered by the Environment and Climate Change Canada, and in January, ALUS Elgin received notice that the funds will be awarded to support the program in its work to improve water quality in the County.

ALUS Chatham-Kent Update

Having just come into the role in January, Mike Shore has been busy getting to know the organization, the work we do, and the staff that support this program. Mike will be busy training, conducting site visits as well as connecting landowners to ALUS services. With a passion for wildlife and habitat restoration Mike is keen on making a difference to our watershed.

Ducks unlimited and Imagine McGregor

This month we've worked to get some wetlands in the ground with DUC, and have been checking on their progress. These have mostly been in the CK and Essex areas. We've also had quite a few landowners show interest this month in putting in a wetland and we've started screening those projects to see how they fit in to our criteria.

On the Imagine McGregor side of things, we're in the middle of hosting the Winter Webinar Series. They have been well received and a lot of information has gone out into the community so far.

We have the stats on two of the webinars. Nature's Best Hope with speaker Doug Tallamy talking about the importance of native plants for insects and biodiversity had a lot of interest with 300 people signed up. Unfortunately, only 100 were able to attend live due to a technical error. However, the video recording has had 288 views already. Here is the link to that if you're interested in viewing it: [Winter Webinar Series: Nature's Best Hope 2022](#)

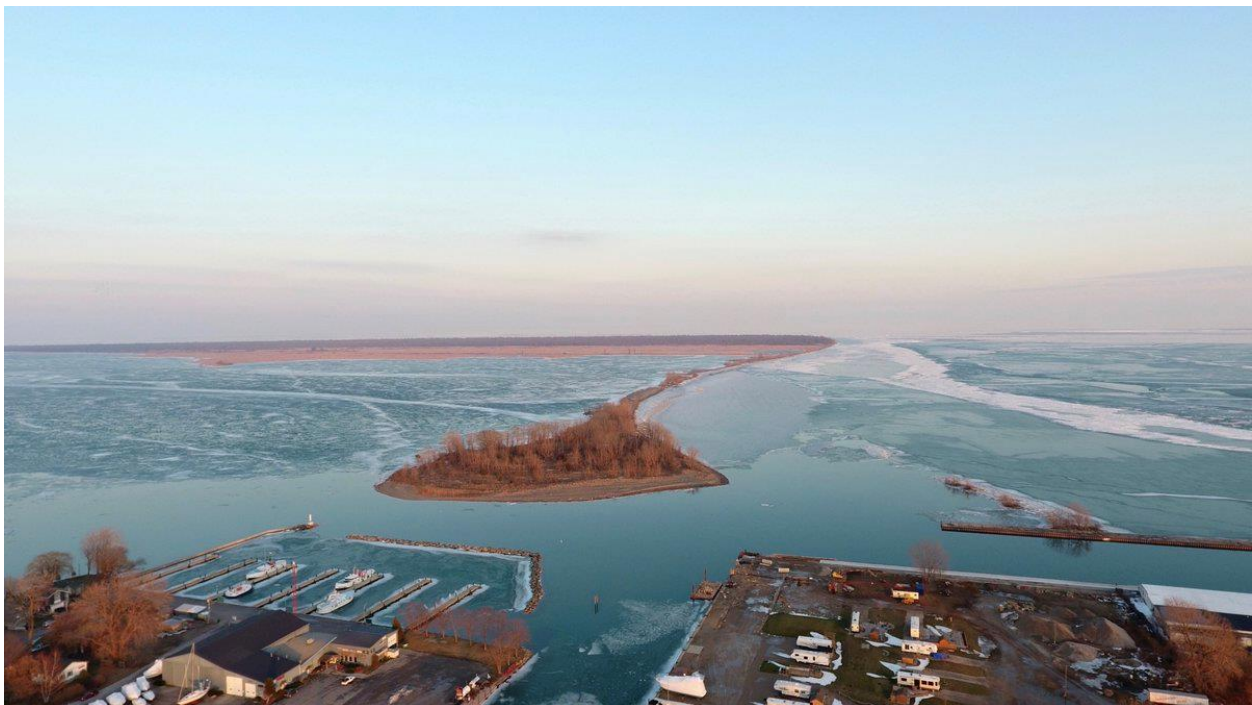
Conservation in Action also did well. This webinar had 3 presentations done by our stewardship team with the topics being: Species at Risk, Habitat Restoration and Agricultural Programs. This was a great time to connect with local people who weren't aware of the details of our programs. We had 126 people sign up and the video of the recording has had 65 views since it's been posted. Here is the link to that webinar if you would like to view it: [Winter Webinar Series: Conservation in Action 2022](#)

The overall survey results with feedback about these two webinars has been positive we've been reaching a range of people within our watershed and some from around the world. We've had 39 people respond to the survey so far and around 75% of them live within the LTVCA watershed. 89% said this was the first event we've hosted that they have attended and 94% said they learned something new. 82% of these people said they are going to change their future habits, for example, by doing things like, planting native flowers or creating habitats with our stewardship department. 75% of the people who took the survey also signed up for our newsletter to stay informed about our programs and events.

First Nations Report

We are working with Carolinian Canada Coalition, Sam Whiteye <sam.whiteye@carolinian.org>; Stefan Weber <seed@carolinian.org>, who are First Nation Representatives to offer the final Webinar in our winter series "Where It All Began". The focus of the webinar will be positive aspects of how we work together and where we want to go.

