

UPPER THAMES RIVER CONSERVATION AUTHORITY BOARD OF DIRECTORS' MEETING

AGENDA

TUESDAY, AUGUST 25, 2020 at 9:30 A.M
Virtual Meeting Due to COVID-19 Pandemic

1. Approval of Agenda

Mover: M.Blosh

Seconder: A.Dale

THAT the Board of Directors approve the Agenda as posted.

2. Declaration of Conflicts of Interest

3. Minutes of the Previous Meeting: Tuesday June 23, 2020

Mover: D.Edmiston

Seconder: A.Hopkins

THAT that the UTRCA Board of Directors approve the Board of Directors' minutes dated June 23, 2020 as posted on the Members' web-site.

4. Business Arising from the Minutes

5. Delegations

6. Business for Approval

6.1 Re-Appointment of Auditors – S.Levin/C.Saracino FIN #1069

Mover: T.Jackson

Seconder: N.Manning

THAT the Board of Directors approve the recommendation as presented in the report.

6.2 2020 Mid-Year Results & Revised Budget – I.Wilcox/C.Saracino FIN #1080

Mover: H.McDermid

Seconder: P.Mitchell

THAT the Board of Directors approve the recommendation as presented in the report.

6.3 Administrative By-Law Updates – Electronic Meetings & Participation -

I.Wilcox/T.Annett ADMIN #3836

Mover: A.Murray

Seconder: B.Petrie

THAT the Board of Directors approve the recommendation as presented in the report.

7. Business for Information

7.1 Section 28 Status Report – T.Annett ENVP #9383

Mover: J.Reffle

Seconder: J.Salter

THAT the Board of Directors receives the report as presented.

- 7.2 Benefits Renewal – I.Wilcox/S.Viglianti HR #21587
Mover: M.Schadenberg
Secunder: A.Westman
THAT the Board of Directors receives the report as presented.
- 7.3 Conservation Areas Update – J.Howley CA #7928
Mover: M.Blosh
Secunder: A.Dale
THAT the Board of Directors receives the report as presented.
- 8. August 2020 For Your Information Report**
- 9. Watershed Planning, Research & Monitoring Unit Orientation Presentation**
- 10. Other Business (Including Chair and General Manager’s Concluding Remarks)**
- 11. Closed Session – In Camera**
- Mover: D.Edmiston
Secunder: A.Hopkins
THAT the Board of Directors adjourn to Closed Session – In Camera
- 11.1 Plan to be Applied to Negotiations – Follow Up – A.Shivas
Mover: T.Jackson
Secunder: N.Manning
THAT the Board of Directors approve the recommendation as presented in the report.
- Moved by: H.McDermid
Seconded by: P.Mitchell
THAT the Board of Directors Rise and Report progress.
- 12. Adjournment**
Mover: A.Murray

Ian Wilcox, General Manager

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

MINUTES
BOARD OF DIRECTORS' MEETING
Virtual Meeting Due to COVID-19 Pandemic
TUESDAY, AUGUST 25, 2020

Members Present:	M.Blosh A.Dale A.Hopkins T.Jackson S.Levin N.Manning P.Mitchell	A.Murray B.Petrie J.Reffle J.Salter M.Schadenberg A.Westman
Regrets:	H.McDermid	D.Edmiston
Solicitor:	G.Inglis	
Staff:	T.Annett C.Harrington T.Hollingsworth J.Howley B.Mackie C.Saracino	J.Schnaithmann A.Shivas C.Tasker M.Viglianti – Recorder S.Viglianti I.Wilcox

1. Approval of Agenda

The Chair confirmed the mover and seconder for approval of the agenda were willing to let their names stand.

Mover: M.Blosh

Secunder: A.Dale

THAT the Board of Directors approve the Agenda as posted.

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
June 23, 2020

The Chair confirmed the mover and seconder were willing to let their names stand.

Mover: A.Hopkins

Secunder: M.Blosh

THAT Annamarie be corrected to read A.Murray in item one of the June 23, 2020 minutes.

Mover: A.Hopkins

Secunder: B.Petrie

THAT that the UTRCA Board of Directors approve the Board of Directors' minutes dated June 23, 2020 as amended.

Carried.

4. Business Arising from the Minutes

Board members requested updates from staff on the two resolutions from the June meeting, where staff were directed to summarize and circulate information to the member Municipalities. Staff informed the Board of their intent to write and circulate the financial and Targets update to Municipalities after Board guidance is given regarding the 2021 budget. The Board agreed to the plan.

5. Delegations

There were no delegations.

6. Business for Approval

6.1 Re-Appointment of Auditors

(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Mover: T.Jackson

Secunder: N.Manning

THAT the Board of Directors approve the recommendation as presented in the report.

Carried.

6.2 2020 Mid-Year Results & Revised Budget
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Staff introduced the report and clarified that the cost savings measures implemented to mitigate the financial impact of the COVID-19 pandemic this year are not sustainable beyond 2020, particularly those related to staffing levels.

Staff explained that due to the unexpected number of contracts secured so far in 2020, revenue from this source was higher than anticipated.

In response to a Member's question, staff explained the \$5.2 million "2020 Year to Date Actual" figure for the Net Cash Surplus (deficit) is the levy money received at the beginning of the year, which gets spent as the year progresses.

While the 2020 camping season exceeded attendance expectations, and demand continues to be high, existing water infrastructure does not allow for an extended season into colder months. All three UTRCA parks are scheduled to closed for the 2020 season the Sunday following Thanksgiving, unless a second wave of COVID-19 forces an early closure.

Staff explained that the PH&N investment portfolio figure represents the cost of the portfolio, not the market value, due to direction received by the UTRCA auditors.

Staff clarified that the Special Benefiting Levy was a request specific to the City of London for Growth Assessment Funding to allow for additional planning staff. The request was not approved and it was removed from the budget.

Staff confirmed National Disaster Mitigation Funding was awarded to the UTRCA in 2020 that had not be expected or included in the original budget. The UTRCA is still waiting for \$1.4 million from the Federal Government as part of past contract commitments. If the money is not received by the end of 2020, staff will request written confirmation of pending payment from the Federal Government to satisfy UTRCA Auditors.

The Canada Emergency Wage Subsidy funds are currently accounted for as a liability and will remain as such until staff are given further instruction by the Federal Government.

The vote on the motion below was called and a point of order was raised. The member questioned whether a weighted vote should be used because the motion on the floor pertained to the approval of a revised budget. The Chair agreed and asked for the Recording Secretary to call the weighted vote.

Mover: A.Hopkins

Secunder: P.Mitchell

THAT the Board of Directors approve the recommendation as presented in the report.

Municipality and Representative	CVA Apportionment Percentage	Voting Weight	Weight Per Member	For	Against	Absent
County of Oxford	16.6248	23.4				
Brian Petrie			4.68	X		
Mark Schadenberg			4.68	X		
Paul Mitchell			4.68	X		
Don Edmiston			4.68			X
Alan Dale			4.68	X		
City of London	64.698	50.0				
Anna Hopkins			12.50	X		
Marie Blosch			12.50	X		
Jim Reffle			12.50	X		
Sandy Levin			12.50	X		
Lucan - Biddulph Alex Westman	0.3277		0.5	X		
Thames - Centre Alex Westman	3.2126		4.50	X		
Middlesex Centre Nancy Manning	2.3441		3.3	X		
Stratford Joe Salter	7.2473		10.2	X		
Perth East Hugh McDermid	1.4206		2.0			X
West Perth Annamarie Murray	1.4523		2.0	X		
St. Marys Tony Jackson	1.4767		2.1	X		
Perth South Tony Jackson	1.1961		1.7	X		
South Huron Tony Jackson	0.2023		0.30	X		
Results				93.32%	0%	6.68%
	CARRIED WITH 93.32% SUPPORT OF THE WEIGHTED VOTE					
	*Based on UTRCA share of assessment Notes: Voting weight is capped at 50% for any municipality unless the number of its representatives exceeds 50% of the total number of municipal appointees. The voting weight of the remaining municipalities is increased proportionally.					

The motion carries with 93.32% of the weighted vote supporting the recommendation, with two members (6.68% of the weighted vote) absent.

6.3 Administrative By-Law update – Electronic Meetings & Participation
(Report attached)

Staff introduced the report and clarified that the Watershed Conservation Centre (WCC) must be open to the public before in person Board meetings can resume. Staff will slowly begin to return to the WCC in late September. Depending on the progression of the COVID-19 pandemic over the next few months, in person Board meetings may resume in the New Year. The Board room does not currently have the infrastructure to hold meetings with some members participating electronically and some present at the WCC, but staff will revisit the research done on this topic in 2019 and investigate further.

Staff reported that while Hearings continue to be suspended on the advice of Conservation Ontario, as the current Hearing procedure does not allow for electronic meetings, Conservation Ontario is working on amendments and a draft is anticipated in September.

Mover: A.Murray

Secunder: B.Petrie

THAT the Board of Directors approve the recommendation as presented in the report.
Carried.

7. Business for Information

7.1 Section 28 Status Report
(Report attached)

The Chair confirmed the mover and seunder were willing to let their names stand.

Mover: J.Reffle

Secunder: P.Mitchell

THAT the Board of Directors receives the report as presented.
Carried.

7.2 Benefits Renewal
(Report attached)

The Chair confirmed the mover and seunder were willing to let their names stand.

Mover: M.Schadenberg

Secunder: A.Westman

THAT the Board of Directors receives the report as presented.
Carried.

7.3 Conservation Areas Update
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Board members have received many compliments regarding Wildwood Conservation Area staff for their understanding, co-operation and enthusiasm this summer. The Board thanked them for their hard work.

Mover: M.Blosh

Secunder: A.Dale

THAT the Board of Directors receives the report as presented.
Carried.

8. August 2020 For Your Information Report

The August FYI was presented for the Member's information.

9. Watershed Planning, Research & Monitoring Unit Orientation Presentation

C.Harrington presented an overview of the Watershed Planning, Research & Monitoring unit. Staff clarified that all of the natural heritage information gathered by the UTRCA through aerial photography is available, with guidance for interpreting the data, to any interested Municipalities.

10. Other Business (Including Chair and General Manager's Concluding Remarks)

Budget concepts for the 2021 UTRCA budget will be presented at the September meeting.

The Watershed Conservation Centre (WCC) remains closed to the public and most staff continue to work from home. Plans are underway for up to a quarter of staff to return to the WCC in late September. It is very likely the remainder of the 2020 Board meetings will be held electronically.

11. Closed Session – In Camera

The Chair confirmed the mover and seconder were willing to let their names stand. There being matters to follow up on the June discussion regarding the plan to be applied to negotiations,

Mover: B.Petrie

Secunder: A.Hopkins

THAT the Board of Directors adjourn to Closed Session – In Camera
Carried.

11.1 Plan to be Applied to Negotiations – Follow Up

Progress Reported

The follow up report regarding the plan to be applied to negotiations, requested at the June meeting in closed session, was reviewed and discussed.

Mover: T.Jackson

Secunder: N.Manning

THAT the Board of Directors approve the recommendations as presented in the closed session report.

Mover: B.Petrie

Secunder: A.Hopkins

THAT the Board of Directors defer this matter to the September meeting and defer any action on the previous decision.
Carried.

12. Adjournment

The Chair confirmed the mover was willing to let their name stand. There being no further business, the meeting was adjourned at 11:58 am on a motion by A.Murray.



Ian Wilcox

General Manager

Att.

To: UTRCA Board of Directors
From: Finance and Audit Committee
Date: 15 June 2020
Subject: Auditor Recommendation for 2020

Agenda #: 6.1
Filename: C:\Users\vigliantim\Documents\GroupWise\1069-1.doc

Recommendation:

That the Board of Directors confirms the appointment of Deloitte as the Authority auditor for 2020 pursuant to the five-year proposal which started in 2018.

The Finance and Audit Committee recently met with the Deloitte partner, Dale Zordrager, as he reviewed the results of the audit and their audit report to the committee. There was an opportunity to discuss the audit in camera with the audit, but the committee felt it was unnecessary following the presentation and opportunity to discuss the audit findings and ask questions.

It is the committee's belief that UTRCA should confirm the continued engagement of Deloitte for the third year of their five-year bid for services following the successful and enlightening audit of 2019.

Recommended by:

Sandy Levin,
Chair, Finance & Audit Committee

Prepared by:

Christine Saracino,
Supervisor, Finance & Accounting

MEMO

To: UTRCA Board of Directors

From: Ian Wilcox, Christine Saracino

Date: 15 August 2020

Agenda #: 6.2

Subject: 2020 Mid-year Results and Revised Budget

Filename: C:\Users\vigliantim\Documents\GroupWise\1080-1.doc

Recommendation:

The Board approves the 2020 Revised Budget as presented: projected operating deficit \$59,551 and projected capital spending surplus \$115,722.

Financial Results to Date:

The Statement of Financial Position and Accumulated Surplus (Balance Sheet page 4) at the end of July reflects a slightly stronger financial picture than at the same time in 2019; net financial assets are larger. This is true even as our liabilities (amounts owing) are also larger.

The total NDMP claim, while higher than it was in July 2019, is now lower than at December 2019 due to two recent federal payments and continued promise that the amount for West London Dyke Phase 4 project work carried out at the end of 2018 might be cleared by the end of this year. It is the bulk of the outstanding value.

We await clarification from CRA on the Canada Emergency Wage Subsidy (CEWS) which we received but may need to repay.

The revenue section of the Statement of Operating Activities, page 5, identifies that we have currently met greater than 80% of our revenue target for the year in spite of curtailed operations. We anticipate overall revenues to be 7% lower than originally approved.

Contract revenue is now only 16% lower than our February-approved budget for the year though user fees are 41% lower than that same budget. Fall programs and continued park operations should improve that ratio.

Expenses are being well-controlled. Staffing levels have been minimized putting pressure on remaining staff to maintain service levels. We have certainly experienced cleaning and PPE costs much higher than our original budget and still higher than previous estimates completed in May. Supply

costs will be 5% higher than approved. We project wages and benefits will be 7.8% lower than originally budgeted, training 35% lower, services 16% lower and computers, property and utilities 18% lower.

With almost 60% of the year complete, we have spent just 48% of the annual approved expenses and 56% of our best forecast for expenses. This speaks to continued attention in controlling as many costs as possible while delivering programs and services within health guidelines.

The deficit for 2020 will not be in the realm first anticipated in April or May this year. There is still significant uncertainty in operations and markets which requires us to be diligent in monitoring our financial situation regularly.

Operating Budget Revisions:

The management team prepares two or three complete versions of budgets most years. COVID-19 has now brought us to our fifth iteration of the 2020 UTRCA Budget. Even though activity planning has been difficult, managers have seen the need as critical and each time the confidence level improves in spite of requiring much estimation. Never before has so much effort been made to discover the truest picture of the financial affairs of the organization across some 3000 points of financial data. The effort will stand us in good stead in future years.

Nevertheless, the outlook for 2020 still predicts an operating deficit of \$59,551. The highlights of differences between the budget the Board approved in February and this revision include:

- Contract revenues surprisingly higher than we could have anticipated in January and even April.
- User fees will not fall to the 41% we anticipated earlier though they will be down 28% from normal levels. This estimate does not consider a second wave of infections and subsequent program impacts.
- Deterioration in planned investment revenue due to both lower interest rates and inability to record gains as originally expected.
- Significant efforts in cost control reducing overall expenditures by 8% of our budget.
- Some reductions in depreciation expenses recorded from less capital spending in 2020.

All operating levy is now planned to be used in the current year with no deferrals at year end. This includes any which had been earmarked for operating reserves, future repairs to the WCC or the sick-leave indemnity reserve.

Capital Project Budget Revisions:

The budget for capital spending in 2020 has been revised in almost every area, see page 6. We now have approval for several WECL-funded projects, results from construction tenders issued and we have deferred improvements and infrastructure spending for 2020. An earlier \$219K capital deficit is now projected to become a \$116K surplus for the year.

Please note that the bulk of this surplus is related to flood control structures for which we anticipate \$117K being removed from some structure reserves and \$92K to be added to other structure reserves.

Summary:

2020 is proving to be a challenging year for the Authority. The drive to deliver on the strategic Targets activities, uncertainty over Bill 108 implementation and COVID - which necessitated office and park closures - have jointly caused significant upheaval to staff and stakeholders. Managers have thus far responded very well to these challenges and are working in such a way that almost any operating deficit resulting in 2020 can be mitigated in future years without long-term financial harm to the organization provided life returns to a semblance of normal.

