

# Minutes

## Upper Thames River Conservation Authority Board of Directors Annual General Meeting Tuesday, February 28, 2023

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Alan Dale, outgoing UTRCA Board Chair, called the meeting to order at 9:33am.

### Members Present:

Jim Craigmile

Peter Cuddy

Skylar Franke

Tom Heeman

Debbie Heffernan

Anna Hopkins

Sandy Levin

Hugh McDermid

Paul Mitchell

Harj Nijjar

Brian Petrie - Chair

Mark Schadenberg

Dean Trentowsky

George Way

Scotty Zehr

Regrets: None

### Outgoing Members Present:

Alan Dale

Tony Jackson

Nancy Manning

Solicitor: Grant Inglis

Presenters: Scott Robertson and Mariëtte Pushkar – Matrix Solutions Inc.

### Staff:

Jenna Allain

Tracy Annett

Brad Glasman

Brenda Gallagher

Teresa Hollingsworth

Christine.Saracino

Brent Verscheure

Sarbjit Singh

Damian Schofield

Brandon Williamson

Dave Charles

Erin Carroll

Jennifer Howley

Cathy Quinlan

Craig Irwin

Michelle Viglianti - Recorder

## 1. Welcome

Outgoing Chair Alan Dale welcomed everyone to the UTRCA Annual General Meeting and provided his parting remarks.

## 2. Territorial Acknowledgement

The outgoing Chair read the territorial acknowledgement.

## 3. 2023 Board Elections

The outgoing Chair requested a motion to nominate Grant Inglis as Acting Chair for the purpose of conducting the 2023 elections.

Mover: S.Levin

Seconder: S.Franke

THAT Grant Inglis be nominated as Acting Chair for the purpose of conducting the 2023 elections.

Carried.

G.Inglis outlined the procedures for electing the Chair and Vice-Chair as specified in the Conservation Authorities Act and the UTRCA Board of Directors' Administrative By-Law.

### i) Chair

G.Inglis called for nominations for the position of Chair of the UTRCA Board of Directors for 2023.

S.Levin nominated B.Petrie for the position of Chair of the UTRCA Board of Directors for 2023.

G.Inglis called twice more for further nominations. B.Petrie stated he would allow his name to stand.

There being no further nominations, nominations were closed.

Brian Petrie was declared to be elected by acclamation to the position of Authority Chair for 2023.

## ii) Vice-Chair

G.Inglis called for nominations for the position of Vice-Chair of the UTRCA Board of Directors for 2023.

S.Franke nominated S.Levin for the position of Vice-Chair of the UTRCA Board of Directors for 2023.

G.Inglis called twice more for further nominations. S.Levin stated he would allow his name to stand.

There being no further nominations, nominations were closed.

Sandy Levin was declared to be elected by acclamation to the position of Authority Vice-Chair for 2023.

## iii) Hearings Committee (3 positions)

G.Inglis noted that the Hearing Committee consists of the Authority Chair, Vice-Chair, past Chair, and two additional Authority members. Since there is no past Chair, a third member will be elected.

G.Inglis called for nominations for the three positions on the 2023 Hearings Committee.

H.McDermid nominated D.Trentowsky to be a member of the Hearing Committee for 2023.

B.Petrie nominated P.Mitchell to be a member of the Hearing Committee for 2023.

A.Hopkins nominated S.Franke to be a member of the Hearing Committee for 2023.

G.Inglis called twice more for further nominations.

All three nominees agreed to let their names stand for the positions on the Hearing Committee for 2023.

There being no further nominations, nominations were closed.

Dean Trentowsky, Paul Mitchell and Skylar Franke were declared to be elected by acclamation to the Hearing Committee for 2023.

iv) Finance and Audit Committee (2-4 positions)

G.Inglis noted that the Finance and Audit Committee consists of the Authority Chair, plus two to four additional Authority members.

G.Inglis called for nominations for the positions on the 2023 Finance and Audit Committee.

