

April 17, 2018

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

**DATE:** TUESDAY, April 24, 2018  
**TIME:** 9:50 A.M – 11:30 A.M  
**LOCATION:** WATERSHED CONSERVATION CENTRE  
BOARDROOM

**AGENDA:** **TIME**

**\*\*There will be a brief Source Protection Authority meeting at 9:30am preceding the Board of Directors meeting\*\***

- |    |   |         |
|----|---|---------|
| 1. | Approval of Agenda  | 9:50am  |
| 2. | Declaration of Conflicts of Interest  |         |
| 3. | Minutes of the Previous Meeting:<br>Tuesday February 22, 2018   |         |
| 4. | Business Arising from the Minutes   | 9:55am  |
|    | (a) February 2018 Flood Fact Sheet<br>(M.Helsten)(Report to be Circulated at Meeting)<br>(10 minutes)           |         |
|    | (b) St. Marys Council Flood Presentations<br>(Presentations to be Circulated at Meeting)<br>(5 minutes)         |         |
|    | (c) Letter from the Township of Norwich<br>(Letter attached)(5 minutes)   |         |
| 5. | Business for Approval   | 10:15am |
|    | (a) POA Designation<br>(J.Howley)(Doc: CA #4220)<br>(Report attached)(5 minutes)                                |         |
|    | (b) Conservation Area Additional Capital Projects<br>(J.Howley)(Doc: CA #4156)<br>(Report attached)(10 minutes) |         |

- (c) Conservation Area Fee Schedule – Reduced Fees for User Groups  
(J.Howley)(Doc: CA #4222)  
(Report attached)(15 minutes)
  - (d) Planning Policy Documents Update  
(T.Annett)(Doc: ENVP #5116)  
(Report attached)(5 minutes)
  - (e) Traditional Territory Statement Greeting  
(I.Wilcox)(Doc: #119805)  
(Report attached)(10 minutes)
6. Closed Session – In Camera
7. Business for Information 11:00am
- (a) Administration and Enforcement - Section 28  
(T. Annett) (Doc: ENVP #5575)  
(Report attached)(5 minutes)
  - (b) Pioneer Village Update  
(S.Dunlop)(Report attached)  
(5 minutes)
  - (c) First Quarter Financial Report  
(C.Saracino)(Doc: FIN #704)  
(Report attached)(5 minutes)
  - (d) Focus on the Thames Review  
(T.Hollingsworth)(Doc: 119814)  
(Report attached)(10 minutes)
8. April FYI 11:25am  
(To be Circulated at Meeting)
9. Other Business (Including Chair and General Manager's Comments)
10. Adjournment 11:30am




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Ian Wilcox, General Manager

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

T.Annett	J.Howley	C.Ramsey	M.Snowsell	M.Viglianti
B.Glasman	G.Inglis	C.Saracino	P.Switzer	I.Wilcox
C.Harrington	E.Lounsbury	A.Shivas	C.Tasker	K.Winfield
C.Hart	B.Mackie	D.Charles	T.Tchir	S.Taylor
T.Hollingsworth	S.Musclow	J.Skrypnyk	B.Verscheure	S.Dunlop

MINUTES  
BOARD OF DIRECTORS' MEETING  
TUESDAY, APRIL 24, 2018

Members Present:	M.Blackie	S.McCall-Hanlon
	M.Blosh	H.McDermid
	R.Chowen	A.Murray
	A.Hopkins	B.Petrie
	T.Jackson	M.Ryan
	S.Levin	G.Way
	N.Manning	

Regrets:	J.Salter	T.Birtch
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Solicitor:	G.Inglis
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Staff:	T.Annett	A.Shivas
	J.Enright	M.Snowsell
	B.Glasman	C.Tasker
	C.Harrington	K.Winfield
	T.Hollingsworth	
	C.Saracino	

1. Approval of Agenda

T.Jackson moved – M.Ryan seconded:-

“RESOLVED that the UTRCA Board of Directors  
approve the agenda as posted on the Member’s web-site.”

CARRIED.

2. Declaration of Conflicts of Interest

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

3. Minutes of the Previous Meeting  
February 22, 2018

G.Way moved – M.Ryan seconded:-

“RESOLVED that the UTRCA Board of Directors approve the Board of Directors’ minutes dated February 22, 2018 as posted on the Members’ web-site.”

CARRIED.

4. Business Arising from the Minutes

(a) February 2018 Flood Fact Sheet

(Report circulated at meeting)

M. Helsten introduced C.Hart and S.Taylor to the Board and reviewed the February 2018 Flood Fact Sheet. The Fact Sheet will be distributed to the member Municipalities when the final edits have been completed. The data collected during the February 2018 flood will be used to calibrate the UTRCA models. M.Helsten clarified that the flooding was less severe on the south branch of the river. Following the policy guidelines from the Province, flood lines do not take flood control structures into consideration, as they are manmade structures and do not eliminate risk.

B.Petrie moved – M.Ryan seconded:-

“RESOLVED that the Board of Directors receive the fact sheet as presented.”

CARRIED.

(b) St. Marys Council Flood Presentations

(Presentation circulated at meeting)

M.Blackie introduced the circulated presentations. He has offered to meet with the golf course to discuss their concerns. Staff will provide a report regarding these presentations at the May Board meeting.

H.McDermid moved – G.Way seconded:-

“RESOLVED that the Board of Directors receive the presentations as presented.”

CARRIED.

(c) Letter from the Township of Norwich

(Letter attached)

S.Levin moved – A.Hopkins seconded:-

“RESOLVED that the Board of Directors receive the letter as presented.”

CARRIED.

5. Business for Approval

(a) POA Designation  
(Report attached)

Staff clarified that section 30.1 of the Conservation Authorities Act requires officers to be appointed by the Board. There was discussion around the role and enforcement abilities of POA officers under the Conservation Authorities Act.

S.Levin moved – T.Jackson seconded:

“RESOLVED that the Board of Directors accept the recommendation as presented in the report.”

CARRIED.

(b) Conservation Area Additional Capital Projects  
(Report attached)

Staff clarified that the paving described in the report is only for the campground. The reserves being used for these projects came from park revenue saved over a number of years. Concerns were raised around the practice of delaying projects and the use of reserves for projects that were not sudden or unexpected. Asset management plans and policy are being developed which will dictate the lifespan of capital and allow for planning that will prevent situations like this in the future.

S.Levin moved – T.Jackson seconded:

“RESOLVED that the Board of Directors accept the recommendation as presented in the report.”

CARRIED.

(c) Conservation Area Fee Schedule – Reduced Fees for User Groups  
(Report attached)

J.Howley reviewed the report for the Board. T.Jackson proposed a motion to include a discount for those with disabilities and disabilities stickers for the day use area. Concerns were raised around possible future financial impacts of a senior’s discount. Concerns were also raised around the broad scope of the term disability, whether it should be more specific, and the logistics for staff in checking of identification for a person asking for the discount.

Some members felt that the focus should be on making the parks facilities accessible to people with disabilities instead of offering a discount. Staff do not have an estimate of what the cost

would be to make the parks accessible, but currently they are looking into costs of making the Pavilion accessible

There were questions and discussion around AODA obligations at the parks. G.Inglis stated that it is difficult to determine whether the parks fall under the obligation to be AODA compliant by 2020, at the moment there is no clear answer.

S.Levin moved – S.McCall-Hanlon seconded:

“RESOLVED that the Board of Directors accept recommendation two as presented in the report.”

CARRIED .

T.Jackson requested to go on record that he was opposed to this motion.

B.Petrie moved – M.Ryan seconded:

“RESOLVED that the Board of Directors ask for staff to report on the possibility of dedicating a portion of the fee towards AODA infrastructure and to report on the budget implications to meet the requirements of the AODA and it’s regulations. Further, during the fee discussion for next year, consider the implication and cost of discounting the accessible parking permit and CNIB identification.”

DEFEATED .

(d) Planning Policy Documents Update  
(Report attached)

T.Annett introduced the report. Updates will be given to the Board on a regular basis. T.Jackson made a friendly amendment to move the development and implementation of the Engagement Strategy before the Policy Planning Manual Update in the recommendation.

M.Ryan moved – G.Way seconded:

“RESOLVED that the Board of Directors accept the amended recommendation as follows: THAT the Board of Directors support the development and implementation of a partner engagement strategy to guide municipal, stakeholder and partner consultation to update the Upper Thames River Conservation Authority Environmental Planning Policy Manual (2006).”

CARRIED.

