

Minutes

Upper Thames River Conservation Authority (UTRCA)
Annual General Meeting
Tuesday, February 24, 2026 at 1424 Clarke Rd, London

Dean Trentowsky, UTRCA Board Chair, called the meeting to order at 9:30am.

Members Present:

Jean Coles	Paul Mitchell
Jim Craigmile	Harj Nijjar
Peter Cuddy	Brian Petrie – Chair
Skylar Franke	Mark Schadenberg
Tom Heeman	Dean Trentowsky
Anna Hopkins	George Way
Sandy Levin	Scotty Zehr
Hugh McDermid	

Regrets: None

Staff Present:

Jenna Allain	Teresa Hollingsworth
Tracy Annett	Christine Saracino
Emily Chandler	Damian Schofield
Karlee Flear	Graeme Shaw
Brenda Gallagher	Chris Tasker
Joe Gordon	Michelle Viglianti – Recorder
Eleanor Heagy	Brandon Williamson
Brad Hertner	
Lisa Reynolds	

1. Territorial Acknowledgement

The Chair read the territorial acknowledgement.

2. Modifications to the Agenda

Mover: Dean Trentowsky

Seconder: Scotty Zehr

THAT the Board of Directors approve the agenda.

Carried.

3. Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

4. Delegations/Presentations

There were no delegations or presentations.

5. Administrative Business

5.1. Approval of Minutes of Previous Meeting: January 27, 2026

Mover: Peter Cuddy

Seconder: Skylar Franke

THAT that the Upper Thames River Conservation Authority Board of Directors approve the Board of Directors' minutes dated January 27, 2026, as posted on the UTRCA website.

Carried.

5.2. Business Arising from the Minutes

There was no business arising from the minutes.

5.3. Correspondence

There was no correspondence.

6. Reports – For Consideration

6.1. Factual Certificate

Mover: Sandy Levin

Seconder: George Way

THAT the Board of Directors approve the factual certificate as presented.

Carried.

6.2. Municipal Apportionment Methods

Mover: Peter Cuddy
 Secunder: Jean Coles

THAT the 2026 Municipal Apportionment Methods be approved;
 THAT each participating municipality’s share of the 2026 Total General Distribution be calculated using “Modified Current Value Assessment.” And that the participating municipalities be assessed for payment of Category 1 operating and capital expenses presented in the draft budget.

AND THAT category 3 programs and services also apply the “Modified Current Value Assessment” (MVCA) method for apportioning costs in agreements with municipalities.
 AND THAT each participating municipality’s share of the 2026 “Benefit-Based Apportionment” method be applied for use with respect to costs for Dams and Water Control Structures as identified in the 2026 Draft Budget Package.

Municipality	For, Against or Absent	Current Value Assessment (CVA) Apportionment Percentage	Voting Weight	Weight Per Member
City of London – Total	-	64.0342	50.00	
City of London Anna Hopkins	For	-	-	12.5
City of London Peter Cuddy	For	-	-	12.5
City of London Skylar Franke	For	-	-	12.5
City of London Sandy Levin	For	-	-	12.5
County of Oxford – Total	-	17.0724	23.75	
County of Oxford Brian Petrie	For	-	-	4.75
County of Oxford Paul Mitchell	For	-	-	4.75
County of Oxford George Way	For	-	-	4.75
County of Oxford Mark Schadenberg	For	-	-	4.75
County of Oxford Scotty Zehr	For	-	-	4.75
City of Stratford Harj Nijjar	For	7.1653	9.96	9.96
Township of Lucan-Biddulph Tom Heeman	For	0.36	0.50	0.50

Municipality	For, Against or Absent	Current Value Assessment (CVA) Apportionment Percentage	Voting Weight	Weight Per Member
Municipality of Thames Centre Tom Heeman	For	3.1983	4.45	4.45
Municipality of Middlesex Centre Jean Coles	For	2.4836	3.45	3.45
Municipality of West Perth Dean Trentowsky	For	1.4575	2.03	2.03
Township of Perth East Hugh McDermid	For	1.4178	1.97	1.97
Town of St. Marys Jim Craigmile	For	1.4696	2.04	2.04
Township of Perth South Jim Craigmile	For	1.1397	1.58	1.58
Municipality of South Huron Jim Craigmile	For	0.2016	0.28	0.28

The motion carries with 100% of the weighted vote supporting the recommendation.
*Based on UTRCA share of assessment.

Notes: Voting weight is capped at 50% for any municipality unless the number of its representatives exceeds 50% of the total number of municipal appointees. The voting weight of the remaining municipalities is increased proportionally.

6.3. 2026 Final Draft Budget

The General Manager provided a budget overview presentation.

The Chair thanked London Mayor Josh Morgan for starting the consultation process early and encouraged Municipalities to engage as early as possible on budget matters. Members thanked the General Manager for presenting at Council meetings.