Recommended by:

Ian Wilcox,
General Manager

Prepared by:

Christine Saracino,
Supervisor, Finance & Accounting

Upper Thames River Conservation Authority
Statement of Financial Position and Accumulated Surplus (unaudited)
as at July 31, 2020

FINANCIAL ASSETS	Current Year	Prior Year	Notes
Cash and equivalents			
Bank Balances	5,324,167	3,708,879	
Petty Cash, Floats and Advances	5,802	7,769	
Short-term Investments	3,279,590	2,761,466	
PHN Investment Portfolio	4,106,369	4,248,848	Represents cost, not market value
	<u>12,715,927</u>	<u>10,726,961</u>	
Restricted Cash			
Source Water Protection Bank Account	100,702	17	Variance is a matter of timing only
	<u>100,702</u>	<u>17</u>	
Receivable Amounts			
Accounts Receivable	2,385,338	2,100,047	
Federal Taxes Receivable	26,212	38,594	
Accrued Receivables	2,588,565	2,184,815	NDMP outstanding amounts
	<u>5,000,115</u>	<u>4,323,456</u>	
	<u>17,816,744</u>	<u>15,050,434</u>	
FINANCIAL LIABILITIES			
Accounts Payable and Accrued Liabilities			
Wage-related payables	678,213	680,106	
Federal Taxes Payable	56,682	62,043	
Accounts Payable	300,651	240,404	
Amounts held for other groups	538,491	10,773	2020 includes CEWS from federal gov't
	<u>1,574,038</u>	<u>993,326</u>	
Deferred Revenues			
Funding carried forward temporarily	280,017	73,397	
Customer prepayments	225,419	20,825	
Advanced WECl, SWP, NDMP funding	856,424	761,758	
Deferred and Committed Capital Funding	3,929,651	2,947,168	
	<u>5,291,511</u>	<u>3,803,147</u>	
	<u>6,865,549</u>	<u>4,796,474</u>	
NET FINANCIAL ASSETS	<u>10,951,195</u>	<u>10,253,961</u>	
NON-FINANCIAL ASSETS			
Tangible Capital Assets	65,771,792	62,284,458	
less accumulated amortization	<u>(26,726,551)</u>	<u>(23,874,714)</u>	
Net tangible capital assets	39,045,241	38,409,744	
Capital projects in progress	17,572	-	
Prepaid Expenses, Deposits and Inventories	104,809	92,648	
	<u>50,118,817</u>	<u>48,756,353</u>	
Accumulated Surplus	<u>50,118,817</u>	<u>48,756,353</u>	
Equity in Tangible Capital Assets	39,469,004	38,462,891	
All other Equity	(1,673,106)	(1,623,827)	Appears to trend similarly to 2019 so cost control is effective
Current year Surplus	5,478,933	5,469,150	
Reserves	6,843,986	6,448,140	
Accumulated Surplus	<u>50,118,817</u>	<u>48,756,353</u>	

Upper Thames River Conservation Authority

Summary Statement of Operating Activities For The Period to August 17, 2020

	2020 YTD Actual	2020 Budget Approved	2020 Budget To Approve	Change in budget	Notes
OPERATING ACTIVITIES:					
Levy Funding Current Year					
Municipal Operating Levy	4,132,835	4,113,335	4,113,335	0.0%	
Dam and Flood Control Operations Levy	1,442,175	1,461,675	1,461,675	0.0%	
Special Benefiting Levy	-	310,037	-	0.0%	Growth Assessment Funding not approved
Operating Reserve Levy	33,678	33,678	33,678	0.0%	
	5,608,688	5,918,725	5,608,688	-5.2%	
Government Transfer Payments	181,213	181,217	181,217	0.0%	
Contracts					
Municipal within Watershed	514,282	894,351	1,059,945	18.5%	
Municipal without Watershed	55,160	73,340	129,660	76.8%	
Provincial	370,090	635,591	770,804	21.3%	
Federal	594,289	464,599	541,534	16.6%	
All other	1,745,032	1,853,982	1,946,932	5.0%	
	3,278,854	3,921,863	4,448,875	13.4%	New contracts of several types secured
User Fees					
Conservation Areas	2,192,359	3,709,056	2,527,862	-31.8%	User fees more closely estimated based on actual results to date but not considering a possible second wave
Planning and Permit Fees	167,177	315,000	390,000	23.8%	Current presconsultations expected to result in higher fees in the fall
Education Fees	55,047	125,000	65,800	-47.4%	
Landowner, tree sales, cost recoveries	124,245	166,500	135,090	-18.9%	
	2,538,828	4,315,556	3,118,752	-27.7%	
Other Revenues					
from deferred revenues	365,985	582,621	535,434	-8.1%	
Donations and interest	96,684	295,350	212,903	-27.9%	Interest rates falling
Municipal Operating Levy previous years	599,900	239,794	239,794	0.0%	
Amortized Flood Control Capital Levy	-	78,062	78,062	0.0%	
Amortized Capital Maintenance Levy	50,295	42,745	47,297	10.6%	
	1,112,863	1,238,572	1,113,490	-10.1%	
Total Revenues	12,720,446	15,575,933	14,471,022	-7.1%	
Operating Expenditures:					
Mission Cost Centres					
Community Partnerships	645,409	1,301,859	1,308,089	0.5%	New contracts require some new expenses
Water and Information Management	1,606,068	2,726,437	2,595,648	-4.8%	
Environmental Planning and Regulations	1,219,982	2,253,972	2,108,896	-6.4%	
Conservation Services	962,988	1,995,488	1,971,072	-1.2%	
Watershed Planning & Research	621,460	1,120,434	1,109,841	-0.9%	
Conservation Areas	2,048,870	4,496,269	3,749,340	-16.6%	Cost control well in hand
Lands and Facilities Management	903,637	1,746,540	1,524,391	-12.7%	
Service Cost Centres	120,587	257,310	163,296	-36.5%	
Total Operating Expenditures	8,129,000	15,898,309	14,530,573	-8.6%	
Surplus (deficit) in Current Operations	4,591,446	(322,376)	(59,551)	0.0%	Revised, best case deficit for 2020 is \$60K
(To) or from Equity [Reserves]	-	(53,678)	-	0.0%	
Balance of Operating Activities	4,591,446	(376,054)	(59,551)	0.0%	
Depreciation	684,537	1,221,973	1,153,341	-5.6%	Reduced capital spending reflected here
Net Cash Surplus (Deficit)	5,275,983	845,919	1,093,790	29.3%	

Upper Thames River Conservation Authority

Summary Statement of Capital Activities

For The Period to August 17, 2020

	2020 YTD Actual	2020 Budget Approved	2020 Budget To Approve	Notes
CAPITAL ACTIVITIES:				
Capital Funding for Flood Control				
Flood Control Capital Levy	1,053,642	2,700,881	2,398,126	
Federal - NDMP/DMAF	109,086	2,988,000	2,562,000	
Provincial - WECI	20,825	125,000	1,958,772	
Funding from reserves	-	157,508	117,098	To support certain projects
Total Funding for Flood Control Capital	1,183,553	5,971,389	7,035,996	
Capital Projects				
Multi-Dam Projects	-	23,808	-	
Fanshawe Dam	8,957	50,000	15,449	
Wildwood Dam	39,352	301,591	280,297	
Pittock Dam	35,685	81,232	172,722	
London Dykes	809,128	5,483,508	6,444,235	Cost estimates are better known now
St Marys Flood Wall	7,686	-	6,244	
Small Dams	181	64,374	24,952	
Total Flood Control Capital Spending	900,989	6,004,513	6,943,899	
Net Flood Control Capital Spending	282,563	(33,124)	92,096	May be available to go back into reserves
Other Capital Spending				
Capital Maintenance Levy	175,126	175,126	175,126	
	175,126	175,126	175,126	
Land improvements	-	115,000	-	
Infrastructure	-	40,000	-	
Furniture and Fixtures	-	30,000	-	
Vehicles and Equipment	58,116	109,000	109,000	Second vehicle purchase delayed in 2020
Technology/Computers	6,192	67,500	42,500	
	64,308	361,500	151,500	
Net Other Capital Spending	110,818	(186,374)	23,626	
Surplus (deficit) from Capital Activities	393,381	(219,498)	115,722	Surplus subject to extreme variability on construction projects

MEMO

To: UTRCA Board of Directors
From: Ian Wilcox, General Manager
Date: August 18, 2020 **Agenda #:** 6.3
Subject: Administrative By-Law Updates - **Filename:** C:\Users\vigiantim\Documents\GroupWise\383
Electronic Meetings & Participation **6-1.doc**

Recommendation: That the Board approves the recommended changes to the Administrative By-Law for the Upper Thames River Conservation Authority.

Discussion

On April 23, 2020 the UTRCA Board of Directors accepted additions to the UTRCA Administrative By-Laws to allow for meetings to be held electronically “where an emergency has been declared to exist, in all or part of an area over which Upper Thames River Conservation Authority has jurisdiction(…)” in response to the COVID-19 Pandemic. There are currently a number of Municipalities in the UTRCA watershed still in declared states of emergency.

Bill 197 *COVID-19 Economic Recovery Act* received Royal Assent July 21, 2020 and amends the *Municipal Act* and the *City of Toronto Act* to hold a special meeting to amend municipal procedure by-laws to provide for electronic participation in meetings and to provide for proxy voting.

Conservation Ontario informed CA’s that Minister’s Direction may be required to amend Conservation Authority By-Laws if the declared states of emergencies are ended throughout the watershed. Given the unpredictability of the timing for when Municipalities may end their declared states of emergency, staff felt it prudent to implement the suggested amendments for Administrative By-Laws allowing electronic meetings by Conservation Ontario.

The UTRCA relied on the *Administrative By-Law Model* (CO endorsed April 2018, as amended). The model Bylaw was crafted with reference to Provincial and other best management practices for board governance, including the *Municipal Act*. We believe we can now update our BMPs/Administrative By-Law Model utilizing the new amendments to the *Municipal Act* and reinforced by the experience and procedures established for electronic meetings and participation during this Pandemic.

While Ontario is well into Stage Three of re-opening, staff feel continuing with electronic meetings the most practical and safe way to conduct meetings under the current circumstances.

The UTRCA is currently undergoing a complete review of the By-Laws with parliamentary procedure expert Nigel Bellchamber and further, non COVID specific, amendments are anticipated in the coming months.

A copy of the Administrative By-Law for the UTRCA is attached with suggested revisions highlighted in yellow. Suggested revision can be found in Section II.C. Meeting Procedures, with one in II.A. Definitions.

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ADMINISTRATIVE BY-LAW for the Upper Thames River Conservation Authority



Photo: Tom Arban Photography Inc.

UPPER THAMES RIVER CONSERVATION AUTHORITY

Administrative By-Law

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I. Background

1. Amendments to the *Conservation Authorities Act*

The *Conservation Authorities Act*, as amended by the *Building Better Communities and Conserving Watersheds Act, 2017*, provides direction for conservation authorities to make such by-laws as are required for its proper administration. The new bylaws will replace administrative regulations created under the repealed Section 30 of the Act. Current administrative bylaws will cease to be in force upon the earlier of a) December 12, 2018 (one year after Section 19.1 came into force), or b) the day the regulation is revoked by the authority.

Section 19.1 of the Act, sets out the requirements for by-laws as follows:

By-laws

19.1 (1) An authority may make by-laws,

- (a) respecting the meetings to be held by the authority, including providing for the calling of the meetings and the procedures to be followed at meetings, specifying which meetings, if any, may be closed to the public;
- (b) prescribing the powers and duties of the secretary-treasurer;
- (c) designating and empowering officers to sign contracts, agreements and other documents on behalf of the authority;
- (d) delegating all or any of its powers to the executive committee except,
 - (i) the termination of the services of the secretary-treasurer,
 - (ii) the power to raise money, and
 - (iii) the power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the authority;
- (e) providing for the composition of its executive committee and for the establishment of other committees that it considers advisable and respecting any other matters relating to its governance;
- (f) respecting the roles and responsibilities of the members of the authority and of its officers and senior staff;
- (g) requiring accountability and transparency in the administration of the authority including,
 - (i) providing for the retention of records specified in the by-laws and for making the records available to the public,
 - (ii) establishing a code of conduct for the members of the authority, and
 - (iii) adopting conflict of interest guidelines for the members of the authority;

- (h) respecting the management of the authority's financial affairs, including auditing and reporting on the authority's finances;
- (i) respecting the by-law review required under subsection (3) and providing for the frequency of the reviews; and
- (j) respecting such other matters as may be prescribed by regulation.

Conflict with other laws

(2) If a by-law made by an authority conflicts with any provision of the *Municipal Conflict of Interest Act* or the *Municipal Freedom of Information and Protection of Privacy Act* or a provision of a regulation made under one of those Acts, the provision of the Act or regulation prevails.

Periodic review of by-laws

(3) At such regular intervals as may be determined by by-law, an authority shall undertake a review of all of its by-laws to ensure, amongst other things, that the by-laws are in compliance with any Act referred to in subsection (2) or any other relevant law.

By-laws available to public

(4) An authority shall make its by-laws available to the public in the manner it considers appropriate.

Transition

(5) An authority shall make such by-laws under this section as are required for its proper administration,

- (a) in the case of an authority that was established on or before the day section 16 of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017* comes into force, within one year of that day; and
- (b) in the case of an authority that is established after the day section 16 of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017* comes into force, within one year of the day the authority is established.

Same

(6) Despite the repeal of section 30 by section 28 of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017*, a regulation that was made by an authority under that section continues in force after the repeal until the earlier of,

- (a) the day that is one year after the day section 16 of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017* comes into force; and
- (b) the day the regulation is revoked by the authority.

Direction by Minister

(7) The Minister may give an authority a written direction to make or amend a by-law on any matter described in subsection (1), in accordance with the direction, within such period of time as may be specified in the direction.

Compliance

(8) The authority that receives a direction under subsection (7) shall comply with the direction within the time specified in the direction.

Regulation where failure to comply

(9) If an authority fails to adopt a by-law in accordance with the direction made under subsection (7), the Minister may make regulations in relation to the matters set out in the direction that are applicable in the area of jurisdiction of the authority.

Same

(10) Any regulation made by the Minister under subsection (9) prevails over any conflicting by-law that the authority may have adopted.

2. Basis of this Draft Administrative By-law and Appendices

Conservation Ontario provided a model for an Administrative By-law and the Best Management Practices (Code of Conduct, Conflict of Interest Policy and Election of Officers Procedure) associated with the By-laws required under Section 19.1 of the *Conservation Authorities Act*. It is the guideline which was used as the basis for these governing documents.

The Administrative By-law Model and Best Management Practices for Code of Conduct and Conflict of Interest are designed to ensure compliance with the requirements of Section 19.1.

Some wording in the Administrative By-law Model is suggested, but not required. Other sections are recommended, but the draft wording is specific to the Upper Thames River Conservation Authority.

It is a goal of this Administrative By-law Model and Best Management Practices to ensure a high level of consistency among conservation authorities, with respect to governance. One way to increase this consistency, is for all conservation authorities to adopt Administrative By-laws and Best Management Practices that are based on a single model. The Upper Thames River Conservation Authority documents follow the model provided by Conservation Ontario.

3. Conservation Ontario's Development of Best Management Practices (BMP) and Administrative By-law Model

By-laws are considered a legal governing document. In the spirit of best management practices of transparency and accountability, the approach to the language and layout of the Administrative By-law Model is to ensure it is understandable to the general public.

All existing conservation authority by-laws received by Conservation Ontario in July and August 2017 were reviewed during the preparation of the Administrative By-law template. The Conservation Ontario Working Group provided additional input in order to prepare that draft for review by all conservation authorities.

Where municipal legislation conflicts with any part of this by-law (e.g. *Municipal Conflict of Interest Act* or the *Municipal Freedom of Information and Protection of Privacy Act* or a provision of a regulation made under one of those Acts), the provision of that Act or regulation prevails.