(e) Traditional Territory Statement Greeting

(Report attached)

T.Tchir clarified that the statement greeting presented in the report is the standard for this area and has been vetted through the eight First Nations the UTRCA works with. The Board discussed why and if the statement should be made, when and how often the statement should be made, if other people or groups should be recognized during this time, and other ways to acknowledge the traditional territory of the First Nations.

S.McCall-Hanlon left the meeting at 12:00pm

S.Levin moved – A.Hopkins seconded:

“RESOLVED that the Board of Directors accept the recommendation as presented in the report.”

CARRIED.

6. Closed Session – In Camera

There was no business to discuss in Closed Session.

7. Business for Information

(a) Administration and Enforcement – Section 28  
(Report attached)

N.Manning moved – G.Way seconded:-

“RESOLVED that the Board of Directors receive the report as presented.”

CARRIED.

(b) Pioneer Village Update  
(Report attached)

S.Dunlop reported that due to construction, the London Transit bus service to Fanshawe Conservation Area and the Fanshawe Pioneer Village will be suspended until further notice. The London Transit Commission will meet with S.Dunlop after construction is finished to discuss renewing the service.

M.Blosh moved – S.Levin seconded:-

“RESOLVED that the Board of Directors receive the report as presented.”

CARRIED.



- (c) First Quarter Financial Report  
(Report attached)

C.Saracino confirmed there was nothing unexpected financially in the first quarter.

N.Manning moved – M.Blosh seconded:-

“RESOLVED that the Board of Directors receive the report as presented.”

CARRIED.

- (d) Focus on the Thames Review  
(Report attached)

T.Hollingworth thanked the Members for participating in the Focus on the Thames forum. The event was well attended and the evaluations so far have been very positive. The forum and the catalogue were both funded with funding support by Environment Canada to support actions through the Canada-Ontario Lake Erie Domestic Action Plan for reducing phosphorus loading to Lake Erie.

G.Way moved – T.Jackson seconded:-

“RESOLVED that the Board of Directors receive the report as presented.”

CARRIED.

8. April FYI  
(Attached)

The April FYI was not ready for distribution at the time of the meeting.

9. Other Business

C.Harrington and M.Blackie attended the Conservation Ontario annual general meeting last week. Dick Hibma stepped down after 12 years as Chair. Don MacIver representing Credit Valley Conservation is the new Chair of Conservation Ontario.

C.Harrington attended the Conservation Ontario Queens Park day, the focus was on the memorandum of cooperation between Conservation Authorities and multiple Ministries.

Board members asked that all documents be sent electronically in the future, unless paper copies are requested.

10. Adjournment

There being no further business, the meeting was adjourned at 12:15 p.m. on a motion by S.Levin.



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Chris Harrington  
Acting General Manager  
Att.

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M.Blackie, Authority Chair

MAR - 7 2018



THE CORPORATION OF THE TOWNSHIP OF NORWICH

February 28, 2018

UTRCA Board of Directors  
1424 Clarke Road  
London, ON  
N5V 5B9

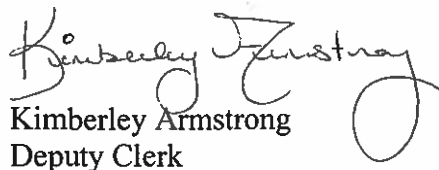
Re: Budget Concerns

At their meeting held Tuesday February 8, 2018, the Council of the Township of Norwich passed the following resolution:

“That Correspondence Item 8.1 be received as information and further that the Township of Norwich requests that the Upper Thames River Conservation Authority keep the increases to the rate of inflation at annual budget time.”

If you have any questions or concern, please contact the undersigned.

Sincerely

  
Kimberley Armstrong  
Deputy Clerk

cc. Township of Perth South [lscott@perthsouth.ca](mailto:lscott@perthsouth.ca)

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**To:** UTRCA Board of Directors  
**From:** Jennifer Howley, Manager, Conservation Areas  
**Date:** April 3, 2018 **Agenda #:** 5 (a)  
**Subject:** Provincial Offences Officer Designation – **Filename:** ::ODMA\GRPWISEUT\_MAIN.UT  
Ben Dafoe (Assistant Superintendent, RCA\_PO.CAs:4220.1  
Fanshawe Conservation Area)

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**Recommendation:**

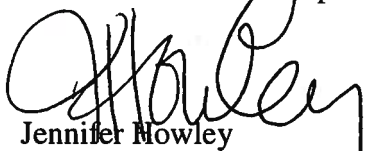
That the Board of Directors designate Ben Dafoe as a Provincial Offences Act Officer for the purpose of enforcing the Trespass to Property Act and the Conservation Authority Regulations on UTRCA property, as a requirement of the position of Assistant Superintendent at Fanshawe Conservation Area.

**Background:**

The Board of Directors appoints as Provincial Offences Act Officers those full time staff whose responsibilities include performing regulatory enforcement duties associated with Section 29 of the Conservation Authorities Act and other relevant regulations. Prior to the appointment, the individual being considered must provide proof of a clear criminal record (immediately prior to the appointment) as well as proof of training in the POA process.

Ben Dafoe, Assistant Superintendent – Fanshawe Conservation Area, successfully completed the Conservation Authority Compliance Training the week of March 12 - 16, 2018 at YMCA Geneva Park in Orillia. Ben is a graduate from Wilfred Laurier University with a Bachelor of Science degree and he also holds a Bachelor of Education from Western University. Ben started with the UTRCA in 2014 at Pittock Conservation Area as a maintenance staff person. In 2015, he became the Park Operations Technician at Fanshawe Conservation Area and remained in that position until his new role as Assistant Superintendent in May 2017.

Recommended and Prepared by:



Jennifer Howley  
Manager, Conservation Areas

**To:** UTRCA Board of Directors

**From:** Jennifer Howley, Manager, Conservation Areas

**Date:** April 3, 2018

**Agenda #:** 5 (b)

**Subject:** Additional Capital Projects - 2018

**Filename:** ::ODMA\GRPWISE\UT\_MAIN\UT  
RCA\_PO.CAs:4222.1

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**Recommendation:**

**That the Board of Directors approves an additional \$111,000 capital spending to be added to the 2018 Capital Budget for the Conservation Areas Unit.**

**Background:**

In February, the Board of Directors approved the 2018 Operating and Capital Budgets for the UTRCA.

**Project Identification, Costs and Funding Sources**

We now propose the addition of three projects which need to be completed in 2018. The three projects are to be funded through operating reserves and potentially a grant. Two of the three projects are reactions to infrastructure failures; the third, a growing need. The absence of an Asset Management Plan and secured funding made it difficult in the past to prioritize capital investment as the 2018 budgets were being developed. These three requirements have recently been identified as priority.

Project 1 – South Shore Erosion Issue

UTRCA staff, in conjunction with City of Woodstock staff, have expressed concerns with respect to the erosion issue along the shore of the south side of Pittock Reservoir. The erosion poses a risk to the trail located along the shore line and the trail users. We have received numerous complaints from the public about the impact the erosion is having on the paved area as well as the natural trail.

The risk to people and the trail, the opportunity to enter into the Land Management Agreement with the City of Woodstock in 2019 and the anticipated increase in usage have culminated into the erosion issue we need to address today. UTRCA staff have reviewed the site and have identified nine key locations that will require attention. Brad Glasman has been working with staff to evaluate the causes of the erosion as well as correction, prevention and costs. In the meantime, staff will be posting signs warning users of the changing trail conditions due to the erosion as well as placing temporary fencing where necessary.

Project 2 – Road Paving within Pittock Conservation Area Campground

The roads in all of our conservation areas have exceeded the end of their lifespan and are to the point of growing a risk management issue. Customer complaints in all three areas have been received over the last number of years some of which have resulting in insurance claims. Staff do their best to fill pot holes with cold patch yet this is only a bandage to the actual problem.

For 2018, we would like to address four key areas of concern located in the campground at Pittock Conservation Area. The number and depth of pot holes is concerning and is causing damage to campers' vehicles as well as park equipment as people drive through the park. It will only be a matter of time until someone gets hurt along these areas of high concern.

We have developed a Request for Quote for this project and are awaiting results from the submissions, and are estimating that it will cost \$45,000 to fix the identified areas.

**Project 3 – Removal of Gas Tank at Wildwood Conservation Area Marina**

Located in the day use area at Wildwood Conservation Area, a marina fuel system was installed in 1968. Repairs and upgrades were undertaken over the years, including tank relocation and replacement, emergency shut off and cathodic protection to ensure the system was to code. Inspections over the last number of years by the Technical Safety Standards Association have resulted in minor infractions such as fire extinguisher type and size as well as signage.

