

# UPPER THAMES RIVER

CONSERVATION AUTHORITY

November 21, 2017

## **NOTICE OF BOARD OF DIRECTORS' MEETING**

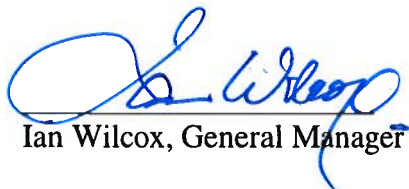
**DATE:** TUESDAY, November 28, 2017

**TIME:** 9:30 A.M. – 11:10 A.M.

**LOCATION:** WATERSHED CONSERVATION CENTRE  
BOARDROOM

<b>AGENDA:</b>	<b>TIME</b>
1. Approval of Agenda	9:30am
2. Declaration of Conflicts of Interest	
3. Confirmation of Payment as Required Through Statutory Obligations	
4. Minutes of the Previous Meeting: Tuesday October 24, 2017	
5. Business Arising from the Minutes	
6. Business for Approval	9:35am
(a) Conservation Area 2018 Proposed Fee Schedule (J.Howley)(Report attached) (Doc: CA #3713)(5 minutes)	
(b) Finance & Audit Committee Update and Approvals (S.Levin)(Report attached) (Doc: FIN # 686)(10 minutes)	
(c) 2018 Board of Directors Meeting Dates (I.Wilcox)(Report attached) (Doc: Admin #2607)(5 minutes)	
7. Closed Session – In Camera	9:55am
(a) Summary of Statement of Claim (A.Shivas/J.Howley) (Report attached) (Doc: L&F #3703)(5 minutes)	

- (b) A Property Manner pertaining to Pittock CA  
(J.Howley/I Wilcox) (Report attached)  
(Doc: CA #3749)(20 minutes)
  - (c) Glengowan Update  
(I.Wilcox)(Verbal)(5 minutes)
  - (d) PenEquity Update  
(M.Snowsell)(Report attached)  
(Doc: ENVP #5232)(15 minutes)
8. Business for Information 10:40am
- (a) Administration and Enforcement - Section 28  
(T. Annett) (Doc: ENVP #5222)  
(Report attached)(5 minutes)
  - (b) Fanshawe Pioneer Village Update  
(S.Dunlop)(Report attached)(5 minutes)
  - (c) January Election Preparations  
(I.Wilcox)(Report attached)  
(Doc: #118835 )(5 minutes)
9. Communications 10:55am
- (a) Letter from the Harrington and Area  
Community Association  
(Letter attached)(5 minutes)
10. November FYI 11:00am
11. Other Business (Including Chair and General  
Manager's Comments) 11:05am
12. Adjournment 11:10am



Ian Wilcox, General Manager

c.c. Chair and Members of the Board of Directors

I.Wilcox	T.Hollingsworth	J.Howley	C.Ramsey	S. Musclow
C.Saracino	A.Shivas	C.Tasker	B.Mackie	P. Switzer
G.Inglis	B.Glasman	M.Snowsell	K.Winfield	B. Verscheure
T.Annett	M.Viglianti	C.Harrington	J.Skrypnik	S. Dunlop

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**To:** UTRCA Board of Directors  
**From:** Jennifer Howley, Manager Conservation Areas  
**Date:** November 6, 2017 **Agenda #:** 6 (a)  
**Subject:** 2018 Conservation Area Proposed Fee Schedule **Filename:** ::ODMA\GRPWISE\UT\_MAIN.UT  
RCA\_PO.HR:5336.1

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**Recommendation:**

**That the Board of Directors approves the proposed fee changes for the 2018 operating season and that fees are applicable to all user groups that visit our Conservation Areas.**

**Background:**

Each year in October, following the closure of the Conservation Areas, the CA Unit staff meet to review the past season and begin planning for the next year. Much of the agenda focuses on reviewing the operational policies and fee schedule. Staff from each CA are encouraged to meet prior to the larger meeting to discuss specific issues or opportunities pertaining to fees and policies that they would like to bring forward. This approach works well, helping to streamline the discussions to focus on the specifics. The opportunity to share experiences and ideas usually results in minor wording changes to the policy rather than writing a new policy altogether.

In preparation for the fee schedule discussion, a comprehensive fee comparison chart is created by one of the Conservation Area Clerks and is distributed to the Unit well in advance of the meeting. This multipage chart compares services and fees of Conservation Areas, Provincial Parks, National Parks (Ontario) and private campgrounds – 19 in total. This information gives staff a better understanding as to where our fees sit in comparison to others, the different services offered in the industry, as well as operating dates. Although the fee discussion is meant to ultimately create the fee schedule for the next season, it also provides for the opportunity to discuss operations and services improvements and development.

Highlights from this year's comparison included the following:

- of the 19 campgrounds surveyed, all but two do not open operations until May 1;
- more parks are moving towards family passes or memberships offering more opportunities for savings;
- other than those parks that have direct sewer hookup, the UTRCA is the only park system that offers sewage removal;
- very few of our competitors offer 15 amp service (30 amp is the minimum); and our fees tend to be in line with or slightly on the higher side of the competition.