Along with the issues identified by the Working Group the following resources were used as reference to research and analyze best management practices:

- Existing conservation authorities By-laws/Members Guidebooks/Policy and Procedures received by Conservation Ontario:
 - Sault Ste. Marie Conservation Authority
 - Toronto Region Conservation Authority
 - Upper Thames River Conservation Authority
 - Central Lake Ontario Conservation Authority
 - Essex Region Conservation Authority
 - Kawartha Region Conservation Authority
 - Hamilton Conservation Authority
 - Lower Thames Conservation Authority
 - Nottawasaga Conservation Authority
 - Saugeen Valley Conservation Authority
 - Catfish Creek Conservation Authority
 - Grand River Conservation Authority
- Provincial and other best management practices for board governance: *Ontario Not-for-Profit Corporations Act*, Ministry of Municipal Affairs, Association of Municipalities Ontario, Board of Health Governance Toolkit, other local boards under the Municipal Act, Ontario Ombudsman Municipal Meetings FAQ, Ontario Ombudsman investigations, British Columbia Integrity Office
- Not for Profit best management practices for board governance: First Reference Policy Pro, Board Governance Classics, *Canada Not-for-Profit Corporations Act*
- Ontario legislation:
 - *Conservation Authorities Act*;
 - *Municipal Act, Municipal Conflict of Interest Act*;
 - *Municipal Freedom of Information and Protection of Privacy Act*; and
 - *Accessibility for Ontarians with Disabilities Act*.

4. Legal Review and Finalization of this Document

Bill 139, *Building Better Communities and Conserving Watersheds Act, 2017* came into force on December 12, 2017. Each conservation authority will have until December of 2018 to have Section 19.1 compliant by-laws in place. Due to timing of the 2018 municipal elections (October 22, 2018), conservation authorities should plan on adopting their new By-laws in the late summer or fall of 2018, prior to a significant turnover in their membership.

The draft BMP and Administrative By-law Model was circulated to all 36 conservation authorities in November 2017 and amendments were made further to the comments received. It was presented to Conservation Ontario Council on December 11, 2017, and received endorsement in principle.

South Nation Conservation coordinated a legal review of the document in February 2018.

Ministry of Natural Resources and Forestry staff reviewed the document and sought feedback from the Ministry of Municipal Affairs and the Association of Municipalities of Ontario. The requested changes resulting from those discussions have been incorporated. A 'final' version of the BMP and Administrative By-law Model was forwarded to MNR staff on March 7, 2018 and minor edits (e.g. wording changes, elimination of duplication) were undertaken at their request on April 5, 2018. This final version was brought to the April 16, 2018 Conservation Ontario Council meeting for endorsement. Beginning in April 2018, training and assistance will be available to individual conservation authorities so they can adopt their own version of the BMPs and Administrative By-law in 2018.

II. Administrative By-Law

Introduction

The Upper Thames River Conservation Authority (UTRCA) is a non-share corporation, established under Section 3 of the *Conservation Authorities Act*, with the objects to provide, in the area over which it has jurisdiction, programs and services designed to further the conservation, restoration, development and management of natural resources other than gas, coal and minerals.

Under the Act, municipalities within a common watershed are enabled to petition the province to establish a conservation authority. The purpose of the Act is to provide for the organization and delivery of programs and services that further the conservation, restoration, development and management of natural resources in watersheds in Ontario. The Authority is comprised of its Members, appointed as representatives by the Participating Municipalities, grouped by geographic boundaries;

City of London & County of Middlesex

- City of London (four members)
- Municipality of Middlesex Centre (one member)
- Municipality of Thames Centre & Township of Lucan-Biddulph (one member)

County of Oxford (five members)

- Township of Blandford-Blenheim & Township of East-Zorra Tavistock
- Town of Ingersoll
- Municipality of Norwich & Township of South-West Oxford
- City of Woodstock
- Township of Zorra

County of Perth

- Township of Perth East (one member)
- Township of Perth South, Town of St. Marys & Municipality of South Huron (one member)
- City of Stratford (one member)
- Municipality of West Perth (one member)

Mission/Vision - The Members of the Conservation Authority form the General Membership of the Conservation Authority. The Members are bound by the Act and other applicable legislation. The Authority must always act within the scope of its powers. As a non-share corporation, the Authority has the capacity and, subject to the Act and other applicable legislation, the rights, powers and privileges of a natural person. The powers of a conservation authority to accomplish its objects are set out in the Act, including those identified under subsection 21(1)

Vision of the UTRCA
Inspiring a healthy environment.

Mission of the UTRCA
The UTRCA is dedicated to achieving a healthy environment on behalf of the watershed municipalities through leadership, expertise, education, and community collaboration.

Ends

1. To protect life and property from flooding and erosion hazards;
2. To protect and improve water quality;
3. To manage and expand natural areas; and
4. To provide outdoor recreation and education opportunities.

Short term Goals

The short term goals are presented in the current strategic plan.

<http://thamesriver.on.ca/wp-content/uploads//Targets/EnvironmentalTargets-June2016.pdf>

Powers of authorities

21 (1) For the purposes of accomplishing its objects, an authority has power,

(a) to study and investigate the watershed and to determine programs and services whereby the natural resources of the watershed may be conserved, restored, developed and managed;

(b) for any purpose necessary to any project under consideration or undertaken by the authority, to enter into and upon any land and survey and take levels of it and make such borings or sink such trial pits as the authority considers necessary;

(c) to acquire by purchase, lease or otherwise and to expropriate any land that it may require, and, subject to subsection (2), to sell, lease or otherwise dispose of land so acquired;

(d) despite subsection (2), to lease for a term of five years or less land acquired by the authority;

(e) to purchase or acquire any personal property that it may require and sell or otherwise deal therewith;

(f) to enter into agreements for the purchase of materials, employment of labour and other purposes as may be necessary for the due carrying out of any project or to further the authority's objects;

(g) to enter into agreements with owners of private lands to facilitate the due carrying out of any project;

(h) to determine the proportion of the total benefit afforded to all the participating municipalities that is afforded to each of them;

(i) to erect works and structures and create reservoirs by the construction of dams or otherwise;

(j) to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof;

(k) to alter the course of any river, canal, brook, stream or watercourse, and divert or alter, as well temporarily as permanently, the course of any river, stream, road, street or way, or raise or sink its level in order to carry it over or under, on the level of or by the side of any work built or to be built by the authority, and to divert or alter the position of any water-pipe, gas-pipe, sewer, drain or any telegraph, telephone or electric wire or pole;

(l) to use lands that are owned or controlled by the authority for purposes, not inconsistent with its objects, as it considers proper;

(m) to use lands owned or controlled by the authority for park or other recreational purposes, and to erect, or permit to be erected, buildings, booths and facilities for such purposes and to make charges for admission thereto and the use thereof;

(m.1) to charge fees for services approved by the Minister;

Note: On a day to be named by proclamation of the Lieutenant Governor, clause 21 (1) (m.1) of the Act is repealed. (See: 2017, c. 23, Sched. 4, s. 19 (3))

(n) to collaborate and enter into agreements with ministries and agencies of government, municipal councils and local boards and other organizations and individuals;

(o) to plant and produce trees on Crown lands with the consent of the Minister, and on other lands with the consent of the owner, for any purpose;

(p) to cause research to be done;

(q) generally to do all such acts as are necessary for the due carrying out of any project or as may be desirable to further the objects of the authority.

A. Definitions

“Authority” means the Upper Thames River Conservation Authority

“Act” means the *Conservation Authorities Act*, R.S.O. 1990, chapter C.27

“Chair” means the Chairperson as referenced in the Act as elected by the Members of the Authority.

“Declared Emergency” is any emergency declared pursuant to the Emergency Management Civil Protection Act that has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act.

“Electronic Meeting” means a meeting called and held in full or in part via electronic means (including, but not limited to, video conference, audio conference, teleconference or other appropriate electronic means), and with or without in-person attendance.

“Fiscal Year” means the period from January 1 through December 31.

“General Manager” means the General Manager/Secretary-Treasurer as of the Authority, and which may, by resolution of the Authority, include the responsibilities of the Secretary-Treasurer if so designated by resolution of the Authority.

“General Membership” means all of the Members, collectively.

“Levy” means the amount of costs apportioned to participating municipalities in accordance with the Act and Regulations under the Act.

“Majority” means half of the votes plus one.

“Members” shall mean the members appointed to the Authority by the participating municipalities in the Authority’s area of jurisdiction.

“Minister” means the minister responsible for the administration of the Act.

“Non-matching Levy” means that portion of an Authority’s levy that meets the definition of non-matching levy as found in Ontario Regulation 139/96.

“Officer” means an officer of the Authority empowered to sign contracts, agreements and other documents on behalf of the Authority in accordance with section 19.1 of the Act, which shall include the Chair, Vice-Chair(s) the General Manager/Secretary-Treasurer.

“Participating Municipality” means a municipality that is designated by or under the Act as a participating municipality in a conservation authority.

“Pecuniary Interest” includes the financial or material interests of a Member and the financial or material interests of a member of the Member’s immediate family.

“Secretary-Treasurer” means General Manager/Secretary-Treasurer of the Authority with the roles specified in the Act.

“Staff” means employees of the Authority as provided for under Section 18(1) of the Act.

“Vice-Chair” means the Vice-Chairperson as elected by the Members of the Authority. If a first and second Vice-Chair are elected, they shall be called First Vice-Chair and Second Vice-Chair.

“Weighted Majority” means the votes of 51 per cent of those represented after the votes are weighted by the percentage that applies under Ontario Regulation 139/96 for Municipal Levies.

B. Governance

1. Members

a) *Appointments*

Participating Municipalities within the jurisdiction of the Upper Thames River Conservation Authority may appoint Members in accordance with Section 14 of the Act.

Appointed Members must reside in a Participating Municipality within the Authority’s area of jurisdiction and may include citizens as well as elected members of municipal councils.

Collectively, the appointed Members comprise the Authority, and for the purposes of this by-law are also referred to as the General Membership.

b) *Term of Member Appointments*

In accordance with Section 14 of the Act, a Member shall be appointed for a term of up to four years at the discretion of the appointing municipal council; such term beginning at the first meeting of the Authority following his or her appointment and ending immediately before the first meeting of the Authority following the appointment of his or her replacement. The General Manager/Secretary-Treasurer shall notify the appropriate municipality in advance of the expiration date of any Member’s term, unless notified by the municipality of the Member’s reappointment or the appointment of his or her replacement. A Member is eligible for reappointment. A Member can be replaced by a Participating Municipality at the municipality’s discretion prior to the end of their term.

c) *Powers of the General Membership*

Subject to the Act and other applicable legislation, the General Membership is empowered without restriction to exercise all of the powers prescribed to the Authority under the Act. In addition to the powers of an authority under s.21 of the Act for the purposes of accomplishing its objects, as referenced in the introduction of this By-law model, the powers of the General Membership include but are not limited to:

- i. Approving by resolution, the creation of Committees and/or Advisory Boards, the members thereof and the terms of reference for these Committees and/or Advisory Boards;
- ii. Appointing a General Manager and/or Secretary-Treasurer;
- iii. Terminating the services of the General Manager and/or Secretary-Treasurer.
- iv. Approving establishing and implementing regulations, policies and programs;
- v. Awarding contracts or agreements where the approval of the Authority is required under the Authority’s purchasing policy.
- vi. Appointing an Executive Committee and delegate to the Committee any of its powers except:

- i. The termination of the services of the General Manager and/or Secretary-Treasurer,
- ii. The power to raise money, and
- iii. The power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the Authority.
- vii. Approving by resolution, any new capital project of the Authority;
- viii. Approving by resolution, the method of financing any new capital projects;
- ix. Approving details on budget allocations on any new or existing capital projects;
- x. Approving of the total budget for the ensuing year, and approving the levies to be paid by the Participating Municipalities;
- xi. Receiving and approving the Financial Statements and Report of the Auditor for the preceding year;
- xii. Authorizing the borrowing of funds on the promissory note of the Authority in accordance with subsection 3(5) of the Act;
- xiii. Approving by resolution, any proposed expropriation of land or disposition of land, subject to the requirements under the Act;
- xiv. Approving permits or refusing permission as may be required under any regulations made under Section 28 of the Act;
- xv. Holding hearings required for the purpose of reviewing permit applications, and advising every applicant of their right to appeal the decision to the Ministry through the Mining and Lands Tribunal;

d) Member Accountability

Participating Municipalities appoint Members to the Authority as their representatives. Members have the responsibilities of Directors of the corporation that is the Authority. While the administration is responsible for the day-to-day operations, the General Membership is responsible for matters of governance, ensuring compliance with applicable legislation, and ensuring appropriate policies are in place and for financial soundness of the Authority.

All Members have the responsibility to be guided by and adhere to the Code of Conduct (Appendix 1) and Conflict of Interest Policy (Appendix 2), as adopted by the Authority.

Members are responsible for:

- i. Attending all meetings of the Authority;
- ii. Understanding the purpose, function and responsibilities of the authority;
- iii. Being familiar with the Authority's statutory and other legal obligations;
- iv. With the administration, setting strategic direction for the Authority.

e) Applicable Legislation

In addition to the Act, the Members are subject to other legislation including, but not limited to:

- *Municipal Conflict of Interest Act*
- *Municipal Freedom of Information and Protection of Privacy Act*

If any part of the by-law conflicts with any provision of the Municipal Conflict of Interest Act or the Municipal Freedom of Information and Protection of Privacy Act or a provision of a regulation made under one of those acts, the provision of that act or regulation prevails.

f) Relationship Between Members and Staff

The General Membership relies on the General Manager and/or Secretary-Treasurer to manage the operations of the organization, including all employees of the Authority. The General Manager and/or Secretary Treasurer is accountable to the Authority, working cooperatively to achieve the goals established by the Authority.

The General Membership will ensure that a process exists for regular performance evaluations of the General Manager and/or Secretary-Treasurer.

1. The Board delegates the complete operation of the Authority to the General Manager.
2. The General Manager is responsible for the operation of the Authority within the guidelines established by the Staff Limitations policies.
3. Decisions of the General Manager, which are consistent with any reasonable interpretation of Board policies related to Ends and Staff Limitations, are acceptable.
4. Only officially passed motions of the Board are binding on the General Manager. (Individual Directors' decisions or instructions are not binding on the General Manager.)
5. If Board Directors wish to make suggestions or requests to staff, they do so through the General Manager. The General Manager reserves the right to manage those requests at his/her discretion.
6. In the event of the resignation, termination, death, disability or otherwise unavailability of the General Manager to perform the responsibilities of the position, the Board appoints an Acting General Manager to assume the responsibilities within five (5) business days.
7. A positive indicator of General Manager success is the attainment of Board-stated Ends and Staff Limitations. The General Manager reports to the Board annually regarding compliance and accomplishments.

2. Officers

The Officers of the Authority, and their respective responsibilities, shall be:

Chair

- a) Is a Member of the Authority who has served a minimum of one year on a Conservation Authority Board of Directors, except in years when Board turnover exceeds seven members;
- b) Presides at all meetings of the General Membership (and Executive Committee if applicable);
- c) Calls special meetings if necessary;
- d) Acts as a public spokesperson on behalf of the General Membership;
- e) Serves as signing officer for the Authority;
- f) Ensures relevant information and policies are brought to the Authority's attention;

- g) Keeps the General Membership apprised of significant issues in a timely fashion;
- h) Performs other duties when directed to do so by resolution of the Authority.
- i) Chair Source Protection Authority meetings
- j) Serve as the Authority's voting representative on Conservation Ontario Council (CO), unless otherwise designated

Vice-Chair(s)

- a) Is/are a Member(s) of the Authority who has served a minimum of one year on a Conservation Authority Board of Directors, except in years when Board turnover exceeds seven members;
- b) Attends all Board meetings and Hearing Committee meetings;
- c) Carries out assignments as requested by the Chair;
- d) Understands the responsibilities of the Chair and acts as Chair immediately upon the death, incapacity to act, absence or resignation of the Chair until such time as a new Chair is appointed or until the Chair resumes his/her duties;
- e) Serves as a signing officer for the Authority.
- f) Serves as the Authority's alternate voting representative on Conservation Ontario Council (CO), in the event the Chair is not available to attend;

General Manager (GM)

Responsibilities of the CAO as assigned by the Authority include, but are not limited to the following:

- Is an employee of the Authority;
- Attends all meetings of the General Membership (and Executive Committee if applicable) or designates an acting CAO if not available;
- Works in close collaboration with the Chair and Vice-Chair(s) and keeps them apprised of relevant information and significant issues in a timely fashion;
- Develops a strategic plan for approval by the General Membership and Implements short and long-range goals and objectives;
- Is responsible for the management of the operations of the Authority, including all staff and programs of the Authority;
- Ensures resolutions of the Authority are implemented in a timely fashion;
- Develops and maintains effective relationships and ensures good communications with Participating Municipalities, federal and provincial government ministries/agencies, Indigenous communities, other conservation authorities, Conservation Ontario, stakeholders, community groups and associations;
- Serves as a signing officer for the Authority.
- Serve as the Authority's second alternate voting representative on Conservation Ontario Council (CO), in the event the Chair and Vice-Chair are not available to attend;

Secretary-Treasurer

- Is an employee of the Authority;
- Fulfills the requirements of the Secretary-Treasurer as defined in the Act;
- Attends all meetings of the General Membership (and Executive Committee, if applicable);
- Is the custodian of the Corporate Seal;
- Serves as a signing officer for the Authority.