In 2017, notice was received from Measurement Canada that the pump was overdue for inspection. The inspection found that there was a faulty pump meter and therefore the inspection failed. Repairs and upgrades over the years have been done with the knowledge that the steel tank is nearing its end. The pump has not been used to dispense fuel to the public since 2016. We are now at a tipping point where it doesn't make sense to invest in the system and removal is the best option.

From a customer service perspective, having gas dispensed on site was a 'nice to have' and staff believe that removing the service will not impact boat traffic volume. Fortunately, there is a gas station located 1 km down Highway 7 from the entrance of the park as well as one 3 km away in St Marys.

Staff received a quote to remove the system in its entirety, yet it is believed that a consultant would need to be hired to determine any mitigation requirements from having the tank located so close to the reservoir. At this point, staff are estimating that the project could be completed for \$30,000.

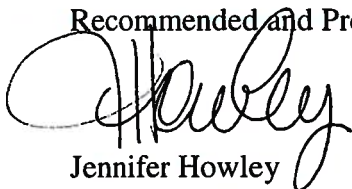
<b>PROJECT</b>	<b>COST</b>	<b>ESTIMATED LIFESPAN</b>	<b>COST OVER LIFESPAN</b>
South Shore Erosion	\$36,000	25 years	\$1,440/year
Road Paving	\$45,000	15 years	\$3,000/year
Gas Tank and Pump Removal	\$30,000	<i>asset being removed</i>	
<b>TOTAL</b>	<b>\$111,000</b>		

The Conservation Areas Unit has been fortunate enough to have built a healthy reserve based on annual surpluses and minimal operational investment for the last 5 years. As of December 31, 2017, the balance of the CA Unit Reserve was \$959,000.

In the case of the Erosion Project, staff will be applying for funding through the Ontario Community Environment Fund (OCEF) as there is \$36,000 available in the Upper Thames watershed. If we were not successful in obtaining all/some of the funding, staff would propose the use of the CA Unit Reserve to pay for the project.

Staff are recommending that both the Road Paving Project and the Marina Gas Tank Removal Project are funded 100% through the CA Unit Reserve.

Recommended and Prepared by:



Jennifer Howley  
Manager, Conservation Areas

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**To:** UTRCA Board of Directors  
**From:** Jennifer Howley, Manager, Conservation Areas  
**Date:** April 5, 2018 **Agenda #:** 5 (c)  
**Subject:** Conservation Area Fee Schedule – **Filename:** ::ODMA\GRPWISE\UT\_MAIN.UT  
Reduced Fees for User Groups **RCA\_PO.CAs:4156.1**

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### **Recommendation**

The following are options for the Board of Directors to consider based on a variety of considerations:

1. Leave the Conservation Area Fee Schedule as status quo and not offer reduced fees to select user groups. Staff will then track requests to better understand the number of requests and provide an update as part of 2019 Fee Schedule approval in November.
2. Leave the Conservation Area Fee Schedule status quo and not offer reduced fees to select user groups however, continue to invest in the Conservation Areas infrastructure to ensure they are compliant to AODA regulations and code requirements which will permit all user groups to participate and benefit in outdoor recreation.
3. Offer a reduced fee for day use admissions only to those vehicles that can provide proof of Ministry of Transportation Accessible Parking Permit and/or a CNIB identification card or proof of age over 65 years commencing immediately at all three Conservation Areas.
4. Offer a reduced fee for day use admissions only to those vehicles that can provide proof of Ministry of Transportation Accessible Parking Permit and/or a CNIB identification card or proof of age over 65 years as part of the 2019 Conservation Area Fee Schedule for Fanshawe and Wildwood Conservation Areas only.

### **Background**

A question was raised by a municipal councilor through a Board member inquiring whether or not the UTRCA has/would considered offering reduced admission rates to the Conservation Areas for people with disabilities similar to the Provincial Parks. Although Conservation Area staff review fees annually each fall and specifically discuss reduced fees pertaining to Ontario people with disabilities and Ontario seniors (65+ years), it was felt that the question warranted further consideration at this time.

When staff fee discussions take place, the following criteria are used in the creation of the fee schedule:

- Impact of operational costs on the budget;
- Comments and feedback from CA users;
- Comparison to similar operations and opportunities in the industry, including trends
- Impact on or opportunity to achieve UTRCA Targets.

Obviously the end goal is to attract more visitors to our Conservation Areas to achieve our Environmental Targets while balancing operating and capital costs of the programs and services. Offering reduced fees, could in fact attract more visitors to our areas, yet is difficult to determine the exact impact, both from a

Targets perspective as well as budget when we don't know statistics specific to number of our visitors with disabilities and/or are over 65 years of age.

Through conversation with conservation staff while writing this report, it was learned that, periodically throughout the season, staff are asked if reduced fees are available. Feedback from staff working in the gate houses/registration offices indicates that we are asked more often for senior discounts than reduced fees for someone with a disability. Typically, the people who ask are looking for the discount for camping and not day use activities.

**Financial Consideration**

Using actual 2017 data, we know the following to be true:

Service Provided	FCA Revenue	WCA Revenue	PCA Revenue	Total \$\$
Admission Fees	\$295,249	\$179,981	\$83,584**	\$558,814
Seasonal Camping	\$667,731	\$575,111	\$376,068	\$1,618,910
Nightly Camping	\$479,120	\$438,494	\$187,404	\$1,105,018
<i>Total</i>				<i>\$3,282,742.</i>

*\*\*Land Management Agreement with the City of Woodstock, will eliminate admission fees for Pittock CA as of 2019.*

Provincial Parks offer a 50% discount for Ontario persons with disabilities for camping as well as day use access. In addition to that, the Provincial Parks offer a 25% discount for Ontario Seniors for both amenities. Halton CA and Raisin Region CA offer an Ontario Seniors discount for their day use areas; they do not offer discounts for people with disabilities.

The Grand River Conservation Authority (GRCA) is the only Authority that offers a discount to both seniors as well as people with disabilities. The 22% discount offered is only applied to day use admission fees and is the same for both user groups.

Although we don't have exact figures on how many of our visitors would be eligible for a discount, we can evaluate the impact on the revenue generated by considering a percentage of admission fees using the GRCA discount as the model.

Scenario – Discount applied to admission fees	Decrease in Revenue
25% of visitors were eligible for 22% discount on admission fees	\$30,735
12.5% of visitors were eligible for 22% discount on admission fees	\$15,368
10% of visitors were eligible for 22% discount on admission fees	\$12,294
5% of visitors were eligible for 22% discount on admission fees	\$6,147

Scenario – Discount applied to seasonal camping	Decrease in Revenue
25% of visitors were eligible for 22% discount on admission fees	\$89,040
12.5% of visitors were eligible for 22% discount on admission fees	\$44,520
10% of visitors were eligible for 22% discount on admission fees	\$35,616
5% of visitors were eligible for 22% discount on admission fees	\$17,808

Scenario – Discount applied to nightly camping	Decrease in Revenue
25% of visitors were eligible for 22% discount on admission fees	\$60,776
12.5% of visitors were eligible for 22% discount on admission fees	\$30,388
10% of visitors were eligible for 22% discount on admission fees	\$24,311
5% of visitors were eligible for 22% discount on admission fees	\$12,155



The impact on revenue is a double edged sword. The reduced fees may attract more people and therefore we could achieve our Environmental Target however, as demonstrated above, if more of our visitors are eligible for a discount, revenues generated will be less.

When considering reduced fees for specific user groups, the impact on operational costs appears to be minimal (reservation system upgrades, additional passes). A greater infrastructure investment in the Conservation Areas would be necessary to ensure facilities are to the standards of Accessibility for Ontarians with Disability Act and governing regulations in order to attract such patrons. Although capital investment needs to be considered, this shouldn't be the deciding factor for this situation in the sense that the infrastructure is in dire need of improvement regardless of the fee schedule.

**Opportunities and Other Considerations**

As an Authority, our priority is to achieve our Environmental Targets but at the same time we need to ensure that our decisions are responsible and defensible. The following is pro/con chart of opportunities and considerations beyond the revenue impact:

<b>Opportunities/Considerations</b>	<b>Pro's</b>	<b>Cons</b>
Customer Service and Marketing Opportunities	-create a positive image for the UTRCA -goodwill gesture	-are we only targeting one specific user group and not giving consideration to our other visitors (seniors, veterans, indigenous people)
Infrastructure Improvements	-opportunity to invest in our CA's and promote AODA friendly environment while achieving our Target	-investment costs money -carrying capacity of lands and facilities needs to be considered
Fee Schedule	-similar to marketing opportunities	-we are working towards simplifying our fee schedule for our visitors (2018 Portable Pass versus Sticker) -revenue loss associated with season passes being purchased by an eligible individual but not used by them
Industry Comparison	-GRCA offers disability discount and Seniors discount -Halton CA and Raisin Region CA offers Senior discount -unique fee in the sense that very few CA's offer the discount	-none noted

**Operational Considerations**

The fee schedule model that is used by the UTRCA is based on "per vehicle" for the service which they are using (camping, boating etc). We do not charge per person in the vehicle or on the campsite such as the Grand River Conservation Authority (GRCA) does. Because our existing fee schedule is vehicle based, the entire vehicle would be eligible for any discount offered.