Mover: Tom Heeman

Seconder: Anna Hopkins

That the Board of Directors approve the budgets for 2026 in two parts:

1. A projected operating surplus of \$625,441 from \$28,892,699 in operating expenses, requiring \$8,794,095 of participating member levy, and requiring \$653,136 in cost apportioning agreements among members, and

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2. A projected capital deficit of \$759,241 from \$13,498,250 in capital expenditures, requiring \$6,271,586 of participating member levy.

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7. Reports – In-Camera

There were no reports to be discussed in closed session.

8. Reports – For Information

8.1. Annual Report of Administration and Enforcement – Section 28

Members discussed the permits that exceeded the timelines, which was approximately 10% in 2025. Staff noted the main causes of delays were the complexity of those files and premature applications. Staff noted they will be working on an education piece regarding the appropriate time in the overall planning process to submit an application.

Mover: Scotty Zehr

Seconder: Paul Mitchell

THAT the Board of Directors receives the report for information.

Carried.

8.2. Section 28 Violations – Annual Summary Report

A member noted that while the Authority can issue stop work orders when there is significant damage, no definition for significant damage is currently provided in the regulation.

Mover: Jim Craigmile

Seconder: Harj Nijjar

THAT the Board of Directors receives the report for information.

Carried.

8.3. Organizational Design and Strategy Alignment Project

Board members commended staff for engaging a consultant to begin this process.

Mover: Tom Heeman

Seconder: Jean Coles

THAT the Board of Directors receives the report for information.

Carried.

8.4. Thames River Current – February Edition

The February edition of the Thames River Current was presented for the members' information.

Mover: Skylar Franke

Seconder: George Way

THAT the Board of Directors receives the report for information.
Carried.

9. Reports – Committees

9.1. Finance and Audit Committee

There was no report from the Finance and Audit Committee.

9.2. Hearing Committee – January 27, 2026 Decision

Mover: Mark Schadenberg

Seconder: Skylar Franke

THAT the Board of Directors receives the report for information.
Carried.

10. Notices of Motion

There were no notices of motion.

The Chair called for a break at 10:16am and resumed the meeting at 10:45am.

11. Welcome to Staff – Past and Current Chair

The General Manager welcomed all staff and guests. The Board members introduced themselves. Past Chair/current Vice-Chair Dean Trentowsky and current Chair Brian Petrie provided opening remarks.

12. 2025 Year in Review

A slide presentation provided an overview of the work done by the UTRCA in 2025.

13. Presentation of the Conservation Awards

13.1. Outstanding Resident Award – Diane Irving (posthumous)

The Chair posthumously presented Diane Irving with the Outstanding Resident Award for her many years as a dedicated volunteer, supporter, and advocate of the UTRCA. Diane generously gave her time and energy at many Upper Thames activities and events and was always a joy to be around. She was warm and positive, greeted people

by name, offered help wherever it was needed, and shared a friendly chat and smile with everyone she met. This award honours Diane's lasting legacy as an outstanding resident whose kindness, care, and commitment made a meaningful difference in our community. Three of her children—Linda Smith, Rob Irving, and Sarah Travnicek—accepted the award in her honour. Linda and Rob spoke to the award and shared their appreciation on behalf of their family for this award honouring their mother.

13.2. Kayla Berger Stewardship Award – Bill and Cecilia Davies

The Chair presented Bill and Cecilia Davies with the 2026 Kayla Berger Stewardship Award to recognize 40 years of tree planting efforts on their property. Every spring since the mid 1980s, except for the season during COVID, they have ordered trees from the UTRCA. Over the years they have established thousands of trees on their property. Their commitment to creating a healthier environment on their property is remarkable. Through hard work and dedication, their legacy will be enjoyed by future generations. Bill spoke to the award and shared his appreciation on behalf of himself and Cecilia. In his parting remarks, Bill noted that Cecilia planted two thirds of the trees herself.

14. Presentation of Staff Service Awards

The following staff members were presented services awards:

10 Years

Eric Fink, Assistant Superintendent, Fanshawe Conservation Area

Mike Funk, Land Use Regulations Officer

Tatianna Lozier, Acting Manager of Integrated Watershed Management, Stewardship Services Coordinator

Jessica Schnaithmann – Land Use Regulations Officer

Cole Volkaert – Land Management Supervisor (London ESA's)

Grant Wilkins – Information Management Specialist

Jason Bengough – Operations and Maintenance, Wildwood Conservation Area

20 Years

Julie Welker – Source Protection Coordinator

Ian Rowbotham – Dam Maintenance Mechanic

Deb Kirk – Administrative Assistant – Environmental Planning and Regulations

25 Years

Scott Gillingwater – Species at Risk Biologist

Mike Knox – Asset Management Specialist

Steve Musclow – Superintendent, Pittcock Conservation Area

The Chair also recognized the 30 years of service of Sean Howley, Lands and Facilities Operations Technician, who recently retired.

15. Chair's Comments

The Chair presented his closing remarks.

16. Member's Comments

There were no additional comments from Members.

17. General Manager's Comments

The General Manager provided her closing remarks.

18. Adjournment

There being no further business on the agenda, the meeting was adjourned at 11:45am on a motion by Tom Heeman, seconded by Skylar Franke.

Tracy Annett, General Manager
Att.