General Manager/Secretary-Treasurer

The duties of the Chief Administrative Officer / General Manager and the Secretary-Treasurer have been combined and assigned to a single position, in which case the person is an Officer called the General Manager/Secretary-Treasurer.

3. Absence of Chair and Vice-Chair(s)

In the event of the absence of the Chair and Vice-Chair(s) from any meeting, the members shall appoint an Acting Chair who, for the purposes of that meeting has all the powers and shall perform all the duties of the Chair.

4. Maximum Term for Chair and Vice-Chair(s)

There are no set maximum terms for the positions of Chair or Vice-Chair.

5. Representatives to Conservation Ontario Council

The Authority may appoint up to three Representatives to Conservation Ontario Council ("Council"), designated as Voting Delegate and Alternate(s). Council will consist of the Voting Delegates appointed by each Member Conservation Authority. The Voting Delegate and Alternates shall be registered with Conservation Ontario annually. UTRCA Chair will serve as the Voting Delegate, with the Vice-Chair and General Manager as first and second alternates respectively.

6. Election of Chair and Vice-Chairs

The election of the Chair and one or more Vice-Chairs shall be held at the first meeting held each year in accordance with the Authority's Procedures for Election of Officers (Appendix 3).

7. Appointment of Auditor

The General Membership shall appoint an auditor in accordance with Section 38 of the Act.

8. Appointment of Financial Institution

The General Membership shall appoint a financial institution to provide banking services to the Authority by Resolution as required.

9. Appointment of Solicitor

The General Membership shall appoint a solicitor by Resolution to act as the Authority's legal council by Resolution as required.

10. Financial Statements and Report of the Auditor

The General Membership shall receive and approve the report of the auditor for the previous year at the May meeting.

The Authority shall forward copies of the Audited Financial Statements and Report of the Auditor to Participating Municipalities and the Minister in accordance with Section 38 of the Act and will make the Audited Financial Statements available to the public on the Authority's website, and at the Administrative Offices.

11. Borrowing Resolution

If required, the Authority shall establish a borrowing resolution, which may be renewed as needed. The signing officers are empowered to arrange for the borrowing of the funds necessary for approved projects and programs of the Authority.

12. Levy Notice

The levy due to the Authority from participating municipalities shall be communicated to those municipalities in accordance with the Act and any applicable Regulations.

13. Signing Officers

All deeds, transfers, assignments, contracts and obligations entered into by the Authority shall be signed by the Chair or the Vice Chair and the General Manager/Secretary-Treasurer. These officers are empowered to sign such documents as are necessary for transactions approved by the Authority's Board of Directors.

Notwithstanding the requirement above, the signing officers may delegate signing responsibility to others for operational purposes. Examples of such transactions are issuing payroll, and making payments for purchases. Two authorizers shall verify each payment just as two people shall be involved in executing funding agreements, contracts and investment transactions.

14. Executive Committee

The Authority may appoint an executive committee at the first meeting of the General Membership each year in accordance with the Section 19 of the Act and Section 1(c)(vi) of this by-law.

15. Advisory Boards and Other Committees

In accordance with Section 18(2) of the Act, the Authority shall establish such advisory boards as required by regulation and may establish such other advisory boards or committees as it considers appropriate to study and report on specific matters.

The General Membership shall approve the terms of reference for all such advisory boards and committees, which shall include the role, the frequency of meetings and the number of members required.

Resolutions and policies governing the operation of the Authority shall be observed in all advisory board and committee meetings.

Each advisory board or committee shall report to the General Membership, presenting any recommendations made by the advisory board or committee.

The dates of all advisory board and committee meetings shall be made available to all Members of the Authority.

Advisory Boards of the Upper Thames River Conservation Authority are:

- **The Finance & Audit Committee**
The Finance and Audit Committee is a Standing Committee that meets at the call of the Finance and Audit Committee Chair. The Committee consists of the Chair, and no fewer than two, but no more than four other members shall be elected from the Board. A Committee Chair will be elected at the first meeting of the year.
- **Hearings Committee** (this fills the role of the **Executive Committee**)
The Hearings Committee is a Standing Committee that meets at the call of the Chair. The Committee consists of the Chair, Vice-Chair, the Past Chair provided they are a member of the Authority, and two other members shall be elected from the Board. The Hearings Committee may also serve the function of an **Executive Committee** as per the requirement of *The Conservation Authorities Act*, however,

the practice of the Board is to deal with all matters before the whole Board rather than an Executive Committee.

- **Source Protection Striking Committee**

The *Clean Water Act, 2006* requires that the Source Protection Authority for each Source Protection Region, form, and maintain, a Source Protection Committee. In the Thames-Sydenham and Region, the Upper Thames River, Lower Thames Valley and St. Clair Region Source Protection Authorities share this role. The Striking Committee shall have one representative from each Source Protection Authority to carry out the responsibilities related to the formation and maintenance of the Source Protection Committee. The Source Protection Authorities' General Managers and the Program Coordinator provide support to the Striking Committee.

16. Remuneration of Members

The Authority shall establish a per-diem rate from time to time to be paid to Members for attendance at General Meetings and Advisory Board or Committee meetings, and at such other business functions as may be from time to time requested by the Chair, through the Secretary-Treasurer. In addition, an honorarium may be approved by the Authority for the Chair and Vice-chair(s) as compensation for their additional responsibilities. A single per-diem will be paid for attendance at more than one meeting if they occur consecutively on the same day. If no quorum is present, the per diem rate shall be paid to those in attendance.

The Authority shall reimburse Members' reasonable travel expenses incurred for the purpose of attending meetings and/or functions on behalf of the Authority. A per-kilometre rate to be paid for use of a personal vehicle shall be approved by Resolution of the General Membership from time-to-time. Requests for such reimbursements shall be submitted within a timely fashion and shall be consistent with Canada Revenue Agency guidelines.

17. Records Retention

The Authority shall keep full and accurate records including, but not limited to:

- i. Minutes of all meetings of the Authority, including registries of statements of interests in accordance with the *Municipal Conflict of Interest Act*;
- ii. Assets, liabilities, receipts and disbursements of the Authority and Financial Statements and Reports of the Auditors;
- iii. Human Resources Files for all employees and Members as applicable;
- iv. Workplace Health and Safety documents including workplace inspections, workplace accidents, investigations, etc.;
- v. Electronic Communications including emails
- vi. Contracts and Agreements entered into by the Authority;
- vii. Strategic Plans and other documents providing organizational direction
- viii. Projects of the Authority;
- ix. Technical Studies and data gathered in support of Programs of the Authority;
- x. Legal Proceedings involving the Authority;
- xi. Incidents of personal injury or property damage involving the Authority and members of the public.

Such records shall be retained and protected in accordance with all applicable laws and the Records Retention Policy of the Authority as approved by the General Membership from time-to-time.

18. Records Available to Public

Records of the Authority shall be made available to the public, subject to requirements of the *Municipal Freedom of Information and Protection of Personal Privacy Act* (MFIPPA).

The General Manager/Secretary-Treasurer shall act as head of the Authority for the purposes of MFIPPA.

19. By-law Review

In accordance with the Act, these by-laws shall be reviewed by the Authority to ensure the by-laws are in compliance with the Act and any other relevant law. The General Membership shall review the by-laws at a minimum of every four years to ensure best management practices in governance are being followed.

20. By-law Available to Public

In accordance with the Act, the Authority shall make its by-laws available to the public on the Authority's website. By-laws shall also be available for review by any member of the public at the Authority's administration centre or provided in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

21. Enforcement of By-laws and Policies

The Members shall respect and adhere to all applicable by-laws and policies (for example, the Code of Conduct and Conflict of Interest). The Authority may take reasonable measures to enforce its by-laws and policies, including the enforcement mechanisms under the *Municipal Conflict of Interest Act*.

- an investigation will be conducted regarding the alleged breach;
- an opportunity will be provided to the affected member to respond to the allegation;
- the findings of the investigation and the affected member's response will be communicated to the General Membership in a closed meeting;
- the appointing municipality shall be notified of the outcome of the investigation.

22. Indemnification of Members, Officers and Employees

The Authority undertakes and agrees to indemnify and save harmless its Members, Officers and Employees and their heirs and legal representatives, respectively, from and against all costs, charges and expenses, including all amounts paid to settle an action or satisfy any judgement, reasonably incurred by any such Member, Officer or Employee in respect of any civil, criminal or administrative action or proceeding to which any such Member, Officer or Employee is made a party by reason of being a Member, Officer or Employee of the Authority (except in respect of an action by or on behalf of the Authority to procure a judgment in its favour) if;

- such Member, Officer or Employee acted honestly, in good faith with a view to the best interests of the Authority and within the scope of such Member's, Officer's or Employee's duties and responsibilities, and,
- in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty that such Member, Officer or Employee had reasonable grounds for believing that the conduct was lawful.

C. Meeting Procedures

The Meeting Procedures below governing the procedure of the Authority shall be observed in Executive Committee and Advisory Board meetings, as far as they are applicable, and the words Executive Committee or Advisory Board may be substituted for the word Authority as applicable. **When the Authority or Executive Committee, as the case may be, are sitting as a Hearing Board, hearings will meet the requirements of the Statutory Powers and Procedures Act SPPA, the details of which are specified in the UTRCA Hearing Guidelines for Conducting Hearings Pursuant to Section 28 of the Conservation Authorities Act.**

1. Rules of Procedure

In all matters of procedure not specifically dealt with under the Act and this By-law, Parliamentary Procedure, as specified in Robert's Rules of Order, Bourinot's Rules of Order or other generally accepted rules of procedure, shall be binding.

The Authority may choose to conduct its business as a committee of the whole.

2. Notice of Meeting

The General Membership shall approve a schedule for regular meetings in advance. The Secretary-Treasurer shall send Notice of regular meetings to all Members at least seven calendar days in advance of a meeting. Notice of all regular or special meetings of the General Membership or its committees shall be made available to the public as soon as possible after its delivery to General Membership.

Notice of any meeting shall indicate the time and place of that meeting and the agenda for the meeting.

All material and correspondence to be dealt with by the Authority at a meeting will be submitted to the Secretary-Treasurer ten days in advance of the meeting where it is to be dealt with if it is to be included in the published agenda, or one to seven days if it is to be introduced at the meeting.

The chair may, at his/her pleasure, call a special meeting of the Authority as necessary on three calendar days notice in writing or email. That notice shall state the business of the special meeting and only that business shall be considered at that special meeting. Any member, with 50% support of the other members, may also request the Chair to call a meeting of the Authority and the Chair will not refuse.

The Chair or the Secretary-Treasurer may, by notice in writing or email delivered to the members so as to be received by them at least 12 hours before the hour appointed for the meeting, postpone or cancel any meeting of an Advisory Board or other committee until the next scheduled date for the specific Advisory Board or committee affected.

The Chair or the Secretary-Treasurer may, if it appears that a storm or like occurrence will prevent the members from attending a meeting, postpone that meeting by advising as many members as can be reached **or, if warranted, hold the meeting electronically provided quorum and public participation can be met.** Postponement shall not be for any longer than the next regularly scheduled meeting date.

3. Meetings Open to Public

All meetings of the General Membership and Committees, if applicable, shall be open to the public.

A meeting or part of a meeting may be closed to the public if the subject matter being considered is identified in the closed meeting section of the Agenda and the subject matter meets the criteria for a closed meeting as defined in this by-law.

4. Agenda for Meetings

Authority staff, under the supervision of the Secretary-Treasurer, shall prepare an agenda for all regular meetings of the Authority.

The agenda for special meetings of the Authority shall be prepared as directed by the Chair.

Agendas for meetings shall be forwarded to all Members at least seven calendar days in advance of the meeting. Such agendas shall be made available to the public on the Authority's website at the same time, unless the meeting is closed to the public in accordance with this by-law. Such agendas shall also be available in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

5. Quorum

At any meeting of the General Membership, a quorum consists of one-half of the Members appointed by the Participating Municipalities, except where there are fewer than six such Members, in which case three such Members constitute a quorum. At any Executive Committee (if applicable), advisory board or committee meeting, a quorum consists of one-half of the Members of the Executive Committee (if applicable), advisory board or committee.

If there is no quorum within one half hour after the time appointed for the meeting, the Chair for the meeting shall declare the meeting adjourned due to a lack of a quorum, or shall recess until quorum arrives, and the recording secretary shall record the names of the Members present and absent.

If during an Authority or Advisory Board or Committee meeting a quorum is lost, then the Chair shall declare that the meeting shall stand recessed or adjourned, until the date of the next regular meeting or other meeting called in accordance with the provisions of this by-law. Agenda items including delegations present may be covered and presented and issues discussed, but no formal decisions may be taken by the remaining Members which do not constitute a quorum.

Where the number of Members who are disabled from participating in a meeting due to the declaration of a conflict of interest is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, the remaining number of Members shall be deemed to constitute a quorum, provided such number is not less than two.

6. Order of Business

The business of the Authority shall be taken up in the order in which it stands on the agenda unless otherwise decided by a majority of those Members present.

No Member shall present any matter to the Authority for its consideration unless the matter appears on the agenda for the meeting of the Authority or leave is granted to present the matter by the affirmative vote of a majority of the Members present.

7. Debate

The Authority shall observe the following procedures for discussion/debate on any matter coming before it:

- a) A Member shall be recognized by the Chair prior to speaking;
- b) Where two or more Members rise to speak, the Chair shall designate the Member who has the floor, who shall be the Member who in the opinion of the Chair was first recognized;
- c) All questions and points of discussion shall be directed through the Chair;
- d) Where a motion is presented, it shall be moved and seconded before debate;
- e) No Member shall speak more than once to the same question without leave from the Chair, except in explanation of a material part of the speech;
- f) No Member shall speak more than 10 minutes without leave of the Chair;
- g) Any Member may ask a question of the previous speaker through the Chair;
- h) The Member who has presented a motion, other than a motion to amend or dispose of a motion, may speak again to the motion immediately before the Chair puts the motion to a vote;
- i) When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn, or to extend the hour of closing the proceedings;
- j) When a motion is under consideration, only one amendment is permitted at a time.

8. Matters of Precedence

Matters of precedence over the usual order of business shall follow Parliamentary procedure.

9. Members' Attendance

The Authority shall provide a listing of Members' attendance as part of each meeting's published minutes.

Upon a Member's vacancy due to death, incapacity or resignation occurring in any office of the Authority, the Authority shall request the municipality that was represented by that Member appoint a Member replacement.

The Board Chair will notify the appointing municipality when a Board Director is absent from three (3) consecutive meetings or five (5) meetings in a year.

If a Member is unable to attend any meeting and wishes to bring any additional information or opinion pertaining to an agenda item to the General Membership, the Member shall address in writing or email to the Chair or Secretary-Treasurer such correspondence prior to the start of the meeting. The correspondence shall be read aloud by the Secretary-Treasurer without comment or explanations.

10. Electronic Meetings and Participation

Electronic meetings are permitted and must follow/accommodate all Section C. Meeting Procedures identified in this by-law, or in the case of Hearings, the UTRCA Hearing

Guidelines for Conducting Hearings Pursuant to Section 28 of the Conservation Authorities Act.

A Member can participate electronically in a meeting that is open or closed to the public and in either case may be counted in determining whether or not a quorum of members is present at any point in time. Electronic meetings must permit all participants to communicate adequately with each other during the meeting. For open electronic meetings, the public must be able to participate in the meeting electronically and be able to observe all that Members can hear and see at the meeting.