The new seasonal pass that we are introducing for the 2018 season allows people to share it with others in hopes of attracting people who would not purchase a sticker pass from us in the past. The fact that it is

portable allows for the purchaser to transfer it to another vehicle and or person was created with just that in mind – we want to encourage people to come to our parks. The pass is valid for one vehicle or 4 people on bike or foot. Our goal was to simplify the admission process for the customer and make it easier for visitors to enjoy UTRCA Conservation Areas.

Identifying if an individual is eligible for a discount can become a slippery slope particularly when it comes to people with disabilities. Disability is a very broad subject and a disability is not always visibly obvious. The Provincial Parks require the customer show a CNIB identify card or a Ministry of Transportation accessible parking permit to be eligible for the disability discount. It is being suggested that if a reduced fee was to be created, the same identification would be required for eligibility.

### **Summary and Suggestions**

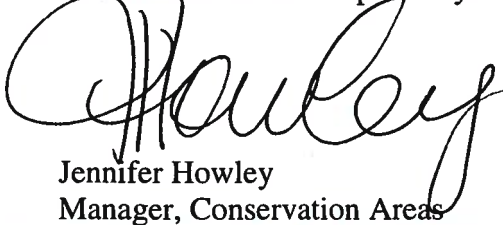
If reduced fees were to be offered in our Conservation Areas, staff would suggest the following guidelines:

- Offer one reduced fee for both Ontario Seniors and Ontario people with disabilities;
- Reduced fee only be applied to vehicle admission passes (daily and seasonal);
- Reduced fee would not be applied to camping opportunities (seasonal and nightly), rental equipment or boating;
- Reduced fee be applied to vehicles that can produce a valid MTO accessibility parking permit;
- The reduced fee be applied to vehicle that have a passenger who can produce CNIB identification card;
- Reduced fee be applied to a vehicle that have a passenger who can demonstrate they are an Ontario Senior (65+ years);
- The reduced fee be no more than 20% of the daily admission fee or seasons pass fee;
- Implementation would begin in 2019.

Implementation in 2019 would give staff the opportunity to identify what infrastructure needs to be addressed first as part of the Asset Management Plan – knowing that if we promote the reduced fee, we need to ensure we have facilities to accommodate and attract those eligible.

CA Unit staff want to offer their visitors an enjoyable and educational outdoor experience. Staff believe that creating a fee schedule that treats everyone equally and is simple for visitors to use is the first step in that great experience.

Recommended and Prepared by:



Jennifer Howley  
Manager, Conservation Areas

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**To:** UTRCA Board of Directors  
**From:** Tracy Annett  
**Date:** April 16, 2017  
**Subject:** Update to the UTRCA Environmental Planning Policy Manual

**Agenda #:** 5 (d)  
**Filename:** ::ODMA\GRPWISE\UT\_MAIN.UTRCA\_PO.ENVP:5116.1

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## RECOMMENDATIONS

*THAT the Board of Directors support updating the Upper Thames River Conservation Authority Environmental Planning Policy Manual (2006) including the development and implementation of an Engagement Strategy to guide municipal, stakeholder and partner consultation for the policy manual updates.*

## SUMMARY

The Upper Thames River Conservation Authority (UTRCA) provides plan review and technical clearance services to its member municipalities for planning and development related applications. The UTRCA may also provide comments and advice based on additional roles and responsibilities such as its role as a watershed based management agency, landowner, regulatory body, or other delegated or assigned responsibility. To provide clarity and transparency on the process that UTRCA follows in accomplishing these important tasks the UTRCA's Board of Directors approved the Environmental Planning Policy Manual in 2006. The purpose of this report is to provide the Board of Directors with an overview on the rationale for updating and refining the UTRCA's current practices and procedures.

## BACKGROUND

The Ministry of Natural Resources and Forestry (MNR) *Policies and Procedures for Conservation Authority Plan Review and Permitting Activities* (also known as the CALC chapter) sets out a process for updating overall policies as follows:

### **4.0 CONSERVATION AUTHORITY POLICY FORMATION AND CONSULTATION**

*4.1 CAs should give public notice and undertake public and stakeholder consultation prior to submission for CA Board approval of all proposed policies, watershed and subwatershed plans, guidelines or strategies that are intended to be used by the CA to comment on future land use and land use planning and inform CA review of applications made pursuant to the Planning Act. The CA is only responsible for coordinating consultation where it has been delegated as the lead for the watershed or subwatershed planning processes by the participating municipality or municipalities.*

*4.2 CAs should give public notice and undertake public consultations prior to submission for CA Board approval of proposed service delivery policies and procedures for CA Act Section 28 permit applications (e.g. complete applications).*

*4.3 The public should be provided the opportunity to speak to the proposed policies and guidelines referenced in 4.1 and 4.2 at the relevant CA Board meetings.*

**Full Document is available on-line at:**

[http://www.web2.mnr.gov.on.ca/mnr/water\\_erb/CALC\\_Chapter\\_Final\\_Apr23\\_Final.pdf](http://www.web2.mnr.gov.on.ca/mnr/water_erb/CALC_Chapter_Final_Apr23_Final.pdf)

## **DISCUSSION**

The current *Environmental Planning Policy Manual* was approved by the UTRCA Board of Directors on June 28, 2006. This manual consolidates the Authority's policies, which guide development and site alteration while protecting, preserving and enhancing the natural environment across the watershed.

The manual is a valuable guidance tool for the UTRCA's Board of Directors and staff as well as for our watershed municipalities, the land development industry and the public. However, it needs to be updated to reflect policy changes that have occurred since it was approved in 2006. While not an exhaustive list, some of the key policy changes include:

- Ministry of Natural Resources Policies and Procedures (CALC Chapter, 2010)  
[http://www.web2.mnr.gov.on.ca/mnr/water\\_erb/CALC\\_Chapter\\_Final\\_Apr23\\_Final.pdf](http://www.web2.mnr.gov.on.ca/mnr/water_erb/CALC_Chapter_Final_Apr23_Final.pdf)
- Conservation Authorities Act Review – Bill 139 Building Better Communities  
<http://apps.mnr.gov.on.ca/public/files/er/mnrf-17-044-conserving-our-future-en.pdf>
- Provincial Policy Statement MMA/MMH, 2014  
<http://www.mah.gov.on.ca/AssetFactory.aspx?did=10463>
- Draft Low Impact Development Guidelines (MOECC, 2018)  
[http://www.municipalclassea.ca/files/7\\_DRAFT\\_MOECC\\_LID%20SWM%20Manual.pdf](http://www.municipalclassea.ca/files/7_DRAFT_MOECC_LID%20SWM%20Manual.pdf)
- Natural Heritage Reference Manual (second edition) produced by the Ontario Ministry of Natural Resources (March 18, 2010)  
<https://dr6j45jk9xcmk.cloudfront.net/documents/3270/natural-heritage-reference-manual-for-natural.pdf>
- A Wetland Conservation Strategy for Ontario 2017-2030  
<http://apps.mnr.gov.on.ca/public/files/er/a-wetland-conservation-strategy-for-ontario-2017-2030.pdf>
- Naturally Resilient, MNRF's Natural Resource Climate Adaptation Strategy (2017-2021)  
<http://apps.mnr.gov.on.ca/public/files/er/mnrf-17-313-climate-change.pdf>
- Updates to technical guidelines and Conservation Ontario initiatives;
  - Policy Clarity as provided through the Conservation Ontario Section 28 Committee
  - Submission Requirements for Environmental Impact Studies
  - Hydrogeological Submission Guidelines for Conservation Authorities (CO, 2014)  
<https://www.lsrca.on.ca/Shared%20Documents/permits/hydrogeological%20guidelines.pdf?pdf=Hydrogeological-Guidelines>
  - Approaches to Manage Regulatory Event Flow Increases Resulting From Urban Development (JUNE 2016, TRCA)  
<https://sustainabletechnologies.ca/app/uploads/2013/01/June-2016-Approaches-to-Manage-Regulatory-Event-Flow-Increases-Resulting-From-Urban-Development.pdf>
  - Template for Agricultural Permits (2016)
  - Drainage Act and Conservation Authorities Act Protocol (MNRF, 2012)  
[http://conservationontario.ca/fileadmin/pdf/conservation\\_authorities\\_section\\_planning\\_regulations/Drainage\\_Act\\_and\\_Conservation\\_Authorities\\_Act\\_Protocol.pdf](http://conservationontario.ca/fileadmin/pdf/conservation_authorities_section_planning_regulations/Drainage_Act_and_Conservation_Authorities_Act_Protocol.pdf)

The updated document will ensure that the UTRCA continues to comply with the overarching provincial policies and recommendations. The update will also improve clarity and consistency in the regulatory requirements established under the *Conservation Authorities Act* and clarify expectations for the provincially-mandated programs and services in reviewing planning documents for consistency with the Provincial Policy Statement.