Rondeau Barrier Beach Steering Committee



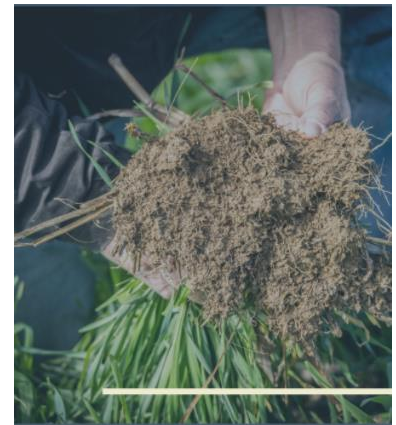
Pictured here: town of Erieau in the foreground, Barrier Beach due east of the marina.

With rising water levels in Lake Erie and mild winters the Barrier Beach at the south end of Rondeau Provincial Park has been severely eroded. This feature protected not only the provincial park but the coastal wetlands of Rondeau Bay. To date over 180 hectares of coastal wetlands have been lost, and as such the LTVCA has formed a committee to address this problem. With assistance from the federal government a grant of \$44,000 was secured to hire consultant Pete Zuzek to assist with the technical aspects of this large undertaking. Support letters have been sent out area Stakeholders, First Nations and Senior Level of government. To date 13 organizations have shown their full support for the project. Presentations by staff to the Southern First Nation Secretariat and the Chatham-Kent Council have been scheduled. This project will be a multi year/multi- million dollar project, that could benefit not only the provincial park but the town of Erieau, the commercial fishing industry and the communities around Rondeau Bay.

12.7.2) Phosphorus Reduction Initiatives

LTVCA: Soil Health Program to Return During 2022

The LTVCA proposal to the Environment & Climate Change Canada (ECCC) Nature Smart Climate Solutions Fund (NSCSF) to extend the Soil Health Program was successful. The LTVCA has been approved for \$423,000.00 in funding to offer the program to watershed farmers during the 2022 and 2023 growing seasons. The majority of the funding will be allocated to provide incentives to farm businesses to plant cover crops. The LTVCA will also receive funds to offset the cost of administering the program. The objective of the program is to provide financial support to farmers who are planting cover crops to sequester carbon, improve soil health, and to reduce agriculturally sourced phosphorus loads. The program will launch for applications during March of 2022.



The LTVCA launched the Soil Health Program for the first time during 2021 with financial support from the ECCC Great Lakes Protection Initiative. During its inaugural year, \$115,000.00 was provided to 63 agricultural producers to plant 8,274 acres (3,348 ha) of cover crops and to complete grid or zone soil sampling of 4,631 acres (1,874 ha) in the LTVCA watershed.

Thames River Phosphorus Reduction Collaborative (TRPRC)

The TRPRC team has installed a new Phosphorus Sorption Material (PSM) that will be trialed at the Roesch pilot project site during 2022. On February 1st, the TRPRC, LTVCA, OMAFRA, and the farm partner installed the new PSM. The new PSM was provide by the University of Windsor, Dr. Bulent Mutus, and is an adapted version of the technology that was trialed during 2021 at the site. It contains carboxymethyl cellulose-iron (CMC-Fe) treated wood chips. The technology has been installed in the phosphorus filter tanks that intercept water from the fields systematic tile drainage system.

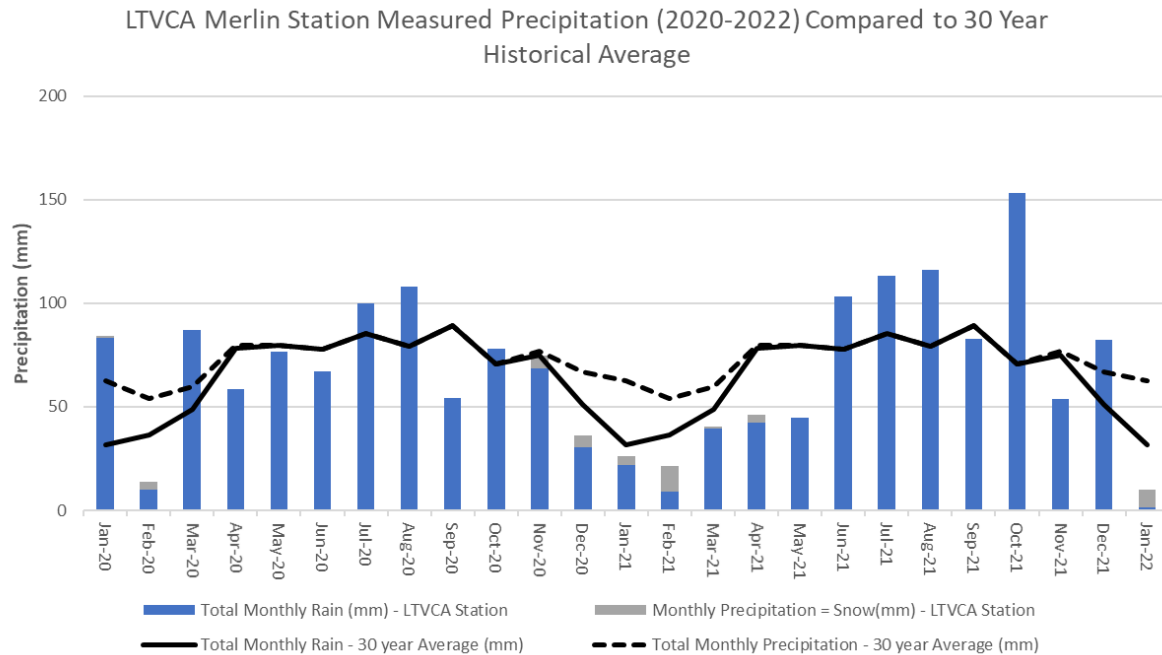


The LTVCA will be collecting water quality and quantity data at the site during flow events to assess the efficacy of the PSM at reducing agriculturally sourced TSS, TP, TRP, and DRP loads.