10.1 Electronic Participation During Emergencies

- ~~a) That Members be permitted to participate in meetings electronically, which shall include the ability of those members participating electronically to register votes.~~
- ~~b) That any Member who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time during the meeting in accordance with the requirement in subsection 16(2) of the Conservation Authorities Act~~
- ~~c) That any Member can participate electronically in a meeting that is closed to the public.~~
- ~~d) That any hearing or appeal that is dealt with in the By-law can be conducted electronically with provisions for applicants and their agents to participate, if the Authority holds any such hearing or appeal during any period where an emergency has been declared to exist.~~
- ~~e) That UTRCA will continue to implement best practices to make Board meetings open to the public in accordance with subsection 15(3) of the Conservation Authorities Act. Where possible, UTRCA will provide for alternatives means to allow the public to participate in any meetings electronically.~~
- ~~f) That, unless under extenuating circumstances as otherwise determined by the Chair in consultation with General Manager, any and all Delegations to the Board shall be only in the form of written submissions.~~

10.1. Protocol for Electronic Meetings During Emergencies

Amendments to this Protocol for Electronic Meeting During Emergencies (hereinafter, "Protocol") may be permitted to be made by simple majority vote of members to accommodate an effective and efficient meeting, so long as any such amendments are not contrary to prevailing Provincial legislation, order or direction.

The protocol for such emergency electronic meetings is as follows:

- a. The agenda material will be posted publicly.
- b. The method and technology used for an Electronic Meeting in Open Session or Closed Session will be determined by the General Manager or his/her designate and the Chair or Vice Chair based on resources available and the prevailing circumstances of the emergency.
- c. Each member participating in the Electronic Meeting shall be available at least fifteen (15) minutes before the beginning of the meeting to assist staff in establishing the electronic connection.
- d. Electronic devices are to be muted when not speaking to avoid technical disruption.

- e. The Chair will conduct a roll call at the beginning of both the Open and Closed Sessions.
- f. In addition to a roll call, at the beginning of each Closed Session the following preamble will be read to which each member must verbally commit to understanding and accepting:
 - Each member here present and accounted for in roll call confirm that they are participating electronically in this Closed Session in a private setting with no member of the public able to listen to or view the meeting. All members are bound by the Authority's Code of Conduct and Rules and Procedures outlined within the Administrative By-Law. Members are reminded that this Closed Session is confidential and that all information, documents or deliberations received, reviewed or taken in closed session are confidential. Members shall not disclose or release by any means to any member of the public, either in verbal, electronic or written form, any confidential information acquired by virtue of their office, except when required by law to do so. Members are directed to delete all documents distributed at the conclusion of this meeting.
- g. The Chair will announce each agenda item. The Chair will canvass members participating electronically about their intentions to speak to a matter on the floor and will notify each member when it is their turn to speak.
- h. Each Member will identify themselves and speak through the Chair.
- i. After a Member is finished speaking, the Chair may confirm verbally if there are remaining Members who wish to speak and will call out the name of the next members assigned to the floor.
- j. The Chair will confirm that no further Members wish to speak before voting commences.
- k. After putting a motion to a vote, each Member participating by electronic means will be required to identify how he or she wishes to vote. The Chair will determine the method of voting to be used.
- l. If a Member is present in-person or electronically and their respective name is called and no response to indicate a vote is provided the Chair will ask one more time, and if there is no indication of a vote, the vote will be recorded as abstaining unless directed otherwise by the Chair.
- m. The Chair will announce the results of the vote.
- n. Each Member shall remain silent and attentive to the proceeding when not assigned the floor by the Chair.
- o. Each Member will listen for their name to be assigned the floor to speak or to vote.
- p. A Member participating by electronic means shall inform the Chair about their intentions to leave the meeting either on a temporary or permanent basis.
- q. A member participating by electronic means will be deemed to have left the meeting when they are no longer electronically connected to the meeting.
- r. The Chair may direct that the connection be terminated if the Member cannot be clearly understood, or if a poor connection or background noise is deemed to be disruptive to the meeting.
- s. In the case of a loss of connection, or any connection issue which impedes the ability of a Member to participate in the meeting in real time, the meeting will continue without attempts by staff to reconnect them to the meeting.
- t. If electronic communication is interrupted during a meeting and remains interrupted while a vote is taken, the Member affected is deemed to have left the meeting prior to the vote.

11. Delegations

Any person or organization who wishes to address the Authority may make a request in writing or email. The request should include a brief statement of the issue or matter involved and indicate the name of the proposed speaker(s). The Chair's approval is required for all delegations. If such request is received at least 10 days in advance of a scheduled meeting and approved by the Chair, the delegation shall be listed on the published agenda.

Except by leave of the Chair or appeal by the leave of the meeting, delegations shall be limited to one (1) speaker for not more than 10 minutes.

Delegates will be requested not to repeat what has been said by previous speakers at the meeting. A returning delegation will only be allowed to speak again if new, relevant information has become available since their previous presentation. The Chair may choose to end a returning delegation's presentation if, in the opinion of the Chair, the new information being presented is not relevant to a decision facing the General Membership.

12. Annual Meeting

The Authority shall designate one meeting of the General Membership each year as the annual meeting before March 1st and shall include the following items on the agenda, in addition to the normal course of business:

- i. Approvals of the Budgets and Levies
- ii. Service Awards

13. Meetings with Closed "In Camera" Sessions

Every meeting of the General Membership, Executive Committee and Advisory Boards, if applicable, shall be open to the public as per Section 15(3) of the Act, subject to the exceptions set out below.

Meetings may be closed to the public if the subject matter being considered relates to:

- a) The security of the property of the Authority;
- b) Personal matters about an identifiable individual, including employees of the Authority;
- c) A proposed or pending acquisition or disposition of land by the Authority;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals (e.g. Local Planning Appeal Tribunal), affecting the Authority;
- f) Advice that is subject to solicitor-client privilege;
- g) A matter in respect of which the General Membership, Executive Committee, Advisory Board or committee or other body may hold a closed meeting under another act;
- h) information explicitly supplied in confidence to the Authority by Canada, a province or territory or a Crown agency of any of them;
- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Authority, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the Authority and has monetary value or potential monetary value; or

- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Authority.

The Authority shall close a meeting if the subject matter relates to the consideration of a request under MFIPPA, and the Authority is the head of an institution for the purposes of MFIPPA.

Before holding a meeting or part of a meeting that is to be closed to the public, the Members shall state by resolution during the open session of the meeting that there will be a meeting closed to the public and the general nature of the matter to be considered at the closed meeting. Once matters have been dealt with in a closed meeting, the General Membership shall reconvene in an open session.

The General Membership shall not vote during a meeting that is closed to the public, unless:

- a) the meeting meets the criteria outlined in this by-law to be closed to the public; and
- b) the vote is for a procedural matter or for giving directions or instructions to Officers, employees or agents of Authority.

Any materials presented to the General Membership during a closed meeting shall be returned to the Secretary-Treasurer prior to departing from the meeting and shall be treated in accordance with the Authority's procedures for handling confidential material.

A meeting of the Authority, executive committee, advisory board or other committee may also be closed to the public if:

- a) the meeting is held for the purpose of educating or training the Members, and
- b) at the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the authority, the executive committee, advisory board or other committee.

14. Voting

In accordance with Section 16 of the Act:

- a) each Member is entitled to one vote, including the Chair, and
- b) a majority vote of the Members present at any meeting is required upon all matters coming before the meeting.

If any Member who is qualified to vote abstains from voting, they shall be deemed to have voted neither in favour nor opposed to the question, which will not alter the number of votes required for a majority.

On a tie vote, the motion is lost.

Interrelated motions shall be voted on in the order specified by Parliamentary Procedure as outlined in Robert's Rules of Order, Bourinot's Rules of Order or other generally accepted rules of procedure.

Unless a Member requests a recorded vote, a vote shall be by a show of hands or such other means as the Chair may call. No question shall be voted upon more than once at any meeting, unless a recorded vote is requested.

If a member present at a meeting at the time of the vote requests immediately before or after the taking of the vote that the vote be recorded, each member present taken except

a member who is disqualified from voting by any Act, shall announce his or her vote openly answering “yes” or “no” to the question, and the Secretary-Treasurer shall record each vote.

At the meeting of the Authority at which the Non-Matching Levy is to be approved, the Secretary-Treasurer shall conduct the vote to approve of Non-Matching Levy by a Weighted Majority of the Members present and eligible to vote, in accordance with Ontario Regulation 139/96.

Where a question under consideration contains more than one item, upon the request of any Member, a vote upon each item shall be taken separately.

Except as provided in Section B, Paragraph 6 of this By-law (Election of Chair and Vice-Chair), no vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.

15. Notice of Motion

Written notice of motion to be made at an Authority, executive committee, advisory board or committee meeting may be given to the Secretary-Treasurer by any Member of the Authority not less than seven business days prior to the date and time of the meeting and shall be forthwith placed on the agenda of the next meeting. The Secretary-Treasurer shall include such notice of motion in full in the agenda for the meeting concerned.

Recommendations included in reports of advisory boards or committees that have been included in an agenda for a meeting of the General Membership or Executive Committee (if applicable), shall constitute notice of motion for that meeting.

Recommendations included in staff reports that have been included in an agenda for a meeting of the General Membership or Executive Committee (if applicable), shall constitute notice of motion for that meeting.

Notwithstanding the foregoing, any motion or other business may be introduced for consideration of the Authority provided that it is made clear that to delay such motion or other business for the consideration of an appropriate advisory board or committee would not be in the best interest of the Authority and that the introduction of the motion or other business shall be upon an affirmative vote of a majority of the members of the Authority present.

16. Motion to Reconsider

If a motion is made to reconsider a previous motion, a two-thirds majority vote shall be required in order for reconsideration to take place. If a motion to reconsider is passed, the original motion shall then be placed on the agenda at a future meeting to be debated and voted upon, and the result of that vote, based on a simple majority, shall supersede.

17. Duties of the Meeting Chair

It shall be the duty of the Chair, with respect to any meetings over which he/she presides, to:

- a) Preserve order and decide all questions of order, subject to appeal; and without argument or comment, state the rule applicable to any point of order if called upon to do so;
- b) Ensure that the public in attendance does not in any way interfere or disrupt the proceedings of the Members;

- c) Receive and submit to a vote all motions presented by the Members, which do not contravene the rules of order or regulations of the Authority;
- d) Announce the results of the vote on any motions so presented;
- e) Adjourn the meeting when business is concluded.

18. Conduct of Members

Members shall maintain a high standard for conduct and at all times comply with applicable laws and the Authority's Code of Conduct (Appendix 1).

No Member at any meeting of the Authority shall:

- a) Speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;
- b) Leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared;
- c) Interrupt a Member while speaking, except to raise a point of order or a question of privilege;
- d) Speak disrespectfully or use offensive words against the Authority, the Members, staff, or any member of the public;
- e) Speak beyond the question(s) under debate;
- f) Resist the rules of order or disobey the decision of the Chair on the questions or order or practices or upon the interpretation of the By-laws.

19. Minutes of Meetings

The Secretary-Treasurer shall undertake to have a recording secretary in attendance at meetings of the Authority, the Executive Committee and each advisory board or committee. The recording secretary shall make a record in the form of minutes of the meeting proceedings and in particular shall record all motions considered at the meeting.

If a recording secretary is not present in a closed session, the Secretary-Treasurer shall take notes of any direction provided, for endorsement by the Chair and Vice-Chair.

Minutes of all meetings shall include the time and place of the meeting and a list of those present and shall state all motions presented together with the mover and seconder and voting results.

The Secretary-Treasurer or designate shall include draft minutes of the previous meeting available to each member of the Authority at the same time as agendas for the next meeting are distributed.

After the minutes have been approved by resolution, original copies shall be signed by the Secretary-Treasurer and copies of all non-confidential minutes shall be posted on the Authority's website. Such minutes shall also be available for review by any member of the public at the Authority's administration centre or provided in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

u. Approval of By-law and Revocation of Previous By-law(s)

The Board of Directors' Policy Handbook revised February 22, 2018 is hereby repealed on December 30, 2018;

The Administrative By-Law for the Upper Thames River Conservation Authority (UTRCA) shall come into force on December 31, 2018

PASSED BY RESOLUTION

September 25, 2018

Date

Signed:



Murray Blackie, Chair



Ian Wilcox,
General Manager/Secretary-Treasurer

D. Appendices to the Administrative By-law

Appendix 1 - Code of Conduct

1. *Background*

The Upper Thames River Conservation Authority demands a high level of integrity and ethical conduct from its General Membership. The Authority's reputation has relied upon the good judgement of individual Members. A written Code of Conduct helps to ensure that all Members share a common basis for acceptable conduct. Formalized standards help to provide a reference guide and a supplement to legislative parameters within which Members must operate. Further, they enhance public confidence that Members operate from a base of integrity, justice and courtesy.

The Code of Conduct is a general standard. It augments the laws which govern the behaviour of Members, and it is not intended to replace personal ethics.

This Code of Conduct will also assist Members in dealing with confronting situations not adequately addressed or that may be ambiguous in Authority resolutions, regulations, or policies and procedures.

2. *General*

All Members, whether municipal councillors or appointed representatives of a municipality, are expected to conduct themselves in a manner that reflects positively on the Authority.

All Members shall serve in a conscientious and diligent manner. No Member shall use the influence of office for any purpose other than for the exercise of his/her official duties.

It is expected that Members adhere to a code of conduct that:

- i. upholds the mandate, vision and mission of the Authority;
- ii. considers the Authority's jurisdiction in its entirety, including their appointing municipality;
- iii. respects confidentiality;
- iv. approaches all Authority issues with an open mind, with consideration for the organization as a whole;
- v. exercises the powers of a Member when acting in a meeting of the Authority;
- vi. respects the democratic process and respects decisions of the General Membership, Executive Committee, Advisory Boards and other committees;
- vii. declares any direct or indirect pecuniary interest or conflict of interest when one exists or may exist; and
- viii. conducts oneself in a manner which reflects respect and professional courtesy and does not use offensive language in or against the Authority or against any Member or any Authority staff.
- ix. Review all related meeting information prepared in advance, attending and fully participate in discussions of the Board, and at all times keeping in mind the best interests of the organization as a whole.

3. *Gifts and Benefits*

Members shall not accept fees, gifts, hospitality or personal benefits that are connected directly or indirectly with the performance of duties, except compensation authorized by law.

4. Confidentiality

The members shall be governed at all times by the provisions of the *Municipal Freedom and Information and Protection of Privacy Act*.

All information, documentation or deliberations received, reviewed, or taken in a closed meeting are confidential.

Members shall not disclose or release by any means to any member of the public, either in verbal or written form, any confidential information acquired by virtue of their office, except when required by law to do so.

Members shall not permit any persons, other than those who are entitled thereto, to have access to information which is confidential.

In the instance where a member vacates their position on the General Membership they will continue to be bound by MFIPPA requirements.

Particular care should be exercised in protecting information such as the following:

- i. Human Resources matters;
- ii. Information about suppliers provided for evaluation that might be useful to other suppliers;
- iii. Matters relating to the legal affairs of the Authority;
- iv. Information provided in confidence from an Aboriginal community, or a record that if released could reasonably be expected to prejudice the conduct of relations between an Aboriginal community and the Authority;
- v. Sources of complaints where the identity of the complainant is given in confidence;
- vi. Items under negotiation;
- vii. Schedules of prices in tenders or requests for proposals;
- viii. Appraised or estimated values with respect to the Authority's proposed property acquisitions or dispositions;
- ix. Information deemed to be "personal information" under MFIPPA.

The list above is provided for example and is not exhaustive.

5. Use of Authority Property

No Member shall use for personal purposes any Authority property, equipment, supplies, or services of consequence other than for purposes connected with the discharge of Authority duties or associated community activities of which the Authority has been advised.

6. Work of a Political Nature

No Member shall use Authority facilities, services or property for his/her election or re-election campaign to any position or office within the Authority or otherwise.

7. Conduct at Authority Meetings

During meetings of the Authority, Members shall conduct themselves with decorum. Respect for delegations and for fellow Members requires that all Members show courtesy and not distract from the business of the Authority during presentations and when others have the floor.

8. Influence on Staff

Members shall be respectful of the fact that staff work for the Authority as a whole and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence.