The policy update is proposed to be advanced through the following sections in the order they appear:

1. Appendices and other Supporting Sections: Technical Report Submission Requirements – to include guidance material and process requirements
2. Introduction and Background Sections – to provide a broader explanation and history of CA programs and services evolving to our current Environmental Targets Strategic Plan. More detail is to be provided and tied to Integrated Watershed Planning
3. Municipal Plan Review (Currently Chapter 3) – to reflect updated Provincial Policies, Implementation guidance documents, and recommendations of the CA Act Review and the recommendations of the Service Delivery Review Committee
4. Section 28 Regulations Policies (Currently Chapter 4) – to reflect proposed updates to the CA Act and Service Delivery Review recommendations

It is anticipated that the recommendations of the Service Delivery Review Committee will be provided near the end of 2018. As such, our focus on those sections of the policy document will coincide with this timing.

## **CONSULTATION**

To facilitate early engagement, the UTRCA plans to establish an advisory committee similar to the approach implemented by the Credit Valley Conservation Authority (CVC). Further documentation regarding the CVC approach is available online at: [https://cvc.ca/wp-content/uploads/2011/09/CVC-WPR-Policies\\_Companion\\_APR-2010.pdf](https://cvc.ca/wp-content/uploads/2011/09/CVC-WPR-Policies_Companion_APR-2010.pdf)

The goal of their advisory committee was to promote and encourage participation for the stakeholder engagement process. In this respect, the panel served several key purposes:

- Provided an opportunity for Conservation Authority staff to explain the legislative basis and rationale for the existing policies and policy framework;
- Ensured that stakeholders had the opportunity to identify and discuss gaps and deficiencies in the existing policies and policy framework;
- Provided a forum whereby municipal and agency partners, special interest groups, the development industry and other stakeholders developed a better understanding of the policies and policy framework changes needed to better align planning and regulatory programs with updated or new legislation and initiatives;
- Informed municipal staff, development interests, landowners and other stakeholders regarding the new policy approach; and
- Promoted a collaborative approach between CA and watershed stakeholders by offering a valid forum for stakeholder engagement and input.

In establishing an advisory committee, we will be seeking representation from the following groups: Industry (London Development Institute), representative Municipalities, Agricultural Community, Board of Directors, Government and agency participation, non-government service groups (i.e.EEPAC) and First Nations.

Additional engagement will include provincial Conservation Ontario Section 28 (Regulations) Committee, and staff from neighboring Conservation Authorities to ensure consistency across CA boundaries; and municipal engagement to clarify planning roles and responsibilities and best practices.

## **OTHER INITIATIVES**

Other Conservation Authorities within the southwest region are also initiating updates to their policy documents. Staff from five (5) Conservation Authorities (Lower Thames Valley Conservation Authority, St. Clair Region Conservation Authority, Kettle Creek Conservation Authority and Essex

Region Conservation Authority) have been collaborating to find efficiencies in drafting a policy manual that would be consistent for their respective watersheds. Prior to the CA Act Review, representatives from each CA met regularly to review existing or draft guidelines, comprehensive guidelines from other CAs, provincial requirements and best practices to ensure consistent interpretation and implementation of policies. Since this review was initiated in 2015, a meeting of this nature has not occurred.

Planning and Regulations staff from Conservation Authorities across the southwest region participated in a workshop hosted by the UTRCA on April 17, 2018. The intent of the workshop was to facilitate collaboration and discussion on policy and procedure initiatives.

Additionally, Tracy Annett, Manager of Environmental Planning and Regulations, is a member of the Provincial Service Delivery Review Subcommittee for Municipal Plan Input. Committee discussions will also inform, and be informed by our comprehensive guidelines.

PREPARED BY:

RECOMMENDED BY:



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

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Ian Wilcox,  
General Manager

**To:** UTRCA Board of Directors  
**From:** Ian Wilcox, General Manager  
**Date:** April 16, 2018  
**Subject:** First Nation Territorial Greeting

**Agenda #:** 5 (e)

**Filename:** ::ODMA\GRPWISE\UT\_MAIN.UT  
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**Recommendation:** That the UTRCA Board of Directors consider inclusion of a First Nation acknowledgement/ territorial greeting as a component of each formal meeting of the Board.

### Discussion

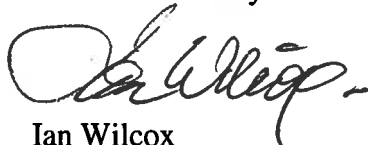
A territorial or land acknowledgement is an act of reconciliation that involves making a statement recognizing the traditional territory of the Indigenous people who called the land home before the arrival of settlers, and in many cases still do call it home. The acknowledgement of First Nations homelands is a tradition that has dated back centuries for First Nations people and is considered an essential step towards reconciliation. The purpose is to recognize that we, as settlers and as non-Indigenous people, are here on their land. Land acknowledgements have become increasingly common since the Truth and Reconciliation Commission (TRC) on residential schools released its 94 calls to action in 2015.

In recognition of the UTRCA's on-going efforts to engage First Nation communities in a process of learning and sharing in the development and implementation of local environmental programs, it is recommended that the UTRCA Board of Directors include a First Nation acknowledgment/ territorial greeting at the beginning of each meeting of the Board. The territorial greeting would be read by the Chair at the beginning of all future meetings of the Board of Directors.

### Draft Text of Territorial Greeting

*We will begin by acknowledging that the land on which we gather is the traditional territory of the Attawandaron, Anishinaabeg, Haudenosaunee, and Lunaapeewak peoples who have longstanding relationships to the land, water and region of southwestern Ontario. The local First Nation communities of this area include Chippewas of the Thames First Nation, Oneida Nation of the Thames, Munsee Delaware Nation and Delaware Nation at Moraviantown. In the region, there are eleven First Nation communities and a growing Indigenous urban population. 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).*

Recommended by:

  
Ian Wilcox

Prepared by:

  
Tara Tchir, Ian Wilcox

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**To:** Chair and Members of the UTRCA Board of Directors  
**From:** Tracy Annett, Manager – Environmental Planning and Regulations  
**Date:** April 16, 2018 **Agenda #:** 7 (a)  
**Subject:** Administration and Enforcement – Sect. 28 Status Report – **Filename:** Document  
Development, Interference of Wetlands and Alteration to **ENVP 5575**  
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 January 13, 2018 to April 13, 2018.

**Application #38/16 (Extension/Renewal)**

**Town of Ingersoll**

**Ingersoll Cheese Museum, Centennial Park – Town of Ingersoll**

- requested extension/renewal for permit originally issued February 25, 2016.
- proposed timber frame community pavilion associated with the Ingersoll Cheese Museum and Centennial Park.
- plans prepared by Building Alternatives Inc.
- staff approved and permit extension issued March 6, 2018.

**Application #89/17**

**Vedic Institute**

**37 William Street – Town of Ingersoll**

- proposed floodproofing of existing building foundation.
- plans prepared by Chintan Virani Architect Inc. and Elite Engineering Group Inc.
- staff approved and permit issued January 16, 2018.