CAP and ECCC: McGregor and Jeannettes Creek Phosphorus Reduction Program (MJCPRP)
McGregor and Jeannettes Creek Subwatershed Monitoring & Modeling

During the period of January – February of 2022, LTVCA project staff continued to collect water quality and quantity data in the McGregor & Jeannettes Creek subwatershed. No major flow events have occurred during 2022 as of February 16th when this report was drafted. This was due to the low amount of precipitation observed and temperatures being consistently below 0 degrees Celsius. The mean temperature during the month of January was -7.5 degrees Celsius. Since intensive monitoring operations began in the subwatersheds during 2017, its been rare for the LTVCA to observe long durations of temperatures below 0. Generally, multiple flow events occur during this time period. LTVCA staff are preparing to samples flow events this winter and spring as temperatures and precipitation volumes increase.



All collected water quality data will be used to calculate nutrient loads. Furthermore, University of Guelph Water Resource Engineers will use the collected data to configure the subwatershed Soil & Water Assessment Tool (SWAT) models. The SWAT models will be used to estimate the phosphorus reductions that result from the implementation of agricultural BMPs. LTVCA project staff are meeting frequently with the University of Guelph modeling team during the winter of 2022 to assist with configuring the models and to draft the results report for the project. The report should be completed and submitted to project funders not later than May of 2022. A draft report should be completed by March of 2022.

Sampling, monitoring, and modeling activities are funded in part by the following agencies and organizations:

1. Environment and Climate Change Canada (ECCC): Great Lakes Protection Initiative (GLPI)
2. Ontario Ministry of Agriculture, Food, and Rural Affairs (OMAFRA) – Canadian Agricultural Partnership
3. Agriculture and Agri-Food Canada (AAFC) – Canadian Agricultural Partnership
4. Ontario Soil and Crop Improvement Association (OSCIA) – Administer the ONFARM project

On February 10th of 2022, the 2nd annual ONFARM Forum was hosted by project partners to share preliminary results with the public. Over 170 people participated in the event from across Ontario. The Forum was hosted virtually and a recording of the event will be uploaded to the ONFARM website in the near future. <https://www.osciaresearch.org/onfarm-applied-research/>

To learn more about the LTVCA's involvement in this initiative, watch the below YouTube video:

<https://www.youtube.com/watch?v=TON9EreMDXM>

From January of 2022 – March 2022 the LTVCA will be conducting land management surveys with willing farmers in the Jeannettes Creek ONFARM study subwatershed. The surveys will be designed to collect information on crop rotations, crop yields, tillage practices, fertility practices, and Best Management Practices (BMPs). This extensive data will be used to configure a subwatershed IMWEBs model for the Jeannettes Creek study area. Dr. Wanhong Yang from the University of Guelph has been contracted to configure the model which has the capacity to simulate phosphorus loads and estimate nutrient reductions that result from the practices farmers are implementing in the subwatershed. In the future, the LTVCA will also have the capacity to use the IMWEBs model to identify project implementation scenarios that will allow us to achieve watershed P reduction targets.

12.7.3) Aquatic Species at Risk (SAR)



A weathered shell of a Hickorynut, an endangered mussel species, was confirmed from the Big Bend of the Thames River.

The results of eDNA metabarcoding analysis have just been received. Sixty-two species of fish and 15 species of mussels were identified from 10 locations within the lower Thames River watershed. Fish species of note included the Eastern Sand Darter (Threatened) at two sites, Northern Madtom (Endangered) at one site, Spotted Sucker (Special Concern) at three sites and River Redhorse (Special Concern) at two sites on opposite sides of the Thames River. The Round Goby, an aggressive invasive species that competes with bottom dwelling fish for food and habitat and eats the eggs of other species, was detected at three sites, two of which were on the opposite sides of the Thames River at one location. Fawnsfoot (Endangered), Purple Wartyback (Threatened) and Mapleleaf (Special Concern) were founded eight, two and nine sites respectively. A weathered Hickorynut mussel shell was confirmed from the Big Bend area of the Thames River. This species is believed to rely on Lake Sturgeon as the

host species supporting development of its larvae, known as glochidia. Permit reports have been submitted to issuing agencies. Temperature and light data loggers were removed from the Thames River and the data collected is now being processed.

The LTVCA initiated a membership with QR Code Generator PRO to track public engagement resulting from various forms of print media (flyers, signs etc.). Flyers promoting habitat restoration to benefit aquatic SAR (riparian buffers, creation of filtration wetlands and livestock exclusion, alternate watering sources and improved stream crossings for livestock projects) and funding available for these initiatives were distributed to 926 landowners in seven priority subwatersheds. To date, nine individuals have visited the LTVCA's Grants for Landowners webpage after scanning the dynamic QR code on this flyer. Ranchers interested in livestock exclusion projects should contact stewardship@ltvca.ca for further information. Please spread the word.

Sarah Rabideau has been rehired to prepare a technical report on how to conduct an aquatic threat assessment for SAR based on work completed by LTVCA staff between 2018 and 2020.