9. Business Relations

No Member shall borrow money from any person who regularly does business with the Authority unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

No Member shall act as a paid agent before the Authority, the Executive Committee or an advisory board or committee of the Authority, except in compliance with the terms of the *Municipal Conflict of Interest Act*.

10. Encouragement of Respect for the Authority and its Regulations

Members shall represent the Authority in a respectful way and encourage public respect for the Authority and its Regulations.

11. Harassment

It is the policy of the Authority that all persons be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment. Harassment of another Member, staff or any member of the public is misconduct. Members shall follow the Authority's Harassment Policy as approved from time-to-time.

Examples of harassment that will not be tolerated include: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to an individual's race, religious beliefs, colour, gender, physical or mental disabilities, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. The Authority will also not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit and any other prohibited grounds under the provisions of the *Ontario Human Rights Code*.

12. Breach of Code of Conduct

Should a Member breach the Code of Conduct, they shall advise the Chair and Vice-Chair, with a copy to the Secretary Treasurer, as soon as possible after the breach.

Should a Member allege that another Member has breached the Code of Conduct, the said breach shall be communicated to the Chair, with a copy to the Secretary-Treasurer, in writing. In the absence of the Chair, or if a Member alleges that the Chair has breached the Code of Conduct, the said breach shall be communicated the Vice-Chair, with a copy to the Secretary-Treasurer, in writing.

Should a member of the public or a municipality allege that a Member has breached the Code of Conduct, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Code of Conduct shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.

Appendix 2 - Conflict of Interest

1. *Municipal Conflict of Interest Act*

The Authority Members commit themselves and the Authority to ethical, businesslike, and lawful conduct when acting as the General Membership. The Authority is bound by the *Municipal Conflict of Interest Act*. This appendix to the by-law is intended to assist Members in understanding their obligations. Members are required to review the *Municipal Conflict of Interest Act* on a regular basis.

2. *Disclosure of Pecuniary Interest*

Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Authority, Executive Committee, Advisory Board or committee at which the matter is the subject of consideration, the Member:

- a) shall, prior to any consideration of the matter at the meeting, disclose the pecuniary interest and the general nature thereof;
- b) shall not take part in the discussion of, or vote on any question in respect of the matter; and,
- c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

3. *Chair's Conflict of Interest or Pecuniary Interest*

Where the Chair of a meeting discloses a conflict of interest with respect to a matter under consideration at a meeting, another Member shall be appointed to chair that portion of the meeting by Resolution.

4. *Closed Meetings*

Where a meeting is not open to the public, a Member who has declared a conflict of interest shall leave the meeting for the part of the meeting during which the matter is under consideration.

5. *Member Absent*

Where the interest of a Member has not been disclosed by reason of their absence from the particular meeting, the Member shall disclose their interest and otherwise comply at the first meeting of the Authority, Executive Committee, Advisory Board or Committee, as the case may be, attended by them after the particular meeting.

6. *Disclosure Recorded in Minutes*

The recording secretary shall record in reasonable detail the particulars of any disclosure of conflict of interest or pecuniary interest made by Members and whether the Member withdrew from the discussion of the matter. Such record shall appear in the minutes/notes of that particular meeting of the General Membership, Executive Committee, advisory board or committee, as the case may be.

7. *Breach of Conflict of Interest Policy*

Should a Member breach the Conflict of Interest Policy, they shall advise the Chair and Vice-Chair, with a copy to the Secretary Treasurer, as soon as possible after the breach.

Should a Member allege that another Member has breached the Conflict of Interest Policy, the said breach shall be communicated to the Chair, with a copy to the Secretary

Treasurer, in writing. In the absence of the Chair, or if a Member alleges that the Chair has breached the Conflict of Interest Policy, the said breach shall be communicated the Vice-Chair, with a copy to the General Manager, in writing.

Should a member of the public or a municipality allege that a Member has breached the Conflict of Interest Policy, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Conflict of Interest Policy shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.

Appendix 3 - Procedure for Election of Officers

1. *Voting*

Voting shall be by secret ballot and no Members may vote by proxy.

2. *Acting Chair*

The General Membership shall appoint a person, who is not a voting Member, as Acting Chair or Returning Officer, for the purpose of Election of Officers.

3. *Scrutineer(s)*

The appointment of one or more scrutineers is required for the purpose of counting ballots, should an election be required. All ballots shall be destroyed by the scrutineers afterwards. The Acting Chair shall call a motion for the appointment of one or more persons, who are not Members or Managers of the Authority, to act as scrutineers. A Member, who will not stand for election, may be appointed as an additional scrutineer if requested.

4. *Election Procedures*

The Acting Chair shall advise the Members that the election will be conducted in accordance with the Act as follows:

- a) The elections shall be conducted in the following order:
 - i. Election of the Chair, who shall be a Member of the Authority
 - ii. Election of one or more Vice-chairs, who shall be Members of the Authority.
- b) The Acting Chair shall ask for nominations to each position;
- c) Only current Members of the Authority who are present may vote;
- d) Nominations shall be called three (3) times and will only require a mover;
- e) The closing of nominations shall require both a mover and a seconder;
- f) Each Member nominated shall be asked to accept the nomination. The Member must be present to accept the nomination unless the Member has advised the Secretary-Treasurer in writing or by email in advance of the election of their willingness to accept the nomination.

If one Nominee:

- g) If only one nominee the individual shall be declared into the position by acclamation.

If More than One Nominee:

- h) In the event of an election, each nominee shall be permitted not more than three (3) minutes to speak for the office, in the order of the alphabetical listing by surnames.
- i) Upon the acceptance by nominees to stand for election to the position of office, ballots shall be distributed to the Members by the scrutineers for the purpose of election and the Acting Chair shall ask the Members to write the name of one individual only on the ballot.
- j) The scrutineers shall collect the ballots, leave the meeting to count the ballots, return and advise the Acting Chair who was elected with more than 50% of the vote.

A majority vote shall be required for election. If there are more than two nominees, and upon the first vote no nominee receives the majority required for election, the name of the person with the least number of votes shall be removed from further consideration for the office and new ballots shall be distributed. In the case of a vote where no nominee receives the majority required for election and where two or more nominees are tied with the least number of votes, a special vote shall be taken to decide which one of such tied nominees' names shall be dropped from the list of names to be voted on in the next vote.

Should there be a tie vote between two remaining candidates, new ballots shall be distributed and a second vote held. Should there still be a tie after the second ballot a third vote shall be held. Should there be a tie after the third vote, the election of the office shall be decided by lot drawn by the Acting Chair or designate.

To: UTRCA Board of Directors

From: Tracy Annett, Manager – Environmental Planning and Regulations

Date: August 18, 2020 **Agenda #:** 7.1

Subject: Administration and Enforcement - Section 28 **Filename:** ::ODMA\GRPWISE\UT_M
Status Report – *Development, Interference with* AIN.UTRCA_PO.ENVP:938
Wetlands and Alterations to Shorelines and 3.1
Watercourses Regulation (O.Reg157/06)

Section 28 Report:

The attached table is provided to the Board as a summary of staff activity related to the Conservation Authority's *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation* (Ontario Regulation 157/06 made pursuant to Section 28 of the Conservation Authorities Act). The summary covers the period from June 17, 2020 to August 1, 2020.

Recommended by:

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

Prepared by:

Cari Ramsey
Environmental Regulations Technician

Jessica Schnaithmann
Land Use Regulations Officer

Brent Verscheure
Land Use Regulations Officer

Karen Winfield
Land Use Regulations Officer

**SECTION 28 STATUS REPORT
SUMMARY OF APPLICATIONS FOR 2020**



**DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINE AND WATERCOURSES REGULATION
ONTARIO REGULATION 157/06**

Report Date: June 17 and July 31, 2020

Permit #	Municipality	Location/Address	Category	Application Type	Project Description	Application Received	Notification of Complete Application	Permit Required By	Permit Issued On	Comply with Standards	Staff
77-20	St Marys	168 Church Street South	Routine	Development	Proposed Terracing of Slope behind Existing Dwelling	12-Jun-2020	12-Jun-2020	26-Jun-2020	17-Jun-2020	YES	Schnaithmann
100-20	London	Hampton-Scott Drain	Routine	Municipal Drain	bottom cleanout of 477 metres of Class F drain	11-Jun-2020	11-Jun-2020	25-Jun-2020	19-Jun-2020	YES	Ramsey
78-20	Stratford	Undercrossing a Variety of Watercourses, South End of the City of Stratford	Minor	Utility Corridor	Proposed Fibre Optic Cable Duct Installation	28-May-2020	11-Jun-2020	2-Jul-2020	22-Jun-2020	YES	Schnaithmann
81-20	Thames Centre	Waubuno Creek Drain, Branch B	Routine	Municipal Drain	Brushing of 600 metres of Class F drain	4-Jun-2020	4-Jun-2020	18-Jun-2020	22-Jun-2020	NO	Ramsey
90-20	London	Lot 13, Lot 14 Durrow Street and Lot 26 Shamrock Road	Minor	Development	Proposed Lot Grading and Filling	18-Jun-2020	22-Jun-2020	13-Jul-2020	23-Jun-2020	YES	Verscheure
73-20	Middlesex Centre	Richmond Street at Medway Creek	Routine	Utility Corridor	Proposed Telecommunications Cable Duct Installation Undercrossing Medway Creek via High Pressure Directional Drilling.	2-Jun-2020	23-Jun-2020	7-Jul-2020	24-Jun-2020	YES	Winfield
92-20	London	309 Southdale Road	Major	Development	Proposed Servicing and Grading for Development	2-Jun-2020	16-Jun-2020	14-Jul-2020	24-Jun-2020	YES	Verscheure
95-20	London	191 Commissioners Road West	Major	Development	Proposed Seven Storey Apartment Building	10-Jun-2020	24-Jun-2020	22-Jul-2020	25-Jun-2020	YES	Verscheure
87-20	London	Powell Drain at Sunningdale Road East	Major	Alterations to Wetlands & Watercourses	Proposed Powell Drain Rehabilitation	2-Jun-2020	11-Jun-2020	9-Jul-2020	26-Jun-2020	YES	Verscheure

Permit #	Municipality	Location/Address	Category	Application Type	Project Description	Application Received	Notification of Complete Application	Permit Required By	Permit Issued On	Comply with Standards	Staff
88-20	Perth East	Road 135 (Part Lot 20, Concession 1)	Minor	Development	Proposed Gravel Placement and Site Grading	26-May-2020	22-Jun-2020	13-Jul-2020	26-Jun-2020	YES	Schnaithmann
85-20	Thames Centre	Dingman Creek, south branch	Routine	Municipal Drain	spot clean out of 3000 metres of class F drain	4-Jun-2020	4-Jun-2020	18-Jun-2020	29-Jun-2020	NO	Ramsey
87-20	London	Powell Drain at Sunningdale Road East	Major	Alterations to Wetlands & Watercourses	Proposed Powell Drain Rehabilitation	2-Jun-2020	11-Jun-2020	9-Jul-2020	26-Jun-2020	YES	Verscheure
88-20	Perth East	Road 135 (Part Lot 20, Concession 1)	Minor	Development	Proposed Gravel Placement and Site Grading	26-May-2020	22-Jun-2020	13-Jul-2020	26-Jun-2020	YES	Schnaithmann
89-20	St Marys	Church Street crossing Trout Creek	Minor	Municipal Project	Proposed Repairs to Church Street Bridge	3-Jun-2020	30-Jul-2020	20-Aug-2020	31-Jul-2020	YES	Schnaithmann
90-20	London	Lot 13, Lot 14 Durrow Street and Lot 26 Shamrock Road	Minor	Development	Proposed Lot Grading and Filling	18-Jun-2020	22-Jun-2020	13-Jul-2020	23-Jun-2020	YES	Verscheure
91-20	London	4224, 4252, & 4288 Lismer Lane	Minor	Development	Proposed Construction of Medium Density Residential Subdivision	26-May-2020	13-Aug-2020	3-Sep-2020	13-Aug-2020	YES	Verscheure
92-20	London	309 Southdale Road	Major	Development	Proposed Servicing and Grading for Development	2-Jun-2020	16-Jun-2020	14-Jul-2020	24-Jun-2020	YES	Verscheure
93-20	Woodstock	Juliana Drive east of Athlone Avenue	Routine	Utility Corridor	Proposed Instalation of fibre optic cable/conduit undercrossing Cedar Creek via High Pressure Directional Drilling.	25-May-2020	24-Jun-2020	8-Jul-2020	29-Jun-2020	YES	Winfield
95-20	London	191 Commissioners Road West	Major	Development	Proposed Seven Storey Apartment Building	10-Jun-2020	24-Jun-2020	22-Jul-2020	25-Jun-2020	YES	Verscheure
96-20	London	245 Bonder Road and 2551 Boyd Court	Minor	Municipal Project	Proposed Removal of Sediment from Innovation Stormwater Management Facilities No. 3 and No. 4	5-Jun-2020	6-Aug-2020	27-Aug-2020	11-Aug-2020	YES	Schnaithmann
97-20	Middlesex Centre	Part Lot 9, Concession 4	Minor	Development	Proposed Construction of New Garage, New Pool and Pool House Adjacent an Unnamed Tributary to Oxbow Creek.	25-Jun-2020	25-Jun-2020	16-Jul-2020	6-Jul-2020	YES	Winfield

Permit #	Municipality	Location/Address	Category	Application Type	Project Description	Application Received	Notification of Complete Application	Permit Required By	Permit Issued On	Comply with Standards	Staff
98-20	London	3600 Isaac Court	Minor	Development	Proposed Inground Pool Installation	8-Aug-2020	8-Aug-2020	29-Aug-2020	14-Aug-2020	YES	Schnaithmann
99-20	EZ Tavistock	Mud Creek Drain	Minor	Municipal Drain	spot clean out of 3000+ metres of Class E drain	8-Dec-2018	14-Jul-2020	4-Aug-2020	17-Jul-2020	YES	Ramsey
100-20	London	Hampton-Scott Drain	Routine	Municipal Drain	bottom cleanout of 477 metres of Class F drain	11-Jun-2020	11-Jun-2020	25-Jun-2020	19-Jun-2020	YES	Ramsey
101-20	London	25 Becher Street, Unit 108	Routine	Development	Proposed Renovation and Addition to Existing Deck	6-Jul-2020	10-Jul-2020	24-Jul-2020	17-Jul-2020	YES	Schnaithmann
102-20	Middlesex Centre	154 Edgewater Boulevard	Major	Development	Proposed Construction of New Single Family Residence and Attached Garage	29-Jun-2020	13-Jul-2020	10-Aug-2020	13-Jul-2020	YES	Winfield
103-20	London	932 Crumlin Sideroad	Routine	Development	Proposed Construction of a New Single Family Residence	24-Jun-2020	14-Jul-2020	28-Jul-2020	16-Jul-2020	YES	Schnaithmann
104-20	St Marys	212 Water Street South	Minor	Development	Proposed Construction of New Detached Garage and Deck	10-Jul-2020	14-Jul-2020	4-Aug-2020	28-Jul-2020	YES	Schnaithmann
105-50	Stratford	Part Lot 5, Concession 2 (North Side of McCarthy Street)	Major	Alterations to Wetlands & Watercourses	Proposed Cutting and Shaping of Floodplain Corridor of the McNamara Drain and McNamara Tributary	2-Jul-2020	14-Jul-2020	11-Aug-2020	17-Jul-2020	YES	Schnaithmann
106-20	London	2525 Dingman Drive	Major	Complex	Retroactive Permit Issuance for Construction of a Single Family Residence, Well and Septic System	1-Apr-2020	6-Jul-2020	3-Aug-2020	24-Jul-2020	YES	Verscheure
107-20	London	10 Riverside Drive	Minor	Municipal Project	Proposed Blackburn Fountain Retaining Wall Repairs	30-Jul-2020	31-Jul-2020	21-Aug-2020	31-Jul-2020	YES	Verscheure
108-20	Middlesex Centre	22900 Wonderland Road North	Minor	Development	Proposed Construction of Inground Pool and Pool Deck	3-Sep-2019	29-Jun-2020	20-Jul-2020	15-Jul-2020	YES	Winfield
109-20	Stratford	339 Romeo Street North	Major	Development	Proposed Construction of a New Single Family Residence, Attached Garage and Driveway	July `19, 2020	12-Aug-2020	9-Sep-2020	12-Aug-2020	YES	Schnaithmann