**Criteria for Decision Making:**

Following are the criteria that staff use when developing the fee schedule:

- determine what operational costs will impact the budget;
- comments and feedback from CA users;
- comparison to similar operations and opportunities in the industry, including trends; and impact on or opportunity to achieve Targets.

## 2018 Proposed Fees:

The anticipated increase in minimum wage definitely played a role in setting fees for 2018 as well as thinking ahead to 2019. Much of our business is possible through the hard work of seasonal staff. It is anticipated that, if the proposed change moves forward, there will be a 7.1% increase in our CA wage expenses over 2017. The expected increase in operational costs such as electricity, drinking water systems, sewage system maintenance and risk management/insurance of our CAs will also have an impact. When discussing fees, staff considered the programs and services that are most time consuming for staff.

Customer feedback also encouraged us to look more closely at the seasonal day use pass with emphasis on the physical pass itself. For more than 20 years, we have used windshield stickers to identify season pass holders. Unfortunately, this limited the customer to determining which vehicle, if they had more than one, would have the sticker affixed to the windshield. For 2018, staff propose eliminating the sticker pass and creating a portable pass that can hang from a vehicle's rear view mirror. This design gives more flexibility to the customer and we anticipate that it will appeal to those customers that were reluctant to purchase the pass because of the one vehicle issue.

A portable pass such as the one being proposed, will be all encompassing with respect to how it can be used. A seasonal day use pass holder would be able to use his/her pass for vehicle access, bicycle access or walk-in access. The pass will be created in such a way that it will be easy for the visitor to transition its use from car to bike to knapsack. The ability to have a swipe function, similar to the swipe cards that seasonal campers and staff use now, is being investigated. Such a change would reduce congestion at our front gates as well as assist with tracking visitation. The price being proposed for this portable pass is \$125.00 versus the seasonal sticker at \$110.00 in 2017.



New for 2018, Pittock will designate a Smoke Free Area (SFA). These dozen overnight sites are located at the far east end of the conservation area (Section 5) and are already designated as a Radio Free Area (RFA). There is a distinct boundary at the access point to these sites, so it makes for an easy transition to create and enforce the SFA. SFAs are becoming more popular in campgrounds, and staff see this as an opportunity to not only provide another experience option to our visitors but to contribute to Smoke Free Ontario.

Staff will work with our Marketing Specialist to promote this new pass as well as the SFA, and the benefits to customers. This will be a great segue into any possible changes in our business that come out of our Target study work.

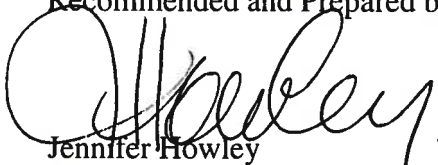
Please find attached the 2018 Conservation Area Proposed Fee Schedule changes. It is anticipated that such changes will result in an additional 9% in revenue over 2017. Although this increase does address the minimum wage issue, staff are continuously looking at their operations to see if expenses can be reduced without compromising service to the customer.

## 2018 Proposed Conservation Area Fee Schedule Changes

The following chart presents fees that will be increased or discontinued for the 2018 Fee Schedule. Fees that will not change are not included the table.

ACTIVITY	2017 ACTUAL FEES	2018 PROPOSED FEES
<b>DAY USE</b>		
Vehicle Day Pass	\$13.00	\$14.00
Adult Day Pass	\$7.00	\$8.00
Child Day Pass	\$3.00	\$4.00
Season Pass	\$110.00	\$125.00
Pedestrian/Cyclist Seasonal - Adult	\$60.00	Discontinued
Pedestrian/Cyclist Seasonal - Child	\$30.00	Discontinued
Bus	\$110.00	\$120.00
<b>WATERCRAFT</b>		
Motor/sail Boat - Day	\$14.00	\$15.00
Motor/sail Boat - Season	\$110.00	\$115.00
<b>NIGHTLY CAMPING</b>		
Daily Electric 15 or 30 amp	\$48.00	\$49.00
Daily Electric 50 amp (Pittock only)	\$52.00	\$53.00
Daily Non Electric	\$38.00	\$39.00
Daily Back Country Non Electric	\$38.00	\$39.00
Weekly Electric 15 or 30 amp	\$315.00	\$322.00
Weekly Electric 50 amp	\$340.00	\$348.00
Weekly Non Electric	\$250.00	\$256.00
Weekly Back Country Non Electric	\$250.00	\$256.00
Additional Vehicle Pass	\$13.00	\$14.00
<b>SEASONAL CAMPING</b>		
Seasonal 15 amp	\$2300.00	\$2500.00
Seasonal 30 amp	\$2400.00	\$2600.00
Seasonal 30 amp - Waterfront	\$2630.00	\$2850.00
Seasonal 30 amp - Premium	\$3265.00	\$3525.00
Seasonal Non Electric	\$1695.00	\$1830.00
Seasonal Non Electric Waterfront	\$1765.00	\$1900.00
Additional Swipe Card Season Pass	\$105.00	\$115.00
<b>STORAGE</b>		
Trailer Storage	\$255.00	\$265.00
Shed/Deck Storage Only	\$130.00	\$140.00
Boat Storage	\$165.00	\$175.00
<b>SEWAGE</b>		
Sewage Disposal - Weekly	\$500.00	\$600.00
Sewage Disposal - Biweekly	\$275.00	\$300.00