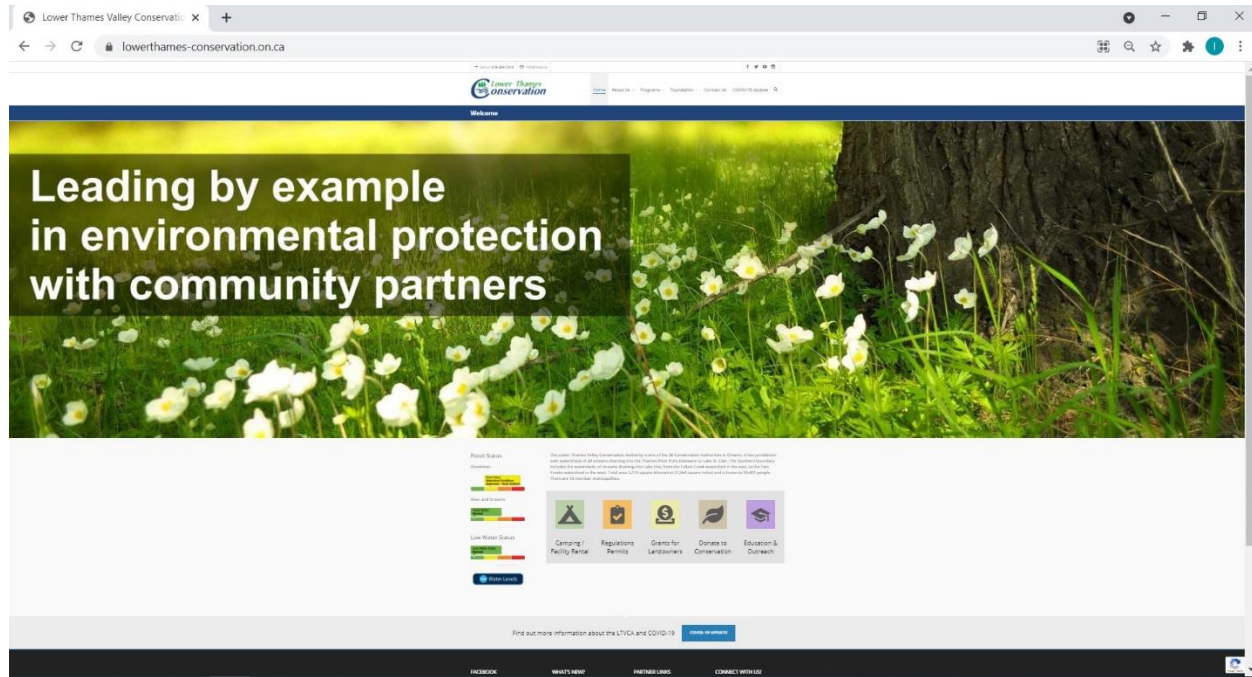
Bioacoustic Monitoring of Bat and Bird Species at Risk

Bioacoustic monitoring equipment and computer software has been purchased to initiate the *Habitat Identification, Species Distribution and Management Planning for Avian and Bat Species at Risk in the Mosa Forest Conservation Area* project during the coming field season. A contractor, Myotistar, of Cambridge, Ontario, has been retained to assist with Ecological Land Classification (ELC) of the Mosa and Ashton Forest Conservation Area properties and developing monitoring plans for both.

12.8) Communications, Outreach and Education

12.8.1) Website Updates

Ongoing are the postings of watershed and shoreline conditions, Minutes and Agendas of Board Reports, changes in fees, updates regarding programs and services of the LTVCA and virtual/onsite events and activities.



Our website alerts visitors of the current status of COVID-19 Pandemic health unit and government guidelines that affect our conservation area usage and our programs and services. During the pandemic the LTVCA website is updated to inform the public about the procedures we are using to respond to inquiries and requests to purchase items from the Conservation Authority as offices remain closed to the public.

12.8.2) Social Media

Since the December 16, 2021 meeting of the Board of Directors, daily social media posts on the LTVCA's general social media platforms have been issued. (**Facebook** – 2,911 followers for an increase of 46 new followers; **Twitter** – 1,223 followers for an increase of 4 new followers; **Instagram** – 946 followers for an increase of 34 new followers), **YouTube** 94 subscribers for an increase of 8 new subscribers. Posts focus on the LTVCA's ongoing programs and services, following environmental issues across our watershed, how we are social adapting to the COVID-19 Pandemic and keeping public informed.

The **Ska-Nah-Doht Village's Facebook** page currently has 2,515 followers and 2,346 page likes. The **Instagram page for the Village** has 261 followers for an increase of 80 new followers.

Social media posts are circulated daily to Directors of the LTVCA and Foundation, First Nations Communities, Municipal Councils/Clerks/CAO's, MP's and MPP's, Ska-Nah-Doht Advisory Committee, all staff, Conservation Ontario, and watershed media (as needed).

We have reinforced the importance of all the COVID-19 protocols, removal of garbage and pet waste, and have encouraged visitors to support our conservation areas through payment of parking fees and the purchase of 2022 parking passes.

In addition to the daily departmental posts, there were posts and media releases created on our social media and website for other major events associated with the LTVCA over the past couple of months:

- Shoreline and Watershed Conditions Statements as needed
- Conservation Area Service Disruption Notices
- Drinking Water Source Protection campaigns – Winter Wednesdays
- Holiday Messages and Office Hours
- Conservation Oriented Webinars, Conferences, Forums
- Conservation Area Cautionary Messages
- Watershed Media Links to Conservation Subjects
- Ska-Nah-Doht Museum Public Hours and Snowshoe Rental