**Application #129/17**

**York Developments – Silverleaf Subdivision**

**Pack Road and Colonel Talbot Road – City of London**

- proposed construction of pedestrian bridges (A, B, C) within Silverleaf Subdivision
- plans prepared by Strik, Baldinelli, Moniz
- staff approved and permit issued February 2, 2018

**Application #191/17**

**John Whiteside**

**64 Duke Street - City of London**

- proposed construction of accessory structure (garage) in The Coves SPA
- plans prepared by Oliver Durasin, Durasin Drafting and Design
- staff approved and permit issued January 18, 2018



**Application #198/17**

**Municipality of Middlesex Centre**

**Mills-Guest Drain**

- proposed bottom cleanout of a Class E drain
- staff approved and permit, signed notification form and SCR for bottom cleanouts issued January 18, 2018

**Application #199/17**

**Township of East Zorra Tavistock**

**Thames River 1984/ Jackson Drain**

- proposed clean out of a Class E drain
- staff approved and permit, signed notification form and SCR for bottom cleanouts issued February 23, 2018

**Application #201/17**

**Anthony Nizamis**

**69 Wilson Ave - City of London**

- proposed construction of addition to primary structure
- plans prepared by Dwayne Buck, DC Buck Engineering
- staff approved and permit issued January 9, 2018

**Application #217/17**

**City of London**

**54 Price Street – City of London**

- project intended to help floodproof existing infrastructure at Vauxhall Pollution Control Plant
- project implementation followed Class EA exercise, with Dillon Consulting preparing detailed engineering drawings
- staff approved and permit issued January 23, 2018

**Application #219/17**

**The Tricar Group**

**40 York Street – City of London**

- approval required for construction of high-rise apartment building
- plans prepared by Stantec Consulting
- staff approved and permit issued March 9, 2018

**Application #2/18**

**Lukas Janic**

**194 Rathowen Street – City of London**

- proposed construction of house addition in West London proposed Special Policy Area
- engineering drawings prepared by D.C. Buck Engineering
- staff approved and permit issued January 16, 2018

**Application #3/18**

**Glen & Linda McFarland**

**4691 Catherine Street – Municipality of Thames Centre**

- proposed demolition of existing single family residence and construction of new single family residence.
- plans prepared by Melabu Design & Drafting and Archibald, Gray & McKay Engineering Limited in accordance with slope stability and geotechnical investigation by exp Services Inc.
- staff approved and permit issued April 3, 2018.

**Application #4/18**

**Teahen Holdings**

**201 Griffith Road – City of Stratford**

- proposed building additions, parking lot expansion and improvements to existing drainage/infiltration swale.

-plans prepared by GSP Group, Teahen Design Group and MTE Consultants Inc. in accordance with site specific project location details and mitigation measures agreed to on site between landowner, consultants and UTRCA staff.

-staff approved and permit issued January 17, 2018.

**Application #6/18**

**Phil Hachler**

**Lot 30, Concession 1 – Township of Perth East**

-proposed replacement of single family residence and associated septic system.

-plans prepared by Aurhaus Residential Design & Drafting in accordance with site specific project location details agreed to between landowner and UTRCA staff.

-staff approved and permit issued February 2, 2018.

**Application #7/18**

**Al & Lindsey Arnold**

**Part Lot 5, Concession 2 – Municipality of Middlesex Centre**

-proposed construction of new farm shop/garage.

-plans prepared by Blueline Design in accordance with geotechnical setback requirements determined by Golder Associates Limited.

-staff approved and permit issued February 2, 2018.

**Application #9/18**

**City of Stratford**

**Lake Victoria, Lakeside Drive at Queen Street – City of Stratford**

-proposed stream enhancement project including installation of cribwall, installation of proposed fish habitat “shoal” and riparian vegetation plantings along a reach of the North south shore of Lake Victoria.

-plans prepared by B. Glasman of the UTRCA.

-staff approved and permit issued February 2, 2018.

**Application #12/18**

**Capital Homes (Ingersoll) Inc.**

**Lot 32, Hartfield Street – Town of Ingersoll**

-proposed single family residence and attached garage adjacent Whiting Creek.

-site plans prepared by ACI Survey Consultants Inc. in accordance with approved subdivision plan.

-staff approved and permit issued March 8, 2018.

**Application #13/18**

**Municipality of Middlesex Centre**

**Line 4 at 19 Creek – Municipality of Middlesex Centre**

-proposed rehabilitation of the Romeo Street Bridge crossing the Avon River.

-plans prepared by R.J. Burnside & Associates Limited.

-staff approved and permit issued April 11, 2018.

**Application #14/18**

**Stratford Festival**

**111 Lakeside Drive & 48, 68, 72 Water Street – City of Stratford**

-proposed demolition of existing theatre, community centre, private residence and optimist hall and construction of new theatre (Stratford Festival Tom Patterson Theatre) and support space, parking lot, associated grading/site alteration, retaining wall and landscaping.

-plans prepared by Hariri Pontarini Architects, MTE Consultants Inc. and The Planning Partnership.

-staff approved and permit issued January 17, 2018.

**Application #15/18**

**Union Gas Limited**

**Fairview Road (Lots 24 & 25, Concessions 3 & 4) – Municipality of Thames Centre**

-proposed NPS 2 inch gas pipeline installation along Fairview Road undercrossing two sections of the Wye Creek Municipal Drain.

- plans prepared by Union Gas Limited including hydro-fracture contingency plans as installation will be via high pressure directional drilling.
- staff approved and permit issued March 6, 2018.

**Application #16/18**

**Karim Aminullah c/o Spriet Associates (London) Limited**

**Part Lot 16, Concession 12 – Municipality of Middlesex Centre**

- proposed demolition of existing residence and construction of new single family residence and associated septic system and extension of existing driveway adjacent Medway Creek.
- plans prepared by Spriet Associates London Limited, BOS Engineering & Environmental Services and Arky Designs in accordance with elevation surveys by Callon-Dietz.
- staff approved and permit issued March 16, 2018.

**Application #18/18**

**Union Gas Limited**

**Part Lot 26, Concession 5 – Township of Blandford-Blenheim**

- proposed pipeline (integrity shallow cover) remediation project adjacent North Branch Creek.
- plans prepared by Union Gas Limited.
- staff approved and permit issued March 6, 2018.

**Application #19/18**

**Capital Homes (Ingersoll) Inc.**

**Lot 30, Hartfield Street – Town of Ingersoll**

- proposed single family residence and attached garage adjacent Whiting Creek.
- site plans prepared by ACI Survey Consultants Inc. in accordance with approved subdivision plan.
- staff approved and permit issued March 8, 2018.

**Application #20/18**

**Day & Ross Transportation Group**

**645 Athlone Place – City of Woodstock**

- contaminated soil within flood plain following spill adjacent to Cedar Creek
- site remediation plan prepared and submitted by EFI Global
- staff approved and permit issued February 28, 2018

**Application #21/18**

**Helmut Beh**

**1820 Fanshawe Park Road W – City of London**

- proposed installation of new driveway to existing residence
- plans prepared by Helmut Beh in accordance with site specific requirements as discussed between landowner and UTRCA staff
- staff approved and permit issued March 19, 2018

**Application #22/18**

**City of London – Sewer Operations**

**457 Second Street – City of London**

- proposed sanitary manhole CU225 replacement, including minor maintenance to existing storm sewer outlet to Pottersburg
- plans prepared by Brad Weber - City of London, in accordance with Golder Report
- staff approved and permit issued March 9, 2018

**Application #23/18**

**City of London – Sewer Operations**

**612 Hale Street – City of London**

- proposed replacement of existing headwall adjacent to Pottersburg Creek
- plans prepared by Brad Weber - City of London, in accordance with Golder Report
- staff approved and permit issued March 9, 2018

**Application #24/18**

**Carlo Sorrenti**

**26 Gunn Street – City of London**

- proposed construction of house addition
- plans prepared by D.C. Buck Engineering
- staff approved and permit issued April 12, 2018

**Application #26/18**

**Drewlo Holdings**

**1522/1782 Kilally Road – City of London**

- approval required for Phases 1 and 2 of Edge Valley Subdivision
- plans prepared by Whitney Engineering/MTE Consultants
- staff approved and permit issued March 15, 2018

**Application #30/18**

**Dace Baxter**

**106 Village Gate Drive – Municipality of Thames Centre**

- application for construction of shed
- staff approved and permit issued March 14, 2018

**Application #34/18**

**Nachelle Leblanc Carter**

**964 Crumlin Side Road – City of London**

- proposed construction of new single family residence and installation of new septic system
- plans prepared by Rock Kim, Rockim Design and engineering drawings prepared by BOS Engineering for installation of new septic system
- staff approved and permit issued March 22, 2018

**Application #35/18**

**Scott Coles – CNC Homes**

**15 Barrington Avenue – City of London**

- proposed construction of addition to rear of existing home
- plans prepared by D.C Buck Engineering
- staff approved and permit issued on March 23, 2018

**Application #36/18**

**Sun Canadian Pipe Line Company Limited**

**Wonderland Road North – Sunningdale Road West – City of London**

- proposed existing pipeline integrity dig within SCPL existing right of way, UTRCA regulated area
- site specific project information and restoration plan prepared by Derek Hillis - NovaTox Inc.
- staff approved and permit issued April 3, 2018

**Application #37/18**

**Lukas Janic**

**192 Rathowen Street – City of London**

- approval required for construction of house addition within West London proposed Special Policy Area
- plans prepared by D.C. Buck Engineering
- staff approved and permit issued April 5, 2018