Recommended and Prepared by:

  
 Jennifer Howley  
 Manager, Conservation Areas

**To: UTRCA Board of Directors**

**From: Finance and Audit Committee**

**Date: 16 November 2017**

**Agenda #: 6 (b)**

**Subject: Recommendations and  
Report on Activities**

**Filename: ::ODMA\GRPWISEUT\_M  
AIN.UTRCA\_PO.HR:5336.1**

**Recommendations:**

- 1. That the Board of Directors approves the payment of \$377,000 to retire the outstanding debt on the UTRCA's water system loan.**
- 2. The Board of Directors accepts the use of the Compliance Certificate at its Annual General Meeting and recommends it be used in lieu of the "Confirmation of Payment as Required Through Statutory Obligation" item on the Board's regular agendas.**

**Discussion:**

The Finance and Audit Committee of the Board has now held three meetings. This report will update the Board on recent discussions and activities of the committee.

**Water System Loan**

The committee, as a first step in reviewing an investment strategy for uncommitted cash, reviewed the terms of the existing water system loan and discussed its early repayment. This loan was incurred in 2003 to construct connections to municipal water. This action was taken as part of compliance with new provincial rules stemming from the Walkerton drinking water tragedy. As interest rates are still currently at historical lows and the penalty for repayment exceedingly moderate, the committee recommends repaying the loan in full to relieve the burden of interest expense on operations each year. The penalty is currently approximately \$2,800. The expected interest savings over the remaining life of the loan is \$29,500.

**Certificate of Compliance**

It was a suggestion of the auditor that the Board adopt the use of a Certificate of Compliance, attached, which the committee envisions providing annually to the board at the Annual General Meeting. It includes a description of adherence to statutory obligations, but does not negate any responsibility of the General Manager to bring forward items at any time which the Board should be apprised of. The certificate was reviewed and amended several times before the committee agreed on this final version.

**Investment Services**

Further to the recommendations above, the committee also issued a Request for Proposals for investment services in order to engage an advisor. Three proposals were received and after debate, it was determined that two firms will be interviewed in the coming weeks with a view to selecting one to handle our long-term investments.

**2017 Audit**

In addition, the committee has met with the audit firm, KPMG, and received their audit plan for the 2017 audit. A discussion surrounding the level of materiality, business risk and their audit process was held. Their fee was also presented. It is the intention of the committee that for the 2018 audit, the consideration of tendering of audit services should take place.

Recommended by:

Prepared by:

A handwritten signature in blue ink, appearing to read "Sandy Levin".

Sandy Levin, Chair

A handwritten signature in blue ink, appearing to read "Christine Saracino".

Christine Saracino

## Upper Thames River Conservation Authority

### FACTUAL CERTIFICATE

**To: Board of Directors**

The undersigned hereby certify that, to the best of their knowledge, information and belief after due inquiry, as at [date]:

1. The UTRCA is in compliance, as required by law, with all statutes and regulations relating to the withholding and/or payment of governmental remittances, including, without limiting the generality of the foregoing, the following:
  - All payroll deductions at source, including Employment Insurance, Canada Pension Plan and Income Tax;
  - Ontario Employer Health Tax;
  - WSIB premiumsAnd, they believe that all necessary policies and procedures are in place to ensure that all future payments of such amounts will be made in a timely manner.
2. The UTRCA has remitted when due to the Group RRSP carrier, Group Insurance carrier and to OMERS Pension Plan all funds deducted from employees along with all employer contributions for these purposes.
3. The UTRCA is in compliance with all applicable Health and Safety legislation and all applicable Pay Equity legislation.
4. The UTRCA is in compliance, as required by law with remittances and claims for:
  - Federal Harmonized Sales Tax (HST).
5. The UTRCA is in compliance with the requirements of the Charities Act. Corporate information updates are provided through this means.
6. In addition to statutory obligations, the UTRCA, through its internal processes, confirms the payment of supplier transactions so as to support the credit-worthiness of the organization.
7. The UTRCA is providing the prescribed standard of service in the performance of its functions and following the prescribed procedures and practices in accordance with our funding agreements and as reported to the Board of Directors of the UTRCA through the following reports:
  - Quarterly Financial Report to the Board
  - Regular Program Updates from the General Manager and unit Managers

Dated at London, Ontario this [date]

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Chair, Finance and Audit Committee

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General Manager



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**To:** UTRCA Board of Directors  
**From:** Michelle Viglianti  
**Date:** November 1, 2017  
**Subject:** 2017 Board of Directors Meeting Dates

**Agenda #:** 6 (c)  
**Filename:** P:\Users\viglianti\Documents\GroupWise\2607-1.doc

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**Recommendation:**

**Tuesday January 23, 2017**  
**\*AGM – Thursday February 22, 2017**  
**Tuesday March 27, 2017**  
**Tuesday April 24, 2017**  
**Tuesday May 22, 2017**  
**Tuesday June 26, 2017**  
**Tuesday August 28, 2017**  
**Tuesday September 25, 2017**  
**Tuesday October 23, 2017**  
**Tuesday November 27, 2017**

As in previous years all Board of Directors meetings will be held on the fourth Tuesday of every month at 9:30am in the WCC Boardroom, with the exception of the \*Annual General Meeting. There are no meetings scheduled for July and December.