Departmental Social Media Post Messages – December 8, 2021 – February 11, 2022

- **Water Management Mondays**
 - *December 13 – Water Level Gauge in Chatham vandalized December 5*
 - *December 20 – Our Shorelines Want to See Lake Ice!*
 - *December 27 – Ice Safety on natural water bodies – know the dangers & stay safe!*
 - *January 3 – Planning & Regulations Staff Extremely Busy – 2021 another record breaking year for development in LTVCA*
 - *January 10 – Shoreline Condition Statement – Flood Outlook Standing Message Lakes Erie & St. Clair – High Static Water Level*
 - *January 17 – Chatham-Kent seeking community input on Climate Change Action Plan*
 - *January 24 – Freezing wave spray along Erie Shore Drive – Winter has caused wave spray that usually causes flooding to freeze*
 - *January 29 – LTVCA’s Water Management Highlights of 2021*
 - *February 7 – Measured & Monitored – How thick is the Thames River ice?*



- **Stewardship Tuesdays**
 - *December 14 – Thanks to OFAH for a generous contribution towards our ALUS program!*
 - *December 21 – What is land stewardship?*
 - *December 28 - Christmas Trees are for the Birds!*
 - *January 4 – Join Us for a Winter Webinar Series!*
 - *January 11 – Busy year for LTVCA’s Aquatic Species at Risk Team!*

- *January 18 – Ready for Spring? Create a wetland ... plant some trees!*
- *January 25 - Miss our 'Conservation in Action' webinar last night? No Worries – it's on our YouTube Channel!*
- *February 1 – Watershed Stewardship Successes of 2021*
- *February 8 – 'Hey look at all these new sticks! Must be Pruning Season!'*



● **Conservation Area Wednesdays**

- *December 8 – Conservation Areas Open During the Holidays*
- *December 15 – Take a Trail Walk this Holiday Season in our Conservation Areas!*
- *December 22 – Going outside provides physical & mental health benefits! Visit CA's this holiday!*
- *December 29 – Prescribing Nature! Outdoors is good for you!*
- *January 5 – You've been asking - how do I purchase a 2022 Parking Pass?*
- *January 12 - Our 2022 Conservation Areas Fees Are Posted!*
- *January 19 – 'Can we go for a walk in a Conservation Area?' Dogs are welcome, but please keep on a leash!*
- *January 26 – Prescribing Nature! Outdoors is good for you and provides physical and mental health benefits – Visit a Conservation Area!*
- *February 2 – Celebrate World Wetlands Day!*
- *February 9 – 'I'm not sure where to visit first!' Discover what sets our 18 CA's apart, and the one to make your visit a memorable one!*



- **Outreach and Education Thursdays**

- December 9 – Longwood s/ Ska-Nah-Doht Museum Public Hours Announced
- December 16 – Winter Wings – grab the binoculars...
- December 23 – Citizen Science Project – SNOWLEDGE
- December 20 – Tell Tale Tracks – know who else is out for a walk!
- January 6 – Snowshoe Rentals on Hold
- January 13 – January 21 Mark Your Calendar! DJ Shub’s music special ‘War Club’ premiering on CBC Gem
- January 20 – Do you have a winter survival kit in your vehicle?
- January 27 – Up Close and Personal with q Snowflake!
- February 3 – In-Class and Virtual Education Programming – Floods ... Why do they happen?
- February 10 – What’s Nest? Squirrel Drey vs Bird Nest

Outreach & Education

In-Class and Virtual Education Programming

More Ways to Connect with Each Other!

Check out the LTVCA's new webpage dedicated to our in-class programs and free asynchronous virtual learning opportunities.

Instilling inherent value for our natural & heritage resources.
Remember to Social Distance

Lower Thames Conservation
519-264-2420
info@ltvca.ca
ltvca.ca

Floods- Why do they happen?

Introduction

This PowerPoint Slide Deck is designed for use with elementary school aged students. The PowerPoint features information based on the Thames River flood events of February 2018, with a focus on the community of Thamesville in Chatham-Kent.

- **Phosphorus / Water Quality Fridays**

- December 10 – Planting Cover Crops Helps Keep Soil on the Land!
- December 17 Another period of December rain caused sediment runoff in Jeannettes Creek
- January 7 – Snowmelt can produce tile runoff in watershed – cover crops lower the amount of nutrients lost in runoff
- January 14 – Soil Health Conference – January 26 Join for a session or join for the day!
- January 21 – Keeping fields covered in fall months can help hold soil and nutrients on fields and out of the river.
- January 28 – Living Laboratories Initiative – Ontario Inter-Conference Series
- February 4 – ONFARM Forum 2022 – Join Us on February 10!
- February 11 – Innovative Farmers Association of Ontario Conference

Phosphorus Reduction Initiatives

PLANTING COVER CROPS HELPS KEEP SOIL ON THE LAND!

#ONFARM Another period of December rain caused more heavily sedimented runoff in Jeannettes Creek.

Saturated soils were unable to hold onto more water.

REMEMBER TO SOCIAL DISTANCE

Dec 10 Morn Dec 11 Aft Dec 11 Dec 12 Dec 13

Lower Thames Conservation
519-354-7310
info@ltvca.ca
ltvca.ca

60 YEARS

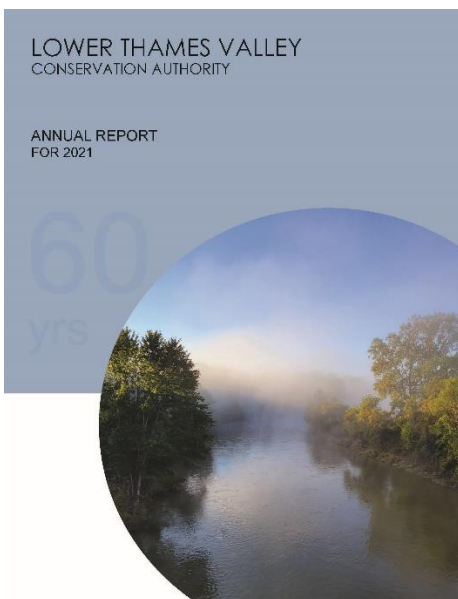
Unlike tile drains, pump sites see most runoff just hours after peak rainfall.