**Application #38/18**

**Lukas Janic**

**195 Rathowen Street – City of London**

- proposed construction of house addition in West London proposed Special Policy Area
- engineering drawings prepared by D.C. Buck Engineering
- staff approved and permit issued April 5, 2018

**Application #40/18**

**London Language Institute**

**653 Talbot Street – City of London**

- proposed site development in regulated area, with works including expanded parking facilities
- plans prepared by Pym and Cooper
- staff approved and permit issued March 29, 2018

**Application #41/18**

**Tony VanderWielen – VanderWielen Custom Homes**

**235 Union Avenue – Municipality of Middlesex Centre**

- proposed new home construction in Valleyview Subdivision backing onto Oxbow Creek
- plans prepared by VanderWielen Custom Homes, lot grading certificate sealed/signed by Strik, Baldinelli, Moniz
- staff approved and permit issued March 28, 2018

**Application #42/18**

**Unitec Electrical Contracting Inc.**

**Part Lot 6, Concession 1 – Municipality of West Perth**

- proposed construction of new equipment storage shed.
- plans prepared by E.J. Monden & Co. and Unitec Electrical Contracting Inc. in accordance with setbacks and elevations agreed to between landowner and UTRCA staff.
- staff approved and permit issued April 3, 2018.

**Application #43/18**

**Bart Janic**

**13 Napier Street – City of London**

- proposed major house renovation in West London proposed Special Policy Area
- plans prepared by D.C. Buck Engineering
- staff approved and permit issued April 12, 2018

**Application #44/18**

**Karen Simonis**

**Part Lot 20, Concession A – Municipality of Thames Centre**

- proposed demolition of existing single family residence and construction of new single family residence, installation of new septic system and inground pool.
- plans prepared by Southridge Heights Inc., Kim Husted Surveying Ltd. and Brent-Reg Construction Inc. in accordance with site specific locations and mitigation measures agreed to on-site between landowner and UTRCA staff.
- staff approved and permit issued April 3, 2018.

**Application #45/18**

**Trevalli Homes Ltd.**

**Lot 3 (#309) 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 April 12, 2018.

**Application #46/18**

**Nuhn Industries Limited**

**4816 Line 34 – Township of Perth East**

- proposed building addition, SWM facility enhancement, installation of rip-rap spillways, construction of concrete retaining wall, trucking route and new gravel parking lot.
- geotechnical assessment and plans prepared by MTE Consultants Inc.
- staff approved and permit issued April 6, 2018.

**Application #56/18**

**Union Gas Limited**

**Wilton Grove Road – City of London**

- proposed installation of 1500 metres of 4-inch and 6-inch steel gas pipeline
- required crossing of Elliott-Laidlaw Drain
- staff approved and permit issued April 12, 2018

**Application #57/18**

**Brandon Mallia**

**231 Union Avenue – Municipality of Middlesex Centre**

- proposed new home construction in Valleyview Subdivision backing onto Oxbow Creek
- plans prepared by Serratore & Associates Inc., lot grading certificate sealed/signed by MTE Consulting Inc.
- staff approved and permit issued April 16, 2018

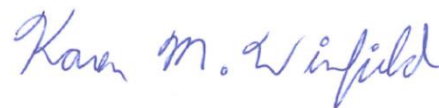
Reviewed by:



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

Prepared by:



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Karen Winfield  
Land Use Regulations Officer



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Mark Snowsell  
Land Use Regulations Officer



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Brent Verscheure  
Land Use Regulations Officer



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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:** April 13, 2018 **Agenda #:** 7 b)  
**Subject:** Fanshawe Pioneer Village Report **Filename:**

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In 2017, Fanshawe Pioneer Village's programming focused on engaging our community in celebrating Canada's 150<sup>th</sup> anniversary and teaching visitors about the rich history of our country, province and region. In 2018, we will commemorate another important historical milestone as we celebrate 100 years since women first won the right to vote in Canada. Women's History is a theme that runs throughout our programming this year – from the popular new exhibit “A Woman's Work is Never Done” to the new “HERstory” event - a weekend-long commemoration of fascinating women from Middlesex County, London and Fanshawe Pioneer Village. In partnership with AlvegoRoot Theatre, FPV will also be presenting a bold new play “Welcome to Bon Echo” which reflects on the life of Ontarian Flora MacDonald Denison, a pioneer in Canada's suffrage movement and a true radical of her time.

Several new initiatives have been added to the 2018 calendar and many other events will be expanded and revitalized this season in an effort to draw new and recurring audiences. From piloting extended hours in July, to the return of our “Ransom” Puzzle Adventure Room in partnership with Exodus Escape Rooms of London, we are endeavoring to provide expanded opportunities for the public to engage with the Village in the evening. Our new “History +” Program and “The Christmas Truce” ticketed events aim to look at history through a different lens and in highly immersive ways. Our new “Let's Have Fun with History” Summer Group Program offerings provide summer camps, day cares, youth groups, and community organizations with an opportunity to experience the past in the present and have fun with history in a way that is tailored to meet specific needs and interests. Out in our community, Fanshawe Pioneer Village will continue to deliver in-demand outreach programs ranging from themed lectures to artifact-based reminiscence programs developed for seniors with dementia.

Within the Visitor Services department, there are 35 ceremonies and 35 receptions booked to date, compared to 29 wedding ceremonies and 32 receptions in 2017. The main change in this department is with regard to the business model for the Pioneer Café, which will be undergoing changes in 2018 in response to it consistently operating at a loss, increasing operational costs, and, feedback from customers as to menu choices and price points. We will be adopting a self-serve kiosk style operation, with a daily selection of sandwiches, soups, baked goods, ice cream and hot and cold beverages. We will still maintain all of our popular ticketed events in the Café, including Mother's Day Brunch Thanksgiving Buffet and Dickens' Dinner.

Education program bookings are also off to a strong start with a successful March Break Drop-In Day program and strong bookings for Spring Education Days and Core Programs through June.

Prepared by:  
Shanna Dunlop  
Executive Director  
Fanshawe Pioneer Village

**To:** UTRCA Board of Directors  
**From:** Ian Wilcox & Christine Saracino  
**Date:** 16 April 2018  
**Subject:** Q1 Financial Report

**Agenda #:** 7(c)  
**Filename:** FIN #704

**Recommendation:**

**The Board accepts the Q2 2018 Financial Reports as presented.**

Referring to the Summary Statement of Operating Activities, 2018 levy invoices were issued in late March and all deferred program revenues have been recorded for the year resulting in 56% of 2018 revenues already on the books by the end of March. By the same time, only 21% of our budgeted expenses for the year have been incurred with 25% of the year over. This is typical as many projects and programs are only gearing up for full implementation come spring.

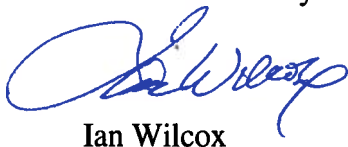
Capital spending is progressing as planned.

Now included in the financial package is a Statement of Financial Position or Balance Sheet. This report identifies at a specific date in time, the position of the organization in relation to the same point in time of the previous year. Our cash total is higher than last year, but the form in which it is held has changed; the receivables we expect to collect is significantly higher because of 2017 expenses for NDMP funding. Those claims fall only twice a year (October and April) following Q2 and Q4 of the federal financial year. Wage-related payables are also significantly higher than at the same point in 2017, but other accounts payable are almost halved.

Of particular note is a new line on the Statement of Financial Position for 2018, *Deferred and Committed Capital Funding*, which will change at least annually. When we receive funding for capital works, be it federal, provincial or municipal, we experience an obligation to keep our capital structures in continuing working order into the future. This presentation resulted in lower revenue in 2017 than expected, but it more transparently reflects our continuing commitment to public and property safety.

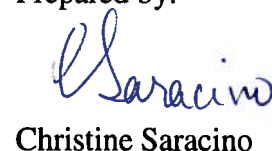
In addition, we updated the accumulated surplus accounts to reflect \$16.5M in actual transactions in tangible capital assets over the last 10 years since PSAB regulations for assets were first implemented.