Recommended by:  
Ian Wilcox  
General Manager

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**To:** Chair and Members of the UTRCA Board of Directors  
**From:** Tracy Annett, Manager – Environmental Planning and Regulations  
**Date:** November 20, 2017 **Agenda #:** 8 (a)  
**Subject:** Administration and Enforcement – Sect. 28 Status Report – **Filename:** Document  
Development, Interference of Wetlands and Alteration to **ENVP 5222**  
Shorelines and Watercourses Regulation

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This report is provided to the Board as a summary of staff activity related to the Conservation Authority's *Development, Interference of Wetlands and Alterations to Shorelines and Watercourses Regulation* (Ont. Reg. 157/06 made pursuant to Section 28 of the Conservation Authorities Act). The summary covers the period from October 12 to November 17, 2017.

**Application #10/17**

**Township of Southwest Oxford**

**Charles Wilson Drain**

- engineer's report for a new municipal tile drain and the "daylighting" of a portion of municipal drain through a wetland
- UTRCA permit issued November 16, 2017

**Application #153/17**

**Mark Peters**

**893 Mornington Street – City of Stratford**

- proposed replacement of existing septic system adjacent the Bannerman Municipal Drain.
- plans prepared by FlowSpec Engineering Ltd.
- staff approved and permit issued October 19, 2017.

**Application #160/17**

**Martin Jesko**

**45 Blackburn Crescent – Municipality of Middlesex Centre**

- proposed poured concrete (ball hockey) sports pad/court.
- plans prepared in accordance with site specific project location details, drainage plans and mitigation measures agreed to on site between landowner and UTRCA staff.
- staff approved and permit issued November 17, 2017.

**Application #161/17**

**Quadro Communications Co-Operation Inc.**

**Perth Line 9 from Road 115 to Wildwood CA – Township of Perth South**

- proposed high pressure directional drilling installation of fibre optic cable to service the Wildwood Conservation Area undercrossing the Ralph Murray Municipal Drain.
- plans prepared by Quadro Communications Co-Operation Inc. and Weber Contracting Limited.
- staff approved and permit issued November 17, 2017.

**Application #162/17**

**2072627 Ontario Inc**

**515178 11<sup>th</sup> Line, Hartley Farm Lands – City of Woodstock**

- proposed residential plan of subdivision, including a stormwater management facility
- engineered plans prepared by Matt Ninomiya – Stantec and D.K. Scott – Stantec.
- staff approved and conditional permit issued November 16, 2017.

**Application #167/17**

**Trevalli Homes Ltd.**

**Lot 20 (#333) Masters Drive – City of Woodstock**

- proposed single family residence and attached garage adjacent Sally Creek.
- site plans prepared by Van Harten Surveying Inc. in accordance with approved subdivision plan.
- staff approved and permit issued November 1, 2017.

**Application #168/17**

**Township of Perth East**

**Corcoran Drain**

- request for a cleanout of 8900 metres of a class C and F drain
- due to the length of request, UTRCA asked for spot cleanouts
- SCR for spot cleanouts, signed notification form and UTRCA permit issued October 17, 2017

**Application #169/17**

**Township of Southwest Oxford**

**Waite Drain – Trillium Line**

- request for replacement of an existing drain
- UTRCA permit issued October 31, 2017

**Application #170/17**

**Township of Perth East**

**Wartburg Branch of the Centre Black Creek Drain**

- request for a cleanout of 4750 metres of a class C
- due to the length of request, UTRCA asked for spot cleanouts
- SCR for spot cleanouts, signed notification form and UTRCA permit issued October 17, 2017

**Application #171/17**

**Township of Perth East**

**East Black Creek Drain, branches 1, 2, 6**

- request for a cleanout of 2865 metres of a class C
- due to the length of request, UTRCA asked for spot cleanouts
- SCR for spot cleanouts, signed notification form and UTRCA permit issued October 26, 2017

**Application #173/17**

**Municipality of Thames Centre**

**Vinet Drain**

- request for bank repair of a Class F drain
- SCR for bank repair, signed notification form and UTRCA permit issued November 10, 2017

**Application #174/17**

**Auburn Developments**

**3924 and 4138 Colonel Talbot Road – City of London**

- approval required for installation of trunk sanitary sewer in support of residential development
- plans prepared by Stantec Consulting Ltd.
- staff approved and permit issued November 3, 2017

**Application #175/17**

**Township of Perth East**

**East Black Creek Municipal Drain – Township of Perth East**

-Violation regarding this site was previously brought to the board in the spring. Earlier this year it was brought to the attention of UTRCA and Township staff that (2) dams and some associated structures had been installed on Black Creek in Sebringville in the absence of approvals from either the Township or the UTRCA. While Black Creek is a watercourse regulated by the Conservation Authority, it is also a municipal drain, approved under the *Drainage Act*. Therefore the Township is responsible for the removal of blockages at this location that prevent proper outlet of water and have the potential to cause flooding. Township Council approved removal of the unauthorized structures and the Township Drainage Superintendent has been authorized to proceed with their removal.