Permit #	Municipality	Location/Address	Category	Application Type	Project Description	Application Received	Notification of Complete Application	Permit Required By	Permit Issued On	Comply with Standards	Staff
111-20	London	3860 Deer Trail	Minor	Development	Proposed Construction of Inground Pool and Landscaping	21-Jul-2020	24-Jul-2020	14-Aug-2020	24-Jul-2020	YES	Verscheure
112-20	Thames Centre	King Street to Slammer Trail	Routine	Municipal Project	Proposed Upgrades and Retrofit to a portion of the Thorndale Wye Creek Trail	8-Jan-2020	7-Jul-2020	21-Jul-2020	23-Jul-2020	NO	Winfield
113-20	SW Oxford	Part Lots 16 & 17, Concession 2W	Minor	Restoration/Creation	Proposed Organic Soil Removal and Site Rehabilitation with Wetland Cell Creation, Habitat Creation and Reforestation.	15-Jun-2020	22-Jul-2020	12-Aug-2020	24-Jul-2020	YES	Winfield
116-20	London	7222 Clayton Walk - Unit 17	Routine	Development	Proposed Installation of Pool Cabana	28-Jul-2020	28-Jul-2020	11-Aug-2020	29-Jul-2020	YES	Verscheure
117-20	Blanford-Blenheim	Part Lot 5, Concession 4	Minor	Restoration/Creation	Proposed Wetland Restoration, Installation of Pollinator Habitat and Planting of Native Grasses.	20-Jul-2020	20-Jul-2020	10-Aug-2020	30-Jul-2020	YES	Winfield
118-20	London	West London Dyke	Major	Complex	West London Dyke - Phase 7: Conditional Approval for Proposed Excavation and Removals Only	22-Jun-2020	28-Jul-2020	25-Aug-2020	28-Jul-2020	YES	Verscheure
119-20	London	2120 Huron Street	Major	Complex	Proposed Construction of New Hybrid Stormwater Management Facility for future Huron Industrial Lands and Veterans Memorial Parkway	30-Jul-2020	30-Jul-2020	27-Aug-2020	13-Aug-2020	YES	Verscheure
120-20	Perth East	Southeast of Perth Line 36 and Road 130.	Routine	Municipal Drain	Proposed culvert removals and the enclosure of approximately 356 metres of an open watercourse also known as the Schinneman Municipal Drain.	3-Jun-2020	15-Jul-2020	29-Jul-2020	31-Jul-2020	NO	Winfield

Permit #	Municipality	Location/Address	Category	Application Type	Project Description	Application Received	Notification of Complete Application	Permit Required By	Permit Issued On	Comply with Standards	Staff
121-20	Perth East	Southeast of Perth Line 40 and Road 111	Routine	Municipal Drain	Proposed culvert removal/replacements, the installation of velocity stilling measures (2 Newbury Weirs and 1 Plunge Pool) and the enclosure of a portion of an existing watercourse also known as the Ackersvillar Municipal Drain.	3-Jun-2020	15-Jul-2020	29-Jul-2020	31-Jul-2020	NO	Winfield
122-20	Perth East	Northeast of Perth Lin 39 and Perth Road 122	Routine	Municipal Drain	Proposed enclosure of a portion of an existing open watercourse also known as the Lavery Municipal Drain.	3-Jun-2020	15-Jul-2020	29-Jul-2020	31-Jul-2020	NO	Winfield
PERMIT EXTENSIONS											
EX-77-19	Middlesex Centre	(Lot 2) Sir Robert Place, Arva	Major	Development	Construction of new Single Family Residence, Pool and Associated Amenities	6-Jun-2020	7-Jul-2020	4-Aug-2020	7-Jul-2020	YES	Winfield
EX-158-19	St Marys	St. Marys Mill Dam	Minor	Municipal Project	Proposed Structural Repairs to the St. Marys Mill Dam at the confluence of the North Thames River and Trout Creek.	12-Jun-2020	26-Jun-2020	17-Jul-2020	13-Jul-2020	YES	Winfield
AD-61-20	Woodstock	375 Masters Drive	Minor	Development	Permit Amendment to Include Addition of a Shed Adjacent Sally Creek.	14-Jul-2020	20-Jul-2020	10-Aug-2020	20-Jul-2020	YES	Winfield

SUMMARY OF VIOLATIONS FOR AUGUST 2020

Municipality	General Location	Violation Description	Status Update	Staff	Update As Of
London	River Road	Unauthorized Interference with a Wetland, Alteration to a Watercourse, Placement of Fill and Site Grading	Ongoing discussions with property owner and consultants in an effort to achieve a net environmental benefit	Verscheure	<p>August 2020: UTRCA staff have established and agreed upon an appropriate buffer with the applicant. The Zoning By-law amendment went to the City of London Planning and Environment Committee for review and was approved on August 10, 2020. A Section 28 Permit application will be required during detailed design to ensure the restoration of the lands which will include the design, implementation and monitoring of an appropriate ecological restoration plan. June 2020: UTRCA staff have conducted a site visit and continue to work with all parties to work towards an agreement on an appropriate buffer and elevation/grading plan to be implemented following site plan approval. May 2020: Discussions continue with property owner and consultants to achieve an agreed upon setback to the adjacent watercourse and wetland. A site meeting is being coordinated with property owner/UTRCA staff to review recent proposed buffers and setbacks to delineate lands to be appropriately zoned through recent Zoning By-law Amendment application.</p>
London	Dingman Drive	Single Family Residential Development within Dingman Screening Area (Flood Plain) without Conservation Authority approval	Working with property owner, contractor and appointed engineer to determine if appropriate flood proofing can be achieved and a retroactive Section 28 permit can be issued	Verscheure	<p>August 2020: UTRCA staff issued a retroactive Section 28 permit for the construction of a single family residence, well and septic. Flood proofing measures shall be implemented to the satisfaction and confirmation of the applicants engineering consultant with follow up and review from UTRCA staff. June 2020: Confirmation of as built elevations have been provided in form of a survey. Engineering drawings are being reviewed to incorporate flood proofing recommendations into the design drawings for implementation on-site. May 2020: UTRCA staff met on-site May 11, 2020 with property owner, contractor and engineering consultant to review site grading and flood proofing requirements. It is believed that appropriate flood proofing can be achieved and a retro-active permit application will be applicable. UTRCA staff await as-built drawings and site specific flood proofing considerations to be completed by appointed engineer and submitted to UTRCA for review.</p>

Norwich	Horn Road	Filling/excavation/site alteration in the Area of Interference of a Wetland. Alteration to a Wetland.	UTRCA staff received a complaint (May 28, 2020) that a landowner was excavating ponds to drain to a nearby wetland, watercourse and Ducks Unlimited project on property owned by others. Caller was concerned about the water quality from the excavation given the previous land use on the site was an auto wrecking and scrap yard facility and locals believed numerous items and substances had been buried on site. Since contacting the adjacent landowner with the Ducks Unlimited project (June 4, 2020) we were informed the neighbour with the unauthorized excavation had in fact attempted to drain his land through the DU property by punching through a berm and installing drainage pipe before the DU property then cut off access. UTRCA is also aware that there are now multiple unauthorized works/concerns at this site being investigated by the MECP, the County and the Township. UTRCA staff have a joint site visit set up with MECP staff for June 18, 2020. UTRCA staff will continue to monitor this site in conjunction with the other municipal and ministry representatives.	Winfield	
EZ Tavistock	Highway #59 (Part Lots 6 & 7, Concession 11)	Alteration to a Watercourse, Filling/excavation/site alteration in a Floodplain.	UTRCA staff received notification (June 10, 2020) from Township staff that a landowner had commenced dredging of East Sally Creek through a farm parcel immediately upstream of the Sally Creek Subdivision in Woodstock. Landowner also may have excavated through lands owned by the County. Landowner was allegedly aware of the need for approvals for works in the water (including the requirement to obtain a permit from the Conservation Authority) but did not apply for them. Further, work was occurring in the watercourse at a time of year when in-water construction works are restricted. UTRCA staff have a joint site visit set up with MECP staff for June 18, 2020 and will continue to monitor this site.	Winfield	
Woodstock	Hartley Farms Subdivision, 11th Line	Potential sediment spill from a subdivision construction site into adjacent floodplain and existing residential lots.	UTRCA staff received a complaint from an existing residential landowner (May 27, 2020) that another sediment spill had occurred from the neighbouring subdivision onto their lot and the Conservation Authority regulated area adjacent a watercourse known as the County Farm Drain. UTRCA staff have a joint site visit set up with MECP staff for June 18, 2020 and will continue to monitor this site.	Winfield	

To: UTRCA Board of Directors
From: Sharon Viglianti, HR/Payroll Administrator
Date: July 20, 2020 **Agenda #:** 7.2
Subject: Group Insurance Renewal **Filename:** Human Resources
#21587

BACKGROUND

This report will briefly summarize the scope of our group insurance plan and explain our recent rate history.

In late 2013, the UTRCA sent its employee group insurance package out for tender and as a result, in March, 2014, we moved to Equitable Life Insurance as our new group insurance carrier. Prior to 2014 we had been insured by Empire Life and RBC Insurance since the year 2000. This move to Equitable Life netted an overall 18% decrease in the cost of premiums.

UTRCA GROUP INSURANCE COVERAGE

The benefits covered under the group insurance package include: (premium ratios shown in brackets)

1. Basic Life Insurance (50% employer paid)
2. Dependent Life Insurance (50% employer paid)
3. Accidental Death & Dismemberment (50% employer paid)
4. Long Term Disability (100% employee paid, making any LTD benefit non-taxable)
5. Employee Assistance Program (100% employer paid)
6. World Care Second Opinion Program (100% employer paid)
7. Health Care (100% employer paid)
8. Dental Care (100% employer paid)

Notes: Health care includes many components such as vision care, travel assistance, paramedicals, semi-private hospital, prescription drugs, ambulance, etc.

The UTRCA self-insures for short term disability.

AON Hewitt acts as a broker for the UTRCA to negotiate with insurance companies on our behalf. They also help us to understand the group insurance business and all its complexities.

Premiums for health and dental care are 100% based on our own claims experience over the past 2 years, with the exception of health claims in excess of \$15,000 and all travel claims which are both removed from claims experience before premiums are determined.

CHANGES TO GROUP INSURANCE PREMIUMS

In June, 2016 we experienced an aggregate 10.9% increase in premiums.
In June, 2017 we experienced an aggregate -0.2% decrease in premiums.
In June, 2018 we experienced an aggregate 4% increase in premiums.
In June, 2019 we experienced an aggregate 5% increase in premiums.
In June, 2020 we experienced an aggregate 10.1% increase in premiums

Many reasons contribute to these increases including our aging demographics and increasing costs of drugs (in particular, biologics) and dental care. This year in particular we saw a significant increase in drug and paramedical claims.

Our actual costs for 2020 will be lower than anticipated as we have received \$15,984 to date in premium relief from Equitable Life due to the pandemic and subsequent short-term dramatic decreases in dental and paramedical claims.

Overall, we have been very pleased with the performance of both Equitable Life and AON Consulting and therefore we have accepted the renewal for the next year.

To ensure that we are getting the best coverage for the best possible rates, we plan to take our plan to market in late 2020 or early 2021 depending on pandemic circumstances.

It should be noted that we have not increased our paramedical or dental coverage dollar limits in more than 17 years. Having a strong benefits package is a key recruitment tool so this may be an area to examine further in the future.

Prepared by:

Sharon Viglianti
HR/Payroll Administrator

Recommended by:

Ian Wilcox
General Manager/Secretary-Treasurer

sv

Rate History

Upper Thames River Conversation Authority

Rate History (Adjusted for Changes in Volumes/Headcounts)

Benefit	Rate Basis	Current Volume/Lives	1-Jun-20 Monthly		1-Jun-19 Monthly		1-Jun-18 Monthly		1-Jun-17 Monthly		1-Jun-16 Monthly		1-Jun-15 Monthly		1-Mar-14 Monthly		1-Nov-12 Monthly		1-Nov-11 Monthly	
			Rate ⁽¹⁾	Premium	Rate ⁽¹⁾	Premium	Rate ⁽¹⁾	Premium	Rate ⁽¹⁾	Premium	Rate ⁽¹⁾	Premium	Rate ⁽¹⁾	Premium	Rate ⁽¹⁾	Premium	Rate ⁽¹⁾	Premium	Rate	Premium
LIFE	/51000	13,334,000	\$0,319	\$4,254	\$0,307	\$4,094	\$0,282	\$3,760	\$0,273	\$3,640	\$0,255	\$3,400	\$0,220	\$2,933	\$0,220	\$2,933	\$0,251	\$3,347	\$0,233	\$3,107
AD&D	/51000	13,334,000	\$0,037	\$493	\$0,037	\$493	\$0,037	\$493	\$0,037	\$493	\$0,037	\$493	\$0,037	\$493	\$0,037	\$493	\$0,035	\$467	\$0,035	\$467
DEPENDENT LIFE	per Family	77	\$2,900	\$223	\$2,900	\$223	\$2,900	\$223	\$2,900	\$223	\$2,900	\$223	\$2,900	\$223	\$2,900	\$223	\$2,800	\$218	\$2,480	\$191
LONG TERM DISABILITY	/5100 benefit	309,928	\$2,099	\$6,505	\$2,072	\$6,422	\$2,031	\$6,295	\$1,980	\$6,137	\$1,827	\$5,662	\$1,590	\$4,928	\$1,590	\$4,928	\$2,000	\$6,199	\$1,900	\$5,889
HEALTH	S	21	\$103.08		\$87.73		\$82.76		\$82.76		\$84.88		\$72.86		\$58.29		\$71.88		\$69.59	
	F	72	\$256.34	\$20,821	\$218.16	\$17,550	\$205.81	\$16,558	\$205.81	\$16,556	\$211.09	\$16,981	\$181.19	\$14,576	\$144.95	\$11,060	\$178.24	\$14,339	\$173.05	\$13,921
DENTAL	S	21	\$42.34		\$39.94		\$38.59		\$33.47		\$34.86		\$35.57		\$28.95		\$34.86		\$36.46	
	F	72	\$118.21	\$9,400	\$111.52	\$8,868	\$107.75	\$8,568	\$93.46	\$7,432	\$97.35	\$7,741	\$90.34	\$7,699	\$75.26	\$5,965	\$88.13	\$7,703	\$103.29	\$8,203
EAP/Workcare	per Member	98	\$4.90	\$470	\$4.90	\$470	\$4.90	\$470	\$4.90	\$470	\$4.90	\$470	\$4.90	\$470	\$4.90	\$470				
MONTHLY TOTAL ALL BENEFITS ⁽²⁾				\$41,966		\$38,120		\$36,365		\$34,951		\$34,970		\$31,622		\$28,692		\$32,361		\$31,778
<i>Percentage Change from Prior Year</i>				10%		5%		4%		0%		11%		18%		-18%		2%		3%
<i>Percentage Change from Pre-implementation</i>				30%		18%		12%		8%		8%		-3%		-18%				

⁽¹⁾ Health & Dental rates effective March 1, 2014 were guaranteed until June 1, 2015; the remaining rates were guaranteed until June 1, 2016

⁽²⁾ For comparison purposes, monthly cost is based on insured volumes/headcount at March 1, 2020 and will not represent historical paid levels

To: UTRCA Board of Directors
From: Jennifer Howley Manager, Conservation Areas
Date: July 27, 2020 **Agenda #:** 7.3
Subject: Conservation Areas Update – COVID-19 and Stage 3: Reopening our Province **Filename:** C:\Users\howleyj\Documents\Group Wise\7928-1.doc

On July 17, 2020, Ontario entered into Stage 3 as identified in “A Framework for Reopening our Province.” While many of our conservation areas operations were permitted to open in Stage 2, this next stage loosens more restrictions regarding group sizes and the facilities and services we are permitted to offer, while following public health advice and workplace safety guidance to keep everyone safe.

Updates to Facilities and Services in Stage 3

Entering into Stage 3 has brought minimal changes to the conservation areas facilities and services. With ongoing communication with our local public health units, we have opened our playgrounds again. Specific signs were required to be placed around the playground areas and, once staff completed risk inspections of the structures and areas, public access was permitted.