Recommended by:



Ian Wilcox

Prepared by:



Christine Saracino



# Upper Thames River Conservation Authority

## Summary Statement of Operating Activities

For The Period Ending March 31, 2018

	2018 YTD Actual	2018 Total Budget	\$ Variance	Notes
<b>OPERATING ACTIVITIES:</b>				
<b>Levy Funding</b>				
Municipal Operating Levy	3,701,512	3,605,251	(96,261)	Error on levy funding worksheet
Dam and Flood Control Operations Levy	1,351,126	1,351,126	-	
Operating Reserve Levy	32,400	32,400	-	
	<u>5,085,038</u>	<u>4,988,777</u>	<u>(96,261)</u>	
<b>Government Transfer Payments</b>	-	351,020	351,020	Funding not yet received for 2018
<b>Contracts</b>				
Municipal within Watershed	138,317	812,337	674,020	
Municipal without Watershed	-	75,840	75,840	
Provincial	460,516	956,911	496,395	
Federal	124,111	625,330	501,219	
All other	1,303,326	1,498,747	195,421	
	<u>2,026,269</u>	<u>3,969,165</u>	<u>1,942,896</u>	
<b>User Fees</b>				
Conservation Areas	188,941	3,559,859	3,370,918	
Planning and Permit Fees	50,545	195,000	144,455	
Education Fees	32,775	102,700	69,925	
	<u>272,261</u>	<u>3,857,559</u>	<u>3,585,298</u>	
<b>Other Revenues</b>	1,045,273	1,705,284	660,011	Includes carryover from 2017
<b>Total Revenues</b>	<u>8,428,841</u>	<u>14,871,805</u>	<u>6,442,964</u>	
<b>Mission Cost Centres</b>				
Community Partnerships	361,988	1,417,652	1,055,664	
Water and Information Management	616,801	2,687,074	2,070,273	
Environmental Planning and Regulations	475,268	1,858,588	1,383,320	
Conservation Services	364,264	1,559,792	1,195,528	
Watershed Planning & Research	236,834	1,036,483	799,649	
Conservation Areas	685,481	4,514,804	3,829,323	
Lands and Facilities Management	371,171	1,750,273	1,379,102	
<b>Service Cost Centres</b>	15,512	104,368	88,856	
<b>Total Operating Expenditures</b>	<u>3,127,318</u>	<u>14,929,034</u>	<u>11,801,716</u>	
<b>Surplus (deficit) in Current Operations</b>	5,301,523	(57,229)	(5,358,751)	
<b>Net Operating Reserve Transfers</b>	-	57,993	57,993	
<b>Balance of Operating Activities</b>	<u>5,301,523</u>	<u>764</u>	<u>(5,300,758)</u>	
<b>Depreciation</b>	213,625	828,446	614,821	
<b>Net Cash Surplus (Deficit)</b>	5,515,148	829,210	(4,685,937)	

**Upper Thames River Conservation Authority**  
**Summary Statement of Operating Activities**  
**For The Period Ending March 31, 2018**

# Upper Thames River Conservation Authority

## Summary Statement of Capital Activities

For The Period Ending March 31, 2018

	2018 YTD Actual	2018 Total Budget	\$ Variance	Notes
<b>CAPITAL ACTIVITIES:</b>				
Capital Maintenance Levy	-	168,324	168,324	2017 Levy is held as deferred revenue
Capital Expenditures (excl Flood Control)	(142,769)	(479,500)	(336,731)	
	(142,769)	(311,176)	(168,407)	
Flood Control Capital Levy	377,426	2,130,933	1,753,507	
WECl and NDMP Capital Funding	320,967	3,593,583	3,272,616	
Net Flood Control Reserve Transfers	-	278,626	278,626	
	698,394	6,003,142	5,304,748	
Flood Control Expenditures	(642,289)	(5,998,704)	(5,356,415)	
	56,105	4,438	(51,667)	
<b>Surplus (deficit) from Capital Activities</b>	(86,664)	(306,738)	(220,074)	

**Upper Thames River Conservation Authority**  
**Statement of Financial Position and Accumulated Surplus (unaudited)**  
as at March 31, 2018

FINANCIAL ASSETS	Current Year	Prior Year	Notes
<b>Cash and equivalents</b>			
Bank Balances	3,676,383	5,063,329	
Petty Cash, Floats and Advances	4,902	7,814	
Short-term Investments	6,055,482	4,021,478	
	<u>9,736,767</u>	<u>9,092,620</u>	
<b>Restricted Cash</b>			
Source Water Protection Bank Account	238,645	243,569	
Glengowan Bank Account	202,342	237,023	
	<u>440,987</u>	<u>480,592</u>	
<b>Receivable Amounts</b>			
Accounts Receivable	3,335,120	3,574,074	
Federal Taxes Receivable	85,076	202,212	
Accrued Receivables	489,259	11,271	NDMP claim not yet submitted
	<u>3,909,454</u>	<u>3,787,557</u>	
	<u>14,087,209</u>	<u>13,360,769</u>	
<b>FINANCIAL LIABILITIES</b>			
<b>Accounts Payable and Accrued Liabilities</b>			
Wage-related payables	910,185	360,081	3rd payroll for March paid in April
Federal Taxes Payable	53,079	105,190	
Accounts Payable	835,530	1,508,180	
Amounts held for other groups	34,308	29,313	
	<u>1,833,102</u>	<u>2,002,763</u>	
<b>Deferred Revenues</b>			
Funding carried forward temporarily	110,308	113,694	
Customer prepayments	-	3,920	
Advanced WECEI, SWP, NDMP funding	238,426	243,458	
Deferred and Committed Capital Funding	1,599,619	-	Funding for future depreciation
	<u>1,948,353</u>	<u>361,073</u>	
<b>Term Loan (water system)</b>	<u>-</u>	<u>410,186</u>	
	<u>3,781,456</u>	<u>2,774,022</u>	
<b>NET FINANCIAL ASSETS</b>	<u>10,305,753</u>	<u>10,586,747</u>	
<b>NON-FINANCIAL ASSETS</b>			
Tangible Capital Assets	61,811,513	60,526,398	
less accumulated amortization	<u>(23,097,197)</u>	<u>(22,441,711)</u>	
Net tangible capital assets	38,714,316	38,084,687	
Capital projects in progress	222,892	107,648	
Prepaid Expenses, Deposits and Inventories	85,244	124,337	
<b>Accumulated Surplus</b>	<u>49,328,205</u>	<u>48,903,419</u>	
Equity in Tangible Capital Assets	39,064,170	22,561,165	TCA vs Equity balance correction in 2017
All other Equity	(2,217,552)	14,284,333	TCA vs Equity balance correction in 2017
Current year Surplus	5,301,523	5,410,167	
Reserves	7,180,065	6,647,755	
<b>Accumulated Surplus</b>	<u>49,328,205</u>	<u>48,903,419</u>	

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**To:** UTRCA Board of Directors  
**From:** Teresa Hollingsworth, Manager, Community & Corporate Services  
**Date:** April 17, 2018 **Agenda #:** 7 (d)  
**Subject:** Focus on the Thames Forum and the Nutrient Reduction Project Catalogue **Filename:** ::ODM\AGR\WISE\UT\_MAIN.UT  
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With funding support from Environment Canada, the Upper Thames River Conservation Authority spearheaded two projects early this year. Both projects support actions under the Canada-Ontario Lake Erie Domestic Action Plan for reducing phosphorus loading to Lake Erie with the goal of decreasing the presence of harmful and nuisance algal blooms as well as zones of low oxygen (hypoxia) that threaten both the ecosystem and human health.

The UTRCA compiled the *Nutrient Reduction Project Catalogue 2018* as an inventory of programs and projects underway in the western portion of the Canadian Lake Erie Watershed, that are aimed at reducing phosphorus loads entering Lake Erie. The catalogue provides a mechanism to track and share information about projects that have been or are being implemented in the watershed. The catalogue will also be used as a tool to ensure that the best practices required to achieve phosphorus load reductions are in place and to help identify opportunities for collaboration. Over 25 different agencies, academic institutions, conservation authorities, non-government organizations and community groups submitted over 100 projects themed to research, implementation, and education and outreach. In addition, the catalogue was designed to allow for projects to be added over time. The catalogue is available on the UTRCA website at: [www.thamesriver.on.ca/nutrient-project-catalogue/](http://www.thamesriver.on.ca/nutrient-project-catalogue/)

The second project, led by the Upper and Lower Thames Conservation Authorities, was the two day *Focus on the Thames Forum*. The Forum highlighted a range of projects and programs underway within the Thames River Watershed designed to reduce nutrient loading to the Thames River, Lake St Clair and to western Lake Erie. It was designed to provide individuals, groups and agencies an opportunity to share information, collaborate and to improve planning into the future. The Forum was held at the Lamplighter Inn, in London, on March 27<sup>th</sup> and 28<sup>th</sup> and attracted over 130 participants per day. Presentations are currently being collected and will be made available on the UTRCA website. Evaluations of the Forum have been overwhelmingly positive and there have been requests to repeat the event sometime in the future.

Prepared by:



Teresa Hollingsworth,  
Community and Corporate Services Manager