-this permit is being issued for the removal of the dams and associated structures from the regulatory floodplain and Regulation Limit on the property.

-staff approved and permit issued November 10, 2017.

**Update:** the landowner has appealed the order to remove the dams to the Drainage Tribunal.

**Application #176/17**

**City of London**

**Main Street, Lambeth Storm Sewer Outlet – City of London**

-proposed construction of new storm sewer outlet to Dingman Creek, north side of Longwoods Road, east side of Dingman Creek

-plans prepared by Sandra Hayman, IBI Group.

-staff approved and permit issued November 8, 2017.

**Application #177/17**

**UTRCA**

**221518 Adelaide Road – Delaware**

-proposal to create habitat diversity within “Lowthian Flats” property acquired by the UTRCA

-series of ponds proposed within the flood plain of the Thames River, for various species

-plans prepared by UTRCA staff and work to be undertaken under the supervision of Brad Glasman

-staff approved and permit issued November 9, 2017

**Application #178/17**

**Lukas Janic**

**201 Rathowen Street – City of London**

-proposal to construct house addition within West London proposed Special Policy Area (SPA)

-drawings prepared by D.C. Buck Engineering

-staff approved and permit issued November 13, 2017

**Application #179/17**

**UTRCA – Jennifer Howley**

**Ralph Murray Drain – Wildwood Conservation Area, 3995 Line 9, Township of Perth South**

-proposed replacement of culvert located at the campground entrance road

-detailed plans submitted by Brad Glasman, Manager – Conservation Services

-staff approved and permit issued November 14, 2017

**Application #180/17**

**Kevin Daly**

**36 Gower Street – City of London**

-proposed construction of new rear yard deck within the floodplain of the North Thames River.

-plans prepared by Lowe’s Deck Designer and submitted by Kevin Daly

-staff approved and permit issued November 15, 2017.

**Application #181/17**

**Zack Zimmer**

**484816 Sweaburg Road – Township of South-West Oxford**

- proposed new construction of rear yard deck within the floodplain of the South Thames River.
- plans prepared by Jeff Van Stemp - Willowgrove Home Improvements and engineered by A.C.A Strik of Strik, Baldinelli, Moniz.
- staff approved and permit issued November 15, 2017.

**Application #182/17**

**Distinctive Homes London**

**214 Rathowen Street – City of London**

- proposed construction of house addition in West London proposed SPA
- drawings prepared by D.C. Buck Engineering
- staff approved and permit issued November 13, 2017

**Application #183/17**

**Margaret Ross and Darvic Enterprises Ltd.**

**845 and 865 Commissioners Road East – City of London**

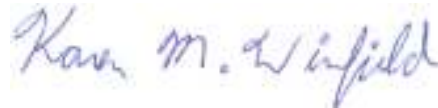
- approval required in support of plans for site remediation, as part of efforts to secure a “Record of Site Condition” through Ministry of Environment and Climate Change
- plans prepared by LDS, with assistance from Kirkness Consulting and JFM Environmental Engineering
- staff approved and permit issued November 17, 2017

Reviewed by:



Tracy Annett, MCIP, RPP, Manager  
Environmental Planning and Regulations

Prepared by:



Karen Winfield  
Land Use Regulations Officer



Mark Snowsell  
Land Use Regulations Officer



Brent Verscheure  
Land Use Regulations Officer

A handwritten signature in blue ink, appearing to read "Cari Ramsey".

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Cari Ramsey  
Env. Regulations Technician

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**To:** UTRCA Board of Directors  
**From:** Shanna Dunlop, Executive Director, Fanshawe Pioneer Village  
**Date:** November 20, 2017 **Agenda #:** 8(b)  
**Subject:** Fanshawe Pioneer Village Report **Filename:**

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**Current Focus:**

The fall season has continued at Fanshawe Pioneer Village with a busy October education program and a well-attended Midnight Village event. Attention is now focused on the delivery of Christmas education programs, our Dickens' Dinner Theatre and the "Visit with St. Nicholas" family event. Our 2017 attendance numbers are being projected as overall on target. The heritage Village is in the process of being winterized and seasonal buildings shutdown. The last day of programming for the 2017 season at FPV is December 20<sup>th</sup>. The Administration Office will close on December 22<sup>nd</sup> and re-open on January 15<sup>th</sup>, 2018.

**2017 Season Initiatives Reporting:**

While the pilot "Puzzle Room" had a shorter run than anticipated (due to partner constraints) the initiative was successful with 610 participants over 30 event nights and \$3,500 in revenue. It is being recommended that the programming partnership continue for June – September, 2018 (51 nights).

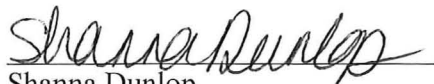
The total ridership for the *Fanshawe Getaway Bus Service* was 958, an increase of 107, even with 11 less operating days. As with 2016, the highest ridership was on FPV's free "Doors Open" weekend. While the 2017 routing modification to serve Masonville Mall did have a positive impact on overall ridership, the number of passengers attending the Conservation Area/Pioneer Village remained fairly constant between 2016 and 2017 with an average daily boarding of 10, suggesting most passengers actually used the service to get from mall to mall. The London Transit Commission covered 50% of the total \$11,620 operating costs and FPV and Tourism London both contributed 25%. There was no cost to the Fanshawe Conservation Authority. Partners will be meeting in late fall to decide on continuing the program in 2018.