P.Mitchell nominated S.Levin to be a member of the Finance and Audit Committee for 2023.

S.Levin nominated P.Mitchell to be a member of the Finance and Audit Committee for 2023.

B.Petrie nominated T.Heeman to be a member of the Finance and Audit Committee for 2023.

G.Inglis called twice more for further nominations.

All nominees agreed to let their names stand for the positions on the Finance and Audit Committee for 2023.

There being no further nominations, nominations were closed.

Sandy Levin, Paul Mitchell and Tom Heeman were declared to be elected by acclamation to the 2023 Finance and Audit Committee.

v) Source Protection Striking Committee/Committee Liaison (1 position)

G.Inglis called for nominations for the position on the Source Protection Striking Committee and Committee Liaison.

B.Petrie nominated S.Levin to be the Source Protection Striking Committee Member and Committee Liaison.

G.Inglis called twice more for further nominations.

S.Levin agreed to let his name stand.

There being no further nominations, nominations were closed.

Sandy Levin was declared to be elected by acclamation as the Source Protection Striking Committee Member and Committee Liaison.

With the conclusion of the 2023 Elections, G.Inglis relinquished the Chair to B.Petrie.

## 4. Modifications to the Agenda

Mover: T.Heeman

Seconder: A.Hopkins

THAT the Board of Directors defer agenda item 17. Watershed Conservation Centre Presentation to the March meeting.

Carried.

## 5. Declaration of Pecuniary Interest

The Chair inquired whether the members had any conflicts of interest to declare relating to the agenda. There were none.

## 6. Presentations/Delegations

There were no presentations or delegations.

## 7. Administrative Business

### 7.1. Minutes of the Previous Meeting – November 22, 2022

Mover: S.Levin

Seconder: M.Schadenberg

THAT that the Upper Thames River Conservation Authority Board of Directors approve the Board of Directors' minutes dated November 22, 2022, including any closed session minutes, as posted on the Upper Thames River Conservation Authority web-site.

Carried.

### 7.2. Business Arising from the Minutes

There was no business arising from the minutes.

### 7.3. Correspondence

#### **7.3.1. Hon. Monte McNaughton**

#### **7.3.2. Ministers Direction on Fees**

#### **7.3.3. Ministry of Natural Resource and Forestry Updates**

Mover: S.Franke

Seconder: P.Cuddy

THAT that the Upper Thames River Conservation Authority Board of Directors receive, for information, all three pieces of correspondence.

Carried.

## 8. Reports – For Consideration

### 8.1. Review and Approval of the Factual Certificate

(Report attached)

Mover: P.Mitchell

Seconder: G.Way

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

Carried.

### 8.2. 2023 Draft Budget

(Report attached)

The General Manager provided opening remarks on the 2023 budget.

Staff confirmed that at the end of the year, deficits are absorbed by reserves created by previous years surplus and do not get carried to the following years.

Staff clarified the 21% increase in personal expenses was mostly the result of the full implementation of the compensation increase passed by the Board in 2022.

Mover: P.Cuddy

Seconder: A.Hopkins

- 1. That the UTRCA Board of Directors approve the 2023 Draft Operating Budget under Section 27 of the *Conservation Authorities Act* in the amount of \$20,468,924 and that staff be directed to circulate the Approved Budget to member municipalities as part of the required 30 day review period. Please note the 2023 new levy component of the operating budget of \$6,491,836\* will be apportioned to member municipalities based on a general levy formula as developed by the Ontario Ministry of Natural Resources and Forestry using Current Value Assessment data from the Municipal Property Assessment Corporation and by Special Benefitting Percentages for structure operations.**

2. That the UTRCA Board of Directors approve the Capital Project List for budget year 2023 under Section 26 of the *Conservation Authorities Act* in two parts:

a) The amount of \$245,000 to support the Authority’s 20 year Flood Control Capital Plan for water and erosion control structures. Apportionment of the flood control portion of the 2023 capital levy of \$204,100 is based on Special Benefiting Percentages, by structure, as presented in the 2023 Municipal Levies (Feb 2023). It is noted this levy amount has been set based on cooperative discussions with participating municipalities and assumes that the majority of the works will receive a matching funding contribution through the provincial Water and Erosion Control Infrastructure Program (WECI).