PLUS WE POST AND SHARE OTHERS' MESSAGES ON OUR SOCIAL MEDIA PLATFORMS:

- encourage people to use our conservation areas safely during the COVID-19 pandemic
- articles of public interest from local media regarding ecosystems and the environment, and local environmental issues (erosion, flooding, emergency preparedness, wetlands, grasslands, pollinators)
- watershed community based environmental initiatives including reposting municipal posts; sharing London Canoe Club posts (for Sharon Creek Conservation Area)
- cool facts about nature – local plants, birds, trees, animals and things families can do with their children to engage with nature in their own back yards or in a conservation area during the pandemic – helping people to reconnect with nature
- supporting Conservation Ontario's social media campaigns: *Healthy Hikes*
- sharing of neighbouring Conservation Authorities' information
- sharing of municipal public health information – CK Public Health, London Middlesex Health, St. Thomas Elgin Health, Windsor

12.8.3) 2021 LTVCA Annual Report

The 2021 LTVCA Annual Report was completed the first week of February 2022. Many thanks to its staff contributors for their articles, graphics and photos. The Report is attached and will be posted to our website following the Annual General Meeting. A PowerPoint presentation of LTVCA's 2021's Activities will be viewed at the meeting. It will be posted on the website as well.



12.8.4) 2021 LTVCA Awards

The annual 'Awards for Volunteer Heroes' and 'Environmental Stewardship Awards' for 2021 will be presented virtually during the meeting.



Awards for Volunteer Heroes for 2021 - Recipients

1. Environmental Education Category – **Dr. Chris Ellis**
2. Special Events Category – **Barry Frazer**
3. Board and Committee – **Andrew McCallum**

Environmental Stewardship Awards for 2021 - Recipients

- Landowner Category: **Robert Glenn**
- Organization Category: **Joan Durdan-Fitzpatrick for District - 33 -Chatham – Kent, Retired Teachers of Ontario**

12.8.5) Education Programming Developments / Ska-Nah-Doht Village and Museum

Ska-Nah-Doht Museum and the Resource Centre were mandated closed through the month of January, however February is off to a great start.

As of Monday, February 7, 2022, five community groups have booked snowshoeing outings at Longwoods Road Conservation Area, while 31 members of the public rented snowshoes during our first weekend of public rentals for 2022.



Snowshoe rentals are available at the Heritage Log Cabins on weekends weather permitting - Longwoods Road Conservation Area

The Curator submitted sponsorship requests to a number of local philanthropic groups, as well as an application to Hydro One's Building Safe Communities program for the River and Creek Safety Program. A number of organizations have already responded and we hope to be able to offer this program free of charge to area schools in class, or using a hybrid virtual-school yard approach, this spring.

The pop-up exhibit program is close to being ready for launch within authority communities. The London Public Library, Middlesex County Library, and Essex County Library systems, and a number of local businesses have agreed to host the exhibits. Additional organizations will be contacted as the program begins and further information about the final size of the exhibits is known.

On January 21, 2022, the visual presentation of DJ Shub's critically acclaimed, chart topping electronic Indigenous album 'War Club,' produced for the CBC premiered on CBC Gem and CBC Music. This production is available, free to the public, on CBC Music and CBC Gem. DJ Shub, formerly a member of A Tribe Called Red, is known as the Godfather of Pow Wow Step. Born Dan General, DJ Shub is Mohawk, from the Turtle Clan of the Six Nations of the Grand River located in Ontario.



On November 2, many tremendously talented performers had a long day of filming at Ska-Nah-Doht Village and Longwoods of DJ Shub's War Club music special. It premiered on CBC Gem on January 21, 2022. This special features music, dance, and cinematic pieces. The project is part of CBC's commitment to support Indigenous artists. It is designed to speak to what has happened and continues to happen to Indigenous youth and their navigation of modern society.

A section related to in-class and virtual education opportunities has been added to the LTVCA website. We look forward to connecting with schools in these ways over the next few months.

The Curator, LTVCA Staff, and the Village Advisory Committee has begun drafting the next **5 Year Strategic Plan, 2022-2026** for Ska-Nah-Doht Village and Museum. Please find a copy of the draft plan for your information. The plan will be brought forward to the Board for discussion at a later date.

12.8.6) Lower Thames Valley Conservation Foundation



The Lower Thames Valley Conservation Foundation (LTVCF) is a not-for-profit, federally registered charity, governed by a volunteer Board of six Directors. The Executive – President Dan McKillop, Vice-president Ken Brooks and Secretary-Treasurer Don Pearson are recognized for their dedication and support in 2021.

The LTVCF works in partnership with the Lower Thames Valley Conservation Authority, to raise funds towards the wise management of our renewable natural resources. Since 1995, the Foundation has raised approximately \$1M for natural and cultural heritage conservation.

As noted in the Conservation Authority's 2021 Annual Report, the Conservation Foundation was able to offer grant funding to supplement stewardship and conservation area projects last year. \$103,164 was provided to LTVCA for conservation projects including

- 331 memorial trees \$4,716 (cost of tree, planting and maintenance)
- Carey Carolinian Arboretum and Trail \$4,143 (maintenance)
- Pop-up Exhibits \$305
- Longwoods boardwalk replacement \$94,000 (Ontario Trillium Foundation grant)



Next meeting of the Foundation Board of Directors is a scheduled zoom meeting for February 23, 2022.