The Heritage Storefronts capital project funded by FedDev 150 is now completed. The rehabilitation of a former pond area is well underway by UTRCA Conservation Services staff who have been contracted through a special grant to remove invasive species, infill the pond, install an accessible boardwalk and recreate a sample "corduroy road" for interpretation. Planting of the woodland and an indigenous meadow will commence in Spring 2018, also by the UTRCA Conservation Services team.

**2018 Planning:**

As per FPV's Strategic Implementation Plan, a full review and assessment of programs and operations was completed in 2017 by the Executive Director with department managers. Recommendations for programs, events, and business operations (the Café and General Store) will be presented to the London & Middlesex Heritage Museum Board of Directors in November and approved recommendations implemented throughout 2018.

Prepared by:



Shanna Dunlop  
Executive Director  
Fanshawe Pioneer Village

**To:** UTRCA Board of Directors  
**From:** Ian Wilcox, General Manager  
**Date:** November 17, 2017  
**Subject:** UTRCA Elections

**Agenda #:** 8 (c)  
**Filename:** C:\Users\wilcox\Documents\Group Wise\118834-1.doc

As required by the *Conservation Authorities Act*, the Upper Thames River Conservation Authority Board of Directors conducts elections each year. Nominations for the following positions will be accepted verbally during the January 23, 2018 meeting:

- Board Chair (to be nominated and elected)
- Board Vice-Chair (to be nominated and elected)
- Five (5) positions on the Hearings Committee:
  - Past Chair (appointed, if applicable. If there is no Past Chair, a 3<sup>rd</sup> “at large” member is to be nominated and elected)
  - Current Chair (appointed)
  - Current Vice- Chair (appointed)
  - Two (2) members elected at large (to be nominated and elected)
- Three (3) to five (5) positions on the Finance and Audit Committee:
  - Current Chair (appointed)
  - Two (2) to four (4) additional members elected at large (to be nominated and elected).

All Board members are eligible for any of the available positions. All appointments are for a one year term. Election procedures and position descriptions are outlined in the Board of Directors’ Policy Handbook, Section 5.1. The Terms of Reference for the Finance and Audit Committee are attached.

Members interested in any of these available positions are encouraged to communicate with their fellow board members to secure a nomination and support prior to the January meeting. Past practice has included calls and/or emails to fellow directors in an effort to secure support. In the event of more than one candidate seeking an individual position, elections will be held according to Robert’s Rules of Order. Those interested in positions should be prepared to speak to their nomination and qualifications during the January meeting.

To ensure staff are properly prepared for the elections could you please advise either Michelle Viglianti at ext. 222 or Ian Wilcox at ext. 259 if you are planning to put your name forward for any of the above listed positions.

Prepared by:



Ian Wilcox



# Upper Thames River Conservation Authority

## Finance and Audit Committee Terms of Reference

### **Composition of the Finance and Audit Committee:**

The Committee shall be reaffirmed annually, at the January Board meeting through a voting process. The Audit Committee will be composed of the Chair of the Authority, and two to four other members elected from among the members of the Board. A Committee Chair will be elected during the first meeting of each year. The terms of reference for the Committee shall be reviewed annually by the Board and attached to the Minutes of the meeting at which they are approved or confirmed.

The Committee shall meet at least twice per year, with the first meeting to take place after the Auditors have prepared the Auditors' Report, at such time and place as the Chair of the Committee shall decide.

The Finance and Audit Committee reports to the Board as a whole. It is understood that the Chair of the Finance and Audit Committee and the external auditor will have direct access to one-another at all times, to discuss matters relevant to the audit.

### **Members of the Audit Committee must:**

1. Be impartial, independent and without conflict of interest, which includes not having a business relationship with UTRCA.
2. Have sufficient knowledge and/or experience to understand and interpret financial statements. This knowledge may be gained through training provided by UTRCA after being accepted to the Committee.

### **Responsibilities of the Finance and Audit Committee comprise three key activities:**

#### **I Audit Oversight**

1. To review the audit plan and discuss it with the auditor in advance of each year's audit.
2. To review the audited financial statements of the UTRCA and recommend approval of those statements (or otherwise) to the Board of Directors.
3. To review the results of the external audit and discuss with staff any action required in response to auditor's recommendations.
4. To review the effects of any changes in accounting practices or policies on the financial statements and/or recommend appropriate changes in accounting practices or policies to the Board of Directors. This may include a review of significant accruals, provisions and estimates included in the financial statements.
5. To review the system of Internal Control and the effectiveness of those controls in protecting the assets of the UTRCA and ensuring effective and accurate financial reporting.
6. To review, in consultation with Management and Auditors, any material contingency facing the UTRCA and evaluate the appropriateness of the UTRCA's disclosure of such items.

7. To review any other matter that in its judgement should be taken into account in reaching its recommendation to the remaining Board members concerning the approval of the audited financial statements.
8. To recommend the appointment of Auditors and approval of the audit fee for the upcoming year.
9. To review services provided by the auditor outside of the audit, to ensure that such services are appropriately provided by the firm also acting as auditor.