b) The amount of \$744,000 to support the Authority’s other (non-flood control) capital spending needs. The municipal levy share of this capital amount is \$189,135, included in the operating budget, and will be apportioned to member municipalities based on a general levy formula as developed by the Ontario Ministry of Natural Resources and Forestry using Current Value Assessment data from the Municipal Property Assessment Corporation.

Municipality	For, Against or Absent	Current Value Assessment (CVA) Apportionment Percentage	Voting Weight	Weight Per Member
<b>County of Oxford – Total</b>	-	16.909	24.51	
<b>County of Oxford</b> George Way	For	-	-	4.71
<b>County of Oxford</b> Scott Zehr	For	-	-	4.71
<b>County of Oxford</b> Paul Mitchell	For	-	-	4.71
<b>County of Oxford</b> Brian Petrie	For	-	-	4.71
<b>County of Oxford</b> Mark Schadenberg	For	-	-	4.71
<b>City of London - Total</b>	-	64.0751	50.00	
<b>City of London</b> Skylar Franke	For	-	-	12.5
<b>City of London</b> A.Hopkins	For	-	-	12.5
<b>City of London</b> S.Levin	For	-	-	12.5
<b>City of London</b>	For	-	-	12.5

<b>Municipality</b>	<b>For, Against or Absent</b>	<b>Current Value Assessment (CVA) Apportionment Percentage</b>	<b>Voting Weight</b>	<b>Weight Per Member</b>
Peter Cuddy				
<b>Township of Lucan-Biddulph</b> Tom Heeman	For	0.3517	0.49	0.49
<b>Municipality of Thames Centre</b> Tom Heeman	For	3.1897	4.44	4.44
<b>Municipality of Middlesex Centre</b> Debbie Heffernan	For	2.4127	3.36	3.36
<b>City of Stratford</b> Harj Nijjar	For	7.2647	10.11	10.11
<b>Township of Perth East</b> H.McDermid	For	1.4275	1.99	1.99
<b>Municipality of West Perth</b> Dean Trentowsky	For	1.4827	2.06	2.06
<b>Town of St. Marys</b> Jim Craigmile	For	1.4644	2.04	2.04
<b>Township of Perth South</b> Jim Craigmile	For	1.2215	1.70	1.70
<b>Municipality of South Huron</b> Jim Craigmile	For	0.2006	0.28	0.28

**The vote carried with 100% support of the weighted vote.**

\*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.

### 8.3. Embro Dam Environmental Assessment Study Report with Presentation by Matrix Solutions Inc. (Report attached)

Staff introduced Scott Robertson, Senior Water Resources Engineer, and Mariëtte Pushkar, Fluvial Geomorphologist, from Matrix Solutions Inc.



Members raised questions regarding the financial implications of the process and the final outcome. It was clarified that the Township of Zorra is financially responsible, but the UTRCA will work to obtain any funding support available through grants and the Water and Erosion Control Infrastructure (WECI) program. Next steps will be to work with the Township on costing and a phased in approach.

Members raised questions on which solutions would be best for climate change adaptation. Matrix noted a natural system is best able to adapt.

Questions were raised regarding the shallow wells noted in the presentation and who would be financial responsible for deepening the wells if required. It was noted that would be something that would come out in the design process.

It was noted the final decision will be a joint decision from the Township of Zorra and the UTRCA, with input from the Community Liaison Committee.

It was noted the turtle pond would make the project more attractive to funders and offer more public engagement opportunities.

Mover: P.Cuddy

Secunder: T.Heeman

That the UTRCA Board of Directors endorses the Embro Dam EA study report and its recommendation, and recommend final posting of the Class Environmental Assessment Inventory of Programs and Services.

Carried.