The following facilities and services will continue to remain unavailable for the remainder of the 2020 season:

- Shower facilities
- Laundry facilities
- Swimming pools
- Rental equipment (other than for backcountry camping access)
- Summer programming and special events
- Group camping areas
- Day use shelters and pavilions

Although Stage 3 permits some of these facilities and services to be offered, staff availability is limited this season. Offering more facilities and activities may compromise the safety measures that are already in place because staff would be required to divide their attention further.

Trends and Observations - 2019 and 2020

When the Province declared the state of emergency in March, the UTRCA recognized the need for outdoor greenspace close to home that people could enjoy during a time of such uncertainty, and our conservation areas remained accessible to the public. The number of visitors that were observed during the “free access” period when amenities and facilities were non-existent was something that we never could have predicted.

Now that the parks are open, it appears that people continue to visit and enjoy our lands daily even with limited facilities and services. The following table compares passes sold in 2019 to current operations in 2020, up until August 7 both years. It is evident that, even though we opened a month later this year, people want to get out and enjoy the outdoors.

Location	2019 Passes Sold May 1 – August 7	2020 Passes Sold June 8 – August 7	Difference
Single Day Vehicle Pass			
Fanshawe	7176	8632	+1456
Pittock	Not applicable due to land management agreement with City of Woodstock		
Wildwood	5652	7640	+1988
Season Vehicle Pass			
Fanshawe	867	1086	+219
Pittock	61	63	+2
Wildwood	273	451	+178
Single Day Boat Pass			
Fanshawe	155	157	+2
Pittock	369	403	+34
Wildwood	1625	1822	+197
Season Boat Pass			
Fanshawe	109	109	0
Pittock	64	74	+10
Wildwood	182	218	+36

Seasonal campsites are 91% occupied throughout the tri parks. Staff report that occupancy would be higher if it were not for the fact that the remaining sites only offer 15 amp service and, therefore, are not suitable for the trailers of today. We are getting frequent requests, particularly at Fanshawe, but are not able to accommodate the need. This issue is not COVID-19 related but is an ongoing infrastructure concern.

Nightly camping is proving to be just as popular this summer as the other aspects of our business. We are operating at 50% capacity to allow for physical distancing requirements to be adhered to and there does not appear to be any issue with filling the sites on weekends. The August long weekend was technically the “first” long weekend for nightly camping in 2020 and was reserved well in advance. Staff are confident that revised budget targets can be met based on the reservation numbers for the remainder of the year.

Looking back on 2020

Staff will be completing seasonal employee reviews over the next few weeks to get a better understanding of their perspective of how/if the pandemic impacted their summer employment. Questions will be asked about procedures and practices put in place to address COVID-19 requirements and continued implementation next year. Full time unit staff will be participating in a facilitated COVID-19 Conservation Area Debriefing exercise early in September to reflect on the events of 2020 and the impacts on both staff and the day to day operations of the conservation areas. It is important to give both full time and seasonal staff outlets to provide support for each other as well as share their perspectives.

Prepared by:

Jennifer Howley,
Manager, Conservation Areas



Medway Creek Kiosk

The Friends of Medway Creek have created a [kiosk sign](#) to educate the public on the natural heritage features and history of the [Medway Valley Heritage Forest Environmentally Significant Area \(ESA\)](#). The project was funded by the City of London, with design and installation contributions from the UTRCA.

Many hours went into developing this sign. Thanks go to the Friends of Medway Creek for

their dedication and efforts in helping to educate the community on the importance of this ESA.

Contact: [Julie Welker](#), Community Partnership Specialist



Sandy Levin, a member of the Friends of Medway Creek (right), joined UTRCA staff for the installation of the new kiosk.



The kiosk is located next to the paved pathway along the Medway, south of Sunningdale Road.





Stream of Dreams Murals

UTRCA staff installed “[Stream of Dreams](#)” fish at Byron Somerset Public School, Trafalgar PS, and Laurie Hawkins PS in July. Thanks to everyone who loaned a helping hand!

Contact: [Linda Smith](#), Community Partnership Specialist



New Residents Welcome!

The Friends of Stoney Creek secured funding for the construction of a Barn Swallow nesting structure in the Stoney Creek subwatershed, through the City of London's Neighbourhood Decision Making Program.



The nest cups on the underside of the structure.



Ready for occupancy - the finished Barn Swallow nesting structure.

Matt McCutcheon, UTRCA Carpenter, built and installed the structure next to the Stoney Creek near Stackhouse Avenue. We look forward to welcoming Barn Swallows, hopefully in the 2021 nesting season!

Contact: [Linda Smith](#), Community Partnership Specialist

Happy Fishing!

During the winter of 2015, the UTRCA's Conservation Services unit, with help from volunteers, installed a new platform on the north shore of Lake Victoria to strengthen the shoreline and enhance the existing live crib wall.

The platform was designed to create shelter for fish and other aquatic life, as well as to provide recreational fisheries opportunities for anglers. It has become a popular feature along the lake shore. Young anglers often use the platform, as pictured on the front cover of the July 28, 2020 *Stratford Beacon Herald*.



The project was funded in part by Fisheries and Oceans Canada's Recreational Fisheries Conservation Partnership Program, with the Avon River Environmental Association and the City of Stratford.

Contact: [Craig Merkley](#), Conservation Services Specialist



The graceful, arching branches of a mature Black Walnut tree.

Black Walnut – A Wonder Tree

Love them or hate them, Black Walnuts (*Juglans nigra*) are an important tree in the Carolinian Life Zone of southwestern Ontario. Uncommon in the rest of Canada, the range of the Black Walnut extends south into the eastern US as far as Florida.

Walnuts grow naturally on well-drained, fertile lowlands near rivers and are intolerant of shade. They are a good early succession tree, growing quickly in sunny areas. The root system is deep and wide-spreading, usually with a taproot, so the tree is a great soil stabilizer. The UTRCA plants walnuts in floodplain restoration projects.

Black Walnuts are often planted for their fruit and wood, but they are also planted as an ornamental due their attractive tall, straight trunk and rounded, open crowns. The compound leaves have 14 to 22 leaflets, which gives the shade a dappled quality. The wood is highly valued as it is easily worked, has an attractive grain, and is a lovely dark brown colour with purple undertones.

The large green, globular or spherical fruits are 4-6 cm in diameter and grow in clusters of up to three nuts. The kernel inside has a strong flavour and contains several nutritional fatty acids.

Indigenous peoples knew the nutritional value of the nuts and nurtured walnut trees in groves.

Extracting the kernel from the fruit is difficult, requiring drilling and crushing, which may account for the wider popularity of the Persian and English walnut today. Squirrels are the main disperser of the seeds. Some buried nuts will be forgotten and germinate in the next year or two.

Why are these trees hated by some? A toxic substance called juglone is leached from the fallen leaves and exuded by the roots. This chemical inhibits the growth

of many broadleaf plants, which is not a desirable characteristic for gardeners. However, compounds in the leaves also keep insects at bay, so sit under a canopy of walnuts if you don't want to be bitten by mosquitoes!



The distinctive leaves and fruit of the Black Walnut.



Black Walnuts are a tasty treat but are very difficult to remove from their hard, protective shell.

The juglone and tannins in the fruit cause walnuts to stain cars and sidewalks and human skin when handled! The yellow-brown to brown-black dye was and is used for many purposes. The husk, leaves, and stems all have a characteristic pungent or spicy odour.

Black Walnut groves are considered a rare habitat type in southern Ontario. The Thames River floodplain in London is one of the few places where walnut groves are quite common.

The next time you see a Black Walnut tree, think of the amazing gifts it provides to the environment and to humans.

Contact: [Cathy Quinlan](#), Terrestrial Biologist

On the Agenda

The next UTRCA Board of Directors meeting will be a virtual meeting on August 25, 2020.

- Re-Appointment of Auditors
- 2021 Budget Concepts Memo
- Mid Year Financial Update & Revised 2020 Budget
- Section 28 Status Report
- Benefits Renewal
- Conservation Areas Update
- Watershed Planning, Research & Monitoring Unit Orientation Presentation

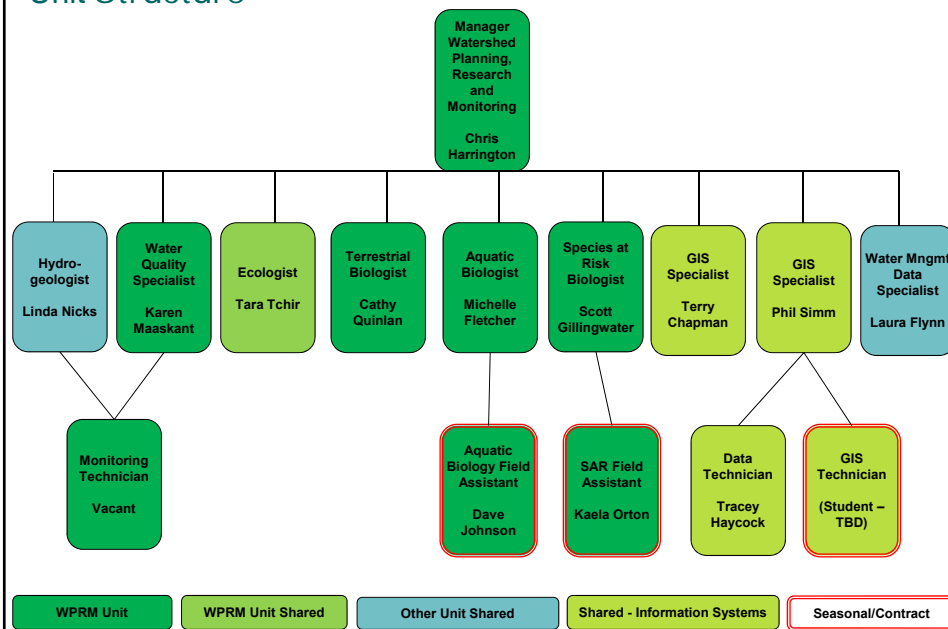
Draft agendas, audio recordings, and approved minutes are posted at www.thamesriver.on.ca on the "Board Agendas & Minutes" page.

Contact: [Michelle Viglianti](#), Administrative Assistant

Watershed Planning, Research and Monitoring Unit (WPRM)

UTRCA Board of Directors
Tuesday August 24, 2020.

Watershed Planning, Research and Monitoring Unit Structure



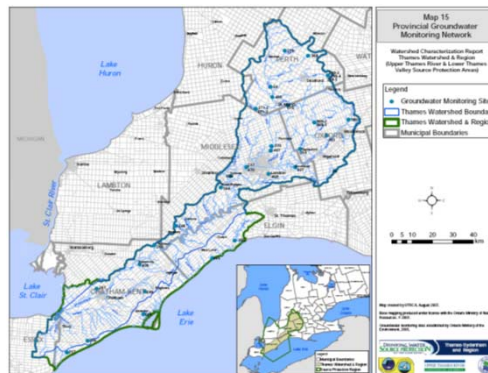
Highlights

- Environmental Monitoring
- Research
- Watershed Planning
- Information Systems (GIS)



Water Quality / Aquatic Ecosystem Health Monitoring

- Provincial Water Quality Monitoring Network (PWQMN) at 24 sites
- Provincial Groundwater Monitoring Network (PGMN) at 28 wells
- Benthic Sampling 100+ samples per year
- Fish Sampling
- Long term continuous programs with extensive data sets
- Identify stream health issues related to land use and measure progress in implementation.



Benthic Monitoring

- Aquatic bugs are collected from the bottom of watercourses, preserved, and later identified in the UTRCA lab
- Each type of bug has a known tolerance score for aquatic pollution
- Assessing the number and type of bugs at a site therefore allows us to rate the water quality at a site on a scale from Excellent to Very Poor over a period of 6 – 12 months.



Fish Inventories

Fish inventories are conducted by using a backpack electrofisher in shallow (less than waist deep) watercourses

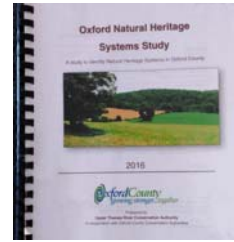
The fish data collected can be used to determine a number of things including:

- thermal regime
- if species are expanding their range after habitat improvements
- the locations of species at risk



Natural Heritage

- Natural Heritage Systems Studies
 - for County partners (Middlesex, Oxford, Perth, and others), PPS requirement
- Watershed Report Cards
 - Track forest and vegetation cover loss & gain (5 year cycles)
 - Compile watershed features
- Targets
 - Prioritize UTRCA lands for naturalization, restoration
 - Upper Thames Natural Heritage Strategy
- Tech Support: Property Management Plans
 - Cade Tract, Lowthian Flats, Burgess Park
 - Larger studies: Pittock Lands (PALMS), Glengowan (GLAP)



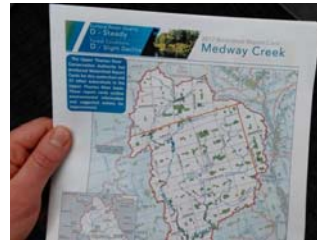
Targeted Monitoring/Research Efforts

- Focused monitoring and analysis in support of research projects and stewardship efforts.
 - Target Subwatershed Studies (Dingman Creek Subwatershed)
 - Reservoir water monitoring to assist dam management
 - Research and monitoring with partner agencies and universities to address current issues: phosphorus and algae, pesticides, pharmaceuticals, microplastics



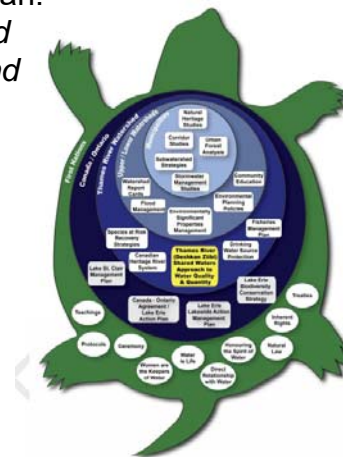
Watershed Report Cards

- State-of-the-Environment reporting summarizing conditions, activities and actions on a useful scale (28 watersheds)
- UTRCA commitment to WRCs every 5 years (2001, 2007, 2012, 2017...2022)
- Serves as a resources for staff, community, agencies, fosters actions
- Measure of progress for UTRCA Targets
- UTRCA lead the development of Ontario-wide WRCs and active in the on-going working groups to refine guidelines (Conservation Ontario lead)



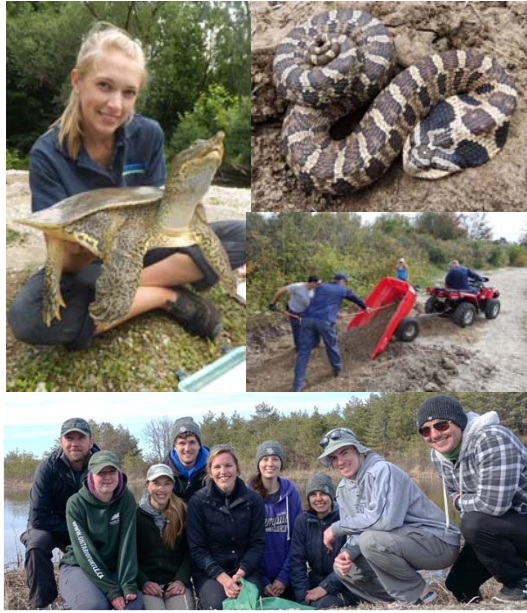
Water Management Plan

- Thames River Clear Water Revival Initiative
- Facilitate development of an updated Thames River Water Management Plan: *Thames River (Deshkan Ziibi) Shared Waters Approach to Water Quality and Quantity*
- Collaboration with a broad range of watershed stakeholders including First Nations, municipal, provincial and federal ministries
- Completed December 2019



Species At Risk

- Internationally recognized wildlife research, recovery and education program
- Long-term monitoring, habitat creation, community awareness and public participation
- Detailed research on life cycle, movement, habitat needs and threats of species at risk, including turtles, snakes, and birds



Species At Risk

- Incubation and release of thousands of turtles each season, resulting in increased populations and improved ecological function
- One of the longest running and most successful reptile recovery programs in Canada
- Significant volunteer support and training opportunity for biologists.



Information Systems: Geographic Information Systems (GIS)

- Service Center to all UTRCA units
- Manage and maintain all UTRCA spatial data.
- Conduct spatial analysis in support of research projects.
- Spatial data acquisition and use of Global Positions Systems (GPS)
- Web based GIS tools – GeoPortal.
- Spatially based field data collection tools.
- Air photo interpretation and ongoing data update



End

- Questions