LOWER THAMES VALLEY CONSERVATION AUTHORITY



EXECUTIVE COMMITTEE

MINUTES

WEDNESDAY, FEBRUARY 9, 2022

A meeting of the Conservation Authority's Executive Committee was held on Wednesday, February 9, 2022 remotely via the Authority's Administration Building at 100 Thames Street, Chatham, Ontario at the hour of 10:00 AM. A roll call was held with the following committee members present: T. Thompson, L. McKinlay, C. Cowell, P. Tiessen & R. Leatham.

Also present were the following staff members: M. Peacock, J. Homewood & V. Towsley (minutes recorder).

1. Call to Order

Chair, Trevor Thompson called the meeting of the Executive Committee to order at 10:00 AM.

2. First Nations Acknowledgement

M. Peacock provided the reading of the First Nations Acknowledgement. Of particular importance on this day to recognize the Truth and Reconciliation for First Nations.

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, and Caldwell Nation. 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.

3. Adoption of the Agenda

E-2022-01 L. McKinlay – P. Tiessen
Moved that the Agenda be adopted as presented.

CARRIED

4. Disclosure of Conflicts of Interest

None declared.

5. Approval of Previous Meeting Minutes – September 30, 2021

E-2022-02 C. Cowell – P. Tiessen

Moved that the Executive Committee meeting minutes of September 30, 2021 be approved.

CARRIED

6. New Business

Motion to sit as a Hearing Board

E-2022-03 L. McKinlay – R. Leatham

Moved that the Executive Committee sit as the Authority's Hearing Board.

CARRIED

a. Hearing #1 – LTVCA AppNo: #580-2021 – 866 Hiawatha Beach Road, Chatham-Kent

The Chair introduced the Hearing Board members and the CAO to the applicant. The applicant, Mr. Hollinsky, was in attendance via remote access for the hearing. Jason Homewood, Water Resources and Regulations Technician provided the Hearing Board with the staff report which was previously provided to the applicant and to the Executive Committee. A power point presentation was also given regarding this application as it relates to the Lake Erie shoreline and the CA Regulations. The applicant was provided an opportunity to be heard.

The Hearing Board had questions for staff and the applicant regarding the proposal.

The Chair requested that the applicants, Jason Homewood, and Valerie Towsley leave the meeting in order that the Hearing Board could meet in camera.

E-2022-04 R. Leatham – P. Tiessen

Moved that the Hearing Board meet 'in camera'.

CARRIED

E-2022-05 R. Leatham – P. Tiessen

Moved that the Hearing Board move out of the 'in camera' session.

CARRIED

Resolution Number E-2022-06

The Chair advised the Committee that LTVCA staff will provide the applicant the Hearing Board's decision at a later date.

E-2022-07 R. Leatham – P. Tiessen

Moved that the Hearing Board sit as the Executive Committee.

CARRIED

E-2022-08 L. McKinlay – C. Cowell

Moved that the Executive Committee sit as the Authority's Hearing Board.

CARRIED

b. Hearing #2 – LTVCA AppNo: #617-2021 – 1312 Bluff Line, Chatham-Kent

The Chair introduced the Hearing Board members and the CAO to the applicant and her consultant. The applicant, Ms. Briand, and her engineer Tom O'Dwyer, were in attendance via remote access for the hearing. Jason Homewood, Water Resources and Regulations Technician provided the Hearing Board with the staff report which was previously provided to the applicant and to the Executive Committee. A power point presentation was also given regarding this application as it relates to the Lake Erie shoreline and the CA Regulations. The applicant and her consultant were provided an opportunity to be heard and provided the Hearing Committee with a power point presentation.

The Hearing Board had questions for staff and the applicant regarding the proposal.

The applicant had further questions of the Hearing Committee on the regulations as it would relate to the proposal as submitted for approval.

The Chair requested that the applicant, her consultant, Jason Homewood, and Valerie Towsley leave the meeting in order that the Hearing Board could meet in camera.

E-2022-09 C. Cowell – L. McKinlay

Moved that the Hearing Board meet 'in camera'.

CARRIED

E-2022-10 C. Cowell – L. McKinlay

Moved that the Hearing Board move out of the 'in camera' session.

CARRIED

Resolution Number E-2022-11

The Chair advised the Committee that LTVCA staff will provide the applicant the Hearing Board's decision at a later date.

E-2022-12 R. Leatham – P. Tiessen

Moved that the Hearing Board sit as the Executive Committee.

CARRIED

7. Other Business

None noted.

8. Adjournment

E-2022-13 C. Cowell – L. McKinlay
Moved that the meeting be adjourned.

CARRIED

Trevor Thompson
Chair

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

12.10)Wheatley Two Creeks Association Minutes - December 2, 2021

WHEATLEY TWO CREEKS ASSOCIATION

Minutes of regular meeting held on Dec. 2nd 2021 at Talbot Trail Golf Club

Attendance: Mark Peacock, Pauline Sample, Gerry Soulliere, Rick & Forest Taves, Bruce & Marj Jackson, Lee& Linda Pearce, Lorna Bell, Roger Dundas.

Agenda: Moved by Lorna Bell, sec. by Rick Taves agenda be accepted as outlined (Carried)

Minutes: Moved by Phil Humphries, sec. by Linda Pearce Minutes be accepted as read (Carried)

Memorial Groves: An existing tree is going to be selected in memory of Mark Sherman who was a member of the Mountain Bikers group.