## 9. Business for Information

### 9.1. Administration and Enforcement – Section 28 Annual Report (Report attached)

Staff noted they do not expect to see a decrease in applications due to the Provincial changes, since the regulatory role of the authority has not changed and development pressures continue to increase.

Mover: A.Hopkins

Secunder: T.Heeman

THAT the Board of Directors receive the report for information.

Carried.

## 9.2. Quarterly Progress Report 3 – Inventory of Programs and Services (Report attached)

Members noted that this year the Category one (1) services are not solely funded by Municipal Levy. Staff clarified that, in accordance with the new regulations, Category one (1) services in 2024 can be solely funded by Municipal Levy, which will have implications for the 2024 levy. The Board will be presented with the new Budget format mid-year, and staff will seek direction from the Board at that time.

Members complimented staff on the work they have done putting the inventory and progress reports together.

Mover: A.Hopkins

Secunder: P.Cuddy

THAT the Board of Directors receive the report for information.

Carried.

## 9.3. For Your Information Report (Report attached)

There was a suggestion that staff add all Board members to the FYI mailing list.

Mover: M.Schadenberg

Secunder: S.Franke

THAT the Board of Directors receive the report for information.

Carried.

## 10. Reports – In Camera

There were no reports to be discussed in closed session.

## 11. Notices of Motion for March 28, 2023

There were no notices of motion for March 28, 2023.

Mover: S.Levin

Secunder: S.Franke

THAT the Board take a 15 minute break.

At 11:17am the meeting took a 15 minute break.

## 12. Welcome to Staff

The Chair called the meeting back to order 11:33am and welcomed staff and guests to the meeting.

## 13. 2023 Report Cards – Presentations

Cathy Quinlan and Craig Irwin gave an overview presentation of the 2023 Subwatershed Report Cards.

## 14. Presentation of Conservation Awards

### 14.1. Outstanding Resident Award – Frank McKay

The Chair presented Frank McKay with the 2023 Outstanding Resident Award for his unique ability and willingness to implement innovative soil and water conservation projects for over forty years. The personal touch and extra effort he is able to add helps to ensure project success, and protect and enhance the local environment.

### 14.2. Outstanding Resident Award – Ken McCutcheon

The Chair presented Ken McCutcheon with the 2023 Outstanding Resident Award for his over forty years as a local leader in progressive agricultural drainage and his willingness to mentor and assist others with the promotion of good drainage and conservation practices.

### 14.3. Board of Directors Award – Phil Holst

The Chair presented Phil Holst with the 2023 Board of Directors Award for his work and leadership, individually and in his roles with Stewardship Oxford and Ducks Unlimited, that continue to have a significant positive impact on Oxford County and the Thames River as a whole. The wetland and stream restoration projects he has led and championed have left a lasting legacy of stewardship and inspired countless watershed residents.

## 15. Outgoing Member Presentations

The Chair recognized outgoing Board members Nancy Manning, Tony Jackson and Alan Dale for their dedication and service and presented them with tokens of appreciation from the UTRCA.

The Chair also recognized the service of outgoing Board members Margaret Lupton, Marie Blosch, Jim Reffle, Alex Westman, Joe Salter and Annamarie Murray, who could not attend the meeting.

## 16. Presentation of Staff Service Awards

The following staff were presented with service awards:

15 Years – Linda Smith

25 Years – Mark Helsten, Tracy Annett and Cathy Quinlan

35 Years – Eleanor Heagy

The Chair also recognized the service of Jay Ebel, 15 years, and Steve Sauder, 40 years, who could not attend the meeting.

## 17. Watershed Conservation Centre – Presentation

This presentation was deferred until the March meeting in accordance with the motion in item 4. Modifications to the Agenda.

## 18. Chair and General Manager's Concluding Remarks

The general manager and Chair provided additional thanks and concluding remarks.

## 19. Adjournment

There being no further business, the meeting was adjourned at 12:55 pm on a motion by S.Levin.



Tracy Annett, General Manager  
Att.