## **II Investment Advisor Oversight**

1. Select and recommend to the board an investment advisor or firm to assist in managing the long-term portion of the Authority's investment portfolio.
2. Determine the level of risk acceptable and the selection of investments held.
3. Establish a long-term investment strategy for UTRCA which will help meet budgetary needs.
4. Review the performance of such portfolio annually and confirm with the advisor any desired changes or amendments to objectives and constraints.
5. Report to the Board the results of investment management decisions.

## **III Compliance Oversight**

1. Following review, the Committee shall provide a factual certificate of compliance with statutory obligations, remittances and filings to the board at least once each year.

Harrington and Area Community Association  
c/o 963776 Road 96  
RR#3 Embro ON  
N0J 1J0

October 2017

Mr. Ian Wilcox  
General Manager/Secretary-Treasurer  
Upper Thames River Conservation Authority  
1424 Clarke Road  
London, Ontario  
N5V 5B9

NOV - 2 2017

Dear Ian,

By all measures, The Harrington 150 Heritage Festival, held this past August 12, was a great success. Credit for that success must be shared with your organization.

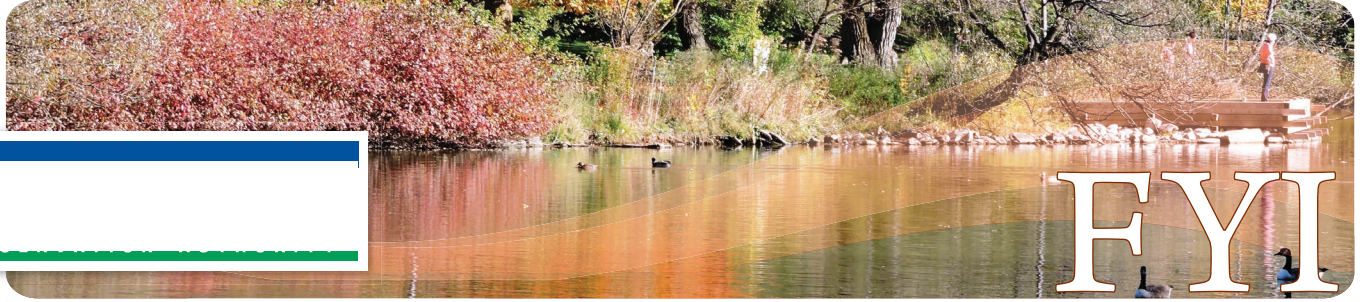
The Harrington Grist Mill and Conservation Area were centerpieces of the festival, but besides that, Bill Mackie and Mike Knox, Vanni Azzano and other UTRCA personnel, could not have been more helpful. From rebuilding the historic wishing well, to help with the planning children's programming, staffing the Upper Thames booth in the Conservation Area, providing and delivering picnic tables, etc., etc., etc.; We quite simply couldn't have done it without you!

Please pass on the heartfelt gratitude of the Harrington and Area Community Association and the Harrington 150 Heritage Festival Committee, to the Board of Directors, and staff, for the significant contribution of the Upper Thames River Conservation Authority.

Most Sincerely,



Philip D. Kerr  
Chair, Harrington and Area Community Association  
Co-Chair, Harrington 150 Heritage Festival



November 2017

### An Award Winning Guide!

In September, the Canadian Herpetological Society's (CHS) EBS Logier Communications Award was presented to Scott Gillingwater, the UTRCA's Species at Risk Biologist, and Alistair MacKenzie, Natural Heritage Education & Resource Management Supervisor with the Ministry of Natural Resources & Forestry (MNRF).

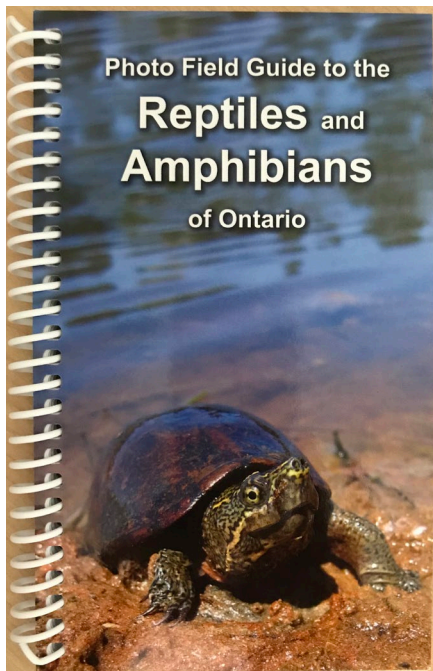
Scott and Alex won the award for their 2015 field guide, *Photo Field Guide to the Reptiles and Amphibians of Ontario* (published by the St Thomas Field Naturalists).

The guide was nominated by Dr. Jacqueline Litzgus, Professor at Laurentian University, and Joe Crowley, MNRF Herpetologist. Their nomination letter explains the guide's value:

"The *Photo Field Guide to the Reptiles and Amphibians of Ontario* features amazing photographs (taken by Scott), that depict a diversity of diagnostic characteristics, age classes and commonly encountered colour morphs and patterns. The book includes

all of the essential biological facts that are necessary to identify the species, but it does so in a concise format that makes for a compact and easy to carry paperback field guide, and the information is organized and presented in an intuitive and easy-to-use format.