Prop. & Equip. : The Business Improvement association has decorated the property for Christmas. They have offered to help with the electrical bill and also a new light for the hill through donations. Black water was detected coming from the east near the Walnut Bridge, it is being investigated by the Ministry of the Environment who took samples on Nov. 29, results will be known in a month. A grant has been applied for up to \$10,000 for the Chapel. We have also applied to the L.T. V. C.A. for a grass cutting reimbursement for up to \$3500.00. We will donate \$100.00 to the Wheatley Community Chest. We will need a load of gravel for the driveway and parking lot.

Concerts : No news.

Financial Report: Submitted by Roger: Account balance as of Nov.1/21 \$40,035.11

Account balance as of Nov. 30/21 \$40,404.19

Moved by Phil, sec. by Gerry Soulliere financial report be accepted as given (Carried)

Correspondence: It was decided to send a fruit basket and card to Joe Pinsonneault's family in memory of his father.

Old Business: None

New Business: Scott Bradt from Bradt's Butcher's proposed supplying a van offering alcohol at our concert's. He would take care of all the licensing and insurance. We will decide at a later date.

Adjournment: Gerry moved for adjournment at 6:55pm

Phil Humphries, secretary.

Recommendation: That the above reports, 12.4) through to 12.10) be received for information.

13. Correspondence

13.1) Correspondence from Minister Rickford re BC Flooding

**Ministry of Northern
Development, Mines,
Natural Resources and
Forestry**

Office of the Minister

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

**Ministère du
Développement du Nord,
des Mines, des Richesses
naturelles et des Forêts**

Bureau du ministre

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



January 5, 2022

Andy Mitchell
Chair
Conservation Ontario
amitchell@selwyntownship.ca

and
Kim Gavine
General Manager
Conservation Ontario
kgavine@conservationontario.ca

Dear Andy Mitchell and Kim Gavine:

I am writing to express my sincere appreciation for the support shown by conservation authorities in responding to British Columbia's state of emergency due to flooding. The flooding in British Columbia has devastated people and property and disrupted the flow of goods and services across the country. While the storm event has come to an end, additional rain continues to make recovery a challenge.

The expertise within conservation authorities is well acknowledged across the country, recognized most recently by a call for support from British Columbia with their flood monitoring and response efforts. I am pleased to see this reputation acknowledged and commend conservation authorities for their leadership in responding to this request.

The effects of this significant weather event are a solemn reminder of the widespread flooding that occurred throughout much of southern Ontario in 2019. Ontarians pulled together to support those impacted and identified the important work all levels of government play in flood management, as well as that of water management partners like conservation authorities.

Thank you again for your commitment to supporting British Columbia in their time of need.

Sincerely,

A handwritten signature in black ink, appearing to read 'Greg Rickford'.

The Honourable Greg Rickford
Minister of Northern Development, Mines, Natural Resources and Forestry

c: The Honourable David Piccini, Minister of the Environment, Conservation and Parks

MUNICIPALITY OF LAKESHORE Shoreline Management Plan Public Consultation Event



WHAT'S HAPPENING?

The Municipality of Lakeshore has been undertaking a project to investigate and update the Lake St. Clair shoreline flooding and erosion hazards. Over the last few years, Lake St. Clair water levels have been at an all-time high, and extreme weather events are anticipated to increase in severity. Additionally, the impacts of a changing climate may cause increased lake levels for Lake St. Clair.

The Shoreline Management Plan proposes a long-term management policy framework that will allow the Municipality to address existing and future risks to public health and property and to conform with applicable Provincial policy direction.

The purpose of this third and final Public Information Centre is to provide the public and stakeholders with an opportunity to review and provide input on the draft, complete shoreline management plan, which contains shoreline improvement recommendations for the short and long term.

A sample of the three-dimensional flood maps for Pike Creek are provided below.



HAVE YOUR SAY!

Date: Tuesday February 22nd

Time: 2:00-4:00pm & 6:30-8:30pm

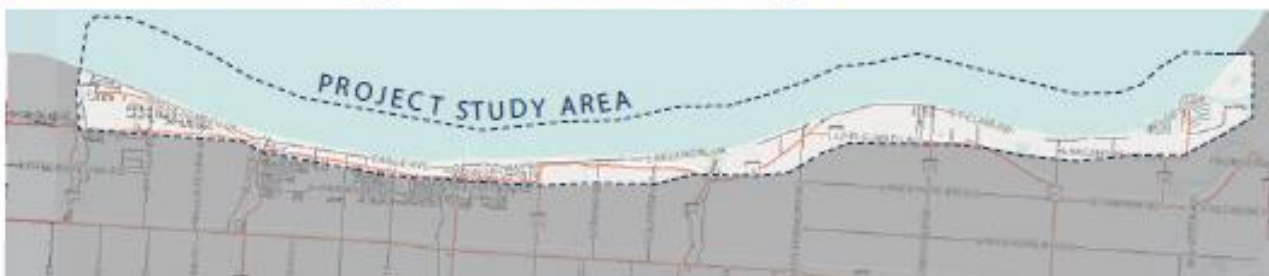
Platform: Zoom Meeting*

To pre-register for the Public Consultation Event, click the following link or use the QR Code below:

<https://forms.office.com/r/2P2iz94ej7>



*The zoom meeting link will be provided on the Project PlaceSpeak site closer to the meeting date



CAN'T MAKE THE VIRTUAL EVENT? JOIN THE CONVERSATION ONLINE!



We encourage you to sign up for free on www.lakeshore.ca/shoreline, provide feedback on the Lakeshore Shoreline Management Plan, and influence the initiatives that directly affect you and your community!

  WWW.LAKESHORE.CA/SHORELINE

419 Notre Dame Street, Belle River, ON NOR 1A0
519.728.2700 Toll Free: 1-877-249-3367

14. Other Business