"When I (Jackie) was revising my 4th year Herpetology course at Laurentian University, I was looking for a field guide that I could use to teach the laboratory component of the course. Scott and Alistair's book was



perfect for the course, which required the students to know their Ontario herps by heart. The students loved the field guide as it was the ideal complement to the course material. Similarly, this field guide was immediately adopted as the primary course reference material for the Ontario Amphibian and Reptile Field Course that is delivered annually by Blazing Star Environmental, MNRF, Natural

Resource Solutions Inc., Ontario Nature and several other partners. The course is attended by individuals with a wide range of skill levels, and the field guide is an excellent resource for novice and expert herpetologists alike. The guide has received considerable praise from both course instructors and participants."

The CHS advances reptile and amphibian research and conservation in Canada. CHS members include researchers, conservation practitioners, naturalists, educators, and other individuals with an interest in Canada's reptiles and amphibians. The EBS Logier Communications Award is presented to an individual or organization in recognition of a significant contribution to the conservation of, or research on, amphibians and reptiles in Canada through hard-copy, digital or other means of text-based or visual communication.

Congratulations to Scott and Alex!



### UTRCA Launches GREEN Program in Stratford

On October 26, the UTRCA launched the Global Rivers Environmental Education Network (GREEN) program in Stratford, with support from GM Canada and in partnership with Earth Force and Stratford Motor Products. This GREEN program is the first in Canada to be offered through the GM dealer network instead of a GM manufacturing or parts facility.

The grade 7 and 8 classes from St. Aloysius School are participating in the program. Students will investigate the environmental conditions in their community through tours and

collecting in-stream data. Then they will go back to their classroom to interpret the data, brainstorm project ideas to improve local environmental conditions, focus on a project idea, and implement a project in the spring.

The program began in 1984 in Ann Arbor, Michigan and GM became a financial and volunteer contributor in 1989. GM GREEN creates opportunities for young people to learn more about the watersheds they live in and to use what they learn to create lasting solutions for water quality issues. The program engages young people to be knowledgeable about watersheds and their problems, to have the skills to solve those problems, and to be motivated to work toward a solution.

GM Canada brought the GREEN program north of the border in 2014, partnering with the UTRCA, Thames Valley District School Board and London District Catholic School Board. Every year, several grade 7 and 8 classes in Woodstock and Ingersoll participate in the program, with the support of Cami Automotive in Ingersoll or the Woodstock GM Parts Distribution Centre.

Contact: Vanni Azzano, Community Education Supervisor



## Stream of Dreams in London

This past October, two London schools took part in the Stream of Dreams program - Louise Arbour French Immersion and Northbrae Public Schools. Local community members helped prepare the wooden "dream fish" in advance, work with students in the classroom during the program, and install the newly painted fish on the school yard fences on two very cold fall days.

The City of London and the Family Centre Carling-Thames provided significant support with sanding and priming the fish so they were ready for the students to paint.

Eagle Heights Public School is gearing up to run the program this November.

Contact: Linda Smith, Community Partnerships Specialist



It takes a village! Photos from the top:

Priming the wooden "dream fish" for painting.

Students paint their fish.

Students and fish at Louise Arbour French Immersion Public School.

Installing fish on the fence at Northbrae Public School.





UTRCA Community Education staff at the conference.

### OCEA Conference

The Ontario Cooperative Education Association (OCEA) fall conference, held in Collingwood, brought together high school staff from across the province. UTRCA education staff, Maranda MacKean and Erin Dolmage, co-hosted a session called “Partners in Unexpected Places” with Karen Bond of the Near North District School Board.

Attendees were pleasantly surprised at the diverse skill set and professional designations within Conservation Authorities. Participants were encouraged to contact their local CA to inquire about what opportunities there might be to partner for Co-op placements, Specialist High Skills Major certifications and experiences, as well as education programs.

Contact: Maranda MacKean, Community Education Specialist

### Board of Directors – On the Agenda

The next UTRCA Board of Directors meeting will be November 28, 2017. Approved board meeting minutes are posted on the publications page at [www.thamesriver.on.ca](http://www.thamesriver.on.ca).

- Conservation Area 2018 Proposed Fee Schedule
- Finance & Audit Committee Update and Approvals
- Administration and Enforcement - Section 28
- Fanshawe Pioneer Village Update
- January Election Preparations
- 2018 Board of Directors Meeting Dates
- Letter from the Harrington and Area Community Association

Contact: Michelle Viglianti, Administrative Assistant



Learning in a natural classroom.

### Wildwood Outdoor School

Wildwood Outdoor School continues to be a success! We are very excited to be operating this program at capacity again this school year, with both returning and new teachers. The program provides students with inquiry-based, experiential, integrated learning experiences that build stewardship and a capacity for spending time in nature. This multi-visit program sees classes visit Wildwood Conservation Area in fall, winter and spring (with options for additional trips if desired) to compare and contrast the seasons and landscape.

Contact: Maranda MacKean, Community Education Specialist



[www.thamesriver.on.ca](http://www.thamesriver.on.ca)

519-451-2800

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